



**Early Learning
Coalition**
OF PINELLAS COUNTY

DEPARTMENT: Eligibility	SUBJECT: Procedures for “ Sib-Adds ”
REVISED: 10-21	AUTHORIZATION APPROVAL: Manager, Family Services

Reminders:

- ✓ If the family already has children in care, a new child can be placed into care as long as the household income does not exceed 85SMI.
- ✓ The family must still go through the entire EV wizard. Current proof of purpose for care and 4 weeks of income will be needed.
- ✓ Fees can increase/decrease at time of sib-add for all children receiving care based on the updated documentation.
- ✓ Add sibling to existing funding. (Ex. Child in care is under BG8-ECON. Add sibling to BG8-ECON)

Sibling added into care:

- ❖ The Sib-Add child(ren) will receive one year of eligibility from the date of placement. (Follow “Placements” guide.)
- ❖ Review ages of all children receiving care to ensure that the youngest child in care is pulling the highest fees. All other children will receive a sibling discount. (Reference “Sibling Discounts” guide.)

Eligibility

Current Authorization Period (11/08/2019 - 11/07/2020) | Update

ECON	BG8	11/08/2019	11/07/2020	1202 (26-26-26, BG8, BG8 0% Match)	Update	End Eligibility
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Add Eligibility Assignment... Add Next Authorization Period...

Current Eligibility Map

Current Authorization Period
11/08/2019 - 11/07/2020

Eligibility Assignment
ECON BG8 (26-26-26)
11/08/2019 - 11/07/2020

Enrollment
YMCA SACC PROG PERKINS ELEM
11/08/2019 -

Save Cancel

Children already receiving care:

- ❖ Recertify all children in services for one year from the date of the Sib-add.
- ❖ Review ages of all children receiving care to ensure that the youngest child in care is pulling the highest fees. All other children will receive a sibling discount. (Reference “Sibling Discounts” guide.)
- ❖ Ensure that all children have the same Care Authorization and Eligibility Assignment end dates.

1. End the enrollment for the day before the placement. Reason code REDE.

Enrollment Ended (Terminated) YMCA SACC PROG PERKINS ELEM		Acknowledge		
Level of Care 36 < 48 Months	Full Time Copayment \$9.30	School Calendar 198 - 19-20*PCSB - School Age	Provider ID 6939 (View Profile)	View Termination Details
Age at Enrollment Start 3 years	Part Time Copayment \$4.65	School Holiday Unit of Care FT	Location 2205 18th Avenue South St. Petersburg, 33712 Pinellas County	History
Enrollment Period 08/15/2019 - 11/07/2019	Copayment in Effect PT	Care Days M T W R F Sa Su PT PT PT PT PT	Contact Phone (727) 895-9622	Payment Certificate
Attendance 08/15/2019 - N/A	Billing Group / Eligibility BG8 / ECON		Contact Email cadams@stpeteymca.org	
Termination Reason REDE - Next Authorization Period Approved	Match Funder ID 57 (26-JWB, JWB)			

2. Click on the Update button next to the current **Eligibility Assignment**.

Eligibility

Current Authorization Period (05/01/2019 - 04/30/2020) [Update](#)

Authorization	Billing Group	Start Date	End Date	Funder ID	Actions
ECON	BG8	08/14/2019	04/30/2020	57 (26-JWB, BG8, JWB)	Update End Eligibility
Ended Assignments					
ECON	BG8	05/01/2019	08/13/2019	57 (26-JWB, BG8, JWB)	Update
ECON	BG8	04/01/2019	04/30/2019	57 (26-JWB, BG8, JWB)	Update

[Add Eligibility Assignment...](#) [Add Next Authorization Period...](#)

Current Eligibility Map

The map shows a green bar for the Current Authorization Period from 05/01/2019 to 04/30/2020. A blue bar for the Eligibility Assignment (ECON BG8 (26-JWB)) is shown below it, starting on 08/14/2019 and ending on 04/30/2020.

[Save](#) [Cancel](#)

3. Change the Eligibility End Date to reflect the day before the Sib-add. Click OK.

Edit Eligibility Assignment

Funding Details

Funder Type *

SR Local E-TAPP P-TAPP

Billing Group *

BG8

Eligibility Code *

ECON

Eligibility Begin Date *

08/14/2019

Eligibility End Date *

11/07/2019

- Review the **Eligibility** Screen to ensure the old assignment has ended.

Ended Assignments					
Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Update
ECON	BG8	08/14/2019	11/07/2019	57 (26-JWB, BG8, JWB)	Update

- Click on the Update button next to the **Current Authorization Period**.

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Update
Current Authorization Period (05/01/2019 - 04/30/2020)					Update

- Edit the dates to match the new sibling's dates (one year from date of placement). Press OK.

Edit Authorization Period

Authorization Start Date *	Authorization End Date *
<input type="text" value="11/08/2019"/>	<input type="text" value="11/07/2020"/>

- Click on Add Eligibility Assignment.

Add Eligibility Assignment...

- Complete the **Eligibility Assignment** screen to reflect one year from the date of placement. Review for accuracy. Click OK.

Edit Eligibility Assignment

Funding Details

Funder Type *

SR Local E-TAPP P-TAPP

Billing Group *	Eligibility Code *	Match Funder *
<input type="text" value="BG8"/>	<input type="text" value="ECON"/>	<input type="text" value="BG8 0% Match"/>
Eligibility Begin Date *	Eligibility End Date *	Purpose-for-Care Review Date
<input type="text" value="11/08/2019"/>	<input type="text" value="11/07/2020"/>	<input type="text"/>

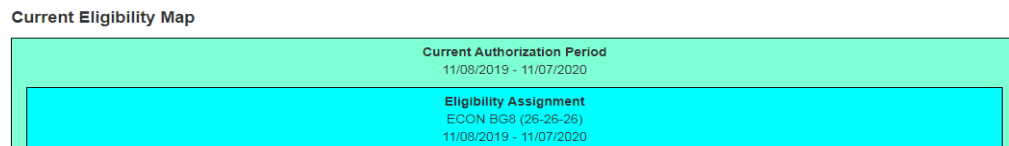
- Billing Group/Eligibility Code:** See Funding Chart
 - ✓ Reminder: Add sibling to existing funding. (Ex. Child in care is under BG8-ECON. Add sibling to BG8-ECON.)
- Match Funder:**
 - ✓ BG8-ECON-BG8 0% Match
 - ✓ BG8-SRMT-JWB SRMT Match
- Eligibility Begin Date:** Date of processing
Eligibility End Date: One year later minus a day
- Purpose-for-Care Review Date:** ONLY used if the client has a review date, typically associated with an agency referral

- e. **Priority:** See Funding Chart
- f. **Level of Care:** See Level of Care Chart
- g. **Purpose for Care:** Select applicable option from drop down menu
- h. **Copay in Effect:**
 - ✓ Full Time Daily Rate-Preschool children (0-Pre-Kindergarten)
 - NOTE: Any school age child using FT evening care will need FT Copay (Reference “Process for Special Enrollments Schedule” for more information.)
 - ✓ Part Time Daily Rate-School Age children (K-8th grade) or if client is deemed eligible for PT care ONLY
- i. **Rilya Wilson Reporting Requirements:** Select if the box is marked on a PS referral for children 0-5 years old
- j. **Copayment Waiver or Reduction:** Reference “Sibling Discounts and Copayment Waivers” and “How to Correct Fees” Guidance

9. Review all levels of the **Eligibility** screen to ensure that the child in care has been recertified for year from the date of the Sib-add. Click Save.

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (11/08/2019 - 11/07/2020) <input type="button" value="Update"/>					
ECON	BG8	11/08/2019	11/07/2020	1202 (26-26-26, BG8, BG8 0% Match)	<input type="button" value="Update"/> <input type="button" value="End Eligibility"/>
Ended Assignments					
ECON	BG8	08/14/2019	11/07/2019	57 (26-JWB, BG8, JWB)	<input type="button" value="Update"/>
ECON	BG8	05/01/2019	08/13/2019	57 (26-JWB, BG8, JWB)	<input type="button" value="Update"/>
ECON	BG8	04/01/2019	04/30/2019	57 (26-JWB, BG8, JWB)	<input type="button" value="Update"/>

Add Eligibility Assignment...



10. Add the new enrollment to match the date of the Sib-add. Fees can increase/decrease on date of Sib-add.

- ✓ Reference “Enrollment Schedules” and “Process for Special Enrollment Schedules”.

Pending Family Acceptance		DISCOVERY LEARNING CENTER	
Level of Care 12 < 24 Months	Full Time Copayment \$14.40	School Calendar N/A	Provider ID 3485 (View Profile)
Age at Enrollment Start 1 year	Part Time Copayment \$7.20	Care Days M T W R F Sa Su FT FT FT FT FT	Location 3100 75TH ST N ST PETERSBURG, 33710 Pinellas County
Enrollment Period 11/08/2019 - N/A	Copayment in Effect FT		Contact Phone (727) 341-6913
Attendance N/A - N/A	Billing Group / Eligibility BG8 / ECON		Contact Email cmcintosh@parc-fl.org
	Match Funder ID 1202 (26-26-26, BG8 0% Match)		<input type="button" value="Cancel"/>
			<input type="button" value="End"/>
			<input type="button" value="Repair"/>
			<input type="button" value="History"/>
			<input type="button" value="Payment Certificate"/>

11. Repeat Steps 1-10 for any additional children in care.

12. Call providers of children currently in care to advise of any new co-pays.

13. Enter Case Note:

- a. **Description:** Miscellaneous
- b. **Custom Code Type:** Parent
- c. **Custom Code:** SIB ADD
- d. **Note:** Indicate funding, name of the child(ren) added and updated, FT/PT highest daily fees for the youngest child in the family, fee effective date, eligibility dates, referring agency's worker name and phone# (for all referral programs), client will sign payment cert for client and provider records. Indicate provider contact and whom you spoke with.
- e. **Save.**

Add Case Note

Description*
Miscellaneous

Custom Code Type Parent **Custom Code** SIB ADD

Note
BGS-ECON, Enrolled Child B into care eff 11/8/19, confirmed enrollment with Ms. Smith at ABC Center, recertified Child A at YMCA, fee increase eff 11/8/19, FT 14.40 PT 7.20, eliq 11/8/19-11/7/20, called YMCA and sw Ms. Doe to advise her of fee change, client will sign payment cert for client and provider records.

Save Cancel

14. Review Counselor selection. Assign Counselor per caseload distribution as needed.

Eligibility Verification Active

Counselor: Change Household Status

✎ Assign Eligibility Counselor ✕

Assign Counselor to:
ELYSIA SOUSA DOB: 08/18/2020

Counselor*
-- Select Counselor --

Note

You have 500 characters remaining.

Assign Cancel

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.