

PROGRESSIVE ENFORCEMENT PROCEDURES FOR NON-COMPLIANCE WITH PROGRAM REQUIREMENTS SCHOOL READINESS (SR) PROGRAM

INTRODUCTION

This document establishes the Early Learning Coalition of Hillsborough County's (ELCHC) standardized progressive enforcement procedures to be implemented if a School Readiness (SR) Provider fails to comply with the SR program requirements outlined in Chapter 6M-4 of the Florida Administrative Code (F.A.C) and Chapter 1002, Part VI, of the Florida Statutes (F.S). The ELCHC reserves the right to take any action deemed in the best interest of the ELCHC and the public based upon the severity of the violation or the number of violations. In addition, pursuant to Form DEL-SR 20, Rule 6M- 4.610, F.A.C., the ELCHC may terminate a provider's contract for cause at any time due to the failure to comply with one or more of the terms of the SR Provider Contract (Form DEL-20). This includes action or lack of action that threatens the health and/or safety of children, failure to implement corrective action, and reasonable or probable cause to suspect fraud.

Before termination or revocation is deemed a necessary action, considerations for the termination & revocation of eligibility will be completed by the ELCHC. These considerations will address (1) the severity of the provider's actions leading to the termination consideration; (2) the health, safety and welfare of children enrolled (including a review of its licensing history); (3) the financial impact of the actions, if applicable; (4) the impact that the revocation would have upon the local community (child care capacity in the provider's service area); (5) consistency with coalition's actions for similar contract violations; (6) the length of time that provider provided SR services; and (7) whether the provider had previously violated the terms of the SR Provider Contract. These considerations for termination & revocation of contract will be submitted to ELCHC executive leadership for final determination. The ELCHC considers all health & safety non-compliances related to child abuse/neglect, inappropriate discipline and inadequate supervision severe in nature.

Under the Due Process Procedures, Form DEL SR-20, the provider may request a review of determinations made by the ELCHC under the SR contract. A request for a review hearing may be requested by the provider by submitting such request in writing to the ELCHC within five business days of receipt of notice of the determination. This is defined in Form DEL-20, Exhibit 7: Due Process Procedures.

TIMEFRAME

Consequences for non-compliance occurrences noted in the table below are based on a two-year period. If providers have more than three non-compliances in a two-year period for the same requirement, the 3rd non-compliance consequence applies. In these cases, the ELC will review all non-compliances and may choose to terminate the Provider Contract and/or revoke the provider's eligibility to deliver the SR program for a period of five (5) years.

DEFINITIONS

CAP: Corrective Action Plan as defined by Rule 6M-4.610, F.A.C., Form DEL-SR 20, which states that corrective action means implementation of a specific action(s) designed to correct the failure to meet a specific requirement and specifies specific elements. Providers must successfully complete corrective action due to non-compliance determinations from prior Contracts, as applicable.

Disallowed Costs: This is an action taken by the ELCHC, pursuant to DEL-SR 20, in which expenditures submitted for reimbursement shall be disallowed if the provider did not adhere to the provisions governing the SR Program.

Provider Support Plan: Support and guidance offered by the ELCHC are designed to facilitate a better understanding of the requirement and implementation of best practices. This may include coaching or technical assistance visits, referral to ELCHC quality initiatives, referral to community programs/resources, required training, or additional on-site visits.

Probation: If the provider has received a corrective action notice for the same violation two or more times or has had multiple corrective action plans within the contract year or if the corrective action plan is not completed within the prescribed timelines, the provider shall be placed on probation for a period up to six (6) months. Probation may include one or more of the following conditions: training or staff development, monitoring or technical assistance by ELCHC, or submission of documentation related to the violation, pursuant to Form DELSR 20.

Revocation of Eligibility: The ELCHC may revoke a SR provider's eligibility to deliver the School Readiness Program in accordance with Rule 6M-4.620, F.A.C. and Form DEL SR-20, paragraphs 70 and 71. For providers that have received Class 1 licensing violations, the ELCHC may refuse to contract with the provider or revoke eligibility in accordance with the ELCHC's Class 1 Enforcement Policy.

Termination: The ELCHC may terminate a provider's SR contract as defined by Form DEL SR-20, paragraphs 67 through 69.

Off-Site Review: Review of requested documents by the ELCHC to the provider. Documents must be uploaded into the coalition-approved data system within seventy-two (72) hours per paragraph 40 of the SR Provider Contract.

#	REQUIREMENT	CITATION	CONSEQUENCE FOR NON-COMPLIANCE
1	<p>Provider uses the DEL Provider Portal (statewide information system). This includes but is not limited to: updating Provider Profile, contracting, monitoring enrollment requests, ending or canceling enrollment, submitting attendance, submitting adjustments, and uploading/maintaining current contracting documents.</p> <p><i>Enforcement: Failure to maintain current documents in the DEL portal, failure to submit attendance, failure to report changes in the provider profile such as a change in director or contact information, required workers' compensation insurance, required reemployment assistance or unemployment compensation coverage, liability insurance, as required, including transportation of children if SR children are transported by the Provider, etc.</i></p>	<p>6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring</p>
2	<p>Children attending the provider are accurately enrolled at the location listed on the payment certificate.</p> <p><i>Enforcement: Submitting attendance/reimbursement for a child that is not actively attending at contracted location. Enforcement of this requirement will depend on the severity of non-compliance. Direct termination of the contract for suspected fraud may be determined in accordance with Form DEL SR-20, paragraph 75.</i></p>	<p>6M-4.500, F.A.C. 6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance. Failure to comply will result in disallowed costs.</p> <p>2nd non-compliance: Failure to comply will result in disallowed costs. The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p> <p>3rd non-compliance: Failure to comply will result in disallowed cost. The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>

<p>3</p>	<p>Provider provides a healthy and safe environment in accordance with SR Health and Safety regulations.</p> <p><i>Enforcement: Issue of a violation from the Department for Children and Families or Local Licensing.</i></p>	<p>1002.88 (1)(c),(j), (k), F.S. 402.305, F.S. 402.311, F.S. 402.3055, F.S. 6M-4.620, F.A.C.</p>	<p>Non-compliance with this requirement may result in termination of the School Readiness contract and/or disallowed costs, as it relates to the severity of the health/safety violation.</p> <p>Enforcement for this indicator is specified in the SR Health & Safety Handbook, Rule 6M-4.620, F.A.C.</p>
<p>4</p>	<p>Provider implements the approved curriculum listed on Form DEL-SR 20.</p> <p><i>Enforcement: Failure to show evidence of approved curriculum implementation during on-site monitoring visits (lesson plans, materials, training certificates, etc.)</i></p>	<p>1002.88 (1)(f), F.S. 6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance 2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance 3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring</p>
<p>5</p>	<p>Provider implements the approved character development program listed on Form DEL-SR 20.</p> <p><i>Enforcement: Failure to show evidence of approved character development program during on-site monitoring visits (lesson plans, materials, training certificates, etc.)</i></p>	<p>1002.88 (1)(g), F.S. 6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance 2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance 3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring</p>

<p>6</p>	<p>Provider conducts required Developmental Screenings by their specified due date.</p> <p><i>Enforcement: Failure to complete and submit developmental screening.</i></p>	<p>1002.88(1)(i), F.S. 6M-4.720, F.A.C</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance.</p> <p>3rd non-compliance: Failure to comply will result in disallowed costs until the provider becomes compliant with the requirement. The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>
<p>7</p>	<p>Providers that have opted to participate in Contracted Slots must adhere to the requirements of the ELCHC Contract Slots Procedures and Contract Slots Program Requirements established in Exhibit 4 of the DEL-SR 20</p> <p><i>Enforcement: This may be determined during an on- site visit, late deliverable, or through a substantiated complaint. Some non-compliances result in immediate removal from the Contracted Slots Program per rule/procedures.</i></p>	<p>6M-4.500; 6M-4.610, F.A.C.;; DEL-SR 20 Contracted Slots Procedures</p>	<p>Depending on the specific non-compliance, failure to comply with requirements of Contracted Slots Program may result in disallowed costs for the differential and/or removal from participation in the Contracted Slots Program</p> <p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance</p> <p>3rd non-compliance: Removal from participation in the Contracted Slots Program</p>
<p>8</p>	<p>Providers that have opted to participate in Child Assessment must conduct the child assessments using a reliable assessor at least three times per year and will submit valid and reliable data and teacher roster information to the DEL-defined system. Reliable and valid are defined by the provider selected tool using the DEL approved child assessment selection.</p> <p><i>Enforcement: Provider does not submit the teacher roster, reliability, or child assessment data within the established timeframe</i></p>	<p>6M-4.500; 6M-4.610, F.A.C.;; 102.82 (2)(k), F.S DEL-SR 20 Child Assessment Procedures</p>	<p>Depending on the specific non-compliance, failure to comply with requirements of Child Assessment may result in disallowed costs for the differential and/or removal from participation in Child Assessment for the remainder of the contract year.</p> <p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance.</p> <p>3rd non-compliance: Removal from participation in Child Assessment for the remainder of the contract year.</p>

<p>9</p>	<p>Provider maintains and submits parent sign- in/sign-out daily attendance forms.</p> <p><i>Enforcement: Failure to maintain daily attendance documentation that includes a minimum of provider name, child’s first and last name, month/year, daily times the child has been signed in/out of the program, the authorized person signing the child in/out, monthly verification from authorized parent/guardian and provider, failure to submit monthly sign-in/sign- out rosters. Enforcement may be determined during the monthly reimbursement verification process.</i></p>	<p>6M-4.500, F.A.C. 6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with a sample of sign- in/sign-out forms submitted to the ELCHC with corrections made from the Provider Support Plan.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of sign- in/sign-out forms submitted to the ELCHC.</p> <p>3rd non-compliance: Failure to comply will result in disallowed cost. The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>
<p>10</p>	<p>Provider accurately completes and certifies monthly enrollment/attendance certifications that are aligned with the sign-in/sign-out forms.</p> <p><i>Enforcement: Failure to maintain daily attendance documentation that includes a minimum of provider name, child’s first and last name, month/year, daily times the child has been signed in/out of the program, the authorized person signing the child in/out, monthly verification from authorized parent/guardian and provider, failure to submit monthly sign-in/sign- out rosters. Enforcement may be determined during the monthly reimbursement verification process.</i></p>	<p>6M-4.500, F.A.C. 6M-4.610, F.A.C. 1002.84, F.S. DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with a sample of sign- in/sign-out forms submitted to the ELCHC with corrections made from the Provider Support Plan</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of sign- in/sign-out forms submitted to the ELCHC</p> <p>3rd non-compliance: Failure to comply will result in disallowed cost. The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>

<p>11</p>	<p>Provider notifies the ELCHC if a child is absent for five (5) consecutive days with no contact from parent by the close of the 5th day.</p> <p><i>Enforcement: Failure to notify the ELCHC may be determined during the monthly reimbursement verification process or during on-site visits.</i></p>	<p>1002.87 (8), F.S. 6M-4.500, F.A.C.</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with a sample of their internal absence reporting process to the ELCHC</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of their internal absence policy and procedures submitted to the ELCHC</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring. Failure to comply will result in disallowed costs.</p>
<p>12</p>	<p>Provider adheres to the provisions of the Rilya Wilson Act for each at-risk child under the age of school entry to the DCF community-based agency and the ELCHC.</p> <p><i>Enforcement: The failure to notify the ELCHC may be determined during the monthly reimbursement verification process or during on-site visits.</i></p>	<p>s. 39.604, F.S. 6M-4.610, F.A.C., 6M-4.500, F.A.C., DEL-SR 20</p>	<p>1st non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance. Failure to comply will result in disallowed costs</p> <p>2nd non-compliance: Failure to comply will result in disallowed costs. The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring</p> <p>3rd non-compliance: Termination of School Readiness Contract with considerations for revocation.</p>
<p>13</p>	<p>Provider allows ELCHC, DCF, or DEL staff immediate access to facility or School Readiness records.</p> <p><i>Enforcement: Staff members from ELCHC, DCF, or DEL are unable to access the facility or School Readiness records.</i></p> <p><i>Depending on the severity of the access limitations, considerations for termination of the School Readiness contract may be initiated before the Corrective Action Plan, for example, the above- mentioned staff members are not granted access to the facility when requested.</i></p>	<p>6M-4.610, F.A.C. DEL-SR 20</p>	<p>Payment shall be disallowed for any day that ELCHC, DEL and/or DCF is not granted access to the facility and spaces used to offer the SR Program.</p> <p>1st non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance. Failure to comply will result in disallowed costs.</p> <p>2nd non-compliance: Failure to comply will result in disallowed costs. The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring Contract with considerations for revocation.</p> <p>3rd non-compliance: Termination of School Readiness Contract with considerations for revocation.</p>

<p>14</p>	<p>Provider maintains a record of confidentiality agreements completed by each staff member.</p> <p><i>Enforcement: Failure to produce evidence of individual records addressing the confidentiality agreements as it relates to School Readiness records for staff members. This may be determined during monitoring.</i></p>	<p>1002.97, F.S. 6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting requested documents from the ELCHC</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of their internal confidentiality policy and procedures submitted to the ELCHC</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>
<p>15</p>	<p>Provider maintains all current SR records for audit purposes. All School Readiness records shall be maintained for a period of 5 years from the date of the last reimbursement request for that fiscal year or until the resolution of any audit findings or any litigation related to the Contract, whichever occurs last. If files are maintained electronically, the records are back-up on a regular basis to safeguard against loss.</p> <p><i>Enforcement: Failure to produce SR records during a five (5) year period. This may be determined during a monitoring visit or auditing request.</i></p> <p>Records to be maintained:</p> <ul style="list-style-type: none"> • Sign in/sign out documentation • Enrollment and attendance certification • Documentation to support excused absences • Proof of parent co-payments for children funded by the SR program. 	<p>6M-4.610, F.A.C. DEL-SR 20</p>	<p>Failure to produce five (5) years of School Readiness records during a provider closure or change of ownership will result in final payment being withheld until records have been submitted to the ELCHC.</p> <p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting requested documents from the ELCHC.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of their internal record keeping policy and procedures submitted to the ELCHC.</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>

<p>16</p>	<p>Provider provided the parents with a list of any fees it charges and, if applicable, written notice of the difference between the private pay rate and School Readiness reimbursement, prior to the parent enrolling his/her child?</p> <p><i>Enforcement: Failure to provide evidence of the list of fees charged or a written notice of the difference between the private pay rate and the school readiness reimbursement prior to enrollment. This may be determined during a monitoring visit or auditing request.</i></p>	<p>6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting requested documents from the ELCHC.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of their internal payment collection policy and procedures submitted to the ELCHC</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>
<p>17</p>	<p>Provider notified the coalition if it received military subsidy payments through or from the Child Care Awareness of America (formally NACCRRRA) or any legal successor organizations, on behalf of any child enrolled in the provider's SR program.</p> <p><i>Enforcement: Failure to report military subsidies.</i></p>	<p>6M-4.740, F.A.C.</p>	<p>Non-compliance with this requirement may result in termination of the School Readiness contract and/or disallowed costs.</p>
<p>18</p>	<p>Provider has a method for documenting and collecting the required copayment and issuing receipts to parents.</p> <p><i>Enforcement: Failure to accurately collect copayment or issue receipts. This may be determined during a monitoring visit or auditing request</i></p>	<p>1002.84(9), F.S. 6M-4.400, F.A.C. 6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting requested documents from the ELCHC.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of their internal payment collection policy and procedures submitted to the ELCHC.</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>

<p>19</p>	<p>If applicable, the provider’s Head Start or Public School program is in addition to and not in substitution for its School Readiness program</p> <p><i>Enforcement: This may be determined during a monitoring visit or auditing request.</i></p>	<p>6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting requested documents from the ELCHC.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider.</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>
<p>20</p>	<p>The provider does not discriminate against children, families and staff on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability. The ELCHC measures this by receipt of formal complaints.</p> <p><i>Enforcement: This may be determined during a monitoring visit or substantiated formal complaint</i></p>	<p>6M-4.610, F.A.C. DEL-SR 20</p>	<p>1st non-compliance: A provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting requested documents from the ELCHC.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider.</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring</p>
<p>21</p>	<p>Provider reports any unusual incidents to the ELCHC by the next business day of the unusual incident and provides a written report of the incident within 3 business days. See DEL-SR 20 for description of an unusual incident.</p> <p><i>Enforcement: Failure to report unusual incidents. This may be determined during monitoring, substantiated complaints, etc. The progressive enforcement for this requirement will match the severity of the incident that was not reported.</i></p>	<p>6M-4.610, F.A.C.; DEL-SR 20</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting requested documents from the ELCHC.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of their unusual incident reporting policy and procedures submitted to the ELCHC.</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

<p>22</p>	<p>Provider maintains required workers' compensation insurance under Chapter 440, F.S. N/A for Public Schools</p> <p><i>Enforcement: Failure to maintain required workers' compensation insurance.</i></p>	<p>1002.88(1)(o), F.S 6M-4.610, F.A.C.; DEL-SR 20</p>	<p>1st non-compliance: CAP that includes disallowed cost for days not covered by insurance. Provider has 5 business days to submit proof of insurance, which must be prepaid for the remainder of the term of the policy</p> <p>2nd non-compliance: Disallowed cost for days not covered by insurance. Termination for Cause for the remainder of the Contract term.</p> <p>3rd non-compliance: Considerations for contract termination and revocation of eligibility for 2 to 5 years.</p>
<p>23</p>	<p>Provider maintains required reemployment assistance or unemployment compensation coverage under Chapter 443, F.S</p> <p><i>Enforcement: Failure to maintain reemployment assistance or unemployment compensation coverage.</i></p>	<p>1002.88(1)(o), F.S 6M-4.610, F.A.C.; DEL-SR 20</p>	<p>1st non-compliance: CAP that includes disallowed cost for days not covered by insurance. Provider has 5 business days to submit proof of insurance, which must be prepaid for the remainder of the term of the policy</p> <p>2nd non-compliance: Disallowed cost for days not covered by insurance. Termination for Cause for the remainder of the Contract term.</p> <p>3rd non-compliance: Considerations for contract termination and revocation of eligibility for 2 to 5 years.</p>

<p>24</p>	<p>Provider maintains liability insurance, as required, including transportation of children if SR children are transported by the Provider. <i>N/A for Public Schools</i></p> <p><i>Enforcement: Failure to maintain liability insurance.</i></p>	<p>1002.88(1)(m), F.S. 6M-4.610, F.A.C.; DEL-SR 20</p>	<p>1st non-compliance: CAP that includes payment being withheld until updated document is received. Provider has 5 business days to submit proof of liability insurance.</p> <p>Consequence per non-compliance:</p> <ul style="list-style-type: none"> • Document Not uploaded – CAP with 5 business days to upload proof of insurance. • Gap in insurance – Disallowed cost for days not covered. Proof of insurance which must be prepaid for the remainder of the term of the policy. • Insurance not being renewed – Termination of contract. <p>2nd non-compliance: CAP that includes payment being withheld until the updated document is received. Provider will be put up for consideration for contract termination for the remainder of the contract term.</p> <p>Consequence per non-compliance:</p> <ul style="list-style-type: none"> • Document Not Uploaded – CAP with 5 days to upload proof of insurance. • Gap in insurance – Disallowed cost for days not covered. Proof of insurance which must be prepaid for the remainder of the term of the policy. • Insurance not being renewed – Termination of contract. <p>3rd non-compliance: Considerations for contract termination and revocation of eligibility for 2 to 5 years.</p>
<p>25</p>	<p>Provider submits advance written notice of cancellation or changes to insurance coverage a minimum of 10 calendar days to the coalition.</p> <p><i>Enforcement: Failure to report changes to insurance. This may be determined during monitoring, substantiated complaints, etc. The progressive enforcement for this requirement will match the severity of the incident that was not reported.</i></p>	<p>1002.88(1)(m), F.S.</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting requested documents from the ELCHC.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of their unusual incident reporting policy and procedures submitted to the ELCHC.</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>

<p>26</p>	<p>Provider registers with and uses the E-Verify system to verify the work authorizations status of all newly hired employees.</p> <p><i>Enforcement: This may be determined during a monitoring visit, contracting period, or substantiated formal complaint.</i></p>	<p>448.095, F.S. DEL-SR 20</p>	<p>Failure to comply with this requirement will result in termination of contract per DEL-SR 20.</p> <p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting requested documents from the ELCHC.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of their onboarding policy and procedures submitted to the ELCHC.</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>
<p>27</p>	<p>SR providers serving children from birth to kindergarten entry must have a Program Assessment conducted and meet the contract minimum threshold to be eligible to participate in the School Readiness Program.</p> <p><i>Enforcement: Provider does not meet the contract minimum threshold requirements or refuses to participate.</i></p>	<p>1002.82 F.S.; 1002.85 F.S.; 6M-4.740, F.A.C.; 6M-4.741, F.A.C.; DEL-SR 20; Program Assessment Procedures</p>	<p>Non-compliance with this requirement will result in termination of the School Readiness contract and/or if eligible, issuance of a capacity waiver</p> <p>Providers must meet the minimum contract threshold in order to contract with the School Readiness Program. Reassessment may be requested in accordance with rule.</p>
<p>28</p>	<p>School Readiness providers serving children from birth to kindergarten entry must submit a monthly classroom roster using the state-approved database system</p> <p><i>Enforcement: Provider does not submit a monthly classroom roster after ELCHC reminds the provider of their responsibility to do so</i></p>	<p>6M-4.740, F.A.C; Program Assessment Procedures</p>	<p>1st non-compliance: A Provider Support Plan will be issued to the provider and will be given five (5) business days to come into compliance with submitting the classroom roster.</p> <p>2nd non-compliance: Corrective Action Plan will be issued to the provider and will be given five (5) business days to come into compliance, with a sample of their policy and procedures on submitting classroom rosters to the ELCHC.</p> <p>3rd non-compliance: The provider will be placed on probationary status for up to six (6) months, which will include on-site monitoring.</p>

<p>29</p>	<p>Provider gives the ELCHC a 30-day notice of closing or change of ownership.</p> <p><i>Enforcement: Provider did not notify the ELCHC of the site closing or having a change in ownership 30 days prior to the changes.</i></p>	<p>6M-4.610, F.A.C. DEL-SR 20</p>	<p>Final payment will be withheld for one payment cycle if a 30-day notice is not received. All records must be submitted to ELCHC to receive final payment.</p>
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F.S = Florida Statute

F.A.C = Florida Administrative Code

DEL SR-20 = SR Contract