

Early Learning Coalition

of Pinellas County, Inc.

Policy: ELCPC-60.1.8	Title: School Readiness Wait List and Single Point of Entry System	
Review Date: October 2016	Revision Approval Date: December 2016	Next Review Date: October 2017

References: Ch. 1002.87, F.S.
6M-4.300, F.A.C., School Readiness Application and Waiting List Procedures

Purpose:

To establish and maintain standardization of procedures for the maintenance of and enrollments from the School Readiness Waiting List and Single Point of Entry (SPE) system for child care scholarships funded by the Early Learning Coalition of Pinellas County, Inc.

Background:

ELC maintains the official Pinellas County School Readiness Wait List for child care scholarships. Parents and guardians may apply for the School Readiness Wait List (hereinafter referred to as “WL”) at any time through the online SPE system also known as Family Portal. ELC currently partners with Pinellas County Head Start in sharing WL data for their respective families.

Policy:

It is the intent of the Early Learning Coalition of Pinellas County, Inc. to ensure the availability and accessibility of a WL and Single Point of Entry for families applying for School Readiness Scholarships in Pinellas County in accordance with 6M-4.300, F.A.C.

Children are enrolled from the WL in accordance with the *School Readiness Eligibility Service Categories and Waitlist Priorities* (ELCPC-60.1.1).

Procedures:

A. WL Placement:

1. Families seeking to apply for the School Readiness program must complete an online application at <https://familyservices.floridaearlylearning.com/Account/Login>.
2. Applications will be reviewed within twenty (20) calendar days of receipt for preliminary determination of eligibility based on the preliminary screening elements that consider the family’s statement of income, family size and type of service requested.
3. If all required information is received and the family is eligible, the family will be placed on the WL in the SPE system on a first-come, first-serve basis, based on

the date of the submitted application, the potential eligibility category and priority categories, and the age of the child(ren).

4. If a parent requests school readiness program services for an additional child following placement on the waiting list, the additional child will be placed on the waiting list according to the initial date the family was placed on the waiting list. The additional child will also be assigned a potential eligibility category and priority.
5. Families will receive notification of the outcome of their application, whether approved or rejected.
6. Families who are receiving funding other than School Readiness (i.e. teen parent) will be encouraged to apply to the WL to ensure they will have a greater chance of receiving care once their alternate funding ends.
7. Families that are on the WL and offered a VPK wrap care scholarship will be allowed to return to their original spot on the WL once their wrap care ends without the option to roll as long as they fill out a new WL application within ten (10) calendar days of their wrap care termination.
8. Families who receive referrals from Welfare TANF or At-Risk of Abuse and Neglect and their funding period has expired will be evaluated to determine if they are eligible to roll into an alternative funding source or eligible to be placed on the WL.
9. Families that are on the WL and receive an At Risk scholarship that ends without the option to roll will be placed back to their original spot on the wait list once their referral ends as long as they fill out a new WL application within ten (10) calendar days of their termination.

B. Child Care Placement:

1. Coalition staff review a monthly report, which includes current WL data. Fiscal Services determines availability of funds for new placements.
2. Contingent upon available funding, the Coalition staff analyze WL data to determine if placement from the wait list is feasible.
3. The Coalition staff will determine the number of children that will be notified for placement by Coalition priority and available funding. Placement of children into care from within the same priority group will be completed by wait list date order.
4. Upon the decision to place children from the WL, families will receive notification within thirty (30) calendar days of funding availability.
5. Parents will be given a designated time frame, not to exceed ten (10) business days, to respond and schedule an eligibility intake appointment.
6. Families are evaluated to determine if they meet all eligibility requirements and will be given authorization paperwork to begin care.

C. Terminations:

1. At least once every six (6) months from the date the family was initially placed on the waiting list or from the last revalidation date, the coalition will contact the parent through the SPE system and request the parent to submit updated information regarding eligibility status. The parent will receive notification within thirty (30) calendar days prior to the revalidation date.
2. A family will be removed from the waiting list under the following circumstances:
 - a. Failure to maintain accurate contact information;
 - b. Failure to meet the school readiness eligibility requirements;
 - c. Failure to confirm information. The parent does not validate its information by the due date indicated on the notification;

- d. Over age limitations. Any child on the waiting list age 13 or older will be removed from the waiting list;
- e. School readiness services no longer needed. The parent indicates, via email, fax, mail, telephone or in person, that school readiness services are no longer needed;
- f. The parent does not respond to the notification for available funding by the due date;
- g. The family no longer resides in the early learning coalition's service delivery area; or
- h. Funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. Actual eligibility determination will be conducted prior to authorization for enrollment, which will be based on available funding.