



# School Readiness Plan Guide and Template

**6M-9.115, F.A.C.  
Form DEL-SR 115 (August 2025)**

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## Overview

Section 1002.85, Florida Statutes (F.S.) gives authority to the Department of Education to adopt rules setting School Readiness (SR) Program plan standardized format and required content as necessary for a coalition or other qualified entity to administer the SR Program.

Complete school readiness plans or amendments submitted to the department must:

- Describe and contain the coalition's procedures for implementing the School Readiness (SR) Program only;
- Be self-developed and cannot be a word-for-word copy of language in Florida Statutes, rule, and guidance for the SR program nor include screenshots of the single statewide information system; and
- Address the required components within this guide.

Any time a coalition amends a prescribed element of its SR Program Plan, the coalition must clearly indicate all revisions made unless the procedures are substantially rewritten. The coalition must identify (name and number) the elements in accordance with the SR Program Plan and ensure its policies and procedures meet each criterion specified in this form.

## I. Coalition Operations

### ***A. Membership***

A SR Program plan a coalition submits must describe the coalition's operations, including its membership if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S., and Rule 6M-9.110, F.A.C.).

<b>1.</b>	<b>The coalition composition must adhere to minimum and maximum membership requirements.</b> (s. 1002.83(2), F.S.)  At least 15 but not more than 30 members will compose each early learning coalition.
<b>2.</b>	<b>The coalition has private sector business membership representation.</b> (s. 1002.83(6), F.S.)  Private sector business membership representation includes all private sector non ex-officio board members.
<b>3.</b>	<b>The coalition must fill all of the required ex officio positions.</b> (s. 1002.83(4), F.S.)  Each early learning coalition must include the following member positions. In a multicounty coalition, multiple non-voting members may fill each ex officio member position, but the coalition may seat only one voting member per position. If an early learning coalition has more than one member representing the same entity, only one may serve as a voting member –  A. A Department of Children and Families regional administrator or a permanent designee authorized to make decisions on the department's behalf.

	<ul style="list-style-type: none"> <li>B. A district superintendent of schools or a permanent designee authorized to make decisions on the district's behalf.</li> <li>C. A local workforce board executive director or a permanent designee.</li> <li>D. A county health department director or designee.</li> <li>E. A children's services council or juvenile welfare board chair or executive director, if applicable.</li> <li>F. Where applicable, a Department of Children and Families child care regulation representative or a local licensing agency head as s. 402.302, F.S., defines.</li> <li>G. A Florida College System institution president or a permanent designee.</li> <li>H. One member that a board of county commissioners or the governing board of a municipality appoints.</li> <li>I. A Head Start director.</li> <li>J. A private for-profit child care provider representative, including private for-profit family day care homes.</li> <li>K. A faith-based child care provider representative.</li> <li>L. A representative for programs for children with disabilities under the federal Individuals with Disabilities Education Act.</li> </ul>
4.	<p><b>If a coalition has a vacancy in any voting ex officio position, the coalition must maintain documentation that it has taken action to fill the position.</b></p> <p>Action may include requesting that the applicable agency designate a member.</p>
5.	<p><b>If the coalition has vacancies in the governor appointee private business sector positions, the coalition (or prospective appointee) must submit appointment applications to the Governor's Office of Appointments and inform the Division of Early Learning that the application is being submitted. (s. 1002.83(3), F.S.)</b></p> <p>The governor will appoint the chair and two other members of each early learning coalition. They must each meet the same qualifications as private sector business members the coalition appoints. In the absence of a governor-appointed chair, the Commissioner of Education may appoint an interim chair from the current early learning coalition board membership.</p>
6.	<p><b>If the coalition has more than one county represented, the coalition must have representation from each county. (s. 1002.83(11), F.S.)</b></p>
7.	<p><b>Coalitions must establish terms for all applicable appointed coalition members. (s. 1002.83(12), F.S.)</b></p> <p>The coalition must stagger terms and they must be a uniform length that does not exceed four years per term. Appointed members may serve a maximum of two consecutive terms.</p>
8.	<p><b>If the coalition has a vacancy in one of its appointed positions, the coalition must advertise the vacancy. (s. 1002.83-(12), F.S.)</b></p>
<p><b><i>B. Business Organization</i></b></p> <p>A SR Program plan the coalition submits must describe the coalition's operations, including its business organization if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.).</p>	

1.	<b>The coalition's organizational chart should include all of the coalition's business units by title or function.</b>
2.	<b>The coalition's organizational chart should identify position titles for each position associated with a coalition business unit.</b>
<b><i>C. Articles of Incorporation</i></b>	
A SR Program plan the coalition submits must describe the coalition's operations, including its articles of incorporation if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.).	
1.	<b>If the coalition is organized as a corporation, the coalition's articles of incorporation must not conflict with current statute or applicable rules. (ss. 1002.83(2)-(12), F.S.)</b>
<b><i>D. Bylaws</i></b>	
A SR Program plan the coalition submits must describe the coalition's operations, including its bylaws if the coalition is organized as a corporation (s. 1002.85(2)(a), F.S.).	
1.	<b>The coalition's bylaws must align with current statute or applicable rules. (s. 1002.83-(2)-(12), F.S.)</b>
2.	<b>The coalition's bylaws should reference ss. 112.313, 112.3135 and 112.3143, F.S., regarding ethics.</b>
3.	<b>The coalition's bylaws should clearly define the responsibilities of the coalition, its committees and the executive director/chief executive officer.</b>
4.	<b>The coalition's bylaws should address adherence to the public meetings and records law as it relates to board member communications and board/committee meetings. (s. 286.011(1),(2) and (6), F.S.)</b>
5.	<b>The coalition's bylaws should address nonparticipating board members and alternate designees who meet the same qualifications or membership requirements of the nonparticipating member. (s. 1002.83(5), F.S.)</b>
6.	<b>The coalition's bylaws should include a general statement that the articles of incorporation and bylaws are a part of the coalition's plan and any amendments to them constitute an amendment to the plan.</b>
<b><i>E. Fiscal Agent Contract</i></b>	
If a coalition is not organized as a corporation or other business entity, its plan must include the contract with a fiscal agent (s. 1002.85(2)(a), F.S.).	
1.	<b>Coalitions will submit the fiscal agent contract, if applicable.</b>
<b><i>F. Procurement</i></b>	

A SR Program plan the coalition submits must include updated policies and procedures, including those governing procurement (s. 1002.85(2)(f), F.S.).

1.	<p><b>The coalition's policy must align with federal regulation, state statute and rule requirements. (s. 1002.84(13), F.S.)</b></p> <p>A coalition must comply with federal procurement requirements and the ss. 215.971, 287.057 and 287.058, F.S., procurement requirements. However, an early learning coalition does not have to competitively procure direct services for SR Program providers.</p>
2.	<p><b>The coalition's policy must establish grant manager responsibilities. (s. 215.971, F.S.)</b></p> <p>For each agreement of federal or state financial assistance funds, the state agency or sub-recipient will designate an employee to function as a grant manager. The grant manager will be responsible for enforcing performance of the agreement's terms and conditions and will serve as a liaison with the recipient or subrecipient.</p>
3.	<p><b>The coalition's policy must establish who has the authority to procure commodities and services.</b></p>
4.	<p><b>The coalition's policy must establish adequate procedures for separating contract management and fiscal management duties.</b></p>
5.	<p><b>The coalition's policy must establish limits for how much coalition staff may spend before seeking review and approval.</b></p>
6.	<p><b>The coalition's policy must establish how the coalition will address conflicts of interest and related party contracts based on regulations, state statute and rule. (ss. 112.3143(1)(c) and 1002.84(21), F.S.)</b></p>
7.	<p><b>The coalition's policy must establish how the coalition will maintain (content and duration) procurement files.</b></p>
<p><b><i>G. Tangible Personal Property Maintenance</i></b></p> <p>A SR Program plan the coalition submits must include policies and procedures, including those governing tangible personal property maintenance (s. 1002.85(2)(f), F.S.).</p>	
1.	<p><b>The coalition's policy must align with requirements stipulated in applicable federal regulations, state statute and rule.</b></p> <p>Tangible personal properties purchased solely with state funds (e.g., VPK funds) must apply all applicable requirements that Chapter 274, F.S., and Rule Chapter 69I-73, F.A.C., describe. Tangible personal properties purchased solely with federal funds (e.g., SR funds) must apply all applicable requirements that 45 CFR Part 75, Chapter 274, F.S., and Rule Chapter 69I-73, F.A.C., describe. When entities combine funding for purchasing tangible property, the more restrictive requirements apply.</p>

2.	<p><b>The coalition's policy must establish custodian and custodian delegate responsibilities for managing tangible personal property.</b></p> <ul style="list-style-type: none"> <li>– <b>Custodian</b> – The person or agency entitled to lawful custody of tangible personal property.</li> <li>– <b>Custodian delegate</b> – The person acting under the custodian's supervision to whom the custodian has delegated property custody, and from whom the custodian receives custody receipts.</li> </ul>
3.	<p><b>The coalition's policy must establish the requirement to maintain adequate property records of property in the coalition/subrecipient's custody.</b></p> <p>Statute and rule require each entity to maintain adequate records of property in its custody (<i>Chapter 274, F.S., and Rule Chapter 69I-73, F.A.C.</i>).</p>
4.	<p><b>The coalition's policy must establish the minimum information required for each record of property.</b></p> <p>Each property record entered at the time of the purchase transaction must include</p> <ul style="list-style-type: none"> <li>– Identification number.</li> <li>– Item or items description.</li> <li>– Physical location.</li> <li>– Name of custodian with assigned responsibility for the item.</li> <li>– In the case of a property group, the number and description of the component items comprising the group.</li> <li>– Name, make or manufacturer, if applicable.</li> <li>– Year or model(s), if applicable.</li> <li>– Manufacturer's serial number(s), if any, and if an automobile, vehicle identification number (VIN) and title certificate number, if applicable.</li> <li>– Date acquired.</li> <li>– Item's cost or value at the acquisition date.</li> <li>– Acquisition method and, for purchased items, the voucher and check or warrant number.</li> <li>– Date the coalition last physically inventoried the item and the item's condition at that date.</li> <li>– If disposed of, use or refer to the information in Rule 69I-73.005, F.A.C.</li> <li>– The coalition or contractor may include any additional information on the individual property record.</li> </ul>
5.	<p><b>The coalition's policy must establish periodic physical inventory requirements that comply with Rule Chapter 69I-73, F.A.C.</b></p> <p>Rule Chapter 69I-73, F.A.C., requires that each entity conduct a physical equipment inventory at least once per year and whenever there is a custodian or custodian's delegate change.</p>
6.	<p><b>The coalition's policy must establish maintenance procedures.</b></p> <p>Federal regulations require that the custodian implement adequate maintenance procedures to keep the equipment in good condition. DEL staff or independent contracted auditors/monitors may review support documentation to ensure compliance with this requirement.</p>
7.	<p><b>The coalition's policy must account for lost or stolen grant-purchased property.</b></p>

	<p>Upon completing a physical inventory or other discovery, the custodian must reconcile inventory records as appropriate. This includes comparing the data listed on the inventory forms with the individual property records. The custodian must investigate noted differences such as location, condition and custodian and correct as appropriate. Alternatively, the custodian must relocate the item to its assigned location and custodian in the individual property record. The custodian must promptly report to management, for thorough investigation, items not located during the inventory process. If the investigation determines that someone stole or may have stolen the item, the custodian must update the individual property record at the time of determination and file a report with the appropriate law enforcement agency describing the missing item and circumstances surrounding its disappearance.</p>
<p><b>8.</b></p>	<p><b>The coalition's policy must establish disposition of property.</b></p> <p>If the custodian does not need the equipment, the custodian must –</p> <ul style="list-style-type: none"> <li>– Follow the coalition or contractor's disposition policy that complies with Chapters 274.05, 274.06 and 274.07, F.S.</li> <li>– If there is no disposition policy in place, submit a request to DEL for approval prior to disposition.</li> <li>– Record on the individual property record for each item. <ul style="list-style-type: none"> <li>• Disposition date.</li> <li>• Disposition authority (governing body resolution properly recorded in the minutes as Chapter 274.07, F.S., requires).</li> <li>• Disposition manner (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).</li> <li>• Identity of the employee(s) witnessing the disposition, if cannibalized (e.g., the process of dismantling portions or components of a property item to repair, replace, upgrade or extend the useful life of other property items), scrapped or destroyed.</li> <li>• For disposed items, a notation identifying any related transactions (e.g., receipt for item sale, insurance recovery, trade-in).</li> <li>• For property certified as surplus, reference to documentation showing that the coalition or contractor disposed of such property as Chapters 274.05 or 274.06, F.S., require.</li> </ul> </li> </ul>
<p><b>9.</b></p>	<p><b>The coalition's policy must establish priority of disposition.</b></p> <p>When no longer needed for the original project or program, the custodian must use the equipment in connection with its other federally-sponsored activities, if any, in the following order of priority –</p> <ul style="list-style-type: none"> <li>– Programs, projects or activities the Health and Human Services (HHS) awarding agency sponsors.</li> <li>– Programs, projects or activities other HHS awarding agencies sponsor.</li> <li>– Programs, projects or activities other federal agencies sponsor.</li> </ul>
<p><b>10.</b></p>	<p><b>The coalition's policy must establish transfer of property and property records.</b></p> <p>A coalition or contractor must document the transfer of grant-purchased property from one office to another, or from one location to another within the same coalition. The coalition or contractor must do this by updating the new physical location on the Master Property Inventory List and the Property Tag Assignment Form.</p> <p>The coalition or contractor must transfer to a disposed property file, upon item disposition, the individual property record for each item. The coalition or contractor must maintain such records for five years after disposition.</p>

**H. Records Maintenance**

A SR Program plan a coalition submits must include updated policies and procedures, including those governing records maintenance (s. 1002.85(2)(f), F.S.).

1.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding SR eligibility and enrollment files. (s. 1002.84(10), F.S.)</b></p> <p>A coalition must establish proper records maintenance related to eligibility and enrollment files, provider payments, coalition staff background screenings and other documents required for implementing the SR Program.</p>
2.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding SR attendance records (i.e., sign-in/sign-out sheets). (s. 1002.84(11), F.S.)</b></p> <p>A coalition must establish a records retention requirement for sign-in and sign-out records consistent with state and federal law. Coalitions may not alter or amend attendance records after Dec. 31 of the subsequent year.</p>
3.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding SR provider agreements and payments. (s. 1002.84(10), F.S.)</b></p> <p>A coalition must establish proper records maintenance regarding eligibility and enrollment files, provider payments, coalition staff background screenings and other documents required for implementing the SR Program.</p>
4.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding background screening reports per the current Grant Agreement between DEL and early learning coalitions. (s. 1002.84(10), F.S.)</b></p> <p>A coalition must establish proper records maintenance regarding eligibility and enrollment files, provider payments, coalition staff background screenings and other documents required for implementing the SR Program.</p> <p>A coalition must maintain on file at the coalition, for appropriate monitoring and audit purposes, verification of all coalition and subrecipient/contractor, if applicable, personnel assigned to work on this contract.</p>
5.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding record confidentiality per the current Grant Agreement between DEL and early learning coalitions.</b></p>
6.	<p><b>The coalition's policy must establish proper records maintenance and retention regarding custodial, preservation and retention requirements based on s. 119.021(1), F.S.</b></p> <p>(1) Public records shall be maintained and preserved as follows:</p> <ul style="list-style-type: none"> <li>(a) All public records should be kept in the buildings in which they are ordinarily used.</li> <li>(b) Insofar as practicable, a custodian of public records of vital, permanent, or archival records shall keep them in fireproof and waterproof safes, vaults, or rooms fitted with noncombustible materials and in such arrangement as to be easily accessible for convenient use.</li> <li>(c) 1. Record books should be copied or repaired, renovated, or rebound if worn, mutilated, damaged, or</li> </ul>

	<p>difficult to read.</p> <ol style="list-style-type: none"><li>2. Whenever any state, county, or municipal records are in need of repair, restoration, or rebinding, the head of the concerned state agency, department, board, or commission; the board of county commissioners of such county; or the governing body of such municipality may authorize that such records be removed from the building or office in which such records are ordinarily kept for the length of time required to repair, restore, or rebind them.</li><li>3. Any public official who causes a record book to be copied shall attest and certify under oath that the copy is an accurate copy of the original book. The copy shall then have the force and effect of the original.</li></ol>
7.	<b>The coalition's policy must establish proper records maintenance and retention regarding coalition monitoring processes, tools, schedules and reports for its SR and CCR&amp;R programs.</b>
8.	<b>The coalition's policy must establish proper records maintenance and retention regarding audit reports based on Florida's Single Audit Act, s. 215.97, F.S.</b>

#### ***I. Information Technology Security Controls***

A SR Program plan a coalition submits must include updated policies and procedures, including those governing information technology security (s. 1002.85(2)(f), F.S.).

1.	<b>The coalition's policy must align with the requirements of the Grant Agreement between DEL and early learning coalitions.</b>
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#### ***J. Disbursement Controls***

A SR Program plan a coalition submits must include updated policies and procedures, including those governing disbursement controls (s. 1002.85(2)(f), F.S.).

1.	<b>The coalition's written disbursement policies and procedures will use fiscal control and fund accounting procedures that will confirm proper disbursement of, and accounting for, federal and state funds paid to the coalition for early learning programs as required by the current Grant Agreement between DEL and early learning coalitions.</b>
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## **II. Implementation**

#### ***A. School Readiness Application and Waiting List Procedures***

A SR Program plan a coalition submits must describe its procedures for implementing school readiness application and waiting list procedures (s. 1002.85(2)(b)1.-2., F.S., and Rule 6M-4.300, F.A.C.).

1.	<p><b>Coalitions will upload their current waiting list policies and procedures.</b></p> <p>Section 1002.82, F.S., and Rule 6M-4.300, F.A.C., require the statewide data information program to include a single point of entry.</p> <p>“Single point of entry” also known as the Family Portal, means the process established under Section 1002.81(13), F.S., for a parent wanting to apply for the school readiness program (<i>s. 1002.81(13), F.S.; Rule 6M-4.300, F.A.C.</i>).</p> <p>All parents requesting school readiness program services must first complete the prequalifying questions before completing the School Readiness Application, if applicable, and submit it through the single point of entry available at the following web address: <a href="https://familyservices.floridaearlylearning.com">https://familyservices.floridaearlylearning.com</a>.</p> <p>If the results of the prequalifying questions indicate that the family may be potentially eligible, the family will then be directed to complete the School Readiness Application.</p> <p>Upon completion of the School Readiness Application, parents must submit at least one document to complete the application process. The document may be a current paystub, a verification of employment statement, written statement from employer, school enrollment or class registration, or documentation of a temporary or permanent disability.</p>
2.	<p><b>The policy and/or procedure establishes a prequalification screening for eligibility to determine whether or not a family is potentially eligible for services. The prequalification screening will be at a minimum the family's statement of income, family size, and type of service requested.</b></p> <p>If the coalition determines that the family is potentially eligible based on their application and funding is available, the coalition will conduct an eligibility determination pursuant to Section 1002.87, F.S., and subsection 6M-4.200(2) or (3), F.A.C. Upon determining the family eligible for the school readiness program, the child is eligible for enrollment with a provider delivering the school readiness program. The coalition must indicate the required supporting documents for eligibility determination pursuant to Rule 6M-4.208, F.A.C.</p> <p>If the family is potentially eligible and funding is not available, the coalition will place the child on its waiting list.</p> <p>If the family is not potentially eligible, the coalition will offer the parent CCR&amp;R services pursuant to Rule 6M-9.300, F.A.C.</p> <p><i>Please note: all families requesting services shall be provided CCR&amp;R services.</i></p> <p>The early learning coalition must review each submitted application and required documentation within 20 calendar days of receipt to determine if the parent is potentially eligible pursuant to Section 1002.87(1), F.S. The early learning coalition must notify the parent if the eligibility criteria have or have not been met.</p>
3.	<p><b>The policy or procedure requires placing eligible children on the waiting list on a first-come, first-serve basis, based on the date of the submitted application, the potential eligibility category and priority categories specified in Section 1002.87(1), F.S., and the age of the child.</b></p> <p>The coalition's policy or procedures must establish a methodology for prioritizing the waiting list according to eligibility category.</p>

	A coalition may establish local service priorities within one of the above referenced priority groups.
4.	<p><b>The policy establishes procedures for waiting list revalidation.</b></p> <p>At least once every six (6) months from the date the family was initially placed on the waiting list or from the last revalidation date the coalition must contact the parent and request the parent to submit updated information regarding eligibility status.</p> <p>The coalition must notify the parent within 30 calendar days prior to the revalidation date.</p>
5.	<p><b>The policy establishes procedures for removal from the waiting list.</b></p> <p>Notification must include the reason why the family was not placed on the waiting list or why the family or child was removed from the waiting list.</p> <p>A family will be removed from the waiting list under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Failure to maintain accurate contact information;</li> <li>2. Failure to meet the school readiness eligibility requirements as specified in s. 1002.87(1), F.S.;</li> <li>3. Failure to confirm information by the due date indicated on the notification;</li> <li>4. Over age limitations. Any child on the waiting list age 13 or older will be removed from the waiting list;</li> <li>5. School readiness services no longer needed. The parent indicates, via email, fax, mail, telephone or in person, that school readiness services are no longer needed;</li> <li>6. The parent does not respond to the notification for available funding by the due date;</li> <li>7. The family no longer resides in the coalition's service delivery area; or</li> <li>8. Funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. Actual eligibility determination will be conducted prior to authorization for enrollment, which will be based on available funding. Enrollment in the school readiness program will be on a first-come, first-serve basis pursuant to s. 1002.87(1), F.S.</li> </ol>
6.	<p><b>The policy and procedures establish a process for reapplication to the waiting list.</b></p> <p>If a family is removed from the waiting list, a parent must reapply for school readiness services and will be screened for eligibility according to subsection (3) to be placed back onto the waiting list and receive a new waiting list date.</p> <p>If a family on the waiting list of a coalition moves out of the coalition's service area, the family must reapply for eligibility services with the coalition operating in the family's new location. The family will receive a new waiting list date with the coalition offering services in the new location.</p>
7.	<p><b>The policy establishes that an unborn child is not eligible for the waiting list.</b></p>

***B. Eligibility and Enrollment Policies and Procedures***

A SR Program plan a coalition submits must describe its procedures for implementing eligibility and enrollment processes and local eligibility priorities for children (s. 1002.85(2)(b)3., F.S.).

<p>1.</p>	<p><b>The coalition must have clearly defined and written eligibility enrollment procedures that reflect the eligibility priority categories and local eligibility priorities for serving children in the SR Program. (ss. 1002.84(8), 1002.85(2)(i) and 1002.87, F.S.)</b></p> <p>A coalition must determine child eligibility based on ss. 1002.87 and 1002.85(2)(j), F.S.</p> <p>Section 1002.87, F.S., requires a coalition to assign priority in the following order –</p> <ul style="list-style-type: none"> <li>a) Priority shall be given first to a child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance and subject to the federal work requirements or a parent who has an Intensive Service Account or an Individual Training Account under s. 445.009, F.S.</li> <li>b) Priority shall be given next to an at-risk child younger than 9 years of age.</li> <li>c) Subsequent priority shall be given, based on an early learning coalition's local priorities identified under s.1002.85(2)(j), F.S., to children who meet the following criteria: <ul style="list-style-type: none"> <li>1. A child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to a coalition for funding direct services.</li> <li>2. A child, from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school, of a parent who transitions from the work program into employment.</li> <li>3. An at-risk child who is at least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the SR Program within eligibility priority category listed in paragraphs (a) and (b) and subparagraph (c)1 shall be given priority over other children who are eligible under this paragraph.</li> <li>4. A child who is younger than 13 years of age from a working family that is economically disadvantaged.</li> <li>5. A child, who is younger than 13 years of age, of a parent who transitions from the work program into employment.</li> <li>6. A child who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is at least 3 years of age but is not yet eligible for admission to kindergarten in a public school.</li> <li>7. A child who otherwise meets one of the eligibility criteria in paragraphs (a) and (b) and subparagraphs (c)(1) and (c)(2) but who is also enrolled concurrently in the federal Head Start Program and the VPK Program.</li> </ul> </li> </ul>
<p>2.</p>	<p><b>The coalition must include an assessment of local priorities within the county or multi-county region based on the needs of families and provider capacity using available community data. (s. 1002.85(2)(i), F.S.)</b></p> <p>The community assessment cannot be more than three years old and must include, at a minimum, the collection and analysis of the following information about the coalition's service area:</p> <ul style="list-style-type: none"> <li>1) The demographic make-up of eligible children/families and unique populations, including their estimated number and geographic location;</li> <li>2) Other child development and early learning programs that are serving eligible children, including public and private programs, and the approximate number of eligible children served by each;</li> <li>3) Data regarding the education and social service needs of eligible children and their families, including children with disabilities and special needs; and</li> </ul>

	<p>4) Resources in the community that could be used to address the needs of children and their families, including assessments of their availability and accessibility.</p> <p>Coalitions are encouraged to work collaboratively with community partners to develop the community assessment. In many cases, community partners (e.g., Head Start, Healthy Start, and Children's Services Councils) may have similar requirements for community assessments.</p> <p>The coalition must include a summary of the community needs assessment(s) and data from the Sunshine State Portal justifying its local priorities within its community needs assessment.</p> <p>Coalitions must identify local priorities from s. 1002.87(1)(c), F.S., through information gained from completing the community assessment.</p>
3.	<p><b>The coalition must have written policies and procedures that comply with s. 1002.87(7), F.S., and the DEL Grant Agreement for disenrolling SR children from SR services. (ss. 1002.81(5) and 1002.87(7), F.S.; DEL Grant Agreement; Program Guidance 240.04)</b></p> <p>“Disenrollment” means removing, either temporarily or permanently, a child from participation in the SR Program. A coalition may remove a child from the SR Program in accordance with 6M-4.200(8), F.A.C.</p>
4.	<p><b>The coalition’s written eligibility determination and redetermination policies and procedures must align with rules and statutes. (ss. 1002.81 and 1002.87, F.S., and Rules 6M-4.200 and 6M-4.208, F.A.C.)</b></p>
<p><b>C. Parent Access and Choice</b></p> <p>A SR Program plan a coalition submits must describe its procedures for implementing parent access and choice (s. 1002.85(2)(b)4., F.S.).</p>	
1.	<p><b>The coalition’s policy or procedure must require and document that it will inform parents about a parent’s right to choose from a variety of legally operating child care categories. (45 C.F.R. § 98.30; s. 1002.82(2)(b), F.S.)</b></p> <p>Preserve parental choice by permitting parents to choose from a variety of child care categories, including center-based care, family child care and informal child care to the extent authorized in the state’s Child Care and Development Fund (CCDF) Plan as the United States Department of Health and Human Services approved, based on 45 C.F.R. § 98.18. None of the categories may limit or exclude a faith-based provider’s care and curriculum.</p> <p class="list-item-l1">(a) The parent or parents of an eligible child who receives or is offered child care services shall be offered a choice:</p> <p class="list-item-l2">(1) To enroll the child with an eligible child care provider that has a grant or contract for the provision of such services, if such services are available; or</p> <p class="list-item-l2">(2) To receive a child care certificate as defined in § 98.2. Such choice shall be offered any time that child care services are made available to a parent.</p> <p class="list-item-l1">(b) When a parent elects to enroll the child with a provider that has a grant or contract for the provision of child care services, the child will be enrolled with the provider selected by the parent to the maximum extent practicable.</p> <p class="list-item-l1">(c) In cases in which a parent elects to use a child care certificate, such certificate:</p>

	<p>(1) Will be issued directly to the parent;</p> <p>(2) Shall be of a value commensurate with the subsidy value of the child care services provided under paragraph (a)(1) of this section;</p> <p>(3) May be used as a deposit for child care services if such a deposit is required of other children being cared for by the provider;</p> <p>(4) May be used for child care services provided by a sectarian organization or agency, including those that engage in religious activities, if those services are chosen by the parent;</p> <p>(5) May be expended by providers for any sectarian purpose or activity that is part of the child care services, including sectarian worship or instruction;</p> <p>(6) Shall not be considered a grant or contract to a provider but shall be considered assistance to the parent.</p> <p>(d) Child care certificates shall be made available to any parents offered child care services.</p> <p>(e) (1) For child care services, certificates under paragraph (a)(2) of this section shall permit parents to choose from a variety of child care categories, including –</p> <p>(i.) Center-based child care;</p> <p>(ii.) Family child care; and</p> <p>(iii.) In-home child care, with limitations, if any, imposed by the Lead Agency and described in its Plan at § 98.16(g)(2). Under each of the above categories, care by a sectarian provider may not be limited or excluded.</p> <p>(7) Lead Agencies shall provide information regarding the range of provider options under paragraph (e)(1) of this section, including care by sectarian providers and relatives, to families offered child care services.</p> <p>(f) With respect to State and local regulatory requirements under § 98.40, health and safety requirements under § 98.41, and payment rates under § 98.45, CCDF funds will not be available to a Lead Agency if State or local rules, procedures or other requirements promulgated for purposes of the CCDF significantly restrict parental choice by –</p> <p>(1) Expressly or effectively excluding –</p> <p>(i.) Any category of care or type of provider, as defined in § 98.2; or</p> <p>(ii.) Any type of provider within a category of care; or</p> <p>(2) Having the effect of limiting parental access to or choice from among such categories of care or types of providers, as defined in § 98.2 with the exception of in-home care; or;</p> <p>(3) Excluding a significant number of providers in any category of care or of any type as defined in § 98.2.</p>
2.	<p><b>The coalition's policy and or procedure must require and document that the coalition inform parents about a parent's right to unlimited access to his or her child during normal hours of provider operation and whenever the child is in the provider's care. (45 C.F.R. § 98.31)</b></p> <p>The lead agency shall have in effect procedures to ensure that child care service providers who receive SR program funds allow parents unlimited access to their children, and to the providers caring for their children. Providers must grant this access during normal provider operation hours and whenever the children are in the provider's care.</p> <p>Custodial parent or guardian access to children while in the care of any legally operating provider, regardless of whether receiving financial assistance through the Child Care and Development Fund, is an enforceable requirement of ss. 402.305, 402.313 and 402.3131, F.S.; Chapters 65C-20 and 65C-22, F.A.C.; each grant award with early learning coalitions; and the Redlands Christian Migrant Association (RCMA) contract.</p>
<p><b>D. Fee Waiver Policy</b></p>	

A SR Program plan a coalition submits must describe its policy for applying a waiver or reduction of fees based on s. 1002.84(9), F.S. (s. 1002.85(2)(b)5., F.S., and 45 C.F.R. § 98.33(a)(8) and § 98.45(l)(4)).

1.	<p><b>A coalition may establish special circumstances for which it may waive or temporarily reduce family copayments that are consistent with the examples from s. 1002.84(9), F.S., and Rule 6M-4.400, F.A.C. (s. 1002.85(2)(b)5., F.S., and 45 C.F.R. § 98.45(l)(4) and § 98.33(a)(8))</b></p> <p>A coalition must include a hyperlink to the DEL issued fee scale and coalition fee waiver policy posted on the coalition's website.</p>
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***E. Child Screening***

A SR Program plan a coalition submits must describe its policies and procedures for implementing child screenings. (s. 1002.84(5), F.S.; Rule 6M-4.720, F.A.C.)

1.	<p><b>All children must receive a developmental screening within 45 days of enrollment. (Rule 6M-4.720(2)(a) - (b), F.A.C.)</b></p> <p>Each early learning coalition will coordinate with parents or providers to complete initial screening for each child, aged six weeks to age of 60 months. Children must be screened no later than 45 calendar days after:</p> <ul style="list-style-type: none"> <li>• His or her first enrollment in the School Readiness program; or</li> <li>• Subsequent enrollment after being terminated or withdrawn from the School Readiness program.</li> </ul> <p>If a child, aged six weeks to age 60 months, is again enrolled in the School Readiness program after prior termination or withdrawal that is less than 12 months from initial enrollment, the coalition must determine if the child has been screened in accordance with the subsequent screening intervals identified in paragraph (2)(c), no later than 45 calendar days after subsequent enrollment.</p>
2.	<p><b>All parents must be provided the screening results in writing. (Rule 6M-4.720(2)(e), F.A.C.)</b></p> <p>Each early learning coalition must provide, in writing, or must require a child care provider to provide in writing, the screening results with concerns for each child to the child's parent. Early learning coalitions must make staff persons available to explain screening results if requested by a parent.</p>
3.	<p><b>The coalition must initiate intervention practices within 30 calendar days for children showing concerning screening results. (Rule 6M-4.720(5), F.A.C.)</b></p> <p>The process for implementing intervention practices must include –</p> <ul style="list-style-type: none"> <li>• Concern identification.</li> <li>• Concern analysis.</li> <li>• Intervention implementation.</li> <li>• Plan evaluation.</li> <li>• Referrals to early intervention or specialized care, if applicable.</li> </ul>

4.	<p><b>The coalition must have a process to verify that each parent of a child who receives a referral services notification of the referral in writing. (Rule 6M-4.720(5), F.A.C.)</b></p> <p>Each coalition must notify or require a child care provider to notify, in writing, the parent of a child who receives a referral. The notification must include, at a minimum, areas identified through the screening that are concerning, and local contact information for the appropriate referral agency.</p> <p>The coalition must offer to contact the appropriate referral agency.</p>
	<p><b>F. Program Assessment</b></p> <p>A SR Program plan a coalition submits must describe its procedures for implementing the program assessment requirement for potential providers and current providers to be eligible to deliver the SR Program. (ss. 1002.82(2)(n); 1002.85 and 1002.88(1)(h), F.S.)</p>
1.	<p><b>An early learning coalition will require providers to participate in program assessments as determined by DEL in order to be eligible to deliver the SR Program. (ss. 1002.82(2)(n) and 1002.88(1)(h), F.S., and Rule 6M-4.740, F.A.C.)</b></p> <p>Section 1002.82(2)(n), F.S., requires the department to, “Adopt a program assessment for school readiness program providers that measure the quality of teacher-child interactions, including emotional and behavioral support, engaged support for learning, classroom organization, and instructions support for children ages birth to 5 years.”</p> <p>The coalition’s policies and procedures must describe how the coalition will implement the program assessment requirements, including provisions for termination for cause for up to 5 years.</p>
2.	<p><b>An early learning coalition that exercises the option to waive the school readiness program contract minimum threshold composite score requirement must describe each criterion used to evaluate whether a provider meets local child care capacity needs as determined by its community needs assessment within its policies and procedures. (Rule 6M-4.740(2), (6), F.A.C.)</b></p> <p>The coalition will identify minimum criteria for determining if a school readiness program provider is essential to meeting local child care capacity needs using data from the community needs assessment and Sunshine State Portal identified in plan element II.B.2. A coalition may use local community data from state or county agencies or municipalities in addition to the community needs assessment. Providers deemed essential as defined within the policies, must be placed on a Quality Improvement Plan.</p> <p>Criteria must consider services needed by care level, child care deserts, history of health and safety violations, and local eligibility priorities.</p>
3.	<p><b>A coalition offering capacity waivers for essential child care providers must include a detailed description of any local improvement strategies offered by the coalition to use in the program assessment Quality Improvement Plan for applicable early learning programs. (Rules 6M-4.740 and 6M-4.610, F.A.C.)</b></p> <p>If the coalition offers a local quality improvement strategy in addition to required quality improvement strategies identified in Rule 6M-4.610, F.A.C., the description must include how the SR provider will successfully complete strategy components, timelines and evidence of coalition validation of the completed strategy.</p>

4.	<b>A coalition must describe the process for providers to request an additional program assessment and its cost.</b>
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***G. Use of Observation-Based Child Assessment***

A SR Program plan a coalition submits must describe its procedures for implementing a child assessment for use at least three times a year. (s. 1002.85(2)(b)6., F.S.).

1.	<p><b>If specified in the coalition's approved plan, an early learning coalition will implement an age-appropriate ongoing assessment of children. (s. 1002.84(6), F.S.)</b></p> <p>Section 1002.82(2)(k), F.S., requires the department to, Identify observation based child assessments that are valid, reliable, and developmentally appropriate for use at least three times a year. The coalition must explain how it solicits voluntary participation. A coalition may not require a provider to administer a child assessment. (s. 1002.88(3)(c), F.S.)</p> <p>DEL will identify a list of assessments as valid, reliable, and developmentally appropriate for use three times per year.</p> <p>The early learning coalition must identify:</p> <ul style="list-style-type: none"><li>– What tool/tools are used for the child assessments</li><li>– How it solicits voluntary participation</li></ul>
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***H. Contracted Slots***

A SR Program plan a coalition submits must include policies and procedures regarding implementation of the Contracted Slots Program based on the community assessment, as applicable (s. 1002.85(2)(d)7., F.S.).

1.	If the coalition has providers participating in the Contracted Slots Program, the coalition must describe and submit a contracted slots policy and procedure on how the use of Contracted Slots are based on the community assessment conducted in accordance with plan element II.B.2. and the latest census data identifying poverty area tracts. The coalition is responsible for selecting eligible provider participants in the program based on the community assessment.
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### **III. Quality Activities and Services**

***A. Child Care Resource and Referral (CCR&R) and School-Aged Care***

A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for resource and referral and school-age children (s. 1002.85(2)(c), F.S.).

1.	<p><b>The coalition must submit a description of its quality activities for resource and referral and school-aged care with its SR Program plan. (s. 1002.85(2)(c)1., F.S.)</b></p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for resource and referral and school-age children. Coalition activities may only include developing, establishing, expanding, operating and coordinating CCR&amp;R services specifically related to providing thorough education to parents and the public. (s. 1002.89(4)(b)1., F.S.)</p> <ul style="list-style-type: none"><li>– CCR&amp;R services that increase parental choice by helping families identify quality early learning programs and locate a provider who meets the family's needs.</li><li>– Services that provide child care referrals customized to meeting each family's needs, as well as offering referrals and information about other services available in local communities.</li><li>– Activities to improve the quality and availability of inclusive child care, including resource and referral for early special needs intervention, special needs referrals, warm line contact information and other activities that facilitate inclusion.</li></ul>
2.	<p><b>The coalition's description of quality activities should align with what the coalition reported in the most recent projected budget. (s. 1002.89(5), F.S.)</b></p> <p>The quality Other Cost Accumulator (OCA) associated with these activities is 97QI4.</p> <p>Section 1002.89(5), F.S., requires that coalitions keep costs to the minimum necessary for efficiently and effectively administering the SR Program with the highest priority of expenditure being direct services for eligible children. Coalitions may use no more than 5 percent of funds (total allocation) for administrative costs and may use no more than 22 percent of the funds in any fiscal year for any combination of administrative costs, quality activities and nondirect services.</p>

***B. Infant and Toddler Early Learning Programs***

A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for infant and toddler early learning (s. 1002.85(2)(c)2., F.S.).

1.	<p><b>The coalition must submit a description of its quality activities for infant and toddler early learning with its SR Program plan. (s. 1002.85(2)(c)2., F.S.)</b></p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for infant and toddler early learning. Per s. 1002.89(5)(b), F.S., coalitions must limit activities to:</p> <p>Training and technical assistance for school readiness providers and staff on standards and teacher-child interactions specific to infant and toddler children birth to 36 months.</p> <ul style="list-style-type: none"><li>– Coalition services provided through contracted agencies or as direct services to providers in their respective areas.</li><li>– Training and other initiatives that focus on selecting age-appropriate materials, creating developmentally-appropriate environments and using an infant/toddler mental health consultant.</li><li>– Other infant and toddler quality initiatives identified and approved in the early learning coalition's school readiness program plan.</li></ul>
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2.	<p><b>The coalition's description of quality activities should align with what is reported in the most recent projected budget. (s. 1002.89(5), F.S.)</b></p> <p>The quality Other Cost Accumulator (OCA) associated with these activities is 97INT, 97ICS, 97 ICR, 97IAS and 97IGS.</p> <p>Section 1002.89(6), F.S., requires that coalitions keep costs to the minimum necessary for efficiently and effectively administering the SR Program with the highest priority of expenditure being direct services for eligible children. Coalitions may spend no more than 5 percent of funds (total allocation) described in subsection (5) for administrative costs and no more than 22 percent of funds described in subsection (5) in any fiscal year for any combination of administrative costs, quality activities and nondirect services.</p>
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**C. Inclusive Early Learning Programs**

A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for inclusive early learning programs (s. 1002.85(2)(c)3., F.S.).

1.	<p><b>The coalition must submit a description of its quality activities for inclusive early learning programs. (s. 1002.85(2)(c)3., F.S.)</b></p> <p>A SR Program plan a coalition submits must include a detailed description of the coalition's quality activities and services for inclusive early learning programs. Coalitions must limit activities (s. 1002.85(2)(d), F.S.)</p> <ul style="list-style-type: none"> <li>– Quality improvement inclusion services may include coalition or contractor staff time, materials and resources that pertain to assisting any early learning or school-age program (not limited to SR or birth to 5) that has a child with identified or suspected disabilities or special health care needs. Services include, but are not limited to, making accommodations for specific disabilities; quality enhancement; screening and assessment; training; collaborative meetings with staff, parents and partner agencies; and local training.</li> <li>– Responding to provider and parent warm line requests.</li> </ul>
2.	<p><b>The coalition's description of quality activities should align with what is reported in the most recent projected budget. (s. 1002.89(5), F.S.)</b></p> <p>The quality Other Cost Accumulator (OCA) associated with these activities is 97QIN.</p> <p>Section 1002.89(5), F.S., requires that coalitions keep costs to the minimum necessary for efficiently and effectively administering the SR Program with the highest priority of expenditure being direct services for eligible children. Coalitions may spend no more than 5 percent of funds (total allocation) described in subsection (5) for administrative costs and no more than 22 percent of funds described in subsection (5) in any fiscal year for any combination of administrative costs, quality activities and nondirect services.</p>

**D. Quality Improvement Strategies**

A SR Program plan a coalition submits must include quality improvement strategies that strengthen teaching practices and increase child outcomes (s. 1002.85(2)(c)4., F.S.).

1.	<p><b>The coalition must include a detailed description of the coalition's local quality improvement strategies to use in the program assessment Quality Improvement Plan for applicable early learning programs.</b></p>
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## IV. Financial Management

### A. Budget

A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by other-cost-accumulator code number; all estimated sources of revenue with identifiable descriptions; a listing of full-time equivalent positions; contracted subcontractor costs with related annual compensation amount or hourly compensation rate; and a capital improvements plan outlining existing fixed capital outlay projects and proposed capital outlay projects that will begin during the budget year (s. 1002.85(2)(d), F.S.). The detailed budget report must be updated annually in accordance with legislative appropriation and submitted to DEL using the approved Annual Budget Report template. ELCs are required to submit a revised budget with new program initiatives not included in their original plan.

1.	<b>The coalition's budget must provide an estimate of expenditures by Other Cost Accumulator (OCA) codes. (s. 1002.85(2)(d), F.S.)</b>  A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by other-cost-accumulator code number.
2.	<b>The coalition's budget must identify all sources of revenue and describe in detail the source of the revenue. (s. 1002.85(2)(d), F.S.)</b>  A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by all estimated revenue sources with identifiable descriptions.
3.	<b>The coalition's budget must provide detail of all full-time equivalent positions within the coalition and contractor or contractors. (s. 1002.85(2)(d), F.S.)</b>  A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by a listing of full-time equivalent positions.
4.	<b>The coalition's budget must provide detail of all contract costs, including compensation. (s. 1002.85(2)(d), F.S.)</b>  A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by contracted subcontractor costs with related annual compensation amount or hourly compensation rate.
5.	<b>The coalition's budget must outline fixed capital outlay or clearly state this is not applicable to the coalition. (s. 1002.85(2)(d), F.S.)</b>  A SR Program plan a coalition submits must include a detailed budget that outlines estimated expenditures for state, federal and local matching funds at the lowest level of detail available by a capital improvements plan

	outlining existing fixed capital outlay projects and proposed capital outlay projects that will begin during the budget year.
6.	<b>The coalition will submit its budget in the format prescribed above.</b>
<b><i>B. Prior Year Revenues and Expenditures</i></b>	
A SR Program plan a coalition submits must include a detailed accounting, in the format DEL specifies, of all revenues and expenditures during the previous state fiscal year. Revenue sources should be identifiable and coalitions should report expenditures by two categories – state and federal funds and local matching funds. (s. 1002.85(2), F.S.)	
1.	<b>The coalition's revenue report must identify all sources of revenue.</b>
2.	<b>The coalition's expenditure report must be reported by two categories: (a) state and federal funds and (b) local matching funds.</b>
3.	<b>The coalition's revenue and expenditure report must be allocated using a uniform chart of accounts.</b>
4.	<b>The coalition's revenue and expenditure report must identify the following categories of expenditure to the extent practicable:</b> <ul style="list-style-type: none"> <li>• Direct services to children</li> <li>• Administrative costs</li> <li>• Quality activities</li> <li>• Non-direct services</li> </ul>
5.	<b>The coalition's revenue and expenditure report must identify DEL revenue and expenditures by other-cost-accumulator code number.</b>
6.	<b>The coalition's revenue and expenditure report must include a listing of full-time equivalent positions.</b>
7.	<b>The coalition's revenue and expenditure report must include contracted subcontractor costs with related annual compensation amount or hourly rate of compensation.</b>
8.	<b>The coalition will provide prior year revenues and expenditures in the format prescribed above.</b>

## V. Monitoring

### A. Monitoring Plan and Procedures

A SR Program plan a coalition submits must include a description of the procedures for monitoring SR Program providers, including responding to a parental complaint, to determine that the standards prescribed in s. 1002.88, F.S., are met using the standard monitoring tool adopted by the department. The coalition will more frequently monitor providers the coalition determines high risk based on substantial findings of law violations (s. 1002.85(2)(g), F.S.).

1.	<p><b>The coalition must adopt and implement processes to monitor SR Program child care provider eligibility (including its monitoring plan and monitoring policies).</b></p> <p>The coalition's monitoring plan should identify timelines for monitoring SR Program child care providers annually, the percentage or number of child care providers monitored based on sample size requirements and the process by which the coalition selects providers for monitoring under Rule 6M-4.630(3), F.A.C.</p>
2.	<p>The sample size is based on the number of SR programs funded by the coalition and not the total number of provider contracts. This includes contracted provider program sites outside of the coalition service area. When establishing the sample size, a coalition must determine the final count of the total number of SR provider contracted sites with the coalition, based on the current SR fiscal year. Once determined, a coalition should use Attachment B of Form DEL-SR 20M, Statewide School Readiness Provider Contract Monitoring Tool, to establish the number of provider sites to monitor, based on the total number of SR contracted provider sites.</p> <p>If contracted provider sites outside of the coalition service area are selected in the sample, the home coalition where the provider is located may conduct tier 2 monitoring for compliance with the SR contract. If this arrangement is made, the coalition contracting outside of its service area will need to obtain copies of monitoring documents for the provider sites in question. Otherwise, the coalition contracting outside its service area will be required to monitor the provider.</p> <p>The coalition's monitoring plan and policies for SR program providers should include</p> <ul style="list-style-type: none"><li>– A provider monitoring schedule.</li><li>– A process to evaluate compliance with all requirements in the SR Program provider contract. Coalitions will use the monitoring tool adopted by DEL.</li><li>– A process for timely reporting of findings and recommendations.</li><li>– Documentation that the provider is aware of any monitoring findings and has an opportunity to respond and take corrective action.</li></ul>
3.	<p><b>The coalition must submit its policies and procedures for refusal to contract and eligibility revocation based on Class I violations, if applicable.</b></p> <p>In accordance with s. 1002.88(2)(b), F.S., the early learning coalition may refuse to contract with a provider or revoke a provider's eligibility to deliver the School Readiness Program if the provider has been cited for a Class 1 violation by the Department of Children and Families (DCF). If the coalition chooses to implement this standard and refuse to contract with a potential or current provider or to revoke a current provider's eligibility to deliver the programs if the provider is cited with a class 1 violation, the coalition's must develop policies and</p>

	<p>procedures to guarantee the provision is applied consistently to all potential and current school readiness program providers.</p> <ol style="list-style-type: none"> <li>1) Address the coalition's standards for refusal to contract with a provider.</li> <li>2) Address the coalition's standards for eligibility revocation.</li> <li>3) Establish a process for monitoring providers for continuing compliance with coalition standards and in conjunction with plan element V.A.1 above.</li> <li>4) Continue to follow all other health and safety contracting requirements in accordance with Rules 6M-4.610 and 6M-4.620, F.A.C.</li> </ol>
4.	<p><b>Section 1002.84(15), F.S., requires that coalitions develop written policies, procedures and standards for monitoring vendor contracts, including provisions specifying the particular procedures that a coalition may use to evaluate contractor performance and the documentation that the coalition will maintain to serve as a contractor performance record. This subsection does not apply to contracts with SR Program providers.</b></p> <p>If the coalition uses a subrecipient's services to implement any SR Program administrative, programmatic or eligibility requirements, the coalition must adopt and implement processes to monitor the SR Program service provider(s) (including a monitoring plan, monitoring tool and monitoring policies).</p> <p>The coalition's monitoring plan, tool and policies for service providers should include</p> <ul style="list-style-type: none"> <li>– A contract monitoring schedule.</li> <li>– A process to track the administrative, programmatic and eligibility requirements in each service provider's contract.</li> <li>– A process for creating monitoring reports that include findings and recommendations.</li> <li>– Documentation that demonstrates the service provider is aware of any monitoring findings and received the opportunity to respond and take corrective action.</li> </ul>

#### ***B. Grievance/Complaint Resolution***

A SR Program plan a coalition submits must include a description of the procedures for monitoring SR Program providers, including responding to a parental complaint, to determine that the coalition meets the standards from s. 1002.88, F.S., using a standard monitoring tool that the department adopts (s. 1002.85(2)(g), F.S.).

1.	<p><b>The coalition's policy must establish a written process by which parents can submit to the coalition a grievance against a provider's or the coalition's actions that may be contrary to state and federal policies, procedures, rules or regulations.</b></p>
2.	<p><b>The coalition's policy must establish the nature (definition) of what constitutes a grievance and complainant identification.</b></p>
3.	<p><b>The coalition's policy must establish timeframes for reviewing and processing the parental grievance.</b></p>
4.	<p><b>The coalition's policy must establish the levels of review and indicate which coalition staff or members must review and act upon the parental grievance in each level of review.</b></p>

5.	<b>The coalition's policy must establish a methodology for presenting the parental grievance to the coalition (e.g. application forms, contact persons, process, etc.).</b>
6.	<b>The coalition's policy must establish how the coalition will resolve the parental grievance.</b>
7.	<b>The coalition's policy must establish a process for maintaining a record of substantiated parental complaints to comply with federal regulation 45 CFR § 98.32.</b>  The Child Care Resource and Referral Network has policies and procedures for maintaining substantiated parental complaint records. Coalitions must record all complaints on a coalition approved form and retain them in a complaint file for a minimum of five years. Coalitions must report abuse/neglect complaints within the hour to the Florida Abuse Hotline and the licensing authority.
8.	<b>The coalition's policy must establish a process by which the coalition makes available to the public information regarding parental complaints on request to comply with federal regulation 45 CFR § 98.32.</b>  The State shall –  (a) Make information regarding such parental complaints available to the public on request; and (b) The Lead Agency shall provide a detailed description of how such record is maintained and is made available.

## VI. Coalition Plan Validation

### ***A. Public Input***

A SR Program plan a coalition submits must include documentation that the coalition has solicited from the local community and considered comments regarding the proposed SR Program plan. (s. 1002.85(2)(h), F.S.)

1.	<b>The coalition's SR program plan must show how the coalition solicited community comments.</b>
2.	<b>The coalition's SR Program plan must indicate that the coalition considered comments or suggestions from the local community during plan development.</b>

***The coalition certifies that it will provide all services in compliance with the plan the Florida Division of Early Learning (DEL) approved. The coalition further certifies that it will provide the local services in compliance with all applicable federal, state and local laws and regulations and the State Child Care and Development Fund Plan that the Federal Department of Health and Human Services approved.***

*School Readiness Plan Template*

**Coalition Identification and Information**

Coalition Name:

FEIN #:

Address:

Mailing Address

(if different)

Phone:

Fax:

E-mail Address:

<b>Chair</b>	<b>Executive Director or Chief Executive Officer</b>	<b>Finance Director</b>	<b>Counties Represented</b>

## I. COALITION OPERATIONS

### A. Membership

Please complete the **Coalition Membership Form**.

<b>Early Learning Coalition of [Insert coalition name] Approved as of [date added when approved by DEL]</b>								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
	Chair, appointed by the Governor	Yes						
	Private sector appointed by the Governor	Yes						
	Private sector appointed by the Governor	Yes						
	Department of Children & Family Services regional administrator or designee	Yes						
	District superintendent of schools or designee	Yes						
	Local workforce board executive director or designee	Yes						
	County health department director or designee	Yes						

<b>Early Learning Coalition of [Insert coalition name]</b> <b>Approved as of [date added when approved by DEL]</b>								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
	President of a Florida College System institution or his or her permanent designee	Yes						
	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes						
	Head Start Director	Yes						
	Representative of private for-profit child care providers	Yes						
	Representative of faith based child care providers	Yes						
	Representative of program under federal Individuals with Disabilities Education Act	Yes						
	Children services council or juvenile welfare board chair or executive director	Yes, if applicable						

<b>Early Learning Coalition of [Insert coalition name] Approved as of [date added when approved by DEL]</b>								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
	from each county, if applicable							
	DCF child care regulation representative or child care licensing agency head	Yes, if applicable						
	Private Sector Business	Yes						
	Private Sector Business	Yes						
	Private Sector Business	Yes						
	Private Sector Business	Yes						
	Private Sector Business	Yes						
	Private Sector Business	Yes						

<b>Early Learning Coalition of [Insert coalition name] Membership Management Approved as of [date added when approved by DEL]</b>	
I.	<b>TOTAL MEMBERSHIP : XXXX</b>
II.	<b>TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: XXXX</b>
III.	<b>NUMBER OF VACANCIES IN REQUIRED POSITIONS: XXXX</b>

## **B. Business Organization**

Please attach a copy of the coalition's organization chart as **Attachment I.B.**

## **C. Articles of Incorporation**

Please attach a copy of the coalition's articles of incorporation as **Attachment I.C.**

N/A

## **D. Bylaws**

Please attach a copy of the coalition's bylaws as **Attachment I.D.**

## **E. Coalition Fiscal Agent Contract (if applicable)**

Please attach a copy of the fiscal agent contract (if applicable) as **Attachment I.E.**

N/A

## **F. Procurement**

Please attach the coalition's procurement policy as **Attachment I.F.**

## **G. Tangible Personal Property Maintenance**

Please attach the coalition's tangible personal property maintenance policy as **Attachment I.G.**

## **H. Records Maintenance**

Please attach the coalition's maintenance of records policy as **Attachment I.H.**

## **I. Information Technology Security Controls**

Please attach the coalition's IT security policy as **Attachment I.I.**

## **J. Disbursement Controls**

Please attach the coalition's disbursement controls policy as **Attachment I.J.**

# **II. IMPLEMENTATION**

## **A. School Readiness Application and Waiting List Procedures**

Please attach the coalition's policies and procedures for implementing the School Readiness Application and Waiting List Procedures as **Attachment II.A.**

## **B. Eligibility and Enrollment Policies and Procedures**

Please complete the Coalition Local Priorities Form and attach the coalition's community assessment and eligibility and enrollment policies and procedures as **Attachment II.B.**

### **Coalition Local Priorities**

Describe the data source used to conduct the community assessment:

Priority Number	Priority	Describe how community needs are addressed.
3		
4		
5		
6		
7		
8		
9		

### C. Parent Access and Choice

Please attach the coalition's policies and procedures for implementing parent access and choice as **Attachment II.C.**

### D. Fee Waiver Policy

Please attach the fee waiver policy as **Attachment II.D.**

Insert the URL address of the sliding fee scale and fee waiver policy on the coalition's website in the box below.

### E. Child Screenings

Attach the coalition's policies and procedures for implementing child screenings as **Attachment II.E**

### F. Program Assessment

Attach the coalition's policies and procedures for the implementation of the program assessment as **Attachment II.F.**

## G. Use of Observation-Based Child Assessments

What assessment tool/tools are used for child assessments?

How does the coalition solicit voluntary participation?

Attach supporting documentation as **Attachment II.G.**

N/A

## H. Contracted Slots

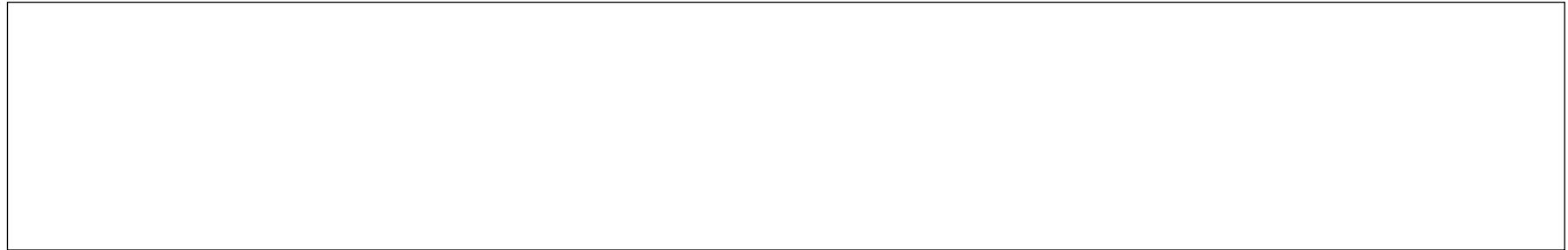
Please describe the coalition's use of contracted slots based on the community assessment and attach supporting documentation as **Attachment II.H.**

N/A

### III. QUALITY ACTIVITIES AND SERVICES

#### A. Child Care Resource and Referral (CCR&R) and School-Aged Care

Describe the quality activities and services the coalition will implement to enhance child care resource and referral and school-age care.



Please attach any supporting documentation as **Attachment III.A.**

#### B. Infant and Toddler Early Learning Programs

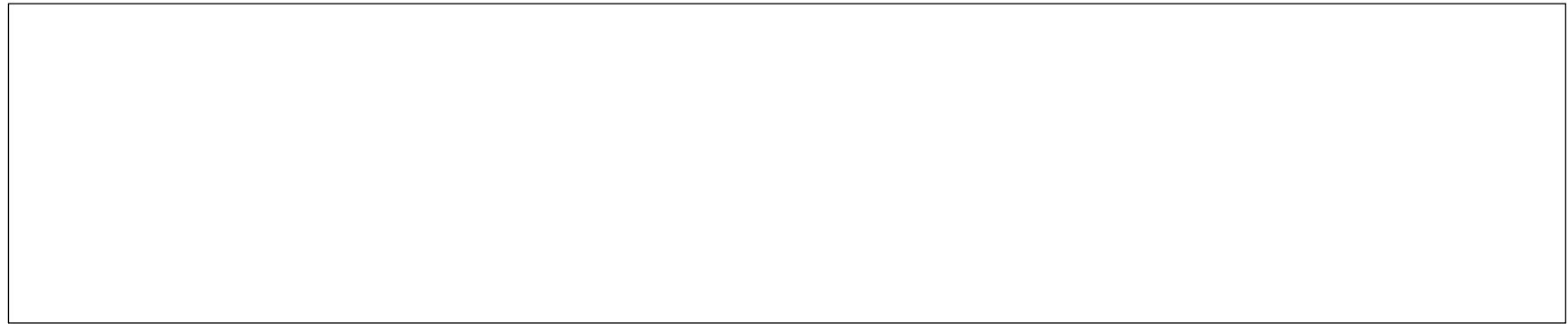
Describe the quality activities and services the coalition will implement to enhance infant and toddler early learning programs.



Please attach any supporting documentation as **Attachment III.B.**

## C. Inclusive Early Learning Programs

Describe the quality activities and services the coalition will implement to enhance inclusive early learning programs.



Please attach any supporting documentation as **Attachment III.C.**

## D. Quality Improvement Strategies

Describe the quality improvement strategies the coalition will use as part of the program assessment Quality Improvement Plan.



Please attach the coalition's policies and procedures as **Attachment III.D.**

## IV. FINANCIAL MANAGEMENT

### A. Budget

Please attach a copy of the coalition's budget report as **Attachment IV.A. Coalition Budget Report**.

### B. Prior Year Revenues and Expenditures

Please attach a copy of the coalition's revenue and expenditure report as **Attachment IV.B. Coalition Revenue and Expenditure Report**.

## V. MONITORING

### A. Monitoring Plan and Procedures

Please attach a copy of the coalition's policies and procedures for monitoring SR Program providers as **Attachment V.A**.

### B. Grievance/Complaint Resolution

Please attach a copy of the grievance policies and procedures that address complaints made by parents and child care providers as **Attachment V.B.**

## VI. COALITION PLAN VALIDATION

### A. Public Input

Please attach copies of proof of public input, such as coalition minutes as **Attachment VI.A.**

By signing below, I hereby certify that all information provided in this plan is accurate and complete to the best of my belief and knowledge. I certify that all services will be provided in accordance with the plan as approved by the Florida Division of Early Learning (DEL). I further certify that the local services will be provided in compliance with all applicable federal, state, and local laws and regulations and the State Child Care and Development Fund Plan approved by the Federal Department of Health and Human Services.

Chair Signature: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_