

July 10, 2014

MEMORANDUM

TO: Dropout Prevention Coordinators

FROM: Shan Goff, Executive Director
Pam Stewart, Commissioner of Education

SUBJECT: Teenage Parent Program Reporting Procedures and Dates for Fiscal Year 2014-15

The Florida Department of Education and the Office of Early Learning would like to thank all parties involved in working together to report matching funds for federal dollars, which results in more of Florida's children receiving school readiness services. We are again requesting your assistance in collecting the necessary data on the participants in your Teenage Parent Program (TAPP) in order to continue using these state funds as a match for federal dollars for 2014-15.

For those of you familiar with reporting participants in TAPP, the method of data collection and reporting has not changed. Attached you will find a copy of the Supplemental Information Form and corresponding instructions for its completion. For this information to be reported timely and accurately, both original submissions and changes should be submitted to the coalitions on a weekly basis. The reporting deadlines for submitting the supplemental information forms are:

Reporting Period	Due Date
Quarter 4 (July 1, 2014 – September 30, 2014)	October 10, 2014
Quarter 1 (October 31, 2014 - December 31, 2014)	January 9, 2015
Quarter 2 (January 1, 2014 – March 31, 2015)	April 10, 2015
Quarter 3 (April 1, 2015 – June 30, 2015)	July 10, 2015

We request your cooperation in using the following procedures to report the information on the children of teenage parents.

- 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.

SHAN GOFF
EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

- **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 Statewide Data System 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 statewide information system 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) 717-8628 so records can be updated accordingly.

Thank you for your cooperation concerning this matter. If you have questions concerning reporting, please contact Brian Savon or Marlin Seay, Office of Early Learning, at (850) 717-8628 or via electronic mail at Brian.Savon@oel.myflorida.com or Marlin.Seay@oel.myflorida.com. For programmatic questions, you may contact Jim Ledbetter at (850) 717-8655 or via electronic mail at jim.ledbetter@oel.myflorida.com.

SG/PS/tm

Attachments: Supplemental Information Form and Instructions

cc: Executive Directors, Early Learning Coalitions
School District Finance Officers
Brian Savon
Marlin Seay