

The Non-Transferable Child Care Certificate

The Non-transferable Child Care Certificate contains all the information the SR Provider requires. The certificate can be found in the [EFSM Provider Portal](#).

- Scroll bar at bottom of screen.
- Scroll to the end.

The screenshot shows a web interface with a navigation bar containing 'Contracts', 'Enrollments', 'Attendance', and 'Documents'. A dropdown menu is open under 'Enrollments', listing 'Manage VPK Enrollments', 'Manage SR Enrollments', 'SR Enrollment Requests', 'View/Edit SR Enrollments', and 'Registration Fee'. Below this, a table displays a row with the status 'Enrolled' and two buttons: 'View Payment Certificate' and 'End Enrollment'. A scroll bar is visible at the bottom of the table area.

Parents Must Sign In and Out on a **DAILY** Basis

No Signing Parties at the End of the Month!

- DO NOT CHANGE OR ALTER THE DATES, TIMES, OR SIGNATURES ON THE SIGN-IN/OUT SHEETS IN ANY WAY
- AT NO TIME SHOULD ANYONE OTHER THAN THE PARENT/GUARDIAN OR AN AUTHORIZED PERSON SIGN THEIR SIGNATURE ON THE SIGN-IN/OUT SHEETS
- EVEN WITH PERMISSION FROM THE PARENT, THE PROVIDER IS PROHIBITED FROM SIGNING FOR THE PARENT!!
- A PROVIDER MAY NEVER ASK PARENTS TO SIGN IN ON DAYS THEIR CHILDREN DID NOT ATTEND!!**
- ALL OF THE ABOVE SCENARIOS ARE CONSIDERED FRAUD AND ARE SUBJECT TO POSSIBLE REPAYMENT OR REFERRAL TO THE FLORIDA DEPARTMENT OF FINANCIAL SERVICES FOR INVESTIGATION AND POSSIBLE LEGAL PROSECUTION**



PARENTS SHOULD RECORD THE EXACT TIMES OF DROP OFFS AND PICK UPS!!

Including A.M.s and P.M.s

EARLY LEARNING COLLEGE OF LAKE COUNTY
WEEKLY CHILD CARE ATTENDANCE
SIGN-IN/OUT FORM (ECC-EM 03)

FACILITY NAME: Mother Goose's Place FACILITY ADDRESS: 111 North South Shore Landway, Ft. St. Louis
CHILD'S NAME: Jack Thomas MONTH/YEAR: September 2013

Day	Sign-In Date	Am/Pm	Parent's/Guardian's Signature	Sign-Out Date	Am/Pm	Parent's/Guardian's Signature
Monday	9-1-13	am	[Signature]	9-1-13	am	[Signature]
Tuesday	9-2-13	am	[Signature]	9-2-13	am	[Signature]
Wednesday	9-3-13	am	[Signature]	9-3-13	am	[Signature]
Thursday	9-4-13	am	[Signature]	9-4-13	am	[Signature]
Friday	9-5-13	am	[Signature]	9-5-13	am	[Signature]

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Consider Getting a Digital Clock... ...and Clip Board



ONE CHILD PER SIGN-IN/OUT SHEET

Daily Child Care Attendance Sign-out Sheet

Facility Name: Melba Linnick Place
Child's Name: Spash Harrison Month: September 2013

Date	Parent Signature	Initials	Parent Signature	Outtime
9-1-13	Melba Linnick	JL	Melba Linnick	4:50 PM
9-2-13	Melba Linnick	JL	Melba Linnick	4:50 PM
9-3-13	Melba Linnick	JL	Melba Linnick	4:50 PM
9-4-13	Melba Linnick	JL	Melba Linnick	4:50 PM
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Jack
pink
only

SIGNATURES MUST BE LEGIBLE

- Entire name must be written out
- No initials
- No nicknames, Mom, Dad, Grandma, etc.
- We must be able to read the signature. We understand that this is a problem for providers. Please remind the parents to sign legibly

EARLY LEARNING COALITION OF LAKE COUNTY
WEEKLY CHILD CARE ATTENDANCE
SIGN-IN/SIGN-OUT FORM (ELCC WAF 01)

FACILITY NAME: Mother Goose's Place FACILITY ADDRESS: 1111 North South Street, Leesburg, FL 34748
CHILD'S NAME: Jack Homer MONTH/YEAR: September 2013

Day	Sign-In Date	Am/Pm	Parent's/Guardian's Signature	Sign-Out Date	Am/Pm	Parent's/Guardian's Signature
Monday	9-1-13	7:00	MAF	9-1-13	5:00	MAF
Tuesday	9-2-13	7:00	MAF	9-2-13	5:00	MAF
Wednesday	9-3-13	7:00	MAF	9-3-13	5:00	MAF
Thursday	9-4-13	7:00	MAF	9-4-13	5:00	MAF
Friday	9-5-13	7:00	MAF	9-5-13	5:00	MAF

For part by: United Way, ELCC, Florida Office of Early Learning

ERRORS

- Do not use white-out
- Do not scratch out or scribble over the error
- Do not write over the error
- Simply strike through the error and initial beside it
- The sign-in/out sheet is a legal document. Do not alter it

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RECORD RETENTION

FIVE YEARS

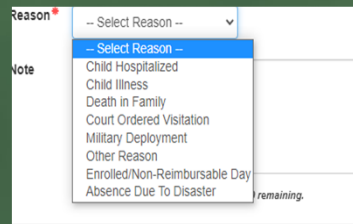
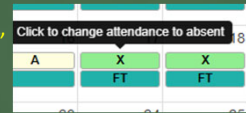
- Providers are required to retain the attendance documentation relating to the School Readiness Program for a period of **five (5) years** from June 30th of the contract year for audit purposes
- **If the provider should close their program or choose not to contract with the ELCLC, all records should continue to be accessible to the ELCLC for the 5 year retention period from when the contract ended or program closed**



DOCUMENTING ABSENCES

Excused Absences

- Providers may be reimbursed for **3 absences per month** and should mark the absences with an "A"
- These 3 absences per month will be reimbursed according to the care authorized per the Child Care Certificate
- **These 3 absences will be counted consecutively from the beginning of the month**
- Providers will be reimbursed only for absences for children who have actually attended the program during the month
- Reimbursement shall be authorized for no more than **3 absences per calendar month**, per child, except in the event of extraordinary circumstances



Documenting Absences

Extraordinary Circumstances

- In the event of extraordinary circumstances up to **7 additional authorized absences per month** may be reimbursed with the required documentation provided by the parent
- These authorized absences should be marked with an "A"
- **Total monthly reimbursed absences WILL NEVER exceed 10 calendar days**
- Examples of extraordinary circumstances include the following:
- Hospitalization of the child or parent (i.e., hospital discharge papers)
- Illness requiring home-stay (i.e., physician note or parent note)
- Death in the immediate family (i.e., obituary, death certificate)
- Court ordered visitation (i.e., court order)
- Unforeseen documented military deployment or exercise (i.e., military paperwork)
- Absences that are not extraordinary circumstances will not be paid.
- Examples of unexcused absences are not attending for vacation, parent's days off of work or the grandparents are in town visiting

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Reporting Absences Continued

- In the event that a child is absent for **5 consecutive days** with no contact from the parent, the provider shall notify the Coalition in writing by the end of the **5th day**
- **The Coalition will determine the need for continued care**
- If a termination is filed the notice will be sent to the provider



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REPORTING ABSENCES At Risk Children

- According to F.S. 6M 4.500, an SR program provider shall comply with the reporting requirements of the Rilya Wilson Act for each at-risk child under the age of school entry who is enrolled in the SR program
- **SR Child Care Providers are notified by the ELCLC when they have a child in care identified under the Rilya Wilson Act**
- **One unexcused or seven consecutive absences must be reported IMMEDIATELY to the child's DCF Caseworker**

REQUIRED PARENT COPAYMENTS OR FEES

Child care providers are mandated by law to collect and document the receipt of the parent copayment or fee by issuing the parent a receipt

- A sliding fee scale is used to determine each family's contribution (copayment or fee) to the cost of child care
- **The copayment is based on the family size and annualized income**
- The copayment will be subtracted from the provider's reimbursement, prior to payment by the ELCLC
- **The Payment Certificate includes the copayment to be paid by the parent to the provider**
- The ELCLC will inform the parent that the provider may charge additional fees. The provider will need to review these fees with the parent
- **The ELCLC cannot be responsible for enforcing any other payment made between the parent and the provider**
- **The provider is responsible for collecting the parent's copayment**



REQUIRED PARENT COPAYMENTS OR FEES

- The provider shall provide written notice of the copayment due date
- The parent copayment shall be collected within 10 calendar days of the provider's due date
- The provider must give the parent a receipt for each copayment made by the parent
- The provider must retain the receipt records for all child care copayments
- These records must be available for the ELCLC to review upon request
- The provider shall document outstanding parent copayment balances and provide the parent with a copy within 15 calendar days of the provider's payment due date
- This notification shall be provided at least on a monthly basis as long as there is a copayment balance
- Outstanding parent copayments will be subject to the provider's payment policies as acknowledged and agreed upon by the parent

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REQUIRED PARENT COPAYMENTS OR FEES

- The provider shall document the parent's acknowledgement of the receipt of payment policies prior to the parent enrolling their children in the provider's SR program
- If the provider intends to take action, in accordance with its policy, against a parent for non-payment of the copayment, and it includes dis-enrolling the child from the provider's site, the provider shall notify the ELCLC at least 5 calendar days prior to the disenrollment
- A parent may not transfer their child to another SR provider until the parent has submitted documentation to the ELCLC, from the current SR provider, stating that the parent has satisfactorily fulfilled the copayment obligation related to the SR program
- Satisfactory fulfillment of the copayment obligation is defined as immediate payment of the outstanding copayment obligation or establishment of a repayment plan for the outstanding copayment balance

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COMPLETING ENROLLMENT/ATTENDANCE VIA THE PROVIDER PORTAL

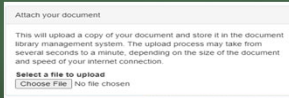
Codes

Edit the corresponding days for each child you provided care for with the appropriate code

The following codes must be used to complete the Enrollment/Attendance Screen

For any reason the child is absent more than the three (3) days and you do **NOT** have a Parent note then the child should be marked with a "Enrolled/Non-Reimbursable Day"

Notes can be attached on each absent day on the roster.



X	Enrolled/Present
A	Absent
N	Non-Reimbursable Day
NS	Non-Scheduled Day
H	Paid Holiday
T	Terminated/Enrollment Ended
*	Closed
	Attendance has not started

Reason * -- Select Reason --

Note

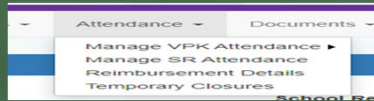
- Select Reason --
- Child Hospitalized
- Child Illness
- Death in Family
- Court Ordered Visitation
- Military Deployment
- Other Reason
- Enrolled/Non-Reimbursable Day
- Absence Due To Disaster

remaining.

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COMPLETING ENROLLMENT/ATTENDANCE VIA THE PROVIDER PORTAL

- The Provider Portal is found at [Provider Service Portal](#)
- To process attendance select VPK or SR attendance under the attendance tab.
- **NOTE-**Initially the attendance screen will be automatically filled with Xs for each child. You must edit the Xs to accurately reflect attendance.
- **NOTE-**The portal will allow providers to record attendance for each child beginning with the first day of enrollment as recorded in EFS and up until the last date of eligible services. If a day is not editable than the child was not determined eligible for that day.



March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
						*
7	8	9	10	11	12	13
*	X	X	A	A	A	*
	FIV	FIV				
14	15	16	17	18	19	20
*	X	X	A	X	X	*
	FIV	FIV		FIV	FIV	
21	22	23	24	25	26	27
*	A	X	X	X	X	*
	FIV	FIV	FIV	FIV	FIV	
28	29	30	31	1	2	3
*	X	X				*
	FIV	FIV				

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COMPLETING ENROLLMENT/ATTENDANCE VIA THE PROVIDER PORTAL

Submitting Attendance

- Enrollment/Attendance must be submitted no earlier than the last business day of the month care is provided and no later than the **3rd** business day of the month that follows
- Enrollment/Attendance submitted prior to or after the due date will be considered late and will not be processed in the current month
- Enrollment/Attendance forms submitted after **60 days** in which care was provided **WILL NOT BE PAID**
- The provider must submit the sign-in/out sheets to correspond with the Enrollment/Attendance on a monthly basis

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FINAL PROVIDER REIMBURSEMENT REPORT

- The monthly final reimbursement report can be found on the provider portal; it should be reviewed thoroughly to ensure:
 - **Being paid at the correct reimbursement rate**
 - The child's care level was correct
 - **The correct amount of parent copayment was taken out**
 - The amount of days paid for each child was correct

The screenshot shows a web application interface with a navigation bar at the top containing 'Contracts', 'Enrollments', 'Attendance', and 'Documents'. A dropdown menu is open under 'Attendance', listing 'Manage MPA Attendance', 'Manage SR Attendance', 'Reimbursement Details', and 'Temporary Closures'. Below the menu, there are two sections: 'Service Period' and 'Payment Period'. Each section has a dropdown menu to 'Select a Service/Period from the current Provider Site' and a blue button labeled 'Download Service Report' or 'Download Payment Report'.

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ADJUSTMENTS

- Once the provider receives their Final Reimbursement Report they should thoroughly inspect it for accuracy
- If discrepancies are found the Request for Adjustment Form should be utilized and submitted to the ELCLC within 30 days
- If approved, adjustments will be made on the next monthly reimbursement

The form is titled "Request for Adjustment Form" and includes the following sections:

- Child Care Provider:**
 - Dates to be adjusted: From _____ To _____
 - Please check: School Readiness VPK
 - Why is the adjustment being requested? _____
- Child Information:** Four rows for "Child's Name", "SSN", and "Parent Fee" with a calendar grid for each row.
- Authorized Signature:** _____ Date: _____
- Supporting Documents needed:**
 - 1. Documentation of Absence
 - 2. Sign In & Out Sheets
 - 3. Check Order documents for Validation
 - 4. VPK Certificate
- For Reimbursement DCF Only:** Initials of Requester _____ Date Received _____
- Adjustment Approved:** _____ Date _____ **Adjustment Denied:** _____ Date _____
- Reason why it was denied:** _____

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AUDITS/SR MONITORING

- Post attendance/reimbursement reviews will be conducted for all providers to ensure the accuracy of the payments of the monthly reimbursement requests
- Attendance reviews will also take place on-site at the child care home or facility. This information will be reviewed and compared to the Enrollment/Attendance submitted for the corresponding month
- If the provider fails to provide any requested documents during a site visit, this will result in non-payment for any SR children for that day
- Providers are responsible for cooperating with any requests for documentation related to the auditing of fiscal compliance with school readiness funding
- Providers will not be reimbursed for any child in any child care setting where there is documentation that the provider exceeded the DCF ratio or capacity requirements.
- The audit will further be used to document compliance with maintaining verifiable records of attendance and that all forms are being completed accurately
- Technical assistance will be provided in areas found deficient

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FRAUD OR MISREPRESENTATION

PROVIDERS

- Providers must understand that attendance sheets and supporting forms are legal records of a child's attendance at a provider's site and are official documentation for payments to providers
- **Anyone who misrepresents information, supplies false information, or who alters the information will have payments disallowed and may be prosecuted for fraud as outlined in the Provider Contract**
- Providers **MUST NEVER** use their position as a SR Provider to engage in any activity, or be a party to, any form of deception, misrepresentation, falsification, fraudulent or unlawful behavior in order to affect a personal gain, or the personal gain of any relative, friend or business associate



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FRAUD OR MISREPRESENTATION

PROVIDERS

- In accordance with s. 1002.82(6)(d), F.S., if it is determined that the provider has given cash or other consideration to the beneficiary in return for receiving a payment certificate, the ELCLC shall refer the matter to the Department of Financial Services, DFS, for investigation
- **In accordance with S. 1002.91(4), F.S., the ELCLC may suspend or terminate a provider from participation in the SR program when it has reasonable cause to believe that the provider has committed fraud. If suspended, the provider shall remain suspended until the completion of any investigation by the Office of Early Learning, DFS, or any other state or federal agency, and any subsequent prosecution or other legal proceedings**

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FRAUD OR MISREPRESENTATION

PROVIDERS

- In accordance with S. 1002.91(5), F.S., if the provider or owner, officer, or board of director is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who had been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., the ELCLC shall refrain from contracting with, or using the services of the provider for a period of 5 years
- In addition, the ELCLC shall refrain from contracting with, or using the service of, any provider that shares an officer of board direction with a provider that is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., for a period of 5 years

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FRAUD OR MISREPRESENTATION

PROVIDERS

- In accordance with S. 1002.91(7), F.S., if the provider is placed on the United States Department of Agriculture National Disqualified List, the ELCLC must terminate the provider's contract for cause
- In addition, if the provider share an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List, the ELCLC must terminate their contract for cause

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FOR TECHNICAL ASSISTANCE OR QUESTIONS

Call or Email

Jennifer Aldrich
Reimbursement Manager

jaldrich@elclc.org

352.315.6682

