HOW TO COMPLETE AND SUBMIT THE
CHILD CARE APPLICATION &
AUTHORIZATION FORM:

The Florida Department of Education’s Office and
Early Learning along with local early learning coalitions
throughout the state are prioritizing child care for first responders
and health care workers. Child care services for these personnel will be provided
regardless of income. The eligibility requirements include: the child is a U.S. citizen or
lawful resident, the family resides in Florida, and one or both parents is employed as a
first responder or health care worker. Please contact your local early learning coalition or
human resources department for more information.

CHECKLIST

☐ Obtain the Child Care Application and
  Authorization Form from your employer’s
  Human Resource Department.

☐ Create a Family Portal Account and
  complete the online application for the
  School Readiness Program and upload
  the Child Care Application and
  Authorization Form (referral) OR contact
  your local early learning coalition for
  assistance.

☐ Once the application is submitted, the
  local early learning coalition will review
  the application.

☐ Once the application has been approved,
  submit documentation requested by the
  coalition. If eligible, the coalition will
  approve services within 3 business days.

☐ Continue to check email, including your
  junk folder, for the approval of services.

☐ Select a child care provider through the
  Family Portal.

☐ The initial child care authorization period
  will be 3 months or less.

☐ If you need help finding a Child Care
  Provider, contact your local early
  learning coalition’s Child Care Resource
  and Referral unit.

Florida’s Child Care Resource
and Referral Services can help
your family by providing:

- A customized list of local
  child care options from
  trained child care
  resource and referral
  specialists.

- Information about quality
  child care and early
  learning programs.

- Financial assistance
  strategies and
  opportunities.

- Referrals to other
  community resources and
  programs.

For more information about local early learning programs, community resources or to check
on the status of your application, please contact:

941.255.1650/ and 863.314.9213 or email: cs@elcfh.org