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October 7, 2008

## **MEMORANDUM #08-18**

**TO:** District Prekindergarten Contacts

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

Brittany Birken, Director, Office of Early Learning  
Agency for Workforce Innovation

**SUBJECT:** Teenage Parent Program Reporting Procedures and Dates for Fiscal Year 2008-09

The Florida Department of Education and the Agency for Workforce Innovation would like to thank all parties involved in working together to report matching funds for federal dollars. As a result, more of Florida's children received 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 2008-09.

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 to complete this form. The reporting deadlines for submitting the supplemental information forms are:

Reporting Period	Deadline*
Quarter 4 (July 1, 2008 – September 30, 2008)	October 20, 2008
Quarter 1 (October 1, 2008 - December 31, 2008)	January 9, 2009
Quarter 2 (January 1, 2009 – March 31, 2009)	April 10, 2009
Quarter 3 (April 1, 2009 – June 30, 2009)	July 10, 2009

\*Forms may be submitted more frequently

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.
- **Unless there is a change in the child's information during the current school year,** Supplemental Information Forms **DO NOT** need to be completed each quarter once the child has been entered into the School Readiness 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 form to reflect a change in status, such as withdrawal from the program.
- For this information to be reported timely and accurately, changes should be reported regularly, i.e. at least weekly.
- 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 Agency for Workforce Innovation/Office of Early Learning.** To obtain contact information for your local early learning coalition, please access through <http://www.flready.org>.
- 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 Enhanced Field System (EFS) 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, Even Start), please disregard this request. However, please contact the early learning coalition and the Agency for Workforce Innovation, Office of Early Learning at 850/921-3180 so records can be updated accordingly.

Thank you for your cooperation concerning this matter. For programmatic questions, you may contact Evelyn Perkins or Tom Mims at the Department of Education, Office of Early Learning at 850/245-0445 or via electronic mail at [Evelyn.Perkins@fldoe.org](mailto:Evelyn.Perkins@fldoe.org) or [Tom.Mims@fldoe.org](mailto:Tom.Mims@fldoe.org). For reporting questions, please contact Brian Savon or Marlin Seay, Agency for Workforce Innovation/Office of Early Learning, at 850/921-3180 or via electronic mail at [Brian.Savon@flaawi.com](mailto:Brian.Savon@flaawi.com) or [Marlin.Seay@flaawi.com](mailto:Marlin.Seay@flaawi.com).

SG/BB/tm

Attachments: Supplemental Information Form and Instructions

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