



Teenage Parent Programs (TAPP) Reporting

OF INTEREST TO

The Office of Early Learning (OEL, the Office), Early Learning Coalitions (ELCs, coalitions), other direct subrecipients of OEL implementing federal and state early learning programs, and school district finance officers and school district Dropout Prevention Coordinators.

AUTHORITY

[Section 1003.54, F.S.](#)

[45 C.F.R. § 98.55](#)

SUMMARY

This guidance document provides instructions to coalitions and school districts for reporting Teenage Parent Program (TAPP) enrollments and expenditures that are eligible as state match as part the Child Care Development Fund (CCDF) matching fund requirements.

BACKGROUND

A substantial part of the funds allocated to coalitions for their school readiness programs is provided from CCDF. Federal regulations governing CCDF require the state to expend a certain amount of non-federal funds for child care activities in the state (45 C.F.R. § 98.55).

Section 1003.54(1), F.S., requires each school district to maintain a “teenage parent program” (TAPP), which is an educational program designed to provide a specialized curriculum to meet the needs of students who are pregnant, students who are parents, and students who are the children of students (s. 1003.54(2) and (3)(a), F.S.). In accordance with s. 1003.54(3)(c), F.S., child care is an ancillary service component of TAPP.

The Department of Education (DOE), the Office and local school districts work collaboratively to report state expenditures for child care under TAPP that are eligible as matching expenditures towards the CCDF matching fund requirements.

INSTRUCTIONS FOR EARLY LEARNING COALITIONS

Each coalition is directed to coordinate with the school districts in its geographic service area to report TAPP enrollments in SSIS. Coalitions are directed to provide the Teenage Parent Supplemental Information Form and instructions (Attachments A and B) to school district Dropout Prevention Coordinators in its geographic service area at the beginning of each school year for reporting state expenditures for child care under TAPP as matching expenditures to meet federal CCDF matching fund requirements. However, expenditures on TAPP which are reported by school districts to meet their own matching requirements for other federal programs (e.g., Head Start) may not be reported as expenditures to meet federal CCDF matching fund requirements. In addition, for reporting purposes, TAPP expenditures must not be confused with expenditures of school readiness funds associated with

the other cost accumulator (OCA) for teen parents.

Coalitions should coordinate with all TAPP providers to create a profile in SSIS. In order for the coalition to reimburse a TAPP provider, the provider must create a profile in the SSIS. In cases where the coalition is not directly reimbursing the provider and only documenting enrollments, the coalition may create a profile on behalf of the provider if:

- The coalition has requested and the provider has failed to complete the profile timely for processing purposes. Requests to the provider must be documented.
- The provider has completed Attachment C, the Teenage Parent Program (TAPP) Provider Profile Certification.

For TAPP expenditures to be reported as part of the federal CCDF matching fund requirements, coalitions must input the data from the TAPP reporting forms in the Single Statewide Information System (SSIS) as submitted by the school districts.

Each coalition is requested to comply with the following procedures for recording these expenditures in the SSIS:

- All prior year enrollments are terminated **on or before July 31** of each year. New enrollments for the current school year are validated and enrolled based on the first day of school for each school district.
- Children reported in the first quarter continue to be counted for each reporting period unless the school district submits a form that reflects a change in status, such as the child withdrawing from TAPP.
- All updates or changes are to be entered in the SSIS on a monthly basis.

The coalition should return to the school district a printout of the information on the Supplemental Information Form after it has been entered into the SSIS for the district to keep as confirmation that the information was received and recorded.

INSTRUCTIONS FOR SCHOOL DISTRICTS

For this information to be reported timely and accurately, both original submissions and changes should be submitted to the early learning coalitions on a weekly basis. The reporting deadlines for submitting the supplemental information forms are:

Reporting Period	Due Date
Quarter 4 (July 1, 2019 – September 30, 2019)	October 10, 2019
Quarter 1 (October 31, 2019 - December 31, 2019)	January 10, 2020
Quarter 2 (January 1, 2020 – March 31, 2020)	April 10, 2019
Quarter 3 (April 1, 2020 – June 30, 2020)	July 10, 2019

School districts that contract for child care services for the children of teenage parents through their local early learning coalition or other entities (e.g. Early Head Start) and school districts that directly

provide child care for this population can submit the Supplemental Information Form.

Supplemental Information Forms should be completed at the beginning of each new school year.

Unless there is a change in the child's information during the school year, Supplemental Information Forms DO NOT need to be completed each quarter once the child has been entered into the SSIS by the coalition or its designee for the current school year. Children reported in the first quarter will continue to be counted for each reporting period unless there is a need to reflect a change in status, such as withdrawal from the program.

Completed Supplemental Information Forms are forwarded by the school district to the early learning coalition or the coalition's designee. Please do not send these forms to either the Department of Education or the Office of Early Learning. To obtain contact information for your local early learning coalition, please access through <http://www.floridaearlylearning.com/>.

The early learning coalition will return to the school district a printout of the information on the Supplemental Information Form after it has been entered into the SSIS for the district to keep as confirmation that the information was received and recorded. Please notify the early learning coalition of any incorrect information on the confirmation receipt.

If your school district is currently using the funds generated by the children of teenage parents as a match for other federal funds (e.g., Head Start), please disregard this request. However, please contact the early learning coalition and the Office of Early Learning at (850) 717-8579 so records can be updated accordingly.

HISTORY

This guidance replaces the prior version identified as OEL-IM-0036-06 (January 1, 2006). Reissued November 26, 2014. Revised June 29, 2015. Revised and reissued June 1, 2016; Effective July 1, 2016. Revised July 1, 2017. Effective July 1, 2017. Reviewed, Revised, and Effective July 1, 2018. Revised and effective July 1, 2019.

ATTACHMENTS

Attachment A – Instructions for completing TAPP Supplemental Information Form

Attachment B – Teenage Parent Supplemental Information Form

Attachment C - Teenage Parent Program (TAPP) Provider Profile Information Certification

If you have any questions, contact your grant manager or supervisor.

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