



DISENROLLMENT POLICY & PROCEDURE

The provision of child care services, through the Early Learning Coalition of Pasco and Hernando Counties, Inc., is critical for addressing state policy goals in the areas of SR, child welfare and economic self-sufficiency of low-income families. Significant financial penalties could apply to the state if child care services are not provided for families receiving temporary cash assistance and subject to work requirements.

Early Education and Care, while critical to achieving federal and state policy objectives, are not an entitlement or guaranteed. A Fair Disclosure statement on the eligibility and re-determination forms is given to parents notifying them that the provision of SR services is subject to the availability of funding and placement priorities.

It is the position of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors that dis-enrollment of children from the SR program must be a last resort decision. The decision to activate the dis-enrollment procedure stated below must be preceded by documentation that the following activities have been completed:

Budget Tracking/Fund Management

The Coalition will utilize a system to track enrollment in and expenditures for the SR program. A monthly analysis will be performed and will include:

- Estimated annual expenditures through the end of the fiscal year based on current enrollment, current expenditures of SR funds, and the recurring trends and conditions anticipated to affect enrollment and expenditures.
- Estimated number of children to be served in the SR program through the end of the fiscal year.
- Forecast budget surplus or deficit through the end of the fiscal year.

The Coalition will utilize strategies for managing SR funds and preventing a deficit. Strategies may include:

- Transfer of SR funds from administration, non-direct services or quality services to direct services.
- Delay in enrolling child(ren) in subsequent priority eligibility group.

- Suspension of automatic enrollments in subsequent priority eligibility groups of children previously enrolled in a priority eligibility group (i.e., stop “rollovers”).
- Reduction in payment rates for SR providers.
- Increase parent copayments (requires Coalition Plan Amendment).
- Re-determine eligibility of current enrollments.
- Coordinate with other School Readiness Partners:
The Coalition will communicate with other SR partners to research other avenues of service.

Reobligation/Deobligation

The Coalition may request an increase in SR funds if a deficit is forecast in direct services for the fiscal year by submitting a written request to the Executive Director of OEL. Reobligation requests must be submitted between the last Friday in January and the first Friday in June of the fiscal year.

Disenrollment

If dis-enrollment is deemed necessary after exhausting all other options described above, the Coalition shall:

1. Provide written notification to Florida’s Office of Early Learning at least forty-eight (48) hours prior to the initiation of formal consideration by the Board to dis-enroll a group of children from early learning programs.
2. Provide written notification to Florida’s Office of Early Learning at least five (5) business days prior to taking action to notify providers or families of a determination to dis-enroll a child from early learning programs. The notice shall be submitted with a copy of the two most recent monthly utilization analyses and shall identify the enrollment priority group from which the Coalition plans to dis-enroll children and the number of children the Coalition plans to dis-enroll within that group.
3. Provide written notice to any affected parent/guardian at least two (2) weeks prior to dis-enrollment. This notice will include the effective date of the dis-enrollment.
4. Provide written notice to affected SR providers at least two (2) weeks before children are dis-enrolled from the SR program. This notice will include the effective date of the dis-enrollment.
5. Continue initial enrollments of children in priority eligibility groups in accordance with Section 411.01(6), Florida Statutes.
6. Establish enrollment priorities among the subsequent priority eligibility groups in descending order, beginning with the highest enrollment priority, in accordance with Section 1002.87(1), Florida Statutes.

7. Prohibit dis-enrollment of groups of children for a reason other than preventing a deficit or failure to comply with eligibility requirements.
8. Permit the dis-enrollment of children in order, beginning with the lowest enrollment priority. The procedure may allow for the dis-enrollment of a distinct subgroup within an enrollment priority (e.g., school age children older than a specified age).
9. Submit a plan amendment, if applicable, and receive written approval of the submitted plan amendment from Florida's Office of Early Learning.

References:

45 CFR Parts 98 and 99

Section 1002.87, F.S.

Chapter 414, F.S.

Revisions Approved by Executive Committee on March 16, 2016