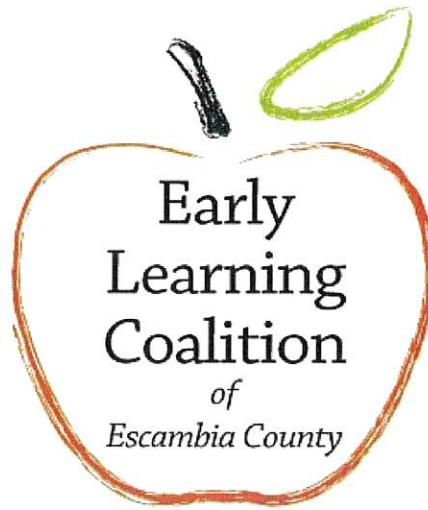


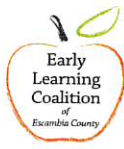


Executive Committee Meeting

October 22, 2026

Consent Agenda

- | | |
|--------------------------------------|--------------|
| 1. Agenda | 2-3 |
| 2. Public Announcements | 4-5 |
| 3. Financials September 2026 | 6-11 |
| 4. Minutes September 24, 2026 | 12-15 |



Executive/Finance Committee Meeting

October 22, 2026, at 9:00 a.m.

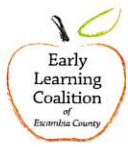
Agenda

- I. Welcome and Introduction
 - a. Notification of the Executive/Finance Committee Meeting scheduled for October 22, 2026, was sent to the Pensacola News Journal and posted to the Coalition Public Calendar Board on October 16, 2026.
- II. Public Comments **(EA)**
- III. Consent Agenda **(EA)**
 - a. Approval of the Consent Agenda: Agenda, Financials for September 2026 and Minutes of September 24, 2026.
- IV. Coalition Status Reports: Financial Update, SR/VPK Status Report, and Contracting Summary **(D)**
 - a. Financials **(D)**
 - b. SR/VPK Status Report **(D)**
 - c. Contracting Summary **(D)**
- V. Executive Director Updates
 - a. DEL Targets & Restrictions Requirements **(I)**
 - b. AELC – State Level Priority Discussion **(I)**
 - c. ReOb/DeOb Discussion **(D)**
 - d. Strategic Plan – Mapping with DEL’s Strategic Initiative **(I)**
 - e. Ongoing Efforts **(I)**
 - 1) Panhandle Group (2028 Educator Conference & small biz survey)
 - 2) Community Partnerships (CAPC, Opening Doors, Studer Institute) **(I)**
- VI. Old Business
 - a. Revised By-Laws – Update **(D)**
 - b. Board Member Update **(D)**
- VII. New Business
 - a. Voluntary Pre-Kindergarten Program Eligibility and Enrollment **(CR)**
 - b. Ms. Hicks Board Resignation **(I)**
- VIII. Audits and Reviews In-Progress
 - a. Single Audit
- IX. Adjourn

Next Meeting: November 19, 2026, at 9:00 a.m. at the Early Learning Coalition

Key: (EA) = EXCOM Level Action/Approval, (CR) = EXCOM Recommendation for Board Action, (D) = Discussion, (I) = Information

The mission of the Early Learning Coalition of Escambia County is to identify and meet the needs of children and families to lay the foundation for lifetime success by: maximizing each child's potential, preparing children to enter school ready to learn, and helping families achieve economic self-sufficiency.

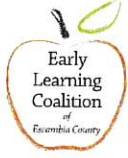


Executive/Finance Committee Meeting

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

Key: (EA) = EXCOM Level Action/Approval, (CR) = EXCOM Recommendation for Board Action, (D) = Discussion, (I) = Information

The mission of the Early Learning Coalition of Escambia County is to identify and meet the needs of children and families to lay the foundation for lifetime success by: maximizing each child's potential, preparing children to enter school ready to learn, and helping families achieve economic self-sufficiency.



Early Learning Coalition of Escambia County

1720 West Fairfield Drive, Suite 100/400
Pensacola FL. 32501

DATE: October 16, 2026

PUBLIC SERVICE ANNOUNCEMENT

A meeting of the legislatively mandated Early Learning Coalition of Escambia County

Executive Committee Meeting will be held on Thursday, 22nd of October 2026 at 9:00 a.m.

Joyce Griffin Room for Professional Development and Testing
Early Learning Coalition of Escambia County
1720 West Fairfield Drive, Suite 100/400
Pensacola, FL. 32501

The agenda and meeting materials will be posted to www.elcescambia.org
For more information, or to receive an invite to the full virtual meeting, call or email:
Al Henderson, Executive Director at (850) 607-7620 or askelc@elcescambia.org.

The meeting may be accessed by:

Join Zoom Meeting

<https://us02web.zoom.us/j/85462139427?pwd=YVMk5phwDw993EHBRyONDUX3X0zVio.1>

Meeting ID: 854 6213 9427

Passcode: 461327



Renee Maxwell

From: Renee Maxwell
Sent: Friday, October 16, 2026 10:46 AM
To: Pensacola News Journal (business@pnj.com)
Subject: Public Service Announcement October 2026

Good morning,

Please post the following October 2026 meeting in your free government meeting calendar for the Early Learning Coalition of Escambia.

Executive Committee Meeting on Thursday, October 22, 2026, at 9:00am.

The meeting will be held at the Early Learning Coalition of Escambia County at 1720 West Fairfield Drive Suite 100/400 Pensacola, FL. 32501

The meeting may be accessed by:

<https://us02web.zoom.us/j/85462139427?pwd=YVMk5phwDw993EHBRy0NDUX3X0zVio.1>

Meeting ID: 854 6213 9427
Passcode: 461327

Renee Maxwell
Administrative Aide
Early Learning Coalition of Escambia County
1720 West Fairfield Dr.
Suite 100/400
Pensacola, FL 32501

rmaxwell@elcescambia.org www.elcescambia.org
Main: 850-595-5400, Direct Office Line: 850-595-5402

Sunshine Law and Public Records Caution: 1) The Florida Government in the Sunshine Law prohibits discussion outside of a duly noticed meeting between any two or more Early Learning Coalition of Escambia County board 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.

EARLY LEARNING COALITION OF ESCAMBIA COUNTY

Statement of Financial Position

As of Sep 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
1114 Renasant Bank - CHECKING	2,288,603.30
1115 PETTY CASH	100.00
Total Bank Accounts	\$2,288,703.30
Accounts Receivable	
1100 *Accounts Receivable	
1102 Grants Receivable	4,153,694.21
Total for 1100 *Accounts Receivable	\$4,153,694.21
Total Accounts Receivable	\$4,153,694.21
Other Current Assets	
1150 PREPAID EXPENSES 1150	15,803.00
1151 PREPAID	
1152 PREPAID -POSTAGE	571.17
Total for 1151 PREPAID	\$571.17
1200 DEPOSITS	8,850.00
Total Other Current Assets	\$25,224.17
Total Current Assets	\$6,467,621.68
Fixed Assets	
1340 F.A. - FURNITURE & EQUIPMENT	218,949.73
1349 ACCUMULATED DEPRECIATION 1349	-\$199,705.20
13491 Accumulated depreciation	-19,244.53
Total for 1349 ACCUMULATED DEPRECIATION 1349	-\$218,949.73
Total Fixed Assets	\$0.00
Other Assets	
1370 Right of Use Asset	\$602,861.00
1371 ROU Asset Accumulated Amortization	-385,482.49
Total for 1370 Right of Use Asset	\$217,378.51
Total Other Assets	\$217,378.51
Total Assets	\$6,685,000.19

EARLY LEARNING COALITION OF ESCAMBIA COUNTY

Statement of Financial Position

As of Sep 30, 2026

	Total
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2120 ACCOUNTS PAYABLE	\$92,175.71
21201 Accounts Payable (A/P)	260,979.73
Total for 2120 ACCOUNTS PAYABLE	\$353,155.44
Total Accounts Payable	\$353,155.44
Credit Cards	
1146 2787 - Renasant Bank Credit Card	5,175.31
Total Credit Cards	\$5,175.31
Other Current Liabilities	
2199-wa Due to Service Providers	1,415,617.00
2210 Payroll wages and tax to pay	
29981 Accrued Payroll	153,565.73
Total for 2210 Payroll wages and tax to pay	\$153,565.73
2250 Interest-Due to State of FL	368.63
2410 ADVANCES FROM OEL	\$0.00
24101 Advances Form OEL - SR	3,738,149.00
24102 Advances from OEL - VPK	937,812.00
Total for 2410 ADVANCES FROM OEL	\$4,675,961.00
2500 ST Lease Liability ROU Asset	139,528.41
2600 FIRE INSURANCE CLAIM SUSPENSE	95,224.17
Total Other Current Liabilities	\$6,480,264.94
Total Current Liabilities	\$6,838,595.69
Long-term Liabilities	
2650 LT Lease Liability ROU Asset	84,254.31
Total Long-term Liabilities	\$84,254.31
Total Liabilities	\$6,922,850.00
Equity	
3200 Unrestricted Net Assets	26,697.09
Retained Earnings	-285,152.59
Net Income	20,605.69
Total Equity	-\$237,849.81
Total Liabilities and Equity	\$6,685,000.19

EARLY LEARNING COALITION OF ESCAMBIA COUNTY

Statement of Activity
September 2026

	Total
Revenue	
3300 REVENUES - STATE FUNDING	
33001 REVENUES - STATE FUNDING SR	1,485,668.13
33002 REVENUES - STATE FUNDING VPK	507,147.86
Total for 3300 REVENUES - STATE FUNDING	\$1,992,815.99
3405 REVENUES - LOCAL MATCH CHILDREN'S TRUST	19,917.22
Total Revenue	\$2,012,733.21
Cost of Goods Sold	
4000 (6501) DIRECT PROVIDER PAYMENTS	
4001 (6501) SR Provider Payments	1,259,316.39
4002 (6501) VPK Provider Payments	492,266.53
4003 (6501) SR PLUS Provider	1,431.88
Total for 4000 (6501) DIRECT PROVIDER PAYMENTS	\$1,753,014.80
Total Cost of Goods Sold	\$1,753,014.80
Gross Profit	\$259,718.41
Expenditures	
41111 Payroll expenses	
4110 (5001) SALARIES	163,242.48
4111 Payroll Fees	2,332.80
4120 (5005) EMPLOYER TAX & WORKMEN'S COMP	12,345.98
4210 (5020) BENEFITS - RETIREMENT	-0.01
4212 (5020) Payroll Expenditures	896.51
4213 401K Match	2,433.64
Total for 41111 Payroll expenses	\$181,251.40
4220 (5010) INSURANCE - VISION & DENTAL	\$1,876.49
4221 Dental & Vision EE Portion	42.89
Total for 4220 (5010) INSURANCE - VISION & DENTAL	\$1,919.38
4230 (5010) BENEFITS - HEALTH INSURANCE	\$41,854.12
4231 (5011) Health Insurance - EE Portion	0.00
Total for 4230 (5010) BENEFITS - HEALTH INSURANCE	\$41,854.12
4240 (5030) BENEFITS - LIFE INSURANCE	
4241 Voluntary Insurance	-18.59
Total for 4240 (5030) BENEFITS - LIFE INSURANCE	-\$18.59
4251 Insurance-STD-100% ER	1,067.21
4271 Basic Term Life-100% ER	243.62
4315 (6030) PROF. & TECH. SERV. - REPAIRS & MAINT	4,784.17
4318 (6035) PROF. SVCS - OTHER	3,400.00
4330 (7501) TRAVEL - OUT OF TOWN	481.95
4340 (7510) TRAVEL - LOCAL	237.07
4355 (7001) DOCUMENT STORAGE	140.32
4360 (7001) RENT	12,123.24
4365 (7101) EQUIPMENT LEASES	600.64

EARLY LEARNING COALITION OF ESCAMBIA COUNTY

Statement of Activity
September 2026

	Total
4370 (7201) COMMUNICATIONS, PHONE & INTERNE	1,069.60
4375 (7051) POSTAGE	21.05
4400 (5101) EMPLOYEE TRAINING & EDUCATION	402.04
4450 (7420) NON-EMP TRAINING	1,499.45
4510 (7151) OFFICE SUPPLIES	382.80
4515 Event Costs	391.64
4520 (7401/7405) PROGRAM SUPPLIES	3,905.50
4525 (7410) OUTREACH ACTIVITIES & MATERIALS	5,443.54
4550 (7620) DUES, FEES & SUBSCRIPTIONS	4,293.33
4640 (7302) FURNITURE & EQUIP (UNDER \$1K)	118.52
4645 (7302) REPAIRS & MAINTENANCE - EQUIP	1,629.47
7900 Individuals Restitution	-59.58
Total Expenditures	\$267,181.89
Net Operating Revenue	-\$7,463.48
Other Revenue	
3470 MISC INCOME	
3464 Conference Income	1,125.00
Total for 3470 MISC INCOME	\$1,125.00
Total Other Revenue	\$1,125.00
Net Other Revenue	\$1,125.00
Net Income	-\$6,338.48

EARLY LEARNING COALITION OF ESCAMBIA COUNTY

Statement of Activity by Month
July-September, 2026

	Jul 2026	Aug 2026	Sep 2026	Total
Revenue				
3300 REVENUES - STATE FUNDING				
33001 REVENUES - STATE FUNDING SR	1,792,445.52	1,456,915.70	1,485,668.13	4,725,029.35
33002 REVENUES - STATE FUNDING VPK	12,388.70	174,021.31	507,147.86	693,557.87
Total for 3300 REVENUES - STATE FUNDING	1,794,834.22	1,630,937.01	1,992,815.99	\$5,418,587.22
3405 REVENUES - LOCAL MATCH CHILDREN'S TRUST	19,906.25	19,906.24	19,917.22	59,729.71
3466 Restricted Income	5,957.92			5,957.92
Total Revenue	1,820,698.39	1,650,843.25	2,012,733.21	\$5,484,274.85
Cost of Goods Sold				
4000 (6501) DIRECT PROVIDER PAYMENTS				
4001 (6501) SR Provider Payments	1,508,170.14	1,221,331.05	1,259,316.39	3,988,817.58
4002 (6501) VPK Provider Payments	6,174.87	167,576.46	492,266.53	666,017.86
4003 (6501) SR PLUS Provider	1,913.58	1,933.82	1,431.88	5,279.28
Total for 4000 (6501) DIRECT PROVIDER PAYMENTS	1,516,258.59	1,390,841.33	1,753,014.80	\$4,660,114.72
Total Cost of Goods Sold	1,516,258.59	1,390,841.33	1,753,014.80	\$4,660,114.72
Gross Profit	304,439.80	260,001.92	259,718.41	\$824,160.13
Expenditures				
41111 Payroll expenses				
4110 (5001) SALARIES	168,849.77	155,428.22	163,242.48	487,520.47
4111 Payroll Fees	2,253.60	2,332.80	2,332.80	6,919.20
4120 (5005) EMPLOYER TAX & WORKMEN'S COMP	12,812.81	11,786.05	12,345.98	36,944.84
4210 (5020) BENEFITS - RETIREMENT	0.00	0.01	-0.01	0.00
4212 (5020) Payroll Expenditures	894.82	910.29	896.51	2,701.62
4213 401K Match	2,640.64	2,382.52	2,433.64	7,456.80
Total for 41111 Payroll expenses	187,451.64	172,839.89	181,251.40	\$541,542.93
4150 (5007) STAFF RECRUIT / SCREENING, ETC.	25.00	25.00		50.00
4220 (5010) INSURANCE - VISION & DENTAL	1,876.48	1,876.51	1,876.49	\$5,629.48
4221 Dental & Vision EE Portion	-0.02	-0.02	42.89	42.85
Total for 4220 (5010) INSURANCE - VISION & DENTAL	1,876.46	1,876.49	1,919.38	\$5,672.33
4230 (5010) BENEFITS - HEALTH INSURANCE	37,914.50	37,914.50	41,854.12	\$117,683.12
4231 (5011) Health Insurance - EE Portion	0.00	0.00	0.00	0.00
Total for 4230 (5010) BENEFITS - HEALTH INSURANCE	37,914.50	37,914.50	41,854.12	\$117,683.12
4240 (5030) BENEFITS - LIFE INSURANCE				
4241 Voluntary Insurance	-0.01	-0.01	-18.59	-18.61
Total for 4240 (5030) BENEFITS - LIFE INSURANCE	-0.01	-0.01	-18.59	-\$18.61
4251 Insurance-STD-100% ER	1,067.21	1,067.20	1,067.21	3,201.62
4271 Basic Term Life-100% ER	243.63	243.61	243.62	730.86
4310 (6002) PROF. & TECH. SERV. - AUDIT		11,502.50		11,502.50
4315 (6030) PROF. & TECH. SERV. - REPAIRS & MAINT	5,531.10	7,258.92	4,784.17	17,574.19
4318 (6035) PROF. SVCS - OTHER			3,400.00	3,400.00
4330 (7501) TRAVEL - OUT OF TOWN	12,241.71	977.12	481.95	13,700.78
4340 (7510) TRAVEL - LOCAL	188.09	189.06	237.07	614.22

EARLY LEARNING COALITION OF ESCAMBIA COUNTY

Statement of Activity by Month
July-September, 2026

	Jul 2026	Aug 2026	Sep 2026	Total
4355 (7001) DOCUMENT STORAGE	135.79	140.32	140.32	416.43
4360 (7001) RENT	12,123.24	12,123.24	12,123.24	36,369.72
4365 (7101) EQUIPMENT LEASES	708.31	600.64	600.64	1,909.59
4370 (7201) COMMUNICATIONS, PHONE & INTERNE	2,167.25	2,108.00	1,069.60	5,344.85
4375 (7051) POSTAGE	226.76	493.30	21.05	741.11
4400 (5101) EMPLOYEE TRAINING & EDUCATION		1,608.16	402.04	2,010.20
4450 (7420) NON-EMP TRAINING	-496.17	961.36	1,499.45	1,964.64
4510 (7151) OFFICE SUPPLIES	234.79	310.68	382.80	928.27
4515 Event Costs	68.71		391.64	460.35
4520 (7401/7405) PROGRAM SUPPLIES	5,286.24	1,317.68	3,905.50	10,509.42
4525 (7410) OUTREACH ACTIVITIES & MATERIALS	7,052.07	2,744.07	5,443.54	15,239.68
4550 (7620) DUES, FEES & SUBSCRIPTIONS	8,291.74	1,314.83	4,293.33	13,899.90
4640 (7302) FURNITURE & EQUIP (UNDER \$1K)		499.99	118.52	618.51
4645 (7302) REPAIRS & MAINTENANCE - EQUIP	373.05	373.05	1,629.47	2,375.57
7900 Individuals Restitution		-59.16	-59.58	-118.74
Total Expenditures	282,711.11	258,430.44	267,181.89	\$808,323.44
Net Operating Revenue	21,728.69	1,571.48	-7,463.48	\$15,836.69
Other Revenue				
3470 MISC INCOME				
3464 Conference Income	2,025.00	1,725.00	1,125.00	4,875.00
Total for 3470 MISC INCOME	2,025.00	1,725.00	1,125.00	\$4,875.00
Total Other Revenue	2,025.00	1,725.00	1,125.00	\$4,875.00
Other Expenditures				
4610 Vehicle expenses	106.00			106.00
Total Other Expenditures	106.00	0.00	0.00	\$106.00
Net Other Revenue	1,919.00	1,725.00	1,125.00	\$4,769.00
Net Income	23,647.69	3,296.48	-6,338.48	\$20,605.69



Early Learning Coalition of Escambia County

Executive/Finance Committee Meeting Minutes

September 24, 2026, 9:00 a.m.

Committee Members Present

Tammy Hicks (Interim Chair)

Craig Jones

Committee Members Absent

Mona Jackson

Board Member In Attendance

Kaley Dawkins

Staff

Dawn Engel

Melissa Jennings

Nina Daniels

Al Henderson

Tom Porter

Public

Gemma Torcivia (TG Law PLLC)

I. Welcome and Introductions

Notification of the Executive Finance Committee Meeting scheduled for September 24, 2026, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on September 2, 2026. The meeting was called to order by Ms. Hicks.

II. Public Comments

None.

III. Consent Agenda

Upon a motion made by Mr. Jones and seconded by Ms. Hicks, the Consent Agenda, consisting of the Agenda, Minutes of July 23, 2026, and Financials for July and August 2026 were approved without objection.

IV. Coalition Status Reports

a. **Financial Update**

The Statement of Financial Position and Statement of Activity for July and August 2026 was presented to the committee for discussion.

b. **Enrollment/Wait List Status Report**

There are 2,590 children enrolled in the School Readiness Program of which 87 are SRMAT and 6 are SR Plus. 1,169 are school-age children. There are 37 children on the Wait List. There are 1,737 children approved for VPK for 2026/27 Program year of which 1,400 are enrolled.

c. **Contracting and Fraud Summary Report**

There are 85 SR providers and 63 VPK providers.



Early Learning Coalition of Escambia County

Committee Recommendations

a. Nominations Committee – Nomination Slate

There are two nominees to serve as Vice Chair, Ms. Ruthie Noel and Ms. Melissa Sidoti. The board will vote at the next board meeting for replacement or Vice Chair. A letter will be sent to the Commissioner of Education with the results of the vote.

Mr. Craig made the motion to approve the Slate. Ms. Hicks seconded the motion. The motion was approved without objection.

Ms. Torcivia advised Ms. Hicks to submit her resignation as Vice Chair, which relieves her of the Interim Board Chair role.

V. Executive Director Updates

a. Financial Health Based on Funding Requirements

The organization is hitting all its required targets and restrictions except for VPK Admin's 5% Max. The cause is timing and the start of VPK. Next year's funding will be based on the number of children enrolled from July through December. The more children enrolled the better chance for more funding.

b. COLA Raises

The cost-of-living raises were approved and will go into effect on October 1, 2026.

c. AELC – State Level Priority Discussion

A quick overview of State Level Priorities was presented.

d. REOB/DEOB Discussion

DEL is already asking for a preliminary Reob/Deob

e. Required Reporting – Annual Report, Rev/Exp Report, & Inventory Report 10/1

These reports are required by the state, and they do not require the committee's approval. These reports are due this month.

f. Annual Single Audit is Completed and Accepted

The Single Audit has been completed and accepted.

g. Strategic Plan – Mapping with DEL's Strategic Initiative

Strategic Planning is almost complete on the state level. Studer Group has agreed to come in and do the Board Training.

h. Ongoing Efforts

1. Panhandle Group (2028 Educator Conference, Small Bix Survey, collaborating on use of same source vendors, identifying projects we can apply for funding, health



Early Learning Coalition of Escambia County

insurance). Met with Panhandle Group on Tuesday. The Panhandle Group is planning a two-day Educator Conference in 2028.

2. Community Partnerships (CAPC, Opening Doors, Studer Institute)
Still working on adding to our Community Partnerships. Mr. Henderson has been invited to Navy Federal to discuss military challenges. Ms. Salzman has invited Mr. Henderson to a sustainability group.
3. Director's Meeting – Strategic Efforts
A listening tour was at the last Director's Meeting. This group travels throughout the state, meeting with Coalitions and small focus group of providers.

VI. Old Business

a. Revised By-Laws – Update

Gemma Torcivia has reviewed the revised By-Laws and has a preliminary draft to present to the board. Henderson added that HB 797 presents new laws the organization must consider when updating the bylaws. Legal counsel acknowledged and recommended that the board form an ad-hoc By-Laws committee to review the legal counsel's draft. Torcivia inquired gave guidance on the board serving in a governance role, while the Executive Director handles the day-to-day operations. Torcivia suggested committee work is where board members can participate if looking for a hands-on approach. The recommendation came as a follow-up to a change in the By-Laws preventing the Executive Director from firing Directors without Board Approval.

b. Board Member Update

The next board meeting is scheduled for October 13, 2026, immediately following the RDC Meeting. A ballot for the Vice Chair position will be presented at this meeting. Ms. Torcivia will be in attendance.

VII. New Business

a. ELC Escambia's Annual Report

Mr. Jones made a motion to approve the ELC Escambia's Annual Report. Ms. Hicks seconded the motion. The motion was approved without objection.

b. CAPC Board Appointment

Mr. Jones made the motion to appoint Mr. Henderson to the CAPC Board. Ms. Hicks seconded the motion. The motion was approved without objection.

VIII. Audits and Reviews - In Progress

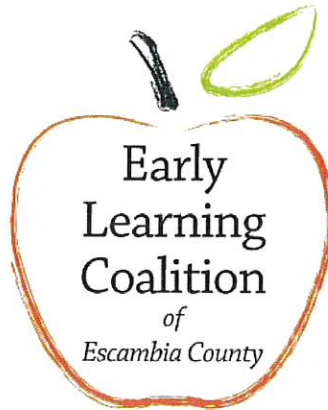
- a. 2024-2025 Financial Fiscal Monitoring Report #2
On-Site audit next Monday – Friday of next week.



Early Learning Coalition of Escambia County

IX. Adjourn: The Meeting was adjourned at 10:24 a.m.

Next Meeting: October 22 , 2026, at 9:00 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501



Executive Committee Meeting

October 22, 2026

Meeting Package

1. Agenda	17-18
2. SR/VPK Status Report	19-21
3. Contract & Summary Report	22-24
4. Targets & Restrictions	25
5. Voluntary Pre-Kindergarten Program Eligibility & Enrollment	26-30
6. Ms. Hicks Board Resignation	31



Executive/Finance Committee Meeting

October 22, 2026, at 9:00 a.m.

Agenda

- I. Welcome and Introduction
 - a. Notification of the Executive/Finance Committee Meeting scheduled for October 22, 2026, was sent to the Pensacola News Journal and posted to the Coalition Public Calendar Board on October 16, 2026.
- II. Public Comments **(EA)**
- III. Consent Agenda **(EA)**
 - a. Approval of the Consent Agenda: Agenda, Financials for September 2026 and Minutes of September 24, 2026.
- IV. Coalition Status Reports: Financial Update, SR/VPK Status Report, and Contracting Summary **(D)**
 - a. Financials **(D)**
 - b. SR/VPK Status Report **(D)**
 - c. Contracting Summary **(D)**
- V. Executive Director Updates
 - a. DEL Targets & Restrictions Requirements **(I)**
 - b. AELC – State Level Priority Discussion **(I)**
 - c. ReOb/DeOb Discussion **(D)**
 - d. Strategic Plan – Mapping with DEL’s Strategic Initiative **(I)**
 - e. Ongoing Efforts **(I)**
 - 1) Panhandle Group (2028 Educator Conference & small biz survey)
 - 2) Community Partnerships (CAPC, Opening Doors, Studer Institute) **(I)**
- VI. Old Business
 - a. Revised By-Laws – Update **(D)**
 - b. Board Member Update **(D)**
- VII. New Business
 - a. Voluntary Pre-Kindergarten Program Eligibility and Enrollment **(CR)**
 - b. Ms. Hicks Board Resignation **(I)**
- VIII. Audits and Reviews In-Progress
 - a. Single Audit
- IX. Adjourn

Next Meeting: November 19, 2026, at 9:00 a.m. at the Early Learning Coalition

Key: (EA) = EXCOM Level Action/Approval, (CR) = EXCOM Recommendation for Board Action, (D) = Discussion, (I) = Information

The mission of the Early Learning Coalition of Escambia County is to identify and meet the needs of children and families to lay the foundation for lifetime success by: maximizing each child's potential, preparing children to enter school ready to learn, and helping families achieve economic self-sufficiency.



Executive/Finance Committee Meeting

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

Key: (EA) = EXCOM Level Action/Approval, (CR) = EXCOM Recommendation for Board Action, (D) = Discussion, (I) = Information

The mission of the Early Learning Coalition of Escambia County is to identify and meet the needs of children and families to lay the foundation for lifetime success by: maximizing each child's potential, preparing children to enter school ready to learn, and helping families achieve economic self-sufficiency.

SR/VPK Status Report as of 10/19/26

SR Children Currently Enrolled by Age by Funding as of 10/19/26

	Pri 1		Pri 2/3		Pri 4/5	Pri 6/7							
FUNDER	TANF	TANF WKG	PS	PS-RCG	TCC	ECON	TOTALS LESS SRMAT	TOTALS WITH SRMAT	MISSING	GRAND TOTALS	SR PLUS	MISSING SR PLUS	SR PLUS GRAND TOTALS
BILLING CODE	BG3	BG3W	BG1	BG3R	BG5	BG8							
INFANT	0	0	16	0	0	90	106	106	4	110	0	0	0
TODDLER	0	0	38	0	1	221	260	260	14	274	1	0	1
2YR	0	0	43	2	1	291	337	337	7	344	1	0	1
PR3	1	0	36	0	0	298	335	335	10	345	1	0	1
PR4	2	0	29	4	1	299	335	335	14	349	1	0	1
PR5	0	0	4	0	0	38	42	42	2	44	0	0	0
SCHOOL AGE	5	0	103	12	0	1004	1124	1124	43	1167	1	0	1
TOTAL BY FUNDER	8	0	269	18	3	2241	2539	2539	94	2633	5	0	5

School Age Children	PT/FT	FT hol/brk
1167	1027	140

Wait List Update as of 10/19/2026 FY 26/27				Wait List Activity Update Wait list 26/27									
				Applied	PR6	PR7	M	Notice	Applied	PR6	PR7	M	Notice
Information by Child				8/17/26-8/23/26	0	0	0	8/24/26 E&M					
Pri 6: Birth to Sch Age	13			8/24/26-8/30/26	0	0	0	9/2/26 E&M					
Pri 6a: 5-12 Children with Pri 6 Siblings	4			8/31/26-9/6/26	0	0	0	9/9/26 E&M					
Pri 7b: 5-9 Children w/ No Pri 6 Siblings	0			9/7/26-9/13/26	0	0	0	9/16/26 E&M					
Pri 7c: 10-12 Other Children	0			9/14/26-9/20/26	0	0	0	9/24/26 E					
				9/21/26-9/27/26	0	0	0	9/29/26 E					
				9/28/26-10/4/26	0	0	0	10/5/26 E					
Total on Wait List			17	10/5/26-10/11/26	26	3	0	10/15/26 E					
				10/12/26-10/18/26	17	0	0						
Week of 10/12/26-10/18/26													
Total New Enrollments			6										
Total Redeterminations			12										
Total Re-Enrollments			2										
Total Terminations			7										
				Total	43	3	0		Total	0	0	0	

Total Pri 6	Total Pri 7			Total WL
43	3			29

School Readiness Data by Fiscal Year 26/27												
FY 26/27	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
New Enrollments	118	181	145									
Redeterminations	78	61	90									
Re-Enrollments	12	27	14									
Terminations	111	133	99									

VPK 26/27 Program Year				
Adhoc Reports	Submitted	Approved	Enrolled	Rejected
School Year	1	1750	1393	103
Summer	0	5	0	5

Pull Date	Applied Range	Family/Parent Data										Transition Data (Waiting for Provider) - Note 1										Child Data	
		Families In Pull	No Response	Income Over	Declined Services	No Provider Chosen	No Purpose for Care	Elig Started Not Complete	Families Enrolled	Families Wtg for Provider	Child Wtg for Provider	Inf	1	2	3	4	5	Sch	# Children In Pull	# Children Enrolled	% Children Enrolled	# Children Enrolled	% Children Enrolled

Wait List Pulls Greater Than 60 Days

10/14/25	05/05/25-05/19/25	38	8	1	4	0	0	0	6	18	1	2	0	0	0	0	0	1	69	32	46%
10/22/25	05/20/25-6/01/25	29	11	0	1	0	0	0	3	13	1	1	0	0	0	0	0	53	34	64%	
11/04/25	06/02/25-6/15/25	19	9	0	2	0	0	0	6									33	12	36%	
11/12/25	06/16/25-06/29/25	21	11	1	2	0	0	0	5	2								34	4	12%	
11/18/25	06/30/25-7/13/25	28	15	0	1	0	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	0	6	17	1	1	0	0	0	0	0	58	24	41%	
12/16/25	09/02/25-12/14/25	126	44	0	0	0	0	0	21	59	2	3	0	1	0	1	0	223	92	41%	
01/15/26	12/15/25-1/11/26	89	16	1	0	0	0	0	24	41	5	10	1	1	2	1	0	146	58	40%	
01/21/26	1/12/26-1/18/26	36	5	0	0	0	0	0	8	23								70	44	63%	
01/28/26	1/19/26-1/25/26	16	2	1	0	0	0	0	6	7								27	12	44%	
02/03/26	01/26/26-2/1/26	23	3	0	0	0	0	0	4	16								40	25	63%	
02/10/26	2/2/26-2/8/26	42	6	1	0	0	0	2	8	24	1	2	0	1	1	0	0	68	34	50%	
02/24/26	2/9/26-2/22/26	54	11	0	0	0	0	0	12	29	2	3	0	1	0	1	0	85	49	58%	
03/03/26	2/23/26-3/1/26	23	2	0	0	0	0	1	8	12								37	15	41%	
03/11/26	3/2/26-3/9/26	23	3	0	0	0	0	0	2	18								31	23	74%	
03/18/26	3/9/26-3/15/26	35	7	0	1	0	0	0	6	21								55	29	53%	
03/24/26	3/16/26-3/22/26	17	1	0	0	0	0	1	9									42	21	50%	
04/02/26	3/23/26-3/29/26	28	5	0	0	0	0	0	6	17								42	14	33%	
04/07/26	3/30/26-4/06/26	26	6	0	1	1	0	0	5	12	1	3	0	0	2	0	0	46	19	41%	
04/14/26	4/7/26-4/13/26	27	4	0	1	1	0	0	7	12	2	3	0	2	0	0	1	51	21	41%	
04/21/26	4/14/26-4/20/26	16	3	0	0	0	0	0	5	7	1	1	0	0	1	0	0	27	14	52%	
04/28/26	4/21/26-4/27/26	13	2	0	0	0	0	0	5	6								19	9	47%	
05/05/26	4/28/26-5/3/26	27	1	0	1	0	0	0	9	13	3	5	1	0	0	1	0	42	23	55%	
05/12/26	5/4/26-5/10/26	30	2	0	0	0	0	0	8	20								52	33	63%	
05/19/26	5/11/26-5/17/26	21	1	0	0	0	0	0	7	10	3	6	1	1	0	1	0	42	15	36%	
05/27/26	5/18/26-5/24/26	23	3	0	2	0	0	0	5	13								37	15	41%	
06/03/26	5/25/26-5/31/26	21	2	0	0	2	0	0	8	8	2	2	0	0	0	1	0	29	10	34%	
06/11/26	6/1/26-6/7/26	21	2	0	0	0	0	0	10	8	1	1	0	0	0	0	0	39	14	36%	
06/16/26	6/8/26-6/14/26	23	1	0	0	0	0	0	6	14	2	3	0	0	0	2	0	34	18	53%	
06/23/26	6/15/26-6/21/26	20	3	0	0	0	0	0	13	3	3	3	0	1	0	0	0	41	18	44%	
Wait List Pulls Greater Than 30 Days Less Than 60 Days																					
Over 30 Response Totals	974	217	5	18	2	5	214	481	31	49	5	8	5	10	3	1	17	1653	758	46%	
Family Response Percentage	47%	22%	1%	2%	0%	1%	22%	49%	3%												
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!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Note 1: Transition data is not counted in Families or Child Data.																					
10/19/2026																					
PS CHILDREN PENDING PROVIDER																					
DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT	DATE	COUNT
04/27/26	72	05/11/26	80	05/26/26	79	06/08/26	85	06/22/26	94	06/29/26	90	07/13/26	94	07/27/26	98	08/10/26	102	08/24/26	106	09/07/26	110
04/20/26	64	05/04/26	71	05/18/26	81	06/01/26	83	06/15/26	86	06/29/26	90	07/13/26	94	07/27/26	98	08/10/26	102	08/24/26	106	09/07/26	110

Wait List Pulls Greater Than 30 Days Less Than 60 Days

Over 30 Response Totals	974	217	5	18	2	5	214	481	31	49	5	8	5	10	3	1	17	1653	758	46%
Family Response Percentage	47%	22%	1%	2%	0%	1%	22%	49%	3%											

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!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

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	DATE	COUNT	DATE	COUNT	DATE	COUNT
04/27/26	72	05/11/26	80	05/26/26	79	06/08/26	85	06/22/26	94	06/15/26	86	06/29/26	90	04/20/26	64	05/04/26	71
04/20/26	64	05/18/26	81	06/01/26	83	06/15/26	86	06/29/26	90	06/15/26	86	06/29/26	90	04/20/26	64	05/04/26	71

ELC ESCAMBIA FY26/27 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																								
07/01/26	6/22/26-6/28/26	21	5	0	1	0	0	7	7	1	2	0	1	0	0	1	0	0	32	9	28%			
07/15/26	6/29/26-7/12/26	34	3	0	0	0	0	11	19	1	2	0	0	0	0	0	0	2	48	25	52%			
07/22/26	7/13/26-7/19/26	18	2	0	0	0	0	5	10	1	1	0	0	0	1	0	0	0	29	16	55%			
07/29/26	7/20/26-7/26/26	31	4	0	0	0	0	5	20	2	6	0	2	0	0	0	1	3	58	26	45%			
08/04/26	07/27/26-8/2/26	29	4	0	0	0	0	6	15	4	4	1	0	2	1	0	0	0	52	27	52%			
08/11/26	08/03/26-8/9/26	18	4	0	0	0	0	1	11	2	3	1	0	0	0	0	0	2	28	19	68%			
08/18/26	8/10/26-8/16/26	32	9	0	0	0	1	5	15	2	3	1	0	1	0	0	0	1	48	18	38%			
Wait List Pulls Greater Than 30 Days Less Than 60 Days																								
08/25/26	8/17/26-8/23/26	19	4	1	0	0	0	0	12	2	3	0	0	2	0	0	0	1	29	18	62%			
09/02/26	8/24/26-8/30/26	23	1	1	0	0	0	6	14	1	2	1	0	0	0	0	0	1	43	22	51%			
09/09/26	08/31/26-9/7/26	16	2	0	0	0	0	4	5	5	10	1	1	1	1	0	0	6	25	6	24%			
09/16/26	9/08/26-9/13/26	16	2	0	0	0	0	4	7	3	5	0	1	0	0	1	0	3	31	7	23%			
Over 30 Response Totals		257	40	2	1	0	1	54	135	24	41	5	5	6	3	2	1	19	423	193	46%			
Family Response Percentage		38%	16%	1%	0%	0%	0%	21%	53%	9%														
Wait List Pulls Less Than 30 Days																								
09/24/26	09/14/26-9/20/26	20	8	0	0	0	0	6	5	1	2	0	0	2	0	0	0	0	36	8	22%			
09/29/26	9/21/26-9/27/26	23	9	0	0	0	0	7	2	5	9	3	2	1	1	1	0	1	40	4	10%			
10/06/26	9/28/26-10/4/26	19	6	0	0	0	0	8	2	3	4	1	0	2	1	0	0	0	34	4	12%			
10/15/26	10/5/26-10/11/26	14	5	0	0	0	0	8	1										29	1	3%			
Under 30 Response Totals		76	28	0	0	0	0	29	10	9	15	4	2	5	2	1	0	1	139	17	12%			
Family Response Percentage		63%	37%	0%	0%	0%	0%	38%	13%	12%														
10/19/2026		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
08/10/26	76	08/24/26	74	09/08/26	74	09/28/26	76	10/13/26	82		
08/17/26	76	08/31/26	68	09/21/26	79	10/05/26	78	10/19/26	94		

Contract and Fraud Summary Report FY26-27 (5) (1)

ACTIVE SCHOOL READINESS PROVIDERS

Provider Type			FY 2026-2027			
	FY 24-25	FY 25-26	Previous Total	Providers Added	Providers Removed	Current Total
LFCCH	14	15	16	0	0	16
RFCCH	6	6	7	0	0	7
Licensed Center	52	56	55	0	0	55
Licensed Exempt Center	8	7	7	0	0	7
After School Only	0	0	0	0	0	0
Total Active SR Providers	80	84	85	0	0	85

NEW CONTRACTED SCHOOL READINESS PROVIDERS

Provider Type			FY 2026-2027		
	FY 24-25	FY 25-26	Previous Total	New Contracts	Total New Contracts
Homes (LFCCH & RFCCH)	3	4	2	0	2
Licensed Center	3	5	1	0	1
Licensed Exempt Center	3	0	1	0	1
After School Only	0	0	0	0	0
Total New SR Contracts	9	9	4	0	4

PROVIDER SR CONTRACT TERMINATIONS

Provider Type			FY 2026-2027			
	FY 24-25	FY 25-26	Previous Total	New Terms	Termination Reasons	Current Total
LFCCH	1	2	0	0		0
RFCCH	0	1	0	0		0
Licensed Center	7	1	3	0		3
Licensed Exempt Center	4	0	1	0		1
Total Provider Choice Terminations	12	4	4	0		4

COALITION SR CONTRACT TERMINATIONS

Provider Type			FY 2026-2027			
	FY 24-25	FY 25-26	Previous Total	New Terms	Termination Reasons	Current Total
Licensed	0	0	0	0		0
Exempt	1	1	0	0		0
Registered FCCH	0	0	0	0		0
Total Coalition Contract Terminations	1	1	0	0		0

TOTAL CONTRACT TERMINATIONS	13	5	4	0		4
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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	14= Ownership change

Contract and Fraud Summary Report FY26-27 (5) (1)

ACTIVE VPK PROVIDERS						
			FY 2026-2027			
Provider Type	FY 24-25	FY 25-26	Previous Total	Providers Added	Providers Removed	Current Total
Licensed	41	39	41	0	0	41
Licensed Exempt	10	8	7	0	0	7
School District	16	15	15	0	0	15
Total Active VPK Providers	67	62	63	0	0	63
NEW CONTRACTED VPK PROVIDERS						
			FY 2026-2027			
Provider Type	FY 24-25	FY 25-26	Previous Total	New Contracts	Total New Contracts	
Licensed	2	1	3	0	3	
Licensed Exempt	1	0	0	0	0	
Total New VPK Contracts	3	1	3	0	3	
PROVIDER VPK CONTRACT TERMINATIONS						
			FY 2026-2027			
Provider Type	FY 24-25	FY 25-26	Previous Total	New Terms	Termination Reasons	Current Total
Licensed Center	4	5	2	0		2
Licensed Exempt Center	3	1	0	0		0
Total Provider Choice Terminations	7	6	2	0		2
COALITION CONTRACT TERMINATION						
			FY 2026-2027			
Provider Type	FY 24-25	FY 25-26	Previous Total	New Terms	Termination Reasons	Current Total
Licensed	1	0	0	0		0
Exempt	0	0	0	0		0
Total Coalition Contract Terminations	1	0	0	0		0
TOTAL CONTRACT TERMINATIONS	8	6	2	0		2
Total VPK Only Providers	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	37	39	35	35	27	27
Fraud Summary						
Pending Action	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Total Fraud Cases	0	6	16	20	7	2
Total Overpayment Cases					16	1
Active Client	0	5	3	2	2	0
Active Provider	0	0	0	0	0	2
Fraud Restitution Submitted	\$0.00	\$154,280.00	\$2,827,972.29	\$2,607,730.86	\$157,350.43	\$16,453.05
Overpayment Amount Due					\$109,267.28	\$709.99
Overpayment Amount Collected					\$3,452.75	\$118.74
Oustanding Overpayment Amount					-\$105,814.53	-\$591.25
Pending Client	0	5	14	20	2	2
Pending Provider	0	0	1	1	1	0
Potential Restitution	\$0.00	\$152,811.00	\$2,827,972.29	\$2,996,311.50	\$2,633,928.47	\$16,453.05
Closed or Adjudicated	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027

Contract and Fraud Summary Report FY26-27 (5) (1)

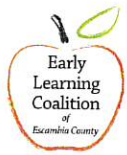
Client	0	1	3	9	0	0
Provider	0	0	0	0	0	0
Restitution Ordered	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$709.99
Restitution Ordered Prior to July 2015	\$174,566.00					

ELC OF ESCAMBIA COUNTY EXECUTIVE SUMMARY

Version: 26.7.1.1

TARGETS AND RESTRICTIONS

SR Direct Services Min: 78%	$\frac{3,674,170 + 19,917}{4,460,293}$	82.8%
SR Admin Max: 5%	$\frac{64,293}{4,460,293}$	1.441%
SR Admin/NonDirect/Quality Max: 22%	$\frac{766,206}{4,460,293}$	17.2%
SR Quality Min: 4%	$\frac{451,357}{4,460,293}$	10.1%
SR Match Max: \$192,580	41,006.90	
Dollar-for-Dollar Match:	41,006.90	
VPK Admin Max: 5%	$\frac{21,437}{666,464}$	3.217%
SR Plus Admin Max: 5%		5.2%

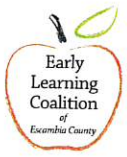


Early Learning Coalition of Escambia County

Office Policies & Procedures

Title: Voluntary Pre-Kindergarten Program Eligibility and Enrollment Policy and Procedure ELCEC 2201.1A

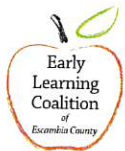
- 1.0 **PURPOSE:** This policy and procedure ensures consistency in determining eligibility and enrolling children into the Voluntary Pre-Kindergarten (VPK) Program, and to ensure compliance with related DEL, State, and Federal Regulations.
- 2.0 **SCOPE:** An early learning coalition shall determine the eligibility and enrollment of a child for the VPK program in accordance with Section 1002.53(2), and 1002.79(2) F.S.
- 3.0 **RESPONSIBILITY / AUTHORITY:** Voluntary Prekindergarten staff that manage, implement, or facilitate the eligibility and enrollment of children to participate in the VPK Program.
- 4.0 **COALITION RESPONSIBILITIES.**
 - 4.1 The Coalition will review documentation submitted via the Family Portal, determine the eligibility of each child for VPK, and manage the eligibility process through the Family Portal.
 - 4.2 When the Coalition has verified the eligibility of a child for VPK, and the provider has enrolled the child in their VPK program, the Coalition must complete a child's enrollment in the statewide information system by recording an association between the child and the child's VPK provider.
 - 4.3 The Coalition shall coordinate with the Department of Children and Families to keep current profiles of VPK providers in the coalition's geographic region on the Child Care Information System found on the website:
<https://caressearch.myflfamilies.com/PublicSearch>
 - 4.4 The Coalition shall assist all parents who present themselves or contact the early learning coalition with available information to help the parent make informed decisions. This information may be provided in person or through online resources and shall include:
 - a) ~~The Voluntary Prekindergarten Handbook.~~
 - b) Information about different VPK program types.
 - e) ~~Assistance navigating profiles of VPK providers in the Coalition's geographic region through the Child Care Information System website.~~
 - 4.5 The Coalition shall make available the use of technology at the Coalition office to all parents who present themselves requesting assistance with completing the Voluntary Prekindergarten (VPK) Education Program Child Application on the Family Portal.



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5.0 REGISTRATION AND ELIGIBILITY PROCEDURES: The Coalition shall document a child's eligibility and enrollment, as follows:

- 5.1 Child registration.** A parent wishing to register a child in the Voluntary Prekindergarten Education Program must complete and submit a Voluntary Prekindergarten (VPK) Education Program Child Application, through the single point of entry (known as the Family Portal), available at the following web address: <https://familyservices.floridaeearlylearning.com>. Parents shall register by using personal means, or with assistance available at the Coalition.
- 5.2 ~~Handbook.~~** ~~The Family Portal will guide every parent to access the Voluntary Prekindergarten Handbook, Form DEL-VPK-07 (September 2022), Rule 6M-8.201 F.A.C. and is available at the following website:~~ <https://familyservices.floridaeearlylearning.com>. ~~The VPK Handbook is hereby incorporated by reference as a part of the Coalition policy.~~
- 5.3 Determining eligibility.** The Coalition will review information submitted through the Family Portal to determine each child's eligibility. A child who resides in Florida and attains the age of 4 years old on or before September 1 of the program year is eligible to attend VPK that program year. Additionally, a child who resides in Florida and attains the age of 4 between February 2 and September 1 may attend VPK either that program year or the subsequent program year. A child cannot attend VPK for more than one program year unless granted reenrollment under Rule 6M-8.210, F.A.C. A child is not eligible for VPK once he or she has been admitted to kindergarten.
- 5.3.1 Age eligibility.** The Coalition shall determine if a child is eligible based on the age requirement in Section 1002.53, F.S., by accepting the following documents showing the child's name and date of birth:
- An original or certified copy of the child's birth record filed according to law with the appropriate public officer.
 - An original or certified copy of the child's certificate of baptism or other religious record of the child's birth, accompanied by a notarized affidavit stating that the certificate is true and correct, sworn to or affirmed by the child's parent.
 - An insurance policy on the child's life which has been in force for at least two years.
 - A passport or certificate of the child's arrival in the United States.
 - An immunization record signed by a public health officer or licensed practicing physician, or
 - A valid military dependent identification card or a federal or state government issued identification card.
 - If no supporting documents listed in subparagraphs (C)(1)a-f. above are available, a coalition may accept a parent's notarized affidavit of the child's age accompanied by a letter on official letterhead signed by a public health officer or physician stating that the child's age shown in the affidavit is true and correct.



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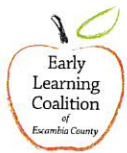
5.3.2 Residential Eligibility. To be eligible for VPK, a child must reside in Florida. The Coalition shall keep a record of at least one of the following supporting documents that shows the name and residential address of a parent with whom the child resides:

- a) Utility bill (electric, gas, water), cable, internet, home or cellular phone bill dated within 12 months of the date the child application is submitted.
- b) Pay stub dated within 12 months of the date the child application is submitted.
- c) Residential rental agreement or receipt from rental payment dated within 12 months of the date the child application is submitted.
- d) Government-issued document (for example, Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption).
- e) Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty in Florida when the child attends the VPK program.
- f) Federal government order showing that the child's parent is a federal employee assigned to work in Florida when the child attends the VPK program.
- g) A Florida Migrant Education Program Certificate of Eligibility (COE) Form from the Florida Department of Education.
- h) If no supporting documents listed in subparagraphs (2)(b) a-g. above are available, a coalition may accept a notarized affidavit from the child's parent accompanied by a letter from a landlord, property owner, or property lease which confirms that the child resides at the address shown in the affidavit, or
- i) If no supporting documents listed in subparagraphs (2)(b) a-h. above are available for a child who is experiencing homelessness as defined in Section 1003.01(12), F.S., a coalition shall document residency based on other supporting documents showing that the child who is experiencing homelessness and resides in Florida (for example, letter from a homeless shelter, homeless referral, or notarized statement from the child's parent).

5.4 Eligibility for VPK Specialized Instructional Services. Rule 6M-8.500, F.A.C., sets forth the requirements for participation in VPK Specialized Instructional Services. In general, eligibility for VPK Specialized Instructional Services (VPK SIS) in lieu of a traditional VPK education program, requires that the child must have a disability, and a current individual educational plan (IEP) developed by the local school district. The Coalition shall keep a record of the child's IEP and ensure that the VPK Specialized Instructional Services sought are consistent with the child's IEP. Specifics of the Coalition's policy regarding VPK SIS are contained in VPK Specialized Instructional Services (SIS) Policy, ELCEC 2202.1B

6.0 ENROLLMENT PROCEDURES: A VPK provider may only enroll a child in the VPK or VPK SIS program after the Coalition determines that the child is eligible for the program. A VPK provider shall collect Form DEL-VPK 02, titled Child Certificate of Eligibility, or ~~Form OEL-VPK 04~~, Certificate of Eligibility for Reenrollment (December 2025) as

ELCEC 2201.1A, Rev. November 12, 2026



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incorporated by Rule 6M-8.210, F.A.C., from the child's parent. Both forms are generated by the Family Portal after the Coalition determines the child is eligible. The VPK provider shall complete and sign the remainder of the Certificate of Eligibility form with the parent. Once signed by parent and VPK provider, the VPK provider will submit an enrollment request for child from their provider portal for the coalition to review. Form DEL-VPK 02, is hereby incorporated by reference and may be obtained as described in Rule 6M-8.900, F.A.C., or at <https://www.flrules.org/Gateway/reference.asp?No=Ref-08025>.

- 6.1 For children enrolling into the VPK SIS program, an early learning coalition and VPK SIS providers will adhere to the Rule 6M-8.500, F.A.C., and the Coalition's VPK Specialized Instructional Services (SIS) Policy, ELCEC 2202.1B.
 - 6.2 A coalition must allow a VPK provider to enroll a child who resides in a Florida county other than the county where the provider's VPK site is located. ~~If the county listed on Form DEL-VPK 02 or Form OEL-VPK 04 is different than the county where services will be provided, the early learning coalitions shall coordinate to change the county of services on the child's application in the Family Portal to the correct county (if the child has not yet attended VPK).~~ After eligibility for the VPK program is determined by an early learning coalition, no further resubmission or reverification of age and residential eligibility documentation is required.
 - 6.3 A VPK provider may only enroll a child with the coalition of the county where the provider's VPK site is located, regardless of the county in which the child resides.
 - 6.4 The Coalition, upon receipt of the completed or verification of the completed Form DEL-VPK 02, Titled Certificate of Eligibility or ~~Form OEL-VPK 04~~ Certificate of Eligibility for Reenrollment, shall complete a child's enrollment in the statewide information system by recording an association between the child and the child's selected VPK provider.
- 7.0 **RE-ENROLLMENT PROCEDURES:** For parents requesting to reenroll his or her child in the VPK program, the Coalition shall adhere to the requirements in Rule 6M-8.210, F.A.C. ~~The requirements in Rule 6M-8.210 have not changed, but how to request a re-enrollment for a child has been updated.~~ Effective March 30, 2017, parents must request re-enrollment from their family portal account for their child with new rule changes effective **December 17, 2025**, removing the seventy percent completion so a child may use all hours eligible for based on program session enrolled.
- 7.1 Once application has been submitted to the Early Learning Coalition parent will wait on ELC to review application for approval.
 - 7.2.1 The Early Learning Coalition will review the application and verify:
 - a) Parent submitted the correct application with correct information for last VPK program provider their child attended with and documentation if required.
 - b) Coalition will calculate the hours used by child with the last VPK program provider and enter the number of hours used on the Coalition Review side of the application submitted by parent for child.



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- c) The Coalition will verify the last VPK program provider name submitted by the parent on their re-enrollment application. If the submitted last program provider name is incorrect it will be corrected on the Coalition Review side with the correct last provider's name.
- d) The Coalition will determine if child is still attending with the last VPK program provider. If a child is still attending, The Eligibility Coordinator will terminate the child's enrollment with the VPK program provider for the last day child will attend with the provider. The Eligibility Coordinator will then enter the last date child attended with the last VPK program provider on the Coalition Review side of the application.
- e) The Coalition will enter Class ID of last VPK program provider on application.
- f) The Coalition will determine if documentation submitted is correct for type of re-enrollment being submitted depending on the reason for the request from the parent.
- g) The Coalition will approve application if everything is correct on the application.
- h) The Coalition will reject application:
 - 1. If the wrong type of re-enrollment has been submitted by parent.
 - 2. ~~If the child has attended 70% or more of the current program year.~~
 - 3. If the documentation submitted is incorrect.

8.0 RECORDS RETENTION: Previous year's records will be retained for five years in accordance with the Coalition's Fiscal Policy.

9.0 ATTACHMENTS: None.

Document Revisions

<i>Revision Date</i>	<i>Change Description</i>
May 31, 2107	Updated
April 12, 2018	Updated and reformatted to Coalition standard
December 09,2022	Updated and reformatted to Coalition standard
February 13, 2025	Updated
November 12, 2026	Updated

Renee Maxwell

From: Tammy Hicks <Tammy_Hicks@acsi.org>
Sent: Wednesday, October 14, 2026 8:21 AM
To: Alphonsa Henderson
Cc: Dawn Engel; Renee Maxwell
Subject: ELC Board

Dear Al and ELC Staff,

Please accept this email as my formal resignation from the Early Learning Coalition of Escambia County Board effective immediately. Thank you.

"May the glorious Father give you the Spirit of wisdom and revelation to know Him better...a heart enlightened to know the hope to which He has called you, and the all-surpassing power of the Holy Spirit to strengthen you each day!"

In His grace,

Tammy Hicks

ACSI EE Florida Approval Program Coordinator

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