



**WAITLIST ELIMINATION
COMMITTEE MEETING
AMENDED AGENDA**

Friday, January 19, 2018 at 9:30 am.
TECO Energy Corporate Office
702 N. Franklin Street, 7th Floor PGS Board Room
Tampa, Florida 33602
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification L. Buzard
- B. Approval of October 31, 2017 Meeting Minutes (Pg. 2-3)

II. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

III. ACTION ITEMS

DISCUSSION ITEMS

- A. School Readiness Service Priorities (Pg. 4-5) K. Perkins
- B. Waitlist Data Collection Requests from October 31st Meeting (Pg. 6-16) ELC Staff
- C. Waitlist Status Update ELC Staff

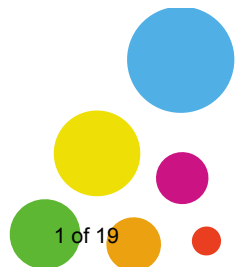
IV. ADJOURNMENT

UPCOMING MEETINGS

- Governance Committee Meeting-** January 22, 2018 at 2:00 pm.
- Executive/Finance Committee Meeting-** Monday, January 22, 2018 at 3:00 pm.
- Service Delivery & Efficiency Committee Meeting-** Tuesday, January 30, 2018 at 2:00 pm.
- Board of Directors Meeting-** Monday, February 12, 2018 at 3:00 pm
- Executive/Finance Committee Meeting-** Monday, March 26, 2018 at 3:00 pm

UPCOMING EVENTS

- 2018 Celebrate Literacy, Florida!**- Monday, January 22- Friday, January 26, 2018.
- Day of Play-** Sunday, February 25, 2017 at Al Lopez Park from 10:00 am to 2:00 pm.





WAITLIST ELIMINATION COMMITTEE UNAPPROVED MINUTES

Tuesday, October 31, 2017 at 1:00 pm.
Conference Call
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Luke Buzard, Chair

Committee Members Present:

Luke Buzard*, Mary Hancock*, and Sandra Murman*

Committee Members Absent:

Aakash Patel

Board Members Present:

Dr. Jacquelyn Jenkins* and Kelley Parris*

ELCHC Staff:

Dr. Steve Knobl, Steve Costner, Bobbi Davis, Nancy Metsker, Kelley Minney, Abigail Perez, and Karen Perkins

Other Attendees:

Robert Buesing

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Buzard called the meeting to order at 1:02 pm.

PUBLIC COMMENT

ACTION ITEMS

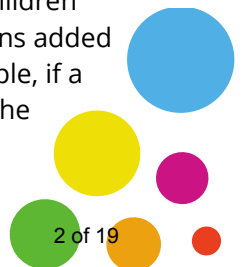
There were no Action Items.

DISCUSSION ITEMS

Introduce Waitlist Facts

There was a discussion regarding the School Readiness (SR) waitlist and the challenges to reduce the number of children on the waitlist. Chair Buzard recommended that the Committee take an in-depth look at the waitlist and the challenges from the past to help determine future steps to take to reduce the number of children on the waitlist.

There was a question regarding the length of time that a child was allowed to stay in the School Readiness (SR) program. Ms. Karen Perkins, ELCHC Chief Program Officer, clarified that children were allowed to stay in the SR program as long as they had a "purpose of care." Ms. Perkins added that children age out of the program at age thirteen (13). Ms. Perkins stated, for an example, if a family entered the program with an infant, the infant could stay in the program until he/she



reached the age of thirteen (13), and subsequent children would be able to enter the program as well. Ms. Perkins stated that some Coalitions age children out of the program earlier, but that would be a discussion for the ELCHC board in terms of managing the waitlist.

There was a discussion regarding quality of child care and access to child care, and if statewide data was available to determine how other Coalitions balanced the quality initiative vs. waiting list reduction initiatives. Mr. Steve Costner, ELCHC Chief Fiscal Officer, stated that slots were 84% of the total allocation for each year and that operating costs were 16%, with 8% of quality included in the operating costs.

Commissioner Sandra Murman requested data that reflected the growth of the ELCHC administration since the addition of School Readiness services in-house, a comparison of the ELCHC waitlist vs. other counties, the percentage of the waitlist vs. quality in other counties, and the method used to breakdown the waitlist. Staff clarified that all eligibility services for School Readiness were still performed by the School District of Hillsborough County (SDHC).

Ms. Kelley Parris inquired about the number of children moved off the waitlist per month. Karen Perkins stated that ELCHC staff had met with the SDHC and, together, had come up with a plan to move children off the waitlist. Ms. Perkins stated that waves of letters would be sent out inviting families off the waitlist in the next 4 to 6 weeks to approximately 150 families each time, representing approximately 222 children each time. The first wave of letters had been sent on October 30, 2017, and the second and third wave of letters would be sent on November 15, 2017 and December 6, 2017. Ms. Perkins added that SDHC staff would only be able to determine eligibility to approximately 150 families at a time due to reduced staffing during the upcoming holidays. Ms. Kelley Parris requested a monthly report that indicated the number of children moved off the waitlist per month and the number of children placed on the waitlist per month. Mr. Buesing proposed that staff provide a report that gave alternative numbers at each tier in order to see what it would cost to put kids on the waiting list in the highest quality programs.

Dr. Steve Knobl reported that the Professional Development Team was providing a Quality Initiatives Update at the Board of Director's meeting on November 13, 2017.

Commissioner Sandra Murman recommended that staff send letters to every member of the Legislative Delegation regarding the waitlist and the necessary action it would take to move children under age five (5) off the waitlist.

Dr. Knobl requested that additional data requests be forwarded to Kelley Minney.

There was a discussion regarding the Board Retreat. Committee members recommended postponing the retreat until the search for the new Chief Executive Office was completed.

Mr. Luke Buzard stated that he would follow-up with Dr. Knobl to determine a realistic timeline for the data requests before scheduling the next Committee meeting.

ADJOURNMENT

The meeting adjourned at 1:27 pm.

School Readiness Service Priorities

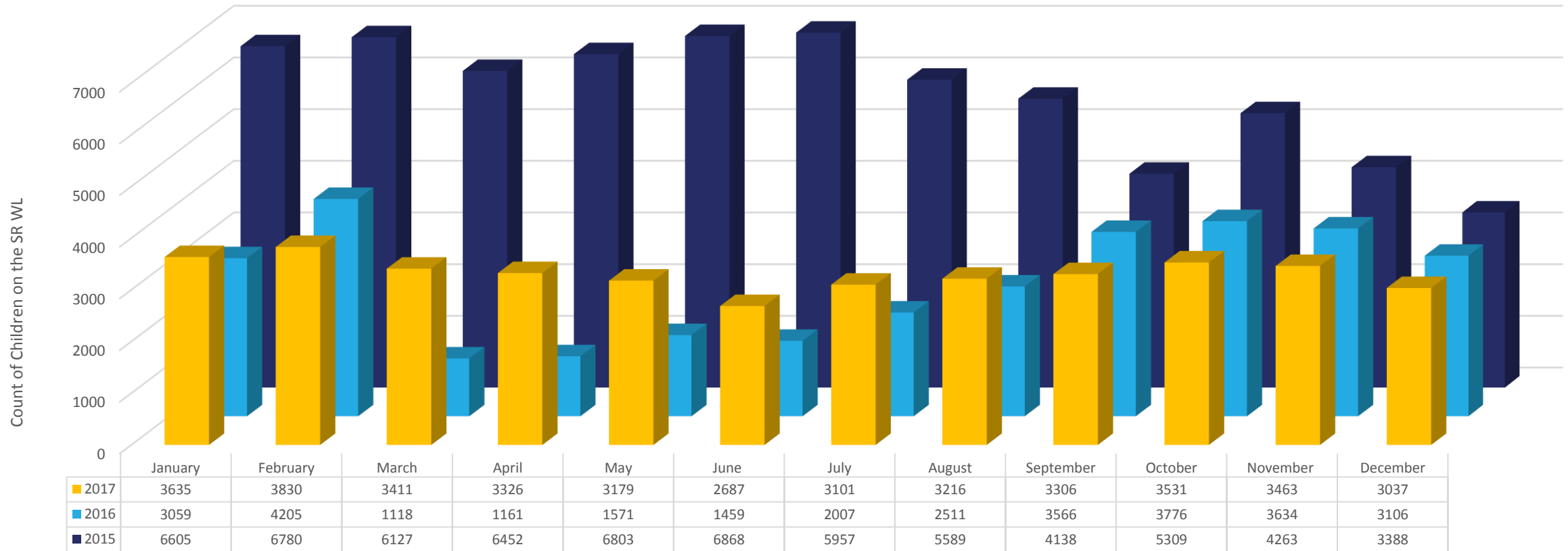
Nine priorities established by the legislature in 2014

- Priority 1 – Children from families receiving Temporary Assistance for Needy Families (TANF) subject to federal work requirements
- Priority 2 – children younger than 9 at-risk of abuse, neglect or exploitation
- Priority 3 – Children that from economically disadvantaged households. Parents must be working, attending school, or disabled. Children must not yet be eligible for kindergarten entry. Siblings up to Grade 6 may also be served
- Priority 4 – Children from birth to kindergarten entry whose families are transitioning from TANF work program to employment
- Priority 5 – Children 9 to 13 that are at risk of abuse or neglect.

School Readiness Service Priorities

- Priority 6 - Children under the age of 13 from economically disadvantaged holds. Parents must be working, attending school, or disabled
- Priority 7 – Children younger than 13 whose families are transitioning from TANF work program to employment
- Priority 8 – Children who have special needs and current individual educational plans from age 3 until eligible to enter kindergarten
- Priority 9 - Children concurrently enrolled in Head Start & Voluntary Prekindergarten

Historical School Readiness Wait List



Average 2015 SR WL 5690

Average 2016 SR WL = 2598

Average 2017 SR WL = 3310

Current Wait List

- Based on local policies children in Priorities 1 and 2 are not placed on the wait list
Children are placed in care upon receipt of referral
- Wait List as of 12/31/2017

	INF	TOD	2 Yr	PR3	PR4	PR5	SCH	Grand Total
Priority 3	282	478	454	379	285	77	575	2,530
Priority 6							507	507
Grand Total	282	478	454	379	285	77	1082	3,037

Current Wait List with ELC Provider Rates

ELC Provider Rate	INF	TOD	2 Yr	PR3	PR4	PR5	SCH	Grand Total	
SR WL Children 12/31/2017	282	478	454	379	285	77	1,082	3,037	
FT Rate	\$ 27.60	\$ 23.00	\$ 19.80	\$ 18.80	\$ 18.80	\$ 18.80		Preschool Total	
# of days from 2/18-6/18	107	107	107	107	107	107		107	
FT Cost of SR WL* Care Level	\$ 832,802.40	\$ 1,176,358.00	\$ 961,844.40	\$ 762,396.40	\$ 573,306.00	\$ 154,893.20		\$ 4,461,600.40	
							SCH FT Rate	\$ 16.00	
							# of days from 2/18-6/18	46	
							FT Cost of SR WL	\$ 796,352.00	
							SCH PT Rate	\$ 12.00	School Age Total
							# of days from 2/18-6/18	61	107
							PT Cost of SR WL	\$ 792,024.00	\$ 1,588,376.00
Overall Total for 3,037 SR WL Children								\$ 6,049,976.40	
Annualized								\$ 14,519,943.36	

Current Wait List with ELC Gold Seal Provider Rates

ELC Gold Seal Provider Rate	INF	TOD	2 Yr	PR3	PR4	PR5	SCH	Grand Total
SR WL Children 12/31/2017	282	478	454	379	285	77	1,082	3,037
FT Rate	\$ 33.12	\$ 27.60	\$ 23.76	\$ 22.08	\$ 22.56	\$ 22.56		Preschool Total
# of days from 2/18-6/18	107	107	107	107	107	107		107
FT Cost of SR WL* Care Level	\$ 999,362.88	\$ 1,411,629.60	\$ 1,154,213.28	\$ 895,410.24	\$ 687,967.20	\$ 185,871.84		\$ 5,334,455.04
							SCH Age FT Rate	\$ 19.20
							# of days from 2/18-6/18	46
							FT Cost of SR WL	\$ 955,622.40
							SCH Age PT Rate	\$ 14.40
							# of days from 2/18-6/18	61
							FT Cost of SR WL	\$ 950,428.80
								School Age Total
								107
								\$ 1,906,051.20
Overall Gold Seal Rate Total for 3,037 Children								\$ 7,240,506.24
Annualized								\$ 17,377,215.00

Comparative School Readiness Data

- Data provided by the Office of Early Learning
- Data as of 11/30/2017

		Targets & Restrictions				
Coalition	Allocation	78% -Slots	Admin 5% Maximum	Quality 4% Minimum	Support, Admin & Quality 22% Maximum	Wait List
Hillsborough	44,831,614	83.04%	3.82%	7.87%	16.96%	3,463
Broward	44,307,584	81.96%	5.93%	7.37%	18.04%	4,034
Orange	38,180,150	83.21%	3.42%	7.95%	16.79%	3,381
Palm Beach	35,995,900	86.98%	4.27%	4.68%	13.02%	4,111
Pinellas	30,502,187	84.27%	4.07%	5.64%	15.73%	1,573
Duval	30,106,474	76.99%	2.08%	14.87%	23.01%	2,764

Direct Services Expenditures

- Data by priority for month ending November 30, 2017

	At Risk	TANF Not Working	TANF Working	Economically Disadvantaged	Economically Disadvantaged CCEP	Grand Total
Total Children	2,327	807	680	5,537	908	10,259
Total Expenditures	\$794,961	\$242,739	\$192,549	\$1,568,468	\$129,740	\$2,928,457

Direct Services Expenditures

- Data by care level for month ending November 30, 2017

	INF	TOD	2 Yr	PR3	PR4	PR5	SCH	SPCR	Grand Total
Total Children	572	1,081	1,412	1,507	1,413	329	3,941	4	10,259
Total Expenditures	\$271,390	\$407,275	\$464,584	\$457,242	\$364,750	\$75,122	\$885,275	\$2,819	\$2,928,457

FTE Summary

	FY 2016	FY 2017	FY 2018 (Budgeted)
School Readiness			
ELC	17.85	28.60	39.30
SDHC	88.26	64.28	64.28
VPK			
ELC	6.35	14.70	15.70
SDHC	14.35	0	0
Local Funding			
ELC	7.8	5.2	0
SDHC	0	0	0
Grand total	134.61	112.78	119.28

Local Contributions to Child Care Slots

County	School Readiness	School Age	Total	Wait List
Hillsborough	\$1,995,155		\$1,995,155	3,463
Broward	\$5,092,850		\$5,915,700	4,034
Palm Beach	\$29,108,112	\$5,840,271	\$34,948,383	4,111
Pinellas	\$1,760,000		\$1,760,000	1,573
Duval		\$9,518,309	\$9,518,309	2,764

Wait List Offers by Child Counts

SR WL Offer Counts of Children	Group1	Group2	Group 3	Grand Total
Number of Children Offered Services	222	334	82	638
Status of Offer				
Eligible and Enrolled	138	190	50	378
Determined Eligible	0	5	0	5
Pending	3	18	8	29
Received a BG1 Referral - Enrolled	1	6	5	12
Did Not Respond - Removed From WL	57	64	19	140
Not Eligible	20	48	0	68
Over Income	3	3	0	6
Number of Children Eligible from WL	138	195	50	383
Number of Children Removed from WL	80	115	19	214

Wait List Offer by Family Counts

SR WL Offer Status	Group1	Group2	Group 3	Grand Total
Number of Families Offered Services	150	202	53	405
Status of Offer				
Families Eligible and Enrolled	93	112	33	238
Determined Eligible	0	3	0	3
Pending	1	13	5	19
Received a BG1 Referral - Enrolled	1	4	2	7
Did Not Respond - Removed From WL	42	41	13	96
Not Eligible	11	27	0	38
Over Income	2	2	0	4
Number of Families Eligible from WL	93	115	33	241
Number of Families Removed from WL	55	70	13	138

6M-4.300 School Readiness Application and Waiting List Procedures.

(1) Definitions.

(a) “Early learning coalition” or “coalition” refers to the entity charged with administering school readiness program services pursuant to Sections 1002.83 and 1002.84, F.S.

(b) “Eligible” means that a family meets the school readiness eligibility criteria pursuant to Section 1002.87, F.S., and subsection 6M-4.200(2) or (3), F.A.C.

(c) “Notification” means that the early learning coalition has contacted the parent or documented attempts to contact the parent via telephone, email, fax or mail.

(d) “Parent” means individual defined in paragraph 6M-4.200(1)(c), F.A.C.

(e) “Potentially eligible” means that the family’s application appears to meet the requirements for eligibility but the family has not yet submitted necessary documentation to determine eligibility.

(f) “Prequalifying questions” means questions that parents must answer prior to submitting an application. The prequalifying questions screen families according to the school readiness eligibility requirements pursuant to Section 1002.87, F.S., and subsection 6M-4.200(2) or (3), F.A.C.

(g) “Revalidation” means the process of a family’s confirmation that the information about the family on the waiting list is current.

(h) “Removal” means that a family is removed from the waiting list for a reason identified in paragraph (4)(d) below.

(i) “Single point of entry (SPE)” also known as the Family Portal, means the process established under Section 1002.81(14), F.S., for a parent to apply for the school readiness program at various locations throughout a county.

(j) “Waiting list” means a list of children waiting for potential enrollment in the school readiness program once funding is available. The list is a record of the names of parent(s), the names and dates of birth of their children, waiting list date and anticipated eligibility and priority category for seeking school readiness services. The waiting list is maintained by the early learning coalition.

(2) Prequalifying Questions and School Readiness Application.

(a) In order to participate in the school readiness program, parents shall submit a prequalifying questionnaire, file an application if appropriate, and provide requested documentation to an early learning coalition. If funds are available at the time of application the coalition shall conduct an eligibility determination. If funds are not available at the time of application, the coalition shall place the child or children on a waiting list as set forth herein.

(b) All parents requesting school readiness program services must first complete the prequalifying questions before completing the School Readiness Application, if applicable, and submit it through the single point of entry available at the following web address: <https://familyservices.floridaearlylearning.com>. Questions three and four of the prequalifying questions are based on the current Federal Poverty Level (FPL) for the total number of family members reported in question two. Parents may complete the prequalifying questions and School Readiness Application at any time. If the results of the prequalifying questions indicate that the family may be potentially eligible, the family will then be directed to complete the School Readiness Application. Upon completion of the School Readiness Application, parents must submit at least one document to complete the application process. The document may be a current paystub, a verification of employment statement, written statement from employer, school enrollment or class registration, or documentation of a temporary or permanent disability.

1. Form OEL-SR 01-PQ, Prequalifying Questions, dated July, 2016, are hereby incorporated by reference and may be obtained at the office website at www.floridaearlylearning.com or by contacting the Office of Early Learning, Department of Education, 250 Marriott Drive, Tallahassee, FL 32399. The incorporated form is also available at: <https://www.flrules.org/Gateway/reference.asp?No=Ref-07233>.

2. Form OEL-SR 01, School Readiness Application, dated July, 2016, are hereby incorporated by reference and may be obtained at the office website at www.floridaearlylearning.com or by contacting the Office of Early Learning, Department of Education, 250 Marriott Drive, Tallahassee, FL 32399. The incorporated form is also available at: <https://www.flrules.org/Gateway/reference.asp?No=Ref-07234>.

(c) If the prequalification screening results indicate that the family may not be potentially eligible, the family shall be directed to contact the early learning coalition which shall offer Child Care Resource and Referral (CCR&R) services pursuant to Rule 6M-9.300, F.A.C.

(3) Eligibility Screening.

(a) Early learning coalitions shall review each submitted application and required documentation within 20 calendar days of receipt to determine if the parent is potentially eligible pursuant to Section 1002.87(1), F.S. The early learning coalition shall notify the parent if the eligibility criteria have or have not been met.

(b) If the coalition determines that the family is potentially eligible based on their application and funding is available, the early learning coalition shall conduct an eligibility determination pursuant to Section 1002.87, F.S., and subsection 6M-4.200(2) or (3), F.A.C. Upon determining the family eligible for the school readiness program, the child is eligible for enrollment with a provider delivering the school readiness program. The coalition shall indicate the required supporting documents for eligibility determination pursuant to Rule 6M-4.208, F.A.C.

(c) If the family is potentially eligible and funding is not available, the early learning coalition shall place the child on its waiting list according to subsection (4).

(d) If the family is not potentially eligible, the early learning coalition shall offer the parent CCR&R services pursuant to Rule 6M-9.300, F.A.C.

(4) Waiting List Management.

Each coalition shall utilize a waiting list as an enrollment management tool for the school readiness program on an ongoing basis. An early learning coalition shall not purge its waiting list by removing all children at one time. A coalition's waiting list management shall consist of:

(a) Placement of Children on the Waiting List.

1. A family shall be placed on the waiting list on a first-come, first-serve basis, based on the date of the submitted application, the potential eligibility category and priority categories specified in Section 1002.87(1), F.S., and the age of the child. An early learning coalition may consider local service priorities within a priority category.

2. If a parent requests school readiness program services for an additional child following placement on the waiting list, the additional child shall be placed on the waiting list according to the initial date the family was placed on the waiting list. The additional child shall also be assigned a potential eligibility category and priority specified in Section 1002.87(1), F.S.

3. An unborn child shall not be eligible for the waiting list.

4. A parent may update the information reported in the School Readiness Application. The coalition shall review the changes according to subsection (3). If the family remains potentially eligible, the family shall retain its place on the waiting list.

(b) Revalidation.

At least once every six (6) months from the date the family was initially placed on the waiting list or from the last revalidation date the coalition shall contact the parent and request the parent to submit updated information regarding eligibility status. The coalition shall notify the parent within 30 calendar days prior to the revalidation date.

(c) Availability of Funding.

The early learning coalition shall notify the parent within thirty (30) calendar days of funding availability to potentially enroll the child in the school readiness program. In the notice, the coalition shall provide instructions to the parent on how to complete the school readiness eligibility determination process pursuant to Rule 6M-4.208, F.A.C.

(d) Removal from the Waiting List.

The coalition shall notify the parent of removal from the waiting list. The notification shall include the reason why the family was not placed on the waiting list or why the family or child was removed from the waiting list. Notice of removal is not required when funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. A family will be removed from the waiting list under the following circumstances:

1. Failure to maintain accurate contact information;
2. Failure to meet the school readiness eligibility requirements as specified in Section 1002.87(1), F.S.;
3. Failure to confirm information. The parent does not validate its information by the due date indicated on the notification;
4. Over age limitations. Any child on the waiting list age 13 or older will be removed from the waiting list;
5. School readiness services no longer needed. The parent indicates, via email, fax, mail, telephone or in person, that school readiness services are no longer needed;
6. The parent does not respond to the notification for available funding by the due date;
7. The family no longer resides in the early learning coalition's service delivery area; or

8. Funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. Actual eligibility determination will be conducted prior to authorization for enrollment, which will be based on available funding. Enrollment in the school readiness program will be on a first-come, first-serve basis pursuant to Section 1002.87(1), F.S.

(5) Reapplication.

(a) If a family is removed from the waiting list, a parent must reapply for school readiness services and shall be screened for eligibility according to subsection (3) to be placed back onto the waiting list and receive a new waiting list date.

(b) If a family on the waiting list of an early learning coalition moves out of the coalition's service area, the family shall reapply for eligibility services with the coalition operating in the family's new location. The family will receive a new waiting list date with the coalition offering services in the new location.

Rulemaking Authority 1002.213(2), 1002.82(2)(f)1.c., 1002.84(2) FS. Law Implemented 1002.81(14), 1002.82(2)(f)1.c., 1002.84(2), 1002.85(2)(c)2., 1002.87(3) FS. History--New 4-21-03, Formerly 60BB-4.300, Amended 8-21-16.