



**BOARD OF DIRECTORS  
MEETING AGENDA**

Tuesday, November 13, 2018 at 3:00 pm  
6800 N. Dale Mabry Highway, Suite 134  
Tampa, Florida 33614  
**Call-in: 866-866-2244**  
**Access Code: 5194796**

**I. CALL TO ORDER**

A. Patel

**II. PLEDGE OF ALLEGIANCE**

A. Patel

**III. 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.*

**IV. CONSENT AGENDA**

*The "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all the routine, pro forma and noncontroversial items that the Board needs to vote on.*

- A. Approval of November 13, 2018 Board Agenda
- B. Approval of Minutes for September 17, 2018 Board Meeting (Pg. 3)
- C. Approval of Revisions to Bylaws (Pg.8)

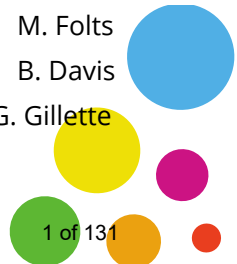
**V. EXECUTIVE REPORTS**

- A. Chair Report A. Patel
- B. CEO Report G. Gillette
  - i) Waitlist Initiative
  - ii) School Readiness Transition
  - iii) Professional Development/Provider Services Model
  - iv) Quality
- C. CFO/Treasurer Report Steve Costner/Joe McElroy
- D. Florida's Government-in-the Sunshine Law Overview S. Lee

**VI. OLD BUSINESS**

**VII. ACTION ITEMS**

- A. School Readiness Coalition Plan Amendments (Pg. 25) M. Folts
- B. Approval of ELC Legal Services (Pg. 119) B. Davis
- C. New Facilities (Pg. 120) G. Gillette



- D. Transition Budget Amendment (Pg. 121) S. Costner
- E. SR Provider Pay Rate Increase (Pg. 122) S. Costner
- F. Board Member Nomination (Pg. 123) G. Gillette

**VIII. COMMITTEE REPORTS**

- A. Executive/Finance Committee A. Patel
- B. Governance Committee (Pg. 127) S. Robinson
- C. Communications & Outreach Committee (Pg. 128) D. Jacob
- D. Legislative Affairs Committee (Pg. 129) S. Murman
- E. Service Delivery & Efficiency Committee (Pg. 130) A. Chowning

**IX. DISCUSSION ITEMS**

**X. INFORMATION ITEMS**

- A. Financial Statements (Pg. 131)

**XI. PUBLIC COMMENT II**

*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.*

**XII. ADJOURNMENT**

**Board/Staff Tasks & Assignments Completed from September 17, 2018 Board Meeting**

Task	Owner	Date Completed
SR Children served by priority	N. Metsker/M.Folts	9/27/18
Schedule Committee meetings	K. Minney	10/5/18

**UPCOMING MEETINGS**

**Executive/Finance Committee Meeting-** Monday, January 14, 2019 at 3:00 pm

**Board of Directors Meeting-** Monday, February 11, 2019 at 3:00 pm

**UPCOMING EVENTS**

**Day of Play-** March 3, 2019 from 11:00 am to 3:00 pm at Al Lopez Park



## BOARD OF DIRECTORS UNAPPROVED MINUTES

Monday, September 17, 2018 at 3:00 pm  
6800 N. Dale Mabry Highway, Suite 134  
Tampa, Florida 33614

### MEETING ATTENDANCE

**Facilitator:** Aakash Patel, Chair

**Board Members Present:**

Tracye Brown, Luke Buzard, Marie Caracciola, Angela Chowning, Dr. Lise Fox, Dr. Daphne Fudge, Mary Hancock, Lynne Hildreth\*, Dr. Douglas Holt\*, Dianne Jacob, Dr. Jacquelyn Jenkins\*, Stephe Holmquist Johnson, April May, Joe McElroy, Sandra Murman, Kelley Parris, Aakash Patel, Dr. Shawn Robinson, and Jody Toner.

**Board Members Absent:**

Daisy Cintron and Carlos Del Castillo

**ELCHC Staff:**

Sally Aliff, Steve Costner, Bobbi Davis, Janet Diaz Montes, Stacey Francois, Megan Folts, Lorinda Gamson, Gordon Gillette, Jonna Johnson, Helen Sovich, Tracy Knight, Nancy Metsker, Kelley Minney, Abby Perez and Jan Resch,

**Other Attendees:**

Marina Harkness, Steve Lee, and Sandy Show

### CALL TO ORDER

**Quorum Verification**

Noting a quorum had been established, Chair Patel called the meeting to order at 3:07 pm.

The Board and those in attendance recited the Pledge of Allegiance.

**Action Item -New Board Member Nominations**

***Dr. Shawn Robinson made a motion to move action item new board member nominations to the top of the agenda in order to take the election now and have the new board members sit at the table. Dianne Jacob made a second. the motion carried unanimously.***

Chair Patel introduced and welcomed to the table new Board Members Dr. Lise Fox, Stephe Holmquist Johnson, and April May.

**CONSENT AGENDA**

The following items were included under Consent Agenda:

- A. Approval of September 17, 2018 Board Agenda

- B. Approval of Minutes for June 11, 2018 Board Meeting
- C. Approval of VPK Progressive Enforcement Procedures
- D. Approval of School Readiness Progressive Enforcement Procedures

***Dr. Shawn Robinson made a motion to approve the Consent Agenda as presented. Dianne Jacob made a second.***

Dr. Daphne Fudge stated that she was in attendance at the June 11, 2018 Board Meeting.

Dr. Shawn amended his motion to approve the Consent Agenda with the addendum to the minutes from June 11, 2018. Dr. Daphne Fudge made a second. The motion carries unanimously.

## **EXECUTIVE REPORTS**

### **Board Chair's Report**

Chair Patel reported that the Early Learning Advisory Council (ELAC) met on July 17, 2018 for a strategic retreat, and that the next ELAC meeting was October 26, 2018 in Miami.

Chair Patel stated that he and Gordon Gillette were scheduled for a speaking engagement at the Tampa Rotary Club on September 19, 2018 at the Centre Club.

### **CEO Report**

Mr. Gordon Gillette highlighted the following items in his CEO report:

1. Governance Review- Discussed member nominations, absenteeism, and not-for-profit board
2. Projects- provided update on ELCHC projects completed and underway
3. OEL System Challenges and the impact of the system statewide
4. Non-profit direction- continued collaboration with early learning community
5. Director/Teacher Quality- curricula, incentives for quality, rating systems (CLASS & STAR), and identified Professional Development resources
6. School Readiness Mode of Operation- provided an update on the purpose of the project, deliverables, service models, and process of merging teams.
7. VPK assessment and allocation- The STAR assessment tool being challenged by providers. The pass rate statewide at 54%; 64% pass rate for Hillsborough County. The Estimating Committee reconvened and corrected calculations.
8. Balanced Scorecard and Goals- reported on individual goals for CEO & direct reports, Helen Sovich provided an update on the ELCHC Balanced Scorecard metrics and goals and employee incentives that are tied to the scorecard. Kelley Parris recommended that employees are made aware of any tax implications associated with the incentives.
9. House Bill 1091/Rule Implementation- Megan Folts provided an update on HB 1091, which included the, reorder of School Readiness priorities, community needs assessment contracted slots, CLASS observations, and the School Readiness Coalition plan. Megan Folts clarified priority 8 represented children 3-5 years old with IEP's, but that additional data was being collected to determine if the priority would need moved up. Dr. Shawn Robinson requested data for the next board meeting on the number of children that had been served in each priority over the last 2-3 years, and how many children could be served in each priority.

Dr. Daphne Fudge recommended that staff reach out to providers who had experience with contracted slots to help make the determination on whether to offer contracted slots.

10. Budget- Mr. Steve Costner, Chief Financial Officer, provided an update on the federal funding allocation of \$5,075,203 for School Readiness. As of July 31, 2018, approximately 1,500 priority 3 children were on the waitlist. The new allocation would invite approximately 1,900 children off the waitlist, and the reduction of the waitlist would be based on the new proposed order of priorities as determined by the community needs assessment. Staff proposed a \$10 per week pay increase for providers for infants and toddlers, and if approved, would take effect January 1, 2019. Mr. Costner reported on the transition budget and the financial statements as of July 1, 2018.
11. Read for the Record – The Coalition will participate in the national Read for the Record campaign on October 25, 2018, and encouraged board members to participate in the campaign as celebrity readers.

### **PUBLIC COMMENT**

There was no Public Comment.

### **OLD BUSINESS**

There was no Old Business.

### **ACTION ITEMS**

Item B.

Execute School Readiness Funding Match Contract with Children’s Board of Hillsborough County

***Dr. Shawn Robinson made a motion to approve. Dr. Daphne Fudge made a second. Kelley Parris abstained. The motion carried.***

Item C.

Execute School Readiness Match Contract with the School Board of Hillsborough County

***Dr. Shawn Robinson made a motion to approve. Dianne Jacob made a second. Tracy Brown and Marie Caracciola abstained. The motion carried.***

Item D.

Authorize the Coalition to Increase School Readiness Provider Rates

***Dr. Fudge made a motion to approve. Luke Buzard made a second. Mary Hancock and Dr. Shawn Robinson abstained. The motion carried.***

Item E.

Execute School Readiness Amendment One (1) with the School Board of Hillsborough County

***Dianne Jacob made a motion to approve. Luke Buzard made a second. Tracye Brown and Marie Caracciola abstained. The motion carried.***

Item F.

Issue Request for Proposal for Legal Services Related to Board Governance

***Dr. Shawn Robinson made a motion to approve. Kelley Parris made a second. The motion carried unanimously.***

Item G.

Execute Contract with the University of Florida Board of Trustees for the benefit of the Lastinger Center for Learning's Hillsborough Early Learning Network

***Dianne Jacob made a motion to approve. Joe McElroy made a second.***

There was a discussion regarding the contract and the Lastinger Center. Mr. Gillette reported that the contract term was for three years in the amount of \$212,000 per year. Mr. Gillette added that the Coalition would provide Professional Development in the form of four Professional Development Specialists from the School District and part time support from the Coalition to the Lastinger initiatives. The initiative would target twenty-five (25) average to below average motivated early learning centers to provide extra Professional Development to the child care professionals working in the centers.

Tracye Brown reported that Lastinger would select centers through an application process.

***Dr. Robinson restated the motion on the floor. The motion carried unanimously.***

Item H.

Reorder of the School Readiness Eligibility Priorities

***Dr. Shawn made a motion to approve. Mary Hancock made a second. The motion carried unanimously.***

## **COMMITTEE REPORTS**

### **Governance Committee**

Dr. Shawn Robinson reported that the Committee had met two times to review revisions to the bylaws and committee structure and assignment. Chair Patel requested that Committees meet prior to the next Board meeting.

### **Service Delivery & Efficiency Committee**

Angela Chowning reported that the Committee had met on August 24, 2018 and reviewed and approved the Voluntary Pre- Kindergarten (VPK) and School Readiness (SR) Progressive Enforcement Procedures and the Class I Violation Enforcement Policy. Ms. Chowning noted that the Class 1 Violation Enforcement Policy was still in draft and would be reviewed at the next Committee meeting.

Communications & outreach Committee

Jan Resch, Director, Communications & Development reported on the following activities and upcoming events:

1. Kid's Day- The Coalition participated in Beasley Media's kids Day at the Florida State Fairgrounds on July 29, 2018.
2. Tampa Bay Parenting's Back to School Fair- The Coalition participated in the Back to School Fair on Saturday, August 4, 2018 at Westshore mall.
3. Breakfast at the Museum was held at the Glazer Children's Museum on August 18, 2018 for ELCHC contracted providers.
4. Read for the Record- The Coalition will participate in the county wide event on October 25, 2018.

**ADJOURNMENT**

***Citing no further business, Dianne Jacob made a motion to adjourn the meeting at 5:18 pm. Angela Chowning made a second. The motion carried unanimously.***

## ELCHC BOARD OF DIRECTORS MEETING – November 13, 2018

CONSENT

ITEM IV.C.

**ISSUE:** **Approval of ELCHC Bylaw Revisions**

**RECOMMENDED ACTION:** The Governance Committee recommends that the Board approve the revisions to the ELCHC Bylaws.

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**NARRATIVE:**

On November 8, 2018, the Governance Committee met and reviewed the draft revisions to the ELCHC Bylaws that were vetted by Attorney Steve Lee. (Please see attachment)

The Governance Committee recommends that the Board approve the revisions to the ELCHC Bylaws.



**BYLAWS**  
**OF**  
**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION,**  
**INC.**  
**D/B/A**  
**Early Learning Coalition of Hillsborough County, Inc.**

**DRAFT**

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**BYLAWS  
OF  
THE HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**

ARTICLE I

Organization

Section 1. Name. The name of this Corporation is Hillsborough County School Readiness ~~Corporation~~, **Coalition** Inc. (the "Corporation") and shall conduct business as The Early Learning Coalition of Hillsborough County as registered pursuant to the Fictitious Name Act, 865.09 F.S. with the Division of Corporations, Florida Department of State.

Section 2. Objectives. The Corporation has been formed to coordinate and improve the quality and delivery of school readiness, voluntary pre-kindergarten and out-of-school time services for the children and families of Hillsborough County, Florida.

Section 3. Principal Office. The principal office of the Corporation shall be fixed and located by the Board of Directors of the Corporation at any place within the County of Hillsborough, State of Florida. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another in the County of Hillsborough.

Section 4. Members. The Corporation shall have no "members" as that term is defined in 617.01401(40~~12~~) Florida Statutes.

Section 5. Government-in-the-Sunshine Law. The Corporation is committed to ensuring that the deliberation of its Board of Directors are conducted openly and the actions of the Board are taken openly in accordance with the Government-in-the Sunshine Law, Chapter 286 of the Florida Statutes. Accordingly in the event of a conflict between a provision of these Bylaws and a section of the Government-in-the-Sunshine Law, the Government-in-the-Sunshine Law shall control.

ARTICLE II

BOARD OF DIRECTORS

Section 1. Powers. Subject to the limitation of the Articles of Incorporation and other provisions of these Bylaws, and the laws of the State of Florida, all corporate

powers shall be exercised by, or under the authority of, and the business and affairs of the Corporation shall be controlled by the Board of Directors (sometimes referred to herein as the "Board").

Section 2. Membership, Number, Class, Voting Rights, Selection and Terms of Office.

- (a) Membership, Number and Classes: The Board of Directors shall number least fifteen (15) but not more than thirty (30), and shall be divided into ~~five (5)~~ **three (3)** classes: Appointed Directors, Designated Directors, **and** Elected Directors. ~~and Optional Directors.~~
- (c) Selection and Terms of Office: Appointed Directors and Designated Directors shall serve as directors as long as they hold the offices so designated. ~~Conditional Directors, Elected Directors and Optional Directors shall serve in the class designated by the Incorporator for initial terms of three (3) or four (4) years, with the initial terms of each director determined by lot at the first meeting of the Board. After the initial terms,~~ **Appointed Directors and** Elected Directors shall serve four (4) year terms. Elected Directors are eligible for re-election. However, no **Appointed or** Elected ~~or Optional~~ Director may serve more than two (2) four-year terms.
- (d) Appointed Director Class: The authorized number of Appointed Directors shall be three (3). All vacancies in the class of Appointed Directors, including, without limitation, vacancies caused by expiration of term, resignation or removal, shall be filled by the Governor of the State of Florida as follows:
- 1) Chair appointed by the Governor
  - 2) Two (2) private sector business members appointed by the Governor
- (e) Designated Director Class: Designated Directors shall number ~~ten (10)~~ **thirteen (13)** and shall include the following:
1. Department of Children and Family Services regional administrator or his or her permanent designee who is authorized to make decisions on behalf of the district.
  2. District superintendent of schools or his or her permanent designee who is authorized to make decisions on behalf of the district.

3. A local workforce development board executive director or his or her permanent designee.
4. County health department director or his or her designee.
5. A children's services council or juvenile welfare board chair or executive director, if applicable.
6. An agency head of a local licensing agency as defined in s. 402.302, where applicable.
7. A president of a Florida College System institution or his or her permanent designee.
8. One Member appointed by the board of county commissioners or the governing board of a municipality
9. A Head Start director
10. A representative of private for profit child care providers, including private for-profit family day care homes.
11. Representative of faith-based child care providers
12. Representative of programs for children with disabilities under the Federal Individuals with Disabilities Education Act.
13. A central agency administrator, where applicable.

(g) Elected Director Class: Elected Directors shall number at least ~~four~~ **eight (8)** and shall not exceed ~~nineteen~~ **fifteen (15)**. All vacancies in this class of Elected Directors, including, without limitation, vacancies caused by expiration of term, resignation or removal, shall be ~~filled~~ elected by a majority of the Board then in office. The Elected Directors shall at all times be representatives of private sector business who do not have, nor whose relatives have, a substantial financial interest in the design or delivery of Voluntary Prekindergarten Education programs, School Readiness programs, or out-of-school-time programs.

(h) ~~Optional Director Class~~: ~~The authorized number of Optional Directors shall be up to three (3) members of which one (1) may be a representative of parents whose children are served in the School Readiness or Voluntary Prekindergarten Program.~~

### Section 3. Vacancies.

(a) A vacancy or vacancies in the Board shall be deemed to exist (i) in case of the death, resignation, or removal of any director or (ii) if the authorized number of directors is increased.

- (b) Any director may resign effective upon giving written notice to the Chair, the Chief Executive Officer, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If a director resigns by giving notice specifying that such resignation shall be effective at a future time, a successor may be elected or designated before such time to take office when the resignation becomes effective.
- (c) No reduction in the number of directors shall have the effect of removing any director prior to the expiration of his or her term of office.
- (d) When a vacancy occurs in an appointed position, the coalition must advertise the vacancy.

Section 4. Removal of Directors. Any member of the Board of this Corporation may be removed from office, with or without cause, by the person or persons authorized to elect or designate the director in Section 2 (d) - (g h) of the ~~this~~ Article II.

### ARTICLE III

#### Meetings of the Board of Directors

Section 1. Place of and Public Access to Meetings. All meetings of the Board of Directors shall be held at the principal business office of the Corporation or at such other place within the County of Hillsborough as may be designated from time to time by resolution of the Board of Directors, or in the notice of said meeting. All meetings of the Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the Board.

Section 2. Annual Meeting. The annual meeting of the Board of Directors shall be the regular meeting of the Board held during the first quarter of the fiscal year. The officers of the Corporation shall be elected at this meeting.

Section 3. Regular Meetings. The Board of Directors shall meet on the date established by the Board of Directors by resolution. The Board shall meet at least four (4) times during each fiscal year.

Section 4 Special Meetings. Special meetings of the Board of Directors for any purpose or purposes shall be called at any time by the Chair of the Board, the Chief Executive Officer, the Secretary, or by any two (2) directors of the Corporation. Special meetings of the Board of Directors shall be held upon two (2) calendar days' prior notice. Notice may be given

orally, by first-class mail, by facsimile, electronic mail, or other electronic means, or by personal delivery to each director at such director's address as is shown upon the records of the Corporation for purposes of notice. Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been ~~give~~ given at the time it is personally delivered to the recipient, or is delivered to a common carrier for transmission to the recipient. Oral notice shall be deemed to have been given at the time it is communicated, in person or by telephone, to the recipient or to a person at the office of the recipient who the person giving notice has reason to believe will promptly communicate it to the recipient. A notice or waiver of notice shall specify the purpose of any special meeting of the Board of Directors.

Section 5. Action at a Meeting; Quorum and Required Vote. Presence of a majority of Directors at a meeting of the Board of Directors constitutes a quorum for the transaction of business. ~~A Director may send a representative to a meeting, but that representative does not count towards the quorum requirement and does not have voting privileges.~~ Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors. Board members attending by phone or other electronic means may be counted towards the quorum requirement.

Section 6. Rules of Procedure. All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order. Nothing in Robert's Rules of Order shall supersede any right or requirement of the Articles of Incorporation or these Bylaws.

Section 7. Fees and Compensation. The Board of Directors shall serve without compensation for their services as directors; however, the Appointed Board Chair or Appointed Vice-Chair may be reimbursed for travel and related expenses to attend State meetings per guidance from the Florida Office of Early Learning.

Section 8. The activities of the Coalition shall be governed by the Code of Ethics for Public Officers and Employees, as defined in Florida Statutes, §§ 112.313, 112.3135, and 112.3143.

#### ARTICLE IV Officers



Section 1. Officers. The officers of the Corporation shall be a Chair of the Board, a Vice Chair, a Secretary, and a Treasurer and other officers as the Board of Directors may elect. All officers of the Corporation must also be directors of the Corporation. The removal or resignation of a director who is an officer of the Corporation shall be deemed a resignation by such person from all offices held.

Section 2. Nomination and Election. The officers of the Corporation, other than the Chair shall be elected annually by the Board of Directors at its annual meeting. Each officer so elected shall hold office for a one-year term or until he or she shall resign, shall be removed or otherwise disqualified to serve. At any regular or special meeting of the Board of Directors, the Board of Directors may fill a vacancy caused by the death, resignation, removal or disqualification of any officer. Officers may be elected to serve additional terms at the discretion of the Board.

Section 3. Removal and Resignation. Any officer may be removed, either with or without cause, by the Board of Directors, at any regular or special meeting thereof. Any officer may resign at any time by giving written notice to the Chair of the Board, the Chief Executive Officer, or the Secretary of the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4. Chair of the Board. The Chair of the Board shall preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board of Directors or prescribed by the Bylaws.

Section 5. Vice Chair. In the absence of the Chair, the Vice Chair will exercise the duties of the Chair and shall perform such other duties as may be from time to time require by the Chair or by the Board of Directors.

Section 6. Chief Executive Officer. The Chief Executive Officer subject to the control of the Board of Directors, shall have general supervision, direction and control of the business and affairs of the Corporation and shall have the general powers and duties of management usually vested in the office of the Chief Executive Officer of a corporation. The Chief Executive Officer shall have the necessary authority and responsibility to operate the Corporation and all of its activities and departments, subject only to such policies as may be issued by the Board of Directors or any of its Committees to which it has delegated powers

for such action. The Chief Executive Officer shall act as a duly authorized representative of the Board of Directors in all matters in which the Board of Directors has not formally designated some other person to act.

Section 7. Secretary. The Secretary shall record or cause to be recorded, and shall keep or cause to be kept, at the principal business office or such other place as the Board of Directors may order, a Minute Book of actions taken at all meetings of the Board, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given and the names of those present at Board meetings. The Secretary shall give, or cause to be given, notice of all the meetings of the Board of Directors required by the Bylaws or by law to be given, and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

Section 8. Treasurer. The Treasurer shall keep and maintain, or cause to be maintained, adequate and correct accounts of the properties and business transaction of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The Treasurer shall submit a statement of accounts on a quarterly basis at meetings of the Board of Directors and shall make reports as the Board of Directors may require. The Treasurer shall cause to be deposited or shall cause to be disbursed in accordance with procedures approved by the Board of Directors all monies and other valuables in the name and to the credit of the Corporation, and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

## ARTICLE V

### Committees

Section 1. Committees.

- (a) The Board of Directors may, by resolution adopted by a majority of the Directors then in office, provided that a quorum is present, establish one or more committees. Members of all committees shall be appointed by the Board of Directors. Committees are of two kinds, those having legal authority to act for the Corporation, known as committees of the Board, and those that do not have that authority, known as advisory committees. Committees may be either standing or special. Members of all committees shall serve at the pleasure of the Board.
- (b) The Board of Directors shall have the power to prescribe the manner in which proceedings of any committee shall be conducted. In the absence of any such

prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless these Bylaws, The Board or such committee shall otherwise provide, the regular and special meetings and other actions of any committee shall be governed by the provisions of Article V applicable to meetings and actions of the Board of Directors. Each committee of the Board shall keep regular minutes of its proceedings and shall report the same to the Board from time to time, as the Board of Directors may require.

Section 2. Committees of the Board. Only directors may be appointed to committees of the Board. Each committee of the Board shall consist of three (3) or more Directors. The Board may designate one or more Directors as alternate members of any such committee, who may replace any absent member at any meeting of the committee. Committees of the Board include the Executive Committee, Finance Committee, and Governance Committee.

Executive Committee: The Executive Committee is made up of the Board Chair, the Board Vice Chair, the Board Secretary, and the Board Treasurer, ~~in addition to, each Committee Chair from the Governance Committee, Communications & Outreach Committee, Legislative Affairs Committee, Provider Review Hearing Committee, and the Service Delivery & Efficiency Committee.~~ and Chairs of the regularly meeting permanent committees and the standing committees of the Board. The Executive Committee may act on behalf of the Board between regular Board meetings except they are not permitted to do the following: amend the articles or bylaws; dissolve the corporation; dismiss or elect new Board members or officers; hire or fire the chief executive; enter into major contracts or sue another entity; change a board approved budget in excess of their existing authority; or, adopt or eliminate major programs.

Finance Committee: The work of the Finance Committee is conducted by the Executive Committee as part of Executive Committee meetings. The role of the Finance Committee (Executive Committee) is to recommend policies that protect the organization's assets, reviews the annual budget, monitors financial reports prepared by staff, oversees the annual audit(s), governs the management of investments, makes recommendations to the full Board for approval, and works to make sure the organization is in good financial health.

### **Governance Committee**

The Governance Committee has the responsibility of recommending action items to the full Board that relate to: Board By-Laws, Board policies, Board meeting procedures and protocols, Board member nominations, Board officer nominations, Board leadership structure, the Chief Executive Officer evaluation process, and Chief Executive Officer

communication with Board and OEL. ~~and Coalition staff policies and procedures.~~  
Membership shall consist of board members appointed by the Board Chair.

Section 3. Standing Committees: Standing committees shall consist of such committees as the Board may authorize from time to time. Each such committee shall stand discharged when a new committee is appointed for the same task. Standing committee membership may consist of directors only or directors and non-directors. Members of standing committees shall be appointed by the Chair of the Board of Directors. Each such committee shall establish its rules for the conduct of its affairs, shall establish its duties and purposes, and shall perform such other duties as the Board may prescribe from time to time. Each of these committees will include a Committee Chair or co-Chairs. The role of any standing committees is to bring forth recommendations to the full Board Membership for consideration.

**Governance Committee:**

The Governance Committee has the responsibility of recommending action items to the full Board that relate to: ~~Board By-Laws, Board policies, Board meeting procedures and protocols, Board member nominations, Board officer nominations, Board leadership structure, the Chief Executive Officer evaluation process, Chief Executive Officer communication with Board and OEL and Coalition staff policies and procedures.~~ Membership shall consist of board members appointed by the Board Chair.

**Service Delivery and Efficiency Committee:**

The Service Delivery and Efficiency Committee has the responsibility of reviewing, analyzing, and overseeing Coalition programs and recommending action items to the full Board that relate to: ~~Coalition expenditures related to services and quality, program evaluation and improvement, contract compliance, and provider effectiveness. The Service Delivery and Efficiency Committee shall collect data, information and comments from providers in support of its mission to provide supportive and quality services as well as disseminate such information to the full Board as is relevant. Membership shall consist of board members and community members, as deemed necessary, appointed by the Board Chair.~~

Section 4. Advisory Committees. The Board of Directors may appoint one or more advisory committees. Advisory committee membership may consist of directors only, directors and non-directors, or non-directors only. The chair of advisory committees shall be appointed by the Board of Directors of the Corporation.

Section 5. Term of Office. The chair and each member of a standing committee shall serve until the next election of directors and until his or her successor is appointed, or until such committee is terminated, or until he or she is removed, resigns or otherwise ceases to qualify as a member of the committee. The chair and each member of a special committee

shall serve for the life of the committee unless they are removed, resign, or cease to qualify as members of such committee.

Section 6. Quorum Meetings. Each committee shall meet as often as necessary to perform its duties, at such times and places as directed by its chairman or by the Board of Directors and in compliance with the Government-in-the Sunshine Law. A majority of the members of a committee shall constitute a quorum.

The act of a majority of the members present at the meeting at which a quorum is present shall be the act of the committee. Each committee of the Board shall keep accurate minutes of its meetings, the chair designating a secretary of the committee for this purpose, and shall make periodic reports and recommendation to the Board of Directors.

Section 7. Vacancies. Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments.

Section 8. Conflict of Interest. The Board, through a committee designated for that purpose, shall require not less frequently than once a year a statements from each director setting forth all business and other affiliations which relate in any way to the business of the Corporation.

## ARTICLE VI

### Indemnification and Insurance

Section 1. Right of Indemnity. To the fullest extent permitted by law, this Corporation shall indemnify ~~it's~~ **its** directors, officers, employees, and agents, including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any proceedings whether civil, criminal, administrative or investigative, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was acting in such capacity.

Section 2. Approval of Indemnity. On written request to the Board by any person seeking indemnification, the Board shall promptly determine whether the applicable standard of conduct has been ~~met~~ **met** and, if so, the Board shall authorize indemnification.

Section 3. Insurance. The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against that liability under the provision of this Article.

## ARTICLE VII General Provisions

Section 1. Voting Shares. The Corporation may vote any and all shares or memberships held by it in any other corporation by such officer, agent or proxy as the Board of Directors may appoint, or, in the absence of any such appointment, by the Chair, the Chief Executive Officer, the Secretary or the Treasurer. In such case, such officers or any of them similarly may appoint a proxy to vote said shares.

Section 2. Check, Drafts, Etc. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Corporation, and any and all securities owned or held by the Corporation requiring signatures for transfer, shall be signed or endorsed by such person or persons and in such manner as from time to time, shall be determined by the Board of Directors.

Section 3. Inspection of Corporate Records. The Corporation shall keep at its principal business office, the originals or copies of its Articles of Incorporation and Bylaws, as amended or otherwise altered to date, certified by its Secretary; written minutes of the meetings of its Board of Directors, and any committees of the Board; its books and records of account; and all other books, records and documents of the Corporation.

Section 4. Endorsement of Documents; Contracts. Any note, mortgage, evidence of indebtedness, contract, conveyance or other instruments in writing, and any assignment or endorsement thereof executed or entered into between the Corporation and any other person, when signed by the Chair, the Chief Executive Officer, the Secretary, or the Treasurer, shall be valid and binding on the Corporation in the absence of actual knowledge on the part of the other person that the signing officer(s) had no authority to execute the same. Any such instrument may be signed by any other officers, agents or employees and in such manner as shall from time to time be determined by the Board ~~of~~ Directors and, unless so authorized by the Board of Directors no ~~other~~ officer, agent or employee shall ~~not~~

have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 5. Conflict of Interest and Related Party Transactions. The Corporation, through its Board of Directors, shall promulgate, from time to time a written conflict of interest and related party transaction policies, according to the current law then in effect, to be adhered to by its offices, directors, employees, and agents, and which includes guidelines for the resolution of existing or apparent conflicts of interest and/or related party transactions.

Section 6. Dissolution. The Corporation may be dissolved only with authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote. Upon dissolution or termination of the Corporation, all remaining assets, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to organizations operated exclusively for charitable, and/or educational purposes as shall at the time qualify as an exempt organization under 501(c)(3) of the Internal Revenue Code and/or an instrumentality of a local government.

Section 7. Fiscal Year. The fiscal or business year of the Corporation shall be July 1 through June 30.

#### ARTICLE VIII Amendments

Section 1. Amendment. New bylaws may be adopted, or these Bylaws may be amended, modified or repealed by the Board of Directors of the Corporation; provided, however, that any amendment shall be consistent with the terms set forth in the Agreement between the Corporation and the Florida Office of Early Learning. All amendments to the Articles of Incorporation and/or Bylaws will be noticed to the Florida Office of Early Learning as an amendment to the Coalition's Plan.

Section 2. Record of Amendments. Any amendment or alteration in these Bylaws shall be forthwith filed with the original Bylaws of the Corporation.

#### CERTIFICATION OF SECRETARY

I the undersigned do hereby certify:

1. That I am the duly elected and acting secretary of the Hillsborough County School Readiness Coalition Inc. D/B/A Early Learning Coalition of Hillsborough County Inc, a Florida nonprofit corporation; and

2. That the forgoing revised Bylaws, consisting of twelve (12) pages, exclusive of cover sheet and table of contents, constitute the Bylaws of said corporation as duly adopted the Board of Directors on February 12, 2018.

IN WITNESS WHEREOF, I have executed this Certificate as of this 12th day of February 2018.

\_\_\_\_\_  
Lynne T. Hildreth, Secretary

Record of Amendments:

Amended 09-08-2008	Amended 03-07-2016	Amended 8-8-2016
Amended 11-19-2012	Amended 06-09-2014	Amended: 6-12-17
Amended: 2-12-18		



**ISSUE:** School Readiness Coalition Plan Amendments

**FISCAL IMPACT:** None

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Approval of the Amendments

**NARRATIVE:** The revision to Rule 6M-9.115, F.A.C., went into effect on October 20, 2018. This revision requires the Early Learning Coalition of Hillsborough County (ELCHC) to amend its School Readiness (SR) Coalition Plan. There are 7 amendments that must be submitted to the Office of Early Learning (OEL). Three of the 7 amendments are completed and attached for the Board's review:

**1) Amendment II.C Eligibility and Enrollment Policies and Procedures**

- a. School Readiness Policy Guide (updated)– This outlines the ELCHC's SR Eligibility and Enrollment Policies and Procedures. This is not a new addition to the SR Coalition Plan; however, slight modifications were made to reflect the local priorities, new OEL system and rule changes.
- b. Community Needs Assessment (new)– New state law requires the ELCHC to conduct a needs assessment of the county using available data to determine the Local School Readiness Eligibility Priorities as well as the need for Contracted Slots. The final Community Assessment report is attached.
- c. Local Eligibility Priorities (new)– House Bill 1091 revised Florida Statute to allow for the ELCHC to reorder the School Readiness Eligibility Priorities 3 through 9 based on the Community Assessment. Priorities 1 and 2 are established by section 1002.87(1)(a) & (b) and cannot be reordered. Since last Board meeting, we've moved Priority 8 (children with special needs ages 3-5) to Priority 5. The proposed reorder with previous priority is attached. The OEL Form with the reorder is also attached. The ELCHC is requesting the new priorities to take effect starting January 1, 2019.

**2) Amendment II.H Use of Observation Based Child Assessment**

New state law requires that the ELC describe its procedures for implementing a child assessment for use at least 3 times a year, if it chooses to participate.

**3) Amendment V.A. Monitoring Plan and Procedures**

- a. Parts 1 & 3, Monitoring Plan and Procedures (updated) – This outlines the ELC's Monitoring Plan and Procedures. This is not a new addition to the SR Coalition Plan, the section about monitoring providers has only been modified to meet specifications in rule.
- b. Part 2, ELCHC Class 1 Violation Policy (new) – House Bill 1091 established that if a provider has been cited for a Class 1 violation, the ELC may refuse to contract with the provider or revoke the provider's eligibility for the School Readiness or VPK programs for 5 years. OEL Rule requires the ELC to have a policy in place to enforce this new law. The ELCHC's policy is attached.



**EARLY LEARNING**

COALITION OF HILLSBOROUGH COUNTY

# COMMUNITY NEEDS ASSESSMENT

November 2018







## OUR MISSION

Promote school and life success for all young children and their families through quality school readiness services and supports.

## OUR VISION

Our vision is for all Hillsborough County children to grow up in a safe, supportive, and nurturing environment where:

- Their physical, social emotional, and intellectual health is a primary focus of attention at home and in the community.
- Families are supported in ways that promote good parenting.
- Families and caregivers are supported in promoting each individual child's well-being and readiness to succeed in school and life.
- Total FY18-19 Budget: \$76,894,922, which includes:
  - \$46,237,899 - Federal Funds for School Readiness program
  - \$30,000,000 - State Funds for VPK program
- ELCHC specializes in funding and delivery of quality programs that daily serve more than 20,000 children and their families
- The Coalition offers trainings, coaching, Child Care Resource and Referral (CCR&R), consumer and professional education, and a comprehensive array of services

## INTRODUCTION

The Early Learning Coalition of Hillsborough County (ELCHC) assessed local priorities within the county based on the needs of families and provider capacity in accordance with section 1002.85(2)(j), of the Florida Statutes. This report includes an environmental scan of the communities served by the ELCHC. The ELCHC partnered with several local community agencies that serve children and families within the community to complete the community assessment. In May 2018, a team of community agencies was formed to discuss the local resources needed to compile the community needs report. Those agencies are as followed: Bay Area Legal Services, Champions for Children, Children's Board of Hillsborough County, Early Childhood Council, ELCHC, Healthy Start Coalition Hillsborough, Hillsborough Community College, Hillsborough County Head Start/Early Head Start and the School District of Hillsborough County. This report is an assessment of available data within the community. Data resources used in this report have been cited as current within the time period 2015 to 2018.

## PURPOSE

The ELCHC will use the community assessment to determine local priorities related to eligibility for the School Readiness Program, which is a program that offers subsidized child care to working families for children birth to school age. The community assessment will also be used to determine the optional need for contracted slots for child care in high-poverty areas. Specifically, the team will use the community assessment to:

- Assess the demographic make-up of children/families who are eligible for subsidized childcare, as well as unique populations within the county
- Determine newly-identified community assets or resources; including public and private programs and the approximate number of eligible children served by each
- Review data regarding the education and social service needs of eligible children and their families
- Review data regarding the education and social service needs of children with disabilities and special needs
- Assess resources in the county that could be used to address the needs of children and their families including assessment of their access to these resources
- Determine the use of contracted slots for eligible children and families within the county
- Provide recommendations for prioritizing school readiness eligibility

**Thank you for your valuable contribution!**



## DEMOGRAPHIC COMPOSITION

### Population Growth and Shifts

Hillsborough County is on Florida’s west coast midway down the peninsula and home to 1.4 million, with 6.3% of residents under age five. Hillsborough County covers a geographic area larger than Rhode Island and is home to the eighth largest school district in the nation. Hillsborough County is diverse. The largest racial/ethnic groups are White (51.2%) followed by Hispanic (26.6%) and Black/African American (15.6%) during the 2017 census update. Of the more than 160,000 homes with children, 28% have a single female as head of the household. The gender breakdown shows slightly more females (51.2%) than males (48.8%). Hillsborough County is largely urban and suburban, but also has rural citrus, cattle, and produce farm areas. The county lacks sophisticated public transportation, with local buses being the only option for families without their own vehicle. The population of children ages birth through 12 years old mirrors the general demographics, however, available data reveals that this population group are exposed to risk factors due to poverty, homelessness, substance abuse.

**Figure 1: Population Growth for Hillsborough County, Florida**

Base: April 1, 2010		Population Estimate (as of July 1, 2017)							
Census	Estimates Base	2010	2011	2012	2013	2014	2015	2016	2017
1,229,226	1,229,179	1,233,557	1,271,239	1,282,378	1,294,828	1,319,511	1,350,904	1,381,627	1,408,566

Source: U.S. Census Bureau, American Community Survey, 2010-2017 est.

**Figure 2: Hillsborough County Population Growth Detail**

Location	2000-2010	2010-2017
Tampa	11.57%	11.70%
Plant City	11.79%	11.94%
Temple Terrace	5.67%	5.93%
Hillsborough County	23.05%	13.02%
Unincorporated Hillsborough County	29.58%	13.80%
Florida	17.64%	10.36%
United States	9.71%	5.31%

Source: <https://www.census.gov/quickfacts/fact/Figure/hillsboroughcountyflorida/PST120216>; [https://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

### Household Characteristics

The American Fact Finder 2012-2016 American Community Survey estimates the following for the next five years for Hillsborough County: population of 1,302,724 (49% male and 51%); 17.5% of all children under 5 years old living below poverty level; and 24% of female-headed households living in poverty. In addition, the data includes the following family household information:





**Figure 3: Hillsborough County Household Characteristics**

Household Characteristics	All families below poverty level	All families percent below poverty level	Married couples Below poverty level	Married couples percent below poverty level	Female householder (no husband) below poverty level	Female householder (no husband) percent below poverty level
Families	313,954	12.1%	217,853	6.4%	70,620	27.4%
Children under 18	155,339	18%	93,984	8.7%	46,465	35.2%
Under 5	28,262	17.5%	17,634	7.4%	7,565	39%
5-17	98,803	15.1%	58,794	7%	30,593	29.1%
Under 5 and 5-17	28,234	28.7%	17,556	15.7%	8,307	54.3%
<b>Race/Ethnicity</b>						
Hispanic	78,232	20.4%	48,743	13.6%	20,499	35.9%
White alone	172,540	6.2%	134,658	3.6%	26,566	16%
Black or African American	47,712	21.8%	21,720	7.4%	21,505	35.4%
<b>Earning Status</b>						
Householder Worked	229,167	8.7%	157,766	4.1%	51,108	20.8%
Received SSI/TANF	26,370	29.3%	11,891	18.8%	11,790	39.9%
Social Security	81,995	8.4%	61,165	5.6%	15,904	17.9%
<b>Education Status</b>						
Less than HS	32,397	31.6%	17,957	22.5%	9,755	47.1%
HS graduate/GED	74,241	17.3%	45,593	9.4%	20,699	33.5%

Source: The American Fact Finder 2012-2016 American Community Survey

**Figure 4: Families Relative to Poverty Level**

Income Below Relative to Level	Number of Families
50%	14,967
125%	50,386
150%	65,475
185%	86,079
200%	94,160

Source: The American Fact Finder 2012-2016 American Community Survey

## Income and Employment

According to DataUSA (datausa.io), there are approximately 678,196 people employed in Hillsborough County (2017). Specializations in employment include finance and insurance, agriculture, forestry, fishing and hunting and real estate. The largest industries in Hillsborough County are healthcare and social assistance (91,454), retail trade (82,473), and professional, scientific, tech services (56,741). The highest paying industries are mining and gas extraction (65,658), utilities (56,405) and professional, scientific tech services (55,022). The median household income in Hillsborough County is \$54,588, which is less than the median annual income in the United States (2016).

**Figure 5: Hillsborough County Employment Status**

Location	Total	Below Poverty	Percent Below
<b>Civilian Labor Force 16 years and older</b>	<b>678,196</b>	<b>68,452</b>	<b>10.0</b>
<b>Employed</b>	<b>624,703</b>	<b>48,141</b>	<b>7.7</b>
Male	323,626	22,452	6.9
Female	301,077	25,689	8.5
<b>Unemployed</b>	<b>53,493</b>	<b>20,311</b>	<b>38.0</b>
Male	27,288	9,773	35.8
Female	26,205	10,538	40.2

Source: DataUSA (<https://datausa.io/>)

**Figure 6: Hillsborough County Work Experience**

Work Experience	Total	Below Poverty	Percent Below
Population 16 years old and older	1,035,194	152,174	14.7
Worked full time in past 12 months	458,064	14,507	3.2
Worked part time in past 12 months	255,144	46,700	20.7
Did not work	351,986	90,967	25.8

Source: DataUSA (<https://datausa.io/>)

## Families in Poverty

According to the 2018 Florida Child Well-Being Index, 20% of children live at or below the poverty line. Of these children, 37% live in a single parent home and 15.2% of these children live in high poverty areas. Of the 3-year-old and 4-year-old children, 50.8% are not enrolled in school or early education program. The ELCHC and its contractual services partner, the School District of Hillsborough County (SDHC), have offices located in zip code areas (33610, 33612 and 33614).

**Figure 7: Families and Child Data**

Zip Codes with highest percentage poverty level	Percentage of children below poverty level 0-18 years	Number of children receiving School Readiness 0-13 years
33605	28.33%	351
33602	27.9%	232
33604	19.58%	629
33607	18.91%	260
33610	18.81%	1122
33612	17.27%	935

Source: 2018 Florida Child Well-Being Index

## Current School Readiness Eligibility Priorities

1	A child younger than 13 years old from a family that includes a parent who is receiving temporary cash assistance under chapter 414 and subject to the federal work requirements.
2	An at-risk child younger than 9 years old.
3	A child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services.
4	Priority shall be given next to a child of a parent who transitions from the work program into employment as described in s. 445.032 from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.
5	An at-risk child who is at least 9 years old but younger than 13 years old. An at-risk child whose sibling is enrolled in the School Readiness program within an eligibility priority category listed in paragraphs (a) and (b) and subparagraph 1. shall be given priority over other children who are eligible under this paragraph.
6	A child who is younger than 13 years old from a working family that is economically disadvantaged.
7	Priority shall be given next to a child of a parent who transitions from the work program into employment as described in s. 445.032 who is younger than 13 years old.
8	A child who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years old. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school under s.1003.21(1)(a)2.
9	A child who otherwise meets one of the eligibility criteria in paragraphs (a) and (b) and subparagraphs 1. and 2. but who is also enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Education Program.

**Figure 8: Families and Child Data**

SR Served by Priorities	Priority Description	2015-16	2016-17	2017-18
Priority 1 (0 - <13)	TANF Recipients	615	595	556
Priority 2 (0 - <9)	At-Risk	2622	2933	3470
Priority 3 (0-5)	Economically Disadvantaged	4384	4384	5020
Priority 4 (0 - 5)	Transitional	222	222	263
Priority 5 (9 - <13)	At-Risk (School-Age)	911	654	340
Priority 6 (5 - <13)	Economically Disadvantaged (School-Age)	5628	5729	5704
Priority 7 (5 - <13)	Transitional (School-Age)	407	430	380
Priority 8 (3-5)	Special Needs	0	0	0
Priority 9 (4)	Enrolled in Head Start & VPK	0	0	0
<b>TOTALS</b>		<b>14789</b>	<b>14947</b>	<b>15733</b>

Source: ELCHC/SDHC, September 2018

The tables above represents the children we served from fiscal years 2015-2018, by priority. Historically, children have not been served in Priorities 8 and 9 because a lack of funding has not permitted the ELCHC to serve all priorities. Children that may qualify for Priorities 8 or 9 have entered the SR program through other priorities. Priority 8 includes special needs children 3 to 5 years old with Individual Education Plan (IEP) and does not require that the guardian be working or in school. This is more flexible than Priority 3, in which the majority of children ages birth to 5 years old are served. Providers serving children in Priority 8 would be paid a Special Needs Rate, which is higher than the typical School Readiness Reimbursement Rate and varies depending on the accommodations made for that child.



**Figure 9: Age of School Readiness Children Served in Hillsborough County by Zip Code (August 2018)**

Residential Zip	<1	1	2	3	4	PR5	SCH	6	7	8	9	10	11	12	13	Total
33467			1													1
33503				1												1
33509				1												1
33510	12	40	38	47	51		36	31	28	20	9	8	3	1		324
33511	16	35	53	43	64	1	33	29	29	19	18	9	8	3		361
33527	3	12	10	14	21		14	12	7	5	10	3	3		2	116
33528		1	1		1			1								4
33534	8	8	20	16	18	1	13	11	9	12	1	5	3			125
33547	2	6	10	4	7		4	4	7	3			1			48
33548	1	1	3	2	2				1	1						11
33549	1	4	12	7	9		8	6	7	7		1				62
33556		2	3	3	1		2	2	2							15
33557	1		1								1					3
33558	4	5	5	3	3	1	1	2	1							25
33559	2	6	7	7	2	1	2	2	2							31
33563	16	39	36	59	53		39	41	37	32	22	14	10	3	2	403
33564			1				1									2
33565	6	2	13	11	10		17	3	6	5	4	6				83
33566	4	16	26	25	30	1	19	12	16	12	12	8	7	1		189
33567	5	13	13	14	12		12	8	14	10	8	6	4			119
33569	6	17	15	15	24	3	9	9	7	5	5		3			118
33570	12	21	35	32	28	1	25	21	15	10	5	2	6			213
33572	2	4	5	7	5		8		4	5	6		2			48
33573	1	5	5	5	2		2	2	4	2	6	1				35
33577				1	1											2
33578	7	19	49	53	48	2	39	25	31	29	22	13	12	2	1	352
33579	5	15	16	20	20	1	18	15	15	10	5	4	4	1		149
33584	8	19	33	23	28		26	13	20	12	7	9	4	2		205
33586										1						1
33592	6	14	9	14	12		11	11	3	5	4	2	1			92
33594	2	10	21	26	32	1	20	15	11	10	5	3	3	2		161
33595				1			1				1	1				4
33596	2	7	11	13	8	1	13	11	4	1	2	1				74
33597										1						1
33598	2	11	9	12	7	3	4	5	3	3	2	1	2			64
33602	18	31	32	24	28	1	21	27	16	18	9	4	2	1		232
33603	11	37	28	37	34		33	28	20	15	16	3	8	4		274
33604	28	61	84	86	85	3	71	58	48	41	30	18	9	7		629
33605	18	48	43	53	52	2	34	32	22	21	11	8	1	5	1	351
33606	3	7	5	3	6		2	1	2	2			1			32
33607	12	29	27	44	38	1	31	16	20	13	9	11	6	3		260

33609	9	12	20	10	6		10	5	5	4	2	1				84
33610	56	117	163	177	147	3	116	90	89	52	50	28	23	10		1122
33611	2	24	16	21	12		15	12	10	7	5	3	2		1	130
33612	61	111	124	130	117	2	98	73	73	48	40	23	23	12		935
33613	21	35	52	68	61	4	38	41	33	16	18	7	6	2		402
33614	17	43	84	83	70	4	59	41	42	37	30	19	9	5	1	544
33615	11	37	61	66	50	1	50	33	42	16	19	10	10	4		410
33616	8	15	16	22	17		20	9	10	17	12	7	2	1		156
33617	35	70	99	106	84	3	69	55	46	46	39	15	12	6	1	686
33618	4	9	8	13	11		7	10	6	3	8	4	2	1		86
33619	28	50	77	90	77	2	61	49	51	35	29	21	12	7		591
33621				1												1
33624	6	20	24	26	31	2	22	17	16	15	6	7	4			196
33625	10	13	16	28	25		18	13	13	11	9	8	6	2		172
33626	2	2	5	5	4			4		1	1	2	1			27
33627									1							1
33629	3	4	3	1	5	1	3	4		1	3		1			29
33634	6	18	21	24	24		20	18	13	7	11	8	6	2		178
33635	2	8	9	10	16		14	9	9	7	4	4	5			97
33637	5	19	18	28	30		20	18	11	14	11	1	4	1		180
33647	11	21	24	23	36	1	16	13	15	9	10	2	3			184
33657					2											2
33658							2			1						3
33663					1											1
33673							1							1		2
33675	3	3	5	2	1		1		2		1					18
33682		1		1			1									3
33685				1												1
33739			1													1
Unknown			1					1	1							3
<b>Total:</b>	<b>524</b>	<b>1177</b>	<b>1527</b>	<b>1662</b>	<b>1569</b>	<b>47</b>	<b>1230</b>	<b>968</b>	<b>899</b>	<b>677</b>	<b>538</b>	<b>311</b>	<b>234</b>	<b>89</b>	<b>9</b>	<b>11466</b>

Source: ELCHC/SDHC, August 2018

**Figure 10: Children with Risk Factors in Hillsborough County**

Risk Factor	Number	Percent
Children in single parent families	1,258,425	35.7%
Children living in high poverty areas	500,585	12.3%
Children with verified maltreatment	34,481	8.3%

Source: Florida Kids Count, 2016, [www.floridakidscount.org](http://www.floridakidscount.org)

## Families Receiving TANF/SNAP Benefits

According to the Office of Family Assistance (May 2018), Statewide there were 63,055 TANF child recipients. Approximately 14% of all Hillsborough County households received food stamps (Supplemental Nutrition Assistance Program, or SNAP) during 2016; of these households, 29% included children. Additionally, approximately 60% of students in Hillsborough County Public Schools participate in the free/reduced lunch program at their school. Temporary Assistance to Needy Families (TANF, formerly known as “welfare”) is another source to assist children and families in need.

**Figure 11: School Readiness Children receiving TANF by Age Group in Hillsborough County**

INF	TOD	2YR	PR3	PR4	PR5	SCH	Total
43	61	82	83	81	51	291	692

Source: ELCHC/SDHC (2017-2018)

The program goals for TANF/Welfare Transition (WT) emphasizes work, self-sufficiency and personal responsibility in a program structured to enable participants to move from welfare to economic self-sufficiency. To accomplish this, the Florida Legislature, using federal and state funds as well as statutory requirements, developed a comprehensive program structured to meet the following goals:

- a) Provide assistance to families in need so that children may be cared for in their own home or in the homes of relatives.
- b) Develop opportunities for families to provide for their own needs, enhance their wellbeing, and preserve the integrity of the family free of impediments to self-reliance.
- c) End the dependence of families in need on government assistance by emphasizing work, self-sufficiency and personal responsibility while meeting the transitional needs of program participants who need support to achieve independent, productive lives and gain the responsibility that comes with attaining self-sufficiency.
- d) Take full advantage of the flexibility provided under state and federal law that allows for providing job preparation and intervention programs to enable welfare applicants and recipients and transitional participants to move from welfare to work.
- e) Provide oversight and policy direction to the program and to ensure cooperation and accountability among state agencies and service providers to deliver needed services

Statutory rules require that Temporary Cash Assistance (TCA) Services recipients participate in work or alternative plan activities. The state limits recipients to a lifetime cumulative total of 48 months as an adult and may be eligible for child care services. The following categories of work activities, based on federal law and regulations, may be used individually or in combination to satisfy the work requirement for a participant in the Welfare Transition program.

- a) Unsubsidized employment.
- b) Subsidized private sector employment.
- c) Subsidized public sector employment.
- d) On-the-job training.
- e) Community service programs.
- f) Work experience.
- g) Job search and job readiness assistance.

- h) Vocational educational training.
- i) Job skills training directly related to employment.
- j) Education directly related to employment.
- k) Satisfactory attendance at a secondary school or in a course of study leading to a graduate equivalency diploma.

The Welfare Transition program places great emphasis on transitional benefits and recognizes them as the cornerstone of Florida's efforts to support families as they move toward full self-sufficiency. Transitional clients are former recipients of TCA who are working or actively seeking employment are eligible to receive employment-related education, training and related support services, such as child care, to continue working and training or to upgrade skills for up to two years after the family no longer receives assistance.

The Regional Workforce Board provider authorizes child care for the hours of work activity or employment plus a reasonable time to travel to and from the child care facility and the place of work activity/employment and return. Each family must contribute to the cost of child care through a parent co-payment, using the fee schedule established by the local School Readiness Programs or Early Learning Coalitions.

Between July 1, 2017 and June 30, 2018 there were approximately of 216 cases that received TANF and became Transitional, however they were closed due to loss of income or not submitting proof of employment.

Out of the 216 cases:

- 14 closed due to the completion of the two years;
- 148 cases closed due loss of employment or failure to submit required paystubs;
- 54 cases out of the 216 re-applied for cash assistance.
- Almost 37% of customers re-applied for cash during July 1, 2017 and June 30, 2018.

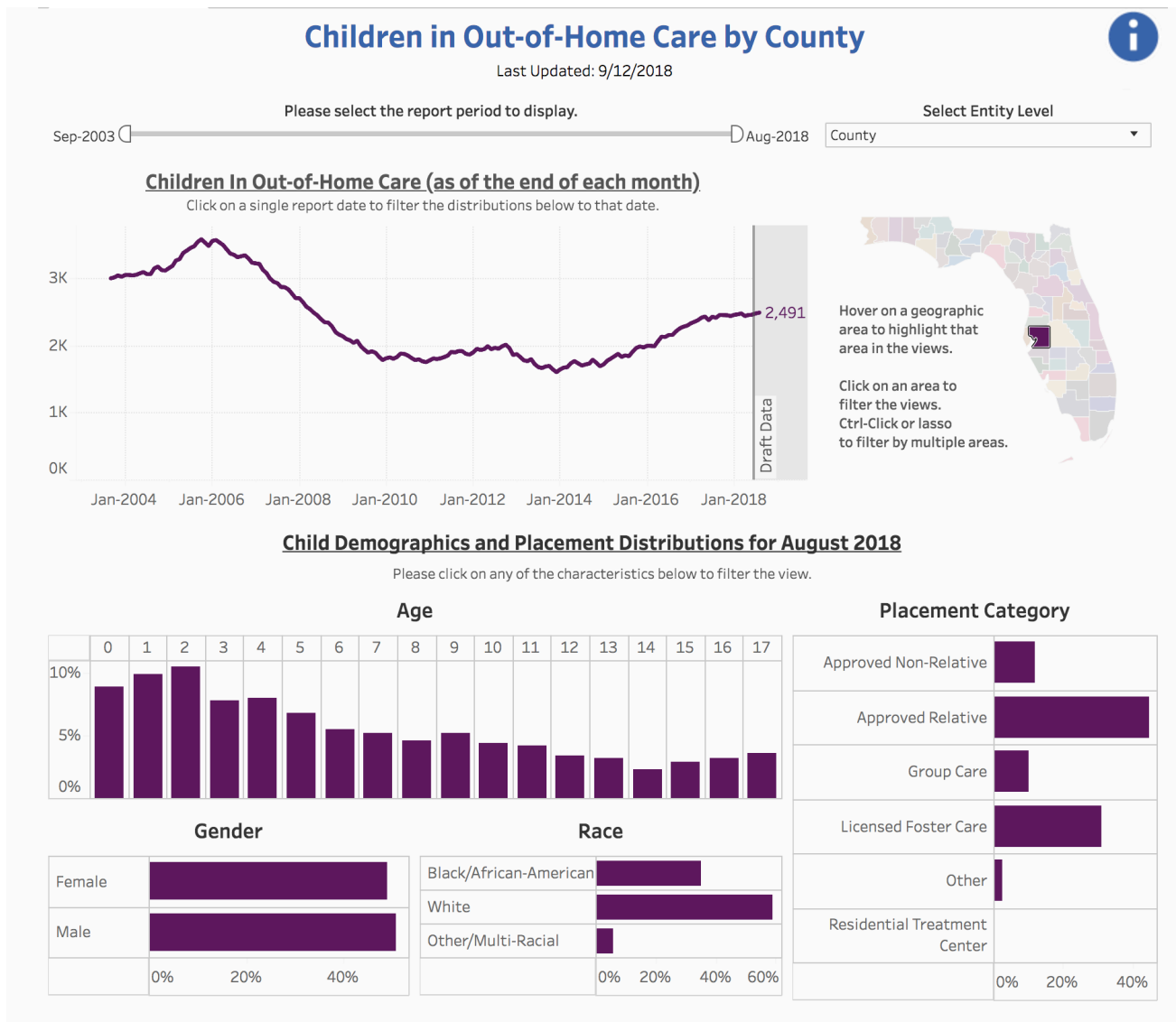
There is also a tendency to complete the two years of transitional and reapply for cash.

*Source for Narrative: TEMPORARY ASSISTANCE FOR NEEDY FAMILIES STATE PLAN RENEWAL October 1, 2014 -September 30, 2017, Economic Self-Sufficiency Program Office*

## **Families with Domestic Violence**

In 2017, a report from the Florida Department of Law Enforcement ([fdle.state.fl.us/FSAC/Data-Statistics/UCR-Domestic-Violence.aspx](http://fdle.state.fl.us/FSAC/Data-Statistics/UCR-Domestic-Violence.aspx)) stated that Hillsborough County had 7,121 reported cases of domestic violence or a rate of 516.3 per 100,000 population. This compared to a state-wide average rate of 522.3 cases per 100,000. Although Hillsborough overall rate is less than the current state rate, Hillsborough's rate is show an 11.3% increase from the previous year, while the state-wide rate is only increasing at a rate of 1.3%.

Figure 12: Children in Out-of-Home Care



Source: <http://www.dcf.state.fl.us/programs/childwelfare/dashboard/c-in-ooH.shtml>

## Children with Special Needs

The ELCHC identifies and/or serves children with special needs through a variety of methods:

- **Early Childhood Council (ECC)** – ECC is contracted to provide inclusion supports for VPK children and non-SR children served by the ELCHC. In fiscal year 2017-2018, ECC provided eight inclusion trainings to child care providers that served 85 participants. Ninety-nine early childhood settings received technical assistance and consultation to ensure children with special needs could be maintained in their child care setting. On-site technical assistance was provided for 190 children that were identified for services. Surveys of providers receiving this assistance indicated satisfaction rates of at least 95% that the assistance helped them better meet the needs of the child referred.
- **Early Steps Program**- The Early Steps Program is a state-wide program that administers early intervention and inclusions services for children birth to 36 months old. For a child under 36 months old to qualify for First Steps, they must have a developmental disability, delay or as-risk for delay, as mandated by the Individuals with Disability Education Act (IDEA). Early Steps focuses on a family model for intervention and inclusion, which is organized through the Individualized Family Service Plan (IFSP). The program functions includes referral through transition when the child reaches three years of age. During fiscal year 2017-2018, Early Steps served 3,900 children in Hillsborough County.

The definition “served” indicates that the child received some type of service through Early Steps. This does not reflect the number of children that were issued an IFSP.

- **School District of Hillsborough County (SDHC) School Readiness Inclusion and Intervention**– The SDHC provides oversight of the Ages and Stages Questionnaire (ASQ) tool that is administered by individual child care providers for the SR children at their sites. Staff from SDHC follow-up with any provider for children whose ASQ falls outside typical development scores. In fiscal year 2017-2018, the SDHC staff provides follow-up services for 2,320 children (1,344 children under 3 years old, 976 children from 3 to 5 years old). Sixty of those children were referred to the SDHC for an Individualized Education Plan (IEP).
- **School District of Hillsborough County (SDHC)**- The Local Education Agency (LEA) for Hillsborough County is the School District of Hillsborough County. Under the Individuals with Disability Education Act (IDEA), the LEA is recognized as the administrative agency for purposes related to the provision of special education and all other related services. During the 2017-2018 school year, the SDHC served roughly 3,000 children ages 3 to 5 years old with an IEP. The SDHC works with the Florida Diagnostic and Learning Resource System (FDLRS) to deliver child and parent services. This coordination aids in identifying and initiating services to all children with disabilities, who are not enrolled in public school. FDLRS works in partnership with SDHC and ECC to provide free developmental screenings for children 0 to 5 years old.

The Primary Exceptional Education Program Services (PEEPS) and Community Primary Exception Education Program Services (C-PEEPS) are programs that service children 3 years old to kindergarten entry. Under IDEA, the SDHC offers early intervention to children that have a current IEP through PEEPS and C-PEEPS. As of October 2018, there are 1,010 children served in PEEPS programs and 76 children served in C-PEEPS program. C-PEEPS programs are traditionally served in child care programs, with a SDHC interventionist visiting the child care center weekly to facilitate special needs services in the least restrictive environment for the child.

Figure 13 represents the five most common categories of disability or delay in children 3 to 5 years old documented in an IEP for fiscal years 2017-2018 and 2018-2019 within the SDHC.

**Figure 13: SDHC Categories of Disability or Delay**

Top 5 Disability or Delay Categories	FY 17-18	FY 18-19	Grand total	Average
Developmentally delayed	1,218	296	1,514	757
Speech impaired	560	534	1,094	547
Language impaired	509	419	928	464
Austim Spectrum Disorder	214	204	418	209
Intellectual disability	53	55	108	54
<b>Grand total</b>	<b>2,554</b>	<b>1,508</b>	<b>4,062</b>	<b>2,031</b>

Source: ELCHC/SDHC, FY 2017-2018

## Unemployment and Other Family Factors

The unemployment rate for Hillsborough County in June 2018 was 3.8%, slightly lower than the overall state of Florida rate of 3.9% according to the Bureau of Labor Statistics. Wage growth, however, has not been strong. In the service sector that includes the majority of SR families’ hourly wages have seen little growth. In the 2018 Regional Competitiveness Report provided by the Tampa Bay Partnership, the region’s average wage is near the bottom when compared against 19 peer and/or aspirational areas in the U.S. with similar attributes. Additionally, affordable housing is in short supply. The homeless rate for the County has declined, but in the 2017-2018 school year, SDHC identified more than 4,000 students who met the McKinney-Vento definition of homeless. As mentioned earlier 15% of all individuals live at or

below the federal poverty level and 25% of all children 0 to 5 years old live in poverty.

Hillsborough County officials have witnessed a drastic increase in heroin and fentanyl use in addition to the opioid epidemic. Local substance abuse treatment agencies are struggling to meet the needs of the newly addicted. Data from the Agency for Health Care Administration (ACHA) and the Florida Department of Health shows that state-wide, the number of substance exposed newborns has increased dramatically from 536 in 2007 to 4,216 in 2016. Hillsborough County has the greatest number of substance exposed newborns in 2016 with 579, which accounts for 3.3% of all births in the county and 14.4% of all substance exposed births in the state. Data from the Florida Department of Children and Families (DCF) indicates that the current number and rate of children in Hillsborough County is the highest in the state in the child welfare system. Children birth to 5 years old represents the majority of cases. In May 2018 there were 2,472 children in the child welfare system in Hillsborough County with 51.1% aged infant through 5 years old, followed by youth 6 to 11 years old with 29.3%. Additionally, in the county, 18% of the population reports their race as Black or African-American. Yet the data pulled from the DCF data system reveals a different pattern. More than 30% of the children 5 years old or younger who were removed from their home and placed in foster care were reported as Black or African-American.

Currently there are 296 children that have been identified as homeless and receiving School Readiness funding.

**Figure 14: Number of Homeless Population Hillsborough County**

Number of Homeless	2014	2015	2016	2017	2018
Totals persons	1,944	1,931	1,817	1,549	1,795
Total families with children	501	568	533	479	602

**Figure 15: Number of Homeless Population in Hillsborough County (By Age)**

Age Range	2017	2017 Percentage	2018	2018 Percentage
Under 18	5,605	17.5%	5,532	18.6%
18-24	2,572	8%	1,981	6.7%
Over 24	23,932	75.5%	22,204	74.7%
Total	32,109	100%	29,717	100%

Source: <http://www.dcf.state.fl.us/programs/homelessness/docs/Council%20on%20Homelessness%20Annual%20Report%202018.pdf>

## Additional Local ELCHC and Child Care Data

As of July 1, 2018, Hillsborough County had a total of 1,053 licensed child care providers. Currently, there are 494 licensed child care centers, 486 licensed family child care homes and 73 large family child care home providers. Between June 2017 and July 2018, 35 CLASS I violations were issued by local child care licensing.

Sources: <https://cares.myffamilies.com/PublicSearch/Search>

**Figure 16: ELCHC Contracted School Readiness Providers by Zip Code for 2018-2019**

Zip codes	Center	Charter Public School	Family Child Care Home	Large Family Child Care Home	Private School	Public School	Total
33510	8		4	1		1	14
33511	15		1	2		2	20
33527	2		1			1	4
33534	3					1	4
33543	1						1
33547	7		1			1	9

33549	3					1	4
33556	2					2	4
33558						1	1
33559	3						3
33563	12		2			4	18
33565	1					1	2
33566	5		3			1	9
33567			2			1	3
33569	4		1			3	8
33570	6		1			1	8
33572	2						2
33578	14		1	1			16
33579	1		1	1		1	4
33583	1						1
33584	10		1	2		2	15
33594	4		2	1		2	9
33596	7			1			8
33598	3		1	1		1	6
33602	6		1			1	8
33603	7	1	5				13
33604	13		27		1	2	43
33605	7		9			1	17
33607	11		14			4	29
33609	5		1				6
33610	20		13	1	1	4	39
33611	8		1			1	10
33612	24		22			2	48
33613	5		5	1		2	13
33614	21		37	10		1	69
33615	15		21	7		2	45
33616	2		2			1	5
33617	13		12	1		1	27
33618	4		2				6
33619	15		17	10		1	43
33624	11		1			2	14
33625	8		1	2			11
33626	2					3	5
33629	4						4
33634	6		10	5			21
33635	1						1
33637	3		1	1			5
33647	5					4	9
33675	1						1
33682	1						1
33801	1						1
Total	333	1	224	48	2	59	667

Source: ELCHC, August 2018



**Figure 17: 2017-2018 School Readiness Enrollment by Provider Type**

Private Center	Public School	FCCH	Informal	Total
13,168	1,1441	1,597	0	15,177

**Figure 18: 2017-2018 School Readiness Enrollment by Care Level**

Infant	Toddler	2 Yr.	3 Yr.	4 Yr.	5 Yr.	School Age	Special Needs	Total
762	1,499	1,951	2,168	2,060	1,104	5,629	4	15,177

\*Duplication may exist.

Source: ELCHC, August 2018

## Hillsborough County School District Data

Hillsborough County Public Schools Teachers, administrators and students are working hard to accomplish a graduation goal that was established in 2015 by Hillsborough County Public Schools. The graduation rates have been steadily increasing since 2014 and are now at 79%. The 90% graduation rate by 2020 is also a national goal that was originally set forth by the Obama administration. A report from America's Promise, an education advocacy group, shows the U.S. high school graduation rate has risen to a record high of 81.4%. Driven by the school district's strategic plan, educators have identified the leading indicators that predict successful graduation, such as good attendance, behavior, and course performance as well as kindergarten readiness. Educators monitor these key areas that impact graduation and intervene when students are at risk. Then, strategies are implemented to help students overcome their challenges and achieve the goal of graduation. Figure 19 represents the tiered intervention system the SDHC has adopted to improve student outcomes. The tiered schools have been identified as requiring additional support to improve student outcome and graduation rates. Figure 19 identifies how many schools have been identified as Achievement Schools per zip code in each tier. The tier they have been assigned is based on data for the past three years. Tier 3 schools require the most intensive support.

**Figure 19: Achievement Schools By Zip Codes**

Zip Code	Tier 1	Tier 2	Tier 3
33584	3	1	1
33607	2		
33610	3	1	5
33563	1	2	
33570	1		
33613		1	
33617		2	1
33612		2	2
33604		2	1
33603	1	1	
33619	1	2	1
33592		1	1
33602		2	
33534		1	
33598		1	
33578		2	
33527			1
33605			2

Source: School District of Hillsborough County, <https://www.sdhc.k12.fl.us/doc/list/achievement-schools/about/226-1249/>, Retrieved August, 2018

## Head Start/Early Head Start

The Board of County Commissioners (BOCC) of Hillsborough County operates Head Start/Early Head Start programs for Hillsborough County. In the 2016-2017 school year, the BOCC program served 3,474 children and their families according to its annual report. The figures below illustrate the Head Start/Early Head start enrollment information from the 2016-2017 school year:

- Figure 20 illustrates the enrollment capacity for each agency administering the program in Hillsborough County
- Figure 21 breakdowns the enrollment by age
- Figure 22 shows the type of eligibility for the children enrolled

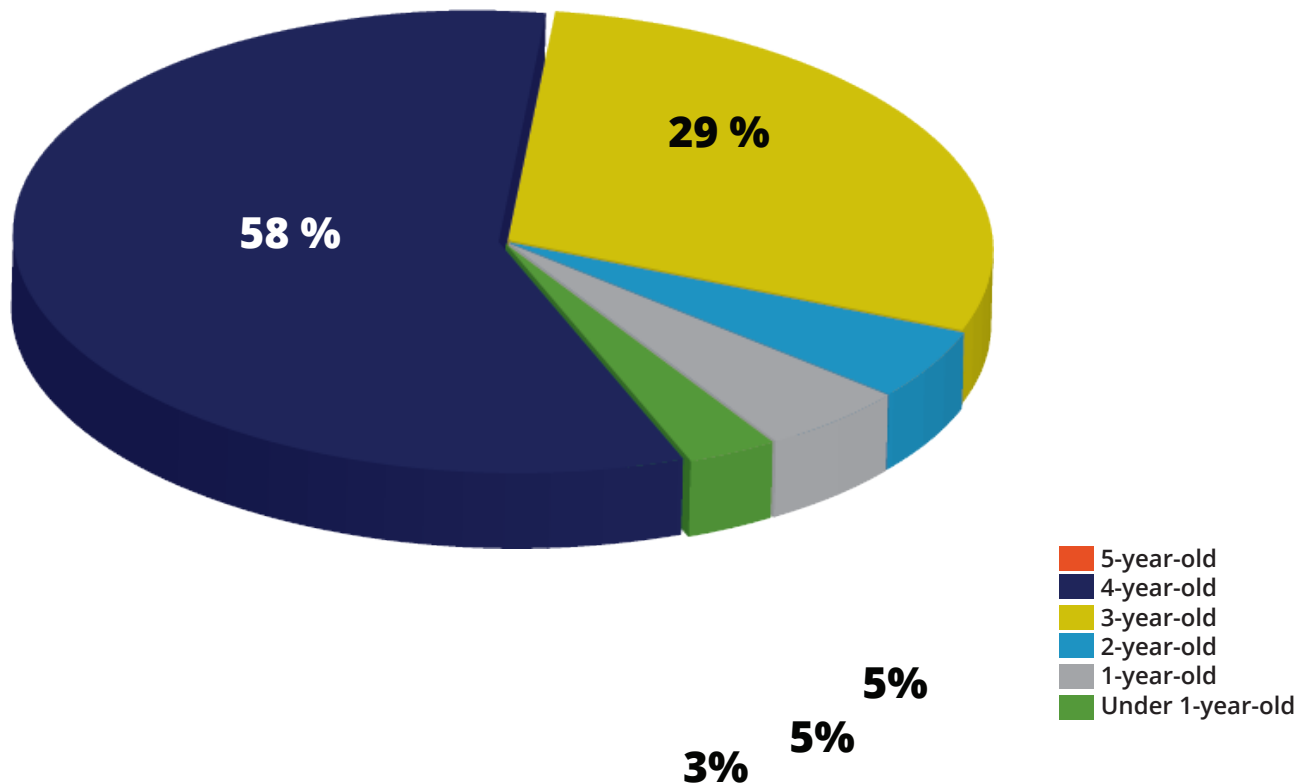
Source: Hillsborough County Head Start/Early Head Start 2016-2017 Annual Report

**Figure 20: Number of Funded Head Start (HS)/Early Head Start (EHS) Enrollment Opportunities by Specific Groups**

Number of Funded Enrollment Opportunities by Specific Groups		
Hillsborough County BOCC	Grantee HS	1295
Hillsborough County BOCC	Grantee EHS	143
School District Headstart	Delegate HS	1812
LFS - FCCH	Delegate EHS	120
YMCA - FCCH	Delegate EHC	80
Pregnant Women	Grantee	24
<b>Program Total Funded Enrollment</b>		<b>3474</b>
<b>Average Monthly Enrollment</b>		<b>100%</b>

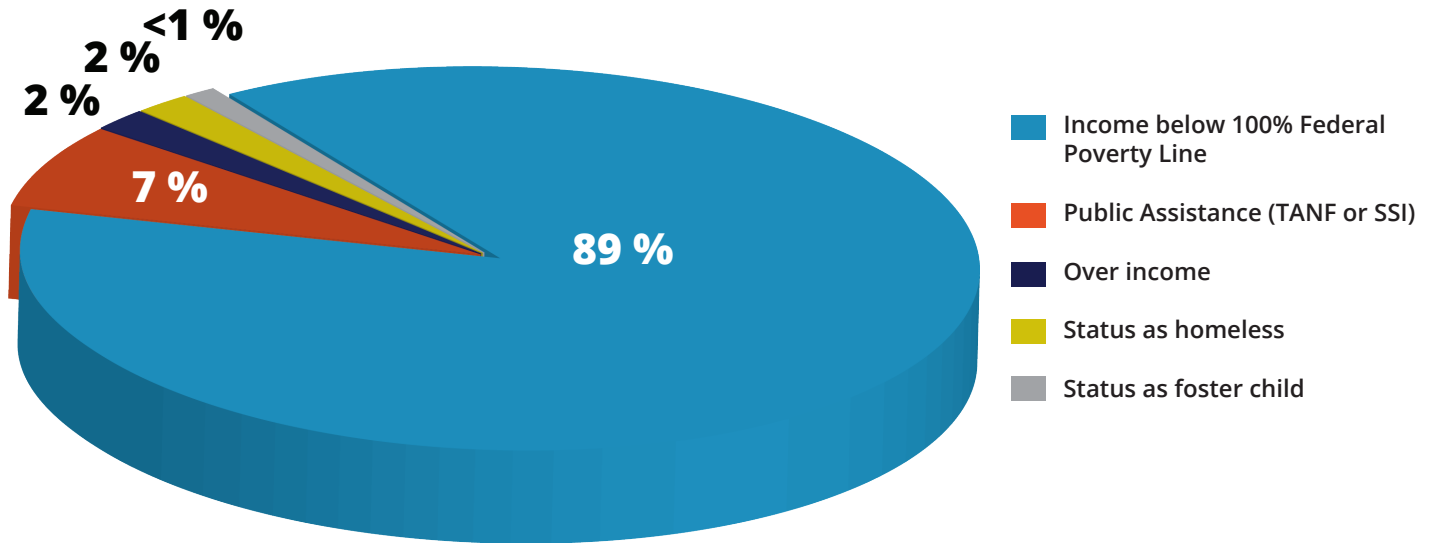
Source: Hillsborough County Head Start/Early Head Start 2016-2017 Annual Report

**Figure 21: Cumulative Enrollment of Program Children by Age**



Source: Hillsborough County Head Start/Early Head Start 2016-2017 Annual Report

**Figure 22: Qualifying Eligibility Breakdown for Head Start/Early Head Start**



Hillsborough County’s Head Start program is one of the largest in the southeastern United States. In fiscal year 2015, Hillsborough County Head Start was funded to serve 3,474 children and pregnant women. This includes 3,071 Head Start children, 343 Early Head Start infants and toddlers, and 24 pregnant women. Overall, services provided during the 2015-2016 school year were 3,994 children and their families and 49 pregnant women. Several program options were offered:

- Full-day (10.5 hours)/full-year center-based Head Start for parents who are working or enrolled in an education or job training program in 19 county-operated facilities and four contracted child care partners (Easter Seals, R’ Club, Kings Kids, and Bible-Based) throughout Hillsborough County.
- Full-day (6 hours)/part-year center-based Head Start for 1,812 children in a delegate agency, Hillsborough County Public Schools (HCPS), in 60 elementary school sites.
- Full-day (10.5 hours)/full-year center-based Early Head Start for 167 children in five County operated facilities and two contracted child care partners, Bible-Based and King’s Kids Academy.
- Full-day (10.5 hours)/full-year family child care home- based Early Head Start for 200 children in two delegate agencies (Lutheran Services Florida and Tampa Metropolitan Area YMCA).
- Expectant Parent Program.

*Source: Hillsborough County Head Start/Early Head Start 2016-2017 Annual Report*

## Champions for Children

Champions for Children is a nonprofit agency that serves families and children in the Hillsborough County community. Their mission is to build stronger families in the Tampa Bay region through its child abuse prevention and family education programs. They carry out their mission through family education and prevention programs, such as home visiting, training and networking courses. The Champions for Children 2016-2017 Impact Report details the scope of the agencies reach in the county. During the 2016-2017 year, Champions for Children served 37,919 individuals. Of that amount, 8,379 children and adults were served at community resource centers around the county. Also, of that amount, 3,323 individuals participated in parent and caregiver education classes, and 2,254 family members received child development home visiting services. Champions for Children offers a variety of support program for families and children. Some of their programs are featured below, as detailed in the Champions for Children 2016-2017 Impact Report:

- 353 women received high quality breast feeding support from certified lactation counselors at the ABC Program’s Baby Café

- 475 families received customized parent education services through Parents as Teachers home visiting program
- 103 men received crucial parenting skills needed to nurture and care for their first baby through Boot Camp for New Dads Class

Source: *Champions for Children Impact Report* <https://cfctb.org/about-us/2016-2017-impact-report/>

## Children’s Board of Hillsborough County

The Children’s Board of Hillsborough County was established in 1988 by voter referendum. The mission of the Children’s Board is to grant funding to programs so they may provide high quality services that support children and families within the county. According to the 2016 Children’s Board Annual Report, the organization awarded \$27.7 million in grants during the fiscal year. For the fiscal year 2016-2017, 63 organizations received major grant funding from the Children’s Board. From that, 200,146 individuals received services through the agencies funded by the Children’s Board.

Source: *Children’s Board of Hillsborough County Annual Report* <http://www.childrensboard.org/download/112316/Annual-Report-2016-Financial-Copy-website2.pdf>

## Voluntary Prekindergarten Program (VPK)

VPK was implemented in 2002 to give all of Florida’s 4-year-olds access to a quality prekindergarten experience. The VPK program is free to families and does not have any income requirements or restrictions. VPK is designed for children entering kindergarten through a yearlong program that consists of 540 instructional hours, or a summer program, consisting of 300 instructional hours. VPK includes quality standards, approved curricula, advancement requirements for personnel and lower classroom ratios during VPK instructional hours. VPK programs are also available for children with special needs through the Specialized Instructional Services (SIS). The ELCHC administers and monitors the VPK program for Hillsborough County. Figure 23 illustrates the VPK enrollment for Hillsborough County in the past three years.

**Figure 23: VPK Enrollment By Year**

July 1, 2015- June 30, 2016	July 1, 2016- June 30, 2017	July 1, 2017-June 30, 2018
13,687	13,448	13,712

Source: *ELCHC, August 2018*

## Healthy Start Coalition of Hillsborough County

The mission of The Healthy Start Coalition Hillsborough County is to improve the health and well-being of pregnant women, children and families in Hillsborough County. The agency does this through several key programs. Some of the highlights of its programs are featured within its 2017 Annual Report. Those highlights include the Healthy Start Program delivered pre-natal support to 7,598 women; the Safe Baby Plus program trained 1,591 professionals in Safe Baby Curriculum; the Nurse Family Partnership conducted 1,662 home visits; and Healthy Families Hillsborough served 1,964 children during 2017.

Source: *2017 Healthy Start Coalition Hillsborough County Annual Report*

## Cost of Child Care in Hillsborough County

The annual average cost of child care in Hillsborough County greatly impacts the type and quality of care received. Each Coalition reports to the Office of Early Learning on local market rate for child care costs within that area. Below is the 2017 annual market rate for center-based and family child care homes within Hillsborough County.

Source (Figures 23 & 24): *OEL 2017 Market Rate Report* <http://www.floridaearlylearning.com/providers/market-rate>

**Figure 24: Average Cost of Full Time Child Care for Non Gold Seal Private Centers in Hillsborough County – 2017 (Provider Reported)**

Care Level	Number of Providers		Market Rate (Private Pay Rates)						School Readiness Reimbursement Rate		
	Rates Included	Rates Excluded	Average	Maximum	Minimum	Median	Most Frequent	75th Percentile Rate	Average SR Reimbursement Rate	% of Average Market Rate	% of 75th Percentile Rate
Infant	150	1	\$184.86	\$293.00	\$115.00	\$175.00	\$160.00	\$207.25	\$137.99	74.65%	66.58%
Toddler	237	3	\$150.77	\$276.34	\$57.74	\$145.00	\$145.00	\$167.50	\$105.91	70.24%	63.23%
Preschool	252	1	\$130.19	\$240.00	\$56.58	\$121.67	\$120.00	\$148.33	\$92.38	70.96%	62.28%
School-Age	202	2	\$110.18	\$217.50	\$50.00	\$100.00	\$100.00	\$125.00	\$79.63	72.27%	63.70%

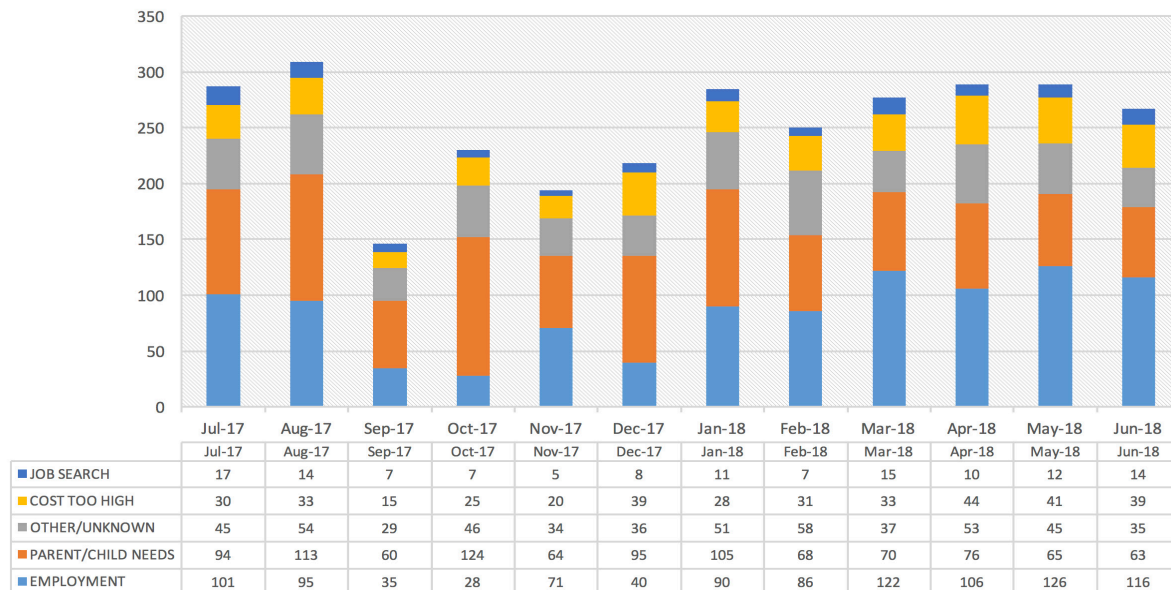
**Figure 25: Average Cost of Full Time Child Care for Family Child Care Homes in Hillsborough County – 2017 (Provider Reported)**

Care Level	Number of Providers		Market Rate (Private Pay Rates)						School Readiness Reimbursement Rate		
	Rates Included	Rates Excluded	Average	Maximum	Minimum	Median	Most Frequent	75th Percentile Rate	Average SR Reimbursement Rate	% of Average Market Rate	% of 75th Percentile Rate
Infant	276	0	\$143.91	\$250.00	\$110.00	\$147.50	\$150.00	\$150.00	\$114.90	79.84%	76.60%
Toddler	279	0	\$129.74	\$200.00	\$92.50	\$127.50	\$125.00	\$137.50	\$103.98	80.15%	75.62%
Preschool	279	0	\$116.59	\$183.33	\$83.33	\$115.00	\$100.00	\$125.00	\$93.32	80.04%	74.66%
School-Age	256	1	\$101.03	\$250.00	\$65.00	\$100.00	\$100.00	\$110.00	\$81.74	80.90%	74.30%

## Child Care Resource & Referral

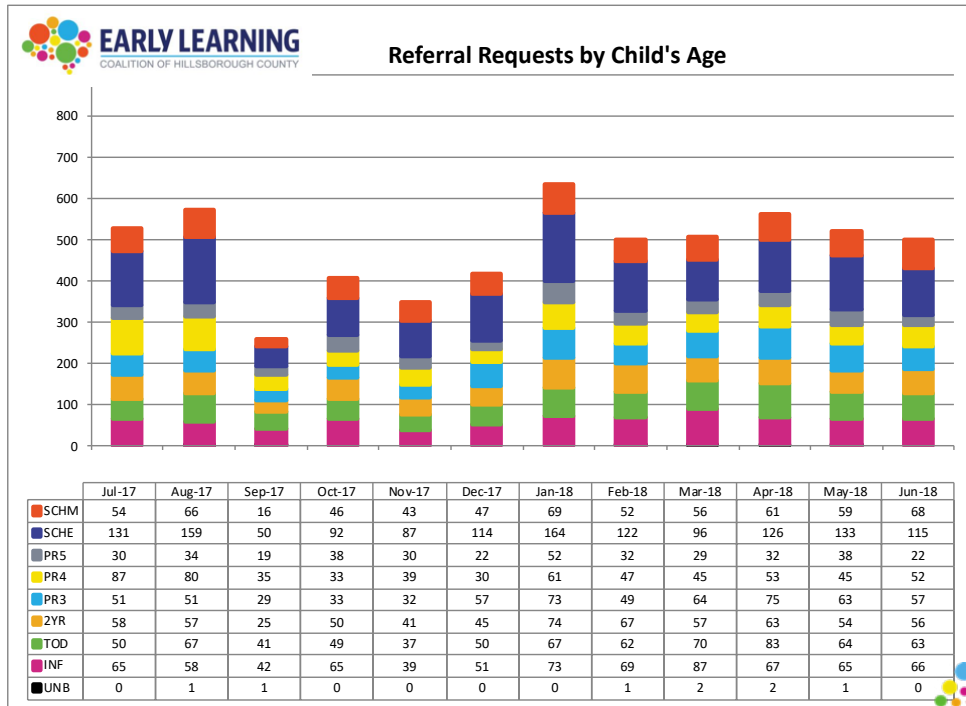
ELCHC and SDHC support families in finding child care options that fit their unique needs through the Child Care Resource and Referral Program (CCR&R). Figures 26 and 27 details the type and amount of referrals families make to CCR&R.

**Figure 26: Child Care Resource and Referral – Top 5 Reasons for Care in 2017-2018**



Source: ELCHC/SDHC, June 2018

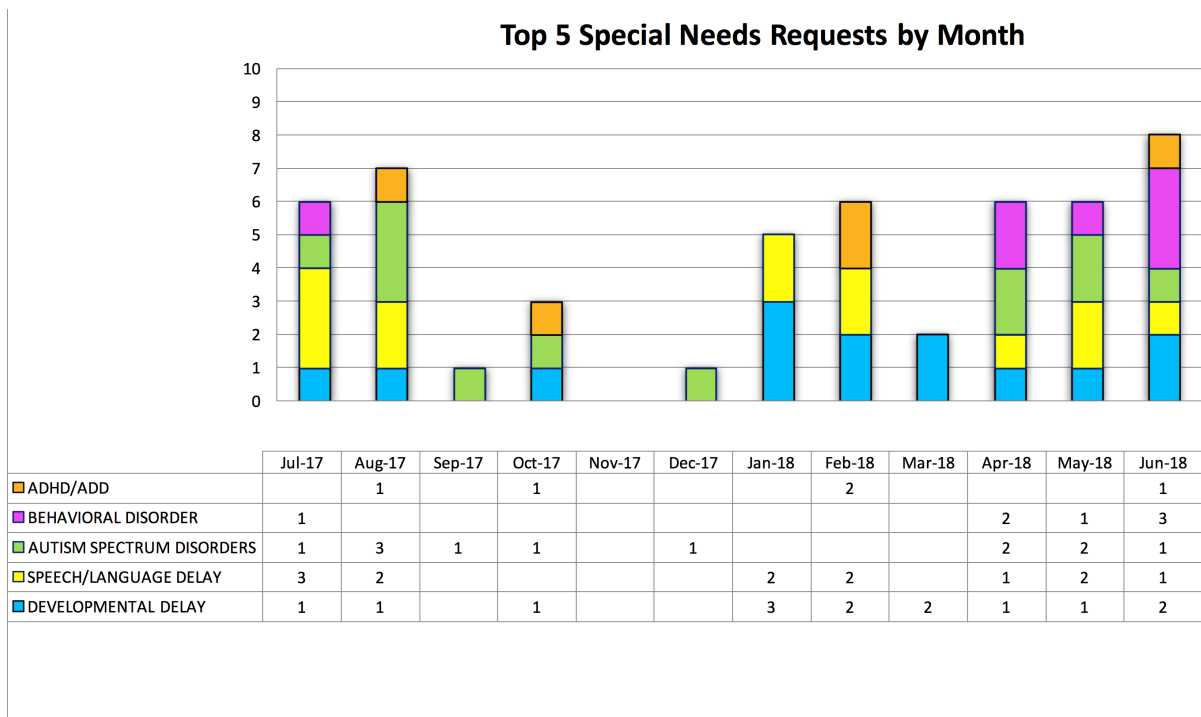
Figure 27: Child Care Resource and Referral – Top 5 Reasons for Care in 2017-2018



Source: ELCHC/SDHC, June 2018

## Special Needs Data

Figure 28: CCR&R Special Needs Referrals, 2017-18 Fiscal Year



\*November 2017 – There were no requests for Special Needs

As illustrated above, not a large number of families requested special needs referrals through the CCR&R program. We acknowledge that this might be due to families being referred to other agencies by staff without going through the full CCR&R process and data collection.

## RECOMMEDATIONS

### School Readiness Eligibility Priorities

Pursuant to section 1002.87(1)(c) of the Florida Statutes (F.S.), the ELCHC may reorder School Readiness Priorities 3 through 9 based on the need in the community as illustrated by the data in the community assessment. Based on the information presented in this report we recommend the priorities are reordered to address the need to support families transition from TANF Cash Assistance to the workforce. Offering child care keeps children in consistent care, while helping families maintain employment and become self-sufficient. Additionally, the data in this report shows that there are a significant number of children with IEPs in the county. Although the School District offers educational services to children with special needs, the School Readiness Program can offer additional support to these families. As a result, we recommend that the Special Needs Priority move from Priority 8 to Priority 5. The figure below illustrates our recommended changes to the School Readiness Eligibility Priorities in Hillsborough County. Priorities 1 and 2 are established by section 1002.87(1)(a) & (b), F.S. Priorities 3 through 9 are the local priorities the ELCHC may reorder.

**Figure 29: Recommended School Readiness Eligibility Priorities**

RECOMMENDED SCHOOL READINESS ELIGIBILITY PRIORITIES		FORMER PRIORITY
1	A child younger than 13 years old from a family that includes a parent who is receiving temporary cash assistance under chapter 414 and subject to the federal work requirements.	1
2	An at-risk child younger than 9 years old.	2
3	A child of a parent who transitions from the work program into employment as described in s. 445.032 from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.	4
4	A child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services.	3
5	A child who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years old. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.	8
6	An at-risk child who is at least 9 years old but younger than 13 years old. An at-risk child whose sibling is enrolled in the school readiness program within an eligibility priority category listed in paragraphs (a) and (b) and subparagraph 1. shall be given priority over other children who are eligible under this paragraph.	5
7	A child of a parent who transitions from the work program into employment as described in s.445.032 who is younger than 13 years old.	7
8	A child who is younger than 13 years old from a working family that is economically disadvantaged.	6
9	A child who otherwise meets one of the eligibility criteria in paragraphs (a) and (b) and subparagraphs 1. and 2. but who is also enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Education Program.	9





## Contracted Slots

In order to better understand how contracted slots may positively impact child care shortages in high needs area, the ELCHC has decided to look specifically at ZIP codes with high percentages of children living at or below the poverty level. We started collecting information from centers in these ZIP codes to help us determine if the use of contracted slots may be able to help alleviate some child care needs for infant care. A survey of child care providers was conducted in October 2018. Providers in these areas were contacted by telephone and asked the following questions concerning infant child care slots:

1. Are you licensed to serve infant-aged children? If so what is your capacity? What is your current enrollment?
2. If no, would you be interested in serving infant-aged children? If not, what barriers are preventing you from serving infant-aged children?
3. Have you ever served infant-age children? What barriers did you experience?
4. Do you receive inquiries for infant care, if so, how often?
5. Do you have space available to provide care for infant children?
6. Are you interested in possibly participating in an infant program that offers a higher school readiness reimbursement rate for infant- and toddler-aged children? The program would reimburse you for the infant slot, even when the child is not in care.

Sixty-three providers responded to the survey via phone call. Of those 63 providers, the majority are licensed for infant care, with an average capacity of eight children and average current enrollment of eight children. Providers that do not serve infant children identified space for infant care as the top reason that they do not currently serve infants. Cost of infant care surfaced as the most common barrier in providing infant care. When asked about the current inquiries for infant care, most of the providers receive an average of three inquiries per week from families seeking infant care. This depicts a high demand for infant care in these zip codes.

Based on the demographic information collected for this report as well as the aforementioned survey results, we recommend the ELCHC conduct a pilot program that offers infant care contracted slots for up to 25 School Readiness Providers in high-poverty ZIP codes 33605, 33602, 33607, 33610, and 33612. The results of the survey indicated that there is a great need for infant care in these communities but providers generally do not have space or are deterred by the high-costs. If the pilot program shows that the contracted slots offsets the expenses of providing infant care, providers may be more able to create additional space to meet the demand of families.



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# Chapter 1: Overview

The Early Learning Coalition of Hillsborough County strives to ensure that children and their families have access to high-quality, affordable early learning programs and services in our community. As a 501(c)(3) non-profit organization, we are funded through state and federal dollars. In addition, we receive local funding through our partnership with the Children's Board of Hillsborough County. The Coalition:

- Works to determine the needs of young children in our county.
- Develops, plans and works in collaboration with community partners to ensure children are ready for school.
- Assures the quality of early childhood services.
- Oversees Florida's free Voluntary Prekindergarten (VPK) program, which serves over 10,000 children throughout Hillsborough County.
- Offers professional development for our early care and education teachers.
- Administers funding for the School Readiness program, which assists eligible, low-income parents get early education and care for their children so they can work and/or get the education or training necessary to become self-sufficient.
- Provides Inclusion and other services related to Special Needs.
- Promotes to community stakeholders the need for early education

Persons who will benefit from knowledge of the policies contained in this guide include:

- a) Agencies wishing to understand the eligibility requirements under the School Readiness Program
- b) Parents/guardians wishing to understand the basic requirements for eligibility determination for School Readiness;
- c) School Readiness Intake and Eligibility Personnel; and
- d) School Readiness Program Monitors;

Initial determination and re-determination of eligibility for the School Readiness Program shall be based on:

- Florida Administrative Code 6M-4.200; 6M-4.208, 6M-4.300 and 6M-4.400
- Florida CCDF Plan
- Early Learning Coalition Plan, current version;
- Agency policies that may be issued from time to time.

The overarching purpose of the School Readiness Program is to assist eligible families with child care costs. Due to funding limitations, financial assistance is not available for all children who may need child care.

Therefore, it is necessary to establish eligibility criteria to target child care fiscal and placement resources for those groups identified as having priority of need. Effective January 1, 2019, in accordance with 1002.84(7), F.S. and 1002.87(1), F.S., the ELCHC local priorities for service is as follows:

1. Priority 1: a child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance under chapter 414, F.S., and subject to the federal work requirements. *(s.1002.87(1)(a), F.S.)*
2. Priority 2: an at-risk child younger than 9 years of age. *(s.1002.87(1)(b), F.S.)*
3. Priority 3: a child of a parent who transitions from the work program into employment as described in s. 445.032, F.S., from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2, F.S. *(s.1002.87(1)(c)(2), F.S.)*
4. Priority 4: a child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2, F.S., who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2, F.S., until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services. *(s.1002.87(1)(c)(1). However, a child eligible under this paragraph ceases to be eligible if his or her family income exceeds 85% percent of the state median income. (6M-4.200(3)(b)2, FAC))*
5. Priority 5: A child, who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district and is not younger than 3 years of age. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2, F.S. *(s.1002.87(1)(c)(6), F.S.)*
6. Priority 6: an at-risk child who is at least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the School Readiness program within an eligibility priority category listed in s. 1002.87(1)(a)-(b), F.S., shall be given priority over other children who are eligible under this priority. *(s.1002.87(1)(c)(3), F.S.)*

7. Priority 7: a child of a parent who transitions from the work program into employment as described in s. 445.032, F.S., who is younger than 13 years of age. (s.1002.87(1)(c)(4), F.S.)
8. Priority 8: a child who is younger than 13 years of age from a working family that is economically disadvantaged. A child who is eligible under this paragraph whose sibling is enrolled in the School Readiness program under s. 1002.87(1)(c)(1), F.S., shall be given priority over other children who are eligible under this priority. However, a child eligible under this priority ceases to be eligible if his or her family income exceeds 200 percent of the federal poverty level. (s.1002.87(1)(c)(5), F.S.)
9. Priority 9: Notwithstanding s. 1002.87(1)(a)-(d), F.S., a child who otherwise meets one of the eligibility criteria as described in priorities, who is also enrolled concurrently in the federal 7Head Start Program and the Voluntary Prekindergarten Education Program. (s. 1002.87(1)(c)(7), F.S.).

This manual contains the policies and procedures that are to be used in determining eligibility. It is impossible to foresee and give examples for all situations. Therefore, staff determining eligibility for services are encouraged to use reason and apply good judgment in making eligibility decisions. A reasonable decision made based on the best information available using reason and logic, program knowledge, experience, and expertise in a particular situation is referred to as the “prudent person” principle.

# Chapter 2: Waiting List

The Early Learning Coalition of Hillsborough County's waiting list for the School Readiness Program is the only waiting list for financial assistance. In general, applying for services via the waiting list is the first step of the process for low-income employed families to access the School Readiness Program.

**2.1 Parental Access to the Wait List.** Families may access the wait list application by logging on to the Coalition's website: [www.elchc.org](http://www.elchc.org) or the Office of Early Learning's website: <https://familieservices.floridaeearlylearning.com>. This Family Portal ensures the availability and accessibility of the wait list for families applying for School Readiness financial assistance by allowing parents to apply for services anywhere that a parent can access the internet. Children are enrolled from the wait list in accordance with the eligibility priority categories established in 1002.87 F.S., starting January 1, 2019, the above local eligibility priority categories will be used.

Families must create an account on the Family Portal to apply for services and will need to establish their own email account to receive information regarding their application. To apply for services, families will complete an online application and upload required documents. Families will receive updates regarding the status of their application via email.

Families must complete the prequalifying questionnaire via OEL's Family Portal. Questions #3 and #4 are based on the current Federal Poverty Level (FPL) for the total number of family members reported in Question #2. If the results of the prequalifying questions indicate that the family may be potentially eligible for the School Readiness Program, the family will be directed to complete the School Readiness application (OEL-SR 01). To complete the application process the family must submit at least one required document such as a paystub, verification of employment statement, written statement from employer, school enrollment or class registration, or documentation of a temporary or permanent disability.

**2.2 Approval/Rejection of Application.** Staff is expected to review and approve or reject each family's application and supporting documents to determine if:

- 1) The family is eligible for the service requested;
- 2) The family is currently receiving services; or
- 3) The family is currently on the OEL Portal wait list.

**A. Determination of Eligibility.** The determination of eligibility must take into account the family's statement of income, family size, type of service requested,

disability if applicable, the family's eligibility priority and the need for care. An unborn child may not be included in the family size.

- B. Notification.** The family will be notified regarding their potential eligibility within twenty (20) calendar days of ELCHC's receipt of the completed application. Applicants that are not eligible for services will be advised of the reason for the ineligibility. If determined ineligible for services, Applicants shall be offered Child Care Resource and Referral services and referred to other services which may be appropriate for their needs.
- C. Wait List Placement.** If funds are available at the time of application, staff will conduct an eligibility determination in accordance with Section 1002.87, F.S., and subsection 6M-4.200(3), F.A.C. Staff will notify the family of the documents needed to support eligibility as established in Rule 6M-4.208, F.A.C. Once the family's eligibility is established, the child can be enrolled with a provider that has an executed contract for the School Readiness Program. If, funds are not available, all potentially eligible children will be placed on the wait list under the child's legal name, age, and probable eligibility category. In order to maintain the child's place on the wait list, the family must notify the Coalition of any changes to their address, telephone number or purpose of care.
- D. Maintenance of the Waiting List.** Families are placed on the waiting list on a first-come, first-serve basis, based on the date of the submitted application, the potential eligibility and priority categories specified in Section 1002.87(1) F.S., and the age of the child. If a parent requests School Readiness services for an additional child following placement on the waiting list, the additional child shall be placed on the waiting list according to the in the additional child date the family was placed on the waiting list. The additional child will be placed on the waiting list according to the initial date the family was placed on the waiting list. Staff will assign a potential eligibility category and priority for the additional child as specified in Section 1002.87(1)F.S.

Parents can update information submitted in the School Readiness Application via the Family Portal. Staff should review the updated information to ensure continued potential eligibility. If the family is still potentially eligibility, the family will maintain its place on the waiting list.

If the family is no longer potentially eligible, staff shall notify the family and offer CCR&R services. Staff should review the wait list regularly to ensure there are no duplicate entries or names and that the number of children waiting for services is



accurate. However, staff must not purge its waiting list by removing all children at one time.

If the parent is not called in for eligibility determination/enrollment, the parent must update his/her wait list application every six months from the date of initial placement on the waiting list or from the last revalidation date. The Family Portal will generate notifications to the parent based on due dates for revalidation and set time frames for the parent to submit information. The Family Portal will send parents notification regarding revalidating their application 150 days after their last submission/update. The system will automatically terminate the application on day 181 if the parent does not update the waitlist application.

Staff will review the updated information and determine the family's continued eligibility for the wait list. If the family is no longer eligible, or the need for service no longer exists, the family will be inactivated from the Family Portal Wait List.

Once a family is inactivated from the wait list, any subsequent applications for services will be treated as an initial application. The family's prior position will not be reinstated.

**2.3 Exceptions to Wait List Placement.** Children in the following eligibility categories **are not** placed on the wait list.

**A. Priority 1 Children:** BG3-TCAN, BG3W-TCAW, and WRC-RC1 from birth to younger than 13 years of age. Families receive a referral and must be enrolled for service within ten (10) days of the referral.

**B. Priority 2 Children:** BG1-11D, HOME, FAM, 11, 13, 14R, IN, OUT, BG3R-RCG from birth to younger than 9 years of age are served immediately and are not placed on the wait list.

**2.4 Placement from the Wait List.** When funds become available families are called from the wait list based on the priorities for service established in 6M-4.300 F.A.C. The family will be given thirty (30) calendars days to respond. If the family does not respond within the thirty (30) period, the family will be terminated from the wait list. Documentation should be maintained in OEL Portal of all attempts to contact the family. Staff should use multiple methods to contact the family such as email, mail, and/or telephone to follow up with the client.

Parents must meet a purpose for care when they are called off the waitlist. Families who are experiencing an interruption in employment or education as defined in 6M-

4.200 F.A.C. should be enrolled in School Readiness and services suspended until the parent resumes employment or education activity. At the time of enrollment, the parent must be given a date by which to establish eligibility for placement into care. The date should be determined on a case by case basis and documented in the OEL Portal. Parents must submit all required documentation to determine eligibility within thirty (30) calendar days from the date on the funding availability notification.

If, the parent is out of work at the time the funding availability letter is received, then his/her wait list status should be terminated. The parent should reapply once employment/purpose for care is established.

**Note:** When the child's status is updated as the result of a funding availability notification, the system removes the child from the wait list. A parent should only be terminated from the wait list if they fail to respond within ten (10) business days or if during the eligibility interview they do not have a purpose for care.

**2.5 Removal from the Waiting List.** Parents will be notified of removal from the waiting list. The notification must include the reason the family was not placed on the waiting list or why the family or child was removed from the waiting list. A family will be removed from the waiting list based on the following:

1. Failure to maintain accurate contact information;
2. Failure to meet school readiness eligibility requirements;
3. Failure to confirm information. (Parent does not validate information by the due date indicated on the notification);
4. A child in the household has obtained the age of 13;
5. The parent indicates 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 Hillsborough County; or
8. Funding becomes available and the child is already enrolled in the school readiness program.

**2.6 Reapplication.** Families removed from the waiting list must reapply for school readiness services and be screened for eligibility to be placed back on the waiting list and receive a new waiting list date. If the family on the waiting list moves out of Hillsborough County, the family must reapply for eligibility 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.

# Chapter 3: Role of the Family Services Specialist

*The primary function of the Family Services Specialist is to determine initial eligibility and to re-determine eligibility of families and children for School Readiness services, to assist with appropriate placement for eligible children, and determine the parent/guardian co-payment.*

*The Family Services Specialist should have basic knowledge about the School Readiness Program, the steps for applying for services, including eligibility categories, the age range of children served, various program options and potential hours of operation, basic eligibility requirements, parent co-payment determination process and be able to articulate these details to all prospective applicants.*

**3.1 General Information.** The final authority on eligibility for the School Readiness Program rests with the Early Learning Coalition of Hillsborough County. The person making the determination of eligibility for School Readiness Service is responsible for applying the eligibility regulations as set forth in 6M-4.200 and 6M-4.300, F.A.C, the Coalition Plan and any policies adopted by the Coalition.

- A. Confidentiality of Information.** Any information related to a family or individual's participation in the School Readiness Program shall not be disclosed, shared or made available to any person, organization, or provider without the prior written consent of the participant(s) or applicant(s). Any such information will only be shared or disclosed in accordance with all confidentiality and privacy protections as afforded by all applicable federal, state, and local laws.
- B. Non-discrimination Policy.** All services shall be provided to applicants without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibility, matriculation, political affiliation, disability or source of income.
- C. Determination.** The Family Services Specialist obtain a thorough understanding of and apply all relevant eligibility factors, including family status, residence, income, hours and location of employment and/or training as well as other factors that will enable the Family Services Specialist to reach a decision about eligibility.
- D. Placement and Parent/Guardian Choice.** The Family Services Specialist shall assess, with the applicant or recipient, the service needs related to child care. The Family Services Specialist must assure parent/guardian choice by explaining the

various placement options, which include licensed/exempt child care centers, licensed home providers, and relative and in-home care.

Applicants for School Readiness services must select from the providers that have executed an agreement with the Coalition.

- E. Documentation Requirements.** The Family Services Specialist shall review all documents closely to ensure they are authentic and that they match the applicant's verbal statements and application.

The Family Services Specialist shall ensure families understand reasons and are properly notified when they do not qualify for the School Readiness Program or services must be terminated.

All eligibility documents must be in place before a child is placed in the School Readiness Program. Exceptions to this requirement shall be made for "at-risk" children that receive a referral from the Department of Children and Families or its contracted providers, DCF-designated Lead Homeless Coalition Continuum of Care Agency or Certified Domestic Violence Center.

For redetermination reviews, all documents must be submitted by the close of business of the final date of eligibility. Failure of the parent/guardian to supply all required eligibility information will result in termination of the School Readiness services. Under no circumstances can the School Readiness services be provided beyond the authorized eligibility dates.

- F. Case Record Requirements.** Family Services Specialist shall establish and maintain case records for each applicant receiving School Readiness services. The case record should be contains individual eligibility information for all children in the family.

The eligibility record is subject to review by Coalition staff, the Office of Early Learning, the Auditor General of the State of Florida, the U.S. Department of Health and Human Services and outside auditors. Closed case records must be maintained for a minimum of five (5) years.

History notes must be kept in the OEL State-Wide Database (OEL Portal) for capturing all work related to the applicant and case.

- G. Statewide Information System (OEL Portal).** The Office of Early Learning (OEL) uses a statewide t information system to store data for all children in the School Readiness Program. Family Services Specialists, in coordination with Families, are required to maintain and update case information for each family who is determined eligible for services throughout the family's period of service.

In addition to reviewing all required fields in OEL Portal, the Family Services Specialist is expected to maintain case history notes. These notes tell a story to support the decision(s) made by the Family Services Specialist. Case notes must be clear, concise, and to the point. There must be enough information so anyone reviewing the case can determine the reason, logic and accuracy of the Family Services Specialist's decisions/actions. After every contact with the client and/or an action taken on the case, case notes must be made in the OEL Portal (unless an automated system note).

As a general rule of thumb – every time anything is done regarding the case, a history note is made no matter how small or insignificant it might seem. Examples of actions to be documented in OEL Portal are (not all inclusive):

- Approval of benefits
- Denial of benefits listing the denial reason
- Updates to the case which result in an increase or decrease of benefits
- Termination of benefits listing the reason the case is being terminated
- Changes reported by the client or any other source
- Details of conferences and/or hearing results
- Client contacts (concerns of complaints from the client)
- Appointment dates and times scheduled
- Client no-show for appointments

Other information pertaining to the case may also be documented in the case notes as long as it is factual and not the opinion of the Family Services Specialist. The Family Services Specialist must document the actual date of the activity within the narrative if it is different than the date of entry.

Information reported by phone must be case noted in the OEL Portal and contain the following information:

- The reported change;
- The date the change occurred;
- Who reported the change; and
- The date the change was reported.

# Chapter 4: Qualifying for School Readiness Services

*This chapter explains the general steps that parents need to take to receive School Readiness Program Services. Regulations regarding the School Readiness Program can be found in 6M-4.200, 6M-4.208 F.A.C et seq. and are located at:*

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=6m-4>.

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## 4.1 Application for School Readiness Financial Assistance

After receiving a funding availability notification or a referral from the Department of Children and Family Services or its contracted provider, the Hillsborough County Sheriff's Office, or CareerSource, parents may apply for the School Readiness Program by making an appointment, walking in to on the intake and eligibility offices, and submitting documents via the OEL Family Portal.

- A. **Application.** Each parent/guardian must submit an application that has been completed, signed, and dated at initial eligibility determination, and at each subsequent redetermination. The Family Services Specialist shall ensure the application form is completed, dated, signed and all required documentation is submitted before determining eligibility.
- B. **Family Information.** All questions on the application should be completed by the parent/guardian. If the parent/guardian needs assistance completing the application, the Family Services Specialist may assist the parent/guardian navigate the portal.
- C. **Client File.** Every case file must contain a completed Application for School Readiness services electronically signed by the applicant and Family Services Specialist. The file must have supporting documentation for eligibility and calculations of the family income for determination of the family's co-payment. Copies of any payment adjustment forms should be included in the record.

The Family Services Specialist must make sure that the completed application contains the following information:

- Parent name(s)
- Parent address(es)
- Name of child(ren) receiving authorization for care
- Child(ren)'s birth date
- Purpose of care (protection, employment, work activity, etc)

- Authorized billing group (BG8-ECON, BG1-11, etc.)
- Hours of care authorized (full-time/part-time)
- Parent's dated signature

D. **Accuracy of Application.** Parents/families will be advised that providing false or misleading information may result in termination of School Readiness financial assistance, ineligibility for any future financial assistance, and/or obligation to repay the cost of child care.

**4.2 Payment Certificate.** Once determined eligible for School Readiness Services, and the child is enrolled, the OEL Portal generates a payment certificate. This certificate identifies the child(ren) for whom the Family Services Specialist authorized care, the provider the family selected, the assessed parent copayment for each eligible child, authorization for full- or part-time care, and the authorized beginning and end dates of care, billing group and eligibility.

A. **Parental Choice.** Both state and federal regulation requires the Coalition to allow parental choice through a certificate that allows the parent flexibility in the types of child care programs that are available. Parents can choose to enroll their child in any legally operating child care program (center-based, family child care, faith-based, etc.) that has executed a Statewide School Readiness Provider Agreement.

B. **Provider Notification.** The payment certificate is notification to the child care provider that the child is enrolled in the statewide information system for payment, the authorized period of the child's enrollment, the payment rate, the assessed parent copayment amount and the hours of care (full-time/part-time).

**4.3 Applications Causing a Conflict of Interest.** Family Services Specialists may not process applications that create a conflict of interest. Conflicts of interest may include employee/supervisor relationship, dating relationship, and or relationships in which the applicant for service is the Family Services Specialist's friend, roommate or relative.

# Chapter 5: Documentation Requirements

*All documentation that verifies eligibility will be maintained in each family's file. All documents must be readily available at the time of initial application and any subsequent redetermination. Examples of acceptable documentation can be found throughout this guide.*

**5.1 Supporting Documentation.** Services cannot start or continue prior to receiving a completed application and all supporting documentation for establishing or continuing eligibility. A client shall not be determined eligible without all required documentation (as it pertains to their specific billing group requirements).

**A. Initial application.** Parents must submit documentation that verifies each of the following data elements unless the regulations of the Office of Early Learning state or policies of the Early Learning Coalition of Hillsborough County identify an exception. Documentation of the following is required at the initial application:

- 1) Identity of the applicant(s);
- 2) Hillsborough County Residency;
- 3) Citizenship or immigration status of any child seeking School Readiness services
- 4) Child(ren)'s age; **AND**
- 5) Purpose of care for each parent on the application

**B. Redetermination.** Parents must submit documentation that verifies their continued eligibility for School Readiness services unless regulations of the Office of Early Learning or policies of the Early Learning Coalition of Hillsborough County state an exception. The following documentation is required at redetermination:

- 1) Hillsborough County Residency;
- 2) Total gross household income; **AND**
- 3) Ongoing purpose of care for each parent on the redetermination application.

**5.2 Identity of Parent(s).** Family Services Specialists will verify the identity of each parent applying for School Readiness services. Documentation of identity must include original and valid documents, and only needs to be submitted once. Documentation should include a photo of the applicant.

**A. Definition of Parent.** Federal regulation provides the definition of a parent for the purpose of establishing a child's eligibility for School Readiness services. "Parent" means a person who has legal custody of a minor as a:



1. Natural or adoptive parent;
2. Legal guardian;
3. Person who stands in loco parentis to the minor. A person who stands in loco parentis" means a responsible adult with whom the child lives, who is responsible for the day-to-day care and custody of the child when the child's parent by blood, marriage, adoption or court order is not performing such duties; or
4. Person who has legal custody of the minor by order of a court.

Florida law states that a parent is either or both parents of a child, any guardian of a child, any person in a parental relationship to a child or any person exercising supervisory or temporary authority over a child in place of the parent.

**B. Applicant Identify.** The parent will need to provide documentation to verify his/her identify. Acceptable documentation for verification include:

- 1) Florida Driver's License;
- 2) Florida Identification Card;
- 3) U.S. passport;
- 4) U.S. Military Card; **OR**
- 5) Non-U.S. Passport

**NOTE:** If the documentation provided for applicant identity does not include a photo, the Family Services Specialist must obtain two forms of ID showing the parent's name (i.e. a Social Security care, voter registration care, birth record, military document, school record, paystub, employment record or insurance card.

**5.3 Family Composition and Relationship Requirements.** Parent applying for School Readiness services must list all family members residing in the household and attest to the accuracy of this list when they complete and electronically sign an application. All applicants are subject to the general eligibility requirements regardless of whether they were referred or received a funding availability.

**A. Definition of Family.** 1002.81 (9) F.S. defines family or household members as "spouses, former spouses, persons related by blood or marriage, persons who are parents of a child in common regardless of whether they have been married and other persons who are currently residing together in the same dwelling as if a family. For purposes of determining eligibility for School Readiness services:

- 1) A family includes parent(s) living together, their minor children and any other children for whom the parents are legally responsible.

- 2) A family may also include any additional related adults who reside with the family (e.g. grandparents) if the family supports them financially.
- 3) If counted as part of the family, then each person's countable income must be included when determining household income.

**B. Parent Status.** The parent will need to provide documentation to verify that he/she meets the definition of a parent. Acceptable documentation for verification includes:

- 1) Birth certificate that includes the parent's name or maiden name, if applicable;
- 2) A court order or other legal documentation that substantiates the adult's relationship to the child;
- 3) A valid DCF or Workforce Child Care Authorization Form that bears the name of the child(ren) and parent; or
- 4) Documentation that the applicant is receiving relative caregiver payment or TANF benefits on behalf of the child(ren)
- 5) An notarized statement provided by the child(ren)'s parent;
- 6) Official public or non-public school records; or
- 7) A notarized statement from a medical professional

**NOTE:** If the documentation provided for applicant identity does not include a photo, the Family Services Specialist should obtain two forms of ID showing the parent's name (i.e. a Social Security card, voter registration card, birth record, military document, school record, paystub, employment record or insurance card).

**C. Family Size.** Family size includes the parent(s) and children currently residing together in the same dwelling unit (persons who are parents of a child in common regardless of whether they have been married and all children in their care) or person(s) standing in loco parentis.

Children with a child care authorization who are in licensed out-of-home placement or relative/non-relative placement should be listed as a child only in the statewide data system. A family unit shall be the individual child referred for service or related sibling group referred in a licensed out-of-home placement or relative/non-relative placement.

Family size for a family that includes a child(ren) in receipt of Relative Caregiver payment shall only include the child(ren) in receipt of the Relative Caregiver payment.

Family size for a family that includes a child(ren) in receipt of TANF child only benefits shall only include the child(ren) if the child(ren) reside with a guardian. If the children reside with a parent, the parent is included in the family size.

A teen parent will be considered a separate household unless the teen parent and his/her child(ren) are included in the teen's parent's application for school readiness.

The following documents must be included in the case file to document family size:

- A statewide information system generated form or locally developed form documenting the applicant's family size, including a statement from the parent certifying that the household information is true and correct.
- Family size for TANF cash assistance households and families transitioning from TANF may document family size by verifying the family size information on the child care authorization submitted by the referring agency.
- Family size for children at risk of abuse or neglect may be documented by verifying the family size information on the child care authorization submitted by the referring agency.

**D. Additional Documentation Requests.** Family Services Specialists may request additional documentation if there are reason to believe that a parent has not accurately reported his/her family composition and size. Examples of situations where in a Family Services Specialist may request additional documentation include, but are not limited to, the following:

- 1) Marital status noted on supporting documentation, but no second parent reported on the application;
- 2) Contradictory family composition identified in data matches with other government agencies;
- 3) Reports of new births; **OR**
- 4) Data from child care program contradicts information reported on the parent's application.

**5.4 Citizenship and Immigration Status of Children.** To determine eligibility for School Readiness services, the citizenship and/or immigration status of each child for whom

care is requested must be verified. These verifications are not required for the parent(s) and/or caretaker(s) because the child is considered the primary beneficiary of the School Readiness Program.

The Family Services Specialist shall ensure that each child considered for School Readiness services is a United States citizen or national of the United States, Puerto Rico, Guam, U.S. Virgin Islands, American Samoa or the Northern Mariana Islands or otherwise in the country legally.

**A. Acceptable Documentation.** All documents presented to verify legal status must be either an original or a copy certified by the issuing agency. Applicants who cannot provide verification of the child(ren)'s citizenship or legal status are not eligible to receive School Readiness assistance. Examples of acceptable documentation include:

- 1) U.S. birth certificate ;
- 2) An original or certified copy of the child's U.S. birth record filed according to law with the appropriate public officer;
- 3) U.S. passport;
- 4) Lawfully admitted alien documents\* (e.g., Forms I-94, I-94A, I-197, I-1551, and I-766) with non-U.S. passport
- 5) Certificate of U.S. citizenship or naturalization;
- 6) TCA/TCC referral (Child Care Application and Authorization)
- 7) CF-FSP 5002 from DCF for "at-risk" clients. If the referring agency marked the Medicaid-eligible checkbox "yes" the agency has verified the child as a U.S. citizen or qualified alien. If the box is not checked, the client must provide one of the documents listed above.

**NOTE:** Domestic violence/homeless referrals are not acceptable forms of citizenship verification.

**B. Temporary Residency.** An individual does not qualify for federally-funded benefits if he or she is in the U.S. for a limited time period, such as tourism or as a student, and he or she plans to return to his/her country of origin.

## 5.5 Child(ren)'s Age

**A.** Children must be under thirteen (13) years old to receive School Readiness services. Acceptable documents for age verification:

- 1) Original or certified copy of the child's birth record filed according to law with the appropriate public officer

- 2) Original or certified copy of the child's baptism certificate or other religious record of the child's birth, accompanied by an affidavit, stating that the certificate is true and correct, sworn to or affirmed by the child's parent.
- 3) Insurance policy on the child's life that has been in force for at least two years
- 4) Passport or certificate of the child's arrival in the United States.
- 5) Immunization record that signed by a public health officer or licensed practicing physician
- 6) Florida SHOTS documentation
- 7) Valid military dependent identification card
- 8) Official court documents
- 9) Protective services or TANF referrals if the referral includes age (NOTE – domestic violence/homeless referrals are not acceptable forms of age verification)

**NOTES:** If a child's parent is unable to submit any of the supporting documentation listed above the Family Services Specialist may accept a parent's notarized statement of the child's age accompanied by a certificate of age signed by a public health officer or physician stating that the child's age in the affidavit is true and correct.

Safety is a priority for clients who have received a referral from DCF or its contracted community-based provider. A Family Services Specialist should not deny services if a child's age is not on the referral. However, the Family Services Specialist must obtain age verification within 30 days of initial eligibility determination. The Family Services Specialist should document due diligence and contact the referring agency for proof of age if unable to obtain such documentation from the parent.

## 5.6 Residency

**A. Household Residency.** Applicants must be residents of Hillsborough County. Documentation of residency must be updated annually or at each redetermination, whichever comes first. Acceptable proof of residency must show that the applicant's current primary address is located within Hillsborough County. Post Office Box addresses cannot be accepted as proof of residency (unless a domestic violence shelter).

There is no minimum length of time a person must reside in Florida to obtain benefits. The family may also be a temporary resident in a domestic violence or homeless shelter in Florida or authorized emergency management

location. A client must be a Florida resident to receive TANF benefits, which the referring agency verifies during the TANF/TCA application process.

Examples of acceptable documentation to verify residency include:

- 1) Government-issued document (e.g. Florida driver's license, Florida identification card, property tax assessment for current calendar year showing a homestead exemption);
- 2) Military order showing that the child's parent is a service member in the United States Armed Forces assigned to duty and resides in Florida when the child attends the school readiness program (e.g., permanent change of station);
- 3) Current and signed and dated rent receipt or lease agreement dated within 12 months of the date the child care application is submitted
- 4) Utility bill (electric, water, gas) cable, internet or landline phone bill dated within 12 months of the date the child care application was submitted;
- 5) Pay stub from a current employer dated within 12 months of the date the child care application is submitted; OR
- 6) Valid Child Care Application and Authorization (referral)

**NOTES:** If a homeless child does not have access to any of the supporting documents listed above, the Family Services Specialist may accept documentation from a homeless shelter, domestic violence shelter or authorized emergency management location stating that the child is homeless and resides in Florida or notarized statement provided by the child's parent.

The Family Services Specialist may accept a notarized statement provided by the child's parent and a letter from a landlord or property owner which confirms that the child resides at the address shown in the notarized statement.

**B. Location of Child Care.** Children may attend a provider in a county other than Hillsborough County. However, the Early Learning Coalition of Hillsborough County is responsible for eligibility determination and the issuance of a child care Payment Certificate.

**5.7 Purpose of Care.** Applicants for the School Readiness Program must have a verified need for School Readiness Program services to be determined eligible for financial assistance. and must be participating in an approved activity or the parent/caretaker is disabled/incapacitated and unable to care for the child(ren) due to the parent's/guardian's age.

**A. Priority Groups for Care.** Priority groups have been established for purposes of continuing to enroll children if a waiting list is in effect and for giving first opportunity for placement if there are more applicants than available slots. In order to qualify for School Readiness services, each family must have a documented need for care that meets one of the reasons listed below:

- 1) At Risk:** Valid referral from DCF or community –based care agency that states child protection, diversion, homeless, or domestic violence as the purpose for care.
- 2) Work Activity:** Valid DCF or Workforce referral that states work activity is the purpose for care.
- 3) Employment:** Any documentation that shows a single parent is working at least 20 hours per week. For a two-parent family, both parents must be employed or engaged in eligible work or education activities for a combined total of at least 40 hours per week.
- 4) Education:** Each applicant requesting services to attend an approved educational activity in accordance with Section 1002.81(16), F.S., shall provide an official school schedule and proof of enrollment from an accredited education institution. Use of educational activities as a purpose for care shall be limited to GED programs, secondary education programs, technical or vocational programs, associate of arts, associate of science, bachelor of arts, and bachelor of science programs. Online courses are allowable. Screen prints showing the student’s enrollment status, hours and classes in which enrolled from the educational website are also forms of acceptable documentation. Documentation that an official school schedule and proof of enrollment stating the number of classroom hours and any lab hours, date the semester/training period starts and the date it ends. However, a coalition should consider the hours that a school-age child is in school. The parent must be able to document a combination of 20 hours of class/labs to meet the purpose of care.
- 5) Employment and Training/Education:** Documentation that shows the client is participating in both employment and training/education for a combination of at least 20 hours a week
- 6) Disability/Age:** Documentation for exemptions to work requirements due to disability or age:
  - a. Disability –** In order to be exempt from work requirements due to disability, a parent must submit documentation from a physician licensed under chapter 458 or 459, F.S., or a disability award letter from the U.S. Social Security Administration.

**b. Age** – In order to be exempt from work requirements due to age, a parent must submit proof of receipt of retirement income benefits from the U.S. Social Security Administrator or documentation from a physician licensed under chapter 458 or 459, F.S.

A current award letter that shows individual claiming disability receives Supplemental Security Income (SSI)/SSA disability or a doctor's statement that states the individual is permanently or temporarily disabled and, if temporarily disabled, the anticipated duration of the disability. If the parent requests and exemption from the work requirements due to age, then he or she must provide documentation of determination from a licensed physician or evidence of retirement benefits.

- 7) Job Search:** Loss of employment verification for a break in employment for an economically disadvantaged family (limited to 90 days).
- 8) Migrant Employed:** Employment documentation from a migrant industry job (e.g. farmworker and seasonal migrant/farmworker) at least 20 hours per week.
- 9) Special Needs:** IEP from local school district.
- 10) Respite Services:** Valid DCF/Workforce referral that states a TANF recipient is receiving respite services in an out-of-home residential treatment for alcoholism, drug addiction, alcohol abuse or a mental health disorder, with certification from a physician licensed under chapter 458 or chapter 459, instead of a work activity while participating in treatment.
- 11) Relative Caregiver:** Child protection must be listed as the purpose of care. Case file must contain documentation of the current RCG payment.

- B.** When a parent is authorized for School Readiness Program and fails to report in timely manner that an adult household member is no longer participating in their approved purpose of care the case should be evaluated. The parent(s) will be given 90 days from the last day of participation in their approved purpose to care to reestablish purpose of care. If the parent(s) does not reestablish a purpose of care, the family's eligibility for services will be terminated.



# Chapter 6: Verification of Family Income

*Each family (including at-risk clients) applying for School Readiness services must provide documentation to support family income to establish the child's eligibility as well as the applicable parent fee based on the Coalition's sliding fee scale.*

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**6.1 Calculating Family Income.** When the parents (legal or biological), married or unmarried, reside together in the home the Family Services Specialist must include any income both parent receive in the calculation of the total family income. If a parent lives in the same home with a roommate, friend or relative who is not the child's biological or legal parent, then these household members are optional and their income does not have to be reported as part of the total family income. However, if parent financially supports another adult household member, then their income will be included in the family income.

**6.2 Definition of Countable Income.** Countable income is the portion of the combine gross income from all sources of all members of the family unit who are 18 years or older. Income earned by a currently enrolled high school student who, since attaining the age of 18 years, or a student with a disability who, since attaining the age of 22 years, has not terminated school enrollment or received a high school diploma, high school equivalency diploma, special diploma, or certificate of high school completion is not included in the family unit's earned income.

**6.3 Supporting Documentation.** Parents must provide information regarding the house hold income in order to determine eligibility for services and/or establish the parent copayment. Acceptable forms of documentation are as follows:

- A. Employment income.** For all applicants each source of earned income, at a minimum, shall be documented by hours of employment and rate of pay based on:
- I. Four (4) weekly, two (2) biweekly, two (2) semi-monthly, or one (1) monthly pay stubs that are current and consecutive; or
  - II. A signed statement by the employer dated within 4 weeks of applying for SR child care funding; or
  - III. A signed contract for employment that has a termination date of not less than 9 months from the date of applying for SR child care funding.

When the parent's employment has not been long enough to meet the standard above or when the provided pay stubs do not reflect the parent's current pay status, the Family Services Specialist must give the parent an income verification form for the parent's employer to complete and sign. The specialist will then use hours worked times pay rate to calculate future earnings.

If neither of the above sources is available, the Family Services Specialist may accept a signed statement from the employer dated within 4 weeks of the parent's application for school readiness funding or a signed contract for employment that has a termination date of not less than 9 months from the date of application for school readiness funding.

- B. Income from Bonuses.** If the Family Services Specialist verifies the parent received a bonus, the specialist must determine the frequency by contacting the parent's employer. If the specialist determine that the parent receives the bonus less frequently than month, the specialist should deduct the bonus from the pay amount, annualize the income and then add the bonus back into the annual calculation based on the frequency the parent receives the bonus.

*Example - The parent receives a \$200 quarterly bonus. The Family Services Specialist deducts \$200 from the pay stubs. The specialist annualizes the income which is \$1,000 per month (\$12,000). The specialist adds into the annual income the \$200 x four quarters, or \$800 per year.*

$$\$12,000 + 800 = 12,800$$

The Family Services Specialist counts in the annual average income calculation overtime pay the parent consistently receives. To get the gross annual income amount, the specialist should use the last four weeks of income and include the overtime pay listed on the pay stub.

**NOTE:** If the parent received overtime pay only once within the last four weeks or the parent does not expect overtime payment to recur, the specialist should calculate the annual income without including the overtime pay. If the specialist cannot determine the frequency by reviewing the pay stubs, the specialist must contact the employer to verify the income.

- C. Income from Tips.** Many employees (e.g. waiters/waitresses, hair stylists/barbers, hotel employees, cab drivers, etc.) receive tips as part of their compensation.

The Family Services Specialist should contact the parent's employer to determine if the pay stubs fully represent income plus tips. If not, the specialist should ask the employer to estimate the parent's weekly average tip amount beyond what his/her pay stub declares as earning. Case notes should reflect whether the parent's pay stub declares all tips, who verifies that the information and when the verification occurred.

A parent's attestation stating the amount of tips he/she received under the penalty of perjury is acceptable. The case history notes must contain an explanation of why the preferred verification source was not available.

**NOTE:** Employer contact is the preferred method of verifying tips.

**D. Income from Self-Employment.** When an applicant for School Readiness Services is self-employed, the Family Services Specialist should make a determination whether the parent meets the purpose of care. A parent does not have to earn minimum wage in order to be considered self-employed. If the business is new, it is reasonable to allow a startup period, which may vary from two to six months

For initial eligibility determination, eligibility shall not be denied solely because the applicant earns less than the minimum wage. If the applicant makes less than minimum wage through self-employment at the initial application, the authorized eligibility period will be twelve (12) months. However at subsequent eligibility determinations, the participant must be able to document that self-employment activities generate consistent business gains. Once minimum wage is established by self-employment activities, subsequent eligibility may continue to be authorized for twelve (12) months.

Sufficient documentation must be provided to validate that a minimum of 20 hours is worked per week. If, at the time of application or redetermination, the parent has been self-employed for a reasonable period (a guideline would be more than six (6) months) and is showing a consistent business loss, the specialist should ask additional questions, such as "How do you meet household expenses if the only income source in the home is operating at a loss?" Based on the response, the specialist should decide how to proceed. If the explanation is not adequate, the specialist may require additional documentation. Self-employment determinations vary, and must be handled on a case-by-case basis.

A self-employed individual must verify earned income at application and redetermination. In addition, these individuals must make all business records available to the Family Services Specialist. Family Services Specialists determine a self-employed parent's gross wages by deducting certain expenses from business, professional enterprise or partnership receipts. Examples of business records include:

- 1) Income tax records necessary to determine gross income and deductible expenses

- 2) Purchases
- 3) Sales
- 4) Salaries
- 5) Capital improvements
- 6) Utility, transportation and other operating costs
- 7) Work calendars for tips and recording pay as received
- 8) IRS Tax Schedule C from the most recent year, if reflective of current earning. The specialist should determine income from Schedule C by averaging it over the number of months of employment

If the parent filed no taxes or his/her business is new, the parent must provide his/her current ledger/books with receipts showing business expenses and the time the parent spent "on the job" (e.g. calendars). If using books, the specialist cannot allow deductions without receipts for expenses. The parent must keep a record of incurred expenses. Examples of allowable costs of producing self-employment income include, but are not limited to:

- 1) Identifiable costs of labor (e.g. salaries, employer's share of Social Security, insurance)
- 2) Stock, raw materials, seed fertilizer and feed for livestock
- 3) Rent and cost of building maintenance
- 4) Business telephone costs
- 5) Costs of operating a motor vehicle when necessary in connection with operating the business
- 6) Interest paid to purchase income-producing property
- 7) Cost of meals and equipment for children for whom the parent provides child care in the home
- 8) Travel and lodging away from home

To calculate income, take the gross receipts minus expenses. Gross receipts include the value of all goods sold or services rendered. Expenses include the cost of goods purchased as well as rent and utilities for the business property. Any income or expense recognized by the Internal Revenue Service is recognized as the same for School Readiness purposes.

The parent must be able to demonstrate income (receipts) derived from self-employment. However, the parent may incur an operating loss which would reduce his/her income to \$0.

**E. Income from Casual Labor.** Some individuals who are considered self-employed may only do lawn work or side jobs. Acceptable forms of

documentation to establish income for such jobs could be written statements from each employer and a work calendar that shows dates the individual worked, for whom and amount of income received. The specialist can then use these calendars as verification but only when no documentation exists.

**NOTE:** Case notes should clearly explain why other types of earnings documentation are not available.

- F. Income from Child Support.** Verification from child support enforcement or clerk of the court website showing the gross amount the household receives on the child's behalf and the period over which the absent parent pays it. Use four weeks or one month based on payment schedule. Access child support verification: <https://www.myfloridacounty.com/cse/pub> or call 877-326-8689.

Written statement from the absent parent indicating what the absent parent paid over the last four weeks including the dates the absent parent made the payments. The parent can submit copies of checks or canceled checks to accompany written statement or in lieu of written documents. The parent can use a court order if the court order was recently issued.

If for any reason the first two types of documentation are not available, a parent's attestation under penalty of perjury stating the amount of child support he/she received or did not receive is acceptable.

**NOTE:** The case notes must explain why the first two sources of documentation were not available. The specialist must enter into the narrative the date, phone number and description of what occurred when attempting to contact an absent parent who is paying court-ordered or non-court ordered child support. The specialist must document a minimum of two attempts to reach the absent parent.

Additionally, the specialist should then discuss with the custodial parent what record-keeping the parent should use to establish child support payments in the future. For example, the absent sends a check two to three times per month. The specialist should request copies of two months of checks. If the absent parent is paying in cash, then the custodial parent should maintain a calendar showing dates and payment amounts.

- G. Income from Alimony.** Court order showing amount ordered and a written statement from the payee that the payee is receiving the amount as stipulated. The parent can also submit copies of payments for four weeks.

When the recipient states he/she is not receiving alimony as ordered, the Family Services Specialist must obtain proof of the last four weeks of payment (one month if paid monthly) from the source. This can include copies of pays stubs or payment receipts for the last four weeks. If the parent does not receive alimony weekly, the former spouse/partner should submit a written, signed and dated statement explaining what payments he/she has made and when. The statement should include the address and phone number of this person in case the specialist has additional questions. The former spouse must sign the statement.

**H. Income from Temporary Assistance for Needy Families (TANF).** The Family Services Specialist must verify the parent's receipt of TANF funds with the case manager or by an award letter showing how much the recipient receives and who the grant includes. To verify TANF see: <http://www.myflorida.com/accessflorida>.

Acceptable documents include the referral on which the referring caseworker includes income amount, award letter or ACCESS screen print the client initiates. TANF recipients can now obtain a benefit letter from ACCESS, which will include income counted and benefits authorized, from any computer with Internet access.

**I. Relative Caregiver (RCG) Funding.** The Family Services Specialist must verify the parent's receipt by contacting the case manager or an award letter/ACCESS printout showing how much the recipient receives and who the grant includes or a letter from DCF stating the individual is a relative caregiver.

**NOTE:** Grant amounts for Relative Caregiver are:

- Ages 0-5 - \$242 per child
- Ages 6-12 - \$249 per child

**J. Income from Social Security Administration (SSA).** This type of income is referred to as Social Security. In order to qualify for this benefit, the individual must have worked at least five years and paid into Social Security. This type of insurance is not means-tested but based on the amount of money paid in for a minimum of five years.

Once the beneficiary reaches retirement age, becomes permanently disabled or is deceased (after the period of pay-in) the individual, spouse or dependent children can receive benefits on the beneficiary's claim. In the event that the primary beneficiary is deceased, the surviving spouse and children can receive benefits under the primary beneficiary's claim. Child can receive benefits as a survivor until they turn 18 or complete undergraduate school (college). The

amount the SSA recipient and his/her dependents receive depends on what the primary beneficiary paid in from his/her employment. Documentation of SSA income includes:

- 1) Award letter from the Social Security Administration (SSA). SSA updates this letter annually. The amount may change each January and the award letters are usually updated in November.
- 2) Written letter from the Social Security Administration showing current year of monthly gross payments before deductions, if any. If documenting a disability, the Family Services Specialist should determine from whose claim the SSA draws the benefit to verify the claimant is, in fact, disabled.

**NOTE:** The Family Services Specialist should not accept a check to verify the amount the parent receives, as this may not be a gross monthly payment amount.

- K. Supplemental Security Income (SSI).** The Social Security Administration pays SSI to disabled individuals. The SSA can pay SSI to children from birth or to a disabled adult. The SSA does not base SSI on work history but instead only on the individual's disability. This is a means-tested benefit and has income and asset limits.

Family Services Specialists should consider SSI benefits received by an adult as income; benefits received by children are not counted as income. Additional information regarding SSI is available at: <http://www.socialsecurity.gov/pubs/EN-05-11015pdf>. Documentation of SSI includes the following:

- 1) Award letter from the SSA. This letters is updated annually in January.
- 2) Written letter from the SSA showing current year of monthly gross benefits before deductions. If the SSA withholds income from SSA/SSI to recover an overpayment, exclude the portion withheld from income.

- L. Reemployment compensation/worker's compensation.** If a family reports receiving reemployment compensation or worker's compensation, the Family Services Specialist must verify such income. Documentation includes:

- 1) Recent award letter showing gross amount of benefits an individual received
- 2) Written statement on letterhead from the employer paying worker's compensation, signed by authorized personnel

**Note:** Receiving this income often signals a loss of purpose for care. The Family Services Specialist serving a family receiving this income should review purpose of care and may need to initiate a change in eligibility. A parent can receive 90

days to seek employment after becoming unemployed/or establish disability as a purpose for care.

- M. Income fluctuations.** For families that have irregular earnings (fluctuations) due to seasonal or other types of work schedules such as retail employment during the holidays or tourism during the summer, income should be calculated as follows:

Calculate the average income for the previous 12 months. The average must reflect income changes that occur during the eligibility period, including situations in which a family had monthly income above 85% of the state median income (SMI) for part of the year and lower income in other months. For situations where a family may not have 12 months of pay stubs, the family must submit an employer verification statement that affirms the average annual income.

- N. Other potentially countable income.** This may be earned or unearned income. However, the family must receive this income on a regular basis. If the family indicates that a family member receives any type of regularly recurring monies, the Family Services Specialist must verify the income from its source.

Documentation must also identify the frequency and the gross amount of income the individual receives. Any such monies should be included in the calculation of the total family income.

Examples of other countable income include:

- 1) Retirement benefits – Requires an award letter showing current monthly amount.
- 2) Veteran benefits – Requires current yearly award letter stating the benefit amount.
- 3) Cash gifts received regularly – Requires written statement from the source with the amount and how often the parent receives the gift(s).
- 4) Recurring cash contribution – Requires average of two months of payments.
- 5) Work release payments- requires monthly benefit amount
- 6) Money the parent received from an employer as an employee benefit for child care paid directly to employee -Requires amount paid per month.

**6.4 Excluded Income.** The following sources of earned and unearned income are excluded when calculating the family's total gross income.

- 1) Adoption benefits/adoption subsidy payments – If a foster parent/legal guardian/relative adopts a child and he/she receives adoption benefits,



- this income is not counted in the family's total gross income. Requires a current monthly statement showing the adoption benefit amount.
- 2) Disaster relief or other forms of temporary assistance for families in natural disaster areas.
  - 3) Alimony (paid out). In order to exclude alimony, a parent must submit a court order and proof of payment or pay stubs showing that the former spouse/partner is receiving the alimony payment. Deduct the amount paid out from the total family income.
  - 4) Earned income tax credits or dependent care credits
  - 5) Federal nutrition programs – Examples are SNAP, WIC and school meals
  - 6) Food stamp benefits –Specialists must include these benefits in OEL PORTAL to meet federal reporting requirements. However, benefits are not included in income calculations.
  - 7) Foster care payments
  - 8) RCG payments – Current award letter showing the monthly amount received. This income must be verified before it is excluded.
  - 9) Housing allotments, Low Income Energy Assistance Program (LIHEAP) or energy assistance
  - 10) Foster parent and court ordered relative and non-relative caregiver income – individual receiving these payments should not be considered part of the family unit
  - 11) Independent Living Grant
  - 12) Lump Sum Payment
  - 13) Military housing assistance or other military allotment/bonuses
  - 14) Social Security Income (SSI) for child

# Chapter 7: Determining Eligibility for Children at Risk of Welfare Dependency

*This chapter explains how a family can access School Readiness Services if the parent is receiving Temporary Assistance for Needy Families (TANF).*

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## **7.1 Priority Access for TANF Families**

The Department of Children and Family Services (DCF) and/or the local workforce board may authorize School Readiness Program services for a family receiving TANF that is subject to federal work requirements. These families are the first priority for service. Families must also maintain compliance with statutory welfare transition program requirements. Compliance shall be monitored by the referring agency.

Eligibility is based on a documented child care authorization issued by DCF or the local workforce agency. All children will be authorized for child care funding for the period indicated on the referral. The parent no longer maintains purpose for care under this eligibility category upon the expiration or termination of the child care referral.

The family shall be informed that when the child care authorization expires the parent will have three (3) months to establish a purpose for care under another eligibility category to continue to receive services for the remainder of the initial 12-month authorization period. Purpose for care must be reestablished no later than three (3) months after the child care authorization expires. A family will not be limited to a single three (3) month period to reestablish a purpose of care during the 12-month eligibility period.

**7.2 TANF Cash Assistance – Not Working (TCAN).** Child care for a child from a family that includes a parent (including an eligible TANF refugee), who is receiving temporary cash assistance (TCA) under chapter 414F.S., and subject to the federal work requirements, who is not working but is involved in activities assigned by the referring agency. In two parent families, both parents must have a purpose for care as documented on the authorizing referral.

- A. Purpose of Care.** Education & Training, Job Search or Work Activity.
- B. Work Requirements.** Based on the federal work requirement activity assigned by the referring agency.
- C. Child Age Requirement.** Birth to younger than 13 years.
- D. Referral.** From Welfare Transition Program/local workforce board

- E. Income Eligible.** Family must be at or below 185% of federal poverty level (FPL) as determined by DCF.
- F. Household Size.** The household size is based on all children younger than 18 years of age and household members who are 18 years of age or older who are included in the TANF assistance group.
- G. Countable Income.** Countable income is defined as unearned income from all household members who are included in the TANF assistance group. Employment income should not exist for this category. Exclude income earned by children including children currently enrolled in high school who has reached 18 years of age or a child 22 years of age with a disability who is enrolled in high school.
- H. Authorization Period: Referral based** – maximum eligibility period is 6 months. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services.
- I. School Readiness Priority:** 1, 9

**7.3 Temporary Cash Assistance Working (TCAW).** Child care for a child from a family that includes a parent (including an eligible TANF refugee), who is employed and receiving temporary cash assistance (TCA) under chapter 414F.S., and subject to the federal work requirements. In two parent families, both parents must have a purpose for care as documented on the authorizing referral.

- A. Applicable Purpose of Care.** Education & Training, Employment & Training, and/or Education.
- B. Work Requirements.** Based on the federal work requirement activity assigned by the referring agency.
- C. Child Age Requirement.** Birth to younger than 13 years.
- D. Referral.** From Welfare Transition Program/local workforce board
- E. Income Eligible.** Family must be at or below 185% of federal poverty level (FPL) as determined by DCF.
- F. Household Size.** The household size is based on all children younger than 18 years of age and household members who are 18 years of age or older who are included in the TANF assistance group.
- G. Countable Income.** Countable income is defined as earned and unearned income from all household members who are included in the TANF assistance group. Exclude income earned by children including children currently enrolled in high school who has reached 18 years of age or a child 22 years of age with a disability who is enrolled in high school.

**H. Authorization Period: Referral based** – maximum eligibility period is 6 months. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.

**I. School Readiness Priority** – 1,9

**7.4 Temporary Cash Assistance Respite (RCI).** Child care for a child from a family that includes a parent who is receiving temporary cash assistance (TCA) under chapter 414F.S., and subject to the federal work requirements, who is not working but is involved in respite activities assigned by the referring agency. Participants may participate in an out-of-home residential treatment for alcoholism, drug addiction alcohol abuse, or a mental health disorder, as certified by a physician licensed under chapter 458 or chapter 459, F.S instead of a work activity while participating while in treatment.

The participant will be required to comply with the course of treatment necessary for the individual to resume work activity participation. The treatment agency will be required to notify the referring agency with an initial estimate of when the participant will have completed the course of treatment and be ready to resume full participation in the Welfare Transition Temporary Cash Assistance Program. Care may be provided for up to 24 hours per day.

- A. Purpose of Care.** Respite Services.
- B. Work Requirements.** Based on the federal work requirement activity assigned by the referring agency.
- C. Child Age Requirement.** Birth to younger than 13 years.
- D. Referral.** From Welfare Transition Program/local workforce board
- E. Income Eligible.** Family must be at or below 185% of federal poverty level (FPL) as determined by DCF.
- F. Household Size.** The household size is based on all children younger than 18 years of age and household members who are 18 years of age or older who are included in the TANF assistance group.
- G. Countable Income.** Countable income is defined as earned and unearned income from all household members who are included in the TANF assistance group. Exclude income earned by children including children currently enrolled in high school who has reached 18 years of age or a child 22 years of age with a disability who is enrolled in high school.
- H. Authorization Period:** Based on documented referral not to exceed 60 days. If the parent does not receive an additional referral, the parent shall be given 3

months from the expiration date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.

**I. School Readiness Priority – 1, 9**

**7.5 TANF Child Only (28A).** Child care for a child who is a recipient of temporary cash assistance as a TANF “child only case” who has been placed with a relative permanently or on a short-term basis. Must have documentation from the Department of Children and Family Services showing TANF amount with the recipient’s name. Guardian(s) must meet the purpose of care requirement.

- A. Purpose of Care.** Employment, Education & Training, both Employment and Training and/or Education or Disability.
- B. Work Requirements.** Guardians must be working or engaged in eligible education/training activities at least 20 hours per week or may be exempt from work requirements due to age or disability as determine and documented by a physician licensed under chapter 458 or chapter 459.
- C. Child Age Requirement.** Birth to younger than 13 years.
- D. Referral.** NO (verification of TANF child only payment)
- E. Income Eligible.** Yes – Child’s income at or below 150% of federal poverty level (FPL) for entry into program, at or below 200% of FPL for continued eligibility.
- F. Household Size.** Child(ren) only.
- G. Countable Income.** Child(ren)’s income only.
- H. Authorization Period:** 12 months or less. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.
- I. School Readiness Priority – 4, 8, 9**

**7.5 At Risk Relative Care Giver (RCG).** Child care for a child who is a recipient of the Relative Caregiver payment and determined to be a court ordered dependent by a Florida court and placed in a relative's home by the DCF/contracted provider.

- A. Purpose for Care:** Child Protection.
- B. Work Requirements:** N/A
- C. Child Age Requirements:** Birth to younger than 13.
- D. Referral:** No -- Verification of Eligible, current RCG payment is CCDF required.
- E. Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.
- F. Household Size:** Related child(ren) only.

- G. Countable Income:** If available, count child(ren)'s income only.
- H. Authorization period:** The child may continue to maintain eligibility under the relative care giver category for up to 12-months, as long as the guardian is in receipt of relative caregiver payments. The guardian shall be informed that when receipt of relative care giver payment ends the guardian will have three (3) months to provide documentation to establish a purpose for care under another eligibility category to continue the remainder of the initial 12 month-authorization period.
- I. School Readiness Priority – 2, 6, 9**

**7.6 Temporary Child Care Assistance Applicant (APP).** Temporary child care for a child from a family that is economically disadvantaged who has applied for temporary cash assistance (TCA), including an up-front diversion payment in order to seek employment.

- A. Purpose of Care:** Employment , Education & Training, Employment and Education and/or Training, Job Search or Work Activity.
- B. Work Requirements:** Based on the federal work requirement activity assigned by the referring agency.
- C. Child Age Requirements:** Birth to younger than 13.
- D. Referral:** YES – Welfare Transition Program/local workforce board
- E. Income Eligible:** Yes, must be below 150% of FPL at entry, at or below 200% for continued eligibility.
- F. Household Size:** All children younger than 18 and household members who are 18 years of age or older who are currently residing in the same dwelling unit.
- G. Countable Income:** Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a 18-year old child who is enrolled in high school and/or a 22-year old with a disability who is enrolled in high school
- H. Authorization Period:** One 30 day period. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.
- I. School Readiness Priority: 4, 8, 9**

# Chapter 8: Determining Eligibility for Children at Risk of Abuse or Neglect

*This chapter outlines how families that are referred by the Department of Children and Family Services can access the care they need.*

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**8.1 Eligibility for Children at Risk of Abuse or Neglect.** Eligibility in this category is not dependent on family income or work requirements and is based on a documented referral from the Department of Children and Family Services or its contracted provider, DCF-designated Lead Homeless Coalition Continuum of Care agency or Certified Domestic Violence Center.

Child care authorization for at-risk and protective services categories shall be valid for the time period authorized by the referring agency. A child may continue to maintain eligibility under this category as long as there is a current and valid child care authorization. Child care shall be authorized for twelve (12) months. Each time a child care authorization is renewed during the 12 -month authorization of child care funding, child care will continue in increments defined by the referring agency.

At the initial determination for at-risk child care authorizations, the parent shall be informed that when the referral expires or is terminated, the parent will have three (3) months to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period. A purpose for care must be established no later than three (3) months after the initial referral expires. A family will not be limited to a single three (3) month period to reestablish a purpose of care during the 12-month eligibility period.

If an additional referral is granted to the parent that extends care beyond the initial 12-month eligibility period, care shall be authorized for an additional 12-month eligibility period if funding is available. The time period that extends beyond the initials authorization will be counted toward the subsequent authorization period.

Prior to dis-enrolling any child in this category, the Coalition or its designee must contact the referring agency to verify the child's continued eligibility.

**NOTE:** Priority is given to at-risk children younger than 9 years of age. Children ages 9 to 13-years old should be placed on the waitlist unless all children birth to school entry have been enrolled.

**8.2 Definition of “At-Risk” Child.** An “at-risk” child is:

- A. Abuse, Neglect, Abandonment or Exploitation.** A child from a family under investigation by the Department of Children and Family Services or a designated sheriff's department for child abuse, neglect, abandonment, or exploitation.
- B. Diversion.** A child in a diversion program provided by the Department of Children and Family Services or its contracted provider. The child's family must be actively participating and complying in department-prescribed activities including education, health services, or work.
- C. Supervision.** A child from a family that is under supervision by Department of Children and Family Services or a contracted service provider as a result of abuse, neglect, abandonment or exploitation.
- D. Out of Home Placement.** A child placed in court-ordered, long-term custody or under the guardianship of a relative or nonrelative after termination of supervision by the Department of Children and Families or its contracted provider.
- E. Domestic Violence.** A child in the custody of a parent who is a victim of domestic violence and is receiving services through a certified domestic violence center.
- F. Homeless.** A child in the custody of a parent who is considered homeless as verified by a Department of Children and Family Services certified homeless shelter.

**8.3 At Risk Diversion (11 D).** Child care for a child who is in a diversion program provided by DCF/contractor and who is from a family that is actively participating and complying in DCF-prescribed activities.

- A. Applicable Purpose for Care:** Child Protection.
- B. Work Requirements:** N/A
- C. Child Age Requirements:** Birth to younger than 13.
- D. Referral:** Yes from DCF or contract community-based provider.
- E. Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.
- F. Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.
- G. Countable Income:** If available, count earned and countable unearned income from all household members who are part of the family unit. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student who has attained 22 years.
- H. Authorization period:** Referrals are for 60 day increments but not to exceed 6 months in total. A new referral is required for each of the 60day increments.



Child care shall continue in increments defined by the referring agency. Staff shall authorize child care funding for twelve (12) months from the date of the referral. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration or termination date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.

**I. School Readiness Priority:** 2, 6, 9

**8.4 At Risk Homeless (HOME).** Child care for a child from a family that is in the custody of a parent/guardian who is homeless as verified by a DCF designated-lead agency on homelessness and is participating with a DCF designated-lead agency's continuum of care services plan for homeless families.

**A. Purpose for Care:** Child Protection.

**B. Work Requirements:** N/A

**C. Child Age Requirements:** Birth to younger than 13.

**D. Referral:** Yes from DCF -Designated Lead Agency on homelessness

**E. Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.

**F. Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

**G. Countable Income:** If available, count earned and countable unearned income from all household members who are part of the family unit. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student who has attained 22 years.

**H. Authorization period:** 6 months. Child care shall continue in increments defined by the referring agency. Staff shall authorize child care funding for twelve (12) months from the date of the referral. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration or termination date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.

**School Readiness Priority - 2, 6, 9**

**8.5 At-Risk Domestic Violence (FAM).** Child care for a child from a family that is in the custody of a parent who is a victim of domestic violence and is receiving services through a certified domestic violence center.

**A. Purpose for Care:** Child Protection.

- B. Work Requirements:** N/A
- C. Child Age Requirements:** Birth to younger than 13.
- D. Referral:** Yes from DCF or contract community-based provider.
- E. Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.
- F. Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.
- G. Countable Income:** If available, count earned and countable unearned income from all household members who are part of the family unit. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student who has attained 22 years.
- H. Authorization period:** 3 months. Child care shall continue in increments defined by the referring agency. Staff shall authorize child care funding for twelve (12) months from the date of the referral. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration or termination date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.
- I. School Readiness Priority:** 2, 6, 9

**8.6 At-Risk In Home (11).** Description: Child care for a child from a family that is receiving in-home protective services and is under supervision by DCF/contracted provider for abuse, neglect abandonment and/or exploitation.

- A. Purpose for Care:** Child Protection.
- B. Work Requirements:** N/A
- C. Child Age Requirements:** Birth to younger than 13.
- D. Referral:** Yes from DCF or contract community-based provider.
- E. Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.
- F. Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.
- G. Countable Income:** If available, count earned and countable unearned income from all household members who are part of the family unit. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student who has attained 22 years.
- H. Authorization period:** 6 months. Child care shall continue in increments defined by the referring agency. Staff shall authorize child care funding for twelve (12)

months from the date of the referral. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration or termination date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.

**I. School Readiness Priority:** 2, 6, 9

**8.7 At-Risk Foster Care (13).** Child care for a child in foster care protective services under supervision by DCF/contracted provider for abuse, neglect abandonment, or exploitation.

**A. Purpose for Care:** Child Protection.

**B. Work Requirements:** N/A

**C. Child Age Requirements:** Birth to younger than 13.

**D. Referral:** Yes from DCF or contract community-based provider.

**E. Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.

**F. Household Size:** Related child(ren) on the referral only.

**G. Countable Income:** If available, count child(ren)'s income only.

**H. Authorization period:** 6 months. Child care shall continue in increments defined by the referring agency. Staff shall authorize child care funding for twelve (12) months from the date of the referral. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration or termination date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.

**I. School Readiness Priority:** 2, 6, 9

**8.8 At-Risk Out of Home (14R).** Child care for a child placed in court-ordered custody of a relative/non- relative by DCF/contracted provider and receiving out-of- home protective services.

**A. Purpose for Care:** Child Protection.

**B. Work Requirements:** N/A

**C. Child Age Requirements:** Birth to younger than 13.

**D. Referral:** Yes from DCF or contract community-based provider.

**E. Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.

**F. Household Size:** Related child(ren) on the referral only.

**G. Countable Income:** If available, count child(ren)'s income only.

**H. Authorization period:** 6 months. Child care shall continue in increments defined by the referring agency. Staff shall authorize child care funding for twelve (12) months from the date of the referral. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration or termination date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.

**I. School Readiness Priority:** 2, 6, 9

**8.9 Protective Investigation In Home (IN).** Child care for a child from a family who has been referred for investigation by DCF/contracted provider for abuse, neglect abandonment and/or exploitation. Child remains in the home with the alleged perpetrator.

**A. Purpose for Care:** Child Protection.

**B. Work Requirements:** N/A

**C. Child Age Requirements:** Birth to younger than 13.

**D. Referral:** Yes from DCF or contract community-based provider.

**E. Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.

**F. Household Size:** All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

**G. Countable Income:** If available, count earned and countable unearned income from all household members who are part of the family unit. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student who has attained 22 years.

**H. Authorization period:** 60 day increments but not to exceed 6 months in total. Child care shall continue in increments defined by the referring agency. Staff shall authorize child care funding for twelve (12) months from the date of the referral. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration or termination date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.

**I. School Readiness Priority:** 2, 6, 9

**8.10 Protective Investigation Out of Home (OUT).** Child care for a child from a family who has been referred for investigation by DCF/contracted provider for abuse, neglect abandonment and/or exploitation. Child has been removed from the alleged perpetrator's home where the investigation is being conducted.

- A. Purpose for Care:** Child Protection.
- B. Work Requirements:** N/A
- C. Child Age Requirements:** Birth to younger than 13.
- D. Referral:** Yes from DCF or contract community-based provider.
- E. Income Eligible:** Eligibility is not dependent on income, but if available should be used to calculate parent fee.
- F. Household Size:** Related child(ren) on the referral only.
- G. Countable Income:** If available, count child(ren)'s income only.
- H. Authorization period:** 60 day increments but not to exceed 6 months in total. Child care shall continue in increments defined by the referring agency. Staff shall authorize child care funding for twelve (12) months from the date of the referral. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration or termination date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.
- I. School Readiness Priority:** 2, 6, 9

#### **8.11 Additional Information for Processing At-Risk Applications.**

- A.** Children with referrals that are marked under the custody area as “DCF Placement & Care/Custody” **MUST** attend a child care program in compliance with rule 65C-13.030 (2)(d).

Child care. Child care for children in licensed out-of-home care shall be in a licensed early education or child care program chosen by the caregiver(s). These providers must be participating in the school readiness program through the local early learning coalition. Examples of licensed early education or child care programs include:

1. Gold Seal accredited child care providers or providers participating in a quality rating system;
2. Licensed child care providers;
3. Public school providers; and,
4. License exempt child care providers, including religious exempt, registered, and non-public schools.

- B.** Children should not be denied services while the Family Services Specialist tries to obtain the necessary documentation to support the child’s age or the household income. Documentation to support the efforts to obtain the necessary documentation should be maintained in the OEL PORTAL history notes while awaiting receipt of the documents.

- C. Any corrections made to the referral must include: 1) initials of person making the change, 2) date of change/edit, 3) name of person who authorized the change/edits. This information should be recorded manually on the referral **AND** a history note must be entered in the client's OEL PORTAL record. Signature dates cannot be edited under any circumstance. If there is an error involving the signature date, a new referral must be requested. All communication should be included in the case notes.

# Chapter 9: Determining Eligibility for Transitional Child Care

*This chapter explains how a family that transitions from a workforce program to employment can access child care.*

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- 9.1 Eligibility for Transitional Child Care.** Eligibility for care under this category is based on a documented referral from the Department of Children and Family Services or the local workforce referral agency. Parents must maintain compliance with program requirements established by DCF or the workforce referral agency.
- 9.2 Transitional Child Care (TCC).** Child care for a child from a family that includes a parent or parents who transitions from a workforce program into employment as described in s. 445.032, F.S. In two parent families, both parents must have a purpose for care as documented on the authorizing referral.
- A. Purpose for Care:** Employment, both employment and training and/or education.
  - B. Work Requirements:** Employment or both employment and employment and training and/or education based on documented referral.
  - C. Child Age Requirements:** Birth to younger than 13.
  - D. Referral:** YES- Welfare Transition Program/local workforce board
  - E. Income Eligible:** Yes – at or below 200% of federal poverty level at initial entry and continued eligibility.
  - F. Household Size:** All children younger than 18 and household members who are 18 or older who are currently residing in the same dwelling unit.
  - G. Countable Income:** Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children 18 years of age enrolled in high school and/or a child who has reached 22 years of age who is has a disability and is enrolled in high school.
  - H. Authorization period:** 12 months or less. Child care shall continue in increments defined by the referring agency. Staff shall authorize child care funding for twelve (12) months from the date of the referral. If the parent does not receive an additional referral, the parent shall be given 3 months from the expiration or termination date of the referral to provide documentation to establish a purpose for care under another eligibility category to continue receiving services for the remainder of the initial 12-month authorization period.
  - I. School Readiness Priority:** 3, 6, 9
- 9.3 Continuity of Care.** Parents seeking to continue eligibility at the closure of the family's service under the Transitional Child Care category may continue to

receive financial assistance through the Economically Disadvantaged category if the family meets the income eligibility requirements.

## Chapter 10: Determining Eligibility for Economically Disadvantaged Employed Families

*This chapter explains how economically disadvantaged, working families can access School Readiness financial assistance to help defray the cost of child care.*

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**10.1 Eligibility for Economically Disadvantaged Families (ECON).** Child care for a child including, but not limited to an agricultural worker a working migratory family that is economically disadvantaged or an agricultural worker who is employed by more than one agricultural employer during the course of a year, and whose income varies accord to weather conditions and market stability and/or for a family that is working or engaged in eligible educational activities.

Eligibility under this category is based on family income as defined in rule. Family income cannot exceed 150% of the federal poverty level (FPL) at initial eligibility or 85% of State Median Income (SMI). Families determined eligible for Child Care Executive Partnership Funds must have household incomes less than 200% of FPL .

In a one parent family, the parent/guardian must be employed at least 20 hours per week or engage in eligible education activities unless exempt from work requirements due to age or disability. In two parent families, both parents must be working a combined total of 40 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. Families can continue receiving services until they reach 200% of the federal poverty level.

Family assets cannot exceed one million dollars.

- A. Purpose for Care:** Employment, both employment and training and/or education, migrant employed, or disability.
- B. Work Requirements:** In a one parent family, the parent must be employed at least 20 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. In a two parent family, both parents must be working a combined total of 40 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.



- C. Child Age Requirements:** Birth to younger than 13. If the child's age exceeds the age limit during the 12-month authorization period, the child shall continue to receive services for the remainder of the 12-month authorization period.
- D. Referral:** No
- E. Income Eligible:** Yes – at or below 150% of federal poverty level at initial entry . Family income must remain at or below 85% of the State Median Income (SMI) as the upper level for school readiness funding. Graduated phase out applies.
- F. Household Size:** All children younger than 18 and household members who are 18 or older who are currently residing in the same dwelling unit.
- G. Countable Income:** Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children 18 years of age enrolled in high school and/or a child who has reached 22 years of age who is has a disability and is enrolled in high school.
- H. Authorization period:** 12 months. If the parent loses purpose for care anytime during the initial 12-month eligibility period, the parent shall be given three (3) months to reestablish a purpose for care. The family will not be limited to a single three (3) month period to reestablish a purpose of care during the 12-month eligibility period.
- I. School Readiness Priority:** 4, 8, 9

**10.2 Child Care Executive Partnership (P1).** Child care for a family that is economically disadvantaged that requires a 1:1 match from local governments, employers, and/or other contributors. The CCEP program provides state, federal and local funds to offer financial assistance to families that do not exceed 200% of the federal poverty level.

- A. Purpose for Care:** Employment, both employment and training and/or education, migrant employed, or disability.
- B. Work Requirements:** In a one parent family, the parent must be employed at least 20 hours per week or engaged ineligible educational activities unless exempt from work requirements due to age or disability. In a two parent family, both parents must be working a combined total of 40 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.
- C. Child Age Requirements:** Birth to younger than 13. If the child's age exceeds the age limit during the 12-month authorization period, the child shall continue to receive services for the remainder of the 12-month authorization period.
- D. Referral:** No

- E. Income Eligible:** Yes – at or below 200% of federal poverty level at initial entry and at or below 200% of federal poverty for continued eligibility. Graduated phase out applies.
- F. Household Size:** All children younger than 18 and household members who are 18 or older who are currently residing in the same dwelling unit.
- G. Countable Income:** Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children 18 years of age enrolled in high school and/or a child who has reached 22 years of age who is has a disability and is enrolled in high school.
- H. Authorization period:** 12 months.
- I. School Readiness Priority:** 4, 8, 9

## Chapter 11: Maintaining Eligibility

*All families are responsible for reporting changes that might affect their eligibility. Changes should be reported immediately, but no later than ten (10) days after the change.*

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**11.1 Reporting Changes.** A family is responsible for reporting changes within 10 days of the change:

- 1) Address;
- 2) Change in purpose of care (i.e. job loss, new employer, change in work or school/training schedule);
- 3) Family size;
- 4) Failure to maintain attendance at a job training or education program; OR
- 5) Income exceeds 85% of the state median income (SMI).

**11.2 Substantial Change.** Substantial changes are considered to be those that affect the family's income, purpose of care, or family size. If a family reports changes that may impact the family's income, household composition, or purpose for care prior to the expiration eligibility period, the Family Services Specialist will determine if the change requires a reassessment of eligibility or parent co-payment.

- A. Reporting method.** Changes and supporting documentation may be reported via the OEL Family Portal.
- B. Documenting changes.** All changes must be documented, on OEL PORTAL, regardless of the need to conduct a reassessment or change the co-payment.
- C. Implementation date.** Parent co-payments can not be increased during the initial twelve month eligibility. If the reported change occurs after the initial twelve month eligibility the family co-payments shall be increased effective immediately upon redetermination or change in income. Both the parent and the

child care provider must be notified of all fee changes and finding begin/end dates.

**11.3 Break in Employment.** A parent authorized under ECON, CCEP or BG3-28A may maintain eligibility during a break in employment. Eligibility during a break in employment is based on the following:

- A.** A family may maintain eligibility following a job loss as long as employment is re-established within 3 months from the last day at the previous employer. During this time, school readiness services will continue. Parent co-payments should be reassessed based on current income. Parents must reestablish a purpose of care within 3 months to remain eligible.
- B.** A family may maintain eligibility during a temporary break in employment for up to 3 months for leave in compliance with the Family Medical Leave Act. If the temporary interruption in employment exceeds three (3) months, services will be suspended and not reimbursed, until the parent's employment resumes. The child shall not be placed on the waiting list if the parent has verification that they are still employed and returning to employment. Care may be re-established for the remainder of the initial 12 -month authorization upon resumption of employment and reevaluation of the remaining eligibility factors.
- C.** A family may maintain eligibility during an interruption in employment, with an option to return to that employment, such as season employment or school system-related employment. If the temporary interruption in employment exceeds three (3) months, services will be suspended and not reimbursed, until the parent's employment resumes. The child shall not be placed on the waiting list if the parent has verification that they are still employed and returning to employments. Care may be re-established for the remainder of the initial 12 - month authorization upon resumption of employment and reevaluation of the remaining eligibility factors.

**NOTE:** A parent/guardian has up to three (3) months to re-establish a purpose for care provided the three (3) month period does not extend beyond the current eligibility period. Parents/guardians will have less than 3 months if the time between the loss of purpose for care and the end of the authorized eligibility period is less than 3 months. A case cannot be redetermined as eligible without a purpose for care.

# Chapter 12: Re-determining Eligibility

*This chapter explains the redetermination process to ensure families continue to meet the eligibility requirements for the School Readiness Program.*

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**12.1 Eligibility Re-Determination.** Documentation of a family's income, family size, purpose for care, and residence must be updated at each re-determination. Families may schedule an appointment and must submit required information via the OEL Family Portal. Co-payments must be updated to reflect any income changes. Eligibility redetermination for Economically Disadvantaged, Special Needs and Child Care Executive Partnership children will be conducted every twelve (12) months.

Family income cannot exceed 85% of the State Median Income. In addition, families must provide documentation that they continue to maintain a purpose for care.

**12.2 Notification of Re-Determination.** Parent/guardians must be notified at least thirty (30) days before their redetermination date to inform them that reassessment is required to verify continued eligibility for financial assistance. Parents must be notified that failure to submit documentation required to determine their continued eligibility will result in termination of services.

Parents and child care providers must be notified within 10 calendar days if a child is no longer eligible for financial assistance.

**12.3 Termination of School Readiness Services.** Services may be discontinued prior to the end of the 12-month eligibility period under limited circumstances. The family and provider will be notified of disenrollment at least two weeks prior to the termination of services. Qualifying events for termination include:

- Excessive unexplained absences that exceed 10 calendar days during a total month. Staff must make and document 3 attempts to contact the family and the provider regarding excessive absences prior to disenrollment.
- Substantiated fraud or intentional program violations
- A change in residency outside of the state of Florida
- Purpose of care not reestablished at the end of a three (3) month period
- Family income exceeds 85% of the current state median income.

# Chapter 13: Parent Co-Payment

*This chapter explains the required assessment of a parent co-payment which is based on a sliding fee scale for each family receiving school readiness financial support.*

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**13.1 Assessing the Co-Payment.** Each family receiving school readiness financial assistance must be assessed a co-payment for each child receiving services. The co-payment is based on family size, the hours of care needed, and the family's income.

If a child is authorized for part-time care, the parent will be assessed a part-time co-payment. If the child is authorized for full-time care, the parent will be assessed a full-time co-payment. A parent with two or more children receiving school readiness services may receive a co-payment for the second and any subsequent child. When a discount is applied, the young child is assessed a full co-payment based on the approved sliding fee scale and hours of care needed.

For school age children who typically attends child care part-time during the school year, the parent shall be assessed a part-time co-payment for the school year and school holidays. If the child attends child care full-time during the summer break, the parent shall pay the full-time co-payment.

**13.2 Co-Payments for at-risk families.** Families shall be assessed a parent-co-payment at initial child care authorization. If information regarding the household income is not available at the initial authorization, the co-payment shall be assessed based on the family size and corresponding income level of 85% SMI. Families may provide documentatation of income at any time.

**13.3 Co-Payment waivers.** Coalition management staff may waive the parent co-payment on a case-by-case basis for the following circumstances:

- A. Parent/guardian is in prison.
- B. Parent/guardian is in the hospital or residential treatment facility.
- C. Parent/guardian is unemployed.
- D. Parent/guardian is unable to work due to illness or incapacitation.
- E. Death of a parent/
- F. Parent/guardian is homeless or living in a shelter.
- G. Parent/guardian experienced an emergency (i.e., natural disaster, fire, etc.)
- H. Whereabouts of parent/guardian is unknown.

**13.4 At-risk waivers.** A co-payment may be waived on a case-by-case basis for families of an at-risk child.

**13.5 Temporary co-payment waivers.** A co-payment may be waived on a case-by-case basis for families with income at or below 100% of federal poverty level during an event that limits a parent's ability to pay as such as a natural disaster or an event that limits the parent's ability to pay, such as incarceration, placement in residential treatment, becoming homeless or an emergency situation such as a household fire or burglary, or while the parent is participating in parenting classes.

**13.6 Request for fee waiver.** Unless circumstances otherwise warrant, referring case managers must make a written request to the coalition for a reduction in parent fees as soon as the need exists. Proof of need for reduction must be submitted with the written request and must be approved by the coalition prior to implementation. The reduction in parent fees is limited to the time period the parent/guardian is unable to make the required payment. A beginning and end date will be assigned by staff. Staff will document the fee waiver in OEL PORTAL and send a notice to the provider and the parent/guardian.

**13.7 Provider Transfers.** A parent may not transfer his/her child to another school readiness program until the parent has submitted documentation from the current school readiness program provider stating that the parent has satisfactorily fulfilled his/her co-payment obligations to the current provider. Satisfactorily fulfilling the co-payment obligations is defined as the immediate payment of the outstanding co-payment or establishment of a repayment plan for the outstanding co-payment.

If a parent of an at-risk child is unable to satisfactorily fulfill the co-payment obligation prior to transfer, the provider shall attempt to arrange a repayment schedule plan with the child's parent. If the provider is unable to arrange a payment plan with the at-risk child's parent, the provider shall document the repayment attempt and submit to the coalition.

**13.8 Co-Payment Changes.** A parent co-payment may not be increased during the initial 12-month eligibility authorization period. The co-payment assessed shall be in effect for the family's authorized eligibility period unless:

- The coalition grants a waiver of the parent co-payment; or
- An incorrect co-payment was assessed by the Family Services Specialist due to an error of the Family Services Specialist, the program participant, program participant fraud which results in a corrective action to reduce or increase the family's co-payment; or
- A change in family size, income or employment status results in a lower co-payment; or
- The authorized hours of care change.

Payments during graduated phase out may be increased or decreased based on the family's income and size.

**13.9 Coalition co-payment errors.** The coalition shall not take action to recover an incorrect co-payment made due to an error of the coalition or its contractor. If an error is discovered, the coalition must correct the error and apply the corrected co-payment. The parent must be notified within ten (10) calendar days of changes to the co-payment. Parent notification must be documented.

**13.10 Co-payment recovery.** If the incorrect co-payment is assessed as a result of parent error or parent fraud, the coalition or its contractor shall attempt to recover the reimbursement overpayment and document the attempts. If unable to recover the overpayment, the coalition shall notify the Office of Early Learning and submit documentation as necessary in accordance with the coalition's approved anti-fraud plan.

**13.11 Graduated Phase-out.** At the end of the initial 12-month eligibility period, the coalition shall re-evaluate the family's eligibility.

(a) At the end of the initial 12-month eligibility period at redetermination, if a family's income is above 150 percent of the Federal Poverty Level (FPL), but at or below 85 percent of the State Median Income (SMI), the family will enter the graduated phase-out. The parent shall be assessed a co-payment that is based on the approved sliding fee scale. As the family's income increases the co-payment shall gradually increase based on the approved sliding fee scale.

1. During graduated phase-out, school readiness childcare funding will be authorized for 12 months from the redetermination date. At redetermination the coalition shall provide written notice to the family and provider of the required co-payment for the 12-month period to be paid by the parent to the provider. The notice shall inform the parent that the co-payment shall increase as the family's income increases.
2. During graduated phase-out, the family shall report any changes in family size or income to the coalition within ten (10) calendar days. The coalition shall adjust the family's co-payment based on the reported information and shall notify the family and provider of any changes within ten (10) calendar days. The parent co-payment shall be increased or decreased based on any reported changes, as required, that affect the parent co-payment.
3. During graduated phase out, if the family's income exceeds 85% of the SMI, the family is no longer eligible for the program. The coalition shall notify the family that the family is no longer eligible to receive school readiness services and school readiness services will be discontinued two weeks (14 calendar days) from the date of the notice, as long as the two-week period does not extend beyond the family's authorized eligibility period. During the graduated phase out, if the

family's income falls below 150% of the federal poverty level, the copayment shall be adjusted based on the approved sliding fee scale and the family will remain in the graduated phase out and continue to receive services for the remainder of the twelve-month phase-out period.

- (b) At the end of the initial 12-month eligibility period at redetermination, if a family's income remains at or below 150 percent of the FPL, the family will remain eligible pursuant to rule 6M-4.200, F.A.C. The family's eligibility, co-payment, and reporting requirements are subject to the requirements of the initial eligibility period and will not be subject to the graduated phase-out criteria.
- (c) At the end of the initial 12-month eligibility period at redetermination, if a family's income exceeds 85% of the SMI, or the family is otherwise no longer eligible, the coalition shall notify the family that the family is no longer eligible to receive school readiness services and school readiness services will be discontinued.



## C. Eligibility and Enrollment Policies and Procedures

Please complete the Coalition Local Priorities Form and attach the coalition's community assessment and eligibility and enrollment policies and procedures as **Attachment II.C.**

### Coalition Local Priorities

Describe the data source used to conduct the community assessment:

See page 24 of the Community Assessment Attachment II.C.2.

### To be effective starting January 1, 2019

Priority Number	Priority	Describe how community needs are addressed.
3	A child of a parent who transitions from the work program into employment as described in s. 445.032 from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.	Based on the information presented in this report we recommend the priorities are reordered to address the need to support families transition from TANF (cash assistance) to the workforce. Providing child care keeps children in consistent care, while helping families maintain employment and become self-sufficient.
4	A child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services.	This priority moved down due to the other priorities moving higher based on need as described in the Community Assessment. The majority of children are served from this priority, we anticipate that it will continue to be largest population served.
5	A child who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this paragraph remains eligible until the child is eligible for	During the 2017-2018 school year, the SDHC served roughly 3,000 children ages 3 to 5 years old with an IEP. The SDHC works with the Florida Diagnostic and Learning Resource System (FDLRS) to deliver child and parent services. This coordination aids in identifying and initiating services to all

	admission to kindergarten in a public school under s. 1003.21(1)(a)2.	children with disabilities, who are not enrolled in public school. By raising this priority, the School Readiness Program can offer additional support to these families, such as child care and before and after school care.
<b>6</b>	An at-risk child who is at least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the school readiness program within an eligibility priority category listed in paragraphs (a) and (b) and subparagraph 1. shall be given priority over other children who are eligible under this paragraph.	This priority moved down due to the other priorities moving higher based on need as described in the Community Assessment. This population is served if the child has a younger sibling receiving care.
<b>7</b>	A child of a parent who transitions from the work program into employment as described in s. 445.032 who is younger than 13 years of age.	No change in priority order. This population is still served if the child has a younger sibling receiving care.
<b>8</b>	A child who is younger than 13 years of age from a working family that is economically disadvantaged.	This priority moved down due to the other priorities moving higher based on need as described in the Community Assessment.
<b>9</b>	A child who otherwise meets one of the eligibility criteria in paragraphs (a) and (b) and subparagraphs 1. and 2. but who is also enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Education Program.	No change. The children that fall within this priority have full time child care during the school-year, therefore the demand for SR services is not as high.

## H. Use of Observation-Based Child Assessments

What assessment tool/tools are used for child assessments?

1. Primary tool will be Teaching Strategies GOLD
2. Galileo and COR will be supported if designated as acceptable by OEL

How does the coalition solicit voluntary participation?

See Attachment II.F.

Attach supporting documentation as **Attachment II.F.**

N/A

## **Use of Observation-Based Child Assessment School Readiness Coalition Plan (OEL-SR 115, II.H)**

The Early Learning Coalition of Hillsborough County's procedures for implementing a child assessment for use at least three times a year are as follows:

### **1. Tools used for child assessment:**

- a. Primary tool will be Teaching Strategies GOLD
- b. Galileo and COR will be supported if designated as acceptable by OEL

### **2. Solicitation of voluntary participation:**

- a. Presenters at ELCHC monthly CLASS Orientation sessions will share information on the voluntary process for child assessment and distribute copies of the flyer "DOE Assessment Instrument Contact Information 9-21-18." This flyer provides contact and cost information on the three approved child assessment tools as well as on-line avenues for more information.
- b. CLASS observers will discuss and distribute copies of the flyer "DOE Assessment Instrument Contact Information 9-21-18" as CLASS observations are completed for School Readiness program assessment.
- c. Bimonthly orientations on Teaching Strategies GOLD (TSG) will offer an overview of the Teaching Strategies GOLD platform and provide an opportunity for providers to ask questions in order to make an informed decision related to child assessment. 1.5 in-service training hours will be offered to those attending.
- d. ELCHC will offer a warm-line to provide support for TSG related questions.

### **3. Child Assessment Staff Support**

- a. Two staff completed APT certification training in TSG.
- b. All ELCHC and School District (subrecipient) Professional Development (PD) staff will have an account in the ELCHC TSG subscription to enable them to practice and be familiar steps for administrative and teacher responsibilities.
- c. PD staff will be asked to complete the on-line TSG trainings (*Introducing My Teaching Strategies* and *Objectives for Development and Learning*) and to become reliable in its use.
- d. Staff will develop resources for providers that choose to participate, such as a Questions & Answers flyer, once OEL Rule is finalized.

## **CLASS 1 VIOLATION ENFORCEMENT POLICY**

### **FOR VOLUNTARY PREKINDERGARTEN (VPK) & SCHOOL READINESS (SR) PROGRAMS EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY (ELCHC)**

#### **I. INTRODUCTION**

In accordance with sections 1002.55(5)(b) and 1002.88(2)(b) of the Florida Statutes, if a provider has been cited for a Class 1 violation the Early Learning Coalition of Hillsborough County (ELCHC) may refuse to contract with the provider or revoke the provider's eligibility for the School Readiness or VPK programs for 5 years. The ELCHC monitors Class 1 violations and receives notification of Health & Safety non-compliances through the Childcare Administration Regulation & Enforcement System (CARES). Any action taken under this policy shall be documented by the ELCHC. This policy is used in conjunction with the ELCHC SR Monitoring Plan and Procedures as well as the Health & Safety requirements of the SR program (Rules 6M-4.610 and 6M-4.620, of the Florida Administrative Code), as applicable. Below you will find the ELCHC's policy regarding the enforcement of this law.

#### **II. GENERAL STANDARDS**

1. The ELCHC may refuse to contract with the provider or revoke the provider's eligibility for 5 years if they have been cited for one or more Class 1 violations pursuant to this policy.
2. The provisions of this policy do not supersede the ELCHC's discretion to terminate a provider's contract and revoke eligibility based on their action, or lack of action, which threatens the health, safety or welfare of children per the Statewide Provider Contracts for VPK and School Readiness.
3. All VPK & SR providers shall be subject to the terms of this policy for Class 1 violations that have occurred in the last 2 years.
4. New providers that did not have a VPK or SR contract for the previous program year that have been cited for a Class 1 violation within the last 2 years shall not execute a VPK or SR contract with the ELCHC. Special circumstances may be considered with the criteria in section 3.
5. Providers with 3 or more Class 1 violations within 2 years will have their contract terminated for cause and eligibility will be revoked for 5 years.
6. The ELCHC will notify the provider at least 14 calendar days prior to terminating a contract with children actively enrolled, except for severe violations that pose an immediate threat to the health & safety of children.

### III. CONSIDERATIONS

1. In determining whether to revoke a provider's eligibility and/or determining whether to contract with a provider, the ELCHC will consider the following factors:
  - a. Severity of the provider's actions (or inaction) that led to the Class 1 violation.
  - b. Whether the Class 1 violation was self-reported.
  - c. The impact that the revocation would have upon the local community.
  - d. Whether the provider had previously violated the terms of the Statewide Provider Contract.
  - e. The provider's overall record of licensing violations.

### IV. DUE PROCESS

2. A provider may appeal any ELCHC decision regarding this policy as follows:
  - a. A provider may opt for the decision to have a secondary review by ELCHC Executive Leadership in which the provider submits any relevant documentation that demonstrates that the circumstances that led to the violation(s) have been resolved and measures have been taken to prevent future violations.
  - b. A provider may additionally request a review hearing appeal per the Statewide Provider Contract (Forms OEL-VPK 20 and OEL-SR 20).

## **Monitoring Plan and Procedures School Readiness Coalition Plan (OEL-SR 115, V.A.)**

### **1. Contents:**

- Overview
- Timelines
- Sampling Methodology

### **2. School Readiness & VPK File Process:**

- SR Child Files
- VPK Child Files
- SR Program Providers

### **3. School Readiness Funded Programs:**

- CCR&R – Parent

### **4. Agency/Administrative Monitoring:**

- IT/Data Security/Data Quality

### **5. Provider Monitoring**

### **6. Fiscal**

### **7. Monitoring Plan/Procedure Contact Information**

#### **I. OVERVIEW**

School Board of Hillsborough County (SBHC) will be monitored in accordance with the Early Learning Coalition of Hillsborough County's Plan for fiscal year 2018-2019 (including all current and ongoing revisions as approved by the Office of Early Learning and the Coalition Board of Directors), the Office of Early Learning Standard Eligibility Review Program Guides for the School Readiness and Voluntary Prekindergarten programs Accountability Scorecards and all applicable rules and regulations therein. The Coalition will monitor the School Board of Hillsborough County (SBHC) to evaluate all business and programmatic functions in which any School Readiness funds are expended. Likewise, the Early Learning Coalition will conduct an internal audit to insure that all Voluntary Prekindergarten programs, rules, regulations and funds are expended properly. The Coalition will monitor SR Program Providers for compliance with standards set in rule using the Statewide School Readiness Provider Contract Monitoring Tool (OEL-SR 20M). Included in this monitoring will be response to parental complaints received by the Coalition. All monitoring procedures are to ensure

compliance with Early Learning Coalition of Hillsborough requirements as well as Office of Early Learning (OEL) and all state and federal mandated rules and regulations including but not limited to Section 1002.84(14), F.S. , 1002.85(2)(h), F.S. and 1002.88, F.S.

Coalition reviews may include but will not be limited to:

- Monitoring by Coalition Quality Assurance Coordinator , Provider Services Staff and Contract Manager
- Desk reviews
- Observations
- Staff interviews
- Data analysis and evaluation
- Review of operations, family services, client eligibility, provider services and fiscal responsibility
- Additional reviews as deemed necessary by the Coalition or the Office of Early Learning

## **II. TIMELINES**

### **School Readiness Eligibility and Payments**

- School Board of Hillsborough conducts monthly internal monitoring to access compliance with rules and regulations for School Readiness child files. Reimbursement staff collects sign in and out documentation from child care providers on a quarterly basis to verify accuracy in attendance and payments.
- Process review as needed to implement changes in programs, rules, regulations and procedures as determined by the Coalition, Office of Early Learning or to comply with local, state or federal statutes and regulations.
- Formal monitoring reports will be provided to the School Board of Hillsborough County (SBHC) Director, Family Services Coordinator, the Chief Financial Officer, the Early Learning Coalition Executive Director and other School Board of Hillsborough County designees as determined by the SBHC Director upon request to the Coalition. Formal monitoring reports will be provided annually between July 1<sup>st</sup> and June 30<sup>th</sup> of each Fiscal Year as completed and will include files selected from each quarter monitored.
- Interim monitoring reports will be issued as deemed necessary by the Coalition
- School Board of Hillsborough County (sub-recipient) will have 10 business days from the date of issuance by the Coalition in which to respond to all monitoring reports unless an alternate plan is agreed to by both parties. The Coalition will issue final determinations through a monitoring close report as soon as all reports have been processed by the subrecipient and no further review is necessary. All corrective actions due based on the Coalition close report will be due immediately. Corrective Actions may be ongoing and follow up reports may be requested by the Coalition and the



Office of Early Learning. Extensions to submission deadlines, if needed, may be requested via email or in writing to the Coalition Quality Assurance Coordinator.

### **III. SAMPLING METHODOLOGY**

Coalition monitoring will meet required sample sizes in all programs and in accordance with the most recent Sampling Methodology provided by the Office of Early Learning. School Board of Hillsborough County (SBHC) will conduct internal monitoring and file preparation for the ELC in accordance with the required OEL School Readiness and Payment Validation spreadsheets as provided by the ELC. This process may require some adjustment as we move to the new OEL portal. VPK records will be kept and processed internally by the Early Learning Coalition with accessibility through the OEL Family Portal.

Samples will include:

- School Readiness Eligibility Child Files – Sample Size 150
- Voluntary Prekindergarten Child Files – Sample Size 150
- Voluntary Prekindergarten Payment Validations – associated to child files sampled
- School Readiness Payment Validations - associated to child files sampled
- Voluntary Prekindergarten Provider Files: sample size met in the Provider Contract Monitoring

(All sample sizes for School Readiness, VPK and Payment Validation will be met by the end of the fiscal year and samples will be representative of all quarters. The size of the quarter sample may be adjusted to ensure compliance with the sample size requirements)

### **IV. SCHOOL READINESS ELIGIBILITY FILE AUDIT PROCESS**

School Readiness funded client file monitoring is an audit of the eligibility and redetermination process performed by the School Board of Hillsborough County (SBHC). This process includes but is not limited to an examination of:

- Proof of age of the child
- Parent Identification
- Date of application/referral
- Referral accuracy including signatures
- Correct eligibility period
- Eligibility determination and worker signatures
- Eligibility certification begin/end dates
- Billing Group identification
- Correct assignment of Billing Group
- Income Verification correctly processed
- Priority client determination
- Parent wages verified correctly
- Education enrollment verified
- Temporary disability verified

- Proof of Disability
- Verification of household size
- Parent Fee determined correctly
- Full or Part Time eligibility offered
- Purpose for care corresponds to authorized eligibility
- Parent agreement in place and signed/dated
- Original referral in file
- Redetermination process correctly by eligibility category.
- Each file represents minimally a one calendar year snapshot of the family's eligibility including all necessary documents to determine eligibility if applicable.
- Information in file matches EFS database
- Case notes presented with clear documentation of each process

#### Process Specifications:

1. Eligibility determination processes must be in accordance with Florida Statute 6M-4.200.
2. The documents used to determine eligibility and all supporting documents are required to be in each file at all times.
3. Case notes must demonstrate file activity and include staff name or initials and the date of the activity being documented.
4. Referrals from Career Source and other agencies must be signed and dated by referral staff and any necessary corrections to referrals must be verified with the agency associated with the referral. All files containing referrals must include the initial referral in addition to referrals covering the calendar year from the date the files were requested.
5. Income verification must be substantiated. Four weeks income documentation must be in the file and if a pay stub is not being utilized in income calculation the reason for this must be documented on the pay stub and in the case notes. File must also include the signed SR100.
6. Each file must also have a completed, signed and dated Child Care payment certificate for each child. This document must bear the name of the child and provider and the signatures of the parent/guardian and authorized representative of the provider. These forms must be returned by the provider to Federal Finance for each child prior to any payments made for that child. (Source: OEL SR Standard Eligibility Review Program Guide)
7. Upon request by the Coalition, School Board of Hillsborough County will provide School Readiness client files for audit by the Early Learning Coalition. Files will be chosen by the Coalition randomly from a list of all client files and will represent each eligibility category. The School Board of Hillsborough County will then have 20 business days to prepare the files and deliver them to the Early Learning Coalition.
8. Files will then be audited in the Coalition Office and a report will be presented to the School Board of Hillsborough County Director.

9. School Board of Hillsborough County will have 10 business days from the date of issuance by the Coalition in which to respond to all quarterly and interim monitoring reports unless an alternate plan is agreed to by both parties. The Coalition will issue final determinations through a monitoring close report as soon as all reports have been processed by the subrecipient and no further review is necessary. All corrective actions due, based on Coalition close report will be due immediately.
10. Extensions to submission deadlines, if needed may be requested via email or letter to the Coalition Quality Assurance Coordinator.

## **V. VOLUNTARY PREKINDERGARTEN ELIGIBILITY FILES**

Voluntary Prekindergarten funded client file audit is a review of the VPK eligibility process performed internally by the Early Learning Coalition of Hillsborough County. This process includes but is not limited to an examination of:

- Signed parent application
- Verification that parent given information for other programs if requested
- Copy of Certificate of Eligibility
- Appropriate age eligibility documentation
- Florida residency documentation
- Documentation that file monitoring has occurred

VPK Process Specifications:

1. Eligibility determination processes must be accordance with rule.
2. The documents used to determine certification as stated on the VPK eligibility monitoring spreadsheet and all supporting documents are required to be in each file at all times.
3. Case notes must demonstrate file activity and include the staff name or initials and the date of the activity being documented.
4. Files will be chosen randomly from a list of all client files and will be viewed through the Office of Early Learning Family Portal maintained by the Early Learning Coalition.
5. Files will be audited and the report presented to the Family Services Coordinator, Finance Manager and Chief Executive Officer.
6. The Family Services Coordinator and Finance Manager will have 10 business days from the date of issuance by the Quality Assurance Coordinator in which to respond to all quarterly and interim monitoring reports. The Quality Assurance Coordinator will issue final determinations through a monitoring close report up to 30 business days from the date of initial issuance of the report.
7. Extensions to submission deadlines, if needed, may be requested via email or in writing to the Quality Assurance Coordinator.

## **VI. CHILD CARE RESOURCE & REFERRAL**

The Early Learning Coalition will examine monthly reports, utilization, customer satisfaction surveys, mystery shopping and quarterly reports to evaluate this program for effectiveness and contract compliance. The CCR&R program staff is

required to adhere to the most current Standard Levels of Service and be knowledgeable of all revisions.

## **VII. AGENCY AND ADMINISTRATIVE MONITORING**

In accordance with the current Early Learning Grant Agreement, the Early Learning Coalition of Hillsborough County monitors activities of all contracts, grants and agreements of material contractors to ensure compliance with program and administrative requirements and to ensure that performance measures are achieved. A material contractor may be a sub-recipient or vendor. Those meeting either criterion will be subject to annual monitoring.

Objectives:

- Ensure performance measures are achieved
- Identify any deficiencies
- Highlight accomplishments and best practices
- Validate required audits and verify implementation of timely corrective actions
- Provide technical assistance to help sub-recipients and vendors comply with applicable laws, regulations and provisions of their contract with the ELCHC.

## **VIII. PROVIDER CONTRACT MONITORING**

The Early Learning Coalition will monitor School Readiness and Voluntary Prekindergarten providers to ensure contract compliance with program and administrative requirements as set forth by rule. The monitoring will meet required sample sizes set forth by the Office of Early Learning.

### **School Readiness Monitoring**

#### **Tier 1**

A desk review will be conducted annually for all School Readiness providers with an active SR contract based on rules: 6M-4.610, FAC, 6M-4.620, FAC, 6M-4.720, FAC, 6M-9.300(8), FAC, 6M4.500(2), FAC. All information will be entered into a tracking log including:

- Date of submission of Contract Documents.
- Date of completion of most recent Health and Safety Checklists.
- Conducting of Developmental Screenings for designated children.
- Date of completion and submission of annual CCRR Provider Profiles.
- Accurate completion of monthly enrollment/attendance certifications.
- Use of statewide information system.

#### **Tier 2**

Once the contracting process is complete and the total number of SR Programs has been determined, the Coalition uses Attachment B of Form OEL- SR 20M, Statewide School Readiness Provider Contract Monitoring Tool to determine the number of providers to monitor. A random sample is gathered using a computer program that includes all program types without bias. The providers chosen are

contacted for an informational session regarding the monitoring tool and given a copy of the tool to prepare for the monitoring. Included in the group to be monitored are those providers determined to be high risk at the last monitoring and those that were the result of a parental complaint. For any provider chosen that is outside of Hillsborough County, we will coordinate with the home Coalition for the monitoring records.

**Processes Include:**

- Monitoring October – May each year.
- On site monitoring by Coalition staff.
- Explanation of monitoring results once completed.
- Progressive enforcement procedures followed as established by rule and approved by the Service Delivery and Efficiency Committee and the Board of Directors.
- Written notification to provider of any non-compliance including instructions for corrective action plan if applicable.
- Copy of signed monitoring tool and all correspondence uploaded to OEL Portal.

**Voluntary Prekindergarten Providers**

VPK providers are monitored annually in accordance with rule using a locally developed tool that encompasses all elements contained in the OAMI. A minimum of 50 percent of all providers are monitored each year per rule.

**Fiscal Monitoring:**

Fiscal monitoring will be provided by the Finance Director.

**Contact Information:**

All correspondence related to this plan, monitoring activities or requirements should be directed to:

Sharon Hayes  
Quality Assurance Coordinator  
Early Learning Coalition of Hillsborough  
6800 N. Dale Mabry Highway, Suite 158  
Tampa, FL 33614  
813-515-0803  
[shayes@elchc.org](mailto:shayes@elchc.org)

Steve Costner  
Chief Financial Officer  
Early Learning Coalition  
6800 N. Dale Mabry, Suite 158  
Tampa, FL 33614  
813-515-2352  
[scostner@elchc.org](mailto:scostner@elchc.org)

Lorinda Gamson  
Manager – Provider Services  
Early Learning Coalition of Hillsborough  
6800 N. Dale Mabry Highway, Suite 134  
Tampa, FL 33614  
813-999-0133  
[lgamson@elchc.org](mailto:lgamson@elchc.org)

<b>SCHOOL READINESS ELIGIBILITY PRIORITIES – HILLSBOROUGH COUNTY</b>		<b>FORMER PRIORITY</b>
1	A child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance under chapter 414 and subject to the federal work requirements.	1
2	An at-risk child younger than 9 years of age.	2
3	A child of a parent who transitions from the work program into employment as described in s. 445.032 from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.	4
4	A child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2. until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services.	3
5	A child who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.	8
6	An at-risk child who is at least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the school readiness program within an eligibility priority category listed in paragraphs (a) and (b) and subparagraph 1. shall be given priority over other children who are eligible under this paragraph.	5
7	A child of a parent who transitions from the work program into employment as described in s. 445.032 who is younger than 13 years of age.	7
8	A child who is younger than 13 years of age from a working family that is economically disadvantaged.	6
9	A child who otherwise meets one of the eligibility criteria in paragraphs (a) and (b) and subparagraphs 1. and 2. but who is also enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Education Program.	9

Note: Priorities 1 and 2 are established by section 1002.87(1)(a) & (b). Priorities 3 through 9 are the local priorities established by the Early Learning Coalition based on the needs of families and provider capacity.

## ELCHC BOARD OF DIRECTORS MEETING – NOVEMBER 13, 2018

### ACTION

### ITEM VII.B.

<b>ISSUE:</b>	<b>Approval of ELC Legal Services</b>
<b>FISCAL IMPACT:</b>	NA
<b>FUNDING SOURCE:</b>	NA
<b>RECOMMENDED ACTION:</b>	Approve the recommendation by the Legal Services Committee to contract with Stephen Lee for Coalition Legal Services.

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**NARRATIVE:** At the September 17, 2018 meeting of the Coalition Board of Directors, staff was directed to release a Request for Proposal (RFP) for Coalition Legal Services. The RFP was released to the public on September 27, 2018 with responses due back to the Coalition by October 15, 2018. The RFP was sent directly to the 25 largest local law firms, posted on the Coalition website, and listed in the Hillsborough Bar Association's weekly newsletter to its members. Four complete proposals were received by the deadline and were forwarded to the Legal Services Committee for scoring. The proposals received were from Buchanan Ingersoll & Rooney PC, Butler Weihmuller Kratz Craig LLP, Gray Robinson, and Stephen P. Lee, Esq. The Legal Services Committee met on October 30 under the direction of Committee Chair, Dr. Shawn Robinson. The committee reviewed the score sheets for each respondent and unanimously selected Stephen P. Lee, Esq. for recommendation by the Coalition Board of Directors.

## ELCHC BOARD OF DIRECTORS MEETING – November 13, 2018

### ACTION

### ITEM VII. C.

<b>ISSUE:</b>	New Facilities
<b>FISCAL IMPACT:</b>	\$3,700,000.00
<b>FUNDING SOURCE:</b>	Office of Early Learning- SR/VPK
<b>RECOMMENDED ACTION:</b>	Recommendation to Come

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ELCHC BOARD OF DIRECTORS MEETING – NOVEMBER 13, 2018

**ACTION** **ITEM VII.D.**

**ISSUE:** Transition Budget Amendment  
**FISCAL IMPACT:** \$418,900  
**FUNDING SOURCE:** Office of Early Learning School Readiness and VPK  
**RECOMMENDED ACTION:** Approve budget amendment of the Early Learning Coalition

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**NARRATIVE:** Coalition staff is requesting an increase in the operating budget to accommodate the transition and collocation of School District of Hillsborough County and the Coalition.

## ELCHC BOARD OF DIRECTORS MEETING – November 13, 2018

### ACTION

### ITEM VII.E.

<b>ISSUE:</b>	<b>Authorize the Coalition to Increase School Readiness Provider Rates</b>
<b>FISCAL IMPACT:</b>	Up to \$327,000
<b>FUNDING SOURCE:</b>	Office of Early Learning, School Readiness
<b>RECOMMENDED ACTION:</b>	Authorize staff to increase contracted School Readiness provider rates for the Infant and Toddler care levels.

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#### **NARRATIVE:**

The community needs assessment identifies infants and toddlers as an underserved population in Hillsborough County. The rates currently paid to providers are substantially less than the market rate and what is being paid by other local coalitions for these care levels. A rate increase will assist current providers in maintaining slots for these care levels. It will also provide incentive for the opening of additional slots for infants and toddlers.

The staff is requesting authorization to increase provider payments rates for Infant and Toddler care levels.

## ELCHC BOARD OF DIRECTORS MEETING – November 13, 2018

### ACTION

### ITEM VII.F.

<b>ISSUE:</b>	<b>New Board Member Nomination</b>
<b>FISCAL IMPACT:</b>	Not applicable
<b>FUNDING SOURCE:</b>	Not applicable
<b>RECOMMENDED ACTION:</b>	Review and approve the Board Membership Application of Candy Olsen for membership on the ELCHC Board of Directors, with full voting rights, for a 4-year term beginning November 13, 2018 and ending November 13, 2022.

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**NARRATIVE:**

On Thursday, November 8, 2018, the Governance Committee voted to accept the application of Candy Olsen for membership on the ELCHC Board of Directors and to move the application forward to the full board for approval. The membership application is attached.

(Attachment)



Please type or print clearly

**PERSONAL INFORMATION**

OLSON ANN (CANDY)  
Last Name First Name Middle

RETIRED - HILLSBOROUGH COUNTY PUBLIC SCHOOLS BOARD MEMBER  
Employer/Affiliation Title

[REDACTED]  
Street Address

TAMPA FL 33606  
City/State/Zip Code

[REDACTED]  
Phone Mobile Fax

Email Address: CANDY. OLSON @ GMAIL. COM

Are you a parent?  Y  N If yes, ages of Children GROWN

Is your employer  a private, for-profit enterprise,  a community based non-profit organization  
 Other (please specify): \_\_\_\_\_

**COMMUNITY/CIVIC INVOLVEMENT**

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
<u>UNITED WAY</u>	<u>CA 1979 - PRESENT</u>	<u>BOARD (CURRENT), ALLOCATION COMM (PREV)</u>
<u>MARY LEE'S HOUSE</u>	<u>2008 - PRESENT</u>	<u>BOARD (CURRENT)</u>
<u>COUNCIL OF THE GREAT CITY SCHOOLS</u>	<u>2004 - 2014</u>	<u>BOARD, EXEC COMM, CHAIR (PREV)</u>
<u>COMMISSION FOR ACCREDITATION OF EDUCATOR PREPARATION 2012-2018</u>		<u>BOARD (PREV)</u>
<u>SERVE (SCHOOL VOLUNTEERS)</u>	<u>1978 - 1990, 2000-2002</u>	<u>BOARD, PRESIDENT (2 TERMS)</u>

**STATEMENT OF INTEREST (Use additional pages or cover letter if needed)**

What is your educational background?

BA - NEWTON COLLEGE, NEWTON, MASS - 1969  
MBA - UNIVERSITY OF SOUTH FLORIDA - 1976

What experience do you have working with young children and families?

AS A MOTHER, I RAISED TWO DAUGHTERS AND NOW HAVE SIX GRANDCHILDREN.  
AS A SCHOOL BOARD MEMBER I LEARNED THE IMPORTANCE OF QUALITY  
EARLY CHILD CARE FROM OBSERVING CLASSROOMS, AND MAKING  
BUDGET AND POLICY DECISIONS.

How would the ELCHC benefit from your involvement on the Board?

HAVING SERVED ON THE SCHOOL BOARD AS WELL AS THE BOARDS OF  
MANY NON-PROFITS THAT SERVE CHILDREN, I BRING EXTENSIVE  
EXPERIENCE IN GOVERNANCE, WIDE EXPERIENCE WHICH PROVIDES  
CONTEXT FOR DECISION MAKING, AND A DEEP COMMITMENT TO  
GIVING EVERY CHILD THE BEST POSSIBLE START IN LIFE.

Do you, a relative of yours, or your business affiliation, now or within the prior 2 years, have or had direct or indirect ownership of more than 5% of the total assets or income from the Office of Early Learning (OEL), Department of Children & Families (DCF), Department of Education (DOE), an Early Learning Coalition (ELC), a District School's Pre-K program, or an ELC's fiscal agent, service provider, contractor, or subcontractor? (Florida Rules 6M-9.110 Requirements & Criteria for Early Learning Coalitions).

No  Yes If yes, please explain:

On which committees would you be interested in serving?

- Governance  Communications & Outreach  Legislative Affairs
- Service Delivery & Efficiency  Waitlist Elimination

Please list three (3) or more references:

Name	Phone Number	Email	Professional/Personal
MARY G GAMBLE	727.224.8878	maryggamble@aol.com	personal
EARL LENNARD	813.310.1101	earllennard@tampabay.rr.com	both
EMERY IVERY	813.274.0961	emery@newsuncast.org	professional

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

**COMMITMENT AND OPERATIONAL STATEMENTS**

**Time Commitment:** Serving on the Early Learning Coalition of Hillsborough County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

**Employment:** The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

**Conflict of Interest:** Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

**Government in the Sunshine:** The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

**My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.**

*Candy Dean*  
Applicant Signature

*September 24, 2018*  
Date



Application forms may be completed in full and submitted to:

Kelley Minney, Executive Administrator/Board Clerk  
Early Learning Coalition of Hillsborough County  
6800 N. Dale Mabry Highway, Suite 158  
Tampa, FL 33614  
Email: [kminney@elchc.org](mailto:kminney@elchc.org)  
Website: [www.elchc.org](http://www.elchc.org)  
Telephone: (813) 867-0753  
Fax: (813) 435-2299

**ISSUE:** Governance Committee Report

**NARRATIVE:**

On Thursday, November 8, 2018, the Governance Committee voted to accept the application of Candy Olsen for membership on the ELCHC Board of Directors and to move the application forward to the full board for approval.

The Committee discussed the draft revisions to the ELCHC Bylaws and voted to recommend that the revisions move to the full board for approval.

**ISSUE:** **Communications & Outreach Committee Report**

**NARRATIVE:**

The Communications & Outreach Committee met on November 1, 2018. For this first committee meeting of FY19, Chair Dianne Jacob opened the meeting by offering comments regarding the committee's past activities and focus.

Chair Jacob asked Board members to share information regarding their backgrounds as a starting point in identifying the skills and expertise that Board members could bring to their roles on the committee.

It was noted that with the July launch of the OEL (Office of Early Learning) portal, there has been reliance on the ELCHC communications team to develop and disseminate communications related to problems associated with function of the portal. While these efforts have been necessary, it has taken focus away from proactive communications initiatives.

The committee spent time discussing future direction and objectives of the committee and strategies and tactics for advancing those objectives.

It was agreed that a significant focus of this committee will center on relationship-building and advancing community collaborations. It was further agreed that the ELCHC Communications & Outreach team in coordination with the committee will target a December timeframe for developing a strategy for telling the story of the ELCHC and developing key message points and tools for that purpose.

Finally, a Communications & Outreach Summary document detailing social media analytics, website analytics, community presentations and other information from July 1, 2018 – October 31, 2018 was provided to the committee.



**ISSUE: Legislative Affairs Committee Report**

**NARRATIVE:**

The Legislative Affairs Committee met on October 8, 2018. Gordon Gillette shared with the Committee that the Association of Early Learning Coalitions (AELC) Executive Directors were discussing the following areas as priorities on the legislative agenda:

1. Continued implementation of early grade success committee recommendations
2. Voluntary Pre-Kindergarten
  - a. Apply CLASS Observations that were implemented for School Readiness into VPK.
  - b. Increase two financial areas in VPK (quality & admin).

The Committee recommended that the ELC priorities keep in alignment with the state priorities and requested that a draft of the ELC priorities (when available) are included as an action item at the next board meeting for approval.

There was a discussion regarding the ELCHC participating in Hillsborough Day at the Capitol or Children’s Week. The Committee agreed that Hillsborough Day was the best time to advocate the ELC priorities to the legislators. Dr. Bobbi Davis stated that Hillsborough Day at the Capitol was on March 13, 2019.

Finally, Mr. Gillette provided an update on Quality Improvement Plans associated with CLASS Observations.

**ISSUE:** Service Delivery & Efficiency Committee Report

**NARRATIVE:**

The Service Delivery and Efficiency Committee met on October 19, 2018 to review the Class 1 Violation Enforcement Policy. The Committee recommended that the policy move forward to the full board for approval. This policy is part of the School Readiness Coalition Plan Amendments.



**Budget to Actual**  
**September 30, 2018**

	Actual	Budget	Difference	
	YTD	YTD	YTD favorable /(unfavorable)	%
<b>Revenue</b>				
School Readiness	11,232,192	10,468,066	764,126	7.3%
Voluntary Pre-Kindergarten	6,099,091	5,984,833	114,258	1.9%
CBHC School Readiness Match	1,194,231	888,107	306,124	34.5%
Community Projects	164,055	23,448	140,607	599.7%
<b>Total Revenue</b>	<b>18,689,569</b>	<b>17,364,454</b>	<b>1,325,115</b>	<b>7.6%</b>
<b>Program Expenses</b>				
School Readiness				
SDHC Direct Services	9,214,326	8,538,987	(675,339)	-7.9%
CBHC School Readiness Match	1,194,231	888,107	(306,124)	-34.5%
BOCC School Readiness Match	25,743	-	(25,743)	
<u>Total Direct Services</u>	<u>10,434,300</u>	<u>9,427,094</u>	<u>(1,007,206)</u>	<u>-10.7%</u>
SDHC Operating	984,077	979,957	(4,120)	-0.4%
CCL/ECC	182,234	277,101	94,867	34.2%
Total School Readiness	11,600,611	10,684,152	(916,459)	-8.6%
Voluntary Pre-Kindergarten				
Direct Services	5,878,253	5,699,226	(179,027)	-3.1%
Total Voluntary Pre-Kindergarten	5,878,253	5,699,226	(179,027)	-3.1%
Other Programs				
Provider Quality Support	12,484	52,359	39,875	76.2%
Total Other Programs	12,484	52,359	39,875	76.2%
<b>Total Program Expenses</b>	<b>17,491,348</b>	<b>16,435,737</b>	<b>(1,055,611)</b>	<b>-6.4%</b>
<b>ELCHC Operating Expenses</b>				
Personnel	823,419	853,935	30,516	3.6%
Staff Development	4,010	6,480	2,470	38.1%
Professional Services	39,640	20,695	(18,945)	-91.5%
Occupancy	115,773	102,600	(13,173)	-12.8%
Postage, Freight and Delivery	607	501	(106)	-21.1%
Rentals	3,270	556	(2,714)	-488.1%
Supplies	10,670	19,651	8,981	45.7%
Communications	3,108	3,101	(7)	-0.2%
Insurance	3,320	-	(3,320)	
Tangible Personal Property	68,608	-	(68,608)	
Quality	7,345	27,371	20,026	73.2%
Travel	4,177	5,293	1,116	21.1%
Other Operating	48,095	45,180	(2,915)	-6.5%
Depreciation	-	-	-	
<b>Total ELCHC Operating Expenses</b>	<b>1,132,043</b>	<b>1,085,363</b>	<b>(46,680)</b>	<b>-4.3%</b>
<b>Grand Total Expenditures</b>	<b>18,623,391</b>	<b>17,521,100</b>	<b>(1,102,291)</b>	<b>-5.9%</b>
<b>Change in Net Assets</b>	<b>66,178</b>	<b>(156,646)</b>	<b>(222,824)</b>	<b>142.2%</b>