

February 1, 2019

MEMORANDUM

TO: Executive Directors, Early Learning Coalitions and Redlands Christian Migrant Association

FROM: Rodney J. MacKinnon, Executive Director ^{RJM}

SUBJECT: Changes to OEL Program Monitoring Related to EFS Modernization

The purpose of this memorandum is to outline how OEL will conduct program monitoring during the time period affected by the EFS modernization transition, beginning July 1, 2018.

For coalitions who have subrecipients and will be primarily monitoring Fiscal Year 2018-2019 School Readiness and VPK eligibility files, we recommend reducing the sample sizes by half. We have attached a modified School Readiness and VPK eligibility monitoring tool for subrecipients. Until EFS modernization is stabilized, our monitoring team will continue to monitor 2017-2018 School Readiness and VPK eligibility files. After stabilization is complete, our office will assess how to monitor 2018-2019 School Readiness and VPK eligibility files.

Data Accuracy Reports

The data accuracy review portion of the accountability reviews for 2018-2019 will be postponed until EFS modernization is stabilized.

School Readiness

Eligibility determination and redeterminations: This memorandum serves as notice that coalitions should maintain documentation of any locally developed workarounds for redetermining parents' eligibility for services (including income acknowledgement and family size) if they are unable to upload them to the system as normally required. Determinations and redeterminations sampled from July 1, 2018, through the end of the stabilization process that do not meet the locally developed documentation standards may result in an observation during the next monitoring cycle.

If necessary, coalitions can backdate redeterminations and determinations as far back as

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July 1, 2018, if documented.

Payment certificates and co-payments: Coalitions will only be required to have one signed payment certificate within their eligibility period, provided that the co-payment, provider, authorized dates and authorized schedule are correct on that certificate. For CCAA parents who have not signed the payment certificate prior to enrollment, we encourage you to work with the provider to have the payment certificate signed at the provider's site, within 10 days of enrollment.

Waiting list: Wait list management compliance monitoring will be limited to ensuring (1) the coalition wait list procedures align with rule and (2) the coalition has direct access from their website home page for parents to apply for the SR programs (no more than one mouse click from the coalition's home page to get to the family portal).

School Readiness and VPK

Attendance monitoring: Coalitions can request that a provider submit their roster and sign in/out logs as a means of reporting monthly attendance. Coalitions should compare the submitted attendance documentation with the most current enrollment certification available and any new enrollments on file in the coalition's records. This information can be used as a baseline for reimbursements. Reimbursement payments will need to be reconciled upon deploying attendance feature in EFS modernization to correct any improper payments. Coalitions doing subrecipient monitoring should generally consider any findings technical assistance, unless the provider has certified attendance through an alternative means.

VPK

Re-enrollments: There have been reported issues with re-enrollments. Coalitions should work with the OEL Service Desk to resolve these. If this becomes an issue during the monitoring process, we will address on a case-by-case basis.

In General

All transactions in EFS modernization or any other system used by coalitions should have sufficient case/history notes (if possible) to document any discrepancy that may be associated with a parent or provider file. The provisions identified above are not meant to exempt coalitions and RCMA from compliance or monitoring of other SR/VPK program areas that have not been impacted by the transition to EFS modernization.

It is quite possible that additional complications could arise as a result of issues with EFS modernization; we will handle those on a case-by-case basis.

Thank you for your continuing patience with this process.

Please direct any questions or comments to OEL.Questions@oel.myflorida.com.