



**Early Learning
Coalition**
OF PINELLAS COUNTY

School Readiness Recertification notification process updated

Effective April 1, the Early Learning Coalition of Pinellas will no longer notify participants about School Readiness recertification process by mail. All upcoming recertification notifications will only be sent electronically.

Those who qualify for School Readiness recertification will be notified through their Family Portal, via email, starting 45 days before recertification due date. A reminder email will also be sent 30 and 15 days prior to the final recertification deadline.

Please submit your School Readiness recertification at least 30 days prior to your expiration date. Completing the recertification early allows ELC to review your file, collect any missing documentation, and process the file in a timely manner.

Any recertifications not submitted by the deadline will result in the “Update Eligibility” button disappearing from your application portal, which will put you back in the re-application process and on the waitlist.

How to complete your online recertification:

1. Log into your Family Portal account
2. Click on the blue “Update Eligibility” button

You can also log into your Family Portal account and scroll to the bottom to view your recertification date on your payment certificate.

Has ELC recently made a change to your School Readiness Scholarship?

You must sign the payment certificate every time a new change is made to your School Readiness scholarship. Once signed, you will be able to view your fees and scholarship expiration date. **Recertifications must be completed in your Family Portal account linked to your current eligibility.**

Unsure of your username in the Family Portal? Please contact 727-400-4411. Please do not create a new account, or log into an old account again because this will cause your current eligibility not to recertify.

ELC providers will receive a courtesy reminder call between 5-7 days before the recertification due date.

IMPORTANT NOTE: ELC providers may log into their Provider Portal account at any time to view the Payment Certificate. To locate the payment certificates, click on the Enrollments Header, Manage SR Enrollments, View/Edit SR Enrollments, and scroll all the way to the

right to see the View Payment Certificate button

SR Enrollments

Care Level	Unit of Care	Child Care Schedule	Full Time CoPayment	Part Time CoPayment	Enrollment Start Date	Attendance Start Date	Enrollment End Date	Status	Action
TOD	FT	Mon, Tues, Weds, Thurs	\$4.80	\$2.40	07/08/2020	08/05/2020		Enrolled	View Payment Certificate

The Early Learning Coalition is committed to enriching the lives of young children in school and life. We would like to thank you for entrusting us with the future of your young learner.

SCHOOL READINESS PROGRAM SPONSORED BY:



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Email: info@elcpinellas.net