



## School Readiness Providers Parent Fee Registration Requests

### **ACTION NEEDED:**

Registration Fee requests can now be submitted through the Provider Portal by providers for School Readiness children who meet the criteria based on OEL rules.

Registration Fee requests can be submitted each month as children become eligible per OEL criteria and as they appear in the provider's registration fee queue.

Registration Fees will be processed monthly beginning with January 2021 School Readiness reimbursement and will be processed by the provider's assigned Reimbursement Specialist.

It is the provider's responsibility to request registration fees be reimbursed in a timely manner and that **all registration fee requests be submitted by July 6, 2021 for the 20-21 fiscal year.** Registration fee requests submitted after July 6, 2021 will not be processed due to the fiscal year ends as of June 30, 2021.

It is the provider's responsibility to dismiss children as appropriate per the User Guide instructions particularly any ineligible child or any child that the registration fees were collected for already directly from the client

- [2021 Provider Portal Guide](#)
- [Registration Fee Instructions](#)
- [Reimbursement Team Contact Information](#)

### **OTHER IMPORTANT INFORMATION:**

**Providers should be collecting assigned parent copays beginning January 1, 2021, as the copayments will be deducted from providers' reimbursements beginning with the January 2021 service period.**

**Please be advised that as of January 1, 2021, a maximum of three absences per month will be reimbursed without a Request for Justification of Absence (RJOA) Form.**

For children with more than three absences, an RJOA Form and supporting documentation if applicable per form will be required in order for the provider to be reimbursed for up to seven additional absences in the month.

**The RJOA Form is to be attached to the fourth (4<sup>th</sup>) absence at the time attendance is being recorded. If additional documentation is required depending on the reason chosen for the absence, then the documentation will also need to be attached to one of the related absences at the time the attendance is being recorded. These forms need to be attached before the provider submits the attendance to the Coalition or the additional absences will not be reimbursed.**

Please do not upload the form and documentation as the Reimbursement Specialists will not look for RJOA forms and docs in any other location other than those that are attached to the fourth (4<sup>th</sup>) absence which is viewable when the Reimbursement Specialist is processing the attendance. As a reminder, vacation, lack of transportation and child suspension are non-reimbursable absences per Rule 6M.

**NOTE:** Late RJOA forms and supporting documentation will be processed in a future reimbursement payment period as long as the provider uploads the RJOA Form and any required documentation to the Monthly Adjustment Request folder in the document library of the Provider Portal.

Please remember that **sign in sign out sheets are required each month** in order for attendance to be processed in a timely manner and for the monthly reimbursement to be deposited on time.

**Sign in sign out sheets must be submitted by the same due**

**date as the attendance.** Late submissions will be processed in the next reimbursement payment period. It is the provider's responsibility to make sure that sign in sign out sheets are received on time.

If the sign in sign out sheets are uploaded in the document library to the Monthly Sign in out Sheet folder then there is no need to call to find out status. As long as the sign in sign out sheets are scanned to the folder then the Reimbursement Specialist will also see them scanned to the folder.

If a provider **faxes their sign in sign out sheets to 727-400-4472**, it is the provider's responsibility make sure that they have a fax confirmation page showing result = ok or received as that is the only proof a provider will have that the sign in sign out sheets were faxed and received.

Providers can also follow along with their attendance status as submitted attendance have a text that reads SUB for submitted in green next to each child's name. When the attendance is processed the SUB text will change to APP for approved. It is highly recommended that providers read through the updated user guide to learn how to assure they are doing all that they can to meet requirements and be reimbursed in a timely manner.

- [2021 Provider Portal Guide](#)

**As of January 1, 2021, copayments will be deducted** and will be PT as the copayment for school aged children remains PT for the school year.

If a School Aged child is attending a brick and mortar school through PCS Online/PCS Virtual School by the use of a child care center, then the provider will need to click on the PT for each day and change the PT to FT. This is the only way that the provider can be reimbursed for FT care.

Please remember that **FT care is defined as 6 or more hours of care per day per OEL Guidelines.** This action is the provider's responsibility and will alert Reimbursement Specialist that the child is attending FT rather than the usual PT care.

Please do not rely on the Reimbursement Specialist to catch these children when they are reviewing your site's sign in sign

out sheets. If the Reimbursement Specialist happens to catch an error with PT/FT status, they will reject the child's attendance to allow the provider to make the necessary corrections.

If you have questions regarding the recording of attendance or any reimbursement related issue, please contact your Reimbursement Specialist.

- **Reimbursement Team Contact Information**

It is important that you call or email your Reimbursement Specialist with reimbursement related questions as they can assist you in a more timely fashion rather than bypassing them and going straight to the Supervisor or going through another department.

As a reminder, providers should call the **Family Services department at 727-400-4411**, as they are the department that would address issues regarding a child's enrollment such as start date, term date, assigned copayment, redetermination date, child's care level and schedule. Reimbursement Specialists are unable to assist providers with these types of issues.



Sponsorship by Early Learning Coalition of Pinellas County, Inc. and the State of Florida, Office of Early Learning, 70% Federal Funds

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