



OFFICE OF  
**Early Learning**  
LEARN EARLY. LEARN FOR LIFE.

# Early Learning Coalition School Readiness Plan Guide

## Table of Contents

Overview .....	3
I. Coalition Operations .....	3
A. <i>Membership</i> .....	3
B. <i>Business Organization</i> .....	4
C. <i>Articles of Incorporation</i> .....	4
D. <i>Bylaws</i> .....	4
E. <i>Fiscal Agent Contract</i> .....	5
F. <i>Procurement</i> .....	5
G. <i>Tangible Personal Property Maintenance</i> .....	6
H. <i>Records Maintenance</i> .....	8
I. <i>Information Technology Security Controls</i> .....	9
J. <i>Disbursement Controls</i> .....	9
II. Implementation .....	9
A. <i>Minimum Children to be Served by Care Level</i> .....	9
B. <i>School Readiness Application and Waiting List Procedures</i> .....	9
C. <i>Eligibility and Enrollment Policies and Procedures</i> .....	11
D. <i>Parent Access and Choice</i> .....	12
E. <i>Sliding Fee Scale and Fee Waiver Policies</i> .....	14
F. <i>Pre/Post Assessment Use</i> .....	15
G. <i>Provider Payment Rates</i> .....	15
III. Quality Activities and Services.....	20
A. <i>Child Care Resource and Referral and School-Aged Care</i> .....	20
B. <i>Infant and Toddler Early Learning Programs</i> .....	17
C. <i>Inclusive Early Learning Programs</i> .....	17
D. <i>Quality Performance Report</i> .....	18
IV. Financial Management.....	19
A. <i>Budget</i> .....	19
B. <i>Prior Year Revenues and Expenditures</i> .....	20
V. Monitoring .....	20
A. <i>Monitoring Plan and Procedures</i> .....	20
B. <i>Grievance/Compliant Resolution</i> .....	21
VI. Coalition Plan Validation.....	22
A. <i>Public Input</i> .....	22

## Overview

Section 1002.85, Florida Statutes (F.S.) gives authority to the Office of Early Learning (OEL) to adopt rules setting School Readiness (SR) Program plan standardized format and required content as necessary for a coalition or other qualified entity to administer the SR Program.

Each early learning coalition must biennially submit a SR Program plan to the office before spending funds (s.1002.85(2), F.S.). A coalition may not implement its SR Program plan until it receives OEL approval. A coalition may not implement any revision to its SR Program plan until the coalition submits the revised plan to OEL and receives approval. If OEL rejects a plan or revision, the coalition must continue operating under its previously-approved plan.

The coalition may periodically amend its plan as necessary. The coalition must submit an amended plan to OEL and receive approval before incurring any expenses on the new activities proposed in the amendment.

OEL must publish a copy of the standardized format and required content of SR Program plans on its website.

### I. Coalition Operations

#### A. Membership

A SR Program plan a coalition submits must describe the coalition's operations, including its membership if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.) and Rule 6M-9.110, FAC

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| 1. | <p><b>The coalition composition must adhere to minimum and maximum membership requirements. (s. 1002.83(2), F.S.)</b></p> <p>At least 15 but not more than 30 members shall compose each early learning coalition.</p>   |
| 2. | <p><b>The coalition's private sector business membership representation must be more than one-third of the total membership. (s. 1002.83(5), F.S.)</b></p> <p>Private sector business membership representation includes all private sector non ex-officio board members.</p>  |
| 3. | <p><b>The coalition must fill all of the required ex officio positions. (s. 1002.83(4), F.S.)</b></p> <p>Each early learning coalition must include the following member positions. In a multicounty coalition, multiple non-voting members may fill each ex officio member position, but the coalition may seat only one voting member per position. If an early learning coalition has more than one member representing the same entity, only one may serve as a voting member –</p> <ul style="list-style-type: none"> <li>– A Department of Children and Families regional administrator or a permanent designee authorized to make decisions on the department's behalf.</li> <li>– A district superintendent of schools or a permanent designee authorized to make decisions on the district's behalf.</li> <li>– A regional workforce board executive director or a permanent designee.</li> <li>– A county health department director or designee.</li> <li>– A children's services council or juvenile welfare board chair or executive director, if applicable.</li> <li>– Where applicable, a local licensing agency head as s. 402.302, F.S., defines.</li> <li>– A Florida College System institution president or a permanent designee.</li> <li>– One member that a board of county commissioners or the governing board of a municipality appoints.</li> <li>– A Head Start director.</li> <li>– A private for-profit child care provider representative, including private for-profit family day care homes.</li> <li>– A faith-based child care provider representative.</li> </ul> |

	<ul style="list-style-type: none"> <li>- A representative for programs for children with disabilities under the federal Individuals with Disabilities Education Act.</li> <li>- A central agency administrator, where applicable.</li> </ul>
4.	<p><b>If a coalition has a vacancy in any voting ex officio position, the coalition must maintain documentation that it has taken action to fill the position.</b></p> <p>Action may include requesting that the applicable agency designate a member.</p>
5.	<p><b>If the coalition has vacancies in the governor appointee private business sector positions, the coalition (or prospective appointee) must submit appointment applications to the Governor’s Office of Appointments and inform the Office of Early Learning that the application is being submitted. (s. 1002.83(3), F.S.)</b></p> <p>The governor shall appoint the chair and two other members of each early learning coalition. They must each meet the same qualifications as private sector business members the coalition appoints.</p>
6.	<p><b>If the coalition has more than one county represented, the coalition must have representation from each county. (s. 1002.83(10), F.S.)</b></p>
7.	<p><b>Coalitions shall establish terms for all applicable appointed coalition members. (s.1002.83(11), F.S.)</b></p> <p>The coalition must stagger terms and they must be a uniform length that does not exceed four years per term. Coalition chairs shall serve for four years in conjunction with their membership on the Early Learning Advisory Council in compliance with s. 20.052, F.S. Appointed members may serve a maximum of two consecutive terms. A governor appointee may serve beyond the expiration of a second consecutive term if the governor has not appointed a replacement. The coalition must submit timely requests for replacements to the Governor’s Office of Appointments for all governor appointee positions that are approaching term limits.</p>
8.	<p><b>If the coalition has a vacancy in one of its appointed positions, the coalition must advertise the vacancy. (s. 1002.83(11), F.S.)</b></p>
<p><b>B. Business Organization</b></p> <p>A SR Program plan the coalition submits must describe the coalition’s operations, including its business organization if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.)</p>	
1.	<p><b>The coalition’s organizational chart should include all of the coalition’s business units by title or function.</b></p>
2.	<p><b>The coalition’s organizational chart should identify position titles for each position associated with a coalition business unit.</b></p>
<p><b>C. Articles of Incorporation</b></p> <p>A SR Program plan the coalition submits must describe the coalition’s operations, including its articles of incorporation if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.)</p>	
1.	<p><b>If the coalition is organized as a corporation, the coalition’s articles of incorporation <u>shall</u> not conflict with current statute or applicable rules. (ss. 1002.83(2)-(11), F.S.)</b></p>
<p><b>D. Bylaws</b></p> <p>A SR Program plan the coalition submits must describe the coalition’s operations, including its bylaws if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.)</p>	

1.	<b>The coalition's bylaws must align with current statute or applicable rules. (ss. 1002.84(3)-(11), F.S.)</b>
2.	<b>The coalition's bylaws should reference ss. 112.313, 112.3135 and 112.3143, F.S., regarding ethics.</b>
3.	<b>The coalition's bylaws should clearly define the responsibilities of the coalition, its committees and the executive director/chief executive officer.</b>
4.	<b>The coalition's bylaws should address adherence to the public meetings and records law as it relates to board member communications and board/committee meetings. (s. 286.011(1),(2) and (6), F.S.)</b>
5.	<b>The coalition's bylaws should include a general statement that the articles of incorporation and bylaws are a part of the coalition's plan and any amendments to them constitute an amendment to the plan.</b>

**E. Fiscal Agent Contract**

If a coalition is not organized as a corporation or other business entity, its plan must include the contract with a fiscal agent (s. 1002.85(2)(u), F.S.)

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| 1. | <b>Coalitions will submit the fiscal agent contract, if applicable.</b> |
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**F. Procurement**

A SR Program plan the coalition submits must include updated policies and procedures, including those governing procurement (s. 1002.85(2)(g), F.S.)

1.	<p><b>The coalition's policy must align with federal regulation, state statute and rule requirements. (s. 1002.84(12), F.S.)</b></p> <p>A coalition must comply with federal procurement requirements and the ss. 215.971, 287.057 and 287.058, F.S., procurement requirements. However, an early learning coalition does not have to competitively procure direct services for SR Program providers.</p>
2.	<p><b>The coalition's policy must establish grant manager responsibilities. (s. 215.971, F.S.)</b></p> <p>For each agreement of federal or state financial assistance funds, the state agency or sub-recipient shall designate an employee to function as a grant manager. The grant manager shall be responsible for enforcing performance of the agreement's terms and conditions and shall serve as a liaison with the recipient or subrecipient.</p>
3.	<b>The coalition's policy must establish who has the authority to procure commodities and services.</b>
4.	<b>The coalition's policy must establish adequate procedures for separating contract management and fiscal management duties.</b>
5.	<b>The coalition's policy must establish limits for how much coalition staff may spend before seeking review and approval.</b>
6.	<b>The coalition's policy must establish how the coalition will address conflicts of interest and related party contracts based on regulations, state statute and rule. (ss. 112.3143(1)(c) and 1002.84 (20), F.S.)</b>

7.	<p><b>The coalition’s policy must establish how the coalition will maintain (content and duration) procurement files.</b></p>
<p><b>G. Tangible Personal Property Maintenance</b> A SR Program plan the coalition submits must include policies and procedures, including those governing tangible personal property maintenance (<i>s. 1002.85(2)(g), F.S.</i>).</p>	
1.	<p><b>The coalition’s policy must align with requirements stipulated in applicable federal regulations, state statute and rule.</b></p> <p>Tangible personal properties purchased solely with state funds (e.g., VPK funds) must apply all applicable requirements that Chapter 274, F.S., and Rule Chapter 69I-73, FAC, describe. Tangible personal properties purchased solely with federal funds (e.g., SR funds) must apply all applicable requirements that 45 CFR Part 74, Chapter 274, F.S., and Rule Chapter 69I-73, FAC, describe. When entities combine funding for purchasing tangible property, the more restrictive requirements apply.</p>
2.	<p><b>The coalition’s policy must establish custodian and custodian delegate responsibilities for managing tangible personal property.</b></p> <ul style="list-style-type: none"> <li>– <b>Custodian</b> – The person or agency entitled to lawful custody of tangible personal property.</li> <li>– <b>Custodian delegate</b> – The person acting under the custodian’s supervision to whom the custodian has delegated property custody, and from whom the custodian receives custody receipts.</li> </ul>
3.	<p><b>The coalition’s policy must establish the requirement to maintain adequate property records of property in the coalition/subrecipient’s custody.</b></p> <p>Statute and rule require each entity to maintain adequate records of property in its custody (<i>Chapter 274, F.S., and Rule Chapter 69I-73, FAC</i>).</p>
4.	<p><b>The coalition’s policy must establish the minimum information required for each record of property.</b></p> <p>Each property record entered at the time of the purchase transaction must include</p> <ul style="list-style-type: none"> <li>– Identification number.</li> <li>– Item or items description.</li> <li>– Physical location.</li> <li>– Name of custodian with assigned responsibility for the item.</li> <li>– In the case of a property group, the number and description of the component items comprising the group.</li> <li>– Name, make or manufacturer, if applicable.</li> <li>– Year or model(s), if applicable.</li> <li>– Manufacturer’s serial number(s), if any, and if an automobile, vehicle identification number (VIN) and title certificate number, if applicable.</li> <li>– Date acquired.</li> <li>– Item’s cost or value at the acquisition date.</li> <li>– Acquisition method and, for purchased items, the voucher and check or warrant number.</li> <li>– Date the coalition last physically inventoried the item and the item’s condition at that date.</li> <li>– If disposed of, use or refer to the information in Rule 69I-73.005, FAC.</li> <li>– The coalition or contractor may include any additional information on the individual property record.</li> </ul>
5.	<p><b>The coalition’s policy must establish periodic physical inventory requirements that comply with Rule Chapter 69I-73, FAC.</b></p>

	<p>Rule Chapter 69I-73, FAC, requires that each entity conduct a physical equipment inventory at least once per year and whenever there is a custodian or custodian's delegate change.</p>
6.	<p><b>The coalition's policy must establish maintenance procedures.</b></p> <p>Federal regulations require that the custodian implement adequate maintenance procedures to keep the equipment in good condition. OEL staff or independent contracted auditors/monitors may review support documentation to ensure compliance with this requirement.</p>
7.	<p><b>The coalition's policy must account for lost or stolen grant-purchased property.</b></p> <p>Upon completing a physical inventory or other discovery, the custodian must reconcile inventory records as appropriate. This includes comparing the data listed on the inventory forms with the individual property records. The custodian must investigate noted differences such as location, condition and custodian and correct as appropriate. Alternatively, the custodian must relocate the item to its assigned location and custodian in the individual property record. The custodian must promptly report to management, for thorough investigation, items not located during the inventory process. If the investigation determines that someone stole or may have stolen the item, the custodian must update the individual property record at the time of determination and file a report with the appropriate law enforcement agency describing the missing item and circumstances surrounding its disappearance.</p>
8.	<p><b>The coalition's policy must establish disposition of property.</b></p> <p>If the custodian does not need the equipment, the custodian must –</p> <ul style="list-style-type: none"> <li>– Follow the coalition or contractor's disposition policy that complies with Chapters 274.05, 274.06 and 274.07, F.S.</li> <li>– If there is no disposition policy in place, submit a request to OEL for approval prior to disposition.</li> <li>– Record on the individual property record for each item <ul style="list-style-type: none"> <li>• Disposition date.</li> <li>• Disposition authority (governing body resolution properly recorded in the minutes as Chapter 274.07, F.S., requires).</li> <li>• Disposition manner (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).</li> <li>• Identity of the employee(s) witnessing the disposition, if cannibalized (e.g., the process of dismantling portions or components of a property item to repair, replace, upgrade or extend the useful life of other property items), scrapped or destroyed.</li> <li>• For disposed items, a notation identifying any related transactions (e.g., receipt for item sale, insurance recovery, trade-in).</li> <li>• For property certified as surplus, reference to documentation showing that the coalition or contractor disposed of such property as Chapters 274.05 or 274.06, F.S., require.</li> </ul> </li> </ul>
9.	<p><b>The coalition's policy must establish priority of disposition.</b></p> <p>When no longer needed for the original project or program, the custodian must use the equipment in connection with its other federally-sponsored activities, if any, in the following order of priority –</p> <ul style="list-style-type: none"> <li>– Programs, projects or activities the Health and Human Services (HHS) awarding agency sponsors.</li> <li>– Programs, projects or activities other HHS awarding agencies sponsor.</li> <li>– Programs, projects or activities other federal agencies sponsor.</li> </ul>
10.	<p><b>The coalition's policy must establish transfer of property and property records.</b></p>

	<p>A coalition or contractor must document the transfer of grant-purchased property from one office to another, or from one location to another within the same coalition. The coalition or contractor must do this by updating the new physical location on the Master Property Inventory List and the Property Tag Assignment Form.</p> <p>The coalition or contractor must transfer to a disposed property file, upon item disposition, the individual property record for each item. The coalition or contractor must maintain such records for five years after disposition.</p>
<p><b>H. Records Maintenance</b> A SR Program plan a coalition submits must include updated policies and procedures, including those governing records maintenance (s. 1002.85(2)(g), F.S.)</p>	
1.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding SR eligibility and enrollment files. (s. 1002.84(9), F.S.)</b></p> <p>A coalition must establish proper records maintenance related to eligibility and enrollment files, provider payments, coalition staff background screenings and other documents required for implementing the SR Program.</p>
2.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding SR attendance records (i.e. sign-in/sign-out sheets). (s. 1002.84(10), F.S.)</b></p> <p>A coalition must establish a records retention requirement for sign-in and sign-out records consistent with state and federal law. Coalitions may not alter or amend attendance records after Dec. 31 of the subsequent year.</p>
3.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding SR provider agreements and payments. (s. 1002.84(9), F.S.)</b></p> <p>A coalition must establish proper records maintenance regarding eligibility and enrollment files, provider payments, coalition staff background screenings and other documents required for implementing the SR Program.</p>
4.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding background screening reports per the current Grant Agreement between OEL and early learning coalitions. (s. 1002.84(9), F.S.)</b></p> <p>A coalition must establish proper records maintenance regarding eligibility and enrollment files, provider payments, coalition staff background screenings and other documents required for implementing the SR Program.</p> <p>A coalition must maintain on file at the coalition, for appropriate monitoring and audit purposes, verification of all coalition and subrecipient/contractor, if applicable, personnel assigned to work on this contract.</p>
5.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding record confidentiality per the current Grant Agreement between OEL and early learning coalitions.</b></p>
6.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding custodial, preservation and retention requirements based on s. 119.021(1), F.S.</b></p> <p>(1) Public records shall be maintained and preserved as follows: (a) All public records should be kept in the buildings in which they are ordinarily used.</p>



	<p>(b) Insofar as practicable, a custodian of public records of vital, permanent, or archival records shall keep them in fireproof and waterproof safes, vaults, or rooms fitted with noncombustible materials and in such arrangement as to be easily accessible for convenient use.</p> <p>(c) 1. Record books should be copied or repaired, renovated, or rebound if worn, mutilated, damaged, or difficult to read.</p> <p>2. Whenever any state, county, or municipal records are in need of repair, restoration, or rebinding, the head of the concerned state agency, department, board, or commission; the board of county commissioners of such county; or the governing body of such municipality may authorize that such records be removed from the building or office in which such records are ordinarily kept for the length of time required to repair, restore, or rebind them.</p> <p>3. Any public official who causes a record book to be copied shall attest and certify under oath that the copy is an accurate copy of the original book. The copy shall then have the force and effect of the original.</p>
7.	<b>The coalition's policy must establish proper records maintenance and retention regarding coalition monitoring processes, tools, schedules and reports for its SR, and CCRR programs.</b>
8.	<b>The coalition's policy must establish proper records maintenance and retention regarding audit reports based on Florida's Single Audit Act, s. 215.97, F.S.</b>
<b>I. Information Technology Security Controls</b>	
A SR Program plan a coalition submits must include updated policies and procedures, including those governing information technology security (s. 1002.85(2)(g), F.S.).	
1.	<b>The coalition's policy shall align with the requirements of the Grant Agreement between OEL and early learning coalitions.</b>
<b>J. Disbursement Controls</b>	
A SR Program plan a coalition submits must include updated policies and procedures, including those governing disbursement controls (s. 1002.85(2)(g), F.S.).	
1.	<b>The coalition's written disbursement policies and procedures will use fiscal control and fund accounting procedures that will confirm proper disbursement of, and accounting for, federal and state funds paid to the coalition for early learning programs as required by the current Grant Agreement between OEL and early learning coalitions.</b>
<b>II. Implementation</b>	
<b>A. Minimum Children to be Served by Care Level</b>	
A SR Program plan a coalition submits must describe the minimum number of children the coalition will serve by care level (s. 1002.85(2)(b), F.S.).	
1.	<b>A SR Program plan a coalition submits must describe the minimum number of children the coalition will serve by care level. (s. 1002.85(2)(b), F.S.)</b>
<b>B. School Readiness Application and Waiting List Procedures</b>	
A SR Program plan a coalition submits must describe its procedures for implementing school readiness application and waiting list procedures (s. 1002.85(2)(c)1-2., F.S.; Rule 6M-4.300, FAC).	
1.	<b>Coalitions will upload their current waiting list policies and procedures.</b>

	<p>Section 1002.82, F.S., and Rule 6M-4.300, FAC, require the statewide data information program to include a single point of entry.</p> <p>“Single point of entry” also known as the Family Portal, means the process established under Section 1002.81(14), F.S., for a parent wanting to apply for the school readiness program (<i>s. 1002.81(14), F.S.; Rule 6M-4.300, FAC</i>).</p> <p>All parents requesting school readiness program services must first complete the prequalifying questions before completing the School Readiness Application, if applicable, and submit it through the single point of entry available at the following web address: <a href="https://familyservices.floridaearlylearning.com">https://familyservices.floridaearlylearning.com</a>.</p> <p>If the results of the prequalifying questions indicate that the family may be potentially eligible, the family will then be directed to complete the School Readiness Application.</p> <p>Upon completion of the School Readiness Application, parents must submit at least one document to complete the application process. The document may be a current paystub, a verification of employment statement, written statement from employer, school enrollment or class registration, or documentation of a temporary or permanent disability.</p>
<p>2.</p>	<p><b>The policy and/or procedure establishes a prequalification screening for eligibility to determine whether or not a family is potentially eligible for services. The prequalification screening shall be at a minimum the family’s statement of income, family size, and type of service requested.</b></p> <p>If the coalition determines that the family is potentially eligible based on their application and funding is available, the coalition shall conduct an eligibility determination pursuant to Section 1002.87, F.S., and subsection 6M-4.200(2) or (3), F.A.C. Upon determining the family eligible for the school readiness program, the child is eligible for enrollment with a provider delivering the school readiness program. The coalition shall indicate the required supporting documents for eligibility determination pursuant to Rule 6M-4.208, F.A.C.</p> <p>If the family is potentially eligible and funding is not available, the coalition shall place the child on its waiting list.</p> <p>If the family is not potentially eligible, the coalition shall offer the parent CCR&amp;R services pursuant to Rule 6M-9.300, F.A.C.</p> <p><i>Please note: all families requesting services shall be provided CCR&amp;R services.</i></p> <p>The early learning coalition shall review each submitted application and required documentation within 20 calendar days of receipt to determine if the parent is potentially eligible pursuant to Section 1002.87(1), F.S. The early learning coalition shall notify the parent if the eligibility criteria have or have not been met.</p>
<p>3.</p>	<p><b>The policy or procedure requires placing eligible children on the waiting list on a first-come, first-serve basis, based on the date of the submitted application, the potential eligibility category and priority categories specified in Section 1002.87(1)(a), F.S. and the age of the child.</b></p> <p>The coalition’s policy or procedures shall establish a methodology for prioritizing the waiting list according to eligibility category.</p> <p>A coalition may establish local service priorities within one of the above referenced priority groups.</p>

<b>4.</b>	<p><b>The policy establishes procedures for waiting list revalidation.</b></p> <p>At least once every six (6) months from the date the family was initially placed on the waiting list or from the last revalidation date the coalition shall contact the parent and request the parent to submit updated information regarding eligibility status.</p> <p>The coalition shall notify the parent within 30 calendar days prior to the revalidation date.</p>
<b>5.</b>	<p><b>The policy establishes procedures for removal from the waiting list.</b></p> <p>Notification shall include the reason why the family was not placed on the waiting list or why the family or child was removed from the waiting list.</p> <p>A family will be removed from the waiting list under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Failure to maintain accurate contact information;</li> <li>2. Failure to meet the school readiness eligibility requirements as specified in Section 1002.87(1), F.S.;</li> <li>3. Failure to confirm information by the due date indicated on the notification;</li> <li>4. Over age limitations. Any child on the waiting list age 13 or older will be removed from the waiting list;</li> <li>5. School readiness services no longer needed. The parent indicates, via email, fax, mail, telephone or in person, that school readiness services are no longer needed;</li> <li>6. The parent does not respond to the notification for available funding by the due date;</li> <li>7. The family no longer resides in the coalition's service delivery area; or</li> <li>8. Funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. Actual eligibility determination will be conducted prior to authorization for enrollment, which will be based on available funding. Enrollment in the school readiness program will be on a first-come, first-serve basis pursuant to Section 1002.87(1), F.S.</li> </ol>
<b>6.</b>	<p><b>The policy and procedures establish a process for reapplication to the waiting list.</b></p> <p>If a family is removed from the waiting list, a parent must reapply for school readiness services and shall be screened for eligibility according to subsection (3) to be placed back onto the waiting list and receive a new waiting list date.</p> <p>If a family on the waiting list of a coalition moves out of the coalition's service area, the family shall reapply for eligibility services with the coalition operating in the family's new location. The family will receive a new waiting list date with the coalition offering services in the new location.</p>
<b>7.</b>	<p><b>The policy establishes that an unborn child is not eligible for the waiting list.</b></p>

**C. Eligibility and Enrollment Policies and Procedures**

A SR Program plan a coalition submits must describe its procedures for implementing eligibility and enrollment processes (s. 1002.85(2)(c)3, F.S.)

<b>1.</b>	<p><b>The coalition must have clearly defined and written eligibility enrollment procedures that reflect the mandated eligibility priority categories for serving children in the SR Program. (ss. 1002.84(7) and 1002.87(1), F.S.)</b></p> <p>A coalition shall determine child eligibility based on s. 1002.87, F.S.</p> <p>Section 1002.87, F.S., requires a coalition to assign priority in the following order –</p> <ol style="list-style-type: none"> <li>(1) A child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance and subject to the federal work requirements.</li> <li>(2) An at-risk child younger than 9 years of age.</li> </ol>
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	<p>(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 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 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 a coalition for funding direct services.</p> <p>(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, of a parent who transitions from the work program into employment.</p> <p>(5) 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 SR Program within eligibility priority category 1-3 shall be given priority over other children who are eligible under this group.</p> <p>(6) A child who is younger than 13 years of age from a working family that is economically disadvantaged. A child whose sibling is enrolled in the SR Program under group 3 shall be given priority over other children who are eligible under this group.</p> <p>(7) A child, who is younger than 13 years of age, of a parent who transitions from the work program into employment.</p> <p>(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 at least 3 years of age but is not yet eligible for admission to kindergarten in a public school.</p> <p>(9) Notwithstanding priority groups 1-4, a child who otherwise meets one of the eligibility criteria in 1-4 but who is also enrolled concurrently in the federal Head Start Program and the VPK Program.</p>
2.	<p><b>The coalition must have written policies and procedures that comply with s. 1002.87(7), F.S., and the OEL Grant Agreement for disenrolling SR children from SR services. (ss. 1002.81(5) and 1002.87(7), F.S.; OEL Grant Agreement)</b></p> <p>“Disenrollment” means removing, either temporarily or permanently, a child from participation in the SR Program. A coalition may remove a child from the SR Program in accordance with 6M-4.200(6), FAC.</p>
3.	<p><b>The coalition's written eligibility determination and redetermination policies and procedures must align with rules and statutes. (ss. 1002.81 and 1002.87, F.S., and Rules 6M-4.200 and 6M-4.208, FAC.)</b></p>
<p><b>D. Parent Access and Choice</b></p>	
<p>A SR Program plan a coalition submits must describe its procedures for implementing parent access and choice (s. 1002.85(2)(c)4., F.S.)</p>	
1.	<p><b>The coalition's policy or procedure must require and document that it will inform parents about a parent's right to choose from a variety of legally operating child care categories. (45 CFR s. 98.30; s. 1002.82(2)(b), F.S.)</b></p> <p>Preserve parental choice by permitting parents to choose from a variety of child care categories, including center-based care, family child care and informal child care to the extent authorized in the state's Child Care and Development Fund (CCDF) Plan as the United States Department of Health and Human Services approved, based on 45 CFR s. 98.18. None of the categories may limit or exclude a faith-based provider's care and curriculum.</p> <p>(a) The parent or parents of an eligible child who receives or is offered child care services shall be offered a choice:</p> <p>(1) To enroll the child with an eligible child care provider that has a grant or contract for the provision of such services, if such services are available; or</p>

- (2) To receive a child care certificate as defined in § 98.2. Such choice shall be offered any time that child care services are made available to a parent.
- (b) When a parent elects to enroll the child with a provider that has a grant or contract for the provision of child care services, the child will be enrolled with the provider selected by the parent to the maximum extent practicable.
- (c) In cases in which a parent elects to use a child care certificate, such certificate:
  - (1) Will be issued directly to the parent;
  - (2) Shall be of a value commensurate with the subsidy value of the child care services provided under paragraph (a)(1) of this section;
  - (3) May be used as a deposit for child care services if such a deposit is required of other children being cared for by the provider;
  - (4) May be used for child care services provided by a sectarian organization or agency, including those that engage in religious activities, if those services are chosen by the parent;
  - (5) May be expended by providers for any sectarian purpose or activity that is part of the child care services, including sectarian worship or instruction;
  - (6) Shall not be considered a grant or contract to a provider but shall be considered assistance to the parent.
- (d) Child care certificates shall be made available to any parents offered child care services.
- (e) (1) For child care services, certificates under paragraph (a)(2) of this section shall permit parents to choose from a variety of child care categories, including –
  - (i.) Center-based child care;
  - (ii.) Group home child care;
  - (iii.) Family child care; and
  - (iv.) In-home child care, with limitations, if any, imposed by the Lead Agency and described in its Plan at § 98.16(g)(2). Under each of the above categories, care by a sectarian provider may not be limited or excluded.
- (7) Lead Agencies shall provide information regarding the range of provider options under paragraph (e)(1) of this section, including care by sectarian providers and relatives, to families offered child care services.
- (f) With respect to State and local regulatory requirements under § 98.40, health and safety requirements under § 98.41, and payment rates under § 98.43, CCDF funds will not be available to a Lead Agency if State or local rules, procedures or other requirements promulgated for purposes of the CCDF significantly restrict parental choice by –
  - (1) Expressly or effectively excluding –
    - (i.) Any category of care or type of provider, as defined in § 98.2; or
    - (ii.) Any type of provider within a category of care; or
  - (2) Having the effect of limiting parental access to or choice from among such categories of care or types of providers, as defined in § 98.2; or
  - (3) Excluding a significant number of providers in any category of care or of any type as defined in § 98.2.

**2. The coalition's policy and or procedure must require and document that the coalition inform parents about a parent's right to unlimited access to his or her child during normal hours of provider operation and whenever the child is in the provider's care. (45 C.F.R. s. 98.31)**

The lead agency shall have in effect procedures to ensure that child care service providers who receive SR program funds allow parents unlimited access to their children, and to the providers caring for their children. Providers must grant this access during normal provider operation hours and whenever the children are in the provider's care.

Custodial parent or guardian access to children while in the care of any legally operating provider, regardless of whether receiving financial assistance through the Child Care and Development Fund, is an enforceable requirement of ss. 402.305, 402.313 and 402.3131, F. S.; Chapters 65C-20 and 65C-22, FAC; each grant award with early learning coalitions; and the Redlands Christian Migrant Association (RCMA) contract.

**E. Sliding Fee Scale and Fee Waiver Policies**

A SR Program plan a coalition submits must describe its procedures for implementing a sliding fee scale and policies on applying the waiver or reduction of fees based on s. 1002.84(8), F.S., (s. 1002.85(2)(c)5, F.S.).

1.	<p><b>The coalition must base its sliding fee scale on the income thresholds from the most current OEL release of the federal poverty level (FPL).</b></p> <p>HHS annually revises the FPL and publishes this information in the Federal Register. The FPL specifies that “these guidelines go into effect on the day they are published unless an office administering a program using the guidelines specifies a different effective date for that particular program.” (The most recent FPL is available at <a href="http://aspe.hhs.gov/poverty/11poverty.shtml">http://aspe.hhs.gov/poverty/11poverty.shtml</a>.)</p>
2.	<p><b>For each family co-payment listed on the sliding fee scale, the co-payment is less than or equal to 10 percent of the family’s income, regardless of the number of children in care. If the coalition’s proposed sliding fee scale does exceed 10 percent of family income, the coalition must provide justification of how the sliding fee scale meets the federal requirement that the copayment be affordable, prior to OEL approving the proposed sliding fee scale.</b></p> <p>OEL encourages coalitions to analyze their parent co-payments in order to make informed decisions in implementing their new sliding fee scales based on the 2013 Federal Poverty Level (FPL). Implementing a graduated sliding fee scale could help better prepare families as they move toward economic self-sufficiency.</p> <p>Rule 6M-4.400(3), FAC, provides additional instruction on establishing a coalition’s sliding fee scale, stating that a “coalition’s sliding fee scale must be set at a level that provides economically disadvantaged families equal access to the care available to families whose income is high enough not to qualify for financial assistance for school readiness services.” The total amount of a family’s copayment for services based upon the sliding fee scale may not exceed 10 percent of the family’s income, regardless of the number of children in care during the 12-months of eligibility. If the coalition’s proposed sliding fee scale does exceed 10 percent of family income, the coalition must provide justification of how the sliding fee scale meets the federal requirement that the copayment be affordable, prior to OEL approving the proposed sliding fee scale.</p>
3.	<p><b>Coalitions may only waive family copayments on a case-by-case basis.</b></p> <p>A-coalition shall establish a parent sliding fee scale that requires a parent copayment to participate in the SR Program. Providers must collect the parent’s copayment.</p>
4.	<p><b>A coalition will establish special circumstances for which it will waive family copayments that are consistent with the examples from s. 1002.84(8), F.S., and Rule 6M-4.400, FAC.</b></p> <p>A coalition may, on a case-by-case basis, waive the copayment for an at-risk child or temporarily waive the copayment for a child whose family experiences a natural disaster or an event that limits the parent’s ability to pay. Examples are incarceration, placement in residential treatment or becoming homeless; an emergency situation such as a household fire or burglary; or while the parent participates in parenting classes.</p> <p>Coalition copayment waiver policies must outline procedures for obtaining and documenting copayment waivers.</p>
5.	<p><b>A coalition must submit the sliding fee scale in the format prescribed by OEL.</b></p> <p>The sliding fee scale should indicate the coalition name, county name and effective revised sliding fee scale date. The revised sliding fee scale effective date must be no later than July 1 of each fiscal year. Each coalition should submit its sliding fee scale to OEL no later than May 15 of each year.</p>

A coalition's sliding fee scale must reflect parent fees for families with an income up to 85% of the State Median Income (SMI).

**F. Use of Pre and Post Assessment**

A SR Program plan a coalition submits must describe its procedures for implementing use of pre-assessments and post-assessments, as applicable (*s. 1002.85(2)(c)6, F.S.*).

1. **If specified in the coalition's approved plan, an early learning coalition shall implement an age-appropriate pre-assessment and post-assessment of children. (*s. 1002.84(6), F.S.*)**  
  
 Section 1002.82(2)(k), F.S., requires OEL to, "Select assessments that are valid, reliable, and developmentally appropriate for use as preassessment and postassessment for the age ranges specified in the coalition plans. The assessments must be designed to measure progress in the domains of the performance standards adopted ..., provide appropriate accommodations for children with disabilities and English language learners, and be administered by qualified individuals, consistent with the publisher's instructions."  
  
 OEL will identify a list of assessments as valid, reliable, and developmentally appropriate for use as preassessments and postassessments. If the coalition has elected to conduct pre-assessments and post-assessments, the coalition must choose from the list.  
  
 If an early learning coalition has elected to conduct pre- and post-assessments, it must identify
  - Who administers the pre- and post-assessments (coalition/contractor/child care providers)
  - The age group the assessments are used for
 If the coalition allows SR providers to conduct pre- and post-assessments, it must explain how it solicits voluntary participation. A coalition may not require a provider to administer a pre-assessment or post-assessment (*s. 1002.88(3)(c), F.S.*).

**G. Provider Payment Rates**

A SR Program plan a coalition submits must describe its procedures for implementing payment rate (*s. 1002.85(2)(c)7, F.S.*).

1. **The coalition's policy should establish the procedures for implementing payment rate changes. The procedures should take into consideration how a rate increase or decrease will impact the coalition's financial status.**
2. **The payment schedule must take into consideration the average market rate and include the projected number of children the coalition will serve. Coalitions shall reimburse informal child care arrangements at not more than 50 percent of the rate adopted for a family day care home. (*ss. 1002.84(16), F.S. and 1002.895, F.S.*)**
3. **The coalition's policy must establish that the provider payment rate schedule includes type-differentiated rates, including rates for providers holding a Gold Seal Quality Care designation and rates for participation in a quality improvement program; children with special needs; full-time and part-time differentiated rates; rates for informal child care arrangements that the coalition reimburses at not more than 50 percent of the rate adopted for a family day care home; and rates that consider discounts for multiple children in a single family. (*s. 1002.895, F.S.*)**

	<ul style="list-style-type: none"> <li>- The market rate schedule, at a minimum, must –             <ul style="list-style-type: none"> <li>• Differentiate rates by type, including a child care provider who holds a Gold Seal Quality Care designation under s. 402.281, F.S.; a child care facility licensed under s. 402.305, F.S.; a public or nonpublic school exempt from licensure under s. 402.3025, F.S.; a faith-based child care facility exempt from licensure under s. 402.316, F.S., who does not hold a Gold Seal Quality Care designation; a large family child care home licensed under s. 402.3131, F.S.; or a family day care home licensed or registered under s. 402.313, F.S. Coalitions shall negotiate Gold Seal rates up to 20 percent above the licensed center payment rate. However, the Gold Seal rates may not exceed the private pay rate for licensed center care.</li> <li>• Differentiate rates by the type of child care services provided for children with special needs or risk categories, infants, toddlers, preschool-age children and school-age children. Coalitions shall negotiate special needs rates up to 20 percent above the licensed center infant payment rate. However, the special needs rates may not exceed the private pay rate for licensed center infant care.</li> <li>• Differentiate rates between full-time and part-time child care services.</li> <li>• Consider discounted rates for child care services for multiple children in a single family.</li> </ul> </li> <li>- The coalition must base the market rate schedule exclusively on the prices charged for child care services.</li> <li>- An early learning coalition shall consider the market rate schedule in adopting a payment schedule. The payment schedule must take into consideration the average market rate and include the projected number of children the coalition will serve. The coalition must submit the market rate schedule to OEL for approval. The coalition shall reimburse informal child care arrangements at not more than 50 percent of the rate adopted for a family day care home.</li> </ul>
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4.	<p><b>As applicable, a coalition’s policy may establish a provider payment rate schedule for quality improvement. A coalition may differentiate rates for providers offering higher quality care through documented participation in a quality improvement activity approved by the Office of Early Learning.</b></p> <ul style="list-style-type: none"> <li>• The reimbursement rate for a quality improvement differential shall be in accordance with 6M-4.500, FAC.</li> </ul>
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### III. Quality Activities and Services

**A. Child Care Resource and Referral (CCR&R) and School-Aged Care**  
 A SR Program plan a coalition submits must include a detailed description of the coalition’s quality activities and services for resource and referral and school-age children (*s. 1002.85(2)(d)1., F.S.*)

1.	<p><b>The coalition must submit a description of its quality activities for resource and referral and school-aged care with its SR Program plan. (<i>s. 1002.85(2)(d)1., F.S.</i>)</b></p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition’s quality activities and services for resource and referral and school-age children. Coalition activities may only include developing, establishing, expanding, operating and coordinating CCR&amp;R services specifically related to providing thorough education to parents and the public (<i>s. 1002.89(6)(b), F.S.</i>)</p> <ul style="list-style-type: none"> <li>- CCR&amp;R services that increase parental choice by helping families identify quality early learning programs and locate a provider who meets the family’s needs.</li> <li>- Services that provide child care referrals customized to meeting each family’s needs, as well as offering referrals and information about other services available in local communities.</li> <li>- Activities to improve the quality and availability of inclusive child care, including resource and referral for early special needs intervention, special needs referrals, warm line contact information and other activities that facilitate inclusion.</li> </ul>
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2.	<p><b>The coalition's description of quality activities should align with what the coalition reported in the most recent projected budget. (s. 1002.89(6), F.S.)</b></p> <p>The quality Other Cost Accumulator (OCA) associated with these activities is 97QI4.</p> <p>Section 1002.89(6), F.S., requires that coalitions keep costs to the minimum necessary for efficiently and effectively administering the SR Program with the highest priority of expenditure being direct services for eligible children. Coalitions may use no more than 5 percent of funds (total allocation) for administrative costs and may use no more than 22 percent of the funds in any fiscal year for any combination of administrative costs, quality activities and nondirect services.</p>
<p><b>B. Infant and Toddler Early Learning Programs</b></p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for infant and toddler early learning (s. 1002.85(2)(d)2., F.S.)</p>	
1.	<p><b>The coalition must submit a description of its quality activities for infant and toddler early learning with its SR Program plan. (s. 1002.85(2)(d)2., F.S.)</b></p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for infant and toddler early learning. Coalitions must limit activities to (s. 1002.89(6)(b), F.S.)</p> <ul style="list-style-type: none"> <li>– Training and technical assistance for school readiness providers and staff on standards and teacher-child interactions specific to infant and toddler children birth to 36 months.</li> <li>– Coalition services provided through contracted agencies or as direct services to providers in their respective areas.</li> <li>– Training and other initiatives that focus on selecting age-appropriate materials, creating developmentally-appropriate environments and using an infant/toddler mental health consultant.</li> <li>– Other infant and toddler quality initiatives identified and approved in the early learning coalition's school readiness program plan.</li> </ul>
2.	<p><b>The coalition's description of quality activities should align with what is reported in the most recent projected budget. (s. 1002.89(6), F.S.)</b></p> <p>The quality Other Cost Accumulator (OCA) associated with these activities is 97INT., 97ICS, 97 ICR, 97IAS and 97IGS.</p> <p>Section 1002.89(6), F.S., requires that coalitions keep costs to the minimum necessary for efficiently and effectively administering the SR Program with the highest priority of expenditure being direct services for eligible children. Coalitions may spend no more than 5 percent of funds (total allocation) described in subsection (5) for administrative costs and no more than 22 percent of funds described in subsection (5) in any fiscal year for any combination of administrative costs, quality activities and nondirect services.</p>
<p><b>C. Inclusive Early Learning Programs</b></p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for inclusive early learning programs (s. 1002.85(2)(d)3., F.S.)</p>	
1.	<p><b>The coalition must submit a description of its quality activities for inclusive early learning programs. (s. 1002.85(2)(d)3, F.S.)</b></p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for inclusive early learning programs. Coalitions must limit activities (s. 1002.85(2)(d), F.S.)</p>

	<ul style="list-style-type: none"> <li>- Quality improvement inclusion services may include coalition or contractor staff time, materials and resources that pertain to assisting any early learning or school-age program (not limited to SR or birth to 5) that has a child with identified or suspected disabilities or special health care needs. Services include, but are not limited to, making accommodations for specific disabilities; quality enhancement; screening and assessment; training; collaborative meetings with staff, parents and partner agencies; and local training.</li> <li>- Responding to provider and parent warm line requests.</li> </ul>
2.	<p><b>The coalition’s description of quality activities should align with what is reported in the most recent projected budget. (s. 1002.89(6), F.S.)</b></p> <p>The quality Other Cost Accumulator (OCA) associated with these activities is 97QIN.</p> <p>Section 1002.89(6), F.S., requires that coalitions keep costs to the minimum necessary for efficiently and effectively administering the SR Program with the highest priority of expenditure being direct services for eligible children. Coalitions may spend no more than 5 percent of funds (total allocation) described in subsection (5) for administrative costs and no more than 22 percent of funds described in subsection (5) in any fiscal year for any combination of administrative costs, quality activities and nondirect services.</p>
<p><b>D. Quality Performance Report</b></p> <p>The Child Care and Development Fund (CCDF), which governs the primary funding source for the SR Program, acknowledges that there are many ways to improve the quality of child care providers.</p> <p>Early learning coalitions shall provide OEL with local program-related data and information regarding progress toward meeting the state’s goals as reported in the CCDF Plan. OEL based the questions included in this section on Administration for Children and Families federal reporting requirements to all lead agencies.</p>	
1.	<p><b>The coalition must answer yes or no to training programs on the Child Performance Standards adopted by OEL (Rule 6M-4.700 F.A.C.).</b></p> <p>If the answer is yes, then the coalition must answer if it tracks how many programs were trained, by provider type, and how many children are served in those programs.</p>
2.	<p><b>The coalition must answer yes or no to providing targeted technical assistance to programs such as coaching, mentoring, or consulting during the fiscal year. Note: targeted technical assistance is technical assistance that is designed to address a particular domain/area of quality.</b></p> <p>If the coalition answers yes, then the coalition must check which type of targeted technical assistance is provided.</p> <p>If there is another type of targeted technical assistance that the coalition provides that is not listed, then describe.</p>
3.	<p><b>The coalition must answer if financial supports are provided to child care centers and/or family child care homes.</b></p> <p>Financial supports must be intended to reward, improve, or sustain quality. They can include grants, cash, reimbursements, gift cards, or purchases made to benefit a program. One-time grants, awards, or bonuses include any kind of financial support that a program can receive only once. On-going or periodic quality stipends include any kind of financial support intended to reward, improve, or sustain quality that a program can receive more than once.</p>

	<p>If the coalition answers yes to providing financial supports then a description of what type of financial supports must be provided.</p>
4.	<p><b>The coalition must answer yes or no to having a voluntary Quality Rating Improvement System (QRIS) in place for the coalition's service area.</b></p> <p>If the coalition answers yes then the number of levels and brief description of each level must be provided.</p>
<h2 style="background-color: #cccccc; padding: 5px;">IV. Financial Management</h2>	
<p><b>A. Budget</b></p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by other-cost-accumulator code number; all estimated sources of revenue with identifiable descriptions; a listing of full-time equivalent positions; contracted subcontractor costs with related annual compensation amount or hourly compensation rate; and a capital improvements plan outlining existing fixed capital outlay projects and proposed capital outlay projects that will begin during the budget year (<i>s. 1002.85(2)(e), F.S.</i>)</p>	
1.	<p><b>The coalition's budget must provide an estimate of expenditures by Other Cost Accumulator (OCA) codes.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by other-cost-accumulator code number.</p>
2	<p><b>The coalition's budget must identify all sources of revenue and describe in detail the source of the revenue.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by all estimated revenue sources with identifiable descriptions.</p>
3.	<p><b>The coalition's budget must provide detail of all full-time equivalent positions within the coalition and contractor or contractors.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by a listing of full-time equivalent positions.</p>
4.	<p><b>The coalition's budget must provide detail of all contract costs, including compensation.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by contracted subcontractor costs with related annual compensation amount or hourly compensation rate.</p>
5.	<p><b>The coalition's budget must outline fixed capital outlay or clearly state this is not applicable to the coalition.</b> (<i>s. 1002.85(2)(e), F.S.</i>)</p> <p>A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by a capital improvements plan</p>

	outlining existing fixed capital outlay projects and proposed capital outlay projects that will begin during the budget year.
6.	<b>The coalition will submit its budget in the format prescribed on Attachment IV.A, “Coalition Budget Report”.</b>

***B. Prior Year Revenues and Expenditures***

A SR Program plan a coalition submits must include a detailed accounting, in the format OEL specifies, of all revenues and expenditures during the previous state fiscal year. Revenue sources should be identifiable and coalitions should report expenditures by three categories – state and federal funds, local matching funds, and Child Care Executive Partnership Program funds.

1.	<b>The coalition will provide prior year revenues and expenditures in the format prescribed on Attachment IV.B, “Coalition Revenue and Expenditures Report”.</b>
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## V. Monitoring

***A. Monitoring Plan and Procedures***

A SR Program plan a coalition submits must include a description of the procedures for monitoring SR Program providers, including responding to a parental complaint, to determine that the standards prescribed in ss. 1002.88 are met using a standard monitoring tool adopted by the office. The coalition shall more frequently monitor providers the coalition determines high risk based on substantial findings of law violations (*s. 1002.85(2)(h), F.S.*)

1.	<p><b>The coalition must adopt and implement processes to monitor SR Program child care providers (including its monitoring plan and monitoring policies).</b></p> <p>The coalition’s monitoring plan should identify timelines for monitoring SR Program child care providers annually, the percentage or number of child care providers monitored and the process by which the coalition selects providers for monitoring under Rule 6M-4.630(3), FAC.</p> <p>The coalition’s monitoring plan and policies for SR program providers should include</p> <ul style="list-style-type: none"> <li>– A provider monitoring schedule.</li> <li>– A process to evaluate compliance with all requirements in the SR Program provider contract. Coalitions will use the monitoring tool adopted by OEL.</li> <li>– A process for timely reporting of findings and recommendations.</li> <li>– Documentation that the provider is aware of any monitoring findings and has an opportunity to respond and take corrective action.</li> </ul>
2.	<p><b>Section 1002.84(14), F.S., requires that coalitions develop written policies, procedures and standards for monitoring vendor contracts, including provisions specifying the particular procedures that a coalition may use to evaluate contractor performance and the documentation that the coalition will maintain to serve as a contractor performance record. This subsection does not apply to contracts with SR Program providers.</b></p> <p>If the coalition uses a subrecipient’s services to implement any SR Program administrative, programmatic or eligibility requirements, the coalition must adopt and implement processes to monitor the SR Program service provider(s) (including a monitoring plan, monitoring tool and monitoring policies).</p> <p>The coalition’s monitoring plan, tool and policies for service providers should include</p> <ul style="list-style-type: none"> <li>– A contract monitoring schedule.</li> </ul>

	<ul style="list-style-type: none"> <li>- A process to track the administrative, programmatic and eligibility requirements in each service provider's contract.</li> <li>- A process for creating monitoring reports that include findings and recommendations.</li> <li>- Documentation that demonstrates the service provider is aware of any monitoring findings and received the opportunity to respond and take corrective action.</li> </ul>
<p><b>B. Grievance/Complaint Resolution</b></p>	
<p>A SR Program plan a coalition submits must include a description of the procedures for monitoring SR Program providers, including responding to a parental complaint, to determine that the coalition meets the standards from ss. 1002.88, F.S., using a standard monitoring tool that OEL adopts (<i>s 1002.85(2)(h), F.S.</i>).</p>	
1.	<p><b>The coalition's policy must establish a written process by which parents can submit to the coalition a grievance against a provider's or the coalition's actions that may be contrary to state and federal policies, procedures, rules or regulations.</b></p>
2.	<p><b>The coalition's policy must establish the nature (definition) of what constitutes a grievance and complainant identification.</b></p>
3.	<p><b>The coalition's policy must establish timeframes for reviewing and processing the parental grievance.</b></p>
4.	<p><b>The coalition's policy must establish the levels of review and indicate which coalition staff or members must review and act upon the parental grievance in each level of review.</b></p>
5.	<p><b>The coalition's policy must establish a methodology for presenting the parental grievance to the coalition (e.g. application forms, contact persons, process, etc.).</b></p>
6.	<p><b>The coalition's policy must establish how the coalition will resolve the parental grievance.</b></p>
7.	<p><b>The coalition's policy must establish a process for maintaining a record of substantiated parental complaints to comply with federal regulation 45 CFR 98.32.</b></p> <p>The Child Care Resource and Referral Network has policies and procedures for maintaining substantiated parental complaint records. Coalitions must record all complaints on a coalition approved form and retain them in a complaint file for a minimum of five years. Coalitions must report abuse/neglect complaints within the hour to the Florida Abuse Hotline and the licensing authority.</p>
8.	<p><b>The coalition's policy must establish a process by which the coalition makes available to the public information regarding parental complaints on request to comply with federal regulation 45 CFR 98.32.</b></p> <p>The State shall –</p> <ul style="list-style-type: none"> <li>(b) Make information regarding such parental complaints available to the public on request; and</li> <li>(c) The Lead Agency shall provide a detailed description of how such record is maintained and is made available.</li> </ul>

## VI. Coalition Plan Validation

### A. Public Input

A SR Program plan a coalition submits must include documentation that the coalition has solicited from the local community and considered comments regarding the proposed SR Program plan (s. 1002.85(2)(i), F.S.).

1.	<b>The coalition's SR program plan must show how the coalition solicited community comments.</b>
2.	<b>The coalition's SR Program plan must indicate that the coalition considered comments or suggestions from the local community during plan development.</b>

*The coalition certifies that it will provide all services compliance with the plan as the Florida Office of Early Learning (OEL) approved. The coalition further certifies that it will provide the local services in compliance with all applicable federal, state and local laws and regulations and the State Child Care and Development Fund Plan that Federal Department of Health and Human Services approved.*

*School Readiness Plan Template*

**Coalition Identification and Information**

Coalition Name:  
Address:

Phone:  
E-mail Address:

FEIN #:  
Mailing Address  
(if different)  
Fax:

Chair	Executive Director or Chief Executive Officer	Finance Director	Counties Represented

**I. COALITION OPERATIONS**

**A. Membership**

Please complete the Coalition Membership Form.

Early Coalition of [Insert coalition name] Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
	Chair, appointed by the Governor	Yes						
	Private sector appointed by the Governor	Yes						
	Private sector appointed by the Governor	Yes						
	Department of Children & Family Services circuit administrator or designee	Yes						
	District superintendent of schools or designee	Yes						
	Regional workforce board executive director or designee	Yes						



Early Coalition of [Insert coalition name] Approved as of [date added when approved by OEL]									
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term	
	County health department director or designee	Yes							
	President of a Florida College System institution or his or her permanent designee	Yes							
	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes							
	Head Start Director	Yes							
	Representative of private for-profit child care providers	Yes							
	Representative of faith based child care providers	Yes							
	Representative of program under federal Individuals with Disabilities Education Act	Yes							
	Children services council or juvenile welfare board chair or executive director	Yes, if applicable							

Early Coalition of [Insert coalition name] Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
	Child care licensing agency head	Yes, if applicable						
	Central agency administrator	Yes, if applicable						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						

Early Coalition of [Insert coalition name] Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
		multi-county representation						
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						

Early Coalition of [Insert coalition name] Membership Management Approved as of [date added when approved by OEL]	
I.	TOTAL MEMBERSHIP: XXXX
II.	TOTAL PRIVATE SECTOR MEMBERSHIP: XXXXX, PRIVATE SECTOR PERCENTAGE: XXXX%
III.	TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: XXXX
IV.	NUMBER OF VACANCIES IN REQUIRED POSITIONS: XXXX

**B. Business Organization**

Please attach a copy of the coalition's organization chart as Attachment I.B.

**C. Articles of Incorporation**

Please attach a copy of the coalition's articles of incorporation as Attachment I.C.

N/A

**D. Bylaws**

Please attach a copy of the coalition's bylaws as **Attachment I.D.**

**E. Coalition Fiscal Agent Contract (if applicable)**

Please attach a copy of the fiscal agent contract (if applicable) as **Attachment I.E.**

N/A

**F. Procurement**

Please attach the coalition's procurement policy as **Attachment I.F.**

**G. Tangible Personal Property Maintenance**

Please attach the coalition's tangible personal property maintenance policy as **Attachment I.G.**

**H. Records Maintenance**

Please attach the coalition's maintenance of records policy as **Attachment I.H.**

**I. Information Technology Security Controls**

Please attach the coalition's IT security policy as **Attachment I.I.**

**J. Disbursement Controls**

Please attach the coalition's disbursement controls policy as **Attachment I.J.**

**II. IMPLEMENTATION**

**A. Minimum Children to be Served by Care Level**

Please fill out the Minimum Children to be Served by Care Level Form by running EFS Ad Hoc Report CC085.

Care Code	Description	Minimum # of Children Served
(INF)	<12 MTH	
(TOD)	12 <24 MTH	
(2YR)	24 <36 MTH	
(PR3)	36 <48 MTH	
(PR4)	48 <60 MTH	
(PR5)	60 <72 MTH Not In School	
(SCH)	In School	
(SPCR)	Special Needs	

If applicable, please attach supporting documentation as Attachment II.A.

**B. School Readiness Application and Waiting List Procedures**

Please attach the coalition's policies and procedures for implementing the School Readiness Application and Waiting List Procedures as Attachment II.B.

**C. Eligibility and Enrollment Policies and Procedures**

Please attach the coalition's eligibility and enrollment policies and procedures as Attachment II.C.

**D. Parent Access and Choice**

Please attach the coalition's policies and procedures for implementing parent access and choice as **Attachment II.D.**

**E. Sliding Fee Scale and Fee Waiver Policies**

Please complete the **Sliding Fee Scale For Parent Co-Payments Form**, and attach the coalition's fee waiver policies as **Attachment II.E.**

Amount of Daily Parent Copayment per Child (Completed by COALITION)		Percent of 20xx Federal Poverty Guidelines	Income Range (Rounded to the nearest dollar) by Total Number of Family Members										For Each Additional Family Member Add				
			1 Family Member	2 Family Members	3 Family Members	4 Family Members	5 Family Members	6 Family Members	7 Family Members	8 Family Members	9 Family Members	10 Family Members					
\$ _____	\$ _____	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
\$ _____	\$ _____	≤50%															
\$ _____	\$ _____	>50%															
\$ _____	\$ _____	≤75%															
\$ _____	\$ _____	>75%															
\$ _____	\$ _____	<100%															
\$ _____	\$ _____	≥100%															
\$ _____	\$ _____	≤116.67%															
\$ _____	\$ _____	>116.67%															
\$ _____	\$ _____	≤133.33%															
\$ _____	\$ _____	>133.33%															
\$ _____	\$ _____	≤150%															
\$ _____	\$ _____	>150%															
\$ _____	\$ _____	≤155.83%															
\$ _____	\$ _____	>155.83%															
\$ _____	\$ _____	≤161.66%															
\$ _____	\$ _____	>161.66%															

**Office of Early Learning  
Early Learning Coalition School Readiness Plan Guide and Template**

\$	\$	>161.66%																	
\$	\$	≤167.49%																	
\$	\$	>167.49%																	
\$	\$	≤173.32%																	
\$	\$	>173.32%																	
\$	\$	≤179.15%																	
\$	\$	>179.15%																	
\$	\$	≤185%																	
\$	\$	>185%																	
\$	\$	≤192.5%																	
\$	\$	>192.5%																	
\$	\$	≤200%																	
\$	\$	>200%																	
\$	\$	≤215%																	
\$	\$	>215%																	
\$	\$	≤85% SMI																	

**F. Use of Pre and Post Assessments**

If applicable, what assessment tool does the coalition use to perform pre and post?

If applicable, who administers the pre- and post-assessments (coalition/contractor/child care providers).

If applicable, what are the age ranges that receive a pre and post assessment?

Minimum Age (in months):

:

Attach supporting documentation as Attachment I.F.

N/A



**G. Provider Payment Rates**

Please complete the Provider Payment Rate Schedule Form and attach the coalition's procedures for implementing the provider rates as Attachment II.G.

Coalition Gold Seal Rate \_\_\_\_\_ %

If Applicable, In Addition to the State Approved Quality Rate, the Coalition Quality Improvement Rate \_\_\_\_\_ %

**DAILY PAYMENT-RATE SCHEDULE (Effective \_\_\_\_\_)**

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH							
(TOD)	12<24 MTH							
(2YR)	24 <36 MTH							
(PR3)	36 <48 MTH							
(PR4)	48 <60 MTH							
(PR5)	60 <72 MTH							
(SCH)	In School							
(SPCR)	Special Needs							

CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH							
(TOD)	12<24 MTH							
(2YR)	24 <36 MTH							
(PR3)	36 <48 MTH							
(PR4)	48 <60 MTH							
(PR5)	60 <72 MTH							
(SCH)	In School							
(SPCR)	Special Needs							

**III. QUALITY ACTIVITIES AND SERVICES**

**A. Child Care Resource and Referral (CCR&R) and School-Aged Care**

Describe the quality activities and services the coalition will implement to enhance child care resource and referral and school-age care.

Please attach any supporting documentation as Attachment III.C.

**B. Infant and Toddler Early Learning Programs**

Describe the quality activities and services the coalition will implement to enhance infant and toddler early learning programs.

Please attach any supporting documentation as Attachment III.B.

**C. Inclusive Early Learning Programs**

Describe the quality activities and services the coalition will implement to enhance inclusive early learning programs.

Please attach any supporting documentation as Attachment III.C.

**D. Quality Performance Report**

a. Does the coalition train programs on the Child Performance Standards adopted by OEL?  
 Yes  No

If yes, does the coalition track how many programs were trained, by provider type, on the child performance standards?  
 Yes  No

If yes, does the coalition track the number of children served in programs trained on the child performance standards?  
 Yes  No

**b. Does the coalition provide targeted technical assistance to programs such as coaching, mentoring, or consulting during the fiscal year? Note: targeted technical assistance is (coaching, mentoring and consultation) designed to address a particular domain/area of quality.**

- Yes       No

If yes, what type of targeted technical assistance is provided?

- Health and safety
- Infant and toddler care
- School-age care
- Inclusion
- Teaching dual language learners
- Understanding developmental screenings and/or observational assessment tools for program improvement purposes
- Mental health
- Business management practices
- Other Describe:

**c. Does the coalition provide financial supports to early learning providers? Financial supports must be intended to reward, improve, or sustain quality. They can include grants, cash, reimbursements, gift cards, or purchases made to benefit a program. One-time grants,**

awards, or bonuses include any kind of financial support that a program can receive only once. On-going or periodic quality stipends include any kind of financial support intended to reward, improve, or sustain quality that a program can receive more than once.

Does the coalition provide one-time grants, awards or bonuses to Child Care Centers?

- Yes       No

If yes, describe:

Does the coalition provide one-time grants, awards or bonuses to Family Child Care Homes?

- Yes       No

If yes, describe:

Does the coalition provide on-going or periodic quality stipends to Child Care Centers?

- Yes       No

If yes, describe:

Does the coalition provide on-going or periodic quality stipends to Family Child Care Homes?

Yes       No

If yes, describe:

Please check what types of financial supports are provided to child care teachers/providers.

- Scholarships
- Reimbursement for Training Expenses
- Loans
- Wage supplements
- N/A
- Other Describe:

d. Does the coalition have a voluntary Quality Rating Improvement System (QRIS) in place for the coalition's service area?

Yes       No

If yes, please provide how many levels and a brief description of each level:

QRIS Level	Level Description

Please attach any supporting documentation as Attachment III.D.

**IV. FINANCIAL MANAGEMENT**

**A. Budget**

Please fill out Attachment IV.A Coalition Budget Report.

**B. Prior Year Revenues and Expenditures**

Please fill out Attachment IV.B Coalition Revenue and Expenditure Report.

**V. MONITORING**

**A. Monitoring Plan and Procedures**

Please attach a copy of the coalition's policies and procedures for monitoring SR Program providers as Attachment V.A.

**B. Grievance/Complaint Resolution**

Please attach a copy of the grievance policies and procedures that address complaints made by parents and child care providers as Attachment V.B.

**VI. COALITION PLAN VALIDATION**

**A. Public Input**

Please attach copies of proof of public input, such as coalition minutes as Attachment VI.A.

By signing below, I hereby certify that all information provided in this plan is accurate and complete to the best of my belief and knowledge. I certify that all services will be provided in accordance with the plan as approved by the Florida Office of Early Learning (OEL). I further certify that the local services will be provided in compliance with all applicable federal, state, and local laws and regulations and the State Child Care and Development Fund Plan approved by the Federal Department of Health and Human Services.

Chair Signature: \_\_\_\_\_ Executive Director: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_