



Early Learning Coalition of Southwest Florida, Inc.

Subject: Single Point of Entry and Unified Waiting List For School Readiness and VPK Programs		
Policy #: 404.2 ELCSWF-SR-0003A-11	Child Eligibility	Reference # OEL-SR-404
Approval: March 16, 2011	Effective Date: Immediate	Replaces (policy # and date): ELCSWF-SR-0003-05 approved March 17, 2005, 7-26-06, 9/27/2008

Policy:

1. Pursuant to Chapter 411.01, F.S., all individuals wishing to receive early learning coalition child care services may apply in person, by telephone or through the internet website provided by the Agency for Workforce Innovation, Office of Early Learning currently at <https://spe.schoolreadiness.org/pe/>.
2. Clients who are referred for services either through the Work Force Development Board, Department of Children and Families or their contracted providers; and CCPP employee participants, are not subject to the waiting list.
3. All potentially eligible children are placed on the wait list under the child's legal name, age, and probable eligibility category. Unborn children are not eligible to be placed on the waiting list.
4. The wait list for each county must be reviewed regularly by staff to ensure there are no duplicate entries of names and the number of waiting families is accurate.
5. Once a family has been removed from the wait list, any subsequent applications for services are treated as an initial application. The family's prior position on the waiting list will not be reinstated.
6. Enrollment and payment for child care services is contingent on availability of funding and placement prioritization.
7. Priority selection of families from the waitlist is based on the criteria outlined in Coalition Policy 404.1.
8. All rules, regulations, and guidance from the Agency for Workforce Innovation shall be incorporated into the Coalition's "School Readiness Policy and Procedures Manual, and shall serve as guidance for staff.

Associate Documents: School Readiness Policy and Procedure Manual.

Citation History: Chapter 411.01, (5) (c), F.S., Rule 60BB-4.300 F.A.C.