


March 11, 2021

**MEMORANDUM**

**TO:** Executive Directors, Early Learning Coalitions

**FROM:** Shan Goff, Executive Director, Office of Early Learning 

**SUBJECT:** School Readiness Attendance, Temporary Closures and COVID-19 – OEL 2021-005

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As previously stated, beginning January 1, 2021, OEL reinstated the absence reimbursement provisions of Rule 6M-4.500, FAC, Child Attendance and Provider Reimbursements.

- In accordance with the rule, a total of 10 absences per month are reimbursable (3 unexcused and 7 excused with documentation of extraordinary circumstances). Absences due to any circumstances beyond the total 10 days are not reimbursable.
- Extraordinary circumstances include child absences due to COVID-19 and are included in the total of 10 reimbursable absences allowed each month. Providers should select the appropriate absence reason such as “Child Illness” or “Other.”
- A written parent statement is an example of sufficient documentation for reimbursement purposes.
- In an effort to be family friendly, coalitions should contact families with excessive absences to determine the continued need for care. Documenting excessive absences with a case note and supporting parent or doctor notes is recommended.
- The provisions of Rule 6M-4.501, FAC, Reimbursement During Emergency Closures, apply to temporary closures due to COVID-19. These should be recorded as temporary closure days in EFS Mod.
- Absences should not be counted during the time when a provider is temporarily closed. School readiness providers should be reimbursed in accordance with Rule 6M-4.501, F.A.C.
- If a provider has to close a classroom because of potential COVID-19 exposure and is attempting to follow local health department or CDC guidelines, the provider should select the “Absence due to Disaster” reason code in EFS Mod. This will ensure the absences do not count against the allowable monthly absence reimbursement for those children. Coalitions should review absences in Have Attendance to ensure any absences due to disaster (displayed as “D”) are applied appropriately. If not, staff should override the reimbursement code to “N” (not payable).

If you have any additional questions, please contact [OEL.Questions@OEL.MyFlorida.com](mailto:OEL.Questions@OEL.MyFlorida.com).

SG/km

**SHAN GOFF**

EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

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