

Notice of Needed Documentation (Placement Rejection)

Your application is incomplete and cannot be processed as submitted. Please upload all documentation indicated below by _____:

_____ Child Care Provider needed: You must select a SR Child Care provider and secure a start date. Log into your Family Portal Account and update the Child Provider Information section with your selection and start date. A child care listing can be obtained at <https://elcpinellas.net/for-families/child-care-resources-and-referrals/>.

_____ 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 _____ 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 receive a childcare scholarship. FAILURE TO UPLOAD COMPLETE AND ACCURATE DOCUMENTS will result in DENIAL of a 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 _____ at (727) _____ for further assistance.

Notice of Termination (Placement Termination)

Thank you for your interest in the School Readiness child care scholarship services provided by the Early Learning Coalition of Pinellas County, Inc. (ELC).

Based on the information provided to the Coalition, you do not currently qualify for a School Readiness childcare scholarship and will be removed from the School Readiness Waitlist for the following reason(s):

_____ Income exceeds the school readiness childcare scholarship requirements.

_____ Insufficient employment/school hours. Parent(s)/guardian(s) must be working a minimum of 20 hours per week; or attending school full-time; or a combination of both work and school for a minimum of 20 hours per week each. For a two-parent working family, both parents must be employed or engaged in eligible work or education activities for a combined total of at least 40 hours per week.

_____ Parents/Guardians must reside/live in Pinellas County to be eligible to receive a school readiness childcare scholarship.

_____ You have exceeded the given deadline of 30 calendar days to submit the required documentation through your ELC Family Portal account.

If you have questions, please call (727) _____ 400-4411 _____ for further assistance.