



Family Portal School Readiness Application Procedure

PURPOSE

To establish procedures for maintenance and enrollments from Florida's Early Learning Family Portal for child care services funded by the Early Learning Coalition of Pasco and Hernando Counties (PHELC).

BACKGROUND

PHELC maintains the Family Portal for subsidized child care services in Pasco and Hernando Counties. Applicants may complete an application at a Coalition office kiosk, or online through the Family Portal website.

POLICY

It is the intent of PHELC to provide families with accessibility to the Family Portal to apply for early learning services. Children are placed on the Family Portal Wait List and subsequently enrolled in care as per the School Readiness Services and Wait List Priority Policy.

PROCEDURES

A. *Family Portal Placement*

1. Applications will be electronically prescreened through the Family Portal application process.
2. If preliminary application is determined eligible through the prescreen process, the full application will be completed by the family and electronically submitted to the Coalition for review.
3. The coalition will review each submitted application and required documentation within twenty (20) calendar days of receipt to determine if parent is potentially eligible pursuant to Section 1002.87(1), F.S.
4. The coalition will notify parent if eligibility criteria have or have not been met.
5. If full application and supporting document(s) are determined eligible, the child(ren) are placed on the Family Portal waitlist in chronological order by the priority group and the date the application is received.
6. Unborn children may not be deemed eligible for the wait list.
7. Families who have completed an application and meet the criteria will receive an email notification that they have been determined eligible and have either been placed on the Wait List or funding is available.

8. A family will be placed on the wait list on a first-come, first-serve basis, based on the date of the submitted application, the potential eligibility category and priority categories specified in Section 1002.87(1), F.S., and the age of the child. The coalition may consider local service priorities within a priority category.

B. *Removal from Wait List*

The Coalition will notify the parent of removal from the wait list. This notification will include why the family was not placed on the wait list or why the family was removed from the wait list. Notice of removal will not be provided when funding becomes available for SR services. A family will be removed from the wait list for the following reasons:

- a. Failure to maintain accurate contact information;
- b. Failure to meet SR eligibility requirements as specified in Section 1002.87(1), F.S.;
- c. Failure to confirm information. (Parent does not validate information by due date indicated on verification notification.);
- d. Over age limitation. Any child 13 or over will be removed from the wait list;
- e. SR services no longer needed. The parent indicates via email, fax, mail, telephone or in person that SR services are no longer needed;
- f. The parent does not respond to notification for available funding by the due date;
- g. The family no longer resides in the coalition's service delivery area; or
- h. Funding becomes available for SR services and the child is enrolled with a SR provider.

C. *Reapplication to the Wait List*

1. If a family is removed from the wait list, they must reapply for SR services and will be screened for eligibility according to subsection A.3. to be placed back on the wait list and receive a new wait list date.
2. If a family on the wait list of a coalition moves out of the coalition's service area, the family must reapply for services with the coalition operating in the family's new location. The family will receive a new wait listing date with the coalition offering services in the new location.

D. *Child Care Placement*

1. Coalition staff review a monthly report generated from the Family Portal. The Finance Director will review utilization reports to determine the availability of funds for new placements.
2. Coalition staff will determine the number of children that will be notified for placement by Coalition priority and available funding. Placement of children into care from within the same priority group will be completed by wait list date order.
3. Upon the decision to place children from the Family Portal Wait List, families will be contacted via email and/or telephone regarding funding availability.
4. Parents will be given a designated time frame, not to exceed ten (10) business days, to attend a face-to-face eligibility interview.

E. Revalidation

1. Families must revalidate their application every six (6) months, when an automatic notification is emailed to the parent from the Family Portal. The coalition will notify the parent within thirty (30) calendar days prior to the revalidation date.

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