



**Early Learning
Coalition**
OF PINELLAS COUNTY

DEPARTMENT: Eligibility	SUBJECT: Procedures for “ Processing BG1 Referrals ”
REVISED: 10-21	AUTHORIZATION APPROVAL: Manager, Family Services

Review Dates:

For all BG1 Referrals (**See exceptions below**), add 3 months to the referral end date for a reestablishment period. Clients will need to provide current proof of income and purpose for care documents during their reestablishment window.

- 60 day Referral Example: Referral dates 4/15/21-6/15/21; Eligibility Assignment dates 4/15/21-9/15/21; Purpose for Care Review date 9/15/21
- 6 month referral Example: Referral dates 4/15/21-10/15/21; Eligibility Assignment dates 4/15/21-1/15/22; Purpose for Care Review date 1/15/22
- **NOTE:** The Assignment cannot go past the Care Authorization end date. The client will need to recertify by completing the wizard by the Care Authorization end date.

****Exceptions:**

- **BG1-13.** All foster families will get 6 months since it is better for them to get in the habit of getting referrals every 6 months. This is with the understanding that if they do not get the referral, they cannot be termed (without giving the reestablishment period), but it may encourage them to get in the routine of needing something every 6 months.
 - Referral/assignment dates 4/15/21-10/15/21; Review date 10/15/21
- **Any family over 85SMI at time of referral start date.** The care can only be covered during active referral dates. The client will be responsible for the highest co-pays. If the client's income decreases before the referral end date, the client will need to report the change with supporting proof in order for care to continue after the referral ends.
 - Referral/assignment dates 4/15/21-10/15/21, Review date (LDC) 10/15/21
- **Fee Waivers.** The fee waiver is only in effect during the referral. When referral ends, build a new assignment to reflect the re-establishment period with co-pays. The review date must match the referral/fee waiver end date to be captured properly on the reports. Encourage clients to submit purpose for care by referral end date in order to avoid two review dates.
 - Referral/assignment dates 4/15/21-10/15/21, Review date 10/15/21
 - If client is unable to roll on 10/15/21: Reestablishment assignment with co-pays 10/16/21-1/15/22, Review date 1/15/22

RWA:

If the child is coded as RWA, the provider will need to adhere to reporting requirements. Review the BG1 referrals for the RWA indicator:

Rilya Wilson Act: Yes No

If this box is checked, click on the RWA box in each child’s assignment for every child birth-5 listed on the referral:

Rilya Wilson Reporting Requirements

The indicator will then show in the provider’s portal account:



Case Notes:

In order to ensure that BG1 case notes are clear, indicate all dates. Remind the client of Review Dates and documentation needed by the due date and notate the conversation. Detailed notes will help the person processing the recertification/rollover. Please include the following info in your case note (fill in the blanks as indicated).

P-BG1-_____, enrolled (child’s name) at (site’s name) eff _____, FT/PT fees, elig (care auth dates), (ref dates), (review date) for client to provide (list of all needed documentation), (agency name) worker (caseworker’s name) (caseworker’s number), called (provider’s name) to verify enrollment and fees, advised client of review date and docs needed to continue care, client will sign payment cert for client and provider records.

For example:

P-BG1-IN, enrolled John at Kindercare eff 4/15/21, FT 1.20 PT .60, elig 4/15/21 to 4/14/22, ref dates 4/15/21-6/15/21, review date 9/15/21 as client will need to provide proof of purpose for care, PCSO worker Brandi Smith 582-3800, spoke with Jill at Kindercare to verify enrollment and fees, advised client of review date and docs needed to continue care, client will sign payment cert for client and provider records.

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.