

Early Learning Coalition of Florida's Heartland, Inc.

Attachment 1.1.9

Subject: Prior Approval Procedures		Policy/Procedure # FM-6	
Page: 1 of 1		Adoption Date: 8.22.07	Revision Date:
Approved by: ELCFH Board		Title: Andrew Bible, Chair	
Distribution: Upper Administrative staff; Finance staff		Authority References: Executive Director, Finance Officer	

References:

Prior Approval Procedures using Federal or State Grant Awards OMB Circulars A-110; A-122 and AWI FG 05046

Purpose:

To obtain required written prior approval from AWI for selected cost items.

Background:

The Office of Management and Budget Circulars establish principles and standards for determining allowable activities and costs for Federal Awards carried out through grants, cost reimbursement

By June 1st of each year, the Early Learning Coalition of Florida's Heartland, Inc. will complete the "Annual Approval Request Form". Lists of the selected cost items that are currently eligible for annual approval are disclosed on the form. The Finance Officer prepares the Annual Approval Request Form. The Executive Director reviews, approves and authorizes the request prior to the submission to AWI.

When the approval from the AWI is confirmed, a copy of the approved document will be filed.

☺ **Charlotte Office**
3028 Caring Way, Suite 4
Port Charlotte, FL 33952
Phone: 941 255-1650
Fax: 941 255-5856
Toll-Free: 866-639-4979

☺ **DeSoto Office**
4 West Oak Street, Suite H
Arcadia, FL 34266
Phone: 863 494-5233
Fax: 863 494-5291
Toll Free: 866-639-4979

☺ **Hardee Office**
324 N. 6th Avenue
Wauchula, FL 33873
Phone: 863-767-1002
Fax: 863-767-1007
Toll Free: 866-639-4979

☺ **Highlands Office**
209 N. Ridgewood Drive
Sebring, FL 33870
Phone: 863-314-9213
Fax: 863-314-4480
Toll-Free: 866-639-4979