How to Create & Submit a School Readiness Application in OEL's Family Portal

Registering or Returning User Account Access

- Open your internet browser and type in the following website address: https://familyservices.floridaearlylearning.com

You will be directed to Florida's Early Learning Family Portal homepage.

- New User Registration:
  - Click the **Click Here** link to register for an account

***Account Registration requires a valid e-mail address for verification purposes.***

- Register for a Family Portal Account – Step 1 page will display
- Type in the required fields under Account Information
• **Register for a Family Portal Account** – Step 2 page will display

![Account Information](image)

• Access your e-mail inbox. Upon creating your account (within a few minutes), you will receive an e-mail from DONOTREPLY@oel.myflorida.com with your account information. You may need to check your junk/spam folder if the e-mail is not in your inbox. Within the e-mail will be a link that will say, “**Activate My Account**”. You will not be able to log into the Family Portal and apply until you have clicked this link.

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Do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).
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Clicking on **Activate my Account** link will bring you back to the Family Portal - Register for a Family Portal Account – Step 3 page will display, left click the **Continue** button.

Returning user enter your Username and Password:

***Right after you log in there will be two (2) information pop-ups that will be displayed. click **Continue** for the first pop-up.

Voluntary Prekindergarten (VPK) is free for all children who are 4 years old on or before Sept. 1, reside in Florida, and who are not participating in the Gardiner Scholarship Program. Parents whose children are born from Feb. 2 through Sept. 1 of a calendar year may choose to enroll their child in VPK either the school year their child turns 4 or the next.

For more information about VPK age eligibility visit our website at http://www.floridaearlylearning.com

For more information about the Gardiner Scholarship Program, visit the Florida School Choice website at http://www.fidoe.org
***The second information pop-up will ask if your family has been impacted by a "natural disaster or statewide emergency", please answer either Yes or No.

If you answered Yes, the Select Event window will appear. From the drop-down menu select COVID-19 and the window will disappear automatically.

After reviewing and answering the information pop-ups you will be directed to the Family Profile
- The Family Profile Page will be displayed

Creating and Submitting a School Readiness Application
- On the Family Profile page, Left click Create a new School Readiness Application
• **Prequalification Questions page is displayed**
  
  o For question 4, select *I have a child care authorization form (referral) from an authorize referring agency* and click *Do I Qualify?*

4. Check all that apply: *(Must check at least one)*

- I am 65 years of age or older.
- I am a single parent currently employed or attending school for at least 20 hours per week.
- I am a two-parent family that works or attends school for a combined total of at least 40 hours per week.
- I am a single parent who is exempt from work due to a disability.
- I am a two-parent family wherein one or both parents are exempt from work due to a disability.
- I have a child care authorization form (referral) from an authorized referring agency.
- I receive Relative Caregiver benefits for the child(ren) requiring care.
- I have a child that is aged 3 to kindergarten entry who has an IEP from the local school district.
- None of the above apply.

  ![Do I Qualify button](image)

• **Apply for School Readiness Welcome page is displayed**

  o The application is divided into eight sections to collect all the necessary information to Certify and Submit the application.

  o Read through the Introduction and Instructions. Click *Continue.*

  ![Application Sections](image)
***Use the progress bar at the top of each section of the application for reference on completing the application.

*** All fields marked with a red asterisk must be filled in for you to proceed to the next step.

- Parent Profile page is displayed
  - Begin filling out the application starting with the Parent Profile form. Each parent has three tabs to be completed within the form labeled **Profile**, **Additional Information**, and **Contact Information**.
    - On the **Additional Information** tab, if you choose Yes on questions related to employment and school/training then the corresponding Employment and/or **School/Training** tab will display for you to complete.
  - Click **Continue** to navigate through the first three tabs.
Applying for School Readiness Application Process

- Click **Continue** after **Contact Information** is filled in. If you chose yes to being employed, the Employment Information tab is displayed.
  - Click **Add an Employer**

![Employment Information Tab](image)

- **Employer’s Information page is displayed**
  - Fill out the form. Click **Continue** when completed.

![Employer Information Form](image)

- The Employment Information tab is displayed with your employer’s name. If you have more than one employer, click **Add Another Employer**. If you do not, click **Employer Information is Complete**
  - If you need to add another employer, follow the previous step when the Employer’s Information page is displayed.
- **Parent Profile page is displayed**
  - You have completed the necessary information for Parent #1. You will notice the progress bar will have the parent section marked as complete. If you need to edit any of the information in Parent #1’s section, you may click the *Edit* button next to the name.
  - If there is another parent living in the household click *Add Another Parent Living in the Household*
    - The Parent Profile form will display, follow the previous steps for filling out the tabs for Parent #2.
  - When you are done adding Parent #2 or if there are no other parents living in the household click *There are NO More Parents Living in the Household*

- **Child Profile page is displayed**
  - Fill out the form. Click *Continue* when completed.
• Fill out the Child Profile Additional Information form. Click Continue when completed.

• Child Profile page is displayed
  o You have completed the necessary information for Child #1. You will notice the progress bar will have the child section marked as complete. If you need to edit any of the information in child #1’s section, you may click the Edit button next to the name. You also have the option to Remove the child if they do not need care.
• If there is another child that needs care click **Add Another Child that Needs Care**
  o The Child Profile form will display, follow the previous steps for filling out the forms for child #2.
  o When you are done adding child #2 or if there are no other children needing care, left click **No More Children in Need of Child Care**.

• Other Household Members page is displayed
  o If there is anyone living in the household other than parent(s) and children needing care include them in this section.
    ▪ Click **Add another Household Member**
    ▪ Fill out the Other Household Members form. Click **Continue** when completed.
When you are done adding the household member or if there are no other household members, click **No More Household Members to Add.**

**Other Income page is displayed**
- Fill out the form. If there is more than one income (for example: child support, food stamps, social security, and/or non-court ordered agreement) than click **+Add Income** after each entry. Click **Continue** when completed.
- If no other income is received leave blank and click **Continue**

**Attach Supporting Documentation page is displayed**
- You will need to upload the **Child Care Application and Authorization Form (referral)** that was given to you by your HR department.
- Be sure your document is saved on the computer or device on which you are applying. They must be in an electronic format such as .pdf, .jpg, or .png. An image of the entire document needs to be submitted for verification. The system only allows for one file to be uploaded. Be sure to scan\save all documents as one file before uploading.
Located under Step 1, click on the bubble next to **Child Care Application and Authorization Form**

- **Step 2** will become available once the document to upload is selected
  - Click **Browse for File**

Navigate to the folder where your file is saved and click the file you want to upload.

You will see the file name to be attached under Step 2 and Step 3 will become available.
  - Click **Attach Selected Document** under Step 3
Applying for School Readiness Application Process

- **Document Successfully Attached page is displayed**
  - You have successfully uploaded your proof of eligibility document. You will notice the progress bar will have the document section marked as complete.
  - Read through the attachment actions to either view the document or change the document, if no action is needed click *Continue*.
  - In case of a two-parent household, repeat the process to upload proof of eligibility document for 2nd parent.

- **Review Application page is displayed**
  - The review page will allow you to review the School Readiness application and verify if the information entered is correct. Check the box next to the question *Is this Correct?* to verify. If anything needs to be changed you can click the *Edit* button on the top of each section within the review page.
Once you have reviewed the application, click Continue.

- **School Readiness Application Certification is displayed**
  - Read through the rights and responsibilities of a School Readiness parent
  - Left click the checkbox to certify by electronic signature.
  - Type in your full name as it is on the application.
  - Left click once on Submit Application

- **Successful submission message is displayed**
  - Your application is complete, you will receive a confirmation e-mail from DONOTREPLY@oel.myflorida.com as well.
  - From this screen, you can click the Home icon and it will bring you back to the Family Profile Page.

- You can check the status of your application here.