



**Early Learning
Coalition**
OF PINELLAS COUNTY

DEPARTMENT: Eligibility	SUBJECT: Procedures for “ Enrollment Schedules ”
REVISED: 10-21	AUTHORIZATION APPROVAL: Manager, Family Services

Summary: An initial development/enrollment or renewal of an enrollment schedule will result in a new Payment Certificate. A new enrollment schedule and/or Payment Certificate is created when any one the following occur:

- Initial approval (Placement)
- Continuation of services (Recertification or Review)
- Parent fee change
- Ownership change of a daycare facility or change in daycare provider (Transfer)
- Change in funding category (Rollover)

The new enrollment and/or Payment Certificate can be the initial approval, a continuation of services where the child(ren) remain at the same daycare provider or the changing of a daycare provider (transfer).

MOD Data Entry for Continuation Services:

Continuation of Services *

Is this enrollment a continuation of services with the selected provider?

Yes No

- ✓ Select “Yes”-Recerts, rollovers, fee changes, ownership changes, fixing care level changes
 - For children remaining at the same site and continuing eligibility, the provider is eligible to claim absences on these enrollments.
 - Ex. Recert date is 7/5, child is absent 7/5, provider can be paid the absence on 7/5.
- ✓ Select “No”-Placements, transfers (Children starting services at a new site)
 - These functions are NOT a continuation of services at the same site so the provider cannot claim initial absences. Payments will start on the first day the child is present.
 - Ex. Placement date is 7/5, child is absent 7/5, provider cannot be paid for 7/5.

MOD Data Entry for Initial Enrollment Action:

Initial Enrollment Action *

- Assign to provider for confirmation or rejection.
 Enroll on behalf of provider.

- ✓ Enroll on behalf of provider.

Additional Clarification:

- Most YMCA and R’Club sites provide before and after care for Pinellas County Schools.
 - ✓ See School Age Schedule keying instructions on Page 3.
 - ✓ The sites that provide FT care for Preschoolers are listed on the Early Learning Sites Chart. See FT Schedule keying instructions on Page 2.
- **BEST PRACTICE: Review EVERY enrollment before exiting the screen. Check ALL fields to ensure that the transaction was completed accurately. This will ensure that the childcare provider will be paid properly.**

FT Schedule

For children birth to prior to Kindergarten entry (Preschooler):

Childcare Enrollment Schedule: M-F FT

Enrollment Start Date

Continuation of Services Yes No Is this enrollment a continuation of services with the selected provider?

Eligibility Information

Eligibility Begin Date	Eligibility End Date	Level of Care
Full time Co-payment \$	Part time Co-payment \$	Copay in Effect

Override Copay in Effect

School Calendar

School Holiday Unit of Care

School Day Unit of Care

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FT	FT	FT	FT	FT		

Enrollment Schedule Note

Save Cancel

Review FT Schedule Screen for Accuracy:

Copayment in Effect: FT

Care Days: M-F FT (Ensure all 5 boxes reflect FT)

Pending Family Acceptance MAIN STREET EARLY LEARNING CENTER

Level of Care 12 < 24 Months	Full Time Copayment \$1.20	School Calendar N/A	Calendar Applied	Provider ID 5292 (View Profile)	Cancel
Age at Enrollment Start 1 year	Part Time Copayment \$0.60	Care Days	M T W R F Sa Su	Location 1550 MAIN ST DUNEDIN, 34698 Pinellas County	End
Enrollment Period 10/01/2021 - N/A	Copayment in Effect FT	Enrollment Schedule Note N/A	FT FT FT FT FT	Contact Phone (727) 738-5437	Repair
Attendance N/A - N/A	Billing Group / Eligibility BG1 / 11			Contact Email mainstreetearlylearningcenter1@gmail.com	History
	Match Funder ID N/A				Payment Certificate

School Age Schedule

For children attending school (K-8) or a Preschooler attending a School Age site:

School Calendar: 118 - PCSB - School Age

Apply Holiday Unit of Care Flip: Yes

School Holiday Unit of Care: FT

School Day Unit of Care: PT

****The Childcare Enrollment Schedule automatically populates.****

Add Enrollment

Enrollment Start Date

Continuation of Services Is this enrollment a continuation of services with the selected provider?
 Yes No

Eligibility Information

Eligibility Begin Date	Eligibility End Date	Level of Care
Full time Co-payment \$	Part time Co-payment \$	Copay in Effect

Override Copay in Effect

School Calendar **Apply Holiday Unit of Care Flip?** Yes No

School Holiday Unit of Care

School Day Unit of Care

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text" value="PT"/>	<input type="text" value="PT"/>	<input type="text" value="PT"/>	<input type="text" value="PT"/>	<input type="text" value="PT"/>	<input type="text"/>	<input type="text"/>

Enrollment Schedule Note

Review School Age Schedule Screen for Accuracy:

Copayment in Effect: PT

School Calendar: 118-PCSB-School Age

School Holiday Unit of Care: FT

Care Days: M-F PT (Ensure all 5 boxes reflect PT)

Pending Family Acceptance YMCA SUNCOAST CC FRONTIER

<p>Level of Care In School</p> <p>Age at Enrollment Start 8 years</p> <p>Enrollment Period 10/01/2021 - N/A</p> <p>Attendance 10/01/2021 - N/A</p>	<p>Full Time Copayment \$2.60</p> <p>Part Time Copayment \$1.50</p> <p>Copayment in Effect PT</p> <p>Billing Group / Eligibility BG8 / ECON</p> <p>Match Funder ID 1202 (26-26-26, BG8 0% Match)</p>	<p>School Calendar Calendar Applied 118 - PCSB - School Age</p> <p>School Holiday Unit of Care FT</p> <p>Care Days</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>Sa</td><td>Su</td> </tr> <tr> <td>PT</td><td>PT</td><td>PT</td><td>PT</td><td>PT</td><td></td><td></td> </tr> </table> <p>Enrollment Schedule Note N/A</p>	M	T	W	R	F	Sa	Su	PT	PT	PT	PT	PT			<p>Provider ID 6944 (View Profile)</p> <p>Location 6985 HOPEDALE LN CLEARWATER, 33764-7073 Pinellas County</p> <p>Contact Phone (727) 631-6668</p> <p>Contact Email abonnic@suncoastymca.org</p>	<input type="button" value="Cancel"/> <input type="button" value="End"/> <input type="button" value="Repair"/> <input type="button" value="History"/> <input type="button" value="Payment Certificate"/>
M	T	W	R	F	Sa	Su												
PT	PT	PT	PT	PT														

Additional Tips for Preschooler at a School Age Site

- If a preschool child is attending a School Age site, remember to key a school age schedule.
- Ensure that “Apply Holiday Unit of Care Flip” says Yes.

Apply Holiday Unit of Care Flip? Yes No

- Review the enrollment *every time* the School Calendar is used. The Copayment in Effect field should not reflect FT. It will need to be fixed if it looks like this:

Enrolled R CLUB - MCMULLEN BOOTH				
Level of Care In School	Full Time Copayment \$16.40	School Calendar 198 - 19-20*PCSB - School Age	Provider ID 6966 (View Profile)	End
Age at Enrollment Start 5 years	Part Time Copayment \$8.20	School Holiday Unit of Care FT	Location 3025 Union Street Clearwater, 33759 Pinellas County	Update
Enrollment Period 08/15/2019 - N/A	Copayment in Effect FT	Care Days M T W R F Sa Su PT PT PT PT PT	Contact Phone (727) 796-5760	History
Attendance 08/15/2019 - N/A	Billing Group / Eligibility BG8 / ECON	Match Funder ID 57 (26-JWB, JWB)	Contact Email ZE-MCMULLEN@RCLUB.NET	Payment Certificate

- ✓ Click the “Update” button.

Enrolled R CLUB - MCMULLEN BOOTH				
Level of Care In School	Full Time Copayment \$16.40	School Calendar 198 - 19-20*PCSB - School Age	Provider ID 6966 (View Profile)	End
Age at Enrollment Start 5 years	Part Time Copayment \$8.20	School Holiday Unit of Care FT	Location 3025 Union Street Clearwater, 33759 Pinellas County	Update
Enrollment Period 08/15/2019 - N/A	Copayment in Effect PT	Care Days M T W R F Sa Su PT PT PT PT PT	Contact Phone (727) 796-5760	History
Attendance 08/15/2019 - N/A	Billing Group / Eligibility BG8 / ECON	Match Funder ID 57 (26-JWB, JWB)	Contact Email ZE-MCMULLEN@RCLUB.NET	Payment Certificate

- ✓ Select “PT” under the Override Copay in Effect field.

Update Enrollment		
Location 3025 Union Street Clearwater, 33759 Pinellas	Provider Type Center	Child Ages 3 YR - 12 YR
Contact Phone Number (727) 796-5760	Profile Status Active	Part Time Rates Yes
Contact Email Address ZE-MCMULLEN@RCLUB.NET	Program Year 2019 - 2020	Full Time Rates Yes
Gold Seal Type Not a Gold Seal provider		
Effective Date of Changes *	08/15/2019	
Eligibility Information		
Eligibility Begin Date 08/14/2019	Eligibility End Date 06/13/2020	Level of Care In School
Full time Co-payment \$16.40	Part time Co-payment \$8.20	Copay in Effect FT
Override Copay in Effect	PT	

Community Head Start Schedule

School Calendar: 117 – Comm HEAD START Calendar

School Holiday Unit of Care: FT

School Day Unit of Care: PT

School Calendar	117 - Comm HEAD START	Apply Holiday Unit of Care Flip? [▼]	<input checked="" type="radio"/> Yes <input type="radio"/> No				
School Holiday Unit of Care	FT						
School Day Unit of Care	PT						
Childcare Enrollment Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	PI	PI	PI	PI	PI		
Enrollment Schedule Note	<div style="border: 1px solid gray; height: 30px;"></div>						
Initial Enrollment Action [▼]	<input type="radio"/> Assign to provider for confirmation or rejection <input checked="" type="radio"/> Enroll on behalf of provider.						
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

Early Community Head Start Schedule

School Calendar: 116 - Comm EARLY HEAD START Calendar

School Holiday Unit of Care: FT

School Day Unit of Care: PT

School Calendar	116 - Comm EARLY HEAD START	Apply Holiday Unit of Care Flip? [▲]	<input checked="" type="radio"/> Yes <input type="radio"/> No				
School Holiday Unit of Care	FT						
School Day Unit of Care	PI						
Childcare Enrollment Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	PT	PT	PT	PT	PT		
Enrollment Schedule Note	<div style="border: 1px solid gray; height: 30px;"></div>						
Initial Enrollment Action [▲]	<input type="radio"/> Assign to provider for confirmation or rejection <input checked="" type="radio"/> Enroll on behalf of provider.						
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

Head Start/Early Head Start Schedule Guidance

Placements/Transfers:

- If a new enrollment is keyed and the client indicates that the child attends a Head Start/Early Head Start location, please verify with Argie.
- If the child is transferring out of a Head Start location, the child will no longer need the Head Start calendar.
 - ✓ If the client indicates that they are transferring to another Head Start location, check with Argie.

Redeterminations/Rollovers/Fee Changes/Suspended Enrollments:

If a child is continuing services under a Head Start schedule, the child will need to be re-enrolled with the same schedule.

- Before closing out a child's enrollment, please check the schedule section of the enrollment screen.
- If the child has a Head Start calendar, apply the Head Start calendar to the new enrollment in order to pay the provider properly.

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.