Early Learning Coalition OF PINELLAS COUNTY	

DEPARTMENT: **Eligibility**	SUBJECT: Procedures for **"How to process a reestablishment period for CSP Clients"**
REVISED: 04-21	AUTHORIZATION APPROVAL: Manager, Family Services

1. Follow the referral dates when authorizing childcare for clients under CareerSource Pinellas.
2. If the referral ends and CSP does not send over a referral to update the client's eligibility, the client will receive 3 additional months in order to submit proof to roll into BG8-ECON funding.
   ✓ Example: Client is eligible for BG3-TCAN from 4/15/21-10/15/21. On 10/15/21, no updated CSP referral received. Client will have until 1/15/22 to provide purpose for care to roll into BG8. If the client is ineligible to roll, then the LDC will stand as 1/15/22.
3. If a CSP termination (Sanction, Non-Compliance, etc) is received and the client has open CSP eligibility, the client will receive 3 additional months from the termination date in order to submit proof to roll into BG8-ECON funding.
   ✓ Example: Client is eligible for BG3-TCAN from 4/15/21-10/15/21. LDC per CSP termination letter 6/20/21. Client will have until 9/20/21 to provide purpose for care to roll into BG8. If client is ineligible to roll, then LDC will stand as 9/20/21.
4. Note: If a client is under the reestablishment period and CSP sends over a voided termination notice during the 3-month time frame, void the 3 month reestablishment period and delete the review date from MOD. If the client has already rolled into BG8-ECON and CSP submits a voided termination notice, call the CSP worker and inform them that the client is under BG8-ECON and no action will be taken with the voided term. Then, notate MOD that the voided notice can't be utilized as client is under BG8-ECON funding and CSP has been notified.

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.