

Early Learning Coalition of Florida's Heartland, Inc.

Policy snapshot: The purpose of this policy is to set firm timelines for provider submission of needed documentation for reimbursement of School Readiness and Voluntary Pre-kindergarten (VPK) services. The policy includes a timeline for end of the fiscal year submissions (the timeline for which is shorter compared to the rest of the fiscal year)

Subject: Monthly Attendance Logs and Adjustment Timeline for Provider submissions		Policy/Procedure # FM-1	
Page: 1 of 2		Adoption Date: 7.20.05	Revision Date: 04.02.08
Approved by: ELCFH Board		Title: Andrew Bible, Chair	
Distribution: All Fiscal and Eligibility Management Policy/Procedure Manuals; All Contracted School Readiness and VPK Providers		Authority References: Associate Director: Client Services; Associate Director: Quality	

Purpose: The purpose is to establish a timeline for submission of required documentation to substantiate School Readiness (SR) provider reimbursement.

Contact: Anne Bouhebent, Executive Director.

Persons Affected: Providers providing SR and VPK services.

Policy: This policy sets the process in which the ELCFH manages submission of documentation required for provider reimbursement of SR and VPK services.

Rationale: To have a system of accountability for proper distribution of federal and state money.

Definitions:

“**Coalition**” or “coalition” means an early learning coalition created under s. 411.01, FS. And specifically refers to “**Early Learning Coalition of Florida’s Heartland, Inc. (ELCFH)**.”

“**Provider**” means the individual or facility responsible for the provision of early learning services for children.

“**School Readiness**” refers to the School Readiness Act in Chapter 411.01, F.S.

“**VPK**” means Voluntary Pre-Kindergarten Education Program pursuant to Chapter 1002, Part V, Florida Statutes.

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Procedures:

- A. All current attendance logs are due into the Coalition offices on the first business day of the month. This enables the reimbursement process to use minimal time to tabulate the attendance logs for timely payment.
- B. In order to fully utilize slot dollars, all attendance logs and adjustments will be accepted up to 60 calendar days past the ending date of the current month. For example, July attendance or adjustment will only be accepted up to September 30th. Attendance sheets that are received 61 calendar days or later than the ending date of the current month will not be reimbursed.
- C. The last month of the fiscal year (June) will be the exception to this policy. June paperwork is due on the first business day of July. Adjustments will be accepted no later than July 15th.
- D. Special exceptions can be requested via the Grievance Committee.