



## Early Learning Coalition Annual Report

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### OF INTEREST TO

The Office of Early Learning (OEL) and Early Learning Coalitions (ELCs, coalitions)

### SUMMARY

This document is offered by OEL as guidance to coalitions in the submission of an annual report of the previous fiscal year.

### BACKGROUND

Section 1002.84(19), Florida Statutes, requires coalitions, by October 1 of each year, to submit an annual report to OEL that conforms to the format adopted by the office that includes nine specific components.

### PROGRAM GUIDANCE

#### Submission

Consistent with the statutory requirements, the Early Learning Grant Agreement establishes a deadline of October 1, for submission of each early learning coalition's annual report for the fiscal year ending on June 30 of that year to OEL. The coalition's annual report must be uploaded to the coalition's home page on SharePoint and saved in the folder labeled Coalition Annual Report which can be found on the left hand side menu.

#### Format

OEL has created a template (attached) for use in submitting the annual report. This template is not mandated; however, the information submitted must satisfy the content requirements outlined in section (3) below. Please note that certain data elements will also need to be submitted in excel format to be included in the OEL annual report.

#### Content

Each coalition's annual report must, at a minimum, contain the following components under each section of the annual report template.

**See the Coalition Annual Report Table of Contents on page 2.**

### HISTORY

This guidance replaces the prior version identified as OEL-PG-0053-09 (September 4, 2009). Issued August 15, 2014. Reissued November 26, 2014. Revised June 29, 2015. Reissued June 1, 2016. Reissued June 1, 2017. Reissued July 1, 2018. Reissued July 1, 2019. Reissued July 1, 2020. Reissued July 1, 2021.

### ATTACHMENTS

Attachment A - Annual Report Template

Attachment B - Disenrollment Description Table

**COALITION ANNUAL REPORT TABLE OF CONTENTS**

<b>Contents</b>	<b>Source</b>	<b>Additional Explanation</b>
Segregation of school readiness program funds, Voluntary Prekindergarten Education Program funds, Coronavirus Aid, Relief, and Economic Security Act funds, Preschool Development Grant funds and other local revenues available to the coalition.	Coalition Fiscal Records	None
Details of expenditures by fund source, including total expenditures for administrative activities, quality activities, nondirect services, and direct services for children.	Coalition Fiscal Records	None
The total number of coalition staff and the related expenditures for salaries and benefits. For any subcontracts, the total number of contracted staff and the related expenditures for salaries and benefits must be included.	Coalition Records	Annual Expenditure Report
The number of children served in the school readiness program, by provider type, enumerated by age and eligibility priority category, reported as the number of children served during the month, the average participation throughout the month, and the number of children served during the month.	EFS Data*	None
The total number of children disenrolled during the year and the reasons for disenrollment.	EFS Data*	Review disenrollment description table for codes that should be investigated further. Detail can be obtained by running CC050.
The total number of providers by provider type.	EFS Data*	None
A listing of any school readiness program provider, by type, whose eligibility to deliver the school readiness program is revoked, including a brief description of the state or federal violation that resulted in the revocation.	EFS Data*with additional verification and data from Coalition Records	Coalition will need to provide information to supplement EFS data. EFS reason code provided should not be included in final report.
A listing of any voluntary prekindergarten program provider, by type, whose eligibility to deliver the voluntary prekindergarten program is revoked, including a brief description of the state violation that resulted in the revocation.	EFS Data*with additional verification and data from Coalition Records	Coalition will need to provide information to supplement EFS data. EFS reason code provided should not be included in final report.

An evaluation of its direct enhancement services.	Coalition Records	Segregate by type of quality initiative
The total number of children served in each provider facility.	EFS Data*	None

\*EFS data provided by OEL in Excel format available on the Coalition’s home page on SharePoint, Annual Report folder.

**AUTHORITY**

Reference to any laws, rules and regulations in this guidance document includes revisions to those laws and regulations made after the effective date of this guidance document.

Please direct questions and comments to the Office of Early Learning at 850-717-8614 or email [oel.questions@oel.myflorida.com](mailto:oel.questions@oel.myflorida.com)