

Attachment

Eligibility

Manual

B. Eligibility and Enrollment Policies and Procedures

Coalition Local Priorities

Describe the data source used to conduct the community assessment:

The *Escambia Children's Trust (ECT)* Community Needs Assessment collated information and assessments from various sources, including the Coalition, to create a tool that best defines the needs of the children of Escambia County. This Assessment is comprehensive and addresses the same issues that are of interest to the Coalition. Attached is the Escambia Children's Trust Needs Assessment dated September 2022 and updated 2024.

Priority Number	Priority	Describe how community needs are addressed.
3	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 categories 1, 2 & 6 shall have priority over other children who are eligible under this group.	Overall: The ELCEC policy is to serve whole families, if possible, maintain continuity of care as families transition between priority categories, and promote early education throughout. Priorities 3-9 reflect this policy. Priority 3: Our community wants our PS/At-Risk children, older and younger, to be served, particularly when it involves serving the whole family. Our partners serving PS children, DCF and CBC agencies, strongly advocate for this to be Priority 3.
4	A child of a parent who transitions from the work program into employment from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school.	In Priority 4 means we recognize the importance of continued support for TANF "graduates" to be supported so they can sustain employment.
5	A child of a parent who transitions from the work program into employment who is younger than 13 years of age.	Serving older TCC children as the next priority after younger TCC children supports both our continuity of care and whole family policy, and the importance of continued support for TANF "graduates" to be supported so they can sustain employment.

<p>6</p> <p>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 also 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 sixth grade, provided that the first priority for funding an eligible sibling is local revenues available to a coalition for funding direct services. <u>Which also 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 the six grade, provided that the first priority for funding an eligible sibling is local revenues available to a coalition for funding direct services.</u> A child eligible under this group ceases to be eligible if his or her family income exceeds 85% of SMI.</p>	<p>This is our first priority for providing care after we meet our commitment for providing continuity of care and serving whole families in the PS and TCC categories.</p>
<p>7</p> <p>A child who is younger than 13 years of age from a working family that is economically disadvantaged <u>that has no priority 6 siblings.</u></p>	<p>Serving older BG8 children is the next priority after younger BG8 children. This supports both our continuity of care and whole family policy.</p>
<p>8</p> <p>A child who has special needs, is eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school.</p>	<p>By providing continuous access to early learning services for children with disabilities who are at least three years of age, have a current Individual Education Plan (IEP) with a Florida school district, and are not yet eligible for kindergarten. This ensures inclusive services during a critical developmental period, prevents service gaps, and supports coordinated transitions to public school while promoting school readiness and equitable access.</p>
<p>9</p> <p>A child who otherwise meets one of the eligibility criteria in priority groups 1,2,4,6 but who is also enrolled concurrently in the federal Head Start Program and the VPK Education Program.</p>	<p>By allowing School Readiness eligibility for children who meet priority group criteria and are concurrently enrolled in Head Start and the VPK Education Program, ensuring continuity of services. This coordination maximizes early learning resources, prevents duplication, and supports families' need for full-day, comprehensive care while promoting equitable access to early learning services.</p>



Early Learning Coalition of Escambia County Fee Waiver Policy and Procedure

Title: Fee Waiver Policy and Procedure

- 1.0 PURPOSE: This policy is required to ~~insure~~ ensure practices and policy application regarding fee waivers for parents, relatives, non-relatives, and foster parents who have At-Risk or Non-At-Risk children and are in compliance with related DEL, State, and Federal Regulations.
- 2.0 SCOPE: This policy applies to all eligible parents, relatives, non-relatives, and foster parents that have At-Risk or Non-At-Risk children in receiving temporary fee waivers.
- 3.0 DOCUMENTATION: For parents who have faced a hardship or have experienced an emergency, they must provide documentation of the emergency or hardship, including their current income, to show proof of hardship. For At-Risk relatives, non-relatives, and foster parents, the referral is proof the child is placed with an out-of-home guardian and also lists the biological parent's information (if available).
- 4.0 RESPONSIBILITY / AUTHORITY: The Eligibility Specialist is responsible for determining if the parent qualifies for a temporary Parental Fee Waiver. The Eligibility Specialist is responsible for determining if the parent, relative, non-relative, or foster parent qualifies for a temporary Out of Home Fee Waiver. The Eligibility Director is responsible for final approval of the fee waiver.

5.0 PROCEDURES:

For At Risk Parents:

For At-Risk Parents, if no Fee Waiver Form is provided, the standard parent co-payment will be assessed. If the parent is employed, they must submit income documentation, and the co-payment will be assessed based on that income. If the parent reports income but does not provide documentation, the parent co-payment will be assessed at 85% of the State Median Income (SMI). Once the parent submits the required income documentation, the co-payment will be adjusted accordingly, if applicable.

Parent has been identified as meeting the following criteria in receiving a temporary Fee Waiver

- a.) Parent(s) are in the hospital or residential treatment facility.
- b.) Parent(s) are unemployed.
- c.) Parent(s) are unable to work due to illness or incapacitation.
- d.) Death of a parent.
- e.) Parent(s) are homeless or living in a shelter.
- f.) Parent(s) are over-extended or a type of financial hardship
- g.) Parent(s) experienced an emergency (i.e. natural disaster, fire, etc.)

Once the Eligibility Specialist has determined if a parent meets any of the following criteria, he/she will complete the Request for Coalition Waiver form and include documentation of hardship, emergency, parent's total income etc.

Request for Coalition Waiver form and supporting documentation is submitted to Eligibility Director for final approval.

Once the fee waiver has been approved, the form and supporting documentation are uploaded to the client's EFSM file.

Eligibility specialist will contact the parent and provider via phone and email with new parental fee and time limit of this fee.

At end of the time-period, Eligibility Specialist will terminate the reduced parental fee and reassess the new parent fee and a new payment certificate will be issued to the parent and provider.

For At Risk Relatives/Non-Relatives/Foster Parents:

For At-Risk Relatives, Non-Relatives, and Foster Parents, only the child's income is counted when assessing the co-payment. If the Relative, Non-Relative, or Foster Parent reports the child income but does not submit the required documentation, the co-payment will be assessed at 85% of the State Median Income (SMI). Once the Relative, Non-Relative, or Foster Parent submits the income documentation, the co-payment will be adjusted accordingly, if applicable.

Relatives, non-relatives, and foster parents are eligible for a waived parental fee if the parent meets any of the following criteria:

- a.) Parent(s) are incarcerated.
- b.) Parent(s) are in the hospital or residential treatment facility.
- c.) Parent(s) are unemployed.
- d.) Parent(s) are unable to work due to illness or incapacitation.
- e.) Death of a parent.
- f.) Parent(s) are homeless or living in a shelter.
- g.) Parent(s) are over-extended or type of financial hardship
- h.) Parent(s) experienced an emergency (i.e. natural disaster, fire, etc.)
- i.) Whereabouts of parent(s) are unknown.
- j.) Parental rights have been terminated (TPR).

For Non At Risk Parents:

Parents are eligible for a waived parental fee if the parent meets any of the following criteria:

- a.) Parent(s) who are experiencing financial hardship such as loss of employment
- b.) Parent(s) who experienced emergency (such as ~~natural inability~~ natural disaster, fire etc.)
- c.) Parent(s) have not entered the gradual phase out period and parent fee cannot be increased.
- d.) Homeless shelter/living arrangements.
- e.) The parent participation in a parenting class or in an Early Head Start Program or Head Start Program.

The Eligibility Director will give final approval for At-Risk and Non At Risk parents, guardians, and relatives. If the fee waiver request is denied, the Eligibility Director will enter the reason on the appropriate fee waiver form and in case notes in the EFSM parent file.

If the Fee Waiver has been approved, the Eligibility Specialist will enter the reduced or waived fee into EFSM in the Eligibility Assignment Screen.

The Eligibility Specialist will upload the approved fee waiver to the parents file in EFSM.

The Eligibility Specialist will enter case notes in the client EFSM file.

References

Rule 6M-4.400, Florida Administrative Code (F.A.C.) – Required Parent Co-payment
Section 1002.84(9), Florida Statutes – School Readiness Program Accountability

<u>Revision Date</u>	<u>Change Description</u>
<u>02/13/2025</u>	Added to the ELC School Readiness Eligibility Policy & Procedure Manual
02/20/2025	Updated & added policy for at-risk families that do not have income documentation and References
05/14/2026	Updated policy and removed natural inability



Early Learning Coalition of Escambia County Office Policies & Procedures

Title: Anti-Fraud Plan

ELCEC 4101.1LM

1.0 PURPOSE:

~~The purpose of the Early Learning Coalition Anti-Fraud Plan is for the detection and investigation of possible acts of fraud, abuse, or overpayments by recipients and contracted providers relating to the provision of and payment for School Readiness and Voluntary Prekindergarten Programs. This plan will establish the procedures for reporting allegations of possible fraud, misfeasance, misapplication of funds, gross mismanagement, and employee/participant misconduct in the Early Learning Programs – School Readiness and Voluntary Pre- Kindergarten. To establish guidelines that ensure the Coalition identifies, processes and prevents suspected fraud, misrepresentation, overpayments and abuse by recipients and that recipients are fully aware of appeal rights and process.~~

2.0 SCOPE:

This policy applies to all recipients and providers that participate in Early Learning Programs, including School Readiness (SR) and Voluntary Prekindergarten (VPK). This plan will be submitted annually to the Florida Department of Education, Office of Inspector General (FLDOE OIG) Fraud Prevention Unit.

3.0 DEFINITIONS:

- 3.1 **Recipient:** The parent or legal guardian whose child was determined eligible for School Readiness or Voluntary Prekindergarten Education Program benefits.
- 3.2 **Provider:** Any agency or person contracted with the Coalition to provide either School Readiness or Voluntary Prekindergarten Program services.
- 3.3 **Fraud:** An intentional deception, omission, or misrepresentation made by a person with knowledge that the deception, omission, or misrepresentation may result in unauthorized benefit to that person or another person, or any aiding and abetting of the commission of such an act. The term includes any act that constitutes fraud under applicable federal or state law.
- 3.4 **Suspension:** Is when services are stopped temporarily, and recipients do not have to go back on the waiting list after suspension.
- 3.5 **Termination:** Is when services are ended, and the recipient will have to return to waiting list after the period of their termination has expired.
- 3.6 **Overpayment:** Payments for services made in excess of what a recipient was entitled to receive.

4.0 ASSOCIATED DOCUMENTATION:

- 4.1 FAC 6M-9.400
- 4.2 FAC 6M-4.200
- 4.3 FAC 6M-4.400
- 4.4 F.S.S. 1002.9

5.0 RESPONSIBILITY / AUTHORITY:



Early Learning Coalition of Escambia County Office Policies & Procedures

- 5.1 School Readiness Recipients are responsible for properly reporting employment, income, family size/living arrangements, address, and status of all children eligible for care. Additionally, they are responsible for properly reporting all changes affecting eligibility according to Rule 6M-4.200.
- 5.2 Voluntary Pre-Kindergarten Recipients are responsible for properly reporting their residence and child's age, and they shall maintain Florida residence throughout the VPK school year.
- 5.3 School Readiness and Voluntary Prekindergarten Providers are responsible for adhering to the terms and requirements of their respective contracts. Providers are responsible for ensuring they do not misreport attendance, sign documents for parents and otherwise submit false claims for reimbursement.
- 5.4 Providers are responsible for reporting suspected fraud committed by recipients. Suspected recipient fraud shall be reported to the Coalition in a timely manner, but no more than thirty days from detection of the suspected fraud.
- 5.5 The Coalition shall refer all suspected fraud to The FLDOE OIG through the Fraud Referral Database and [either suspend or](#) terminate any recipient that has been referred for suspected fraud except for valid at-risk referrals.
- 5.6 Detection, reporting and prevention shall be the responsibility of ELCEC staff, providers, parents, and the public. Once detected, the Executive Director shall be notified along with the Program Integrity Unit for further review.
- 5.7 The Operations Director will submit an electronic report monthly to the Executive Director and DEL of terminated recipients because of fraud, per Rule 6M.9.400 (b).
- 5.8 The Eligibility Director, Finance Director and Executive Director will annually review job descriptions and internal processes to confirm appropriate separation of duties is in place and review internal controls to reduce risk.
- 6.0 **EDUCATION, AWARENESS AND TRAINING:**

6.1 **STAFF EDUCATION, AWARENESS AND TRAINING:**

Department Directors will provide mandatory fraud prevention staff training annually and new staff training within thirty (30) days of hire to include:

- 6.11 Staff will sign for receipt of the Employee Handbook covering Code of Conduct and Ethics, Whistleblower Policy, Workplace Conduct, and Conflict of Interest and Business Ethics.
- 6.12 The *Employee Code of Conduct* statement shall be signed by each employee annually.
- 6.13 Department Directors will provide all new staff training within thirty (30) days of hire to include, as applicable for duties assigned:
1. Client Applications and Forms, School Readiness Income Worksheet, Client Rights and Responsibilities.
 2. Authorization for release of information and other related documents related to fraud prevention.
 3. Recipient responsibility to report changes within fourteen (14) days of change and Coalition responsibility to implement, including acting on unreported changes, once discovered.



Early Learning Coalition of Escambia County Office Policies & Procedures

4. Quality interviewing techniques during intake, redetermination, and when reporting changes.
 5. Eligibility staff are required to identify, verify and resolve case inconsistencies when inconsistencies occur.
 6. What to look for in an altered or falsified document.
 7. Identifying inconsistencies and errors in reimbursement paperwork.
 8. Reporting procedures for suspected recipient or provider fraud.
- 6.14 All staff shall receive mandatory fraud prevention and Whistleblower training annually.

6.2 SR and VPK PARENT EDUCATION and AWARENESS:

- 6.21 Display fraud awareness posters in interview rooms at ELC.
- ~~6.22 Recipient gives consent via Family Portal Account to the Early Learning Coalition and/or Department of Financial Services/Bureau of Public Assistance Fraud to make inquiries into all statements of information given. Include a fraud awareness statement in SR-parent packets with ELC phone number to report any suspected fraud.~~
- 6.23 Recipient certifies, via Family Portal Account, that the information given is true and correct, must submit within 14 calendar days change in the circumstances related to address, temporary/non-temporary work or education, family size, failure to maintain attendance at a job training or education program and income that exceeds 85% of SMI. Family Eligibility Specialists will review responsibilities of parent in detail at interview, including importance of reporting changes in their circumstances with in fourteen (14) days.

Commented [DE1]: No longer valid as everything is completed through the Family Portal

6.3 SR and VPK PROVIDER EDUCATION and AWARENESS:

- 6.31 Encourage child care providers to report potential fraud to ELC staff through provider communication venues including email or portal communications, and appropriate provider group meetings.
- 6.32 Periodic reminders to providers about procedures in place to prevent fraud in addition to regular practices of monitoring that occur with providers that also keep providers aware of ELC's intention to prevent and/or detect fraudulent practices.
- 6.33 Email and/or portal communicated reminders to providers of what to look for and how to report potential fraud.
- 6.34 Include fraud reporting and fraud consequences in provider contract signing briefings.

6.4 PUBLIC EDUCATION AND AWARENESS:

- 6.41 Display of fraud awareness posters in each staff office and waiting areas to include Program Integrity Unit phone number to report any suspected fraud.
- 6.42 Statement on website with phone number and an online form to report potential fraud for parents, providers, and general public.

7.0 RECIPIENT ANTI-FRAUD PLAN PROCEDURES:



Early Learning Coalition of Escambia County Office Policies & Procedures

7.1 GENERAL PROCEDURES:

7.11 The Operations Director shall have the primary responsibility for implementing and coordinating the anti-fraud activities of the Coalition. The contact information for the Operations Director is:

Dawn Engel
1720 W. Fairfield Dr, Ste 100/400
Pensacola, FL 32501
850-332-6740

7.12 Monthly review, research, and follow up of data quality reports generated from Division of Early Learning by Eligibility Director.

7.13 Documented verification of child care referrals from other organizations through manager signature, if required, and periodic cross reference review of children in service.

7.14 Once inconsistencies are identified through any of the above means, [Eligibility Specialists will](#) contact parent or legal guardian and obtain verification from parent or legal guardian to resolve inconsistencies, which could include but not limited to income, residential documentation, or household composition, and determine if situation is resolved or warrants next steps of due process provisions for [overpayment](#), termination or suspension of School Readiness or Voluntary Prekindergarten benefits by Eligibility Staff and Director.

7.15 Monthly electronic reporting to the Division of Early Learning of recipients terminated for suspected fraud.

7.16 Monthly unscheduled internal reviews of work products for all departments will be conducted by Program Integrity Unit.

7.17 The Operations Director is the Coalition Fraud Investigator; and as such is the Administrator of the *Fraud Referral System*. The contact information for the Operations Director (Lead Fraud Investigator) is:

Dawn Engel
Operations Director
1720 W. Fairfield Dr, Ste 100/400
Pensacola, FL 32501
Contact: 850-332-6740, dengel@elcescambia.org

7.2 PROCESSING SUSPECTED RECIPIENT FRAUD:

The Coalition, if by its own inquiries, or as a result of a complaint, has reason to believe that a recipient has engaged in, or is engaging in, a fraudulent act, an ELCEC Fraud Referral shall be completed and forwarded to the Operations Director/Fraud Investigator after the incident has been discussed with the Executive Director and given approval to process for fraud. In the event the incident results in an overpayment in lieu of fraud, the incident will be processed as such following the Benefit Recovery Procedure. The Operations Director/Fraud Investigator shall either conduct the fraud investigation, [or](#) assign a member of the PIU staff to conduct the fraud investigation. The person assigned shall conduct a review and determine whether overpayment has occurred due to possible fraudulent act. During the review, the investigator may examine all records, including electronic benefits transfer records, and make inquiry of all persons who may have knowledge as to any irregularity incidental to the disbursement of public moneys or other items or benefits



Early Learning Coalition of Escambia County Office Policies & Procedures

authorizations to clients. If assigned, the PIU staff will brief the Operations Director/Fraud Investigator of their findings. The Fraud Investigator shall brief the Eligibility Director on the fraud referral and at that time will complete a Fraud Referral ~~on~~ in the Fraud Referral System website. Note that the Coalition's fraud investigation and appeals procedures will complement the DEL referral process to Department of Financial Services through the Fraud Referral System.

7.3 SUSPECTED RECIPIENT FRAUD NOTIFICATION AND PROCESSING DUE PROCESS:

7.31 Advance Notice - The Coalition shall provide written advance notice of the intended action to suspend or terminate benefits to the recipient that clearly advises of the following information at least 14 days from ~~intentional action to terminate services~~ intended action to terminate services; if services are still being provided:

1. Allegations
2. Basis for allegations
3. Intended action
4. Date the action is being imposed
5. Appeal process, including notice that a written appeal must be filed within 14 days of the Coalition's advance notification.
6. A statement in bold that failure to file a timely appeal waives the right to appeal
7. Notice that repayment must be made if conclusion of fraud is upheld by the legal authorities.
8. Procedure for the recipient to obtain a copy of his or her file
9. Amount of overpayment to be recovered
10. Length of time of termination
11. Potential for repayment for benefits received after receipt of the written advance notice.

Note: Per 6M-9.400 (4)(a), the written advance notice should be translated into the recipient's native language if the coalition's other communications with the recipient have been translated.

7.32 Pre-Appeal Process - If the recipient believes the conclusion of fraud is an error, the recipient has the option to attempt to resolve the issue with the Coalition by contacting the Operations Director. The recipient must provide documentation to the Operations Director sufficient to show where the suspected fraud did not occur. The Operations Director shall participate in any meetings. The Executive Director (ED) shall not be involved in the process. Electing to use the Pre-Appeal Process does not relieve a recipient from the requirement to file a written appeal within 14 days of the advance notice from the Coalition in order to preserve the recipient's appeal rights.

7.33 Executive Director Appeal Process - If a recipient believes the Operations Director did not resolve the issue, or if they elect to omit the pre-appeal process, they have a right to file an official formal complaint with Executive Director as follows:



Early Learning Coalition of Escambia County Office Policies & Procedures

1. Submit a written appeal to the Executive Director within 14 days of the written advance notice from the Coalition.
2. The appeal must fully describe the nature of the error in the fraud allegation and provide any backup documentation.
3. The letter from the recipient must be postmarked or emailed before the effective date of the intended action, or 14 days from the date of the Coalition's advance notification letter, whichever is earlier.
4. If the recipient fails to file an appeal in a timely manner the right to appeal will be waived.
5. If the recipient files an appeal in timely manner, services, if still being provided, shall not be suspended or terminated until the written decision of the Executive Director or the effective date of the intended action, whichever is later.
6. The Executive Director must respond to the appeal within 30 days with a decision if the suspension or termination will be upheld, modified or rescinded.

7.34 Board Appeal Process - If recipient believes the Executive Director did not resolve the issue, they have a right to request a second appeal with an Appeals Committee appointed by the Board of Directors as follows:

1. If the recipient appeals the Executive Director's decision, the appeal must be made in writing within 10 days of the Executive Director's decision letter.
2. The Appeals Committee for recipient fraud for the Coalition shall be the Executive Committee of the Board of Directors. The Chair of the Appeals Committee shall be the Board Chair.
3. The Appeals Committee shall be convened within 45 days of receipt by the Coalition of the appeal. Appeals will normally be heard at the next scheduled monthly meeting of the Executive Committee.
4. The recipient shall be notified that this is a public meeting, and that any information presented may be used by other state agencies.
5. The Committee shall afford the recipient up to 30 minutes to present their position and any information they wish the Appeals Committee to consider.
6. The Coalition staff, excluding the Executive Director or other executive staff person designated by the Coalition Board, shall be available to provide any information requested by the Committee.
7. The Committee will consider all statements, review all documents and may request any additional evidence or information from the parties if a Committee member believes it is necessary and relevant to the decision making. The required final determination letter will be tolled for the length of time given to provide the additional information.
8. The Committee shall select or appoint a member of the Coalition, excluding the Executive Director the Coalition or other executive staff person designated by the Coalition Board, to memorialize the events of the Committee hearing and the final determination including the basis for the decision.



Early Learning Coalition of Escambia County Office Policies & Procedures

9. The appellant shall be notified in writing within ten days of the Appeal Committee's determination.
10. The determination of the Appeals Committee shall be final.

7.4 FOLLOW-ON PROCESSING OF REFERRED RECIPIENT FRAUD:

7.41 All background information gathered by the Coalition will be made available to FLDOE ~~OIG to~~ OIG to aid in an extended investigation. Coalition staff shall be available upon request for further action involving fraud cases such as court appearance.

7.42 Should a civil charge of fraud be brought against the recipient and if the recipient is found guilty and ordered to make restitution, the recipient shall not apply for services with the Coalition for five (5) years.

7.43 If the client is found not guilty or case is dropped the client may apply for services. If the recipient is found guilty, nolo-pros, or adjudication withheld the recipient will not be allowed to participate in any ELCEC program until court actions are complete.

7.44 If complete restitution is not paid, the recipient will not be allowed to participate in the SR or VPK program until restitution is paid in full.

7.45 Once restitution is paid in full the recipient may apply for new services.

7.46 If the case has been appealed and found insufficient for evidence of fraud or misrepresentation, then the client may apply for new services.

7.47 Once BPAF has determined the case has been screened out, the ELC will refer to its Benefit Recovery Procedures.

8.0 PROCESSING SUSPECTED PROVIDER FRAUD

8.1 The Coalition shall use all means available to prevent, detect, and process provider fraud, to include use of the monitoring program, review of monthly reimbursement requests, parent complaints, and other reports of suspected fraud.

8.2 The Coalition shall follow procedures and requirements for dealing with suspected and adjudicated fraud contained in the statewide School Readiness Provider Contract, and statewide Voluntary Prekindergarten Provider Contract.

8.3 Any decision to suspend or terminate a provider contract shall also be in accordance with the respective provider contract. Should the provider choose to dispute the decision of the Coalition regarding contract suspension or termination for suspected fraud, the provider shall be instructed to follow the dispute resolution procedures in their respective contract.

8.4 Per the School Readiness and Voluntary Prekindergarten contracts, any contract suspension or termination shall remain in effect until the completion of any investigation and any subsequent legal proceedings. Additionally, providers who have been referred for suspected fraud whose investigation or proceedings are still ongoing shall not be allowed to sign new contracts. The due process procedures for providers will be provided for in the contract between the coalition and the provider, pursuant to Rule 6M-4.610, F.A.C. 6M-9.400 (5)

9.0 RECORDS RETENTION



Early Learning Coalition of Escambia County Office Policies & Procedures

All records will be retained for five years in accordance with the Coalition's policy.

- 10.0 **ATTACHMENTS:** Coalition Fraud Plan Organizational Structure
Benefit Recovery Procedure



Early Learning Coalition of Escambia County Office Policies & Procedures

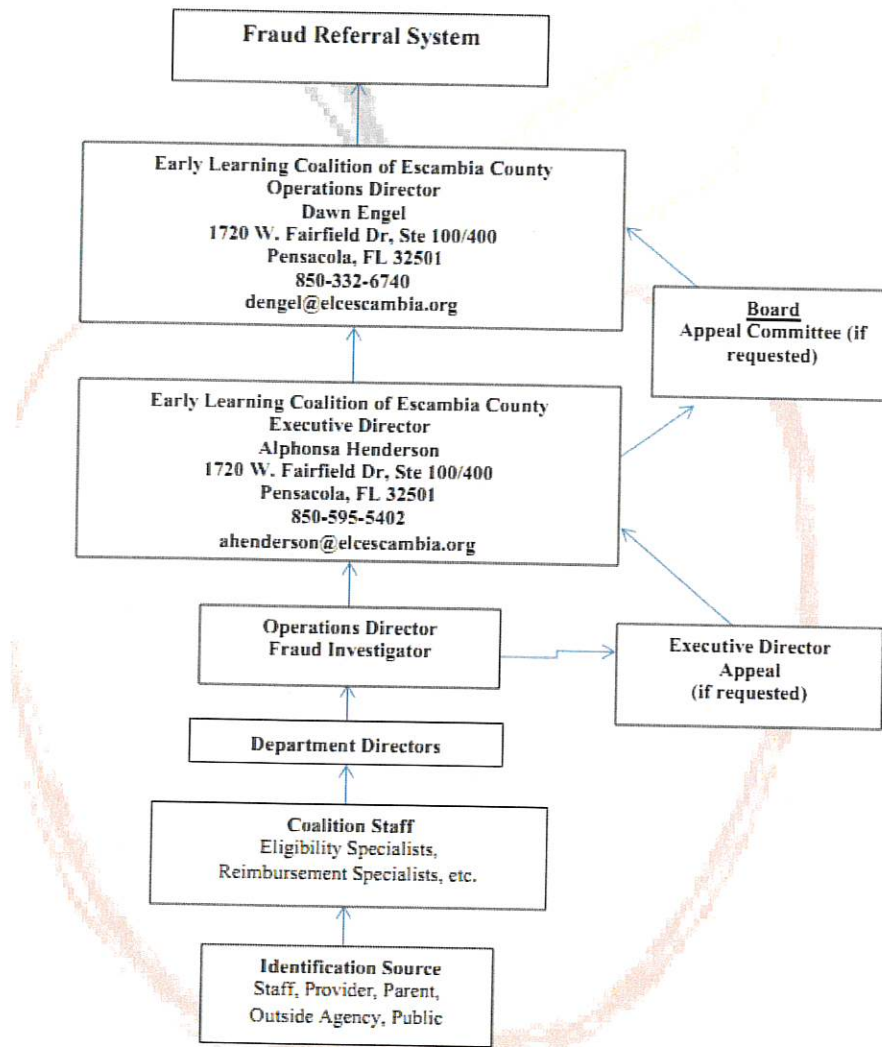
Document Revisions

<i>Revision Date</i>	<i>Change Description</i>
<i>December 11, 2014</i>	<i>Initial Board Approval</i>
<i>June 10, 2015</i>	<i>Reviewed, no revisions</i>
<i>February 11, 2016</i>	<i>Add Provider Fraud Policy, Amend other policy</i>
<i>October 13, 2016</i>	<i>Add Advance Notice Translation note</i>
<i>June 8, 2017</i>	<i>Revision to reporting and termination process</i>
<i>October 23, 2017</i>	<i>Revision to contacts and compliance with Rule</i>
<i>June 14, 2018</i>	<i>Annual update, revision to contacts</i>
<i>June 13, 2019</i>	<i>Annual review and approval, no changes</i>
<i>June 11, 2020</i>	<i>Annual Review and updates for ELC reorganization</i>
<i>June 9, 2022</i>	<i>Revisions to address of Coalition</i>
<i>December 8, 2022</i>	<i>Revisions to reporting and DEL name change</i>
<i>June 8, 2023</i>	<i>Annual review and approval, no changes</i>
<i>June 13, 2024</i>	<i>Annual review and approval, no changes</i>
<i>August 8, 2024</i>	<i>Revision removing outdated Benefit Recovery Processes</i>
<i>May 8, 2025</i>	<i>Revisions adding Overpayment Payment Processes and Approval</i>
<i>May 14, 2026</i>	<i>Annual Update and revisions updating language</i>



Early Learning Coalition of Escambia County Office Policies & Procedures

Fraud Plan Organizational Structure



Statement of Activity by Month
EARLY LEARNING COALITION OF ESCAMBIA COUNTY

July 1, 2025-May 7, 2026

Revenue	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 1-7 2026	Total
3300 REVENUES - STATE FUNDING												
3301 REVENUES - STATE FUNDING GR	1,714,234.71	1,369,572.26	1,410,862.67	1,413,725.23	1,285,005.61	1,342,249.00	1,452,043.62	1,305,789.42	1,502,277.12	1,502,277.12		12,749,271.94
3302 REVENUES - STATE FUNDING VPK	19,889.19	18,097.33	976,195.01	600,533.43	382,580.07	597,399.85	497,017.84	617,091.19	453,620.62			3,656,240.83
Total for 3300 REVENUES - STATE FUNDING	1,734,123.90	1,587,669.59	1,588,857.68	2,014,258.66	1,667,585.68	1,939,648.85	1,949,061.46	1,922,880.61	1,955,897.74			\$18,405,512.77
3340 REVENUES - UNIV of FL						100.00						100.00
3345 Prior Period Income/Expense	1,785.92	8,220.86	656.18			-2,133.86					0.00	9,731.01
3405 REVENUES - LOCAL MATCH CHILDRENS TRUST	18,806.26	18,806.23	18,806.21	18,806.24	18,806.27	18,806.23	18,806.29	18,806.22	18,806.19			179,165.81
3465 UNRESTRICTED INCOME								2,000.00				2,000.00
3575 Contributed Income												
3577 Donations directed by individuals												
Total for 3575 Contributed Income												
Total for Revenue	1,756,963.59	1,575,747.88	2,007,628.58	2,042,164.87	1,667,412.95	1,977,517.83	1,948,987.72	1,844,707.82	1,976,703.83	0.00		\$16,276,907.37
Cost of Goods Sold												
4000 (6001) DIRECT PROVIDER PAYMENTS	1,407,487.36	1,157,680.32	1,138,444.53	1,188,073.60	1,051,786.20	1,111,232.64	1,210,800.89	1,089,951.95	1,255,656.15			10,755,695.48
4001 (6001) SR Provider Payments	3,680.66	179,349.27	592,641.80	599,467.10	395,916.79	362,523.83	462,479.81	590,774.33	442,555.72			3,619,399.67
4002 (6001) VPK Provider Payments	2,548.13	2,987.83	3,625.55	4,556.08	4,748.78	3,555.38	4,224.97	2,859.09	2,975.69			32,032.40
4005 (6001) SR PLUS Provider	1,503,889.45	1,338,967.42	1,754,911.68	1,782,898.78	1,432,491.73	1,497,314.95	1,687,593.71	1,587,886.27	1,701,627.55			\$14,307,363.56
Total for 4000 (6001) DIRECT PROVIDER PAYMENTS	1,503,889.45	1,338,967.42	1,754,911.68	1,782,898.78	1,432,491.73	1,497,314.95	1,687,593.71	1,587,886.27	1,701,627.55			\$14,307,363.56
Cost of Goods Sold	291,968.33	235,788.26	242,716.90	299,274.59	255,021.32	260,292.98	251,462.81	257,268.27	1,701,627.55			\$4,307,956.66
Expenditures	182,280.31	140,170.52	151,177.89	166,802.11	146,802.11	171,701.75	180,114.89	162,715.02	164,982.49			1,581,065.79
4111 Payroll expenses	2,263.15	2,316.20	2,268.00	2,268.00	2,268.00	2,268.00	2,268.00	2,268.00	2,268.00			23,016.10
4111 Payroll Fees	12,317.41	16,026.61	11,494.79	12,374.81	11,105.92	14,979.18	13,219.27	12,168.38	13,982.48			133,461.66
4120 (6005) EMPLOYER TAX & WORKING COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
4210 (6020) BENEFITS - RETIREMENT	867.74	669.38	913.74	901.93	901.98	529.78	927.10	914.69	898.97			7,764.69
4212 (6020) Payroll Expenses	3,189.31	2,764.84	2,641.01	2,763.14	2,633.14	2,846.07	2,741.65	2,461.41	2,465.65			27,027.02
4213 401K Match	180,346.92	153,776.95	163,833.45	165,087.25	153,243.46	153,247.98	170,254.86	163,942.87	163,733.36			\$1,773,333.66
Total for 4111 Payroll expenses	1,878.21	1,795.85	1,837.09	1,837.09	1,837.09	1,837.09	1,837.09	1,837.09	1,837.09			17,904.73
4220 (6010) INSURANCE - VISION & DENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			406.80
4221 Dental & Vision EE Portion	1,978.21	1,795.85	1,837.09	1,837.09	1,837.09	1,837.09	1,837.09	1,837.09	1,837.09			\$18,000.74
Total for 4220 (6010) INSURANCE - VISION & DENTAL	1,978.21	1,795.85	1,837.09	1,837.09	1,837.09	1,837.09	1,837.09	1,837.09	1,837.09			\$18,000.74
4230 (6010) BENEFITS - HEALTH INSURANCE	34,537.64	35,944.85	35,944.85	34,438.61	34,438.61	36,755.67	36,755.67	36,755.67	36,755.67			\$274.15
4231 (6011) Health Insurance - EE Portion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Total for 4230 (6010) BENEFITS - HEALTH INSURANCE	34,537.64	35,944.85	35,944.85	34,438.61	34,438.61	36,755.67	36,755.67	36,755.67	36,755.67			\$274.15
4240 (6030) BENEFITS - LIFE INSURANCE												
4241 Voluntary Insurance	-48.42	5.88	0.65	-8.34	-8.35	0.00	0.00	-0.01	-0.01			209.97
Total for 4240 (6030) BENEFITS - LIFE INSURANCE	-48.42	5.88	0.65	-8.34	-8.35	0.00	0.00	-0.01	-0.01			209.97
4261 Insurance-STD-100% ER	1,085.02	959.26	1,039.02	983.56	951.51	1,046.03	1,067.20	1,067.21	1,067.19			\$2,959.87
4271 Basic Term Life-100% ER	244.89	235.70	241.17	219.04	213.19	254.17	241.17	241.17	241.17			2,341.40
4310 (6002) PROF. & TECH. SERV. - AUDIT	4,846.85	1,656.67	4,365.02	5,311.12	4,582.29	4,716.59	4,716.59	4,698.63	4,698.63			\$2,100.00
4315 (6030) PROF. & TECH. SERV. - REPAIRS & MAINT												
4318 (6035) PROF. SVCS - OTHER												
4320 (7260) INSURANCE - GEN. LIABILITY	2,465.34	408.06	481.80	1,052.35	577.85	320.21	320.21	320.21	320.21			4,363.82
4330 (7501) TRAVEL - OUT OF TOWN	184.51	294.05	140.32	135.79	140.32	135.79	126.74	140.32	140.32			1,440.78
4345 (7001) DOCUMENT STORAGE	11,845.53	11,845.53	11,845.53	11,845.53	11,845.53	11,845.53	11,845.53	11,845.53	11,845.53			121,223.24
4350 (7001) RENT	600.64	787.48	708.51	600.64	708.51	600.64	708.51	600.64	708.51			6,000.64
4365 (7101) EQUIPMENT LEASES	3,265.03	2,166.50	1,825.59	1,825.59	1,825.59	2,167.26	2,167.26	2,167.26	2,167.26			33,622.83
4370 (7201) COMMUNICATIONS, PHONE & INTERNET	209.67	184.86	228.32	340.82	340.82	286.94	286.94	224.37	224.37			3,364.78
4400 (9101) EMPLOYEE TRAINING & EDUCATION	350.00	126.00	350.00	2,001.21	46.00	346.77	83.16	181.42	181.42			3,074.87
4450 (7420) NON-EMP TRAINING	908.02	444.74	394.61	1,590.33	1,786.42	883.92	883.92	883.92	883.92			7,773.09
4515 Event Costs	2,394.51	2,056.39	897.10	3,297.23	579.90	846.50	2,995.34	7,395.97	94,622.06			97,100.00
4520 (7410) PROGRAM SUPPLIES	7,174.29	4,755.96	351.50	1,705.26	-175.75	2,376.77	8,958.21	100.00	6,620.08			10,163.61
4530 (6026) PRINTING												6,392.98
4535 LEGAL NOTICES & ADVERTISE												11,000.00
4550 (7620) DUES, FEES & SUBSCRIPTIONS	2,140.16	6,500.00	275.00	3,043.85	1,255.00	75.00	491.60	76.88	204.52			14,102.26

ELC ESCAMBIA FY25/26 WAIT LIST PULL RESULTS SUMMARY

Pull Date	Applied Range	Family/Parent Data								Transition Data (Waiting for Provider) - Note 1								Child Data			
		Families In Pull	No Response	Over Income	Declined Services	No Provider Chosen	No Purpose for Care	Elig Started Not Complete	Families Enrolled	Families Wtg Provider	Child Wtg for Provider	Children Waiting for Provider by Age Group							# Children In Pull	# Children Enrolled	% Children Enrolled
												Inf	1	2	3	4	5	Sch			
Wait List Pulls Greater Than 60 Days																					
10.14.25	05/05/25-05/19/25	38	8	1	4	0	0	6	18	1	2	0	0	0	1	0	0	1	69	32	46%
10.22.25	05/20/25-6/01/25	29	11	0	1	0	0	3	13	1	1	0	0	0	0	1	0	0	53	34	64%
11.04.25	06/02/25-6/15/25	19	9	0	2	0	0	2	6										33	12	36%
11.12.25	06/16/25-06/29/25	21	11	1	2	0	0	5	2										34	4	12%
11.18.25	06/30/25-7/13/25	28	15	0	1	0	0	3	9										44	12	27%
11.25.25	07/14/25-07/27/25	19	12	0	0	0	0	0	7										37	15	41%
12.10.25	07/28/25-09/01/25	40	16	0	0	0	0	6	16	2	2	1	1	0	0	0	0	0	58	23	40%
12.16.25	09/02/25-12/14/25	125	44	0	0	0	0	21	59	1	2	0	1	0	1	0	0	0	222	92	41%
1.15.26	12/15/25-1/11/26	89	16	1	0	0	1	24	40	7	15	2	1	3	1	3	0	5	146	56	38%
1.21.26	1/12/26-1/18/26	36	5	0	0	0	0	8	22	1	2	1	0	0	0	1	0	0	70	43	61%
1.28.26	1/19/26-1/25/26	16	2	1	0	0	0	6	7										27	12	44%
2.3.26	01/26/26-2/1/26	23	3	0	0	0	0	4	15	1	3	0	0	0	0	0	1	2	40	24	60%
2.10.26	2/2/26-2/8/26	42	6	1	0	0	2	8	22	3	5	1	2	1	0	0	0	1	68	32	47%
2.24.26	2/9/26-2/22/26	54	11	0	0	0	0	12	29	2	3	0	1	0	1	0	0	1	85	49	58%
3.3.26	2/23/26-3/1/26	23	2	0	0	0	1	8	11	1	1	0	0	0	1	0	0	0	37	14	38%
3.11.26	3/2/26-3/9/26	23	3	0	0	0	0	2	17	1	2	0	1	1	0	0	0	0	31	22	71%
Wait List Pulls Greater Than 30 Days Less Than 60 Days																					
3.18.26	3/9/26-3/15/26	34	7	0	0	0	0	6	17	4	6	2	1	1	0	1	0	1	53	23	43%
3.24.26	3/16/26-3/22/26	17	1	0	0	0	1	6	9										42	21	50%
4.2.26	3/23/26-3/29/26	28	5	0	0	0	0	7	13	3	3	0	0	0	0	1	2	0	42	13	31%
4.7.26	3/30/26-4/06/26	26	6	0	1	0	0	8	8	3	9	0	0	4	0	2	0	3	46	13	28%
Over 30 Response Totals		730	193	5	11	0	5	145	340	31	56	7	8	10	5	9	3	14	1237	546	44%
Family Response Percentage		49%	26%	1%	2%	0%	1%	20%	47%	4%											
Wait List Pulls Less Than 30 Days																					
4.14.26	4/7/26-4/13/26	26	5	0	1	0	0	9	8	3	4	0	2	0	0	1	0	1	50	14	28%
4.21.26	4/14/26-4/20/26	16	3	0	0	0	0	10	1	2	4	0	1	1	0	1	0	1	27	1	4%
4.28.26	4/21/26-4/27/26	14	3	0	0	0	0	9	2										22	2	9%
5.5.26	4/28/26-5/3/26																				#DIV/0!
Under 30 Response Totals		56	11	0	1	0	0	28	11	5	8	0	3	1	0	2	0	2	99	17	17%
Family Response Percentage		80%	20%	0%	2%	0%	0%	50%	20%	9%											
5/11/2026		Note 1: Transition data is not counted in Families or Child Data.																			

PS CHILDREN PENDING PROVIDER

DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT
02/23/26	83	03/09/26	90	03/23/26	80	04/06/26	70	04/20/26	64	05/04/26	71
03/02/26	77	03/16/26	90	03/30/26	70	04/13/26	69	04/27/26	72	05/11/26	80

ELC ESCAMBIA FY24/25 WAIT LIST PULL RESULTS SUMMARY - SRMT ONLY

Pull Date	Applied Range	Family/Parent Data								Transition Data (Waiting for Provider) - Note 1								Child Data			
		Families In Pull	No Purpose for Care	Over Income	Declined Services	No Provider Chosen	Elig Started Not Complete	No Response	Families Enrolled	Families Wtg Provider	Child Wtg for Provider	Children waiting for Provider by Age Group							# Children In Pull	# Children Enrolled	% Children Enrolled
												Inf	1	2	3	4	5	Sch			
Wait List Pulls Greater Than 60 Days																					
04/15/25	09/16/24-10/27/24	15	0	0	0	0	2	8	3	2	2	1	0	1	0	0	0	0	18	4	22%
04/30/25	10/28/24-11/17/24	17	0	2	0	1	1	4	8	1	1	0	0	1	0	0	0	0	21	9	43%
05/14/25	11/25/24-5/4/25	63	0	0	4	0	14	18	24	3	4	0	1	0	0	1	1	1	85	31	36%
Wait List Pulls Greater Than 30 Days Less Than 60 Days																					
Over 30 Response Totals		95	0	2	4	1	17	30	35	6	7	1	1	2	0	1	1	1	124	44	35%
Family Response Percentage		57%	0%	2%	4%	1%	18%	32%	37%	6%											
Wait List Pulls Less Than 30 Days																					
Under 30 Response Totals		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Family Response Percentage		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!											
Report Date: 5/11/26		Note 1: Transition data is not counted in Families or Child Data.																			

ELC ESCAMBIA FY25/26 WAIT LIST PULL RESULTS SUMMARY - SRMT ONLY

Pull Date	Applied Range	Family/Parent Data					Transition Data (Waiting for Provider) - Note 1					Child Data							
		Families In Pull	No Response	Over Income	Declined Services	No Provider Chosen	No Purpose for Care	Elig Started Not Complete	Families Enrolled	Families Wtg Provider	Child Wtg for Provider	Children waiting for provider					# Children In Pull	# Children Enrolled	% Children Enrolled
												Inf	1	2	3	4			
Wait List Pulls Greater Than 60 Days																			
10.14.25	05/05/25-05/19/25	7	2	0	1	0	0	0	2	2							13	3	23%
10.22.25	05/20/25-06/01/25	6	3	0	0	0	0	0	1	2							6	2	33%
11.4.25	06/02/25-6/15/25	1	0	0	0	0	0	0	0	1							1	1	100%
11.07.25	06/02/25-06/16/25	2	1	1	0	0	0	0	0	0							2	0	0%
11.18.25	06/17/25-7/13/25	8	4	0	0	0	0	0	2	2							12	3	25%
11.25.25	07/14/25-07/27/25	6	5	0	0	0	0	0	0	1							8	1	13%
12.10.25	07/28/25-09/01/25	10	4	0	0	0	0	0	3	3							15	4	27%
12.16.25	09/02/25-12/14/25	18	4	1	0	0	0	0	1	10	2	2	1	0	0	0	21	13	62%
2.24.26	2/9/26-2/22/26	1	0	0	0	0	0	0	0	1							1	1	100%

Wait List Pulls Greater Than 30 Days Less Than 60 Days

3.3.26	12/15/26-1/4/26	5	2	0	0	0	0	0	0	3							8	3	38%
3.11.26	1/5/26-1/18/26	5	1	0	0	0	0	0	3	1							7	1	14%
3.18.26	1/19/26-3/15/26	19	5	2	0	0	0	0	4	6	2	2	1	0	0	0	28	10	36%
3.24.26	3/16/26-3/22/26	1	0	0	0	0	0	0	0	1							1	1	100%
4.2.26	3/23/26-3/29/26	4	1	0	0	0	0	0	1	2							4	2	50%
Over 30 Response Totals		93	32	4	1	0	0	0	17	35	4	4	2	1	0	0	127	45	35%
Family Response Percentage		58%	34%	4%	1%	0%	0%	18%	38%	4%									

Wait List Pulls Less Than 30 Days

4.14.26	4/7/26-4/13/26	3	0	0	0	0	0	0	0	2	1	2	0	1	0	0	1	0	5	56%
4.21.26	4/14/26-4/20/26	1	1	0	0	0	0	0	0	0							1	0	0%	
4.28.26	4/21/26-4/27/26	3	0	0	0	0	0	0	3	0							3	0	0%	
5.5.26	4/28/26-5/3/26	1	0	0	0	0	0	0	1	0							3	0	0%	
Under 30 Response Totals		8	1	0	0	0	0	0	4	2	1	2	0	1	0	0	16	5	31%	
Family Response Percentage		88%	13%	0%	0%	0%	0%	50%	25%	13%										

Note 1: Transition data is not counted in Families or Child Data.

Report Date: 5/11/26

Handwritten mark

Contract and Fraud Summary Report FY25-26 (9)

ACTIVE SCHOOL READINESS PROVIDERS						
Provider Type			FY 2025-2026			Current Total
	FY 23-24	FY 24-25	Previous Total	Providers Added	Providers Removed	
LFCCH	14	14	16	0	0	16
RFCCH	4	6	6	0	0	6
Licensed Center	56	52	56	0	0	56
Licensed Exempt Center	10	8	8	0	0	8
After School Only	0	0	0	0	0	0
Total Active SR Providers	84	80	86	0	0	86

NEW CONTRACTED SCHOOL READINESS PROVIDERS					
Provider Type			FY 2025-2026		
	FY 23-24	FY 24-25	Previous Total	New Contracts	Total New Contracts
Homes (LFCCH & RFCCH)	2	3	4	0	4
Licensed Center	5	3	5	0	5
Licensed Exempt Center	0	3	0	0	0
After School Only	0	0	0	0	0
Total New SR Contracts	7	9	9	0	9

PROVIDER SR CONTRACT TERMINATIONS						
Provider Type			FY 2025-2026			Current Total
	FY 23-24	FY 24-25	Previous Total	New Terms	Termination Reasons	
LFCCH	0	1	1	0		1
RFCCH	2	0	1	0		1
Licensed Center	2	7	1	0		1
Licensed Exempt Center	2	4	0	0		0
Total Provider Choice Terminations	6	12	3	0		3

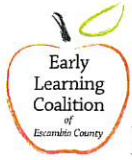
COALITION SR CONTRACT TERMINATIONS						
Provider Type			FY 2025-2026			Current Total
	FY 23-24	FY 24-25	Previous Total	New Terms	Termination Reasons	
Licensed	1	0	0	0		0
Exempt	0	1	0	0		0
Registered FCCH	0	0	0	0		0
Total Coalition Contract Terminations	1	1	0	0		0

TOTAL CONTRACT TERMINATIONS	7	13	3	0		3
------------------------------------	----------	-----------	----------	----------	--	----------

Termination Reason Key	
1= Provider Choice - Retired	8= Insurance Non-Compliance
2= Provider Choice - Low enrollments	9= VPK Improvement Plan Non-Compliance
3= Provider Choice - No reason given	10= Fraud Referral
4= Change in status (i.e. Licensed)	11= VPK -No VPK Director
5= Contract Non-Compliance	12= Prior Year Contract Non-Renewal
6= DEL/ELC Policy Non-Compliance	13= Provider Required to Close
7= ASQ Non-Compliance	

Contract and Fraud Summary Report FY25-26 (9)

ACTIVE VPK PROVIDERS						
			FY 2025-2026			
Provider Type	FY 23-24	FY 24-25	Previous Total	Providers Added	Providers Removed	Current Total
Licensed	44	41	41	0	0	41
Licensed Exempt	12	10	9	0	0	9
School District	16	16	16	0	0	16
Total Active VPK Providers	72	67	66	0	0	66
NEW CONTRACTED VPK PROVIDERS						
			FY 2025-2026			
Provider Type	FY 23-24	FY 24-25	Previous Total	New Contracts	Total New Contracts	
Licensed	2	2	1	0	1	
Licensed Exempt	1	1	0	0	0	
Total New VPK Contracts	3	3	1	0	1	
PROVIDER VPK CONTRACT TERMINATIONS						
			FY 2025-2026			
Provider Type	FY 23-24	FY 24-25	Previous Total	New Terms	Termination Reasons	Current Total
Licensed Center	4	4	1	0		1
Licensed Exempt Center	0	3	1	0		1
Total Provider Choice Terminations	4	7	2	0		2
COALITION CONTRACT TERMINATION						
			FY 2025-2026			
Provider Type	FY 23-24	FY 24-25	Previous Total	New Terms	Termination Reasons	Current Total
Licensed	1	1	0	0		0
Exempt	0	0	0	0		0
Total Coalition Contract Terminations	1	1	0	0		0
TOTAL CONTRACT TERMINATIONS	5	8	2	0		2
Total VPK Only Providers	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
	34	37	39	35	35	31
Fraud Summary						
Pending Action	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Total Cases	0	0	6	16	20	7
Active Client	0	0	5	3	2	2
Active Provider	0	0	0	0	0	0
Restitution Submitted	\$0.00	\$0.00	\$154,280.00	\$2,827,972.29	\$2,607,730.86	\$157,350.43
Pending Client	3	0	5	14	20	2
Pending Provider	0	0	0	1	1	1
Potential Restitution	\$0.00	\$0.00	\$152,811.00	\$2,827,972.29	\$2,996,311.50	\$2,633,928.47
Closed or Adjudicated	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Client	0	0	1	3	9	0
Provider	0	0	0	0	0	0
Restitution Ordered	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Restitution Ordered Prior to July 2015	\$174,566.00					



Early Learning Coalition of Escambia County



April 8, 2026

My Little Blessings Childcare LLC
Attn: Tyashia Hestle, Owner
3755 N. Pace Blvd.
Pensacola, FL 32505

Dear Ms. Hestle

This letter is to inform you that I am terminating your Statewide School Readiness Provider Contract as of May 10, 2026, due to suspected fraud. Parents enrolled at your facility will be notified starting on April 10, 2026. The last day for services will be May 9, 2026.

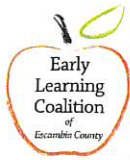
Your program has been on probation since June 27, 2024, following a Review Hearing that was convened regarding the decision of the Early Learning Coalition of Escambia County to terminate your Statewide School Readiness Provider Contract for suspected fraud. This placed your program in the High-risk category, leading to more frequent monitoring of your program.

In the past two (2) months, the Coalition conducted two desk reviews of your Sign-In/Sign-Out sheets and your Biannual Tier 2 monitoring as part of being in the High-risk category. The dates of these reviews are listed below:

- January 14, 2026 – Multiple sign-in/out findings
- January 26, 2026 - Multiple sign-in/out findings; other non-compliance findings
- February 26, 2026 - Multiple sign-in/out findings

The Coalition noticed that several of your Sign-In/Sign-Out sheets had been altered, times had been changed, and days had been crossed out. While onsite during your Tier 2 monitoring Program Integrity Staff took photos of every Sign-In/Sign-Out sheet on that date. The Sign-In/Sign-Out sheets were compared with the Sign-In/Sign-Out sheets that you submitted in February 2026 for reimbursement. At that time, staff noticed the sheets had been altered and additional Sign-In/Sign-Out sheets had been added. The altered sheets showed signatures that had different handwriting, the signatures did not match, times were altered, children were signed out after you informed the Coalition you were closed, in addition to signatures and times being scribbled out. The added sheets showed attendance for the time period before the Coalition visit, meaning they were created and signed after the monitoring visit and were not signed on a daily basis as required.

The Coalition reached out to the Inspector General's Office and the Bureau of Public Assistance Fraud regarding these findings. It was advised that the Coalition submit you for fraud due to altering sign-in and sign-out documentation.



These actions have left me no other option but to terminate your contract, revoke your eligibility to contract for five (5) years, and make a fraud referral to the Division of Early Learning due to suspected fraud.

The applicable sections of your Statewide School Readiness Provider Contract for FY2025/2026 are as follows:

5. **Applicable Law.** PROVIDER and COALITION agree that the following, including any revision made after the execution of this Contract, are the provisions governing the SR Program and that PROVIDER and COALITION will be bound by the same:

- 42 U.S.C. §9858, et seq.;
- 45 C.F.R. §98;
- 45 C.F.R. §99;
- Chapter 1002, Florida Statutes;
- Chapter 6M-4, Florida Administrative Code; and
- Chapter 6M-9, Florida Administrative Code.

III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

22. **Sign-In/Sign-Out Process.** PROVIDER agrees to maintain daily attendance documentation, including a documented "sign-in/sign-out" process in accordance with Rule 6M-4.500(1)(c), F.A.C., that accurately documents attendance and absences. PROVIDER agrees to retain the attendance documentation in accordance with COALITION's records retention requirement established under s. 1002.84(10), F.S.

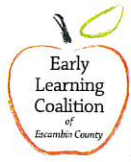
Because your contract has been terminated for suspected fraud, you will not be eligible to contract with the Early Learning Coalition for School Readiness services for a period of five years. The applicable section of your contract is as follows:

X. NONCOMPLIANCE, PROBATION AND TERMINATION

75. **Fraud.**

b. **Suspension or Termination for Suspected Fraud.** In accordance with s. 1002.91(4), F.S., COALITION may suspend or terminate PROVIDER from participation in the School Readiness Program when it has reasonable cause to believe that PROVIDER has committed fraud. PROVIDER may request a review of COALITION's determination to suspend PROVIDER as described in paragraph 76. This review shall be limited to a determination of whether the COALITION has reasonable belief fraud occurred. If suspended, PROVIDER shall remain suspended until the completion of any investigation by the Division of Early Learning, the Department of Financial Services, or any other state or federal agency, and any subsequent prosecution or other legal proceeding.

c. **Termination for Fraud.** In accordance with s. 1002.91(5), F.S., if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or



Early Learning Coalition of Escambia County



pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., the COALITION shall refrain from contracting with, or using the services of, PROVIDER for a period of five (5) years. In addition, COALITION shall refrain from contracting with, or using the services of, any PROVIDER that shares an officer or board director with a PROVIDER that is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S. for a period of five (5) years.

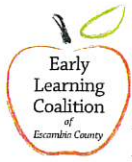
Additionally, your eligibility to deliver the School Readiness Program is being revoked for a period of five (5) years. Paragraph **75. (c) Termination for Fraud** is the applicable section of your Statewide School Readiness Provider Contract, OEL-SR 20. Per **Rule 6M-4.610**, the revocation of eligibility applies to the Provider and all persons associated with the Provider. Therefore, the following people and entities will not be eligible to contract with the Early Learning Coalition for School Readiness services for a period of five (5) years, nor serve in a position of management of an entity contracted with the Coalition.

- Tyashia Hestle, Owner
- Dominique Dale, Assistant

76. Due Process Procedures. *PROVIDER may request a review of determinations made by COALITION under this Contract. Reviews will be conducted in accordance with Exhibit 7: Due Process Procedures. While a request for a review is being examined, PROVIDER is not required to implement corrective action. In accordance with s. 1002.82(2)(m), F.S., PROVIDER may not offer any School Readiness services while a request for a review regarding termination of PROVIDER's School Readiness Contract is being examined.*

Please note in paragraph 76 of your contract, the excerpt of which is included above, that if you decide to request a review of this determination you may do so using Exhibit 7: Due Process Procedures. To assist you in this process a copy of Exhibit 7 is included with this letter. If you intend to dispute this action and request a Review Hearing, please be advised to do so within the time limitations detailed in Exhibit 7. Specifically, you have five (5) business days from receipt of this letter to request a review.

It is unfortunate that these issues have occurred, but we must adhere to Florida statutes as well as provisions of your Statewide School Readiness Provider Contract. If you have questions, contact Dawn Engel, Operations Director, at dengel@elcescambia.org or 850-332-6740, or me at ahenderson@elcescambia.org or 850-595-5402.



Early Learning Coalition of Escambia County

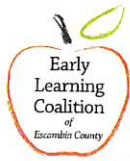


Sincerely,

Alphonsa Henderson
Executive Director

Cc: ELCEC Contract Administrator
ELCEC Operations Department
ELCEC SR Reimbursement Specialist
ELCEC Eligibility Director

Attachment:
Exhibit 7 of Statewide School Readiness Provider Contract, Form OEL-SR-20



Early Learning Coalition of Escambia County



April 8, 2026

Little Hands and Feet Child Development Center LLC
Attn: Nordeya Lawson, Owner
1119 North Pace Blvd
Pensacola, FL 32501

Dear Ms. Lawson

This letter is to inform you that I am terminating your Statewide School Readiness Provider Contract as of May 10, 2026, due to failure to complete your Developmental Screenings and complete your Corrective Action Plans as required per your Statewide School Readiness Provider Contract. Parents enrolled at your facility will be notified starting on April 10, 2026. The last day for services will be May 9, 2026.

Your program was placed on probation again for the second (2) time in less than two (2) years for failure to complete several Developmental Screenings for children enrolled in your program. This placed your program in the High-risk category, leading to more frequent monitoring of your program.

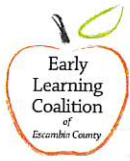
Your current letter of probation was issued on January 21, 2026, with your probationary period ending June 30, 2026. In that letter you were required to contact our Early Intervention Specialists and attend training, in addition you had a Corrective Action Plan due no later than February 20, 2026. You failed to complete either of those requirements.

During a recent follow-up on-site visit with the Program Integrity Department, reminding you that you had failed to submit your Corrective Action Plan, you indicated that Coalition emails had been directed to your junk folder and were only recently reviewed. However, in an email dated October 5, 2023, you acknowledged that our communications were being routed to your junk folder, demonstrating prior awareness of this issue. You informed staff during that visit that you would submit your Corrective Action Plan, however you did not.

As a reminder the Coalition provides annual reminders to all contracted providers to ensure that our emails are properly received, as email remains our primary method of communication. Given your longstanding awareness of this matter, it is your responsibility to regularly monitor your junk folder and take appropriate steps to ensure timely receipt of Coalition correspondence.

On March 12, 2026, Program Integrity Staff sent another follow-up reminder informing you that you had still not submitted your Corrective Action Plan. To this date, the Coalition has yet to receive your Corrective Action Plan.

After careful review of your Developmental Screening compliance of the past two years, you have been on probation twice and have had over fifty (50) late or missing screenings on children enrolled in your program.



Due to these actions, we have no alternative but to terminate your contract and revoke your eligibility to contract for a period of five (5) years due to noncompliance with the Statewide School Readiness Provider Contract.

The applicable sections of your Statewide School Readiness Provider Contract for FY2025/2026 are as follows:

5. **Applicable Law.** PROVIDER and COALITION agree that the following, including any revision made after the execution of this Contract, are the provisions governing the SR Program and that PROVIDER and COALITION will be bound by the same:

- 42 U.S.C. §9858, et seq.;
- 45 C.F.R. §98;
- 45 C.F.R. §99;
- Chapter 1002, Florida Statutes, Part VI;
- Chapter 6M-4, Florida Administrative Code; and
- Chapter 6M-9, Florida Administrative Code.

III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

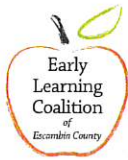
17. **Developmental Screenings.** In accordance with s. 1002.88(1)(i), F.S., and Rule 6M-4.720, F.A.C., _____ must collaborate with COALITION to complete initial screening for each child, age six (6) weeks to sixty (60) months, within forty-five (45) calendar days after the child's first or subsequent enrollment in the School Readiness Program to identify a child who may need intervention practices. PROVIDER acknowledges that COALITION is responsible for initiating intervention practices in accordance with Rule 6M-4.720, F.A.C. PROVIDER and COALITION acknowledge that, pursuant to s. 1002.84(5), F.S., screening shall not be a requirement of entry into the School Readiness Program and shall be only given with parental consent. PROVIDER acknowledges that _____ is responsible for conducting developmental screenings for each child age six (6) weeks to sixty (60) months in accordance with Rule 6M-4.720, F.A.C.

Subsequent Screenings. PROVIDER acknowledges that is responsible for subsequent screenings. Subsequent screenings will be conducted annually at redetermination in accordance with Rule 6M-4.720, F.A.C.

Because your contract has been terminated for suspected fraud, you will not be eligible to contract with the Early Learning Coalition for School Readiness services for a period of five years. The applicable section of your contract is as follows:

X. NONCOMPLIANCE, PROBATION AND TERMINATION

67. **Termination for Cause.**



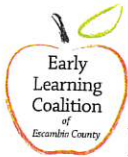
a. Basis of Termination for Cause. PROVIDER agrees that COALITION has the right to terminate this Contract for cause at any time. The following are grounds for termination for cause: (a) action, or lack of action, which threatens the health, safety or welfare of children or citation for a Class I violation by the Department of Children and Families or local licensing agency, as applicable; (b) the material failure to comply with one or more of the terms of this Contract, including, but not limited to, failure to verify all new hires' work authorization status using E-Verify as described in paragraph 7, failure to implement the Quality Improvement Plan, corrective action, or comply with the terms of probation as described in paragraph 66; (c) the refusal to accept any notice described under this Contract which COALITION is required to send to PROVIDER; or (d) reasonable or probable cause for COALITION to suspect that fraud has been committed by PROVIDER as described in paragraph 75.

b. Notice of Termination for Cause. To terminate PROVIDER for cause, COALITION must send a written notice of termination for cause to PROVIDER. Such notice must be sent with proof of delivery at least five (5) business days before termination. The notice must state the date of, and the specific basis for, termination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 76. Notwithstanding PROVIDER's refusal of delivery of the notice, this Contract will be terminated on the date identified in the notice. COALITION must document any refusal of delivery.

Additionally, your eligibility to deliver the School Readiness Program is being revoked for a period of five (5) years. Per **Rule 6M-4.610**, the revocation of eligibility applies to the Provider and all persons associated with the Provider. Therefore, the following people and entities will not be eligible to contract with the Early Learning Coalition for School Readiness services for a period of five (5) years, nor serve in a position of management of an entity contracted with the Coalition.

- Nordeya Walker, Owner
- Jordan Lett, Assistant

71. Revocation of Eligibility. a. In accordance with s. 1002.88(2), F.S., if PROVIDER's Contract is terminated under paragraphs 67, 68, or 69, COALITION may revoke PROVIDER's eligibility to deliver the School Readiness Program for a period of five (5) years. The only statutorily authorized period of revocation is five (5) years (s. 1002.88(2), F.S.). In determining whether to revoke PROVIDER's eligibility, COALITION will consider the following factors: the severity of PROVIDER's actions leading to the termination of the Contract, the health, safety, and welfare of children enrolled at PROVIDER; the financial impact of PROVIDER's actions, the impact that the revocation would have upon the local community; consistency with COALITION's actions against other providers for similar violations of the Contract or program requirements; the length of time that PROVIDER provided services under Contract with COALITION; and whether PROVIDER had previously violated the terms of this Contract and prior contracts with COALITION. COALITION must provide notice of its intent to revoke PROVIDER's eligibility at the same time it provides written notice of intent to terminate the contract to PROVIDER. For multi-site providers, such as corporate chains or school districts,



Early Learning Coalition of Escambia County



School Readiness Program ineligibility is per site and may not apply to all locations unless specifically determined otherwise by COALITION.

76. Due Process Procedures. *PROVIDER may request a review of determinations made by COALITION under this Contract. Reviews will be conducted in accordance with Exhibit 7: Due Process Procedures. While a request for a review is being examined, PROVIDER is not required to implement corrective action. In accordance with s. 1002.82(2)(m), F.S., PROVIDER may not offer any School Readiness services while a request for a review regarding termination of PROVIDER's School Readiness Contract is being examined.*

Please note in paragraph 76 of your contract, the excerpt of which is included above, that if you decide to request a review of this determination you may do so using Exhibit 7: Due Process Procedures. To assist you in this process a copy of Exhibit 7 is included with this letter. If you intend to dispute this action and request a Review Hearing, please be advised to do so within the time limitations detailed in Exhibit 7. Specifically, you have five (5) business days from receipt of this letter to request a review.

It is unfortunate that these issues have occurred, but we must adhere to Florida statutes as well as provisions of your Statewide School Readiness Provider Contract. If you have questions, contact Dawn Engel, Operations Director, at dengel@elcescambia.org or 850-332-6740, or me at ahenderson@elcescambia.org or 850-595-5402.

Sincerely,

Alphonsa Henderson
Executive Director

Cc: ELCEC Contract Administrator
ELCEC Operations Department
ELCEC SR Reimbursement Specialist
ELCEC Eligibility Director

Attachment:
Exhibit 7 of Statewide School Readiness Provider Contract, Form OEL-SR-20

**DESCRIPTION OF INTENDED
SINGLE SOURCE PURCHASE
(PUR 7776)**

AGENCY: Early Learning COalition of Escambia County

TITLE: TORCH Talent Online Professional Learning Platform

Short description of the commodity or service desired: TORCH Talent is a secure, online, cloud-based professional learning platform that, enables schools and organizations to support educator growth throughout the entire development cycle for assessment, observation, feedback, goal-setting, and coaching.

CONTACT

Name: Dawn Engel

Address: 1720 W. Fairfield Drive Suite 100/400, Pensacola, FL 32501

Telephone: 580-332-6740

Email: dengel@elcescambia.org

Internal tracking number, if any: 4-22-2026

Date posted: 4/22/2026 Last day for receipt of information: 5/12/2026

This description of commodities or contractual services intended for purchase from a single source is posted in accordance with Sections 120.57(3) and 287.057(3), Florida Statutes (F.S.), and will remain posted for a period of at least 15 business days.

Commodity or Contractual Service Required (commodity or United National Standard Products and Services Code (UNSPSC), manufacturer, model, and description, as appropriate):
TORSH Talent online professional learning platform.

Quantity or Term (as appropriate):

For quality and term please contact Dawn Engel

Requestor (division, bureau, office, individual, as appropriate):

Operations Department

Performance and/or Design Requirements (e.g. intended use, function or application, compatibility, requirements; reference to policy, rule, statute or other act of the Legislature, etc., as appropriate):

The requirement is for a secure, online, cloud-based professional learning platform that, enables schools and organizations to support educator growth throughout the entire development cycle for assessment, observation, feedback, goal-setting, and coaching. The platform must help schools and organizations increase educator instructional capacity, improve the delivery of educator professional development, and generate insights into educator effectiveness.

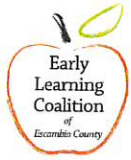
Intended Single Source:
TORSH, Co

Estimated Dollar Amount:
\$25,412.00

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate):
TORSH, Co is the sole source provider of the TORSH Talent online professional learning platform in the United States and the rest of the world. TORSH maintains all intellectual property rights to the TORSH Talent Platform and said platform must be purchased directly from TORSH as there are no agents or dealers authorized to represent or sell TORSH Talent.

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing):
Dawn Engel, Operations Director
Al Henderson, Executive Director

Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the agency, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the agency shall provide notice of its intended decision to enter a single-source purchase contract in the manner specified in Rule 60A-1.045, Florida Administrative Code, and section 120.57(3), F.S.



Early Learning Coalition of Escambia County

1720 W. Fairfield Dr. Suite 100/400

Pensacola, FL 32501



Executive Summary

Auto Insurance: Hired and Non-Owned Auto Insurance

The ELC of Escambia County seeks coverage for all hired and non-owned auto exposures in which employees rent or use their personal vehicles for business use. This would include driving to visit work sites, incidental errands, car rentals while out of town, etc. Final terms and rates are pending and will be forwarded upon receipt of all quotes.

Thomas Porter

From: Tara Jones <TJONES@higginbotham.net>
Sent: Monday, May 4, 2026 2:07 PM
To: Thomas Porter
Cc: Alphonsa Henderson
Subject: RE: Hired and Non Owned Auto Liability

Hi Tom,

No other markets were willing to provide a quote for hired and non-owned auto coverage for ELC. The two quotes presented were the only available markets for this class of business.

Please let me know if this will work or if you need anything additional for your file.

Tara

Tara Jones, MBA, CRM, CIC | Executive Vice President

p 850-430-1639 | c 850-529-5399 | e TJones@higginbotham.com



Insurance and Financial Services Since 1948

11 W Garden St, Pensacola, FL 32502 | higginbotham.com
Report a Claim 24/7 844-857-5899 | higginbotham.com/report-a-claim



From: Thomas Porter <tporter@elcescambia.org>
Sent: Monday, May 4, 2026 1:29 PM
To: Tara Jones <TJONES@higginbotham.net>
Cc: Alphonsa Henderson <ahenderson@elcescambia.org>
Subject: RE: Hired and Non Owned Auto Liability

Tara,

While reviewing the HNOA proposal, I noted the \$14,017.50 quote from Republic-Vanguard and a second quote of \$24,992.50 from Lloyd's. Given the cost of the policy, the Coalition is required to obtain three quotes to execute the contract.

If a third quote cannot be obtained, a memorandum from you confirming that no additional carriers were willing to provide a quote will satisfy this requirement. Would you be able to provide either a third quote or the memo?

Once this requirement is met, I will notify AL, and he will reach out to you to proceed with executing the agreement.

Respectfully,

Tom

Thomas G. Porter
Finance Director

tporter@elcescambia.org | office:(850) 332-7847 | Cell: (850) 741-8244
My hours are M-Th: 7:30am to 5:00pm and F: 7:30am to 11:30am.

Early Learning Coalition of Escambia County
1720 W. Fairfield Dr. Suite 100/400
Pensacola, FL 32501



www.elcescambia.org

Sunshine Law and Public Records Caution:

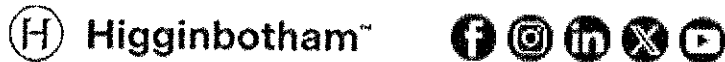
- 1) The Florida Government in the Sunshine Law prohibits discussion outside of a duly noticed meeting between and two or more Early Learning Coalition of Escambia County members regarding any matter that may come before the Board. This prohibition extends to discussions via email;
- 2) Furthermore, most email communications made or received by the Early Learning Coalition of Escambia County members or staff are considered public records that must be retained and, upon request, made available to the public and media.

From: Tara Jones <TJONES@higginbotham.net>
Sent: Monday, May 4, 2026 11:52 AM
To: Thomas Porter <tporter@elcescambia.org>
Cc: Alphonsa Henderson <ahenderson@elcescambia.org>
Subject: FW: Hired and Non Owned Auto Liability

Good Morning Tom and Al,
Do you have any questions on the attached proposal? Anything further I can do on my end to assist you with this item?

Sincerely,
Tara

Tara Jones, MBA, CRM, CIC | Executive Vice President



Insurance and Financial Services Since 1948

11 W Garden St, Pensacola, FL 32502 | higginbotham.com
Report a Claim 24/7 844-857-5899 | higginbotham.com/report-a-claim



From: Tara Jones
Sent: Wednesday, April 29, 2026 10:13 AM
To: Thomas Porter <tporter@elcescambia.org>
Cc: Alphonsa Henderson <ahenderson@elcescambia.org>
Subject: Hired and Non Owned Auto Liability

Good Morning Tom and Al,
Attached is the proposal for the Hired and Non-Owned Auto liability.
Please note the conditions in the policy on acceptable MVRs.
We can run these for you to confirm driver eligibility.

Also attached is an updated executive summary.

Let me know if you have any questions or how we can assist further.
Sincerely,
Tara

Tara Jones, MBA, CRM, CIC | Executive Vice President

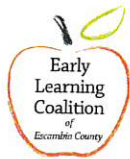
p 850-430-1639 | c 850-529-5399 | e TJones@higginbotham.com



Insurance and Financial Services Since 1948

11 W Garden St, Pensacola, FL 32502 | higginbotham.com
Report a Claim 24/7 844-857-5899 | higginbotham.com/report-a-claim





Early Learning Coalition of Escambia County

1720 W. Fairfield Dr. Suite 100/400
Pensacola, FL 32501



Executive Summary

Auto Insurance: Community Outreach Vehicle

The Progressive Commercial Auto Insurance policy will cover the 2026 Ford Van with drivers listed as Melissa Jennings and Skye Lindsey for liability and property damage associated with the operation of this vehicle for business use. The policy will only extend to the vehicles and drivers listed on the policy.

Commercial Auto Insurance

Progressive Insurance

2026 Ford Transit

Proposed Effective 4/27/26-4/27/27

Policy Number: 872948533

Coverage:

Bodily Injury / Property Damage: \$1,000,000 Combined Single limit

Uninsured Motorist – Non-Stacked \$300,000

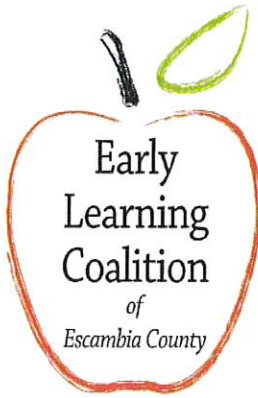
Personal Injury Protection: \$10,000

Medical Payments- \$5,000 per person

Comprehensive / Collision Deductibles: \$500

Roadside Assistance Included

Annual Premium: \$5,844



Attachment

Property and Liability Insurance