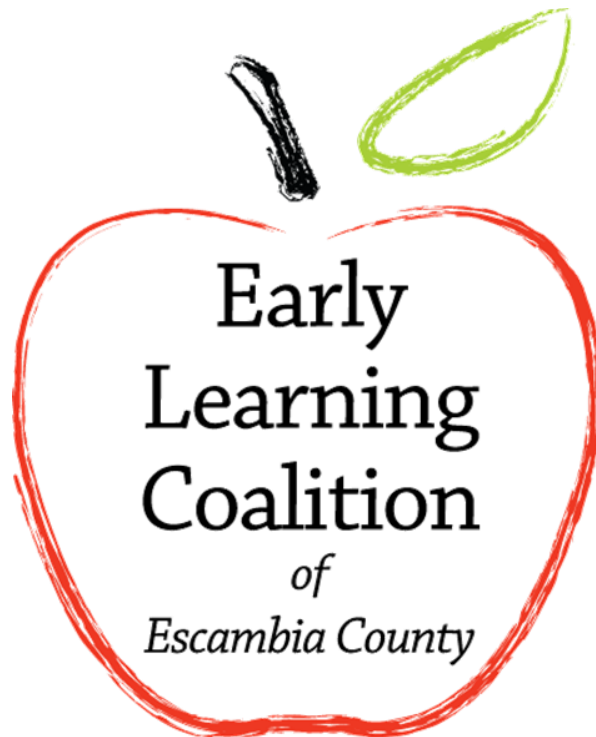


School Readiness Contract Briefing FY 2025-2026



Definition of a Child Care Provider

Child Care Pro-vi-der (child'kâr prò vid'er)n. chef, baker, janitor, sock and shoe finder, coat buttoner, boot fitter, bottle washer, grocery shopper, diaper changer, protector, dish washer, nose wiper, vegetable pusher, floor sweeper, waiter, story teller, playground attendant, PE teacher, activity director, driver, zoo keeper, inspector, aerobics instructor, tutor, entertainer, therapist, manager, derby instructor, performer, bookkeeper, self-esteem builder, teacher, helper, well wisher, nurse, traffic controller, noise controller, life saver, thinker, problem solver, engineer, designer, counselor, safety instructor, arbitrator, creator, inventor, companion, musician, historian, technician, dietitian, athlete, beautician, fire marshall, analyst, artist, dentist, scientist, biologist, technologist, accountant, manicurist, receptionist, environmentalist, pharmacist, hygienist, speech therapist, reader, builder, informer, composer, supervisor, author, navigator, peacemaker, friend.

SSO, EFS Modernization and Provider Portal – 2025-2026 Contracting Prerequisites

- **The Division of Early Learning requires all Coalitions, School Readiness and VPK Providers to use their statewide data system, SSO, and EFS MOD, for all processes of the School Readiness and Voluntary Pre-Kindergarten Programs, to include Developmental Screenings (ASQ's).**
- **You are eligible for a School Readiness contract because you have registered in the SSO and Provider Portal, completed a provider profile and submitted a contract application.**
- **A contract cannot be granted to any Provider until their contract application, provider profile in the portal have been approved.**
- **Payments are calculated from EFS MOD.**
 - **However, paper copies of attendance verification (daily sign-in/sign-out or equivalent) are still required.**

SSO, EFS Modernization and Provider Portal – 2025-2026 Contracting Prerequisites

- **Beginning July 1, 2025, the Coalition will implement QPI Incentives per Rule Change**
- **Beginning July 1, 2025, the Coalition will implement new copayments (parent fees) based on new requirements set by the State**
- **Providers are now eligible for one paid Professional Development Day**
- **New Guidelines require all EFS MOD users create an SSO User Login Account**

Contract Eligibility

To be eligible to deliver the School Readiness Program must be one of the following:

- **Child care facility licensed under s. 402.305**
- **Family day care home licensed or registered under s. 402.313,**
- **Large family child care home licensed under s. 402.3131**
- **Public school or nonpublic school exempt from licensure under s. 402.3025**
- **Faith-based child care provider exempt from licensure under s. 402.316**
- **Before-school or after-school program described in s. 402.305(1)(c),
or**
- **Informal child care provider**

The Provider must maintain legally operating status. The Coalition may immediately terminate a contract upon revocation, suspension or termination of Provider's licensure, exemption, accreditation, or status to legally operate.

Contract Eligibility Cont.

Rule 6M-4.610(3) School Readiness Program Ineligibility. For the purpose of this subsection “individual associated with a provider” means an individual or family member of an individual who, regardless of compensation, holds a management position, oversees the operations of a provider, or is an officer, shareholder, beneficial owner or member of the board of directors of a provider. A provider shall not be eligible to contract to offer the SR program if any of the following circumstances apply:

- The provider, or individual associated with the provider, is on the United States Department of Agriculture National Disqualified List ;
- The provider, or individual associated with the provider has not committed public assistance fraud;
- The provider, or individual associated with the provider, has been terminated from participation in the program due to fraud and is currently not eligible to participate in the school readiness program;
- The provider, or individual associated with the provider, is currently ineligible to participate in the program pursuant to Section 1002.88(2), F.S.

Child Eligibility

- **Children can only be enrolled if they have an electronic authorization from the Coalition by means of a payment certificate.**
- **Providers are only paid for children that are eligible from the date of the payment certificate and for no more care than the payment certificate authorizes.**
 - **Adding days and or increasing care from PT to FT is not allowed.**
- **Providers must accept the enrollment for each child in EFSM to get paid. This must be done as soon as possible.**
- **AND, parents must “sign” online the acknowledgement form. Both must be done to allow payment for services.**
- **Waiting until attendance is processed creates problems that slows the whole reimbursement process down.**

Health and Safety Requirements

- **Provide a healthy and safe environment pursuant to s. 402.305(5), (6), and (7), as applicable, and as verified pursuant to s. 402.311.**
- **Unlicensed, license exempt providers now receive annual health and safety review by DCF.**
- **Since July 1, 2017, Coalition enforces violations of standards as contractual non-compliance.**
- **DCF still checks licensed, but Coalition required to enforce contractual compliance.**
- **DCF also doing three checks per year of all Gold Seal.**
- **May be terminated for excessive Class 1, 2 or 3 violations.**

School Readiness Program Assessments and Child Assessment Requirements

- 1. SRPA: Does Provider meet minimum threshold for contracting?**
 - Yes - Receive a SR Contract
 - No - You are not eligible to receive a SR contract

- 2. SR Quality Performance Incentive**
 - ❖ Different levels of payment based on SRPA CLASS score
 - ❖ Rule Change – No more 4% incentive for scores between 4.5 and 4.9

- 3. Child Assessment Incentive**
 - SR Quality Performance Incentive
 - 100% SR children Birth to 5, 75% teaching staff retention = 5% rate incentive

School Readiness Program Assessments Thresholds for 2025-2026

- **Providers with SR children**
 - **Program Assessment Required**
 - **Exemptions:**
 - **No SR Children enrolled**
 - **Less than 20% of published capacity is SR children**
 - **Night and Weekend care only**
 - **School age care only**
 - **If at any time a provider is no longer exempt, they remain in a must be assessed status.**
- **Program Assessment CLASS Scores**
 - **Minimum Threshold for Contracting = 4.0**
 - **SR Quality Performance Incentive must score 5.0 or above**
 - **5.00-5.99 = 7%,**
 - **6.00-7.00 = 10%**

SR Quality Performance Incentives

- What is the SR Quality Performance Incentive?
- Differential payment program (1002.82(2)(o))
 - Effective July 1, 2025
 - Based on quality measures of program assessment
 - SR Quality Performance Incentive: CLASS Score of:
 - 5.00-5.99 = 7%
 - 6.00-7.00 = 10%
 - Total State incentive may not exceed 15%
 - No more than 5% (of the 15%) may be provided to providers who submit valid and reliable child assessment data to statewide information system in the domains of language and executive functioning
 - Total Incentives may not exceed 20% (Does not include Gold Seal)



High CLASS Learning

Best practices for a better CLASS

- **Teacher Stability:** Not just keeping them on staff, but **keeping them in the same age class every day**
- **Director Competence:** Directing and owning is more than just reaping profits. Successful classrooms come from successful leadership
- **Training:** Make effective use of training opportunities. Expend time & money to improve staff qualifications
- **Curriculum:** Take it off the shelf and **Use it!** Assessors can tell if you do this, and if you don't

Better prepare for your next SRPA

- **Get Familiar with the CLASS tool**
- **Participate in LENA Grow With Me**
- **Attend CLASS Group Coaching (MMCI)**
- **Good News: If CLASS Score improves into a new QPI Range, increased rates start the first of the next month**
- **Similarly, if score goes down the rate changes the first of next month**
- **Scoring below 4.00 starts the process to terminate contract; unless a second assessment is requested**

Ratio and Group Size Requirements

- **SR-20 - 11.b. Supervision.** Provider agrees to provide minimum staff-to-children ratio by provider type at all times and direct supervision to ensure the health and safety of children in care.
- **SR-20L and LE - 2. Group Size and Staff to Children Ratio.** In accordance with s. 1002.88(1)(d), F.S., Provider agrees to maintain group size and staff to child ratio in accordance with s. 402.302(8) or (11), F.S., as applicable, and as verified pursuant to s. 402.311, F.S.
- **Group Size sets the maximum number of children, by age, that can be in single “classroom”**
 - Over or equal to age 2 based on majority population
 - Under age 2 based on youngest population



Ratio and Group Size Requirements Cont.

Age Group	Max Group Size	No active CDA required	1 active CDA required	2 active CDA required
Birth -12	12	1-4 children	5-8 children	9-12 children
One year olds	12	1-6 children	7-12 children	N/A
Two year olds	22	1-11 children	12-22 children	N/A
Three year olds	30	1-15 children	16-30 children	N/A
4,5,6 year olds	40	1-20 children	21-40 children	N/A
School age (>6)	50	1-25 children	26-50 children	N/A

- **Does not apply during: Outdoor, sedentary activities (School age), dining, specific large group assemblies or events.**
- **Simple guide: If two adults are required one must be CDA credentialed!**

Educational Requirements

- **Curriculum**: Implement one of the curricula approved by the DEL that meets the State child development standards.
(F.S.S. 1002.88.1.f)
 - **Character Development**: Implement a character development program approved by the DEL to develop basic values.
(F.S.S. 1002.88.1.g)
- ** Must have curriculum from new 2024 DEL list of Approved School Readiness Curricula**

Developmental Screening Requirements – ASQ's

“Collaborate with the Coalition to complete initial screening for each child, aged 6 weeks to kindergarten eligibility (60 months), within 45 days after the child’s first or subsequent enrollment, to identify a child who may need individualized support services.” (F.S.S. 1002.88.1.i)

- **ASQ's are completed in the Provider Profile in EFS MOD**
- **Parents shall have the first option to complete the ASQ**
- **The Coalition requires the Provider to complete the ASQ Process IF the parent defers or does not complete the screening in time allotted**
- **Failure to complete all requirements of the ASQ process can be grounds for contract termination**

Developmental Screening Requirements – ASQ's Cont.

1. Initial Screening due no later than 45 days upon enrollment
 - a. Parents shall have first option to complete screening within 5 days of enrollment
 - b. Parent may defer screening to provider
 - c. Provider will be required to complete screening if parent defers or fails to complete on time
 - d. Parent will be notified via their parent portal with screening results
 2. Annual Screening due no later than 45 days from date of redetermination
 - a. Parents have first option to complete screening within 5 days of enrollment
 - b. Parent may defer screening to provider
 - c. Provider will be required to complete screening if parent defers or fails to complete on time
 - d. Parent will be notified via their parent portal with screening results
- Questions or issues contact: inclusion@elcescambia.org

Developmental Screening Requirements – ASQ's Cont.

- **If an observation results in an additional screening, Coalition Medical Staff may be requested to conduct vision and hearing screenings. This is part of the screening process, and you must allow Coalition staff onsite.**
- **Parents have given permission for these screenings, therefore, we ask you to help assist Med Staff to ensure they obtain the correct results for referral purposes.**
- **Please ensure permission slips are completed promptly.**
 - * Best practice is to have caregiver complete permission slips annually with their registration packets or on the Coalition website.**

➤ **Questions or issues contact: inclusion@elcescambia.org**

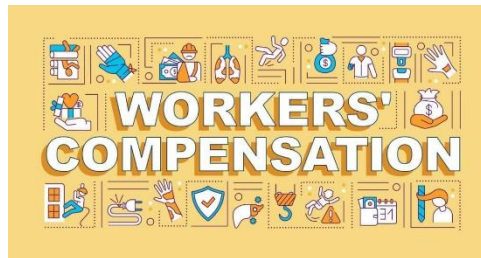
Prohibited Forms of Discipline

- Standards in s. 1002.88(1)(i), F.S. and s. 402.305(12), F.S.
- No discipline that is severe, humiliating or frightening
- Discipline may not be associated with food, rest or toileting
- Spanking or other forms of physical punishment is prohibited
- May not deny active play as a consequence of misbehavior
- Must have documented Discipline policy per contract and monitoring tool



Workers Compensation

- **Provider must obtain and maintain any required workers compensation insurance under Chapter 440, F.S. and unemployment compensation coverage under Chapter 443, F.S.**
- **Provider must have evidence of coverage, waiver or exception.**
- **Must provide proof on site as part of monitoring.**



E-Verify Requirements

- **Providers must use the I-9 and E-Verify system for all new employees effective January 1, 2021.**
- **Provider must provide evidence of using E-Verify.**
- **This will be part of the SR contract documents each year.**
- **Providers shall also be required to attest that all employees hired before January 1, 2021, are cleared to work in the United States.**
- **An attestation form is provided.**



Information Changes

- Coalition must receive updates on all changes in business information, such as changes in owner, director, teachers, business name, banking info, or phone number, within 14 calendar days.
- ***NOTE: If you change your FEIN number, this will require a whole new profile and a new contract. Please consult with the Contracts Administrator before make this change.***
- Temporary emergency closings reported by the close of business the first day that the closing occurs.
- Closing permanently, changing location or ownership must be reported at least 30 days prior to changes.



Unusual Incidents

- All unusual incidents are to be reported to the Coalition by close of business next business day and a written report is to be submitted within 3 business days.
- You may go to www.elcescambia.org/families/incidents/ to complete an incident report online.
- Anything illness related that is considered an outbreak is a reportable incident.
- Use PIU@elcescambia.org or call 850-595-5400 for incident reporting.



Child Abuse Hotline

- Comply with state child abuse and neglect reporting requirements.
- All employees are required to call 1-800-962-2873 if child abuse is suspected. (F.S.S. section 39.201)

Rilya Wilson Act

- Providers caring for a child in the Protective Supervision Program must notify the Coalition of all absences.
- Go to www.elcescambia.org/providers/absent-child/ to report an absence online.
- You may also send your absence report to absent@elcescambia.org or by fax at 850-466-3783.
- Additionally, if a PS child is out 7 consecutive days they must notify DCF and the Coalition
- Questions regarding PS reporting contact the ELCEC Protective Services Liaison at 850-290-7724

(F.S.S. Section 39.604)



Other Program Requirements

- **Parental Choice:** Parents have the right to choose and to change providers.
- **Parental Access:** Parents must have unlimited access to their child(ren) and all that concerns their child(ren).
- **Child Care Resource and Referral**
 - New requirement is to keep your Provider Portal up to date. Noncompliance if change is more than ten days old.
 - Every time the Provider Portal changes your account is Pending and no payments can be made until Accepted.

Record Requirements

- **Record Confidentiality:** The Provider must have all staff complete confidentiality agreements and have processes in place to protect the privacy of child and family information. Confidential information associated with the SR Program should only be available to the Provider, the parent/legal guardian, the Coalition or its representative, the Florida Division of Early Learning, and federal agencies as required for audit and research information. (F.S.S. 1002.97)
- **Records Maintenance:** Maintain records, including sign in and sign out documentation, enrollment and attendance certification, documentation to support excused absences, and proof of parent co-payments. All records must be kept on file for 5 years. Coalition must have access to records for audit purposes.
- **Record Transfer on Termination:** Provide records no later than last business day of contract. No records, no last payment!

Coalition Responsibilities

- **Training and Technical Assistance:** Provide notification of availability of training, technical assistance, and other targeted assistance.
- **Developmental Screenings (ASQ):** Provide notification in the Provider Portal of screening due date. It is based on first day of attendance.
- **Monitoring:** Coalition will monitor Provider for compliance with contract and applicable laws per s. 1002.85(2)(h) per monitoring plan and in response to parental complaints.

Holidays



- **Holidays.** Per Rule 6M-4.500(3)(a) F.A.C., every Provider is approved to be paid for up to twelve holidays per year. The Coalition has identified seven days of the year to be fixed holidays for all Providers. Providers can choose up to five additional days to be paid holidays. These days must be identified in the Provider Portal as holiday closures.
- **Professional Development Day.** Each provider is approved one paid Professional Development Day per contract year. This is a workday to do staff training. Proof of training and that staff were paid must be provided. This day is optional. If taken, it will be the thirteenth paid closure day.
- **Provider Portal.** In the Provider Portal only the seven fixed holidays will be identified in the master calendar. Providers must identify all the days they are planning to be closed for the coming year, both with or without reimbursement, to include the fixed holidays. The Provider Portal prompts users to another menu to choose from their list of closed days which will be the optional paid holidays. The seven fixed paid holidays will be preselected.

Absences

- Three excused absences allowed per month.
- Extraordinary absences are **ONLY** allowed for extreme circumstances, such as death or hospitalization, routine doctor or health related appt, and must be documented, such as an obituary, doctor note, court order.
- Max 13 days of absence, excused and extraordinary.
- The Coalition must be notified if a child is absent 5 consecutive days, and it is unexplained, by the close of the 5th business day.
- Notify the Coalition AS SOON AS POSSIBLE when SR children no longer attend your program. **Reporting at the end of the month as part of attendance submission is too late**, and may result in financial penalties.
- Must submit a summary report of ALL absences of 5 days or more, explained and unexplained, each month.
- Submit an absence report online via Coalition website at www.elcescambia.org/providers/absent-child/ (preferred) or email reports to Absent@elcescambia.org (backup alternate).

Closures

- **Emergency Closure Days.** If the Coalition is closed in all likelihood a CR day will be awarded for all providers. Additional C days may be based on the severity of the emergency.
- **Temporary emergency.** Temporary emergency closures must be reported by the close of business the first day that the closing occurs. Providing notice to the COALITION of subsequent reopening of the SR Program within two (2) business days of reopening.
- **Closure Notification.** You must notify the Coalition by the close of business on the first day of a closure, otherwise approval of the closure for payment will not be approved.
- **EFS MOD Entries.** Coalition or Provider must enter Closure Days in Provider Calendar. Enter Closed Reimbursable (CR) or Closed Non-reimbursable (CN) for all closures.



Closures for Illnesses

- Any type of outbreak is considered a reportable incident.
- The current outbreak definition according to FLDOH is three or more unrelated non-household sharing staff or attendees becoming positive for an illness within a 14-day period.
- A variety of options in response to closures. Contact the Coalition to determine which option is best.
- Child absence days for outbreaks will be counted toward a child's absences just like all other absences.
- Use Covid@elcescambia.org or call 850-595-5400 for incident reporting.





Reimbursements



Providers are paid based on budget availability, current reimbursement rates and incentives, family eligibility, and reported work schedule.

- **Registration Fees.** Registration fees reimbursement will continue in 25-26. However, the system will begin to deny payment if a child has had fees paid twice in 5 years.
- **Monthly Statement.** Review monthly statements and if discrepancies, overpayment or underpayment, occur the provider must notify Coalition within 60 days of date of payment.
- **Parent Copayments.** It is the Provider's responsibility to collect "Parent fees" from parents. Copayments are automatically deducted from monthly reimbursement payment. New process for assessing copayments. One fee for entire family assigned to one child.
- **Gold Seal.** Providers are required to provide private rates and report changes in their Gold Seal status to the Coalition. Total payment received by the Provider per SR child shall not exceed the Coalitions maximum rate.

Effective date

July 1, 2025

Florida Division of Early Learning **SLIDING FEE SCHEDULE for SCHOOL READINESS PROGRAM**

DAILY FEE			***** Annual Gross Income • Number of People in the Family *****														
Full-Time	Part-Time	FPL as indicated unless exceeds 85% SMI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5.0%	2.5%	50%FPL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			7,825	10,575	13,325	16,075	18,825	21,575	24,325	27,075	29,825	32,575	35,325	38,075	40,825	43,575	46,325
5.0%	2.5%	75%FPL	7,825	10,575	13,325	16,075	18,825	21,575	24,325	27,075	29,825	32,575	35,325	38,075	40,825	43,575	46,325
			11,739	15,863	19,988	24,113	28,238	32,363	36,488	40,613	44,738	48,863	52,988	57,113	61,238	65,363	69,488
5.0%	2.5%		11,739	15,864	19,989	24,114	28,239	32,364	36,489	40,614	44,739	48,864	52,989	57,114	61,239	65,364	69,489
			15,649	21,149	26,649	32,149	37,649	43,149	48,649	54,149	59,649	65,149	70,649	76,149	81,649	87,149	92,649
5.0%	2.5%	FPL	15,650	21,150	26,650	32,150	37,650	43,150	48,650	54,150	59,650	65,150	70,650	76,150	81,650	87,150	92,650
			18,259	24,676	31,093	37,509	43,926	50,343	56,760	63,177	69,594	76,011	82,427	88,844	95,261	101,678	108,095
5.0%	2.5%		18,260	24,677	31,094	37,510	43,927	50,344	56,761	63,178	69,595	76,012	82,428	88,845	95,262	101,679	108,096
		70% SMI	20,868	28,201	35,535	42,869	50,203	57,536	64,870	72,204	79,537	86,871	94,205	101,538	108,872	116,206	123,540
5.0%	2.5%		20,869	28,202	35,536	42,870	50,204	57,537	64,871	72,205	79,538	86,872	94,206	101,539	108,873	116,207	123,541
		70% SMI, 85% SMI											100,881	102,940		129,998	132,498
		150%FPL	23,475	31,725	39,975	48,225	56,475	64,725	72,975	81,225	89,475	97,725	105,975	114,225	122,475	130,725	138,975
7.0%	3.5%		23,476	31,726	39,976	48,226	56,476	64,726	72,976	81,226	89,476	97,726	105,976	114,226	122,476	130,726	138,976
		70% SMI	24,387	32,958	41,529	50,099	58,670	67,241	75,811	84,382	92,953	101,523	110,094	118,665	127,235	135,806	144,376
7.0%	3.5%		24,388	32,959	41,530	50,100	58,671	67,242	75,812	84,383	92,954	101,524	110,095	118,666	127,236	135,807	144,377
		85% SMI	25,300	34,191	43,082	51,974	60,865	69,756	78,648	87,539	96,430	105,321	114,213	123,104	131,995	140,887	149,778
7.0%	3.5%		25,301	34,192	43,083	51,975	60,866	69,757	78,649	87,540	96,431	105,322	114,214	123,105	131,996	140,888	149,779
		70% SMI, 85% SMI	26,212	35,424	44,636	53,848	63,060	72,272	81,484	90,696	99,908	109,120	118,332	127,544	136,756	145,968	155,179
7.0%	3.5%		26,213	35,425	44,637	53,849	63,061	72,273	81,485	90,697	99,909	109,121	118,333	127,545	136,757	145,969	155,180
			27,125	36,657	46,190	55,722	65,255	74,788	84,320	93,853	103,385	112,918	122,451	131,983	141,516	151,048	160,581
7.0%	3.5%		27,126	36,658	46,191	55,723	65,256	74,789	84,321	93,854	103,386	112,919	122,452	131,984	141,517	151,049	160,582
		70% SMI, 85% SMI	28,037	37,890	47,743	57,597	67,450	77,303	87,156	97,010	106,863	116,716	126,569	136,423	146,276	156,129	165,982
7.0%	3.5%		28,038	37,891	47,744	57,598	67,451	77,304	87,157	97,011	106,864	116,717	126,570	136,424	146,277	156,130	165,983
		85% SMI											119,999				
		155%FPL	28,953	39,128	49,303	59,478	69,653	79,828	90,003	100,178	110,353	120,528	130,703	140,878	151,053	161,228	171,403
7.0%	3.5%		28,954	39,129	49,304	59,479	69,654	79,829	90,004	100,179	110,354	120,529	130,704	140,879	151,054	161,229	171,404

SR Plus Sliding Fee Scale

Effective date July 1, 2025

Florida Division of Early Learning SLIDING FEE SCHEDULE for SCHOOL READINESS PROGRAM

DAILY FEE		***** Annual Gross Income ÷ Number of People in the Family *****															
Full-Time	Part-Time	FPL as indicated unless exceeds	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		85% SMI							92,646								
		70% SMI	30,126	40,714	51,301	61,889	72,476	83,064	93,651	104,239	114,826	125,414	136,001	146,589	157,176	167,764	178,351
7.0%	3.5%		30,127	40,715	51,302	61,890	72,477	83,065	93,652	104,240	114,827	125,415	136,002	146,590	157,177	167,765	178,352
		85% SMI									117,499						
		200%FPL	31,300	42,300	53,300	64,300	75,300	86,300	97,300	108,300	119,300	130,300	141,300	152,300	163,300	174,300	185,300
7.0%	3.5%		31,301	42,301	53,301	64,301	75,301	86,301	97,301	108,301	119,301	130,301	141,301	152,301	163,301	174,301	185,301
		70% SMI				68,627	79,607	90,587		114,999							
			33,648	45,473	57,299	69,123	80,948	92,773	104,598	116,423	128,248	140,073	151,898	163,723	175,548	187,373	199,198
7.0%	3.5%		33,649	45,474	57,299	69,124	80,949	92,774	104,599	116,424	128,249	140,074	151,899	163,724	175,549	187,374	199,199
		70% SMI, 85% SMI	35,996	46,666	57,646												
			35,996	46,646	61,296	73,946	86,596	99,246	111,896	124,546	137,196	149,846	162,496	175,146	187,796	200,446	213,096
7.0%	3.5%		35,996	46,646	61,296	73,946	86,596	99,246	111,896	124,546	137,196	149,846	162,496	175,146	187,796	200,446	213,096
		85% SMI	43,333	56,666	69,999	83,332	96,665	109,999	112,499								

Parents receiving hourly care pay up to the part time fee.

2025 Poverty Level (FPL) effective January 2025.
FFY 2025 ANNUAL State Median Income Estimates

Refer to 6M-4.400, F.A.C.

Income 85% State Median Income: Upper threshold for School Readiness program eligibility
Income 70% State Median Income: Entry threshold for School Readiness Match eligibility



Reimbursements Cont.



- ❖ Providers are required to notify the Coalition in writing at least 14 days prior to any rate changes a provider plans to implement.
- ❖ Providers are required to state in their contract whether or not they require parents to pay the differential between their private pay rates and the provider reimbursement rates. Providers are required to provide parents these rates, along with any additional fees in writing **prior to** enrollment of a child.
- ❖ Parents will only be held responsible for the last 30 days of parent copayments upon disenrolling or transferring from a program. All other unpaid fees, to include the differentials, are a matter between the provider and the parent.



Reimbursements Cont.



- **Maintain accurate monthly attendance. Be careful as the system selects every child as present every day authorized.**
 - **Must deselect absent day(s).**
- **Maintain daily Sign-in/Sign-out sheets or equivalent system**
 - **Parents must sign IN AND OUT with full signature (no initials) and time of day every day their child attends**
 - **Coalition conducts extensive cross checking. Errors vs. fraud!**
 - **Monitoring will check closely for Sign-in/Sign-out on site**
- **Online attendance submission, Sign-in/Sign-out sheets, and supporting documents due by 3rd business day. If not received on time, no payment until the next month.**
- **Sign-in/Sign-out sheets or equivalent are required for payment. No Sign-in/Sign-out sheet for a child, payment will be denied.**
- **Adjustments requests are for discrepancies, under and over payments. Currently due NLT 60 days after invoice payment.**



Monitoring



- **Monitoring Schedule:** Monitoring for new fiscal year begins July 2025.
- **Access:** Provider agrees to allow DEL and Coalition open access to its' facilities and records upon request. Records stored off-site shall be provided within 72 hours.
- **Monitoring Specifics:**
 - Tier 1: Annually. Desk Review. Includes reimbursement desk audit. No discrepancy Provider will not know monitoring was done.
 - Tier 2: Coalition Monitoring Plan requires every provider receive a Tier 2 at least once every two years. Except High Risk *once every six months*. Starting this year the Coalition must conduct a Tier 2 on at least 50 providers. Therefore, a few providers will receive a Tier 2 for two years in a row.
 - Coalition does not announce Tier 2 reviews.



Monitoring Cont.



- **Receiving an excessive number of DCF Class Violations results in a provider being designated as High Risk.**
- **Being on probation for any reason results in a provider being designated as High Risk.**
- **Monitoring Tool follows contract almost verbatim.**
- **Added focus on admin related to child safety and accountability, especially cross-referencing sign-in/sign-out to transportation logs.**
- **Now checking for proof that parent billing is done on a WEEKLY basis. Must have copies of receipts given to parents.**



Monitoring Cont.



- **Current hit list:**
 - Differences between Sign-in/Sign-out forms and attendance reported in EFS MOD.
 - Parents are not signing their children in and out properly
 - **INITIALS ARE NOT ACCEPTABLE**
 - Providers are signing children in and out daily and this is FRAUD
 - Not reporting absences and terminations
 - Emergency Preparedness Plans (COOP Plan) has deficiencies
 - Plan must be signed and dated
 - Relocation site must be a site big enough to hold the number of children enrolled.
 - Your site verification letter must be signed and dated annually by person allowing you to use their site for relocation purposes.
 - When writing your COOP Plan, you must take into account all types of emergency situations: hurricane, tornado, flood, fire, chemical spill, shooting....etc.



Monitoring Cont.



- Use PIU@elcescambia.org for CAP responses, incident reporting, parent and provider complaints, ASQ compliance and dispute resolution correspondence
- Dispute requests must be sent by letter but can attach to an email
- If you want to dispute, follow Exhibit 7 of SR contract
- Note: The Coalition reviews the Provider's compliance and evaluates the Provider's past and present performance and DCF violation record when considering contract renewal

Noncompliance

- **Corrective Action Notice:** If Provider fails to comply and Coalition concludes corrective action will resolve failure to comply Corrective Action will be provided in writing.
- **Probation:** Same non-compliance twice, multiple CAPs, multiple DCF Health and Safety violations, or failure to complete CAP shall result in probation up to six months.
- **Termination for Cause:** Coalition has right to terminate for cause. Grounds for termination are:
 - ❖ Action which threatens health, safety or welfare of children.
 - ❖ Material failure to comply with contract terms, including failure to implement corrective action or terms of probation.
 - ❖ Refusal to accept any notice the Coalition is required to send.
 - ❖ Reasonable or probable cause to suspect provider fraud.
- **Notification of Termination:** Notification in writing at least five days before termination. Must include Provider right to request review.



Revocation of Eligibility

- The Coalition may revoke the provider's eligibility to deliver the school readiness program or receive state or federal funds under this chapter for a period of 5 years. s. 1002.88.(2).
- It is still 5 years or nothing for most revocations, except for termination due to SRPA score.
- Coalition may revoke for failing to meet quality standards.
- More Preventive/Corrective Action Plans (PCAPs)
- Fewer disallowed payments, probation and rechecks.
- Two PCAP limit. Third non-compliance or failure to meet terms of probation probably contract termination.





Fraud



- **All suspected Fraud must be reported to the proper authorities**
- **The Coalition and its representatives are required to report any identified regulation deficiencies to appropriate agency Law Enforcement Agency for further investigation and cases where there is sufficient reason to believe that a Provider has knowingly provided or submitted any fraudulent information.**
- **Provider agrees that they shall not use their position as a SR Provider to engage in any activity, or be a party to, any form of deception, misrepresentation, falsification, fraudulent or unlawful behavior to affect a personal gain, or the personal gain of any relative, friend or business associate.**
- **A fraud referral shall result in suspension or termination of your contract.**



Fraud Cont.



- **Examples of Fraud being discovered**
- **Providers signing children in and out when they are not present.**
- **Providers informing parents that they must sign for days their child wasn't present, using their voucher as leverage.**
- **Having the parent complete the Sign-in/Sign-out form all at one time at the end of the month.**
- **Changing sign in and out times.**
- **Closing early and claiming a full day of attendance. Open less than six hours is part-time for all attendees. Claiming full time is fraud.**
- **Accepting food stamps for payment.**
- **Signing a child in for one day out of the month so the provider can claim the 3 excused absences for the month.**

Due Process

- The Provider may request a review of determinations made by the Coalition using procedures detailed in Exhibit 7.
- While a review for termination is being examined a Provider may not offer services.
- Exhibit 7 has detailed steps to follow and starts with a request in writing for a review hearing.
 - Request must be within 5 business days of receipt of notice.
 - Name and contact information individual authorized by Provider.
 - Specific action by Coalition that Provider disputes and specific reasons.
 - Whether Provider will be represented by an attorney.
 - Include supporting documentation.
- Dispute requests must be by signed letter but can attach to email. Use PIU@elcescambia.org for dispute resolution correspondence.
- Decision of Review Hearing Committee is final.





Indemnification

- **Provider shall be fully liable for and indemnify, defend and hold harmless the Coalition, DEL and all officers, directors, and employees.**
- **If Provider is state agency, public school or school district indemnification is limited by law.**

Contract Changes

- ❖ Addendums and attachments are not allowed, except as allowed by Rule.
- ❖ Changes to the Contract requires a new contract, except for the following:
 - The location of the provider's principal offices (SR Contract (1))
 - Adding or deleting Provider Locations (Exhibit 1)
 - Identification of the state-approved curriculum or curricula (SR Contract (13))
 - Identification of the character development program (SR Contract (14))
 - Reimbursement Rates Established (40), Provider's private pay rates, Coalition maximum reimbursement rates and approved provider reimburse rates (Exhibit 5)
 - Number of Holidays (SR Contract 47) or Provider modifies holiday schedule (Exhibit 6)
 - Information on ELC and provider contact persons (SR Contract (70))
 - Gold Seal Status (Exhibit 2)
 - Identification of liability insurance policies (Exhibit 2)
- ❖ Reminder: Any changes not listed above require the execution of a new Statewide School Readiness Provider Contract.



Insurance Requirements

Liability Insurance: “Provider must obtain and retain an insurance policy that provides a minimum of \$100,000 of coverage per occurrence and a minimum of \$300,000 general aggregate coverage. A provider must add the coalition as a named certificate holder and as an additional insured. A provider must provide the coalition with a minimum of 10 calendar days’ advance written notice of cancellation of or changes to coverage. The general liability insurance required by this paragraph must remain in full force and effect for the entire period of this Contract.” s. 1002.88.(1)(l).

Transportation: If SR children are transported by the program appropriate commercial automotive insurance is required.



Coalition Provider Reps and Meetings

- **The Coalition has two Provider representatives on its Board.**
 - **Private Childcare Providers Representative: Shaondra Primm**
 - **Faith-based Childcare Providers Representative: Tammy Hicks**
- **Board meetings, Executive Committee meetings, Resource Development Committee meetings and Review Hearing Committee meetings are open to the public.**
- **All meetings are posted and indicate times and locations.**
- **A Board meeting is posted whenever two or more board members come together and Coalition business will be discussed and/or decisions made.**
- **All meetings of the Coalition are open to the public and conducted as per the Sunshine Law.**

Marco Polo Learning

The Coalition is still offering 2 free tablets to each VPK Classroom upon successful completion of MarcoPolo for Educators Training. Reach out to Brooke Watkins for more information or scan the QR code on the next slide.

What is MarcoPolo Learning?

MarcoPolo For Educators + **MarcoPolo** For Families

- A curriculum-aligned video and resource library that simplifies planning
- Content in English, Spanish, and Modified (ELL) versions to meet and respond to diverse student learning needs
- Aligned to the CLASS Framework and FAST/STAR Assessment
- MarcoPolo For Families supports and strengthens family engagement



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Marco Polo Learning Cont.

Get signed up today!

"I like that the students can explore videos of their interest. They enjoy having the freedom of choice to learn about what they want."

"I find the share video aspect very nice to engage families. It is personalized and allows the children to feel special."

"I use the letter videos each week and my kids absolutely love drawing the different animals each week."



"Honestly, we were preparing a folder with each theme. On each folder, we added photos, videos and other resources to help our kids with their knowledge, concepts and skills. WE SAW IN MARCOPOLLO SOMETHING AMAZING! We are going to prepare our "playlists" to keep and share good resources also with the parents."

© MarcoPolo Learning

Coalition Email Contacts

To ensure your email reaches the correct department for immediate assistance, please refer to the email list below. These go directly to staff working in these areas.

- Absence Reporting: www.elcescambia.org/providers/absent-child/ or email absent@elcescambia.org
- Ask a general question: askelc@elcescambia.org
- Program Assessment questions: classhelp@elcescambia.org
- Child Care Resource & Referral: crrr@elcescambia.org
- Closure reporting: thoang@elcescambia.org
- Contract questions: contracts@elcescambia.org
- Illness/Outbreak reporting: covid@elcescambia.org
- Inclusion/Behavior questions: inclusion@elcescambia.org
- Incident reporting: www.elcescambia.org/families/incidents/ or email piu@elcescambia.org
- Submit Corrective Action Plans: piu@elcescambia.org
- VPK Child Eligibility questions: VPKeligibility@elcescambia.org
- VPK Attendance questions: VPKAttendance@elcescambia.org



Questions Email: AskELC@elcescambia.org



The “If All Else Fails” Contact

Walter Bruce Watson, Jr.

Executive Director

bwatson@elcescambia.org

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Suite 100/400

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