



**Early Learning
Coalition**
OF PINELLAS COUNTY

DEPARTMENT:
Eligibility

SUBJECT: Procedures for “**Browsing**”

REVISED: 05-21

AUTHORIZATION APPROVAL: Manager, Family Services

Traditional EV Search

1. Click on SR Program—SR Eligibility--Search



2. Search by Eligibility Verification (EV) Number, Parent Name, and Child Name. Then, press Search.
 - ✓ Search by each Parent/Guardian’s name.
 - ✓ Search for each Child’s name.
 - ✓ TIP: When searching by a person’s name, best practice is to use the first three letters of the person’s first and last names.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number	<input type="text"/>
Household Process Code	<input type="text"/>
Household Status Code	<input type="text"/>
Child Status Code	<input type="text"/>
Include Past Due?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↻"/>
Parent Name	First Name: <input type="text"/> Enter Parent First Name Last Name: <input type="text"/> Enter Parent Last Name
Child Name	First Name: <input type="text"/> Enter Child First Name Last Name: <input type="text"/> Enter Child Last Name
Child Age	<input type="text"/> to <input type="text"/>
Child Date of Birth	<input type="text"/> MM/DD/YYYY to <input type="text"/> MM/DD/YYYY

- Click on the appropriate EV# listed in the search window.

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name
EV_0000385255	jane doe II	Assign Counselor	01/02/2013	7	Nancy Test TEST
EV_0000429582	Jill doe	Assign Counselor	12/01/2015	1	Nancy Test TEST
EV_0000429584	JANE DOE	Assign Counselor	01/02/2017	3	Nancy Test TEST

- If the child is another guardian's record, the child will need to be guardianship changed into the new record. **DO NOT DUPLICATE THE CHILD.**
- If the parent has multiple accounts that need to be merged, send a ticket to the EFS Helpdesk.

Go To Item Search

This feature is to search for fields that can't be found through a Traditional Search. You can complete this search in any window. This search window will search all components of MOD (SR App, EV, and VPK App).

- ✓ Best Practice: Before a family creates a new Family Portal account or going through the CCAA side, type their email under Household Username to ensure that it is not linked to any Household Numbers already.

- Press (CTRL + G) on your keyboard and the following screen will appear:

Go to Item

Enter an item ID or username to open the corresponding Coalition Portal view.

Eligibility Verification ID	Household ID	Household Username	Person ID
SR Application ID	VPK Application ID	Provider ID	Provider Profile ID

Open in new browser tab.

OK Cancel

- Type in either the client's EV Number, Household Number or Household Username. Press OK.
- ✓ Household Username-Family Portal Account (Email address/Username)

Go to Item

Enter an item ID or username to open the corresponding Coalition Portal view.

Eligibility Verification ID	Household ID	Household Username mfeley@eicpnallas.net	Person ID
SR Application ID	VPK Application ID	Provider ID	Provider Profile ID

Open in new browser tab.

OK Cancel

3. This will direct you to the Household Dashboard Screen.



Note: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.