



**Early Learning  
Coalition**  
OF PINELLAS COUNTY



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<b>ELCPC-61.3.5</b>	<b>School Readiness Attendance Monitoring Policy</b>	
<b>Coalition Plan: V.A.</b>	<b>Board Approved: 1/24/19</b> <b>OEL Approved: 6/26/19</b>	<b>Effective Date: 6/26/19</b>

**References:** Chapter 1002.84, Florida Statute  
Statewide School Readiness Provider Contract, Form OEL-SR 20  
6M-4.500 Child Attendance and Provider Reimbursements, F.A.C.  
Coalition Provider Monitoring Plan

**Purpose:** To establish procedures for School Readiness Attendance documentation and to ensure the Coalition complies with its contractual requirement to conduct monitoring activities to validate the accuracy of payments of the monthly reimbursement requests for the School Readiness Program.

**Background:** The Statewide School Readiness Provider Contract, Form OEL-SR 20 states:

**Sign-In/Sign-Out Process.**

PROVIDER agrees to maintain daily attendance documentation, including a documented “sign-in/sign-out” process approved by COALITION and implemented by PROVIDER, and which accurately documents attendance and absences. PROVIDER agrees to retain the attendance documentation in accordance with COALITION’s records retention requirement established in accordance with s. 1002.84(10), F.S.

This Coalition policy and procedure is inclusive to all caregiver settings: childcare center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

**Authorized Signature**

Authentic signature or initials of parent, guardian or authorized persons at least 16 years of age that is not the childcare provider. An authorized signature may only include a provider designee for children who are transported via school to or from the provider site or a parent or person authorized by the parent. The signature does not need to be legible, however, it must be written in ink. A parent signature may also be in the form of an electronic attendance-tracking system that is maintained at the provider site to validate the attendance data.



## Policy:

The Coalition will conduct monitoring activities designed to ensure the accuracy of payments of the monthly reimbursement process. All providers will be audited a minimum of once per year.

Daily attendance documentation shall be maintained by each school readiness provider based on the terms of the Statewide School Readiness Provider Contract, specified in Rule 6M-4.610, F.A.C.. The provider must record daily child attendance using a paper sign-in and sign-out log or electronic attendance-tracking system that is maintained at the provider site to validate the attendance data. For electronic attendance systems, the provider must backup records on a regular basis to safeguard against loss.

The sign-in and sign-out forms will vary by provider but must contain the following information:

1. Provider's name,
2. Child's first and last name,
3. Time in and out,
4. Date, and
5. An authorized signature or other identifier that verifies each child's attendance.

Any changes to attendance documentation must be completed with a strike-through, initialed, and dated by the authorized individual. The use of whiteout on any documents for attendance verification is strictly prohibited. Siblings must not be grouped together on the sign-in/out sheet; each child must be signed in and out separately.

The Coalition will offer training and technical assistance to providers on how to maintain daily sign-in/out sheets as required.

SR providers are required to submit the sign-in/sign-out sheets to the Coalition's Reimbursement Department by uploading them to the OEL Portal each month for the previous month on the same day that the attendance for the month is due. **Failure to submit the required documents may result in reimbursement deductions and/or termination of your SR Contract.**

- The Coalition will compare attendance records submitted for payment, to the parent signatures on the sign-in/sign-out sheets when conducting attendance auditing to ensure that provider payments reflect actual attendance.
- The Coalition will review and correct payment validation issues discovered during the course of an attendance audit.
- The Coalition will adjust payments as needed as a result of attendance monitoring.
- If extensive and/or serious discrepancies are found, such as falsifying documentation for children in care, the case may be forwarded to the state for investigation of possible fraud.
- Reimbursement staff will perform verification of signatures from the sign-in/sign-out sheets by comparison with the monthly attendance roster submitted for payment.
- Reimbursement staff will make necessary payment adjustments for children who do not have



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a corresponding signature in accordance with audit requirements.

- A report will be provided to the provider indicating discrepancies (under/overpayments).

The provider will be notified in writing.

**Exhibits:**

School Readiness Reimbursement Validation form

School Readiness Attendance Validation form

Sample SR Parent/Guardian Sign In and Out Sheet (SR-61F-8)

Sample SR Sign In and Out Sheet for Before and After Care (SR-61F-46)