Policy: **ELCPC-60.1.7**	**Title: Disenrollment**	
Review Date: August 2016	**Revision Approval Date:** December 2014	**Next Review Date:** August 2017

References: Section 1002.87, F.S.
OEL Fiscal Guidance 240.04
Fraud Policy, ELCPC-50.1

Purpose: To ensure that in the event that disenrollment is required to balance the school readiness budget and prevent deficit expenditures, an effective and equitable system has been established to determine the necessary steps.

Background: The Early Learning Coalition of Pinellas County, Inc. recognizes that its primary purpose is to provide the highest quality, cost-effective school readiness services to children and families within the available financial resources.

Policy: It is the intent of the Early Learning Coalition of Pinellas County, Inc. to only disenroll school readiness scholarship children in an effort to prevent deficit expenditures when all possible remedies and resources have been exhausted to the fullest extent.

This policy also prohibits the disenrollment of groups of children for any reason other than the failure to comply with eligibility requirements.

This policy establishes enrollment priorities among the subsequent priority eligibility groups in descending order, beginning with the highest enrollment priority, in accordance with s. 1002.87(1), F.S. "First In" placement priority shall be given based on Eligibility priorities listed in Florida Statute and Coalition Policy.

Procedures:

A. The Coalition staff meets on a monthly basis after the submission of the previous month's billing for school readiness services to determine the levels of enrollment necessary to ensure the prudent use of public funds based on the availability of funds. Additionally, enrollment is monitored daily.

  1. With the use of a spending plan prepared by the Coalition Chief Financial Officer, an analysis of current and projected expenditures will be used to determine the level of utilization required to expend the Coalition budget within funding limitations.

2. Spending Plan projections will take into consideration recent policy changes, past history trends, full day billing versus part time billing, mandated service requirements and other unique variables.

B. In the event that projections indicate current utilization trends would result in a fiscal year end deficit, the following steps will be taken to ensure the fiscal year ends within budget.

1. The Family Services Department of the ELC shall ensure that the School Readiness Participant Agreement/Parent Rights and Responsibilities is signed by all parents and guardians and clearly states that scholarships for school readiness are contingent upon available funding and Coalition placement priorities.

2. OEL-DOE will be notified <u>at least five (5) business days prior to the initiation of formal consideration by the ELC Board</u> that the current utilization will result in a year end deficit and that disenrollment will take place. The notification to OEL will include:

    a. A copy of the two (2) most recent monthly use analyses.

    b. Identification of the enrollment priority group the coalition is planning to disenroll children from due to a projected funds deficit and the number of children the coalition will be disenrolling within the enrollment priority group.

   The ELC Board will be notified that current utilization will result in a year end deficit and that disenrollment will take place.

3. Prior to disenrollment of children, the Coalition will submit a plan amendment, if applicable, and receive written approval of the submitted plan amendment from OEL prior.

4. Should disenrollment become necessary, all families and providers involved will receive a fourteen (14) calendar day written notice prior to the termination of services. The written notice will include the effective date of the child's disenrollment.

    1. Before disenrolling an at-risk child, the Family Services Department of the ELC will contact the referring agency and obtain written approval.

    2. All families who are terminated will receive wait list applications.

5. Children will be disenrolled in reverse order of eligibility priorities (as listed in Section 1002.87, F.S.) beginning with children from families with the highest family incomes.

    a. Priority 9: a child who are also enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Education Program

    b. Priority 8: a child who has special needs has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district and is not younger than 3 year of age.

c. Priority 7: a child of a parent who transitions from the work program into employment

d. Priority 6: a child who is younger than 13 years of age from a working family that is economically disadvantaged

e. Priority 5: at risk children who is at least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the School Readiness program within an eligibility priority category shall be given priority over other children who are eligible under this priority.

f. Priority 4: a child of a parent who transitions form the work program into employment from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school

g. Priority 3: a child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school, who is from a working family that is economically disadvantaged and may include such child's siblings

h. Priority 2: an at risk child younger than 9 years of age

i. Priority 1: a child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance and subject to federal work requirements.

6. Once the projected deficit has been successfully addressed, new enrollments will be considered if they do not create an annualization problem. Children will not be enrolled if there is not reasonable evidence to judge they can continue in care beyond the fiscal year.