

Early Learning Coalition



of Pinellas County, Inc.

Policy: ELCPC-60.1.5	Title: School Readiness Eligibility Redetermination	
	Review Date: June 2017	Next Review Date: June 2018

References: 1002.87, F.S., 1002.88, F.S.; 6M-4.200 F.A.C

Purpose: To establish and maintain standardization of procedures for School Readiness eligibility redeterminations.

Background: The eligibility for School Readiness scholarships must be redetermined at annually. The process is typically completed by mail.

Policy: A redetermination must be conducted annually for each participant that receives School Readiness childcare services unless otherwise noted in the specific eligibility requirements of each billing group category. At the time of the participant's eligibility redetermination; verification of income, purpose for care and compliance with all eligibility requirements are evaluated.

Child care authorizations for at-risk and protective services categories shall be valid for the duration determined by the referring entity. A child may continue to maintain eligibility under the at-risk or protective services categories as long as there is a current and valid child care authorization. The parent no longer maintains the current purpose for care upon the child care authorization's expiration or upon notification of termination from the referring agency to the coalition, whichever comes first. At-Risk and protective services parents with a valid child care authorization will be authorized for 12-months of child care funding. Each time a child care authorization is renewed during the 12-month authorization of child care funding, child care services will continue in increments defined by the referring agency.

Parents/guardians and providers are notified as a result of any redetermination or if a child is determined ineligible for a scholarship.

Procedures:

A. Redetermination Packets:

1. Redetermination notices are sent to clients at least 45 calendar days prior to their redetermination date.
 - a. Parents/guardians must inform ELC of any change of address within 10 calendar days and must have a current address on file where mail can be received at all times.
 - b. Redetermination packets sent by parents/guardians must include:
 - i. Application for School Readiness which must be signed/completed
 - ii. SR100 which must be signed/completed
 - iii. Child Support Forms (receipt/non-receipt)
 - iv. Disability Form (if applicable)
 - v. School Verification Form (if applicable)
 - vi. School Readiness Participant Agreement
 - vii. SSI Documentation (if applicable)

B. Redetermination Packet Submission:

1. The parent/guardian has the option to return their packet by mail, fax, and/or drop box, which is checked daily by ELC staff.
2. Completed packets must be received no later than 10 calendar days prior to the end date of participant's current eligibility.
 - a. If packets are received with less than 10 calendar days remaining before the end date, clients may be subject to private pay days depending on staff processing time.
 - b. If a packet is received after the redetermination date, the termination will stand and the parent/guardian will be given the option to re-apply to the Waiting List if they continue to maintain eligibility criteria.

C. Redetermination Packet Receipt:

1. If packet is complete, the case will be processed and recertified at least 10 business days prior to the recertification date.
2. If packet is incomplete, notices will be sent to the parent/guardian detailing what their last day of care is and what is needed to complete the packet.
3. The packet will be kept on file at the ELC office until termination is processed or additional documents are received and redetermination is processed.

D. Redetermination of Client's Eligibility:

1. A participant's eligibility will be recertified with verification of income, purpose for care, and compliance with all eligibility requirements. A new parent copayment may be assigned, if applicable and in accordance to OEL rule.
2. Once the participant has been recertified the parent and provider(s) are sent notification via mail detailing the new eligibility period and any other relevant information such as copayment changes.

E. Termination of Client's Eligibility:

1. If a child is deemed ineligible, the scholarship will be terminated at the end of the authorization period.
2. Termination notices are mailed to the parent and to the provider detailing the last day of care.
3. Once termination has been processed, a copy of the termination notices for parent/guardian and provider(s) are made and stamped with the following information: "Termination processed (date) by (staff name)".
4. These copies are then mailed to client and provider(s) and filed into the Coalition's electronic retention system.