



<b><u>SUBJECT:</u></b> <b>Provider Eligibility for School Readiness Services</b>		
<b><u>Policy #:</u></b> 408.3 ELCSWF-SR0033-09	<b><u>Category:</u></b> Provider Eligibility	<b><u>Reference #:</u></b> OEL-SR-408
<b><u>Approval:</u></b> September 2, 2009	<b><u>Effective Date:</u></b> September 2, 2009	<b><u>Replaces (policy # and date):</u></b> ELCSWF-SR008A-07 and 08.

**POLICY:**

1. Any private child care provider, Public School, Charter School or Non-Public School wishing to deliver School Readiness services must complete and submit all Coalition required documentation.
2. Prospective School Readiness providers must meet the following criteria:
  - a. Will be a legally operating child care provider pursuant to Chapter 402.302-319 of the Florida Statutes, including Public School, Charter School and Non-Public Schools.
  - b. Will annually complete and submit a "School Readiness Child Care Provider Application" (Form SR-1001), Provider Agreement for School Readiness Services (Form SR-1004), Rate Verification Form, and Holiday Schedule.
  - c. Will be in good standing with the Department of Children and Families Child Care Licensing Unit, the COALITION and/or the current or previous applicable accrediting agency. "Good standing" means that within the past (24) twenty-four months, the prospective School Readiness provider (owner/management) has been free of the following specific administrative actions:
    - Probation Status, Denial or Revocation of facility license registration or accreditation,
    - Termination by any other Coalition based on past poor performance, misrepresentation or fraud.
  - d. Will have a history of compliance with the ELCSWF Coalition, if a previous participating provider. Approval with a history of non-compliance will be subject to approval by the Coalition CEO.
  - e. Will implement a Coalition approved developmentally appropriate curriculum.
  - f. Will meet the requirements of Chapter 402.302-319, F.S., and Rule 65C-22 FAC for child care facilities and Rule 65C-20 FAC for family child care homes.
  - g. Prior to approval, new applicant programs, which are exempt from licensure pursuant to ss. 402.302-319 F.S., will be in full compliance with a Health and Safety inspection conducted by Coalition staff.

- h. If the applicant is the focus of pending disciplinary licensing action by DCF, or under investigation with law enforcement, processing of the application will be held pending the final resolution of the aforementioned agency. Child Care providers whose applications are being held will be promptly notified of the decision of the application once the pending issues are resolved.
- 3. The Coalition's Final approval will be demonstrated by co-signing the SR Provider Agreement by the Chief Executive Officer or designee. The date the Coalition signs is the date the agreement is executed.
- 4. Applicants who do not meet the eligibility criteria will not be accepted for participation in the program. The Coalition or designee will notify the applicant in writing of the decision, and reason for denial of participation in School Readiness. In addition, the applicant must be advised of their right to appeal and request a hearing as outlined in policy #ELCSWF-EL0015-06 "Appeals and Hearings".
- 5. The renewal of a School Readiness Provider is at the discretion of the Coalition and will be based on the Provider's overall compliance with the School Readiness requirements and program goals.

### **General**

- 6. Any Child Care Provider who previously served as a School Readiness provider and left the program either voluntarily or involuntarily, must resubmit an application or meet the same conditions as a new applicant.
- 7. Child Care Providers must be approved by the Coalition for School Readiness service provision prior to receiving reimbursement or accepting school readiness children with an expectation of reimbursement.
- 8. A School Readiness Provider who owns more than one facility site must submit separate applications for each site. However, the owner need only complete one Provider Agreement and other related forms if they apply to all facilities.
- 9. Family Child Care Providers, who are registered or licensed by DCF, and operate in the same home in which the SR child resides, are not eligible to receive child care reimbursement above the approved informal child care rate pursuant to the definition of Family Child Care Provider in 98.2 CFR.
- 10. Requirements for Informal Providers are addressed in Policy 408.2 (ELCSWF-SR0031-09) and Procedure 408.2-P1.

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### **Associated Documents:**

SR Provider Application (SR-1001)  
Provider Agreement for School Readiness Services (SR-1004)  
408.3 Procedure for Provider Eligibility for SR Services

**Citation History:** 45 CFR 98, 411.01 (5) F.S., ss. 402-302-319 F.S., Rules 65C-22, 65C-20, F.A.C.