



# Program Integrity School Readiness Policy Unit 2017-19 Coalition Plan

## Coalition Plan Certification

A Publication of the  
Office of Early Learning

September 2017

## Purpose

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The intention of this certification is to validate and certify the coalition’s approved School Readiness (SR) Program Plan, on file with the Office of Early Learning (OEL) School Readiness Policy Section, is current and in use. It is OEL’s intent to request only those SR Program Plan Elements that have changed, require annual updates or require updates based on rules that became effective after the previous coalition plan submission and approval.

By completing this certification, the early learning coalition acknowledges and confirms that School Readiness services will be executed as approved by OEL and in compliance with all applicable federal, state and local laws and regulations and the approved State Child Care and Development Fund (CCDF) Plan.

## Instructions

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Indicate “Yes,” “No” or “N/A” to certify the coalition’s current SR Program Plan aligns with the most recently approved plan element on file at OEL, as indicated by the “approval date” column. The “N/A” option should only be used for those elements that are not applicable to the coalition, (example: Element I.E. Fiscal Agent Contract). If the coalition indicates “No” for any of the elements below, the coalition should submit a plan amendment to OEL for review. If a coalition needs to amend an element, please indicate this in the comments/explanation column.

The elements shaded in grey require the coalition to submit updated attachments to reflect recent revisions to rule. The coalition will submit a plan amendment for each element for approval from OEL.

Once the coalition submits the completed certification with all elements requiring amendments, OEL will have 45 days to review and approve the revised SR Program Plan.

<b>EARLY LEARNING COALITION OF <u>HEARTLAND</u></b>						
<b>COMPLETION DATE: <u>SELECT DATE</u></b>						
<b>Certifications</b>	<b>Approval Date</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Explanations</b>	
<b>I. Coalition Operations -</b>						
<b>A</b>	The coalition certifies that it is operating according to its most recently SR plan-approved <b><i>Board Roster</i></b> . If the coalition has a new board roster or has experienced recent changes in its board composition, submit a plan amendment and upload the new roster onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<a href="#"><u>9/5/2017</u></a>	<input type="checkbox"/>	x	<input type="checkbox"/>	Seat number 14 was appointed by the local CSC on 10.18.17 and approved by the ELCFH Board on 10.25.17.
<b>B</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Business Organization</i></b> chart, which includes the coalition's business units by title and function. The chart also includes position titles for each position within a unit. If the coalition has a new business organization chart or has experienced recent changes in its business organization, submit a plan amendment and upload the new business organization chart onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<a href="#"><u>10/19/2016</u></a>	x	<input type="checkbox"/>	<input type="checkbox"/>	FY 17-18 organizational chart included, but is essentially the same as FY 16-17.
<b>C</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Articles of Incorporation</i></b> . If the coalition has a new board roster or has experienced recent changes in its articles of incorporation, submit a plan amendment and upload the new articles of incorporation onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<a href="#"><u>1/15/2016</u></a>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Bylaws</i></b> . If the coalition has a new board roster or has experienced recent changes in its bylaws, submit a plan amendment and upload the new bylaws onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<a href="#"><u>1/15/2016</u></a>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>E</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Fiscal Agent Contract</i></b> . If the coalition has a new fiscal agency contract or has experienced recent changes in its fiscal agent contract, submit a plan amendment and upload the new fiscal agent contract onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<a href="#"><u>1/15/2016</u></a>	<input type="checkbox"/>	<input type="checkbox"/>	x	

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	<i>*This applies only to coalitions that are not organized as a corporation or other business entity.</i>					
<b>F</b>	The coalition certifies that it is operating according to its SR plan-approved <b>Procurement</b> policies and procedures. If the coalition has a new procurement policy and procedure or has experienced recent changes in its procurement policies and procedures, submit a plan amendment and upload the new policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder. <i>* The extended deadline for federal requirement to revise procurement policies is December 2017.</i>	<u>1/5/2017</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>G</b>	The coalition certifies that it is operating according to its SR plan-approved <b>Tangible Personal Property Maintenance</b> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<u>5/19/2016</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>H</b>	The coalition certifies that it is operating according to its SR plan-approved <b>Records Maintenance</b> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<u>5/19/2016</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>I</b>	The coalition certifies that it is operating according to its SR plan-approved <b>Information Technology Security Controls</b> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<u>5/19/2016</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>J</b>	<p>The coalition certifies that it is operating according to its SR plan-approved <b><i>Disbursements</i></b> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.</p> <p style="color: blue; font-size: small;">* <i>The extended deadline for federal requirement to revise procurement policies is to December 2017.</i></p>	<a href="#"><u>1/5/2017</u></a>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>II. Implementation -</b>						
<b>A</b>	<b><i>Minimum Children to be Served by Care Level</i></b> – OEL requires the coalition to submit the minimum number of children to be served by care level.	Amendment attached				Amendment includes report CC085 which reflects care minimum number of children by care level for FY 15-16 and 16-17
<b>B</b>	<b><i>School Readiness Application and Waiting List Procedures</i></b> – OEL requires the coalition to submit a revised application and waiting list policies and procedures for 2017-19.	Amendment attached				Revisions to ELCFH Policy SR-6 approved by Board on 8.30.17; revision to EM-3 approved by Board on 10.25.17
<b>C</b>	<b><i>Eligibility and Enrollment Policies and Procedures</i></b> – OEL requires the coalition submit a revised eligibility and enrollment policies and procedures for 2017-19.	Amendment attached				Revisions to ELCFH Policy SR-6 approved by Board on 8.30.17.

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<b>D</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Parent Access and Choice</i></b> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<u>1/15/2016</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>E</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Sliding Fee Scale</i></b> and associated policies. If the coalition has a new policy or procedure or has experienced recent changes in its scale, policies and procedures, submit a plan amendment and upload the scale, policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<u>6/28/2017</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>F</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Pre/Post Assessment Use</i></b> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<u>1/15/2016</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	Note that this element was approved by OEL on <b>10.19.16</b> ; the approval letter is attached.
<b>G</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Provider Payment Rates</i></b> and associated policies and procedures. If the coalition has new payment rates, policy or procedure or has experienced recent changes in its payment rates, policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<u>1/15/2016</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>III. Quality Activities and Services -</b>						
<b>A</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Child Care Resource and Referral and School-Aged Care</i></b> activities. If the	<u>1/15/2016</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	

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	coalition has a new practice, submit a plan amendment and upload the revisions onto SharePoint in the 2017-19 Coalition Plan Submission Folder.					
<b>B</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Infant and Toddler Early Learning Programs</i></b> activities. If the coalition has a new practice, submit a plan amendment and upload the revisions onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<a href="#"><u>1/15/2016</u></a>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C</b>	The coalition certifies that it is operating according to its SR plan-approved <b><i>Inclusive Early Learning Programs</i></b> activities. If the coalition has a new practice, submit a plan amendment and upload the revisions onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<a href="#"><u>1/15/2016</u></a>	<input type="checkbox"/>	x	<input type="checkbox"/>	An updated overview of Child Development Support Services (CDSS) is provided (internal memo ISP-CDSS1)
<b>D</b>	<b><i>Quality and Performance Report</i></b> – OEL requires the coalition to submit the Quality and Performance Report.	Pending	Pending			10.2.17: pending further communication from OEL.
<b>IV. Financial Management -</b>						
<b>A</b>	<b><i>Budget</i></b> – OEL requires the coalition to submit a budget annually by August 25th.	<a href="#"><u>8/24/2017</u></a>				Report submitted to OEL on 8.24.17.
<b>B</b>	<b><i>Prior Year Revenues and Expenditures</i></b> – OEL requires the coalition to submit its prior year’s revenues and expenditures report annually by October 1st.	<a href="#"><u>10/1/2017</u></a>				Report submitted to OEL on 9.28.17.

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<b>V. Monitoring -</b>						
<b>A</b>	<i>Monitoring Plan and Procedures</i> – OEL requires the coalition to submit the monitoring plan and procedures for monitoring SR Program Providers.					See attached amendment for policies CP-12 and FM-13. Monitoring plan for FY 17-18 submitted on 9.28.17.
<b>B</b>	The coalition certifies that it is operating according to its SR plan-approved <i>Grievance/Complaint</i> policies and procedures. If the coalition has a new policy or procedure or has experienced recent changes in its policies and procedures, submit a plan amendment and upload the policies and procedures onto SharePoint in the 2017-19 Coalition Plan Submission Folder.	<u>8/9/2016</u>	x	<input type="checkbox"/>	<input type="checkbox"/>	
<b>VI. Coalition Plan Validation -</b>						
<b>A</b>	<i>Public Input</i> – A SR program plan a coalition submits must include documentation that the coalition has solicited from the local community and considered comments regarding the plan.	Documentation attached	x	<input type="checkbox"/>	<input type="checkbox"/>	The ELCFH Board meeting held on 10.25.17 included public comment section. Public notice and Board agenda attached. The document was also posted on the website for review; screenshot provided.



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<b>For coalition use only.</b>						
<i>The coalition certifies that it will provide all services compliance with the plan as OEL approved. The coalition further certifies that it will provide that it will provide the local services in compliance with all applicable federal, state and local laws and regulations and the State Child Care and Development Fund Plan that Federal Department of Health and Human Services approved.</i>						
<b>Authorized Signature:</b>	<b>Printed Name:</b>	<b>Title:</b>		<b>Date:</b>		
<b>For OEL use only.</b>						
<i>OEL review. After receipt of a complete school readiness plan or amendment (including required supporting documents), OEL shall review the certification and approve, reject, or approve with conditions the provisions of the certification and provide written notification to the early learning coalition of its action within 30 business days of receipt of the completed document. OEL shall base its approval, rejection, or approval with conditions on the coalition's compliance with Chapter 1002, Part VI, F.S., the federal Child Care and Development Fund (CCDF) Block Grant Florida State Plan, the federal CCDF regulations located at Title 45 Code of Federal Regulations Part 98, Subparts B through G and K and the School Readiness Plan Guide. The coalition shall not implement school readiness plans or amendments without the express written approval of OEL.</i>						
<b>Policy Analyst:</b>	<b>Completion Date: <span style="color: red;">Select Date</span></b>	<b>Policy Supervisor:</b>		<b>Completion Date: <span style="color: red;">Select Date</span></b>		