

# Early Learning Coalition

of Pinellas County, Inc.

<b>Policy:</b> ELCPC-61.1.6	<b>Title: School Readiness Provider Notification Compliance</b>	
<i>Formerly addressed in: ELCPC- 61.2.1 and ELCPC-61.2.2</i>	<b>Review Date:</b> <b>September 2011</b>	<b>Next Review Date:</b> <b>August 2012</b>

**References:** School Readiness Provider Agreement

**Purpose:** To provide interpretive guidelines for applicable notification requirements as outlined in the School Readiness Agreement.

**Background:** School Readiness providers are contracted by the Coalition to provide care for at-risk and low income children receiving School Readiness Scholarships.

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

**Certain changes by the provider may void the existing Provider Agreement and require execution of a new Agreement to remain eligible for School Readiness funding. Agreements are not effective prior to the date of the final signature.**

**Policy:**

**I. OWNERSHIP CHANGES**

Purchase of an early learning facility offering a School Readiness program does not automatically qualify a new owner for a School Readiness Agreement.

If there is a change in ownership, the Provider must notify the Coalition in writing and submit the following document at least ten **(10) days before** the change occurs:

- Completed Provider Change Notification Form

The following documentation is required upon completion of the sale:

- Change of Ownership Form from Child Care Licensing
- Completed School Readiness Provider Application
- Completed W-9 form
- IRS letter indicating acceptance of Employer Identification Number (EIN)

- Holiday Schedule
- Survey of Rates
- Finance Department Agreement for Automatic Direct Deposit form with voided check or blank deposit slip
- Copy of Pinellas County Child Care License
- Copy of Certificate of Child Care Liability Insurance
- Two copies of a new 90 Day Provisional Agreement signed with original signatures by the new owner and submitted to the Coalition.

Provider will receive a site visit by Coalition Staff at new location.

## II. DIRECTOR CHANGES

If there is a change in Director, the Provider must notify the Coalition in writing and submit the following at least **ten (10) days before** the change occurs:

- Completed Provider Change Notification Form
- Two copies of a new Agreement signed with original signatures by the new Director or Owner and submitted to the Coalition (Only if the current School Readiness Agreement was signed by the previous Director)

## III. CONTACT INFORMATION CHANGES

The Coalition's primary method for communicating with Providers is electronically (email). The Provider is required to maintain and monitor a working email address for sending and receiving communications from the Coalition.

In the event a Provider's email is found to be invalid, the Provider will be notified and required to provide a valid email address within three (3) business days.

If there will be a change in the landline telephone number, mailing address (that does not constitute a physical move), or email address, the Provider must notify the Coalition in writing and submit the following at least **ten (10) days before the change occurs.**

- Provider Change Notification Form (can be accessed on the Coalition website)

## IV. PHYSICAL ADDRESS CHANGE

If there will be a change in the physical address where services are being provided, the Provider must notify the Coalition in writing and submit at the following at least **ten (10) days before the change occurs:**

- Provider Change Notification Form

Change in the physical address will require a new Provider Agreement.

Following notification, Provider must submit the following to continue reimbursement for School Readiness children:

- Copy of Pinellas County Child Care License
- Certificate of Child Care Liability Insurance with new address.
- W-9
- Rate Survey (if rates will be changed based on new location)
- Two copies of a 90 Day Provisional Agreement signed with original signatures by the owner and submitted to the Coalition.

***Upon execution of a Provisional Agreement, Coalition staff will conduct a School Readiness New Provider/Owner Review Tool for School Readiness.***

## **V. CALENDAR CHANGES**

1. Temporary closures affecting scheduled instructional hours that are **within** the control of the Provider such as unplanned vacations, will not receive reimbursement for the instructional time disrupted by the closure. Notification of such closures must be submitted to the Coalition in writing within 24 hours. (Planned closures noted on the Holiday Schedule do not need to be reported).
2. Temporary closure due to circumstances **outside** the control of the Provider such as hurricanes, power outages, or a break in the waterline may be reimbursed. Notification and verification of such closures must be submitted to the Coalition in writing within 24 hours.

## **VI. TERMINATION OR DISCONTINUANCE OF SCHOOL READINESS PROGRAM**

Upon agreement to terminate the School Readiness Provider Agreement between the Provider and the Coalition OR if the Provider decides to withdraw from the School Readiness Program, the Provider must notify the Coalition in writing at least thirty (30) days prior to termination of the program. Alternative arrangements for uninterrupted services must be made for children enrolled with the Provider in the SR program at least thirty (30) calendar days prior to the termination. Notification must include:

- Provider Name and Address
- Date of Termination or Withdrawal from the SR Program, if the termination or withdrawal from the program is the Provider's decision
- Details of alternative arrangements made for children to receive uninterrupted services
- Any child file documents related to School Readiness payments for all School Readiness funded children including parent sign-in/sign out sheets for the purpose of fulfilling record retention requirements.

Child Care Resource & Referral staff will contact School Readiness families to assist in finding alternative care.

## **VII. UNUSUAL INCIDENTS AND FINES**

Providers must notify the Coalition of any Child Care Licensing fines, reports of suspected abuse by an employee to protective services or *other unusual incidents* verbally within one (1) hour and in writing within three (3) business days. Unusual incidents must be documented on the *Unusual Incident Form (SR-61F-19)* or *PCLB Accident/Incident Record*.

If the Coalition loses contact with and is unable to reestablish contact with a provider, the School Readiness Agreement will be terminated. The provider will be ineligible from offering School Readiness services until a new Agreement is executed.

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

## **Procedures:**

### **I. MONITORING**

Notifications received by the Coalition will be reviewed individually to ensure proper time frames have been adhered to.

### **II. ENFORCEMENT**

Failure to provide written notification within required time frames may result in:

#### **Level 2 School Readiness Enforcement**

##### **Nonpayment for School Readiness**

Providers may not be reimbursed for affected days in which a change was already implemented. Nonpayment may extend until the change is processed.

##### **Service Improvement Agreement**

Providers who fail to report an unusual incident or with repeated notification related non-compliances will be placed on a Service Improvement Agreement.

#### **Level 3 School Readiness Enforcement**

##### **Termination of School Readiness Agreement**

Failure to demonstrate compliance upon conclusion of the Service Improvement Agreement will result in Termination of the School Readiness Agreement. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from Termination of the Agreement.

Note: change in physical address or owner automatically void the School Readiness Agreement. A new School Readiness Agreement must be executed in order to continue receiving School Readiness funds.

Parents of School Readiness funded children will be notified that the funding for these programs with this Provider will cease. CCR&R staff will assist parents in finding alternate care. If parents choose to stay with their current Provider, they will forfeit their School Readiness scholarship.

**Exhibits:** School Readiness Provider Change Notification Form SR-61-F2