Early Learning Coalition Annual Report

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(18), 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

ATTACHMENTS
Attachment A - Annual Report Template
Attachment B - Disenrollment Description Table
<table>
<thead>
<tr>
<th>Contents</th>
<th>Source</th>
<th>Additional Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Segregation of school readiness program funds, Voluntary Prekindergarten</td>
<td>Coalition Fiscal Records</td>
<td>None</td>
</tr>
<tr>
<td>Education Program funds, Child Care Executive Partnership Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>funds, and other local revenues available to the coalition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details of expenditures by fund source, including total expenditures</td>
<td>Coalition Fiscal Records</td>
<td>None</td>
</tr>
<tr>
<td>for administrative activities, quality activities, nondirect services,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and direct services for children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The total number of coalition staff and the related expenditures for</td>
<td>Coalition Records</td>
<td>Annual Expenditure Report</td>
</tr>
<tr>
<td>salaries and benefits. For any subcontracts, the total number of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>contracted staff and the related expenditures for salaries and benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>must be included.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The number of children served in the school readiness program, by</td>
<td>EFS Data*</td>
<td>None</td>
</tr>
<tr>
<td>provider type, enumerated by age and eligibility priority category,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>reported as the number of children served during the month, the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>average participation throughout the month, and the number of children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>served during the month.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The total number of children disenrolled during the year and the</td>
<td>EFS Data*</td>
<td>Review disenrollment description table for codes that should be investigated further.</td>
</tr>
<tr>
<td>reasons for disenrollment.</td>
<td></td>
<td>Detail can be obtained by running CC050.</td>
</tr>
<tr>
<td>The total number of providers by provider type.</td>
<td>EFS Data*</td>
<td>None</td>
</tr>
<tr>
<td>A listing of any school readiness program provider, by type, whose</td>
<td>EFS Data* with additional verification and</td>
<td>Coalition will need to provide information to supplement EFS data. EFS reason code</td>
</tr>
<tr>
<td>eligibility to deliver the school readiness program is revoked,</td>
<td>data from Coalition Records</td>
<td>provided should not be included in final report.</td>
</tr>
<tr>
<td>including a brief description of the state or federal violation that</td>
<td></td>
<td></td>
</tr>
<tr>
<td>resulted in the revocation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A listing of any voluntary prekindergarten program provider, by type,</td>
<td>EFS Data* with additional verification and</td>
<td>Coalition will need to provide information to supplement EFS data. EFS reason code</td>
</tr>
<tr>
<td>whose eligibility to deliver the voluntary prekindergarten program is</td>
<td>data from Coalition Records</td>
<td>provided should not be included in final report.</td>
</tr>
<tr>
<td>revoked, including a brief description of the state violation that</td>
<td></td>
<td></td>
</tr>
<tr>
<td>resulted in the revocation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
An evaluation of its direct enhancement services. | Coalition Records | Segregate by type of quality initiative
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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.