



COALITION BOARD MEETING AGENDA

**June 24, 2010
1:30 p.m.**

**Early Learning Coalition Office
10 SE Central Parkway, Suite 400, Stuart, FL**

*** Items Require Action**

1:30 – 1:35	I. Call to Order - Pledge of Allegiance - Roll Call - Determination of Quorum – Adoption of Agenda *	Pages N/A	Filiberto Valero Chairman
1:35 – 1:38	II. Member/Public Comments/Concerns		Filiberto Valero
1:38 – 1:45	III. Consent Agenda Items * A. May 27, 2010 Minutes B. General Policies	1-6 7-43	Filiberto Valero
1:45 – 2:15	IV. Financial Reports A. May 2010 Financial Report B. Draft Proposed Budget FY 2010-2011 *	44-46 47-60	Leslie Powery
2:15 – 2:45	V. Committee/Council Reports A. Finance Committee B. Executive Committee C. Bylaws Committee - No meeting D. Personnel Committee – No meeting E. Program Quality Committee F. Martin Advisory Council – No meeting G. Okeechobee Advisory Council – No meeting H. Indian River Advisory Council - No meeting		Tom Peer Filiberto Valero Gwenda Thompson Sandy Perry Sam Smith Charlene Oakowsky Sam Smith -----
2:45 – 2:50	VI. Old Business A. Update on “The Plan” from the Strategic Planning Meeting		Jacki Jackson
2:50 – 2:55	VII. New Business		Filiberto Valero
2:55 – 3:05	VIII. Chairman’s Comments A. Executive Director Evaluation B. Board Member Term Expiration		Filiberto Valero
3:05 – 3:20	IX. Executive Director’s Comments A. Donation - Publix		Jacki Jackson

3:20 – 3:30	X. Informational Items A. Wait-list by Age-County / Number of Children Served by County B. Overview of Year-End Quality Initiatives C. Training Summary 09-10 D. Early Learning Partners Initiative E. Mini-grants – Pictures 09-10	61 62 63 64	Jacki Jackson
3:30	XI. Adjournment		Filiberto Valero

Public comments may be offered at every Learning Coalition of Indian River, Martin & Okeechobee Counties Board of Director's or committee meeting. We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. To present comment, interested parties are asked to complete a Public Comment Card available at the sign-in table, deliver such to the Coalitions Chief Executive Officer in advance to the Call to Order, and be present during the public comment period. All interested parties are asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes unless otherwise waived by a majority action of the members present.

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN AND OKEECHOBEE COUNTIES, INC.**

**COALITION BOARD MEETING
American Red Cross
323 N. Parrott Avenue, Okeechobee, FL**

MAY 27, 2010

Present:	Filiberto Valero Dr. Patricia Cooper Jacque Crighton Libbie DeLosh Leonard Edwards	Gloria Friedman Susan Green Tom Peer Sandy Perry (via teleconference) Wendy San Martin	Sam Smith Miranda Swanson Gwenda Thompson
Excused:	Sandy Akre Mark Chittum	Vern Melvin Charlene Oakowsky	Dr. Patti Pelletier Tabitha Trent
Staff:	Jacki Jackson Migdalia Rosado	Leslie Powery	Pat Houston
Others:	Juelie Perry		

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chairman Filiberto Valero at 1:45 p.m. Roll call was taken and a quorum was present.

A Revised Agenda was distributed.

***Motion** was made by Tom Peer to adopt the revised agenda, seconded by Miranda Swanson. Motion carried.*

A. Membership & Acceptance

- Gloria Friedman – MC Board of County Commissioners Appointee

***Motion** was made by Sam Smith to accept the resignation of Jan Huffert and the appointment of Gloria Friedman, MC Board of Commissioners Appointee. Motion was seconded by Libbie DeLosh and unanimously approved.*

Sandy Perry left the meeting at 1:50 pm.

II. MEMBER / PUBLIC COMMENTS / CONCERNS

Tom Peer received a phone call from Mr. Robert Wise. Mr. Wise is in the process of filing a complaint with an agency higher than AWI.

III. CONSENT AGENDA ITEMS

- A. April 22, 2010 Minutes**
- B. RFP for IT Services**

Motion was made by Gwenda Thompson to approve the Consent Agenda Items. The motion was seconded by Miranda Swanson and passed unanimously.

IV. FINANCIAL REPORTS

A. April, 2010 Financial Report

Leslie Powery reviewed the Balance Sheet showing a comparison of the April/March 2010 figures. Total assets reflect a decrease of \$400k from last month, mainly due to school year-end activities coming to a close. Total cash reflects a decrease of \$102k, partly a result of the increase in mandated children.

Jacque Crighton arrived at 1:53 p.m.

A decrease of \$291k in Accounts Receivable is the result of recoupment of VPK advances to the State. The recoupment is also reflected in Liability A/C 2200, which has a remaining balance of \$544k.

Juelie Perry arrived at 1:54 p.m.

Leslie reviewed the Income Statement for April, 2010. Revenues are over budget by \$57k on a month-to-date basis and provider payments are over budget by \$80k. Overall G&A expenses show a decrease of \$17k from the previous month. Net income for the month reveals a \$28k decrease, but a year-to-date savings of \$13k. Accts. 7080 and 7100 show additional funds expended for a computer back-up recovery system and tear down and installation of a new filing system. Jacque Crighton suggested ELC institute a scanning process from this point moving forward.

B. Budget Realignment FY 2009-2010

Leslie distributed and reviewed the draft budget realignment. The report reflects activity for the year-to-date as of April 2010. Projected expenses for May and June were listed, followed by suggested alignments. The last column reflects the ending balances after the realignments. At year end, there will be an estimated surplus of \$58,313. Jacki explained that ELC has been diligently trying to use up the funds. Any remaining funds must be returned to the State. These funds are strictly G&A and have nothing to do with slots.

Leslie explained the differences in expenditures between May and June. Miranda Swanson questioned whether a vacancy rate was accounted for. Jacki Jackson explained that excess funds in the 4150 Account will be utilized by providing a bonus for staff (ED excluded), since no salary increase or COLA has been given over the past three years. The bonus will be based on the number of years the individual has been employed and will be payable in June. Jacki also explained that two receptionists will be hired (Martin County & Indian River) to handle incoming calls.

Board members suggested hiring a temporary service between now and year end to scan documents. Server capacity with regard to housing the documents was discussed.

Motion was made by Jacque Crighton to accept the Budget Realignment FY 2009-10 as outlined. Motion was seconded by Gwenda Thompson and passed unanimously.

Motion was made by Gwenda Thompson to give staff authority to spend the excess \$58k funds on scanning capabilities. Motion was seconded by Tom Peer and passed unanimously. **(see amended motion)**

Leslie distributed and reviewed the "Slot Forecasting as of April 30, 2010". With two months remaining, there is an anticipated surplus of \$105k, which needs to be expended by June 30th. There is an anticipated surplus of \$457k for ARRA, which can be used for one year. Jacki Jackson explained that letters are being sent to inform parents in Indian River and Okeechobee that services will continue for six months under ARRA.

Suggestions were discussed with regard to utilizing the \$105k. In order to give providers a rate increase, a Plan Amendment is required and the deadline for submitting a Plan Amendment to the State has past. Only those counties without a wait list would qualify for the rate increase. Jacki further explained that all spending must be within the percentage allowed for each category.

Tom Peer suggested using the \$105k for those children already on the wait list until the end of June and then continue the children into next year with ARRA funding. In order to expedite the enrollment of children to fill the slots, overtime for staff was discussed. Tom explained that due to the personnel change in the Finance Department, there has been a "catch-up" process and the Board is now receiving more detailed information than previously provided.

Motion was Amended by Gwenda Thompson to allow staff to use the \$58k for scanning and/or other methodologies that allow us to enroll more children. Motion was seconded by Jacque Crighton and approved unanimously.

Leslie continued his report focusing on the non-reimbursable expenses. The balance as of March 2010 is \$2,634.73, which can be rolled over. Jacki commented that a total of \$2,258.85 was received from Martin County Giving Day and will be included in next month's report. According to the MC Giving Day guidelines, funds must be used to benefit the community. The Programs Department will utilize these funds to provide food for trainings, which will be an incentive for parent participation.

C. Draft Proposed Budget FY 2010-2011

School Readiness: A few minor changes were made as prescribed by the State. Local match committed dollars are shown as a comparison of those funds actually requested. 2010-2011 CCPP funds have been increased by \$44k, which will be matched. Children's Services Council of Martin County \$60k grant for a quality specialist will no longer be funded, but the funds have been redirected in order to obtain more match dollars. Jacki Jackson explained that CSAC-IR was unable to commit to additional funding due to time constraints, but it may be something to pursue for next year. Estimated SR ARRA funding to be carried over is \$448k. Base amounts have not yet been received, so last year's base amount is shown (pg. 27).

Health care costs have increased by \$1,589 per year per employee (25.9%). Jacki explained the current health care plan will no longer be available. Dr. Cooper questioned who negotiates insurance rates for ELC and when was it put out for bid? Gehring Insurance negotiates rates on behalf of ELC, which was bid two years ago. Tom Peer suggested ELC review insurance rates beginning in January next year and

Dr. Cooper commented that quarterly reports can be obtained from the insurance carrier which will show what the numbers look like. Jacki explained that ELC needs to provide coverage for the employees in Indian River and Okeechobee Counties, as well as Martin County, and needs to take into consideration the provider network available in those areas.

Personnel will increase from 27 to 29; however, a reduction \$36k in salaries is reflected due to the lower salaries of the newly-hired positions.

School Readiness by county is reflected on page 29. Gold Seal dollars for 2010-2011 have not yet been identified, as the numbers are hidden in other costs. Last year's Gold Seal total of \$382k broken down by county is utilized in this draft budget. Chairman Valero requested Leslie identify and separate the Gold Seal dollars.

*Wendy San Martin left the meeting at 3:34 p.m.
Tom Peer left the meeting at 3:35 p.m.*

VPK: The VPK per child rate will decrease by \$13 for 2010-2011. It is estimated that the number of children served will increase in Indian River and Martin Counties and decrease in Okeechobee County.

Combined School Readiness and VPK expenses for 2010-2011 are estimated at \$15,596,093.

The final presentation of the budget for 2010-2011 will be presented at the June Board meeting.

V. COMMITTEE/COUNCIL REPORTS

A. Finance Committee

1. **Employee PTO Payout** – One employee requested PTO payout of 40 hours, based on the ELC approved policy.

Motion was made by Gwenda Thompson to approve the PTO payout request. Motion was seconded by Miranda Swanson and approved unanimously.

2. **Medical Benefits 2010-2011** – The current health plan will be obsolete. Option 1 best mirrors the plan currently offered. Some employees would like the opportunity to have an option to choose Option 2, which is an HSA Plan. In order to keep both plans equitable, Jacki asked if the difference in cost between the two plans could be deposited into the HSA Plan, for those employees who choose that plan. Discussion ensued. The Board was in disagreement with contributing to an employee's HSA plan.

Motion was made by Miranda Swanson to have two plans offered, (Plan 5465 and HSA Plan 5040). Motion was seconded by Gloria Friedman. Motion passed with opposition by Sam Smith.

3. **Additional Check Signers** – Current check signers are Tom Peer and Jacki Jackson. It was recommended that a board member from each county be approved to sign checks.

Motion was made by Gwenda Thompson to appoint Jacque Crighton from Martin County and Miranda Swanson from Indian River County as additional authorized signers of checks. Motion was seconded by Gloria Friedman and passed unanimously.

- 4. Procurement – Marketing & Outreach Materials** – Jacki explained that additional funds are available and asked permission for the purchase of the items listed.

Dr. Patricia Cooper and Leonard Edwards left the meeting at 4:05 p.m.

Motion was made by Gwenda Thompson, seconded by Miranda Swanson, to approve the procurement items. Motion passed.

B. Executive Committee - No meeting

C. Bylaws Committee – No meeting

D. Personnel Committee – No meeting

E. Program Quality Committee – No meeting

- 1. Revision to Plan Element 4.1.2** – Pat Houston reviewed the changes.

Motion was made by Sam Smith to accept the revision as presented, seconded by Libbie DeLosh. Motion passed.

F. Martin Advisory Council – Pat Houston highlighted discussions from the meetings held April 21 and May 19, 2010. Meeting minutes were included in the agenda packet.

G. Okeechobee Advisory Council - Pat Houston highlighted discussions from the meeting held May 12, 2010. Meeting minutes were included in the agenda packet.

H. Indian River Advisory Council – Pat Houston highlighted discussions from the meeting held May 11, 2010. Meeting minutes were included in the agenda packet.

VI. OLD BUSINESS

A. 2010-2011 Meeting Schedule – The schedule was discussed at prior meetings.

Motion was made by Jacque Crighton to accept the schedule as presented, seconded by Gloria Friedman. Chairman Valero noted that if a meeting is required that is not on the schedule, a meeting will be scheduled. Motion passed unanimously.

B. Update on “The Plan” from the Strategic Planning Meeting – Jacki commented that staff is in the process of obtaining needs assessments from the counties and is still waiting for Indian River.

VII. NEW BUSINESS

A. Resignation

- **Jan Huffert – MC Board of County Commissioners Appointee** – discussed under Item I.

VIII. CHAIRMAN'S COMMENTS – Chairman Valero thanked the Board members for their time commitments to the ELC Board.

IX. EXECUTIVE DIRECTOR'S COMMENTS

A. Legislative Update - Jacki Jackson commented that the House and the Senate have agreed to keep the School Readiness budget whole with a cut of only .5% for VPK. The ratios will be kept the same to maintain quality. AWI is preparing a developmental procedure for mergers. Providers will be required to obtain results for local, state and federal background screenings prior to allowing the teacher in the classroom. Volunteers may assist for 10 hours per month instead of 40 hours. School systems are required to keep a list of substitutes available for the Early Learning Coalitions.

B. Board Composition/Voting Changes – Board membership will change effective July 1, which requires 15-30 members instead of 18-35 and all board members will have voting rights. Nominations may now be made from the general public and are no longer required from the Chamber of Commerce. Sandy Perry has been asked to apply for the 2nd Vice-Chair position.

Chairman Valero asked Jacque Crighton if she would be available to attend the ELAC meeting on June 17-18 in his absence.

C. Legal Claim – Worker's Compensation – An ELC employee is suing the worker's compensation carrier and ELC is named in the suit.

X. INFORMATIONAL ITEMS

Items were distributed in the agenda packet as informational.

Chairman Valero directed Loretta to email a copy of the ED Evaluation form to all board members. The completed forms may be returned to Filiberto at the June meeting or emailed to Loretta.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Filiberto Valero
Chairman

FV/lt



Early Learning Coalition Of Indian River, Martin, and Okeechobee Counties, Inc.

GENERAL POLICIES

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This document provides an overview of the operational policies and high level procedures used by the Early Learning Coalition of Indian River, Martin and Okeechobee (ELCIRMO) counties. ELCIRMO also uses guidelines and rules defined by the state and contained within grants to determine procedures. Additionally, each department within ELCIRMO maintains detailed procedures utilized to perform their specialized functions.

1. GENERAL

1.1 Confidentiality

All identifying information regarding children and parents/guardians is to remain confidential. Names are not to be mentioned in open areas or in front of other clients or other agencies. Any entity that requests information from the Early Learning Coalition of Indian River, Martin, and Okeechobee Counties, Inc. (ELCIRMO) who is not the custodial parent/guardian, must have a signed release form from the parent/guardian with legal custody. Department of Children and Families Protective Services and United for Families representatives may be given information on a child at any time. However, if a DCF or UFF worker calls for the information, that person will be told that their phone call will be returned immediately to verify it is DCF or UFF. It is preferred s(he) submits a written request for information on agency letterhead. If a provider has a child enrolled at their site, they may be given information about the parent or child, but only information that will affect reimbursement (such as re-determination dates and parent fees).

1.2 Anti-discrimination Policy

No person may be denied employment or services through ELC because of race, color, religion, age, national origin, gender, sexual orientation, disability or veteran's status.

1.3 Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflict of interest. This policy establishes only the framework within which ELC wishes the business to operate. The purpose of these guidelines is to provide general directions so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of ELC's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

To comply with the ELC Conflict of Interest Policy within Eligibility and Enrollment function areas, Specialists may not determine eligibility for any relative or process attendance for any child care center that employs a relative.

1.4 Parent Choice

All parents/guardians participating in the School Readiness or VPK programs will be given full choice of programs where their child can be enrolled. No recommendations will be given. The parent will receive Child Care Resource and Referral services to assist in making an educated decision about where they want their child to attend (see Child Care Resource and Referral for more information).

1.5 Child Care Resource and Referral Procedure

All parents contacting ELC will be offered **free** Child Care Resource and Referral services. Parents will be given referrals, not recommendations. Parents will be given information on all child care options, quality indicators, and educational information on selecting a quality early care and education or VPK program. The State R&R Network Standard Levels of Service and R&R Specialist Reference Guide are used as the operating procedures for Child Care Resource and Referral.

~~The following statement is posted on the ELC website and in provider mailings at least once annually:~~
There are no charges/fees associated with a provider listing in the Resource & Referral database or for referrals to your program. If you are asked to provide a payment for a referral or for a listing in the R&R database, please call the Agency for Workforce Innovation – Office of Early Learning Resource & Referral Network at 1-888-357-3239

1.6 Ages of Children Served

School Readiness – Children between the ages of 0 and up to -12 years of age are served based on the availability of funds by county. Children with special needs with an Individual Education Plan_(IEP) are served through age 19

VPK Voluntary Pre-Kindergarten – Children must be 4 years old on or before September 1 of the current school year.

Families assigned to School Readiness billing categories, will be assessed a daily parent fee based on family size and income. The parent fee will be determined based on sliding fee scale approved by the Coalition Board of Directors. There is no parent fee for the Voluntary Pre Kindergarten (VPK) program. Fees for parents in a natural disaster area may be temporarily reduced to a minimum fee on a case-by-case basis for eligible families who need services to ensure a child's safety and protection.

1.7 Hours of Care

1.7. 1 School Readiness

Parents will be given one unit of early learning services based on work/school hours including travel time. Less than six (6) hours a day will be considered part-time care. Six (6) or more hours a day will be considered full-time care.

1.7.2 Voluntary Pre-Kindergarten

The fall Voluntary Pre-Kindergarten program session offers 540 hours of care to each eligible child. The Summer Voluntary Pre-Kindergarten program session offers 300 hours of care to each eligible child. VPK providers decide upon a schedule for those hours which are entered into EFS as that provider's *VPK calendar* for purposes of reimbursement. A child may only attend one Voluntary Pre-Kindergarten session.

1.7.3 Voluntary Pre-Kindergarten/School Readiness (Wraparound Care)

Children enrolled in the Voluntary Pre-Kindergarten and School Readiness Programs concurrently will receive part-time care if the wraparound care is less than 6 hours and full-time care if the wraparound care is more than 6 hours. The School Readiness reimbursement for children enrolled in both VPK and School Readiness will be at the FTV or PTV rate established by county.

2. SCHOOL READINESS

2.1 Qualifications

The program is for working parents of low income. At least one parent must be working at least 20 hours a week, must be a full time student, or must be both to qualify.

2.2 Eligibility

School Readiness services are strictly based on a client's eligibility and availability of funds by county. School Readiness services are not an entitlement. Participation in the School Readiness Program is provided to children up to 12 years of age who meet child care eligibility requirements established by the AWI/Office of Early Learning and the priorities set forth by the Coalition. Services are extended to children between the 13 and 19 years of age inclusive, ~~the child meets specific eligibility requirements for children with~~ documented special needs making them physical or mental incapable of self care, or are under court supervision for protection (Individual Education Plan – IEP).

The Department of Children and Families / United for Families determines eligibility for the *At-Risk of Abuse and Neglect* category and those families who meet the criteria for the Rilya Wilson Act of 2003, and refers to the Coalition for services. Workforce Transition and Transitional Child Care eligibility is authorized by Workforce Development Board staff and directly referred to Coalition staff for services. Transitional Child Care and DCF/UFF referred parents whose cases are closed by the referring agency, but still meet ELC eligibility requirements, may be rolled over into another Billing Category for which they qualify and not terminated for services.

~~Parents who meet income requirements and are looking for a job or lose a job, are given 30 days of child care to find employment.~~

Parents are eligible for financial assistance for (30) days during a break in employment. If break in employment falls during the redetermination period, services are suspended.

School Readiness funds may be used to pay for full-time care for a 5-year old child who would otherwise be attending kindergarten, based on the individual situation and with supporting documentation. Both 5-year old payment rate and school age payment rate have been established by ELC for such cases.

2.3 Purpose of Care

The criteria for purpose of care for billing groups other than at risk must meet one of the following:

- Age - Parent/Guardian is 65 or over. Can substitute for work/school requirements.
- Work - Parent/Guardian is working a minimum of 20 hours/week.
- Education - Parent/Guardian is in school/training a minimum of 20 hours/week.
- Medically incapacitated - Parent/Guardian must have documentation from a physician licensed under Chapters 458 or 459, Florida Statutes. Can substitute for work/school requirements.

2.4 Enrollment/Priority Groups

Priority 1 (Mandated Groups)

1. Workforce Development Participants Receiving Cash Assistance or Participating in the Diversion Program
2. Children at-risk of abuse, neglect or exploitation – Age 3 through Kindergarten entry

Priority 2

Children with special needs, up to 19 years of age, who are in need of care due to a disability, and where such care is needed for the parent to accept or continue employment or participate in other work activities.

Priority 3-

1. Workforce Development Participants Other Than Those Mandated Above (TANF Child Only & TANF Respite Child Care)
2. Protective Services (PS) and Out of Home Placements for all Children 0-12 Years Not Mandated Above (TANF At-Risk (Relative Caregiver Program)
3. Working Poor 4-year olds – VPK Wrap Around
4. Transitional Child Care (TCC)
5. Transitional Child Care/ Transitional Education (TCC/TED)
6. Natural Disaster-New Enrollment (*IM-PPA-04-15*)

Priority 4

Children through completion of kindergarten who meet one or more of the criteria listed in section 411.06(6), F.S. and/or any School Readiness participant can transfer from an ELCIRMO County to another ELCIRMO County.

1. Children of working families as defined by Rule Chapter 60BB-4, FAC, whose household income is below 100% of the Federal Poverty Level upon entry into the program.
2. Children of working families as defined by Rule Chapter 60BB-4, FAC whose household income is below 150% of the Federal Poverty Level upon entry into the Program.
3. Children of families receiving unemployment compensation as defined by Chapter 60BBER09-2, FAC whose household income is at or below 150% of the Federal Poverty Level upon entry into the Program.

Other Non-Federally Funded groups

Special Clause: At the discretion of the Coalition, children in Priority 4 may be enrolled according to their family's need and other extenuating circumstances which warrant immediate assistance for the family. On a case-by-case review, the Coalition Board may elect to allow the Executive Director to approve such cases. For example, if the Coalition has two income eligible families on the Waiting List, one residing in an emergency shelter for survivors of sexual assault or domestic violence and one not, the child residing in the shelter may be enrolled first, when enrollment is open to income eligible families. The Executive Director will sign off on the case.

Priority 5

Based on the availability of funds by county, school age children through completion of kindergarten up to and including 12 years old will be served in the following order as long as no wait-list exists by County:

1. Income eligible 6 Years Old
2. Income eligible 7 Years Old
3. Income eligible 8 Years Old
4. Income eligible 9 Years Old
5. Income eligible 10 Years Old
6. Income eligible 11 Years Old
7. Income eligible 12 Years Old

2.5 Eligibility Categories

AARA-ARRA: Income Eligible ARRA: A family in which the parents with whom the child resides are each employed or engaged in eligible education activities a minimum of twenty (20) hours per week. The family income shall not exceed 150% of the FPL to enter the program and shall not exceed 200% to continue receiving financial assistance. In two-parent families, each parent must individually meet the employment/education /training criteria. This includes cases when the child has been placed with relatives by the parent(s) or legal guardian, permanently or on a short-term basis, and is not receiving temporary cash assistance, the income eligibility is based on the child's income and the guardian's income.

AARA-AR27: Income Eligible ARRA: A family in which the parents with whom the child resides are each employed or engaged in eligible education activities a minimum of twenty (20) hours per week. The family income shall not exceed 150% of the FPL to enter the program and shall not exceed 200% to continue receiving financial assistance. In two-parent families, each parent must individually meet the employment/education /training criteria. This includes cases when the child has been placed with relatives by the parent(s) or legal guardian, permanently or on a short-term based, and is not receiving temporary cash assistance, the income eligibility is bases on the child's income and the guardian's income.

AARA-AR31: Income Eligible ARRA: A family in which the parents with whom the child resides are each employed or engaged in eligible education activities a minimum of twenty (20) hours per week. The family income shall not exceed 150% of the FPL to enter the program and shall not exceed 200% to continue receiving financial assistance. In two-parent families, each parent must individually meet the employment/education /training criteria. This includes cases when the child has been placed with relatives by the parent(s) or legal guardian, permanently or on a short-term basis, and is not receiving temporary cash assistance, the income eligibility is based on the child's income and the guardian's income.

ARRA-Unem: Unemployment Compensation: Children of families receiving unemployment compensation as defined by Chapter 60BBER09-2, FAC whose household income is at or below 150% of the Federal Poverty Level. A child is eligible for a maximum of six cumulative months of services under this eligibility category.

BG1—11: Protective Services: Children of families under investigation or under supervision due to an allegation of abuse, neglect or exploitation including closed protective services cases. Eligibility is not dependent on family income or work requirements, a documented referral must be provided by DCF or its contracted provider.

BG1—13: Out of Home Foster Care Placements: Children who are in foster care or emergency shelter. Eligibility is not dependent on family income or work requirements, a documented referral must be provided by DCF or its contracted provider. The referral form submitted by DCF should indicate that the purpose of care is for protection, employment, **training** or therapeutic plan.

BG1—14R: Out of Home Relative Care Placements: Children who are in **court ordered** relative/~~non-relative~~ care. Eligibility is not dependent on family income or work requirements, a documented referral must be provided by DCF or its contracted provider. The referral form submitted by DCF should indicate that the purpose of care is for protection, employment, **training** or therapeutic plan.

BG1RC – RC2 Respite Care – Protective Services: Care provided to alleviate a crisis (acute situation which places child at risk because of parental emergency need for respite, lack of resources, special needs of the child, or extenuating circumstances beyond the family’s control that require short-term assistance to increase family stability and decrease risk potential) or to provide child care services in a hospital based. Family must be an open protective services case to receive respite services. Respite care is limited to no more than 30 days per child in any fiscal year and may be provided for up to 24 hours per day.

BG3—21: **Welfare Transition – Temporary Cash Assistance (formerly Workforce Development Participants)**: Applicants and participants who are involved in job preparation activities and are recipients of temporary cash assistance. Child care shall be available during the hours of employment, authorized education and training, plus reasonable travel time. In two parent families, both parents must meet the participation criteria

BG3—28A: **TANF “Child Only”**: Children placed with relatives permanently or on a short-term basis, who are receiving temporary cash assistance as a TANF “child only” case. Childcare services are provided if need to seek or maintain employment.

BG3- 28B: **TANF Refugee**: Eligible Cuban/Haitian entrants, Cuban/Haitian Parolees, Cuban/Haitian asylum or any asylee granted asylum under section of the Immigration and Nationality Act (INA), or a resident alien who was admitted to the U.S. under one of the above categories, who is a TANF recipient and is referred for subsidized child care by a Refugee Program funded employment services provider.

BG3R-RCG **TANF At-Risk (Relative Caregiver Program)**: Child care for children who have been adjudicated dependent and have had an approved home study and have been either placed by the court with the relative under protective supervision or the relative has been given temporary custody by the court, The child must be a recipient of the Relative Caregiver Program payment.

BG3T-21T **Welfare Transition (formerly WAGES) Workforce Development Participants Diversion Program**: Referrals from the local workforce boards for temporary child care for parents who have applied for cash assistance and temporary child care services to seek employment.

BG3AP-APP: TANF Applicants: Referrals from the local workforce boards for temporary child care for a parent who has applied for temporary cash assistance (TCA) and temporary child care services to seek employment. Child care should be provided for 30 days from the date the referral is authorized – care should not extend beyond the authorized period provided on the referral.

BG3W—21W: **Welfare Transition (formerly WAGES) Working Workforce Development Participants**: Applicants and participants who are involved in job preparation activities and are recipients of temporary cash assistance. Child care shall be available during the hours of employment, authorized education, and training plus reasonable travel time. In two parent families, both parents must meet the participation criteria. Income may not exceed 200% of FPL.

BG3W-28BW **Welfare Transition (formerly WAGES) TANF Refugee Working**: Eligible Cuban/Haitian entrants, Cuban/Haitian Parolees, Cuban/ Haitian asylum or any asylee granted asylum under section 208 of the Immigration and Nationality Act (INA) or a resident alien who was admitted to the U.S. under one of the above categories, who is a TANF recipient and is referred for subsidized child care by a Refugee

Program funded employment services provider. Income may not exceed 200% Federal Poverty Level.

- BG5—23B: **Transitional Child Care Working:** Families with earned income who have lost their eligibility for temporary cash assistance due to excess earned income, new or increased child support or earnings, loss of time limits or who “opt not to receive” temporary cash assistance. Continued eligibility is for up to a total of 24 consecutive months from the first month of TCC eligibility as determined by Workforce Development, regardless of when temporary cash assistance is canceled. Income may not exceed 200% of Federal Poverty Level.
- BG5—23C: **Transitional Child Care/Transitional Education (TCC/TED):** Clients whose cash assistance has been terminated due to earned income, new or increased child support or earnings or who have been eligible but have chosen not to receive assistance, who are TCC eligible and who are obtaining education or training to improve job skills in order to maintain or improve employment. Months of TCC/TED eligibility coincides with TCC eligibility. Income may not exceed 200% of the Federal Poverty Level.
- BG5—23D: **Transitional Child Care Diversion:** Families who meet up—front diversion criteria. Continued eligibility is for up to a total of 24 consecutive months from the first month of TCC eligibility as determined by Workforce Development. Income may not exceed 200% of the Federal Poverty Level.
- BGSNT- SNT: **Special Needs Teens 13 through 18:** Children under the age of 19 if physically or mentally incapable of self-care, or under court supervision, and reside with a family whose income does not exceed 200% of the Federal Poverty Level and whose parent(s) are working or attending a job training or education program.
- BG7—25: **Migrant Farm Workers:** Families working at least 20 hours per week in seasonal agricultural jobs. (Migrant Farm Worker defined @FAC 60BB-4.100(16))
- BG8—26: **Teen Parents:** Children of teenage (under 18 years of age) parent(s) who are employed a minimum of 20 hours per week or who are enrolled in a high school diploma or GED program who are not involved in a Department of Education Drop Out Prevention Program or a Workforce Development teen parent program. Teen parent may also be attending other job training. The definition of a teenage parent includes the person who is pregnant, who is the father of an unborn child, or who is the parent of the child. Income of the teenage parent can not exceed 200% of the Federal Poverty Level.
- BG8—27: **Income Eligible Families with Income below 100% of the Federal Poverty Level:** A family in which the parents with whom the child resides are each employed or engaged in eligible education activities a minimum of twenty (20) hours per week. The family income must be 100% of the Federal Poverty Level to enter the program and remain below 200% of the Federal Poverty Level to continue to receive financial assistance. In two-parent families, each parent must individually meet the employment/ eligible education activity criteria. This includes cases when the child has been placed with relatives by the parent(s) or legal guardian, permanently or on a short-term basis, and is not receiving temporary cash assistance, the child’s income and the guardian’s income would be assessed. (Non-TANF “Child Only” cases).
- BG8—29: **Supplemental Security Income (SSI):** Children who are SSI recipients and whose parents meet income eligibility guidelines and have an approved purpose of care; or parents/relatives (the child has been placed with) who are SSI recipients and have an approved purpose for child care. If both parents are in the home, only one shall be required to be a SSI recipient; however, both parents must meet the “purpose of care”

requirement. The purpose of the subsidized child care shall be to enable employment of the parent/relative, to assist the parent/relative in caring for the child due to the parent's/relative's disability as documented by a physician statement.

BG8-30: **Native American:** Parents who are members of federally recognized Native American tribes and who need child care in order to obtain or maintain employment of 20 hours or more per week.

BG8—31: **Income Eligible Families with income between ~~100%~~ 151% and ~~150%~~ 200% of the Federal Poverty Level:** A family in which the parents with whom the child resides are each employed or engaged in eligible education activities a minimum of twenty (20) hours per week. The family income must be between ~~100%~~ 151% and ~~150%~~ **and shall not exceed** 200% of the Federal Poverty Level **for this eligibility category** to enter the program and remain below 200% to continue to receive financial assistance. **Clients should only be placed in this category upon redetermination from a prior eligibility category or from the TCA or TCC categories.** In two-parent families, each parent must individually meet the employment/eligible education activity criteria. This includes cases when the child has been placed with relatives by the parent(s) or legal guardian, permanently or on a short-term basis, and is not receiving temporary cash assistance, the child's income and the guardian's income would be assessed. (Non-TANF "Child Only" cases)

BG8—33: Adoption Subsidy: Services provided to a child receiving adoption subsidy payments from the Federal Title IV E Program under the Social Security Act or a state program. Income Adoption assistance subsidy provides financial assistance to families based on the child's special needs at the time of the adoptive placement. These benefits are paid to the child and may include a monthly adoption assistance payment and/or Medicaid Card. This income must be verified before it can be excluded. For cases that contain these incomes, the child receiving these income types can be considered a Head of Household of one and have these income sources excluded.

BG8LC—LC: 411 Eligible: Local Coalition Option. Must be in Coalition plan. Eligibility requirements must be in compliance with Section 411.01, FS. This eligibility initiative must be described in the Coalition's Plan and approved.

BG8OP—OPW: **Two Parents/One Parent Not Working:** A two parent family with whom the child resides where one parent is not employed or engaged in eligible education activities a minimum of twenty (20) hours per week. ***Child is determined to be at risk of school failure (one or more factors from list below).*** The family income must be below 150% of the Federal Poverty Level to enter the program; financial assistance will not be allowable once the family's income is greater than 200% of the Federal Poverty Level. **(Serve Priority Ages Birth through completion of kindergarten only)**

(BG8OP) FACTORS FOR CHILD AT RISK OF SCHOOL FAILURE

1. English not first language of family
2. Age of parent at child's birth (18 years or younger)
3. Parent has an educational history of participating in Special Education
4. Educational level (not completed school) of either parent is low (less than high school)/ low literacy level
5. Three (3) children under 5 years old in the family
6. Child/sibling/or parent has been in foster care
7. Children are multiples
8. Suspect developmental delay in any area
9. Child lives with grandparent or has lived with multiple caregivers

10. Child was born prematurely or was in Neonatal Intensive Care Unit
11. Child has a documented developmental delay or handicapping condition
12. A sibling has a handicap /delay/is in special ed/or has behavioral concerns
13. A parent or caregiver has handicap or developmental delay
14. There is a history of emotional/physical/sexual abuse of child or sibling or parent
15. One parent has been or is currently incarcerated
16. Child was/is a drug exposed newborn
17. Substance abuse by one or both parent
18. Parent minimally meeting child's basic needs
19. Parent was single at time of birth
20. Family is homeless currently or previously (this includes couch homeless)
21. Mental health illness within family
22. Child, parent, or sibling has chronic medical problem/condition
23. Child or sibling was diagnosed as failure to thrive

BG8NW-NW: One Parent Not Working: A one parent family with whom the child resides where a parent is not employed or engaged in eligible education activities a minimum of twenty (20) hours per week. Child is determined to be at risk of school failure. The family income must be below 150% of the Federal Poverty Level to enter the program, financial assistance will not be allowable once the family's income is greater than 200% of the Federal Poverty Level.

BG8HS-HS **Working Poor with Head Start Criteria:** Local Coalition Option. Must be in an approved Coalition plan.

CCEP-P1 **Child Care Purchasing Pool:** (Martin County) Two parents working whose family income falls between 0% and 200% of the Federal Poverty Level are eligible. MC-CSC contributes to a pool of funds which ELC matches to subsidize care for children whose parents choose from among those centers that meet CSCMC criteria: score of 4.5 or better on Early Childhood Environment Rating Scale (ECERS) and Infant/Toddler Environment Rating Scale (ITERS) or are a gold seal accredited center or have a Florida Kindergarten Readiness Screeners (FLKRS) score of 240 or better. Should BG-8 state dollars be depleted, MC-CSC dollars may support families whose income is 0 – 200% of the Federal Poverty Level as the payer of last resort.

~~**BGD-TCP** **Natural Disaster – Temporary Closure:** Payments for clients enrolled with providers that have been affected by an emergency condition. The temporary closure period may occur before or after an emergency condition, it is unique to each affected provider and the closure is beyond the control of the provider. (Note: Enrollment and Waiting list stats the same as Protective Services)~~

BGD-DIN **Natural Disaster – New Enrollment:** Disaster impacted family new enrollment. Families whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, place of primary or secondary education is temporarily inoperable or destroyed. Children in a natural disaster area who are in need of services to ensure a child's safety and protection (See FPSR-IM-PPA-PPA-04-15) (Note: Enrollment and Waiting list stats the same as Protective Services)

CF-MI **Migrant Not Income Eligible:** Not dependent on family income or work requirements, must have a documented referral from the Local Education Agency certifying that the parent(s) meet the federal definition of a migrant agricultural worker or a migrant fisher.

CF—SN: **Special Needs Not Income Eligible:** Includes three and four year old who may not be economically disadvantaged but have been served in a specific part-time or

combination of part-time exceptional education program. Documented referral from the school districts is required. (See Rule 60BB-4.204 FAC)

- ~~DHKAL-ALA **Natural Disaster – New Enrollment:** Disaster impacted family new enrollment. Families whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, place of primary or secondary education is temporarily inoperable or destroyed. Children in a natural disaster area who are in need of services to ensure a child's safety and protection (See FPSR-IM-PPA-PPA-04-15) (Note: Enrollment and Waiting list stats the same as Protective Services)~~
- ~~DHKMS-MIS **Natural Disaster – New Enrollment:** Disaster impacted family new enrollment. Families whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, place of primary or secondary education is temporarily inoperable or destroyed. Children in a natural disaster area who are in need of services to ensure a child's safety and protection (See FPSR-IM-PPA-PPA-04-15) (Note: Enrollment and Waiting list stats the same as Protective Services)~~
- ~~DHKLA-LOU **Natural Disaster – New Enrollment:** Disaster impacted family new enrollment. Families whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, place of primary or secondary education is temporarily inoperable or destroyed. Children in a natural disaster area who are in need of services to ensure a child's safety and protection (See FPSR-IM-PPA-PPA-04-15) (Note: Enrollment and Waiting list stats the same as Protective Services)~~
- DHKOS-OOS Natural Disaster – New Enrollment Other State: Disaster impacted family new enrollment. Families whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, place of primary or secondary education is temporarily inoperable or destroyed. A coalition in a natural disaster area may choose to waive fee, income eligibility, and work requirements on a case-by-case basis for a family who is in need of services to ensure a child's safety and protection (CCDF State Plan and Rule 60BB-4.400(1)(b)2.f., F.A.C)**
- WRC-RC1 **TANF Respite Child Care:** Care provided to alleviate a crisis (acute situation which places children at risk due to parental emergency need for respite, lack of resources, special needs of the child, or extenuating circumstances beyond the family's control that require short term assistance to increase family stability and decrease risk potential) or to provide child care services in a hospital based mildly ill child care program. The family must be a TANF recipient to receive respite services.
- VPK **Voluntary Pre-Kindergarten** - 540 hour program for all children who are 4 on or before September 1 of the current school year.
- VPKS: **Voluntary Pre-Kindergarten Summer Program** – 300 hour program for children who are 4 on or before September 1st of current school year.

Note: Other funders may be used based upon Board approval.

2.6 Income Types

Income is defined as " family income," and means the combined gross income, from all sources, of all members of the family unit who are eighteen (18) years of age or older, including earned and unearned income.

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Revisions Approved: 9/25/08, 4/23/09, 6/25/09

Excluded Income Types:

- Food Stamps
- Documented child support (paid out of the home)
- Documented alimony (paid out of the home)
- Supplemental Security Income (SSI **Paid to Children**)
- Housing assistance payments from HUD issued directly to a landlord and associated utility expenses
- School Loans/Grants
- Foster Parent Monthly Allotment
- Work Study
- One time only gifts
- Earned income from an **under age child** (in a secondary school)
- **Adoption Benefits**
- **Earned Income Tax Credits or dependant care credits**
- **Capital gains**
- **Sale of personal assts (such as stocks, bonds, house, car, and insurance policies)**
- **Money borrowed with an established repayment plan**
- **VISTA (Volunteers in Service To America) Payments**

Counted Income Types includes and MUST BE DOCUMENTED by an award letter or verification statement:

- Salary/Tips
- Social Security Benefits (SSA/**SSI received by adults**)
- Documented Child Support Received
- Self-Employed
- Documented Alimony Received
- Unemployment Compensation Benefits (30 days)
- Veteran's Benefits
- Retirement Benefits
- (RCG) TANF
- ~~Income from Non-Family Members Residing in Household~~
- Cash Gifts (received regularly)
- **(RDG) TANF**
- **Recurring cash contributions**
- **Military FSSA housing assistance**
- **Work Release payments**
- **Interest and dividends**
- **Money received from an employer as an employee benefits for child care if paid directly to employee**

2.7 Required Documentation

Parent must bring the following documentation for their intake appointment:

- Choice of child care provider
- Birth certificates for ALL children in the household (State issued)
- Proof of Income/Employment (6 weeks of current consecutive employment income (pay stubs, printout from current employer showing gross wages on company letterhead, printout from DCF showing TANF/Relative caregiver payments, proof of child support income, etc.) – all unearned income and school enrollment if unemployed applicable. (Examples of unearned income are: cash assistance, unemployment compensation, social security benefits, veteran's benefits, child support, alimony and rent income). A completed verification of income form or signed statement by employer may be required. Overtime/bonus awards are counted as (annual) income.

Self-employed individuals shall provide appropriate documentation to determine hours worked and income such as business account ledgers, written documentation from customers, contractors, or federal tax returns.

- Picture ID
- Proof of Residency – Utility bill (FPL, phone, cable, etc.), lease agreement or ELC official documentation, government issued document (e.g. current valid driver's license, **Florida identification card**, property tax assessment showing a homestead exemption)

*Please Note: Driver's license/**Florida identification card** is acceptable proof of residency if it is current and it has a current physical address and not a P.O. box.*

- Proof of separation letters from one (1) person stating the partner is no longer residing in the home. Letters must have name, address and phone number of the person making the statement.
- Proof of guardianship (letter from DCF showing custody of child)
- Other documentation that might be required for ELC services are:
 - Full time student documentation with paid receipt
 - Custody paperwork
 - Legal guardian home study application and paper work
 - Maternity leave documentation
 - Disability documentation
- Depending on the circumstances, additional documentation may be required.

For children at risk of child abuse or neglect who are placed by the court in foster care or in the custody of a relative or non-relative caregiver, the income of the foster parent, shelter parent, court-ordered relative, or non-relative caregiver is not considered "family income" for purposes of eligibility or the assignment of parent fees.

Families in a natural disaster area are **not** required to include disaster relief or other forms of temporary assistance when calculating income thresholds for family eligibility purposes.

Bonus payments or incentive pay are included in total program income. The amount of the bonus shall be averaged over the twelve month period to determine monthly income. The Eligibility Specialist does have some discretion about whether to include one- time payments in the income total after considering the circumstances of the family in question.

2.8 Fees

2.8.1 Parent Fees

~~With the exception of VPK, all~~ **School Readiness (SR)** categories will be assessed a daily parent fee based on family size and income. The parent fee will be determined based on **the approved** sliding fee scale. ~~approved by the local coalition.~~

For a family with more than one child receiving early learning services, the youngest full-time child will be assessed the highest parent fee. For each additional child, the parent fee will be half of what the full-time or part-time (depending on care needed) parent fee is for that income bracket. **Parent fee amount shall be in effect for the duration of the eligibility period.**

School Readiness providers/programs are responsible for collecting parent fees.

There is no parent fee for the Voluntary Pre Kindergarten (VPK) program.

2.8.2 Program Fees

Early learning programs may charge parents additional fees such as registration fees, supply fees, late charges, etc. not covered by ELC. An early learning program may also charge the parent the

difference between its private rate and the Coalition approved market rate (if the private rate is higher). Contracted providers are required by contract to waive any additional fees for Foster Parents or Long Term Relative Caregivers of at-risk children. Caregivers of at-risk children are responsible only for parent fees.

Providers should collect parent fees in advance of care being provided. The Early Learning Coalition does require a paid in full receipt in order for a provider transfer to take place, however, parents are only accountable for the last 30 days in care of parent fees.

2.9 Reportable changes

2.9.1 Status Changes

A parent/guardian must notify the Coalition within 10 calendar days of any changes in employment, **address**, school, income, family size, or marital status. The parent/guardian may then be required to re-determine eligibility. Failure to report changes may result in termination of services.

2.9.2 Breaks in Employment

A family shall maintain eligibility for financially assisted early learning services with certain breaks in employment. These are:

- A break in employment which will be re-established within 30 calendar days. Services are reimbursable during this time. **If break in employment falls during the redetermination period, services are suspended, the applicant is allowed 30 calendar days to ensure employment.**
- A break in employment for up to 60 calendar days due to medical reasons, including maternity leave, if determined medically necessary and documented by a physician licensed under Chapters 458 or 459, Florida Statutes. Services are reimbursable during this time.
- An interruption in employment, with an option to return to that employment, including such circumstances as seasonal employment or school system related employment. Services are considered suspended until employment resumes. Services are not reimbursable. Care may be re-established upon resumption of employment.

2.10 Transfers

2.10.1 Program

Parents can transfer their child care services at anytime. ~~If a parent requests to be transferred to another early learning program,~~ The parent must submit a paid-in-full receipt prior to the transfer.

~~The Eligibility Specialist may contact the program from which the child will be leaving to obtain verbal information regarding any outstanding balances or fees owed.~~

~~All transfers are recorded in case notes and documented in the client's eligibility file, including telephone communications.~~

Exception: Any parent/guardian in a BG1 (protective services, out-of-home placement, relative care) category can be transferred with outstanding unpaid balances. However, documentation is still recorded of amounts owed and the program can hold the parent/guardian responsible. This information will be forwarded to the referring agency.

2.11 Wait List Procedure

The Coalition maintains a waiting list of all eligible families using the Unified Wait List. Parents may apply for School Readiness services on-line via the *Single Point of Entry (SPE)*, in person at any ELC office or by phone. Placement on this Wait List is determined by a preliminary screening which includes at a minimum, statement of income, family size, and type of service requested. All eligible children are placed on the Wait List based on the child's legal name, age, and probable eligibility category. Unborn children are not eligible to be placed on the Wait List. Actual certification of eligibility is conducted prior to authorization for placement.

Children on the wait-list are re-determined every six months. A letter is sent to the client to notify them of the re-determination and the client must call back to keep the case active. If the client does not contact ELCIRMO, s/he is terminated from the wait-list. Clients who call after being terminated must re-apply.

Children shall be pulled from the Wait List by date of request for care (first requested, first served) according to the Board approved *Priority Groups for Enrollment*.

2.12 Fee Reduction or Waiver Policy & Appeal

~~Reduction in Parent Fees **or waiver** for Protective Services and TANF Clients **with or without TANF Services on Case-by-Case Basis**: To temporarily reduce parent fees, A request for a temporary fee reduction **or waiver** may also be made by the **any referring agency** caseworker, **an early learning program or parent/guardian** on letterhead **or ELCIRMO Forms** with verifying documentation as appropriate via fax to the Eligibility Specialist. The request which must comply with those listed in Rule 60BB-4.400(1), and the duration of the circumstances. Duration of the **fee reduction or waiver** shall coincide with duration of the special circumstances.~~

~~the Eligibility Specialist sends a written request or signed letter of request on letterhead from the Caseworker or Child Care Provider to the supervisor outlining the reason for the request which must comply with those listed in Rule 60BB-4.400(1), and the duration of the request. Such request must be approved by the supervisor and the Executive Director in writing, recorded in the client's history notes, and (paper) filed in the child's folder.~~

~~and must be approved by ELC supervisor. Approval is included in history notes and child's folder. Duration of fee reduction shall coincide with duration of event.~~

~~A request is made by participant/parent/guardian in writing including official documentation verifying reason for request to Eligibility Specialist and must be approved by the ELC supervisor. Approval is included in history notes and child's folder. Duration of the waiver shall coincide with duration of the special circumstances.~~

~~For a family with more than one child receiving early learning services, the youngest full time child will be assessed the highest parent fee. For each additional child, the parent fee will be half of what the full-time or part-time (depending on care needed) parent fee is for that income bracket. Parent fee amount shall be in effect for the duration of the eligibility period.~~

~~The following language is contained in the Terms and Conditions form reviewed and signed by the parent/guardian:~~

~~*I understand that I have the right to request a fair hearing if found ineligible for a service, if my service is terminated, suspended or reduced, or if I am dissatisfied with any service provided by the Early Learning Coalition of Indian River, Martin and Okeechobee Counties, Inc. You may contact our*~~

administrative office at (877) 220-1223, for further assistance to appeal all decisions used to determine eligibility of services

If a referring agency, early learning program or parent/guardian is not satisfied with the ruling, they may appeal, in writing, the ruling, or lack thereof, to the Executive Director within ten (10) calendar days of the issuance of the ruling or expiration of the time period to provide such a ruling. The Executive Director shall review the appeal, including the ruling, if any, and conduct further investigations, as appropriate. Within five (5) business days of the receipt of written appeal, the Executive Director shall issue its decision.

The referring agency, early learning program or parent/guardian may appeal the Executive Director's decision to ELCIRMO's Finance Committee, within fifteen (15) days after receiving the Executive Director's decision. The appeal to the Finance Committee shall be in writing and delivered to the main office of ELCIRMO, located at 10 S.E. Central Parkway, Suite 400, Stuart, Florida 34994. Any appeal not filed in a timely manner shall not be processed.

The Finance Committee shall conduct a hearing to determine a fair and equitable solution and shall issue its findings, in writing, to referring agency, early learning program or parent/guardian. Referring agency, early learning program or parent/guardian may be present at the hearing and may choose to present witnesses on his/her behalf. The decision of the Finance Committee is final, however referring agency, early learning program or parent/guardian may pursue such matters in a court of law as appropriate.

The referring Agency, early learning program or parent/guardian failure to comply with the requirements for filing appeals as contained in this Section shall be deemed as referring agency, early learning program or parent/guardian acceptance of the ruling or decision at the given level as satisfactory and acceptable, and shall have waived any right to further appeal.

3. SCHOOL READINESS SLOT MANAGEMENT

School Readiness services, while critical to achieving federal and state policy objectives, are not guaranteed for any class or group. It is the policy of the ELCIRMO to utilize a range of budget management strategies to maintain fiscal integrity and balance, including the possibility of slot management of non-priority participants as an option of last resort, to maintain fiscal integrity.

3.1 Slot Management

To manage the budget efficiently and to ensure for a zero-balance deficit at the end of the fiscal year, ELC monitors child enrollment closely. A variety of preventive budget strategies may be employed for budget deficits:

- School readiness funds may be transferred from non-direct services to direct services within the earmarks and restrictions of the Coalition's grant award;
- Resources may be leveraged through partnerships (e.g., local government, Head Start, Boys and Girls Clubs);
- Reduce payment rates for School Readiness providers;
- Amend the Coalition's School Readiness PLAN which increases parent co-payments, but complies with Rule 60BB-4.400, *Florida Administrative Code*, and OEL Policy Guidance No. 400.01; and
- Increase the frequency of eligibility determinations

Should over-enrollment be projected in the budget analysis process, this slot management policy has been developed to bring enrollment numbers in line with budget realities. The policy calls for the orderly slot management of children to accommodate priority service to the Birth through completion of kindergarten group and to accommodate care for mandated children.

If the preventive budget deficit plan has been implemented and over-enrollment of children continues to create a problem, the following steps to slot management of children will be activated. This activation will occur **ONLY** on an as-needed basis to balance the slot budget and will be based on the following guidelines:

1. Freeze rollover billing groups of children ages birth through completion of kindergarten into a non-priority eligibility group
2. Approved priorities for initial slot management of children are in order and as follows:
 1. Income Eligible 12 year olds
 2. TCC 12 year olds
 3. Income Eligible 11 year olds
 4. TCC 11 year olds
 5. Income Eligible 10 Year olds
 6. TCC 10 year old
 7. Income Eligible 9 year olds
 8. TCC 9 year olds
 9. Income Eligible 8 year olds
 10. TCC 8 year olds
 11. Income Eligible 7 year olds
 12. TCC 7 year olds
 13. Income Eligible 6 year olds
 14. TCC 6 year olds
3. Approved priorities for the next phase of slot management are in order and as follows:
 1. Freeze rollover of ELCIRMO County to ELCIRMO County transfers for 0-2 year olds
 2. Income Eligible 2 year olds
 3. Income Eligible 1 year olds
 4. Income Eligible Infants
 5. Freeze rollover of ELCIRMO County to ELCIRMO County transfers for 3-5 year olds
 6. Income Eligible 3-5 year olds

Process:

The Executive Director will provide written notification to the Finance/Executive Committee/Board of slot management covering the following information:

1. The category of care that is being frozen and/or dis-enrolled
2. Detailed information regarding:
 - the number of children affected
 - billing groups affected (income eligible, TCC, etc.)
 - ages of children
 - date the notification will be sent to parents

- effective date of implementation of freeze/dis-enrollment
- other information as deemed necessary

The Coalition must notify the AWI within forty-eight (48) hours of the initiation of formal consideration by the Coalition of dis-enrolling children from early learning programs and at least five (5) days before the Coalition takes any action to notify providers or families of a determination to dis-enroll children. The Coalition shall not dis-enroll any group of children prior to consulting with representatives of the Agency.

Resumption of Services

All children dis-enrolled from the School Readiness program due to the implementation of this policy shall be placed at the top of the wait list and in the order in which they were dis-enrolled. As funding becomes available, resumption of services will be offered to those families first, providing they meet the eligibility guidelines established by the Coalition. Families who earn above the 150% national poverty level, but below the 200% national poverty level and meet all other eligibility criteria shall be considered eligible for resumption of services.

4. RE-DETERMINATION

4.1 Redetermination of Eligibility Time Frames

~~Re-determination dates will vary. Parents/guardians who are missing part or all of the most current six weeks of income will have their eligibility re-determined at 6 weeks. This will allow parent/guardian to collect 6 weeks of income. Parents/guardians who fail to have six weeks of income at this time (if there has been no status change) are at risk of termination of services.~~

Parents/guardians who have current and consecutive six weeks of income will have their eligibility re-determined at six (6) months with the exception of Indiantown which will continue to be re-determined at 1 year, unless the authorization for child care services provided by a referring agency provides a date earlier than 1 year. ~~All families assigned to the BG8-OP Billing Group, other than those who have chosen and have been deemed eligible for a school year-school district program, shall be re-determined every six months.~~ -Parents/guardians who fail to have six weeks of income at this time (if there has been no status change) are at risk of termination of services.

Eligibility Specialists are responsible for notifying parents/guardians whose eligibility is about to expire by letter one month before the scheduled termination date. In addition to conveying information about the family's child care status, the letter states:

- the child care end date
- the time period within which the family must meet with the Specialist to re-determine eligibility
- the right of the client to appeal all decisions

4.2 Termination of Services

Parents/guardians who fail to meet their eligibility re-determination time frame or who fail to report status changes will have their early learning services terminated. Prior to the termination of services for any parent/guardian who is under a child care authorization form from a referring agency, an Eligibility Specialist will contact the Case Manager. Eligibility Specialists will contact parents and early learning programs of any termination of services. Early learning programs are required to submit a *Termination Form* to Reimbursement staff when the child is terminated from care.

A parent/guardian's services may also be terminated due to failure to pay their parent fees. It is the responsibility of an early learning program to report any non-payment of parent fees.

5. REIMBURSEMENT

5.1 Reimbursement Time Frames

5.1.1 School Readiness

Early Learning Programs are required to submit Enrollment/Attendance Verification forms by the 2nd of the month following when services were provided. Early learning programs are paid when the state funds become available and with a valid Enrollment/Attendance Verification form.

Enrollment/Attendance Verification forms received after the 2nd may be processed for payment the following month.

5.1.2 Voluntary Pre-Kindergarten

VPK providers are required to submit Enrollment/Attendance Verification forms by the 2nd of the month following when services were provided and are paid when state funds become available and when a valid Enrollment/Attendance Verification form is received.

5.2 Reimbursement Rates

Programs are reimbursed based on the Coalition's approved fee schedule. Programs are reimbursed for children in attendance 6 or more hours per day at a full-time rate. Programs are reimbursed for children in attendance less than 6 hours a day at a part-time rate. Programs are not reimbursed for a full-time rate if the parent/guardian is only allotted a part-time rate based on work or school hours. If a child is in attendance for longer than the parent/guardian's allotment of hours, the program can hold the parent/guardian responsible for the difference in payment, and tuition and other fees.

5.3 Reimbursement to Gold Seal Programs

Programs that are recognized as Gold Seal by the State of Florida are entitled to a higher rate of pay. This rate is calculated up to 20% above the reimbursement rate provided the rate does not exceed the provider's private pay rate.

5.4 Reimbursement of Holidays

Providers sub-contracted with the Coalition to provide full or part-time care are paid for 10 holidays of their choice. Those days are designated for payment by pre-printing an "H" on the attendance sheets. Handwritten "H's" are not accepted for payment. Extended day providers are not reimbursed for holidays. A recognized holiday shall not be counted as an absence for purposes of reimbursement.

5.5 Reimbursement of Absences

5.5.1 School Readiness

- Reimbursement shall be authorized for no more than three (3) unexcused absences per calendar month and two (2) days of absence based on written documentation **provided by the parent, justifying the absence** ~~such as a doctor's note explaining the absence per child.~~ If a child is absent for additional days due to extraordinary circumstances such as a serious illness, death in the family, hospitalization, etc., reimbursement **up to an additional five (5) days** may be made for those days the child is absent **with appropriate documentation of the extraordinary circumstance** ~~only if a copy of a physician's note is provided to ELCIRMO.~~ Providers will not be reimbursed for more than five (5) days of child absences during a given service month, unless extraordinary circumstances are documented and pre-approved by ELCIRMO exist.
- Hospitalizations—medical documentation

- Doctor excused illness—medical documentation
- Communicable illnesses — signed letter/form from parent stating the child was absent due to illness that required home stay.
- Parent visitation—court order or legal document
- Death directly affecting the child's parent/guardian—letter from program stating reason, must be signed by director and parent.
- Child required to be in court—case file notes.
- Unforeseen documented military deployment or exercise of the parent(s).

In the event that a child is absent for five consecutive days with no contact from the parent, the provider shall notify ELC who determines the need for continued care. If a termination is filed, notice will be provided to the referring entity.

When an at-risk child has an unexcused absence or seven consecutive days of excused absences, the early learning provider shall notify the Department of Children and Families. The Rilya Wilson Act establishes these reporting requirements for children 3 to 5 years old. This rule shall apply to all at-risk children of any age in a School Readiness program.

5.5.2 Voluntary Pre-Kindergarten Program (VPK)

Uniform Attendance Policy for Funding the VPK Program (60BB-8.204)

1. Payment for the VPK program. An early learning coalition, or contractor acting on behalf of the coalition, shall pay a private provider or public school for the VPK program in accordance with this rule.
2. Payment for attendance. An instructional day on which a child attends the VPK program, either in whole or in part, is payable.
3. Payment for absences.
 - a. An instructional day from which a child is absent is payable if the child's absence is excused. If a child's absence is unexcused, the absence is payable, not to exceed three unexcused absences per calendar month.
 - b. A child's absence is excused if the child does not attend the VPK program on an instructional day due to one of the following reasons:
 - Illness or injury of the child or the child's family member which requires hospitalization or bed rest
 - Physician or dentist appointment
 - Infectious disease or parasitic infestation
 - Funeral service, memorial service, or bereavement upon the death of the child's family member
 - Life-threatening illness or injury of the child's family member
 - Compliance with a court order (e.g., visitation, subpoena)
 - Special education or related services as defined in 20 U.S.C. § 1401 (2004) for the child's disability
 - Observance of a religious holiday or service, or because the child's or parent's religion forbids secular activity on the instructional day
 - Family vacation, not to exceed five excused absences per program year: or
 - Extraordinary circumstances beyond the control of the child and the child's parent.
 - c. An excused absence is not payable unless the reason for the absence is documented in writing and the private provider or public school submits the documentation to the coalition or contractor. A VPK provider must keep the documentation for at least 1 year, allow the Agency for Workforce Innovation or the coalition to inspect the documentation during normal hours of operation, and submit a copy of the documentation to the coalition upon request.

1. A child's parent may document (e.g., parent's note) seven or fewer excused absences per calendar month.

2. Beyond seven excused absences, a person other than the child's parent must document the excused absence, the person must be unrelated to the child or the child's parent, and the documentation must show that the person has personal knowledge of the reason for the child's absence (e.g., letter from a physician).

d. An absence is not payable for an instructional day before a child's first day of attendance or after the child's last day of attendance.

e. Payment for a child shall be suspended if the child does not attend at least 1 instructional day during a calendar month.

Payment for the child, including payment for absences accruing while payment is suspended, shall resume when the child subsequently attends the program. If a child does not resume attendance, an absence is not payable for an instructional day after the child's last day of attendance.

4. Payment for temporary closures.

a. A temporary closure is payable if a private provider or public school submits written documentation to the Coalition which demonstrates that the closure is temporary and caused by circumstances beyond the provider's or school's control. Providers shall be reimbursed at the rate normally received during non-emergency hours when ELC activates its Continuation of Operations Plan (C.O.O.P.).

b. Documentation of the circumstances causing a temporary closure is not required if the private provider's or public school's VPK site is located in a county in which government offices normally open to the public are closed by the county, state, or federal governments, or public schools are closed by the school district, because a state of emergency is declared to exist in the county by the county government, the Governor, or the President of the United States. Documentation is required if government offices remain open or a state of emergency is not declared to exist.

c. A temporary closure is payable for the amount otherwise payable (as if each child enrolled in a private provider's or public school's VPK program attends the program), not to exceed 10 instructional days per closure. If circumstances cause more than one temporary closure, the closures are payable for a combined total of 10 instructional days. ELC may consider reimbursement, in accordance with Federal and State law, for circumstances in excess of the pre-existing approved hours for an individual child during the temporary closure.

d. If the combined instructional days of one or more temporary closures extend beyond 10 instructional days, the private provider or public school shall revise its class schedule to restore each instructional day after the 10th instructional day. The revised schedule must not extend beyond the last day by which the VPK class is required to complete instruction. When revising its schedule, a private provider or public school is not required to change the instructional hours per instructional day or instructional days per week of the current class schedule.

e. A temporary closure is not payable if the closure is caused by circumstances within a private provider's or public school's control. If a temporary closure is caused by circumstances within a private providers or public school's control, the provider or school must revise its class schedule in accordance with subsection (d).

- f. A temporary closure is not payable if a private provider or public school does not reopen and resume instruction after the closure. A Coalition shall assist a child with reenrollment if the child's VPK program does not resume instruction after a temporary closure.
- g. If a child does not resume attendance in the VPK program after a temporary closure, notwithstanding paragraph (3) (d), the closure is payable, but the child's absence from an instructional day after the temporary closure is not payable.
- h. A private provider or public school, instead of requesting payment for a temporary closure, may revise its class schedule to restore the instructional days that the closure affects.

Recording absences for refused attendance (60BB-8.305)

If a student arrives at the provider's or school's VPK site, but the provider or school refuses the student's attendance for disciplinary or other reasons (e.g., due to tardiness or prohibited attire), the instructional day is recorded as an absence.

5.6 Reporting Absences under Rilya Wilson Act

When an at-risk child has *an unexcused absence or seven consecutive days of excused absences*, the early learning provider shall notify the Department of Children and Families. The Rilya Wilson Act establishes these reporting requirements for children 3 to 5 years old. This rule shall apply to all at-risk children of any age in a school readiness program.

6. QUALITY FILE REVIEW

6.1 School Readiness Files:

All School Readiness files for the three counties within ELCIRMO are stored in the centralized File Room in the Martin County office. Only authorized personnel are permitted to access and remove files. This allows for a more secure environment and limited handling of client records. **All client files will be exchanged for review by the eligibility specialist.**

~~Prior to a new client file being placed in the File Room, the file is compiled and 15-25% are and reviewed by the Quality Assurance Coordinator eligibility specialist to ensure all required documentation is in the file. When a file is missing documentation or it's determined that the client is not eligible to receive services, this information is logged and the Eligibility Specialist is notified that a correction is needed. The file will be corrected within a 10 business day period and any errors resulting in incorrect payments are adjusted in the next month's reimbursement process. When necessary, training is conducted with the Eligibility Specialist. Consistent errors may result in disciplinary action.~~

6.2 VPK Files:

All VPK files for the three counties within ELCIRMO are stored in the centralized File Room in the Martin County office. Only authorized personnel are permitted to access and remove files. This allows for a more secure environment and limited handling of client records. **All client files will be reviewed by the data specialist.**

~~A monthly review is conducted of approximately 20% of child files. Any identified issues are brought to the attention of the VPK Director for comments and/or correction. The file will be corrected within a 10 business day period and any errors resulting in incorrect payments are adjusted in the next month's reimbursement process. When necessary, training is conducted with the VPK Specialist. Consistent errors may result in disciplinary action.~~

6.3 SR/VPK Provider File Reviews:

A monthly review is conducted of approximately 20% of provider files. Any identified issues are brought to the attention of the respective department head responsible for file management.

6.4 3 Post Attendance Review:

Each month, a random attendance audit will be conducted of early learning programs including center and school based programs, family child care homes, and informal providers. Programs will be given 24-hour notice of their record review. The review may be conducted on-site or the provider may be asked to submit parent sign in and out sheets. The previous months of payment will be reviewed. The review will match the reimbursement request to the program's attendance records and parent sign in and out sheets. Reviewing for parent/guardian signatures on "sign-in/sign-out" logs is the preferred monitoring method.

Providers will be notified in writing of the discrepancies, prior to the adjustment being made. If there is a large amount of money being deducted, the reimbursement department will provide technical assistance to the provider to ensure future compliance with acceptable verification and record keeping.

Follow-up attendance reviews will not necessarily be announced. Only initial reviews will be given 24-hour notice.

7. CONTRACTED PROVIDER FILE DOCUMENTATION

The following documentation must be submitted before a program can be contracted with the Early Learning Coalition.

- Copy of their Center license
- Gold Seal Certificate (if applicable)
- W-9 form

Updates may be made to provider files at any time with written documentation. Rate increase requests or change of status (e.g. Gold Seal Stipend, holiday changes) will become effective the month following the date of request as long as all required documentation has been submitted and approved

8. REPORTING SUSPECTED FRAUD IN THE EARLY LEARNING PROGRAMS

8.1 Purpose

To establish the procedures for reporting allegations of possible fraud, misfeasance, misapplication of funds, gross mismanagement and employee/participant misconduct in the Early Learning Programs. (School Readiness and Voluntary Pre- Kindergarten)

~~To establish the procedures for reporting allegations of possible fraud, misfeasance, nonfeasance, malfeasance, misapplication of funds, gross mismanagement and employee/participant misconduct in the Early Learning Programs. (School Readiness and Voluntary Pre- Kindergarten).~~

8.2 Background

In the normal course of their work, Early Learning managers, supervisors, team members and partners may become aware of instances of actual, potential, or suspected fraud and abuse in the operation of any program funded by State or Federal funds administered through the Agency for Workforce Innovation (AWI). Included in this category are instances of actual,

potential, or suspected fraud and abuse in the operation of programs administered by grantees, contractors and partners.

In the normal course of their work, ELC staff may become aware of instances of actual, potential, or suspected fraud and abuse in the operation of the School Readiness and VPK Programs, contractors, and partners.

8.3 Policy

The Inspector General of AWI is designated the coordinator of all suspected fraud referrals to the Florida Department of Law Enforcement, Public Assistance Fraud Unit. Early Learning Partners are responsible for immediately reporting all such actual or suspected violations they or their supervisors and employees uncover to the AWI Office of Inspector General, the Florida Department of Law Enforcement Public Assistance Fraud Unit and the Office of Early Learning (OEL).

The Executive Director (ED) is the designated the coordinator of all suspected fraud referrals to the Florida Department of Law Enforcement, Public Assistance Fraud Unit using the Suspected Fraud Referral Record Form.

8.4 Procedure

The Suspected Fraud Referral Record form is designed for promptly reporting to the AWI Inspector General, the Florida Department of Law Enforcement, Public Assistance Unit and the Office of Early Learning that an actual or suspected violation has occurred. Any activity or incident that poses a danger to the health, safety or welfare of any individual or individuals should be reported immediately to local law enforcement or emergency management. All allegations, those judged to be of an emergency nature, those receiving public exposure and those related to suspicions should also be reported immediately to the Office of Inspector General (OIG) by telephone; (850)245-7135. However, all telephone reports should be followed by prompt written or electronic notification to OIG, using the Suspected Fraud Referral Record form or other suitable means. In completing the Suspected Fraud Referral Record form, Case Identification number field, use the social security number if the subject is an individual or leave blank if the subject is a business entity. Provide the business entity information in the Comments section of the form. Coalitions and their contractors should submit the form via the OEL Fraud Referral System at <https://oelfrs.flawwi.com/> to OEL who will notify the Inspector General and FDLE Public Assistance Fraud Unit electronically. Citizens may report suspected fraud to the OIG at (850) 245-7135.

ELC staff contacts the ED to file a suspected fraud referral. The ED reviews the case and forwards a Suspected Fraud Referral Record form to the staff person for completion. In completing the form's *Case Identification Number* field, use the social security number if the subject is an individual or leave blank if the subject is a business entity. Provide the business entity information in the *Comments* section of the form.

The ED prepares, for the Florida Department of Law Enforcement / Ft Pierce Field Office #772-429-2018 (phone) or #772-595-1361 (fax) the original, completed form and a copy of the pertinent file documents. A meeting is scheduled with the FDLE Investigator for explanation of the case and delivery of the documents.

All allegations judged to be of an emergency nature, those receiving public exposure, and those related to suspicions should also be reported immediately to the Office of Inspector General (OIG) by telephone; (850) 245-7135. All telephone reports should be followed by prompt written or electronic notification to OIG, using the Suspected Fraud Referral Record form or other suitable means. The

form is submitted by the Executive Director to the Suspected Fraud Referrals Fax Line at # 850-921-3445.

8.5 Definitions

a. Fraud, Misfeasance, Nonfeasance, or Malfeasance: In the operation of any program funded by State or Federal funds administered by the Agency for Workforce Innovation, actions which constitute the omission of an act a person ought to do, the improper performance of an act a person might lawfully do, or the performance of an act a person ought not to do. This category includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants, and intentional payments to a contractor without the expectation of receiving services.

~~a. Fraud, Misfeasance, Nonfeasance, or Malfeasance: In the operation any ELC program supported by State or Federal funds, these are actions which constitute the omission of an act a person ought to do, the improper performance of an act a person might lawfully do, or the performance of an act a person ought not to do. This category includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants, and intentional payments to a contractor without the expectation of receiving services.~~

b. **Misapplication of Funds:** Misapplication of funds should be considered as any alleged use of funds, assets or property not authorized or provided for in the grant or contract. This category includes, but is not limited to, nepotism, political patronage, use of participants for political activities, ineligible enrollees, conflict of interest, not reporting income from Federal funds, violation of contract procedures, maintenance of effort violations, and the use of funds for other than their designated purposes.

c. **Gross Mismanagement: Actions or situations arising out of the intentional failure to perform one's duties or responsibilities in reckless disregard of the consequences, which lead to major violations of contract provisions and/or which severely hamper the Agency's ability to fulfill its mission.**

~~c. Gross Mismanagement: Actions or situations arising out of the intentional failure to perform one's duties or responsibilities in reckless disregard of the consequences, which lead to major violations of contract provisions and/or which severely hamper ELC's ability to fulfill its mission.~~

d. **Employee/Participant Misconduct:** Employee/participant misconduct should be considered as occupational or professional actions occurring during or outside work hours, that reflect negatively on Agency or its mission, and may include, but are not limited to, conflict of interest or the appearance of conflict of interest involving outside employment business and professional activities; the receipt or giving of gifts, fees, entertainment, and favors; misuse of Federal/State property; misuse of official information; and such other activities as might adversely affect the confidence of the public in the integrity of the Government as well as serious violations of Federal and State laws.

8.6 Contact

Further information on reporting suspected fraud may be obtained by calling the Office of Inspector General at (850) 245-7135.

9. COMPLAINT POLICY

Complaints against early learning providers will be handled according to the R&R State Network Office Guidelines.

Complaints concerning ELC staff will be handled by the Director of Human Resource in the following manner:

- ~~The complaint will be taken in writing and forwarded to the supervisor.~~
- ~~The supervisor will investigate the complaint and take appropriate action to resolve the complaint.~~
- ~~A Complaint Log will be maintained to document the complaints and outcomes resulting from the investigation of the report.~~
- ~~If the complaint is substantiated and additional training or technical assistance for the employee is needed, the supervisor will arrange for such training.~~
- ~~Substantiated complaints that are due to an employee's performance will be reflected in the employee's performance reviews and disciplinary action up to and including dismissal may be taken.~~
- ~~A series of similar complaints indicating a trend will be brought to the attention of the Executive Director for development of broad strategies (training, reformatting of standard documents, technical assistance, etc.) to eliminate future complaints.~~

10. EMERGENCY CLOSURES

Early learning programs may be reimbursed for an emergency closure. Proof of payroll for the day(s) closed is required along with proof that the provider is not receiving an insurance payment for loss of business that day. Examples of emergency closures are:

Natural Disasters or Closures Directed by State or Local Officials

11. PUBLIC DISCLOSURE

Florida has a very broad public records law. Most written communication to or from state officials regarding state business are public records available to the public and media upon request. Any communications may therefore be subject to public disclosure.

12. RECORDS MANAGEMENT

12.1 Requirements to Maintain Public Records

- A. All records will be maintained according to the Coalition's approved retention schedule.
- B. No public record may be mutilated, destroyed, sold, recycled, loaned or otherwise disposed of without the approval of the Coalition Board.
- C. Confidential Records will be maintained in accordance with the following policy:
 1. Records will be maintained in a safe, secure and locked filing system.
 2. Only persons having a need to consult or handle records will be authorized to access records.
 3. Officials will be restricted to gathering information on participants/applicants to the extent provided for in the Early Learning Program General Policies.
 4. Officials will be allowed access to records as provided for in law, rule or official policy and information contained in records will be disclosed to properly authorized officials as provided for in the law.
 5. Records will be released to unauthorized or unofficial parties only:

- a. Under a court issued subpoena or lawful order as part of a court proceeding or as part of an investigation; or
 - b. At the request of, and on the express written consent of, the participant/applicant, notwithstanding provisions of Chapter 119, Florida Statutes.
- D. Confidential Records: As used in this policy, the term confidential refers to entire record systems specific records or individually identifiable data that by law are not subject to public disclosure under Article I, Section 24 of the Florida Constitution and Section 119.07, Florida Statutes. When applicable, confidentiality covers all documents, papers, computer files, letters and all other notations of records or data that are defined by law as confidential. Further, the term confidential also covers the verbal conveyance of data or information that is confidential. Confidential documents that are common to the Coalition are as follows:
1. Social Security Numbers: Social Security numbers are confidential pursuant to section 119.071(5)(a) 3, F.S., and 5 USCA 522a. Social Security numbers are to be redacted from all documents prior to delivery, except as specifically provided by law, including documents to be filed with the courts and personnel records. The Privacy Act of 1974 (Public Law 93-579) requires that individuals required to disclose their social security number be informed whether disclosure is mandatory or voluntary and provided with a statement of the purpose for the collection. The Early Learning Coalition of Indian River, Martin and Okeechobee Counties, Inc. (the "Coalition") collects social security numbers for legally authorized and required purposes, such as for withholding from and reporting of payments subject to income tax and social security deductions, payments to the federal government and completion of forms mandated by law (e.g. form 1099 or W-2). The Coalition may collect social security numbers during the pre-employment process for purposes of obtaining credit reports or performing other investigations regarding the hiring decision. The Coalition may collect social security numbers as part of the eligibility verification process for purposes of obtaining credit reports, verifying identity or performing other investigations regarding an applicant. THIS POLICY IS TO BE DISTRIBUTED TO EACH PERSON WHO PROVIDES THE COALITION WITH HIS OR HER SOCIAL SECURITY NUMBER.
 2. Demographic: Pursuant to 29 CRF 37.7(b)(2) and (c), demographic data (race/ethnicity, sex, age, and where known, disability status) for applicants, registrants, eligible applicants/registrants, participants, employees and applicants for employment must be stored in a manner that ensures confidentiality. The data must be used only for the purposes of record keeping, reporting, and determining eligibility. The data will be used for statistical purposes only and will not be used in any manner which reveals the identity of the individual.
 3. Medical Records and Disability Related Information: Medical records and disability related information on applicants, registrants, eligible applicants/registrants, participants, employees, and applicants for employment must be stored in a manner that ensures confidentiality, and must be used only for the purposes of record keeping and reporting, determining eligibility, or other use authorized by law. This information must be maintained on separate forms, stored separately from all other information about a particular individual, and treated as confidential medical records. Access to disability related or medical information must be limited to the following:
 - a. Supervisors and managers may be informed regarding restrictions on the work or duties of an employee or participant and regarding necessary accommodations.
 - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or evacuation.

- c. Government officials investigating compliance with Federal law must be provided information on request.
- 4. School Readiness Records: Individual records of children enrolled in the School Readiness program are confidential and exempt for public disclosure. The child's parent or guardian and other entities as set forth in the exemption are authorized to have access to the records.
- 5. Voluntary Pre-Kindergarten Records: Voluntary Pre-Kindergarten records are exempt from public records disclosure pursuant to Section 1002.72, F.S. Individual records of a child enrolled in the Voluntary Pre-Kindergarten program are exempt from the public records law. Records made confidential and exempt include the assessment data, health data, records of teacher observations, and personal identifying information of an enrolled child and his or her parent. A parent has the right to inspect, review and obtain a copy of the individual Voluntary Pre-Kindergarten record of his or her child. Confidential and exempt records may be released for certain purposes to specified parties. The receiving party is required to protect the records in a manner that does not permit the identification of an enrolled child or his or her parent by persons not authorized to receive the records.

12.2 Responsibilities

- A. The deputy custodian is responsible to:
 - 2. Ensure compliance with the Coalition's records managements policies, standards and procedures.
 - 3. Provide training and technical assistance to staff.
 - 4. Review and submit records disposition request to the Coalition, and act on requests when approved.
 - 5. Coordinate the disposition of records in accordance with approved records retention schedules and approved records disposition requests.
 - 6. Arrange for the placement and retrieval of records from off site records management storage facility(ies).
 - 7. Maintain "record copy" of records management documentation.

12.3 Retention of Records

- A. The Coalition and all contractors will retain all records pertinent to the receipt of funds including financial, statistical, property, participant, and supporting documentation as follows:
 - 1. For five (5) fiscal years following submission of the final expenditure report for that funding period.
 - 2. For five (5) fiscal years following final disposition of nonexpendable property.
 - 3. If any litigation, audit or claim remains unresolved at the expiration of the longest of the hereinabove stated periods, then the records will be retained until all outstanding issues have been resolved.
- B. The deputy custodian will develop a retention schedule for any public records that require longer retention periods stated above, and present it to the Coalition Board for approval.

- C. If the Contractor will not be able to retain the necessary participant and financial records they shall transfer such records to the Coalition. Such records shall be transmitted to the Coalition for acceptance in an orderly fashion, with documents properly labeled and filed and in an acceptable condition for storage.

12.4 Request to Destroy Records

- A. The following instructions are provided to assist the deputy custodian in obtaining permission to destroy records.
 1. An Action Item form (attached) is the form required by the Coalition to request authorization to destroy records.
 2. The request must identify the records to be destroyed including the title and description of the record.
 3. The request must indicate the Coalition's mechanism to certify that all applicable audits (if any) have been released.

12.5 Disposition of Records Authorized for Disposal

- A. The deputy custodian will ensure that the following Coalition standards of disposal are strictly adhered to:
 1. Public records will be disposed of by shredding, recycling or using a landfill. The deputy custodian must ensure that a reputable, bonded recycling company is used if that method is chosen. Landfills must be fenced and supervised if that method of disposal is chosen.
 2. Public records which contain confidential information or contain client-specific identifying information must be disposed of by shredding. The deputy custodian or designee is in charge of disposing of the records and must ensure that reasonable safeguards are taken to maintain confidentiality.
 3. After records have been disposed of, the original, approved records disposition request must be maintained by the deputy custodian as a permanent record for audit and monitoring purposes.

12.6 Lost Records or Records Destroyed without Approval

- A. In the event public records are missing due to being inadvertently destroyed, deliberately destroyed, destroyed by disaster (flood, hurricane, fire etc.) or lost (cannot be found after diligent search) the deputy custodian must notify the Coalition Board, providing an explanation of the circumstances which resulted in the records no longer being available for public inspection.

12.7 Storing Paper and Electronic Messages and Electronic Documents

- A. The requirements for retaining and disposing of electronic records are the same as the requirements for retaining and disposing of paper records. Retention periods are based on a record's information content, not its format.
- B. Whether a record is a paper copy or an electronic file, the record must be retained for the retention period specified.
- C. Paper records must be stored in an organized and easily assessable manner. Paper records may be transferred to off site storage units at the completion of the fiscal year the documents

were acquired in; however, it is recommended that records remain in the Coalition office(s) for one additional fiscal year.

- D. Email messages and attached documents can be stored by doing the following:
1. Print the electronic messages and attached documents, and store the paper copies in the relevant subject matter file(s) just like any other paper copy. The Email messages and attached documents can then be deleted from the system.
 2. Save electronic messages and attached documents to a floppy disk.
 3. Floppy Disks or printed electronic messages and attached documents can be transferred to off site storage units at the completion of the fiscal year the documents were acquired in; however, it is recommended that records remain in the Coalition office for one additional fiscal year.
- E. The deputy custodian shall log all records transferred to storage on the Records Storage Log (attached).

12.8 Retrieving Records from Storage

- A. The deputy custodian is responsible for retrieving public records from storage. The requestor must submit a written request of the document to be retrieved. The request must provide the following information:
1. Document title and description.
 2. Fiscal Year the document was established.
 3. Record Number from log.

12.9 Providing Requested Records

- A. It is the policy of the Coalition that all employees will comply with Florida's public records law and state retention schedules for public records, including electronic mail (e-mail). Florida's public records law, listed in Chapter 119, Florida Statutes, states: "*The Legislature finds that providing access to public records is a duty of each agency....*"

12.10 Description of Public Records

- A. Public records are all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other materials, regardless of physical form, or characteristics, or means of transmission, made or received by the Coalition.
- B. The Florida Supreme Court interprets the definition of public records very broadly to encompass all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.
1. Personnel records are open to inspection unless exempted by law. This includes applications, resumes, third-party communications (e.g., references), salary information, grievance records, and travel vouchers. The courts have rejected claims that release constitutes an invasion of the employee's privacy. Those items which are deemed confidential are redacted and the document is released.
 2. There is no "unfinished business" exceptions to public records inspection and copying requirements. Any agency document circulated for review, comment, or information (including memoranda, drafts, or proposals) is a public record regardless of whether it is

marked “preliminary” or “working draft”. A non-final document need not be communicated to anyone in order to constitute a public record; “personal” notes are public records if they perpetuate or formalize knowledge of some type.

3. Section 119.01 notes that “...automation of public records must not erode the right of access to those records.” One Florida court has held that “information stored in a computer is as much a public record as a written page in a book or a tabulation in a file stored in a filing cabinet.” In answering a question as to whether e-mail messages are public records, an attorney general opinion states: “...the fact that information made or received...in connection with official business is electronically made or received would not appear to alter its character as a public record...” Therefore, all materials, regardless of form, are open for public inspection unless the legislature has specifically exempted them from disclosure.

C. Exemptions to the Public Records Law.

1. State and federal law exempts certain categories of documents from disclosure under the public records law. The exemptions recognized by Florida law are found in s.119.07, Florida Statutes. The exemptions which apply most often to Coalition records include client specific information. Some other exemptions include, but are not limited to: Social security numbers contained in employment records, home addresses and telephone numbers, photographs, and family information of certain personnel, medical information (except with written permission), reports of abuse of children, and materials generated as a result of the report documents prepared for collective bargaining negotiations. Records identifying participants in annuity or custodial accounts, deferred compensation plans, drug test results, employee assistance program records, internal investigations, whistleblower investigations, or discrimination complaints (until investigation is completed and a finding made), examination questions and answer sheets for the purpose of licensure, certification, or employment (except an individual may review, but not copy, the individual’s own exam questions and answers), ridesharing information, data processing software (under licensing agreement or, if produced by the agency, “sensitive”), and sealed bids or proposals (until notice of a decision or no later than 10 days from opening).
2. Before any document is released pursuant to a public records request, any exempt information must be redacted or deleted. If there is any doubt as to whether a record is exempt, refer to section 119.07 FS.

12.11 Individual Authorized to Request a Public Record

- A. Section 119.01(1), Florida Statutes, declares: “[i]t is the policy of this state that all... state records shall be open for personal inspection by “any person” (emphasis added). Reporters, attorneys, union representatives, public employees, and other citizens all have the same right of access to public records. A person need not give a reason for making a public records request and need not have a “legitimate” reason to access a public record.

12.12 Procedures for Responding to Requests

- A. Requests may be made in writing or orally. All public records requests should be referred to the Executive Director of the Coalition. The Executive Director or designee is responsible for gathering the requested documents and then either arranging a time for inspection of the documents or making copies available to the requester. Documents, including e-mail, that do not fall within the definition of a public record need not be produced. Records, in whatever form, which are public records but contain exempt information must be produced, but the exempt information must first be deleted or redacted. If in doubt as to whether a document or e-mail message is a public record or contains exempt information, the Executive Director should contact legal assistance.

12.13 Availability of Records

- A. Public records will be available for inspection or copying during reasonable times and under reasonable conditions between 8:30 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. Public records which are exempt from the provisions of section 119.07(1), F.S. will be available only as specified by applicable state and federal laws and rules.

12.14 Charges for Providing Copies of Public Records or Publications

- A. This administrative procedure prescribes the procedures for the assessment and collection of fees when providing a copy of a public record to a client or the general public. This administrative procedure does not apply to copies of records for which fees have been established or waived by state or federal law or existing negotiated contracts.

- B. Fees for providing copies:

1. When providing a copy of a public record to a client or the general public, the fee which may be charged is the fee prescribed by law or, if not prescribed by law, the fee is:
 - a. 15 cents per one- or two-sided copy for photocopies no larger than standard legal size paper.
 - b. The actual cost of duplicating the requested material for copies larger than standard legal size paper, or the actual cost of duplicating the requested material for copies (regardless of size) which are duplicated by some means other than photocopying.
2. The cost of mailing or shipping the requested material may also be added to the fee for duplicating the requested material, if the requester asks that the material be delivered (instead of the requester, or representative, picking up the material in person).
3. The "actual cost of duplicating" means the cost of the goods and supplies used to duplicate the requested material, but does not include the labor cost or overhead cost associated with such duplication.
4. A special service charge (if applicable pursuant to section 119.07(1)(b), F.S.) may be added to the fee for duplicating the requested material. A special service charge for "extensive assistance by Coalition staff" may not be assessed unless Coalition staff spend at least 15 minutes to retrieve, copy and re-file, or redact (if applicable) the requested material. Upon request, documentation supporting the assessment of the charge will be provided to the requester.
5. No sales tax may be added to the cost of providing requested material.
6. Unless prescribed by law, no fee may be charged if the cost of providing the material is less than \$3.00, including mailing or shipping costs and special service charge (if applicable).
7. Unless prescribed by law, no fee may be charged for providing copies as follows:
 - a. Administrative Publications.
 - 1) City, county, state or federal government agencies and elected or appointed government officials will be provided free as many copies as required.
 - 2) Providers under contract to the Coalition to provide services to clients will be provided free of charge one complete copy of any administrative publication(s) addressing those services or addressing the providers' contractual obligations.

- b. Client Records. Copies of confidential records will be provided only to those individuals or agencies as specified by law.
 - 1) City, county, state or federal government agencies and elected or appointed government officials, as specified by law, will be provided one complete free copy.
 - 2) A client or the client's attorney or representative, as specified by law, will be provided, upon request and at no charge, one copy of the client's record. If the client receives one free copy, the client's attorney or representative is not entitled to another free copy.
 - 3) All Other Public Records. City, county, state or federal government agencies and elected or appointed government officials will be provided one complete free copy. Copies of confidential records will be provided only to those individuals or agencies as specified by law.
- C. Media other than hardcopy may consist of microfilm, microfiche, photographs, slides, films, tapes, and videotapes. The fee which may be assessed for providing media other than hardcopy will be based upon the actual cost to the Coalition for producing the media. (If applicable, a special service charge may be added.)
- D. Computer Generated Information. The fee for providing information which is already contained in a computer generated report will be based upon the actual cost to the Coalition for providing the report. The fee for providing information which requires the use of the computer to generate the requested information will be based upon:
 - 1) The labor cost of the employees who write programs and operate the computer and its peripheral equipment to generate the requested information.
 - 2) The fee schedule by which the Coalition is charged for using other agencies' or organizations' computer systems.
- E. In addition to the fees described above, an additional charge of \$1.00 per page may be assessed if the requester requests a certified copy of a public record.
- F. Fees are payable by cashier's check, money order, or personal check and must be collected prior to delivery of the requested material. Checks and money orders must be made payable to the Early Learning Coalition of Indian River, Martin and Okeechobee Counties, Inc.
- G. Fees received will be collected by the deputy custodian and/or designee. Upon receipt, the payment will be deposited by the Fiscal Assistant into the appropriate miscellaneous income account.
- H. Requests for copies of a complete file or record should be examined closely in order to minimize costs to the requester. The Executive Director should suggest that the requester review the file or record and select only useful information for photocopying. A requester still wanting photocopies of a complete file or record will be provided copies with fees assessed as stated above. Ensure that "confidential" information is excluded from a file or record that otherwise is open for inspection.

13. GLOSSARY OF ACRONYMS

AELC Association of Early Learning Coalitions

AFDC	Aid to Families with Dependent Children
ASQ	Ages and Stages Questionnaire
ATR	At Risk
AWI	Agency for Workforce Innovation
AWI/OEL	Agency for Workforce Innovation/Office of Early Learning
BAI	Board Action Item
BG	Billing Group
CCCR	Community Child Care Resources
CCDF	Child Care Development Fund
CCEP	Child Care Executive Partnership
CCMS	Child Care Management System
CCPP	Child Care Purchasing Pool (Martin County only)
CCR&R	Child Care Resource & Referral
COOP	Continuation Of Operations Plan
CSC	Children's Service Council
DCF	Department of Children and Families
ECERS	Early Childhood Environment Rating Scale
ED	Executive Director
EFS	Enhanced Field System
EHS	Early Head Start
ELAC	Early Learning Advisory Council
ELC	Early Learning Coalition
ELCIRMO	Early Learning Coalition of Indian River, Martin & Okeechobee
ELIS	Early Learning Information System
FDLE	Florida Department of Law Enforcement
FPL	Federal Poverty Level
FT	Full Time
FTV	Full Time Voluntary pre-kindergarten
GED	General Equivalency Diploma
HHS	Health & Human Services
IEP	Individual Education Plan
INA	Immigration and Nationality Act
ITERS	Infant/Toddler Environment Rating Scale
OCA	Other Cost Accumulator
OEL	Office of Early Learning
OIG	Office of Inspector General
PS	Protective Services
PT	Part Time

PTV	Part Time Voluntary pre-kindergarten
R&R	Resource & Referral
RCG	Relative Care Giver
RCMA	Redlands Christian Migrant Association
SAMIS	Services & Activities Management Information Systems
SOP	Standard Operating Procedure
SPE	Single Point of Entry
SRG	School Readiness <u>Coalition</u>
SSA	Social Security Administration
SSI	Supplemental Security Income
TANF	Temporary Assistance for Needy Families
TAPP	Teenage Parent Program
TCA	Temporary Cash Assistance
TCC	Transitional Child Care
TED	Transitional Education
TPR	Termination of Parental Rights
UFF	United For Families
UWL	Unified Wait List
VPK	Voluntary Pre-Kindergarten

**Early Learning Coalition of
Indian River, Martin, & Okeechobee**

To: Finance Committee
From: Leslie D. Powery
Subject: Financial Statements May 2010 & April 2010

Note: Explanations are given for unfavorable variances exceeding **\$2,500** and **10%** per Account Balances.

Balance Sheet

Balance sheet items have been reviewed and reconciled through bank reconciliations, subsidiary ledgers, and where applicable the monthly billing reports to AWI as of May 31, 2010.

Assets

Acct(s) 1010-1021 Cash, overall, decreased by \$357k (49%). This was a result of an increase in May 2010 SR & VPK Provider payouts provided for April 2010 service as well as the repayment of \$271k SR/VPK Advances in April 2010

Acct 1100-Accounts Receivable increased by \$111k (10%). This is due to the supplemental SR/VPK invoices for May 2010 for G&A expenses.

Acct 1110-Accounts Receivable-Other increased by (\$3600) (62%). This account consists of the various small deposits to be reclassified at year end.

Acct 1500 Provider Advances VPK decreased by \$20k (48%). This resulted from VPK Provider Advances paid in May were lower for June 2010 than paid in April for May 2010. Most VPK Providers end their VPK program in May 2010 and thus this trend should continue until the VPK 2010/2011 start in August 2010.

Liabilities

Acct 2100 Payroll increased by \$12k (139%). This was due to the timing when payroll benefits were paid in June 2010.

Acct 2118 Accrued Payroll decreased by \$37k (90%). This resulted from the month end payroll accrued at 10% for May 2010 as compared to 100% for April 2010.

Acct 2200 Due to Office of Early Learning decreased by \$272k (50%). This is the final \$272k owed to Due to Early Learning for VPK. The \$271k balance is owed for SR Advance. It is a requirement that we repay the remaining advances in our monthly invoices to AWI through June 30, 2010 fiscal year end.

Acct 2250 Deferred Revenue VPK decreased by \$41k (66%). See Acct 1500 Provider Advances VPK for explanation.

Income Statement

Note: Review the Projected Usage column (last one); it indicates that all revenues & expenses meet our Annual Budget usage target of **92% YTD**. This correlates to us maximizing our earning potential from our services.

Revenues are over budget by \$99k (8%) for the month to date and are still significantly under for the year to date by \$843k (6%).

Expenses-Provider Payments are over budget by \$51k (5%) for the month to date and significantly under for the year to date by \$634k (5%).

Expenses-G & A are over budget by \$9k (5%) for the month to date and \$252k (12%) under for the year to date. MTD: Acct 4400 increased due to the quality dollars being spent for the SR program. YTD: None noted.

Balance Sheet

As of May 31, 2010 w/
April 30, 2010 Figures

	May 31, 10	Apr 30,10	\$ Change	% Change
ASSETS				
Current Assets				
Cash				
1010 · Bank Atlantic 8176	35,828.56	71,354.73	-35,526.17	-50%
1012 · Bank Atlantic Interest 8272	321,901.55	628,602.67	-306,701.12	-49%
1014 · Bank Atlantic Payroll 8322	5,051.98	27,084.26	-22,032.28	-81%
1021 · Bank of America 3426	14,571.72	8,238.93	6,332.79	77%
Total Cash	377,353.81	735,280.59	-357,926.78	-49%
Accounts Receivable				
1100 · Accounts Receivable	1,171,581.55	1,060,281.17	111,300.38	10%
Other Current Assets				
1110 · Accounts Receivable - Other	-9,577.08	-5,908.71	-3,668.37	62%
1450 · Prepaid Expenses	3,351.21	4,162.19	-810.98	-19%
1460 · Deposits	4,199.53	4,199.53	0.00	0%
1500 · Provider Advances - VPK	21,530.73	41,787.82	-20,257.09	-48%
Total Other Current Assets	19,504.39	44,240.83	-24,736.44	-56%
Total Current Assets	1,568,439.75	1,839,802.59	-271,362.84	-15%
Fixed Assets				
1600 · Fixed Assets (Net accum depr.)	41,950.30	45,464.92	-3,514.62	-8%
TOTAL ASSETS	1,610,390.05	1,885,267.51	-274,877.46	-15%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	1,182,911.67	1,151,672.53	31,239.14	3%
Other Current Liabilities				
2011 · Accounts Payable - Other	55.12	55.12	0.00	0%
2015 · Interest Payable	57.97	43.40	14.57	34%
2020 · Other Payables	2,835.58	2,835.58	0.00	0%
2100 · Payroll Liabilities	20,892.62	8,747.13	12,145.49	139%
2118 · Accrued Payroll	4,333.38	42,226.46	-37,893.08	-90%
2120 · Accrued Pay Leave	163.61	1,799.77	-1,636.16	-91%
2200 · Due to Office of Early Learning	271,826.43	544,204.19	-272,377.76	-50%
2250 · Deferred Revenue - VPK	21,530.63	63,318.55	-41,787.92	-66%
Total Other Current Liabilities	321,695.34	663,230.20	-341,534.86	-51%
Total Liabilities	1,504,607.01	1,814,902.73	-310,295.72	-17%
Equity				
3011 · Unrestricted Net Assets - IRC	54,106.00	54,106.00	0.00	0%
3012 · Unrestricted Net Assets - MC	78,760.46	78,760.46	0.00	0%
3013 · Unrestricted Net Assets - OC	35,035.00	35,035.00	0.00	0%
3998 · Retained Earnings	-113,251.61	-113,251.61	0.00	0%
Net Income	51,133.19	15,714.93	35,418.26	225%
Total Equity	105,783.04	70,364.78	35,418.26	50%
TOTAL LIABILITIES & EQUITY	1,610,390.05	1,885,267.51	-274,877.46	-15%

ELC of IRMO Counties
Statement of Activity
Budget vs. Actual
MAY 2010
MTD YTD
Analysis

	May '10 Actual vs. Budget \$ and % Variances				May '10 YTD Actual vs. Budget \$ and % Variances				Annual Budget \$ & % vs YTD Actual			Projected
	May 10	May 10	\$ Variance	% Variance	Jul 09 - May 10	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	\$ +/- Budget	% of Budget	*YTD Usage
	(a)	(b)	(a) - (b) = (c)	(c) / (b)	(d)	(e)	(d) - (e) = (f)	(f) / (e)	(g)	(d) - (g)	(d) / (g)	92%
Ordinary Income/Expense												
Income												Over/(Short)
4001 - School Readiness Revenue	817,032	641,412	175,620	27%	7,131,434	7,055,535	75,899	1%	7,696,947	(565,513)	93%	1%
4009 - ARRA Grant	7,813	85,115	(77,302)	-91%	470,608	936,270	(465,662)	-50%	1,021,385	(550,777)	46%	-46%
4010 - Voluntary Pre-K	517,588	439,030	78,558	18%	4,863,058	4,870,240	(7,182)	0%	5,309,270	(446,212)	92%	0%
4019 - VPK-ARRA-SDS	0	50,627	(50,627)	-100%	607,525	556,898	50,627		607,525	0	100%	8%
4020 - Other Grant Revenue	73,668	100,449	(26,781)	-27%	650,142	1,154,941	(504,799)	-44%	1,255,390	(605,248)	52%	-40%
4030 - In-Kind Contributions	0	0	0	0%	419	0	419	100%	0	419	100%	8%
4050 - Misc Revenue	0	0	0	0%	14	0	14	100%	0	14	100%	8%
4058 - Contribution Income	0	0	0	0%	7,516	0	7,516	100%	0	7,516	100%	8%
Total Income	1,416,101	1,316,633	99,468	8%	13,730,716	14,573,884	(843,168)	-6%	15,890,517	(2,159,801)	86%	-5%
Expense-Provider Payments												
4100 - Provider Payments - SR	676,214	581,087	95,127	16%	6,071,942	6,391,955	(320,013)	-5%	6,973,042	(901,100)	87%	-5%
4105 - ARRA Provider Payments	8,076	83,100	(75,024)	-90%	497,941	914,099	(416,158)	-46%	997,199	(499,258)	50%	-42%
4120 - Provider Payments - VPK	499,181	417,487	81,694	20%	4,627,423	4,592,353	35,070	1%	5,009,840	(382,417)	92%	1%
4125 - Pre-K Ed -SFS - ARRA	0	50,627	(50,627)	-100%	623,781	556,898	66,883	12%	607,525	16,256	103%	11%
Total Provider Payments	1,183,471	1,132,301	51,170	5%	11,821,087	12,455,305	(634,218)	-5%	13,587,606	(1,766,519)	87%	-5%
Gross Profit Margin \$ and %	232,630	184,332	48,298	26%	1,909,629	2,118,579	(208,950)	-10%	2,302,911	(393,282)	83%	-9%
Expense-ELC G & A												
4130 - Pilot Program	0	0	0	0%	(22)	0	(22)	100%	0	(22)	100%	8%
4131 - Local Match Head Start	0	0	0	0%	50,000	50,000	0	0%	50,000	0	100%	8%
4150 - Salaries & Wages	91,512	103,889	(12,377)	-12%	1,087,361	1,142,774	(55,413)	-5%	1,246,663	(159,302)	87%	-4%
4155 - Payroll Taxes and Benefits	23,861	29,815	(5,954)	-20%	264,570	327,961	(63,391)	-19%	357,776	(93,206)	74%	-18%
4300 - Professional Fees	343	2,919	(2,576)	-88%	31,009	32,107	(1,098)	-3%	35,026	(4,017)	89%	-3%
4400 - Other Program Costs	52,465	10,062	42,403	421%	104,062	110,685	(6,623)	-6%	120,747	(16,685)	86%	-5%
4450 - Other Contracted Services	2,054	4,583	(2,529)	-55%	23,935	50,417	(26,482)	-53%	55,000	(31,065)	44%	-48%
5055 - Non-Reimbursable Expenses	222	0	222	100%	5,103	0	5,103	100%	0	5,103	100%	8%
5600 - Education and Training	0	833	(833)	-100%	40	9,167	(9,127)	-100%	10,000	(9,960)	0%	-91%
7000 - Advertising	1,170	2,130	(960)	-45%	6,305	23,435	(17,130)	-73%	25,565	(19,260)	25%	-67%
7080 - Computer	0	417	(417)	-100%	4,254	4,583	(329)	-7%	5,000	(746)	85%	-7%
7090 - Dues & Subscriptions	260	417	(157)	-38%	4,335	4,583	(248)	-5%	5,000	(665)	87%	-5%
7100 - Equipment Purchase & Rental	3,111	4,583	(1,472)	-32%	21,243	50,417	(29,174)	-58%	55,000	(33,757)	39%	-53%
7200 - Insurance	2,930	708	2,222	314%	7,649	7,792	(143)	-2%	8,500	(851)	90%	-2%
7315 - Licenses, Permits & Taxes	16	42	(26)	-62%	872	458	414	90%	500	372	174%	83%
7320 - Miscellaneous Expense	0	292	(292)	-100%	1,676	3,208	(1,532)	-48%	3,500	(1,824)	48%	-44%
7350 - Office Supplies & Expenses	2,199	2,083	116	6%	15,103	22,917	(7,814)	-34%	25,000	(9,897)	60%	-31%
7410 - Postage, Shipping, Delivery	90	1,000	(910)	-91%	6,892	11,000	(4,108)	-37%	12,000	(5,108)	57%	-34%
7420 - Printing & Copying	0	1,167	(1,167)	-100%	11,935	12,833	(898)	-7%	14,000	(2,065)	85%	-6%
7440 - Rent and Occupancy	10,499	12,500	(2,001)	-16%	119,831	137,500	(17,669)	-13%	150,000	(30,169)	80%	-12%
7460 - Telephone & Communication	2,173	2,500	(327)	-13%	28,563	27,500	1,063	4%	30,000	(1,437)	95%	4%
7480 - Travel, Meals & Lodging	792	4,167	(3,375)	-81%	28,634	45,833	(17,199)	-38%	50,000	(21,366)	57%	-34%
8200 - Depreciation Expense	3,515	3,282	233	7%	35,146	36,101	(955)	-3%	39,383	(4,237)	89%	-2%
Total Expense-ELC G & A	197,212	187,389	9,823	5%	1,858,496	2,111,271	(252,775)	-12%	2,298,660	(440,164)	81%	-11%
Total ELC Expenses	1,380,683	1,319,690	60,993	5%	13,679,583	14,566,576	(886,993)	-6%	15,886,266	(2,206,683)	86%	
Net Ordinary Income	35,418	(3,057)	38,475	-1259%	51,133	7,308	43,825	600%	4,251	46,882	1,203%	
Change to Net Assets	35,418	(3,057)	38,475	-1259%	51,133	7,308	43,825	600%	4,251	46,882	1,203%	

PROPOSED BUDGET
FISCAL YEAR 2010/2011



**School Readiness Coalition of
Indian River, Martin & Okeechobee Counties,
Inc.**

(Draft Presentation 6-24-2010)



Outline

This presentation provides an overview of the proposed financial budget for fiscal year 2010 / 2011

- Comparison of School Readiness Grant for FY 2009/2010 & 2010/2011
- Local Match Sources & Special Projects
- School Readiness Grant Use Guidelines
- Budgeted Operating Expense Highlights
- School Readiness Statement of Activity by County
- Comparison of VPK Grant for FY 2009/2010 & 2010/2011
- VPK Statement of Activity by County
- Coalition Program Summary of Activity by Program & County

Note: Changes are indicated in red from Draft presented 5-27-2010

All information has been made public.



Comparison of School Readiness Grant for FY 2009/2010 and 2010/2011

School Readiness Total Allocation	2009/2010	2010/2011	Increase (Decrease)
Indian River	2,953,797	2,975,737	21,940
Martin	2,883,588	2,868,706	(14,882)
Okeechobee	1,859,562	1,852,504	(7,058)
Total	\$7,696,947	\$7,696,947	\$-0-



Early Learning Coalition

Local Match Sources Committed

BG8	2009/2010	2010/2011	Increase (Decrease)
Children's Services Council of Martin County	86,520	86,520	-0-
United Way of Indian River County (1)	60,000	60,000	-0-
Children's Services Advisory Council-Indian River (3)	12,100	0.00	(12,100)
United Way of Okeechobee County (2)	3,000	0.00	(3,000)
Children's Services Council of Okeechobee	<u>10,000</u>	<u>15,000</u>	<u>5,000</u>
Sub Total	\$171,620	\$161,520	(10,100)
CCPP	2009/2010	2010/2011	Increase (Decrease)
Children's Services Council of Martin County	<u>486,881</u>	<u>519,271</u>	<u>32,390</u>
Total Local Match	\$658,501	\$680,791	\$22,290
Local Funded Special Projects	2009/2010	2010/2011	Increase (Decrease)
Children's Services Council of Martin County-Safe Space	-0-	12,116	12,116
Children's Services Council of Martin County Quality Specialist	60,278	-0-	(60,278)
Total	\$60,278	\$12,116	(\$48,162)



Early Learning Coalition
of Indian River and Okeechobee Counties

Local Match Grants Requested

*(2009/2010 column is for comparative purposes only-See Local Sources Committed above for actual figures)

Potential Grants	2009/2010	2010/2011	Increase (Decrease)
United Way of Indian River County (1)	71,000	71,000	-0-
United Way of Okeechobee County (2)	30,000	30,000	-0-
Children's Services Advisory Council-Indian River (3)	17,086	120,000	102,914
Total	\$118,086	\$221,000	\$102,914



Early Learning Coalition

School Readiness ARRA Funding-

*These funds are carried over by the state from period to period until used up. **This is the last year these funds have to be utilized.

American Recovery Reinvestment Act	*2009/2010 Short Year 11 mos.	**2010/2011 (Estimated-based on 09/10-usage of 55%)
Indian River	386,315	345,080
Martin County	372,155	-0-
Okeechobee	<u>238,729</u>	<u>103,659</u>
Total	\$997,199	\$448,739



School Readiness Grant Use Guidelines

School Readiness	Budget Amount	Actual %
Maximum for Administrative Expense (BBA) = 5% \$7,696,947 X 5% = <u>\$384,847</u>	Budget = \$358,800	4.66%
Maximum for Eligibility & Operations (BBE & BBD) = 14% \$7,696,947 X 14% = <u>\$1,077,573</u>	Budget = \$876,081	11.38%
Minimum Requirement for Childcare Slots = 70% \$7,696,947 X 70% = <u>\$5,387,863</u>	Budget = \$5,484,782	71.26%
Minimum Requirement for Quality = 4% \$7,696,947 X 4% = <u>\$307,878</u>	Budget = \$663,774	8.62%
Maximum Requirement for GoldSeal = 20% (Based on 2009/2010 Year Budget \$382,151)	Budget = \$380,375	4.89%
School Readiness-ARRA	Budget Amount	Actual %
Maximum for Administrative Expense (BBA) = 5% \$448,739 X 5% = <u>\$22,437</u>	Budget = \$-0-	-0-%
Maximum for Eligibility & Operations (BBE & BBD) = 14% \$448,739 X 14% = <u>\$62,823</u>	Budget = \$-0-	-0-%
Minimum Requirement for Childcare Slots = 81% \$448,739 X 81% = <u>\$363,479</u>	Budget = \$424,553	94.61%
Minimum Requirement for Infant/Toddler Quality = 85% \$24,186 X 90% = <u>\$21,767</u>	Budget = \$24,186	100%



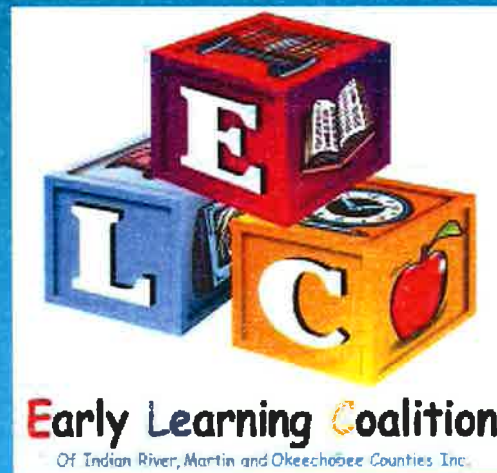
Budgeted Operating Expense Highlights

Personnel Costs Per Employee	2009/2010	2010/2011 ^ 11 months only	Increase (Decrease)
Merit Increase	-0-	-0-	-0-
COLA (3%) average per EE	-0-	-0-	-0-
Health Insurance Annual Cost	<u>6,141</u>	<u>7,730</u>	<u>1,589</u>
Total	\$6,141	\$7,730	\$1,589
Expense Detail			
Workman's Compensation Insurance	3,600	^21,151	17,551
Staff (25.70 to 27.45= 1.72 FTE increase)	1,604,439	1,579,776	(24,663)

**SR BUDGET DRAFT
2010/11 Fiscal Year
6/24/2010**

Funding	School Readiness Indian River	School Readiness Martin	School Readiness Okeechobee	School Readiness Total
Ordinary Income/Expense				
<u>Income</u>				
School Readiness Revenue	2,975,737.00	2,868,706.00	1,852,504.00	7,696,947.00
Misc Revenue - CCEP	0.00	519,271.00	0.00	519,271.00
Local Match	60,000.00	617,907.00	15,000.00	692,907.00
ARRA Grant	345,080.29	0.00	103,658.71	448,739.00
Total Income	3,380,817.29	4,005,884.00	1,971,162.71	9,357,864.00
<u>Expense-Provider Payments</u>				
Provider Payments - SR	2,165,451.82	1,988,797.11	1,330,533.09	5,484,782.02
Provider Payments - CCEP		519,271.00		519,271.00
Gold Seal	121,652.38	107,581.05	151,142.23	380,375.65
SR ARRA Grant	326,481.26	0.00	98,071.74	424,553.00
Local Match	60,000.00	617,907.00	15,000.00	692,907.00
Subtotal Provider Payments	2,673,585.45	3,233,556.16	1,594,747.06	7,501,888.67
<u>Expense-G&A</u>				
Salaries & Wages	555,480.25	591,825.56	279,496.49	1,426,802.29
Professional Fees	9,324.00	12,702.26	6,637.00	28,663.26
Other Program Costs	39,238.76	59,718.38	16,916.86	115,874.00
Other Contracted Services	6,691.31	11,700.02	7,431.67	25,823.00
Education and Training	3,940.91	2,605.18	2,227.91	8,774.00
Advertising	3,684.57	6,439.53	1,875.89	12,000.00
Bank Charges	188.00	254.00	120.00	562.00
Computer/Software	723.80	2,644.09	632.12	4,000.00
Dues & Subscriptions	1,286.44	2,044.58	768.98	4,100.00
Equipment Purchase & Rental	4,296.90	14,111.98	3,364.42	21,773.30
Insurance	1,985.27	2,217.97	1,351.07	5,554.31
Depreciation	11,542.34	20,829.01	10,308.66	42,680.00
Licenses, Permits & Taxes	142.50	187.50	90.00	420.00
Miscellaneous Expense	476.00	625.00	325.00	1,426.00
Office Supplies & Expenses	7,371.41	8,446.94	4,131.34	19,949.69
Postage, Shipping, Delivery	3,013.12	2,408.33	478.55	5,900.00
Printing & Copying	1,471.22	3,120.33	1,408.46	6,000.00
Rent and Occupancy	45,659.72	34,790.59	33,002.02	113,452.33
Telephone & Communication	9,892.67	7,355.73	10,872.03	28,120.43
Travel, Meals & Lodging	12,364.98	9,129.86	5,285.86	26,780.71
Subtotal Non-Direct Services (G&A)	718,774.17	793,156.85	386,724.31	1,898,655.33
Total Expense	3,392,359.63	4,026,713.00	1,981,471.36	9,400,544.00
Grant Reserve	(11,542.34)	(20,829.00)	(10,308.65)	(42,680.00)

PROPOSED BUDGET VPK FISCAL YEAR 2010/2011



(Draft Presentation 6-24-2010)



Comparison of VPK Grant for FY 2009/2010 and 2010/2011

VPK Total Allocation Includes VPK ARRA	2009/2010	2010/2011	Increase (Decrease)
Indian River	2,565,337	2,740,585	175,248
Martin	2,462,953	2,685,106	222,153
Okeechobee	832,967	781,538	(51,429)
Total	\$5,861,257	\$6,207,229	\$345,972
VPK Rate			
VPK Per Child Rate	\$2,575	\$2,562	(\$13)
Estimated Number of Children Served in VPK			
Indian River	979	1,017	38
Martin	927	997	70
Okeechobee	<u>322</u>	<u>288</u>	(34)
Total Number of Children	2,228	2,302	74



VPK Use Guidelines

Maximum for Non-Direct Services = 4.5%

\$5,090,305 x 4.5% = \$229,064

VPK - NonDirect Costs	2009/2010	Budgeted
VPA - Administration	116,301	135,445
VPE - Enrollments	59,034	54,609
VPM - Monitoring	<u>44,236</u>	<u>39,010</u>
Total	\$219,571	\$229,064

**VPK BUDGET DRAFT
2010/11 Fiscal Year
6/24/2010**

Funding	VPK Indian River	VPK Martin	VPK Okeechobee	VPK-Total
Ordinary Income/Expense				
<u>Income</u>				
Voluntary Pre-K	2,247,446.00	2,201,950.00	640,909.00	5,090,305.00
Other Grant Revenue	6,217.01	6,112.45	2,442.54	14,772.00
ARRA Grant	493,139.00	483,156.00	140,629.00	1,116,924.00
Total Income	2,746,802.01	2,691,218.45	783,980.54	6,222,001.00
<u>Expense-Provider Payments</u>				
Provider Payments - VPK	2,146,310.93	2,102,862.25	612,068.10	4,861,241.28
VPK ARRA Grant	493,139.00	483,156.00	140,629.00	1,116,924.00
Subtotal Provider Payments	2,639,449.93	2,586,018.25	752,697.10	5,978,165.28
<u>Expense-G&A</u>				
Salaries & Wages	71,058.65	65,599.50	16,316.14	152,974.29
Professional Fees	2,654.00	2,840.00	923.00	6,417.00
Other Program Costs	0.00	0.00	0.00	0.00
Other Contracted Services	6,701.00	9,871.00	2,605.00	19,177.00
Education and Training	602.00	394.00	230.00	1,226.00
Advertising	2,542.00	3,782.00	1,723.26	8,047.26
Bank Charges	178.00	199.00	61.00	438.00
Computer/Software	400.00	420.00	180.00	1,000.00
Dues & Subscriptions	483.00	310.00	107.00	900.00
Equipment Purchase & Rental	2,849.43	4,226.70	1,150.57	8,226.70
Insurance	876.00	548.00	521.69	1,945.69
Depreciation	1,870.00	2,340.00	710.00	4,920.00
Licenses, Permits & Taxes	135.00	150.00	45.00	330.00
Miscellaneous Expense	426.00	500.00	148.00	1,074.00
Office Supplies & Expenses	1,025.00	780.00	745.31	2,550.31
Postage, Shipping, Delivery	1,124.00	1,472.00	504.00	3,100.00
Printing & Copying	1,658.00	1,726.00	616.00	4,000.00
Rent and Occupancy	10,032.00	8,521.00	3,447.00	22,000.00
Telephone & Communication	2,150.00	1,782.00	980.00	4,912.00
Travel, Meals & Lodging	2,458.00	2,079.00	980.48	5,517.48
Subtotal Non-Direct Services (G&A)	109,222.08	107,540.20	31,993.45	248,755.73
Total Expense	2,748,672.01	2,693,558.45	784,690.55	6,226,921.01
Grant Reserve	(1,870.00)	(2,340.00)	(710.01)	(4,920.01)

CONSOLIDATED BUDGET DRAFT

2010/11 Fiscal Year

6/24/2010

Funding	School Readiness Indian River	School Readiness Martin	School Readiness Okeechobee	School Readiness Total	VPK Indian River	VPK Martin	VPK Okeechobee	VPK-Total	Grand Total
Ordinary Income/Expense									
Income									
School Readiness Revenue	2,975,737.00	2,868,706.00	1,852,504.00	7,696,947.00					7,696,947.00
Voluntary Pre-K	0.00	0.00	0.00	0.00	2,247,446.00	2,201,950.00	640,909.00	5,090,305.00	5,090,305.00
Other Grant Revenue	0.00	0.00	0.00	0.00	6,217.01	6,112.45	2,442.54	14,772.00	14,772.00
Misc Revenue - CCEP	0.00	519,271.00	0.00	519,271.00					519,271.00
Local Match	60,000.00	617,907.00	15,000.00	692,907.00					692,907.00
ARRA Grant	345,080.29	0.00	103,658.71	448,739.00	493,139.00	483,156.00	140,629.00	1,116,924.00	1,565,663.00
Contribution Income	0.00	0.00	0.00	0.00					0.00
Total Income	3,380,817.29	4,005,884.00	1,971,162.71	9,357,864.00	2,746,802.01	2,691,218.45	783,980.54	6,222,001.00	15,579,865.00
Expense-Provider Payments									
Provider Payments - SR	2,165,451.82	1,988,797.11	1,330,533.09	5,484,782.02					5,484,782.02
Provider Payments - CCEP		519,271.00		519,271.00					519,271.00
Gold Seal	121,652.38	107,581.05	151,142.23	380,375.65					380,375.65
Provider Payments - VPK				0.00	2,146,310.93	2,102,862.25	612,068.10	4,861,241.28	4,861,241.28
SR & VPK ARRA Grant	326,481.26	0.00	98,071.74	424,553.00	493,139.00	483,156.00	140,629.00	1,116,924.00	1,541,477.00
Local Match	60,000.00	617,907.00	15,000.00	692,907.00					692,907.00
Subtotal Provider Payments	2,673,585.45	3,233,556.16	1,594,747.06	7,501,888.67	2,639,449.93	2,586,018.25	752,697.10	5,978,165.28	13,480,053.95
Expense-G&A									
Salaries & Wages	555,480.25	591,825.56	279,496.49	1,426,802.29	71,058.65	65,599.50	16,316.14	152,974.29	1,579,776.58
Professional Fees	9,324.00	12,702.26	6,637.00	28,663.26	2,654.00	2,840.00	923.00	6,417.00	35,080.26
Other Program Costs	39,238.76	59,718.38	16,916.86	115,874.00	0.00	0.00	0.00	0.00	115,874.00
Other Contracted Services	6,691.31	11,700.02	7,431.67	25,823.00	6,701.00	9,871.00	2,605.00	19,177.00	45,000.00
Education and Training	3,940.91	2,605.18	2,227.91	8,774.00	602.00	394.00	230.00	1,226.00	10,000.00
Advertising	3,684.57	6,439.53	1,875.89	12,000.00	2,542.00	3,782.00	1,723.26	8,047.26	20,047.26
Bank Charges	188.00	254.00	120.00	562.00	178.00	199.00	61.00	438.00	1,000.00
Computer/Software	723.80	2,644.09	632.12	4,000.00	400.00	420.00	180.00	1,000.00	5,000.00
Dues & Subscriptions	1,286.44	2,044.58	768.98	4,100.00	483.00	310.00	107.00	900.00	5,000.00
Equipment Purchase & Rental	4,296.90	14,111.98	3,364.42	21,773.30	2,849.43	4,226.70	1,150.57	8,226.70	30,000.00
Insurance	1,985.27	2,217.97	1,351.07	5,554.31	876.00	548.00	521.69	1,945.69	7,500.00
Depreciation	11,542.34	20,829.01	10,308.66	42,680.00	1,870.00	2,340.00	710.00	4,920.00	47,600.00
Licenses, Permits & Taxes	142.50	187.50	90.00	420.00	135.00	150.00	45.00	330.00	750.00
Miscellaneous Expense	476.00	625.00	325.00	1,426.00	426.00	500.00	148.00	1,074.00	2,500.00
Office Supplies & Expenses	7,371.41	8,446.94	4,131.34	19,949.69	1,025.00	780.00	745.31	2,550.31	22,500.00
Postage, Shipping, Delivery	3,013.12	2,408.33	478.55	5,900.00	1,124.00	1,472.00	504.00	3,100.00	9,000.00
Printing & Copying	1,471.22	3,120.33	1,408.46	6,000.00	1,658.00	1,726.00	616.00	4,000.00	10,000.00
Rent and Occupancy	45,659.72	34,790.59	33,002.02	113,452.33	10,032.00	8,521.00	3,447.00	22,000.00	135,452.33
Telephone & Communication	9,892.67	7,355.73	10,872.03	28,120.43	2,150.00	1,782.00	980.00	4,912.00	33,032.43
Travel, Meals & Lodging	12,364.98	9,129.86	5,285.86	26,780.71	2,458.00	2,079.00	980.48	5,517.48	32,298.19
Subtotal Non-Direct Services (G&A)	718,774.17	793,156.85	386,724.31	1,898,655.33	109,222.08	107,540.20	31,993.45	248,755.73	2,147,411.06
Total Expense	3,392,359.63	4,026,713.00	1,981,471.36	9,400,544.00	2,748,672.01	2,693,558.45	784,690.55	6,226,921.01	15,627,465.00
Grant Reserve	(11,542.34)	(20,829.00)	(10,308.65)	(42,680.00)	(1,870.00)	(2,340.00)	(710.01)	(4,920.01)	(47,600.00)



**Early Learning Coalition
of Indian River, Martin & Okeechobee Counties, Inc.
Comparison of Number of Children Served by County**

School Readiness			
	May-09	May-10	Difference
Indian River	731	915	184
Martin	888	1047	159
Okeechobee	463	476	13
Totals	2,082	2,438	356

VPK			
	May-09	May-10	Difference
Indian River	808	715	(93)
Martin	858	752	(106)
Okeechobee	229	259	30
Totals	1,895	1,726	-169

**Wait-list by Age by County
As of 06/01/10**

	Indian River	Martin	Okeechobee
Infant	40	0	13
Toddler	90	0	21
2 year olds	103	0	25
3 year olds	65	0	31
4 year olds	23	0	14
5 year olds	4	0	1
Total	325	0	105

Disclaimer: "These numbers may not be an accurate representation of the need in the community".

Overview of Year-End Quality Initiatives FY 09/10

Child care providers in our three counties were very appreciative of the Quality Initiatives that were recently funded, including:

Child Care Provider Materials & Resources

All contracted providers with Preschoolers received:

- Language & Reasoning Kits / Training (\$475 ea.)
- Science Kit (\$152 ea.)

All contracted providers with Infants / Toddlers received:

- Inchworm (\$62 ea.)
- Tunnel (\$35 ea.)

All contracted Family Child Care Homes received:

- FCCERS DVD (\$20 ea.)

Education Stipend

The \$150 education stipend was awarded to 29 eligible applicants in the three counties who met the criteria. Qualified applicants were required to have taken and completed a 3-credit course during the 09/10 fiscal year, and to have earned a "C" grade or better. The value of this initiative is \$4,350.

Family Literacy

"Take 5" booklets, which are comprised of educational activities designed for a parent to do with their child, were completed and printed. Parent Involvement training was developed using activities from the booklet and booklets were distributed to child care providers and families who attended the trainings. Additionally, the "Take 5" booklets were distributed to our three offices and to libraries in the three counties, to be used in conjunction with their family programs.

Unique Population Support

White on Black board books were distributed to Healthy Start for new Moms, along with literature emphasizing the positive aspects of reading activities. Each book is affixed with a "Donated by Early Learning Coalition IRMO" label.

Goodnight Moon books were distributed to Safe Space, along with appropriate literature. Each book is affixed with a "Donated by Early Learning Coalition IRMO" label.



Early Learning Coalition of Indian River, Martin & Okeechobee Counties, Inc.

10 SE Central Parkway, Ste 400 Stuart, FL 34994
 Telephone (772) 220-1220 (877) 220-1223, Fax: (772) 220-1229

2009-2010 Training Summary

ELC started training for the 2009-2010 fiscal year in August 2009 and continued through June 2010 providing monthly training both during the day and evening in order to meet the needs of all Providers.

County	# of hours of training provided	Total Attendance	% Increased Knowledge
Indian River	25	339	87%
Martin	26.5	228	88%
Okeechobee	32.5	248	91%

Thirty-six hours of Inclusion training including Basic Behaviors, Character Development and Building Resilience were given by ELC staff and other Professional trainers. ELC had a total of 319 Practitioners attend Inclusion training throughout the year.

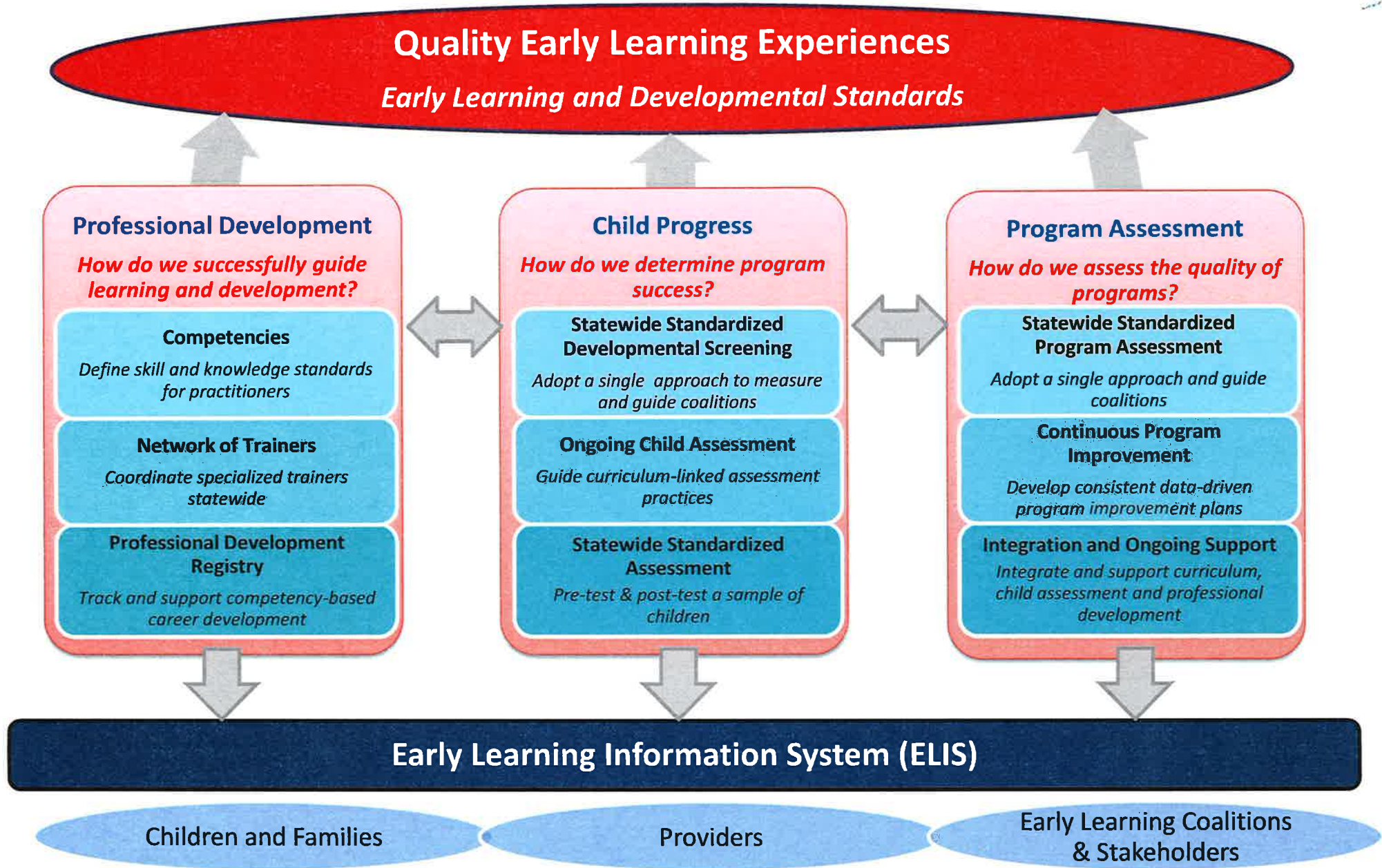
Six Resource Coordinators were trained on the AWI Birth-Three Standards and four Resource Coordinators were trained on VPK Standards and VPK Phonological Awareness. The Resource Coordinators also incorporated PowerPoint Presentations in a majority of the training as well as aligned the training to both Birth to Three Standards/VPK Standards and ERS (Environmental Rating Scale) as appropriate.

Using our EFS database a tracking system was initiated to track Provider training attendance. Of the 95 School Readiness/VPK Providers 90% registered and attended training. The 10% that registered but did not participate in training opportunities were notified and encouraged to attend or cancel participants as needed. The 2009-2010 training budget dollars were utilized in a variety of ways which included trainer material, make and take material and resource books that aligned with the corresponding training given to attending Practitioners.

The State of Florida's Professional Development Initiative recently announced the adoption of **Florida's Core Competencies for Early Care and Education Practitioners**. Core competencies are the range of knowledge and observable skills that adults working with young children need to know, understand, and do to support children's development and school readiness. They lay the foundation for the professional development and career pathways for early care and education professionals. In addition, AWI is moving forward in the development of Director and Afterschool Core Practitioner Competencies.

Mission

Provide quality opportunities for social, physical, emotional, and intellectual development of children, by partnering with parents, providers, and communities.



Note: Projects described here are funded through Federal ARRA funds.