



# Florida Department of Education Office of Early Learning Program Guidance 404.01

## School Readiness Program Transfers

---

### OF INTEREST TO

The Office of Early Learning (OEL, the Office) and Early Learning Coalitions (ELCs, coalitions) and other direct subrecipients of OEL implementing the School Readiness Program. This guidance uses the term coalition to refer to both coalitions and other subrecipients that implement the School Readiness program.

### AUDIENCE

This guidance should be shared with coalition executive directors, finance directors, eligibility directors and their staff.

### AUTHORITY

OEL has rulemaking authority pursuant to [Section 1001.213\(2\) Florida Statutes \(F.S.\)](#). Law Implemented Sections [1002.81\(1\), \(8\), \(16\)](#), [1002.82\(2\)\(f\)](#), and [1002.87\(1\), \(5\), \(6\), F.S.](#)

Rule 6M-4.200, Florida Administrative Code (FAC), School Readiness Eligibility Provisions, Amended 12-18-16.

### PURPOSE

This purpose of this guidance document is to provide additional clarifying guidance related to Rule 6M-4.200, FAC, Section (5), which states:

- (5) Transfer of School Readiness Services. A family shall continue to receive school readiness services during the 12-month eligibility period due to a change in residence within the state to a different coalition service area.
- (a) The school readiness funding shall transfer to the coalition service area that the family relocates to. Funding shall reflect the remaining balance of 12-month eligibility.
  - (b) The parent copayment may not be increased due to a transfer of services outside of the coalition service area.
  - (c) The coalition service area of transfer will be responsible for the redetermination of eligibility at the end of the original 12-month authorization period.
  - (d) If the family transfers during a three (3) month period to reestablish a purpose of care, the family must reestablish a purpose of care by the end of the three (3) month period for services to be continued in the new coalition service area.

### ELIGIBILITY GUIDANCE

When a family relocates or transfers from one early learning coalition service area to another, the following actions should be taken:

1. Both the originating and receiving coalition should be notified of the transfer. The application as enrolled should be transferred in the Statewide Information System (SIS) from the originating coalition to the receiving coalition (the originating coalition will need to add a case note describing the issue and then change the county of service in the record to the new county). The receiving coalition will then enroll the child based on the enrollment from the originating coalition. The coalition should then contact the parent to enter the updated information into the Family Portal of the SIS.
2. The originating coalition should ensure parent co-payment obligations are satisfied in accordance with rule 6M-4.400(7), FAC.
3. The originating coalition should send the receiving coalition all of the file documentation related to the transferring family's most recent eligibility determination. Coalitions will use the SharePoint coalition zone to establish a secure document exchange for the transfer of records until the Statewide Information System has this functionality.
4. As long as the family remains eligible under their circumstances (e.g., income below 85% of the State Median Income (SMI)) in the receiving county, the coalition should continue to provide the family services for the remainder of the initial 12-month eligibility period determined by the originating coalition. The family will retain the original redetermination date. The receiving coalition shall comply with rule 6M-4.200, FAC, when redetermining these families. The family shall not be placed on the wait list. The family shall continue to receive services until the original redetermination date regardless of the priorities served by the coalition at the time of transfer.
5. If the family loses purpose for care as a result of the transfer, the receiving coalition must allow the family three (3) months to re-establish a purpose for care.
6. If the family lost its purpose for care prior to the transfer, but has not exhausted its 3 month period to reestablish a purpose for care, the receiving coalition must allow the family the remainder of the 3 months to re-establish a purpose for care.
7. School readiness services in the receiving coalition should begin once the parent requests care to begin with relocation. The coalition should issue the parent a payment certificate and the child should be enrolled. The parent shall provide supporting documentation of changes to address, employment, education, etc. as soon as it is available. The receiving coalition shall use the file documentation from the originating coalition plus any additional documentation obtained during the coalition's review of the family's change in circumstances due to relocation.
8. For at-risk transfers, the originating coalition should contact the originating referring agency and the receiving coalition should contact the receiving referring agency to ensure that the family's child care referral reflects the transfer.
9. Coalitions shall implement policies and procedures to establish predetermined time periods for a parent to complete a transfer. The policies and procedures must require a predetermined number of documented contact attempts to both the parent and the other coalition involved in the transfer of services. The documented contact attemptss must reflect reasonable efforts to facilitate the transfer process or to establish that the family no longer needs services. The policies and procedures must be applied equitably to all school readiness families.
10. TANF school readiness eligibility will not be transferred. These customers will have to apply to the

receiving TANF/CareerSource agency for child care referrals in a new coalition.

### **FISCAL GUIDANCE**

Coalitions should track all transfers to/from their coalition and include the funding impact within their School Readiness Projection Model. Based on the overall funding impact of transfers and the overall projected surplus/deficit, any necessary funding adjustments should be requested as part of the School Readiness Deobligation / Reobligation process found within Program Guidance 240.04 – School Readiness Funds Management.

### **EFFECTIVE DATE**

Issuance of this guidance represents approval by OEL management of the indicated procedures and related administrative forms.

### **HISTORY**

Original issued February 24, 2017. Revised and reissued July 1, 2018.

Please direct questions and comments to Office of Early Learning at 850-717-8500 or by email at [oel.questions@oel.myflorida.com](mailto:oel.questions@oel.myflorida.com)