



**Early Learning  
Coalition**  
OF PINELLAS COUNTY

DEPARTMENT: <b>Eligibility</b>	SUBJECT: Procedures for “ <b>Suspended Enrollments</b> ”
REVISED: 05-21	AUTHORIZATION APPROVAL: Manager, Family Services

**Purpose:** To provide written guidance for Family Services staff regarding the process and procedures for completing suspended enrollments and restarting care.

**Scope:** This procedure applies to non-Rilya Wilson children who will be temporarily absent from care for a qualified specific time period (10-90 days) for a qualified purpose.

**Procedures:**

1. It is the responsibility of the Family Services staff to explain the requirements of the Suspended Enrollments procedures to parent(s)/guardian(s).
2. Family Services staff must ensure that the parent/guardian qualify for a childcare scholarship Suspended Enrollment before implementing procedure.
3. Suspended Enrollments cannot be issued for Rilya Wilson Act (RWA) children.
4. A Suspended Enrollment may be used for qualified purposes such as:
  - a. Seasonal employees who have a break in employment such as school board employees,
  - b. Child visitation with family,
  - c. When parent intends to resume an eligible education/training or work activity that a change that exceeds three (3) months (Ex. FMLA leave),
  - d. Medical incapacity determined by a doctor,
  - e. Attending an alternate program (Ex. Summer Bridge Before/After Care, Non-SR Camps),
  - f. On a waitlist at a specific provider site (site’s name must be listed on SE form and verified by caseworker),
  - g. Virtual school due to COVID-19 for 2020/2021 School year (to be reevaluated in subsequent years),
  - h. Or any other legitimate reason for limited duration as approved by a supervisor.
5. Parent(s)/guardian(s) may not be granted a Suspended Enrollment if the child is anticipated to be out of care for fewer than 10 and more than 90 consecutive calendar days.

6. Parent(s)/Guardian(s) on scholarship programs who anticipate absences from 10 to 90 consecutive calendar days and who meet qualified purposes are eligible to request a Suspended Enrollment.
7. In order for parent(s)/guardian(s) to request a Suspended Enrollment service they need to contact the Family Services Department, if parent(s)/guardian(s) know that they are going to have a break in care for a period from 10 to 90 consecutive calendar days.
8. Parent(s)/guardian(s) are required to complete and submit the Suspended Enrollment Request form that is **signed by the parent and by the provider** to the Family Services Department **at least 72 hours before** the date the Suspended Enrollment is needed.
9. Upon receipt of a request for a Suspended Enrollment, Family Services staff will need to verify qualification and complete data entry in accordance with established procedures
10. Parent(s)/Guardian(s) co-pays must to be current in order for the child(ren) to be eligible/approved for a Suspended Enrollment.
11. Staff needs to make sure that the Suspended Enrollment Request form is completed and signed by both parents/guardian and the current childcare provider.
12. Those parents/guardians who have redetermination dates during their requested and authorized suspended enrollment must complete their redetermination prior to the eligibility end date or their eligibility will be terminated on their redetermination date.
13. Parent(s)/guardian(s) must provide proof of purpose for care and be eligible to continue to receive a childcare scholarship in order to return from suspended enrollment. Prior to restarting their child(ren)'s care from an approved Suspended Enrollment, the Parent(s)/Guardian(s) **MUST** request a **NEW Payment Certificate**. They will submit a Reinstatement of Approved Suspended Enrollment Request with supporting documentation **at least 72 hours** before the end date of their suspended enrollment. This is regardless if the child is returning to the same childcare provider or a new childcare provider. Failure to do so may result in the loss of the childcare scholarship and self-payment for childcare by the parent/guardian.
14. If approved, Family Services staff will key the enrollment. A new Payment Certificate will appear in the parent/guardian's Family Portal account.
15. Parent(s)/guardian(s) are required to sign the Payment Certificate in order to ensure payments of their childcare provider.
16. Family Services staff are responsible for completing parent(s)/guardian(s) eligibility termination in the event a parent/guardian fails to restart their child's care at the specified date.

**Note:** The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.