

Notice of Needed Documentation

Your application is incomplete and cannot be processed as submitted. Your childcare scholarship will end on _____ if you do not submit, correct or complete all documentation indicated below:

_____ Client Application contains the following discrepancies: _____

_____ Four (4) weeks of current pay stub/receipts for: _____ if paid:

Weekly - last four (4) pay periods Biweekly - last two (2) pay periods

Bimonthly - last two (2) pay periods Monthly - last one (1) pay period

_____ Proof that parent 2 is not residing in home (lease, utility bill with new address) _____

_____ Proof of residence to reflect current address

_____ Copy of valid driver's license or photo I.D./Birth verification for _____

_____ Child Support Form for _____

_____ Proof of all other forms of household income ____ (Type of Income) ____ for _____

_____ Referral from appropriate agency (ECA, PCSO, CareerSource Pinellas, _____)

_____ School Verification for _____

_____ Medical/Disability verification for _____

_____ Other: _____

IT IS YOUR RESPONSIBILITY to gather and upload the needed documentation to your ELC Family Portal account promptly in order to allow for the continuation of your childcare scholarship. FAILURE TO UPLOAD COMPLETE AND ACCURATE DOCUMENTS will result in TERMINATION of your childcare scholarship. All forms referenced above are available at <https://elcpinellas.net/for-families/school-readiness-programs/> for your use.

If you have questions, please call your caseworker at (727) _____ for further assistance.

Additional Termination Reasons

Your childcare scholarship will end on _____ because of the following reason(s):

_____ Please log into your Family Portal account, scroll down, and click on the blue "Verify Eligibility" button. You must complete the online application and upload supporting documentation. If you do not remember your username, please call 727-400-4411. DO NOT REGISTER FOR AN ACCOUNT AS A NEW USER, as this will not link to your current childcare scholarship.

_____ Non-payment of parent fees.

_____ The following change(s) was not reported to ELC _____

_____ You are no longer eligible for scholarship assistance due to your income exceeding allowable income amount to receive scholarship. You must now pay full fee for School Readiness Services.

_____ Your childcare scholarship is dependent upon the availability of funds from state and local sources. Funds are not available now. Should they become available in the near future we will give you priority consideration in returning to scholarship status.

_____ Your child was eligible to receive scholarship funding as a four year old until school year ends. That funding now ends on _____. If you wish to be considered for future scholarship funding, please complete a wait list application and return it to ELC to determine if you qualify for the wait list.

Other: _____

*** If you disagree with the results of this action, you have 10 days to request a supervisory review.**

If you have questions, please call your caseworker _____ at (727) _____ for further assistance.

Review Notice

Your file is under review with the Early Learning Coalition of Pinellas County, Inc. (ELC). You will need to upload documentation by _____ or your scholarship will end.

You must submit verification of at least one of the following to ELC to determine the continuation of your School Readiness scholarship:

_____ Employment-4 weeks of current and consecutive weeks of pay stubs or an employment verification form for each employed parent/guardian in the household.

_____ Education-School/Training Verification form.

_____ Disability-Disability/Medical/Age Condition Verification form.

_____ Referral-An updated referral from your case manager if you are in compliance with an approved program (PCSO, ECA, CareerSource Pinellas, etc.)

(If the bottom section is applicable, include this sentence) In addition, the following information is needed for your file:

_____ Proof of all household income (including Social Security benefits, Food Stamps, child support, etc.).

_____ Birth certificates for ALL children in the home.

_____ A valid photo ID for the parent/guardian.

_____ Proof of current residence (i.e. current utility bill or lease).

_____ Other _____

All forms referenced above are available at <https://elcpinellas.net/for-families/school-readiness-programs/> for your use.

Caseworker: _____ Phone Number: (727) _____