Policy: ELCPC-60.1.4	**School Readiness Application, Waiting List and Eligibility Policy**	
Coalition Plan: II.B. and II.C.	**Effective: July 10, 2026**	**Reviewed: January 2026**

References:
1002.82, F.S.
1002.85(2), F.S.
1002.87(7) F.S. and
6M-4.200, F.A.C.
6M-4.208, F.A.C.
6M-4.300, F.A.C.
6M-9.200 F.A.C.

Purpose: To establish and maintain standardization of procedures for the child eligibility determination and placement process for the School Readiness (SR) and Wait List (WL) programs.

Background: The child eligibility and placement process determines eligibility for childcare scholarships and enrollment of children into care. Placements may result from children being enrolled from the Waiting List or by a referral from a partnering agency.

Policy and Procedures:
The ELC will determine and re-determine eligibility using Chapter 1002, Part VI, F.S., and Chapter 6M-4, Florida Administrative Code. The ELC will annually redetermine each child's eligibility. Upon redetermination, a child may not continue to receive SR program services if he or she is no longer eligible under the eligibility rules.

I. Single point of entry (SPE) (Application):

A. All parents requesting School Readiness program services must first complete the prequalifying questions before completing the School Readiness Application and submit it through the "single point of entry".

B. The coalition will review each application and their required documentation within 20 calendar days of submission to determine if the family is potentially eligible as described in Rule 6M-4.300(3), F.A.C.

II. Waiting List

A. Placement

1. Families shall be placed on the waiting list on a first-come, first-served basis.

a) The date the application is approved;

b) The family's potential eligibility category;

c) The applicable priority categories as specified in Section 1002.87(1), Florida Statutes and ELCPC 60.1.1 School Readiness Eligibility and;

d) The age of the child.

e) The household income.

f) An Early Learning Coalition may consider local service priorities when determining placement within a priority category.

2. If a parent requests School Readiness program services for an additional child following placement on the waiting list, the additional child shall be placed on the waiting list according to the initial date the family was placed on the waiting list. The additional child shall also be assigned a potential eligibility category and priority specified in Section 1002.87(1), F.S.

3. An unborn child shall not be eligible for the waiting list.

B. Revalidation

1. The Coalition will contact the family to request updated information or documentation needed to verify their eligibility status. This outreach will occur at least once every six months from the date the family was initially placed on the waiting list or from the most recent revalidation. Families will have 30 calendar days to upload the required documentation to their Family Portal.

C. Removal from the Waiting List

The Coalition staff shall notify the parent of removal from the waiting list and 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. A family will be removed from the waiting list under any of the following circumstances:

1. Failure to maintain accurate contact information. The parent does not provide or maintain current and accurate contact information, including telephone number, email address, or mailing address.

2. Failure to meet eligibility requirements. The family or child does not meet the School Readiness eligibility requirements as specified in Section 1002.87(1), Florida Statutes.

3. Age limitations. Any child who is aged 13 or older shall be removed from the waiting list.

4. School Readiness services are no longer needed. The parent notifies the Coalition, by email, fax, mail, telephone, or in person, that School Readiness services are no longer needed.

5. Failure to respond to funding notification. The parent does not respond by the due date indicated in the notification of available funding.

6. Change in residency. The family no longer resides in Pinellas County.

7. Enrollment upon funding availability. Funding becomes available for the child to receive School Readiness services, and the child is enrolled with a School Readiness provider. Eligibility must be verified prior to authorization for enrollment and is contingent upon available funding. Enrollment in the School Readiness Program is conducted on a firstcome, first served basis pursuant to Section 1002.87(1), Florida Statutes.

8. Failure to confirm information. The parent does not validate, or update required information by the due date specified in the Coalition's notification.

D. Waitlist Reapplication:

1. If a family is removed from the waiting list, a parent must reapply for School Readiness services in their Family Portal account. Coalition staff will screen the new SR Application for eligibility according to subsection (2.1) in order to be placed back onto the waiting list. The family will then receive a new waiting list date.

2. If a family on the waiting list moves out of Pinellas County, the family shall reapply for eligibility and select the new county in which they currently reside. The family will receive a new waiting list date with the coalition offering services in the new location.

E. Funding Notices

1. Families will have 30 days to respond to funding offers. The ELC provides the families with a specified timeline to enroll the child in a provider of their choice. ELC staff makes at least three attempts to notify the families of the enrollment process as well as providing CCR&R resources. ELC staff enrolls the eligible children, giving them a redetermination date of no more than one year and electronically provides the children's enrollment or payment certificates to the family and the childcare providers.

2. As families' redetermination interview dates arrive, ELC staff follow the same procedure as above to determine eligibility in accordance with local service priorities found in ELCPC 60.1.1 School Readiness Eligibility and Enrollment Priorities. If a family is not eligible, ELC staff documents the reason in the statewide information system using the DEL standard codes.

III. School Readiness Eligibility

Authorization period and purpose for care: A family's eligibility for School Readiness services depends on an established purpose for care. The coalition must authorize services in accordance with the family's purpose for care. During the authorization period the child shall be considered eligible and shall receive services at least at the same level, regardless of a change in family income remaining at or below 85% SMI or a temporary change in the ongoing status of the child's parent as working or attending a job training or educational program.

A. Twelve-month authorization period

1. The coalition shall authorize 12 months of child care funding for eligible children and parents in the following categories:

a) At-Risk

b) Economically Disadvantaged

c) Special Needs

d) Parents with an Intensive Service Account (ISA) or Individual Training Account (ITA) under Section 445.009, Florida Statutes

B. At-Risk Children defined in Section 1002.81(1), Florida Statutes

1. Eligibility Requirements:
Must have a documented child care authorization from:

a) Florida Department of Children and Families (DCF) or its contracted provider

b) DCF-designated Lead Homeless Coalition Continuum of Care agency

c) A Certified Domestic Violence Center

2. Authorization Period:

a) Valid for the duration determined by the referring entity.

b) Renewals during the 12-month period continue services in increments set by the referring agency.

c) If a referral extends beyond the original 12 months, the coalition must authorize an additional 12-month period.

C. Intensive Service Account (ISA) or Individual Training Account (ITA)

1. Eligibility Requirements:

a) Parents must have a documented child care authorization (referral) from the local workforce development board or its contracted provider under Section 445.009, Florida Statutes.

2. Authorization Period:

a) Valid for the duration determined by the referring entity.

b) Renewals within the 12-month authorization continue services in increments defined by the referring agency.

c) If services extend beyond the initial 12 months, an additional 12-month authorization must be granted.

D. Economically Disadvantaged

1. To qualify, the family must meet all of the following:

a) Family Income

(1) Income must meet the definition in Section 1002.81(8), Florida Statutes.

(2) Initial eligibility: At or below the State Median Income (SMI) threshold defined in Section 1002.81, Florida Statutes.

(a) BG8-ECON: At or below 55% of State Median Income (SMI).

(b) BG8-SRMT: At or below 70% of State Median Income (SMI).

(c) Continued eligibility: At or below 85% of State Median Income (SMI).

b) Assets

(1) Family assets must not exceed $1 million (self-certified by the applicant).

(2) Applies to children funded with Child Care Development Block Grant (CCDBG) funds.

c) Working Family Requirement

(1) Must meet the definition of "Working Family" under Section 1002.81, Florida Statutes.

E. Special Needs

1. Child must have documentation required under Section 1002.87, Florida Statutes.

IV. Authorization period less than twelve months:

The following authorization periods apply to children served under specific eligibility categories. Parents or guardians must remain in compliance with all statutory and program requirements as monitored by the referring agency.

A. Relative Caregiver Program and Guardianship Assistance Program

1. A child may remain eligible for School Readiness services under the Relative Caregiver Program or Guardianship Assistance Program after a protective services case is closed if:

2. The guardian continues to receive Relative Caregiver Assistance or Guardianship Assistance payments; and

3. The child remains in need of School Readiness services.

4. Eligibility may continue for up to 12 months for both initial and subsequent authorizations, as determined by the coalition, as long as the guardian continues receiving assistance payments.

B. Welfare Transition Program, Temporary Cash Assistance, and Transitional Child Care (Non-Temporary Cash Assistance)

1. Eligibility under these categories is based on a documented child care authorization issued by either Florida Department of Children and Families or the local workforce agency.

2. Children eligible under Temporary Cash Assistance (TCA), TCA Respite, or TCA Applicant programs will be authorized for child care funding for the specific time period listed on the referring agency's child care authorization.

3. A parent's eligibility under this category ends at :

4. The expiration of the child care authorization; or

5. Notification from the referring agency to the coalition that eligibility has been terminated.

V. Loss of Purpose for Care

A. If a parent loses their purpose for care, the coalition must allow the parent 3 months to re-establish a purpose for care.

B. The notice must inform the parent that they have 3 months to provide documentation to re-establish a purpose for care under:

1. The same eligibility category, or

2. A different eligibility category.

C. A family is not limited to only one 3-month re-establishment period.

D. During the 3-month re-establishment period:

1. The child continues receiving services at the same level.

2. The provider continues to be reimbursed.

3. The child remains eligible, including those under 12-month eligibility, who will stay eligible for the remainder of their 12-month authorization period.

4. The remainder of the 3-month period that surpasses the initial authorization will count toward the next authorization period.

E. When a Loss of Purpose for Care Occurs:

1. For parents in the following categories: At-Risk, Relative Caregiver, Welfare Transition, ISA, or ITA Participants

a) The child care authorization expires, or

b) The referring agency notifies the coalition of termination — whichever happens first.

c) The coalition or its designee) must notify:

(1) The parent; and

(2) DCF or the local workforce referral agency

Economically Disadvantaged:

2. For economically disadvantaged families, loss of purpose for care occurs when the parent:

a) Stops working, or

b) Stops attending a job training or education program.

VI. Redetermination:

A. All children determined eligible under the following categories must be authorized for 12 months of child care at redetermination:

1. At-Risk

2. Economically Disadvantaged

3. Special Needs

4. Intensive Service Account (ISA) participants

5. Individual Training Account (ITA) participants

B. Family Income

1. To receive a subsequent 12-month authorization the family's income must remain at or below 85% of the State Median Income (SMI). :

C. Notice of Ineligibility

1. If, during redetermination, a child is found ineligible, the parent and provider must be notified within two weeks of the eligibility decision.

VII. Payment Certificate:

A. Upon determination of eligibility, the parent will be issued a payment certificate.

B. The parent must sign the payment certificate in their Family Portal account. This payment certificate will then appear for the provider to review in their Provider Portal.

C. Required Contents of the Payment Certificate

1. At a minimum, the payment certificate must include:

2. Child Information

a) The name(s) of the child(ren) for whom the coalition has authorized child care.

3. Selected Provider

a) The name of the provider chosen by the family.

4. Signatures

a) Signature of the parent/beneficiary.

b) Signature of the School Readiness provider representative.

5. Parent Copayment

a) The assessed copayment amount for each eligible child.

6. Authorized Care Details

a) Authorized hours of care.

b) Authorized begin date.

c) Authorized end date for School Readiness services.

VIII. Required Documentation for the School Readiness Program:

A. Applicants must submit documentation, as applicable, to verify compliance with eligibility requirements during both initial eligibility determination and redetermination of eligibility.

B. The coalition must retain documentation within the statewide information system in accordance with School Readiness recordkeeping requirements.

1. Documentation Submission Deadlines

a) New Applicants

(1) Must submit all required documentation within 30 calendar days from the date of the funding notification.

(2) Documentation must be received prior to eligibility determination and enrollment.

b) Redetermining Applicants

(1) Must submit required documentation through the statewide information system.

c) Documentation must be submitted prior to the redetermination date.

2. The coalition shall determine eligibility within ten (10) calendar days of receiving completed documentation.

3. Income Documentation and Recordkeeping

a) For each authorization period, the coalition must:

(1) Maintain documentation of the income calculations used to determine the family unit income.

(2) Document calculations within the statewide information system including;

(a) The locally created income worksheet

(b) Supporting details recorded in case notes

4. All documentation must support the eligibility decision for each family receiving School Readiness services.

C. Age Verification and Citizenship Verification Requirements

1. Verification of age must be established for each child eligible for the School Readiness Program in accordance with Section 1002.87(1), Florida Statutes.

2. The coalition shall maintain a record of at least one document showing the child's name and date of birth.

3. Acceptable Documentation

a) Child's birth record

b) Child's certificate of baptism or other religious birth record, accompanied by an affidavit:

(1) Stating the certificate is true and correct

(2) Sworn to or affirmed by the child's parent

c) Life insurance policy on the child that has been in force for at least two (2) years

d) Passport or certificate of arrival in the United States

e) Immunization record signed by a public health officer or licensed practicing physician

f) Valid military dependent identification card

g) Special Provisions

(1) TANF Families receiving Temporary Assistance for Needy Families (TANF), as identified in Section 1002.87(1), F.S.:

(a) The child's age as indicated on a child care authorization submitted by the referring agency is sufficient to establish age.

(b) The age must be verified by the parent.

(2) For children identified under Sections 1002.81(a)-(d), F.S.:

(a) The child's age as indicated on a child care authorization submitted by the referring agency is sufficient to establish age.

(3) The coalition shall maintain a record of at least one of the following documents establishing citizenship or qualified status for each child:

(4) U.S. birth certificate

(5) Original or certified copy of a U.S. birth record filed according to law with the appropriate public officer

(6) U.S. passport

(7) Lawfully admitted alien documentation, such as:

(a) Form I-94

(b) Form I-94A

(c) Form I-197

(d) Form I-551

(e) Form I-766

(f) Must be accompanied by a non-U.S. passport, as applicable

(8) Certificate of U.S. citizenship or naturalization documentation

(a) The age must be verified by the parent.

4. Alternative Documentation (If Standard Documents Are Unavailable)
Documention of Medicaid eligibility, except If none of the documents listed above are available, the coalition may accept:

a) A parent's notarized statement of the child's age, and Medicaid benefits received through the emergency medical assistance program as a non-citizen or non-qualified alien

b) A certificate of age signed by a public health officer or licensed physician stating that the age shown in the affidavit is true and correct

D. Citizenship verification:Citizenship Verification Requirement (Pursuant to Section 1002.87, F.S.)

1. Each child receiving School Readiness services must be either:

a) A United States citizen, or,

b) For TANF children, identified in Section 1002.87(1)(a), F.S.,

c) A qualified noncitizen (qualified alien)

2. Verification of U.S. citizenship or qualified noncitizen status must be obtained prior to authorizing School Readiness services..

a) The child's status as a TANF recipient, as indicated on a child care authorization submitted by the referring agency, is sufficient to establish citizenship

2. For homeless children, if no supporting documents listed above are available as defined in Section 1003.01, F.S., the coalition may accept a notarized statement provided by:

(i) The child's parent, or

(ii) A homeless shelter

(iii) This notarized statement may be used to establish the child's citizenship.

E. Residency Verification Requirement and Parent Status (Pursuant to Section 1002.87, F.S.)

1. Each applicant must submit verification of current residency to qualify for the School Readiness Program in the county where the application is submitted.

2. The coalition shall maintain a record of at least one supporting document showing the name and current residential address of the parent with whom the child resides.

a) Utility bill (electric, gas, water), cable, internet, or landline phone bill dated within 12 months of the child's application date

b) Pay stub from a current employer dated within 12 months of the child's application date

c) Current and signed residential rental agreement, mortgage statement, or rental payment receipt

(1) Must contain the name and address

(2) Dated within 12 months of the child's application date

d) Government-issued document, such as:

(1) Current property tax assessment (dated within 12 months of eligibility determination) showing a homestead exemption

(2) Valid Florida driver's license orValid Florida identification card

(3) Military orders

(a) Showing the parent is a service member in the United States Armed Forces

(b) Assigned to duty and residing in Florida when the child attends the School Readiness Program. Example: Permanent Change of Station (PCS) orders

e) For children on TANF as identified in Section 1002.87(1), F.S., the status as a TANF recipient, as indicated on a child care authorization submitted by the referring agency, is sufficient to establish residency.

f) For children Identified in Sections 1002.81(1)(a)-(d), F.S., the child's Florida Medicaid-eligible status, as indicated on a child care authorization submitted by the referring agency, is sufficient to establish residency.

g) Alternative Documentation (If Standard Documents are Unavailable)

(1) If none of the supporting documents listed above are available, the coalition may accept

(2) a notarized statement provided by the child's parent and;

(3) A letter from a landlord or property owner confirming the child resides at the address listed in the notarized statement

(4) This form of documentation may not be accepted more than one time to determine eligibility.

(5) If no supporting documents listed above are available for a homeless child as defined in Section 1003.01, F.S., the coalition shall document residency based on other supporting documentation showing the child is homeless and resides in Florida, such as:

(a) A letter from a shelter

(b) A notarized statement provided by the child's parent

F. Parent Status Verification Requirements Pursuant to Rule 6M-4.200(1), F.A.C. Each applicant must:

1. Meet the definition of "parent" as provided in Rule 6M-4.200(1), F.A.C. and;

a) Submit a government-issued identification, and

b) Provide documentation of guardianship, as applicable.

2. The coalition shall maintain a record of at least one (1) supporting document verifying the parental relationship to the child.

a) Copy of the child's birth certificate. It must include the parent's name (or maiden name, if applicable).

(a) Court order or other legal documentation substantiating the adult's legal relationship to the child(ren)

(b) Valid DCF or Workforce Child Care Authorization Form that includes the name of the child and the parent

(c) Documentation showing receipt of benefits on behalf of the child, such as:

(1) Relative Caregiver payment

(2) Guardianship Assistance payment

(3) Temporary Assistance for Needy Families (TANF) benefits

(4) Notarized statement from the child's parent listing the person designated to be responsible for the care of the child.

(5) Official public or non-public school records

(6) Notarized statement from a medical professional

E. Family Size Verification Requirements (Pursuant to Section 1002.81(9),F.S.)

1. Each applicant must identify every child and adult included in the School Readiness family size in accordance with Section 1002.81(9), Florida Statutes.

2. The coalition shall maintain a record of at least one (1) supporting document, as applicable, to establish family size. The following documents are accepted:

3. Statewide information system-generated form or locally developed form documenting the applicant's family size, which must include:

a) The names of all household members included in the family size calculation

b) A statement signed by the parent certifying that the household information is true and correct

c) If the coalition suspects fraud or misrepresentation, additional documentation may be requested to verify family size.

4. For TANF families identified in Section 1002.87(1), F.S., The child's family size as a TANF recipient, as indicated on a child care authorization submitted by the referring agency and verified by the parent, is sufficient to establish family size.

5. For Children Identified in Sections 1002.81(1)(a)-(f), F.S., the child's family size as indicated on a child care authorization submitted by the referring agency and verified by the parent is sufficient to establish family size.

6. The coalition must retain documentation supporting family size determinations within the statewide information system in accordance with School Readiness recordkeeping requirements.

IX. Purpose for Care and Income Documentation:

A. Each applicant must meet the purpose for care requirements of the program in accordance with Sections 1002.81(1), (6), (14) and 1002.87(1), F.S. The coalition must maintain documentation verifying the applicant's purpose for care for the authorization period. The coalition shall keep a record of at least one acceptable supporting document that establishes the applicant's purpose for care

B. Children Referred by an Agency

1. For children identified in Sections 1002.81(1), F.S., the child's purpose for care, as indicated on a child care authorization submitted by the referring agency, is sufficient to meet this requirement.

2. For children identified in Section 1002.87(1), F.S., the following documentation submitted by the referring agency is sufficient to establish purpose for care:

a) Verification that the child is part of a family receiving Temporary Assistance for Needy Families (TANF); or

b) Verification that the parent has an Intensive Service Account (ISA) or Individual Training Account (ITA) under Section 445.009, F.S.

3. In these cases, the family must also meet School Readiness income requirements, with household income at or below eighty-five percent (85%) of the State Median Income (SMI).

C. Income-Eligible Families

1. For income-eligible families, purpose for care is established through the parent's employment. The parent's work schedule must be verified using one of the approved income verification documents.(listed in section 10.4.5.) Education

D. Education as a Purpose for Care

1. Applicants requesting services to attend an approved educational activity pursuant to Section 1002.81(16), F.S., must provide

a) An official school schedule or

a) Proof of enrollment from an accredited educational institution:

b) Documentation must:

(1) Be on the institution's letterhead, and

(2) Include the class schedule.

c) Educational activities qualifying as a purpose for care are limited to:

(1) GED programs

(2) Secondary education programs

(3) Technical or vocational programs

(4) Associate of Arts (AA) programs

(5) Associate of Science (AS) programs

(6) Bachelor of Arts (BA) programs

(7) Bachelor of Science (BS) programs

E. Exemption from work requirements:

1. Disability Exemption: To qualify for a work requirement exemption due to disability, a parent must submit: Documentation from a physician licensed under Chapter 458 or 459, F.S.; or

a) Documentation from a physician licensed under Chapter 458 or 459, F.S.; or

(b) A disability award letter from the U.S. Social Security Administration.

2) Age Exemption: To qualify for a work requirement exemption due to age, a parent must submit:

(a) Proof of receipt of retirement income benefits from the U.S. Social Security Administration;

(b) Proof of retirement benefits from a public or private employer; or

(c) Documentation from a physician licensed under Chapter 458 or 459, F.S.

G. Income Documentation Requirements for SR Child Care Eligibility

1. All Applicants must provide documentation of:

a) Earned income

b) Unearned income

c) This also applies to at-risk children identified under Section 1002.81(1), F.S., if documentation is available. If income documentation is not available for at-risk children, the coalition must still process the eligibility determination under the at-risk child care authorization.

2. Earned Income Documentation

a) Each source of earned income must include documentation of:

b) Hours worked

c) Rate of pay

3. Acceptable documentation includes one of the following:

a) Pay Stubs (current and consecutive):

(1) Four (4) weekly pay stubs, or

(2) Two (2) biweekly pay stubs, or

(3) Two (2) semi-monthly pay stubs, or

(4) One (1) monthly pay stub,

b) A signed employer statement, dated within 4 weeks of applying for SR child care funding

c) A signed employment contract with a termination date at least 9 months from the date of application

d) Refer to Section I for Self-Employement.

H. Unearned Income Documentation (As defined in Section 1002.81(15), F.S.)

1. Each source of unearned income must be documented with proof showing receipt of income, including but not limited to:

a) Alimony

b) Social Security benefits

c) Supplemental Security Income (SSI)

d) Worker's compensation benefits

e) Reemployment assistance

f) Veteran's benefits

g) Retirement benefits

h) Temporary Cash Assistance (Chapter 414, F.S.)

i) Regularly received cash gifts

j) Child Support Documentation must include either

(1) Verification from the child support enforcement office; or

(2) A written statement from the absent parent or the parent receiving child support payments

j) Varied Unearned Income Amounts

(1) If unearned income varies, the parent must provide:

(a) Four (4) weekly documents

(b) Two (2) biweekly documents

(c) Two (2) semi-monthly documents

(d) One (1) monthly document

I. Self-Employment Income Verification: Definition of Self-Employment: Self-employment is defined as work activities that:

a) Produce income used to meet daily living expenses

b) Contribute to the applicant's livelihood

c) Demonstrate intent to make a profit based on time and effort invested

d) Activities that are passive, casual, hobby-based, or volunteer work do not qualify as self-employment.

e) Self-employed applicants must provide documentation sufficient to verify:

(1) A minimum of 20 hours worked per week

(2) Income earned from the self-employment activity

(3) Acceptable documentation may include:

(4) Business account ledgers

(5) Written documentation from customers or contractors

(6) Federal tax returns

(7) Documentation must be sufficient to determine both hours worked and income earned.

J. Acknowledgement of Income and Family Size

1. All families applying for School Readiness (SR) services, including families of children identified in Section 1002.81(1), F.S., must complete the Acknowledgement of Income and Family Size at each eligibility determination

2. This acknowledgement is used to establish the family copayment in accordance with Rule 6M-4.400, F.A.C., if applicable.

X. Termination of School Readiness Services

Termination of School Readiness Services: Services shall be discontinued for a family prior to the end of the 12-month authorization period under limited circumstances. The family and provider will be notified of disenrollment at a minimum of two weeks prior to termination of services or at the end of the current authorization period, whichever comes first. The notification to the parent shall include the reason for termination. Qualifying events for termination include:

A. Excessive unexplained absences that exceed 10 calendar days during a total month of attendance. The coalition shall document three attempts to contact the family and the provider regarding excessive absences prior to disenrollment.

B. Substantiated fraud or intentional program violation determined by the coalition or its designee pursuant Sections 1002.91 and 1002.84(18), F.S.

C. A change in residency outside of the State of Florida.11.1.4Purpose of care is not reestablished at the end of a three (3) month period.

D. The family income exceeds 85% of the current state median income.

XI. Disenrollment

1. Disenrollment procedures are implemented in accordance with Program Guidance 240.04 SR Funds Management.

2. ELCPC 60.1.1 If a coalition disenrolls children from the School Readiness program, the coalition must disenroll the children in reverse order of the eligibility priorities beginning with the children from families with the highest family incomes. A notice of disenrollment must be sent to the parent and School Readiness program provider at least 2 weeks before disenrollment to provide adequate time for the parent to arrange alternative care for the child. However, an at-risk child may not be disenrolled from the program without the written approval of the Child Welfare Program Office of the Department of Children and Families or the community-based lead agency.