

Early Learning Coalition of Florida's Heartland, Inc.

Subject: Referrals expired on BG1 (At-risk) cases	Policy/Procedure # SR-8
Page: 1 of 1	Adoption Date: 05.28.08 Revised:
Approved by: ELCFH Board	Title: Andrew Bible, Chair
Distribution: All Eligibility Management Policy/Procedure manuals	Authority References: Associate Director Client Services
	Cross Reference: ELCFH CS Manual

Purpose: The purpose is to establish a standardized policy and procedure for BG1 (At-risk) clients with expired referrals who may still be in need of child care services.

Contact: Anne Bouhebent, Executive Director

Procedure Statement: Clients who are served via the BG1 (At-risk) funding category may be eligible to receive further child care services if criteria for BG8 (Working Poor) eligibility is met.

Definitions:

- **“At-risk”** refers to children with specific characteristics as detailed in FS 411.202. At-risk children are served by the ELCFH via mandated referrals.
- **“Client”** refers to any individual who has made application, received benefits or services in either the school readiness or voluntary pre-kindergarten program in Charlotte, Desoto, Hardee or Highlands Counties.
- **“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).**
- **“Immediate”** – without interval of time, as soon as possible.
- **“School Readiness”** refers to the School Readiness Act in Chapter 411.01, F.S.

Procedure:

- The ELCFH tracks and is notified by the referring agency of BG1 funded cases that are expiring or being closed before the expiration date.
- The client may seek additional child care services through the ELCFH.
- In order to receive immediate child care services, the following must exist:
 - Family eligibility based on family size, gross income, and either working or attending school.
 - The ELCFH does not have a wait list or the child is in an age priority that is currently being enrolled for services. This is solely dependent on available funds.
- If the family is either not eligible for services or funding does not exist, resource and referral services will be provided through the ELCFH.