

# Early Learning Coalition



of Pinellas County, Inc.

<b>Policy:</b> ELCPC-61.3.5	<b>Title: School Readiness Attendance Documentation and Monitoring Policy</b>	
<i>Formerly addressed: ELCPC- 61.2.1 and ELCPC- 61.2.2</i>	<b>Review Date:</b> June 2017	<b>Next Review Date:</b> June 2018

**References:** Chapter 1002.84, Florida Statute  
Statewide School Readiness Provider Contract, Form OEL-SR 20  
6M-4.500 Child Attendance and Provider Reimbursements, F.A.C.

**Purpose:** To establish procedures for School Readiness Attendance documentation and monitoring.

**Background:** The Statewide School Readiness Provider Contract, Form OEL-SR 20 states:

**Sign-In/Sign-Out Process.** PROVIDER agrees to maintain daily attendance documentation, including a documented “sign-in/sign-out” process approved by COALITION and implemented by PROVIDER, and which accurately documents attendance and absences. PROVIDER agrees to retain the attendance documentation in accordance with COALITION’s records retention requirement established in accordance with s. 1002.84(10), F.S.

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

## **Definition:**

### **Authorized Signature**

Authentic signature or initials of parent, guardian or authorized persons at least 16 years of age that is not the child care provider. An authorized signature may only include a provider designee for children who are transported via school to or from the provider site or a parent or person authorized by the parent. The signature does not need to be legible, however, it must be written in ink. A parent signature may also be in the form of an electronic attendance-tracking system that is maintained at the provider site to validate the attendance data.

**Policy:**

Daily attendance documentation shall be maintained by each school readiness provider based on the terms of the Statewide School Readiness Provider Contract, specified in Rule 6M-4.610, Florida Administrative Code (F.A.C.). The provider must record daily child attendance using a paper sign-in and sign-out log or electronic attendance-tracking system that is maintained at the provider site to validate the attendance data. For electronic attendance systems, the provider must backup records on a regular basis to safeguard against loss. The sign-in and sign-out forms will vary by provider but must contain the following information:

1. Provider's name,
2. Child's first and last name,
3. Time in and out,
4. Date, and
5. An authorized signature or other identifier that verifies each child's attendance.

Any changes to attendance documentation must be completed with a strike-through, initialed and dated by the authorized individual. The use of whiteout on any documents for attendance verification is strictly prohibited.

The Coalition does not permit siblings to be grouped together on the same sign-in/out sheet. Each child must be signed in and out separately.

If a child care provider has a situation with attendance documentation that does not fit into any of the above criteria, an Attendance Documentation Verification Request Form must be submitted to the Coalition and process approval in writing must be received by the provider prior to implementation. The form is available on the Coalition's website at [www.elcpinellas.net/downloads](http://www.elcpinellas.net/downloads).

**Note:**

Reasonable evidence of false or misleading documentation, action, omission, or statement made by individual client, scholarship recipient or provider will result in the Termination of the School Readiness Contract in accordance with the Suspected Provider and Client Fraud and/or Misrepresentation Policy (*ELCPC-50.1*). Cases of suspected fraud and/or misrepresentation will be reported to the Florida Department of Financial Services Public Assistance Fraud Unit and the Office of Early Learning (OEL) as required by OEL.

Providers may require School Readiness Parents to pay the provider in situations where the provider payment was reduced by the ELC due to insufficient or lack of signature IF the provider has a policy outlining parent signature requirements. Provider must have acknowledgement of the policy signed by all School Readiness Parents prior to requiring payment for lost revenue.

**Procedures:****I. MONITORING****Monitoring Methodology:**

In accordance with Rule 6M-4.500, the Coalition must conduct monitoring activities to ensure the accuracy of payments of the monthly reimbursement requests. All School Readiness providers will be monitored at least once during each fiscal year. Providers

may be monitored more frequently based on the OEL School Readiness Monitoring Tool guidelines. Assigned Coalition staff will review each of the providers' attendance records and compare the data with attendance submitted on the Enrollment/Attendance Verification form(s) for validation of child attendance on an annual basis for selected child care centers, family child care homes, and unregulated/relative providers.

Provider must retain original sign-in/sign-out sheets and attendance rosters for a minimum of five (5) years. Records must be retained onsite for a minimum of one (1) year. Coalition staff will monitor attendance records via on site visit, records request/desk audit, or both. Providers selected for a desk audit will be notified in writing to submit attendance rosters and sign in sheets. This request can be for one month or more at the Coalition's discretion. The Coalition can request documents up to five (5) years prior.

## II. ENFORCEMENT

### **Corrective Action**

If the Coalition determines a provider has failed to comply with the terms of this policy and concludes that corrective action will resolve the noncompliance, the provider will be notified in writing. The notice will identify the specific requirement the provider has failed to meet and a detailed description of required corrective action and timeline for completion. The Coalition will provide confirmation in writing when the provider has satisfactorily completed the corrective action.

A provider shall be reimbursed for each day that there is evidence (i.e., parent statement, supplemental attendance logs, etc.) that the child was in attendance.

### **Financial Consequences**

Failure to complete required corrective action will result in a payment adjustment to correct the improper payment.

### **Exhibits:**

School Readiness Reimbursement Validation form

School Readiness Attendance Validation form

Sample SR Parent/Guardian Sign In and Out Sheet (SR-61F-8)

Sample SR Sign In and Out Sheet for Before and After Care (SR-61F-46)