


Early Learning Coalition of Florida's Heartland, Inc.

Subject: Disenrollment Policy for School Readiness	Policy/Procedure: SR-7
Page: 1 of 1	Adoption Date: 12-20-06 Revision Date:
Approved by: ELCFH Board	Title: Andrew Bible, Chair
Distribution: All Client Services Policy/Procedures Manuals	Authority References: ELCFH Board, Federal and State Statutes

Disenrollment Policy:

- The Coalition will have a fair disclosure statement on all eligibility and re-determination forms notifying parents that the **provision of school readiness services is subject to the availability of funding and placement priorities.**
- The Coalition will use a wide range of budget management strategies to maintain fiscal integrity and balance
- The Coalition will utilize disenrollment of non-priority participants as a last resort option to maintain fiscal balance.
- TANF and At Risk Referrals, then children ages birth to pre-kindergarten entry age have priority status for continuing services.
- Upon the decision to disenroll, The Coalition will identify the children as those first to have services terminated.
- The Coalition will send notification of termination of services to Parents at the address on file with the Coalition with as much notice as possible but not less than 10 days prior to the official date of services being terminated.
- A copy of the Parent notification will be sent to Providers serving the children whose services are being terminated with effective date of termination.
- Consideration will be given to the impact disenrollment will have on the provider community.
- The Coalition has the sole discretion to amend this policy as needed.

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