



Early Learning Coalition OF PINELLAS COUNTY

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

1. Search for the client or pull client from the **Submitted** queue.
2. Click on the EV# to the left to open file.

The screenshot shows a client record for 'jane doe II' with ID 'EV_0000576495'. The record is in a 'Submitted' state. Below the header, there are tabs for 'Household at a Glance', 'Contact Information', 'Children Needing Care', 'Parents', and 'Other Household Members'. The 'Household at a Glance' section is expanded, showing details for 'Children Needing Care' (JANE DOE, age 4), 'Parents' (Nancy Test, age 38), and 'Total Household Size: 4'. To the right, 'Total Household Income Calculations' are displayed, including 'Total Annual Gross Income: \$25,801.00'. An 'Edit' button is visible in the top right corner of the interface.

3. Check ALL ID document sections (**Contact Information, Children Needing Care, Parents, and Other Household Members**) and make any necessary adjustments.
 - a. Press Edit on the right side of each section.

The screenshot shows the 'Primary Address' section of the client record. The address is '412 old village way, oakman, Florida 34677, Pinellas County, RCMA Family: No'. To the right, there are fields for 'Primary Parent' (Email: kmam@elc.pinellas.net, Primary phone: (727)-400-4100) and 'Family Portal Account' (Email: kmam@elc.pinellas.net). An 'Edit' button is circled in red in the top right corner.

- b. Ensure that spellings of names and dates (Ex. date of birth) match documents provided.
- c. Verify ALL documents.

The screenshot shows the document upload and verification interface. It has two sections: 'Proof of Age' and 'Proof of U.S. Citizenship Or Qualified Alien'. Each section has a text input field containing 'MK birth certificate.jpeg', an 'Upload Document...' button, and three buttons: 'View', 'Verify', and 'Delete'.

- ✓ View-Open each document to ensure that it's accurate, legible, and **unexpired**.
- ✓ Verify-Select for all documents that need to stay in the record to support transaction.
- ✓ Delete-ONLY use to remove any documents that need to be deleted PERMANENTLY.
- ✓ Archive-If additional slots are needed, use to send older documents to “Household Documents” library if needed for monitoring purposes. (NOTE: Archive button only appears after a document is “Verified”.)

- d. For **Children Needing Care** Screens:
 - ✓ Ensure Citizenship and Age Verification questions are complete.

Citizenship* Is the child a U.S. Citizen or Qualified Alien?

Yes No

The U.S. Citizen or Qualified Alien field is required.

Age Verification* Has the child's age been verified?

Yes No

The Verification of Age field is required.

- ✓ If any child's status is Terminated, review **Additional Documents** to check for the child's supporting ID documents.
 - e. Press Save.
 - f. Repeat steps a-e for each applicable section that contains ID documentation.

- 4. Review ALL income sections (**Employment, Alimony and Child Support Income, Other Income, and Deductions**):
 - a. Update all applicable screens to match income calculator and supporting documentation.
 - b. Upload income calculator in employment screen.
 - NOTE: If the client is not employed, add calculator to the appropriate **Other Income** screen.
 - c. Press Verify to save calculator and all supporting documentation.
 - d. Reference "How to Verify Calculations" Guidance.

- 5. Change Household Status:
 - a. On the top left of screen, click on Change Household Status.

- b. **New Status:** Active
 - c. Save.

- 6. TIP: Locate the youngest eligible child in the record to process first.

- 7. Click on the Enrollments button on the right of the child's screen.

8. Under **Current Enrollments**, click End on the right.

Current Enrollments

Enrolled		GENESIS CHRISTIAN ACADEMY AND PRESCHOOL				
Level of Care in School	Full Time Copayment \$2.50	School Calendar	Calendar Applied	Provider ID	1751 (View Profile)	Cancel
Age at Enrollment Start	Part Time Copayment \$1.00	Care Days	M T W R F Sa Su	Location	2122 N HERCULES AVE ULLARWA LK, OR/03	End
Enrollment Period	Copayment In Effect	Enrollment Schedule Note	N/A	Contact Phone	(727) 253-4911	Update
Attendance	Billing Group / Eligibility			Contact Email	appt@nccor@newdesinwv.com	History
	Match Funder ID					Payment Certificate
	1202 (25-25-25, B08 0% Match)					

9. Terminate child's previous enrollment:

a. **End Enrollment Reason:** REDE

b. **Last Day of Service:** Current Authorization Period End Date (i.e., last day of previous year of eligibility)

i. NOTE: If processing overdue redetermination, enter date prior to *processing* date.

c. Save.

End Enrollment

End Enrollment Reason ▼

Last Day of Service

Is there a past due parent fee? Yes No

Past Due Parent Fee Amount

Is there a payment plan in place? Yes No

Please attach payment plan document. No file chosen

d. Click on Acknowledge button if it appears. Close Enrollment screen.

Past Enrollments

Enrollment Ended (Terminated)		GENESIS CHRISTIAN ACADEMY AND PRESCHOOL				
Level of Care in School	Full Time Copayment \$2.50	School Calendar	Calendar Applied	Provider ID	1751 (View Profile)	Acknowledge
Age at Enrollment Start	Part Time Copayment \$1.00	Care Days	M T W R F Sa Su	Location	2122 N HERCULES AVE 13 PARSONS LK, OR/03	Cancel
Enrollment Period	Copayment In Effect	Enrollment Schedule Note	N/A	Contact Phone	(727) 253-4911	Reply
Attendance	Billing Group / Eligibility			Contact Email	appt@nccor@newdesinwv.com	New Enrollment
Termination Reason	Match Funder ID					History
REDE - Next Authorization Period Approved	1202 (25-25-25, B08 0% Match)					Payment Certificate

10. Click on the Eligibility button on the right of the child's screen.

jane doe II (child, female, age 8) Changed

Eligibility status: Eligible

Enrollment status: Enrollment Ended (Terminated)

Date of birth: 01/02/2013

Ethnicity: Non-Hispanic

Races: White

Care days: Monday-Friday

11. Click on Add Next Authorization Period...

Eligibility Assignments for Jane Doe II

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
<i>Current Authorization Period (11/01/2020 - 10/31/2021) Update</i>					
ECON	BGB	11/01/2020	10/31/2021	1202 (26-26-26, BGB, BGB 0% Match)	Update End Eligibility

Current Eligibility Map

Current Authorization Period 11/01/2020 - 10/31/2021
Eligibility Assignment ECON BGB (26-26-26) 11/01/2020 - 10/31/2021

Save Cancel

12. Enter the New Year of Eligibility Dates:

- Authorization Start Date:** Day after the Current Authorization Period end date
- Authorization End Date:** A year after the Authorization Start Date minus a day
- Click OK.
- Example:** Current Authorization Period-11/1/20-10/31/21; New Authorization Dates-11/1/21-10/31/22

Add Authorization Period

Authorization Start Date* 11/01/2021

Authorization End Date* 10/31/2022

OK Cancel

13. Click on Add Eligibility Assignment...

Eligibility Assignments for Jane Doe II

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
<i>Current Authorization Period (11/01/2020 - 10/31/2021) Update</i>					
ECON	BGB	11/01/2020	10/31/2021	1202 (26-26-26, BGB, BGB 0% Match)	Update End Eligibility
<i>Next Authorization Period (11/01/2021 - 10/31/2022) Update Remove</i>					

Current Eligibility Map

Current Authorization Period 11/01/2020 - 10/31/2021	Next Authorization Period 11/01/2021 - 10/31/2022
Eligibility Assignment ECON BGB (26-26-26) 11/01/2020 - 10/31/2021	

Save Cancel

14. Complete the eligibility information as follows, review for accuracy, and click OK.

Add Eligibility Assignment

Funding Details

Funder Type*
 SR Local E-TAPP P-TAPP

Billing Group* **Eligibility Code*** **Match Funder***

Eligibility Begin Date* **Eligibility End Date*** **Purpose-for-Care Review Date**

Care Information

Priority* **Level of Care*** **Purpose for Care***

Rilya Wilson Reporting Requirements **Copay in Effect***

Co-Payment

Total Household Members **Full time Co-payment Amount** **Part time Co-payment Amount**

- a. **Billing Group/Eligibility Code:** See Funding Chart
 - ✓ Reminder: For BG8 redeterminations, who are still eligible for BG8, continue services in the same BG8 funding group from the previous year.
 - Ex. If client was in BG8-ECON, redetermine eligibility under BG8-ECON.
- b. **Match Funder:**
 - ✓ BG8-ECON-BG8 0% Match
 - ✓ BG8-SRMT-JWB SRMT Match
- c. **Eligibility Begin Date:** Day after the Current Authorization Period end date
Eligibility End Date: One year after Eligibility Begin Date minus a day
 - ✓ Reminder: BG3 referrals from CSP follow the referral dates.
 - ✓ Reference “Processing BG1 Referrals” for BG1 date clarification.
- d. **Purpose-for-Care Review Date:** ONLY used if the client has a review date, typically associated with an agency referral
- e. **Priority:** See Funding Chart
- f. **Level of Care:** See Level of Care Chart
- g. **Purpose for Care:** Select applicable option from drop down menu
- h. **Copay in Effect:**
 - ✓ Full Time Daily Rate-Preschool children (0-Pre-Kindergarten)
 - NOTE: Any school age child using FT evening care will need FT Copay (Reference “Process for Special Enrollments Schedule” for more information.)
 - ✓ Part Time Daily Rate-School Age children (K-8th grade) or if client is deemed eligible for PT care ONLY
- i. **Rilya Wilson Reporting Requirements:** Select if the box is marked on a PS referral for children 0-5 years old
- j. **Copayment Waiver or Reduction:** Reference “Sibling Discounts and Copayment Waivers” and “How to Correct Fees” Guidance

15. Review all levels of the **Eligibility** Screen for accuracy. Click **SAVE**.

- ✓ **BEST PRACTICE:** Ensure there are **NO** gaps or overlaps between Current Authorization Period and Assignment end dates and New Authorization Period and Assignment start dates.

Eligibility
Eligibility Assignments for jane doe II

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (11/01/2020 - 10/31/2021) Update					
ECON	BGB	11/01/2020	10/31/2021	1202 (26-26-26, BGB, BGB 0% Match)	Update End Eligibility
Next Authorization Period (11/01/2021 - 10/31/2022) Update					
ECON	BGB	11/01/2021	10/31/2022	1202 (26-26-26, BGB, BGB 0% Match)	Cancel Update End Eligibility

Add Eligibility Assignment

Current Eligibility Map

Current Authorization Period: 11/01/2020 - 10/31/2021

Next Authorization Period: 11/01/2021 - 10/31/2022

Eligibility Assignment: ECON BGB (26-26-26) 11/01/2020 - 10/31/2021

Enrollment: GENESIS CHRISTIAN ACADEMY AND PRESCHOOL 10/01/2021 - 10/31/2021

Save | Cancel

16. Click on the **Enrollments** button on the right of the child's screen.

jane doe II (child, female, age 8) **Changed**

Eligibility status: Eligible

Enrollment status: Enrollment Ended (Terminated)

Date of birth: 01/02/2013

Ethnicity: Non-Hispanic

Races: White

Care days: Monday-Friday

History

Change Status

Eligibility

Enrollments

17. Take note of the Childcare Provider under **Current Enrollments**. Click on **Add Enrollment...**

Enrollments

Enrollments for jane doe II (8 years old)

Current Enrollments

Enrolled: GENESIS CHRISTIAN ACADEMY AND PRESCHOOL

Level of Care: In School	Full Time Copayment: \$2.00	School Calendar: N/A	Calendar Applied:	Provider ID: 1761 (View Profile)	Cancel
Age at Enrollment Start: 6 years	Part Time Copayment: \$1.00	Enrollment Schedule Note: N/A		Location: 2122 N HERCULES AVE, CLEARWATER, 33765, Pinellas County	End
Enrollment Period: 10/01/2021 - 10/31/2021	Copayment in Effect: PT			Contact Phone: (727) 263-4311	Revoke
Attendance: 10/01/2021 - N/A	Billing Group / Eligibility: BGB + ECON			Contact Email: gpcdirector@newwcdnywc.com	Update
Termination Reason: N/A - Next Authorization Period Approved	Match Funder ID: 1202 (26-26-26, BGB 0% Match)				View Termination Detail
					End
					Payment Details

Past Enrollments

Enrollment Ended (Terminated): KinderCare Learning Center #1037 Acknowledge

Add Enrollment

18. Re-enroll the child to reflect the new eligibility dates and co-pays:
 - a. **Select a Provider:** Choose the site the child's currently attending notated in Step #17
 - ✓ TIP: Click Browse on the right and select the appropriate provider from the menu to ensure accuracy.
 - ✓ If the child is attending a new site, a transfer form will be needed.
 - b. **Enrollment Start Date:** Day after previous enrollment end date
 - c. **Continuation of Services:** Yes
 - d. **Enrollment Schedule:** Reference "Enrollment Schedules" Guidance
 - e. **Initial Enrollment Action:** Enroll on behalf of the provider.
 - f. SAVE.

Add Enrollment

Select a Provider for jane doe II *

Parent selection 1: **GENESIS CHRISTIAN ACADEMY AND PRESCHOOL** *[currently attending]*

Other:

GENESIS CHRISTIAN ACADEMY AND PRESCHOOL
Browse...

Details of Selected Provider

Name GENESIS CHRISTIAN ACADEMY AND PRESCHOOL	Provider ID 1761	Hours of Business M-F 6:30am-5:30pm ;
Location 2122 N HERCULES AVE CLEARWATER, Florida 33763 Pinellas	Provider Type Center	Child Ages 2 MO - 11 YR
Contact Phone Number (727) 253-4911	Profile Status Active	View Provider Profiles
Contact Email Address gcpdirector@newdestinywc.com	Program Year 2021 - 2022	View Provider Rates
	Gold Seal Type Not a Gold Seal provider	View Provider Contracts

Enrollment Start Date *

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

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

Initial Enrollment Action *

Assign to provider for confirmation or rejection.

Enroll on behalf of provider.

19. Check the **Enrollments** screen to ensure accuracy:
 - a. The *previous* enrollment must have an end date.
 - b. The *new* enrollment must start the day after the previous enrollment ended. **NO gaps or overlapping dates.**
 - c. Review all other fields of the new enrollment: *Level of Care, FT and PT Copays, Copayment in Effect, and Schedule.*
 - d. **Close** once all enrollment fields are correct.

Enrollments

Enrollments for jane doe II (8 years old)

Level of Care in School	Full Time Copayment	School Calendar	Calendar Applied	Provider ID	Cancel
In School	\$2.00	118 - PCSB -		1791 (View Profile)	Cancel
Age at Enrollment Start	Part Time Copayment	School Age		Location	Edit
0 years	\$1.00			2122 N HERCULES AVE	Reset
Enrollment Period	Copayment in Effect	School Holiday Unit of Care		CLEARWATER, 33763	History
11/01/2021 - N/A	PT	PT		Pinellas County	Payment Calculator
Attendance	Billing Group / Eligibility	Care Days		Contact Phone	
11/01/2021 - N/A	B99 / ECON	M T W R F Sa Su		(727) 263-4611	
	Match Funder ID	PT PT PT PT PT		Contact Email	
	1202 (26-26-29, 8C6 0N Match)			gopdirector@newscathyc.com	
		Enrollment Schedule Note			
		N/A			

Level of Care in School	Full Time Copayment	School Calendar	Calendar Applied	Provider ID	Cancel
In School	\$2.00	118 - PCSB -		1791 (View Profile)	Cancel
Age at Enrollment Start	Part Time Copayment	School Age		Location	Edit
8 years	\$1.00			2122 N HERCULES AVE	Reset
Enrollment Period	Copayment in Effect	School Holiday Unit of Care		CLEARWATER, 33763	History
10/01/2021 - 10/31/2021	PT	PT		Pinellas County	Update

Enrolled: GENESIS CHRISTIAN ACADEMY AND PRESCHOOL

Close

20. Repeat Steps 7-19 for the redetermination of any additional children.
21. If the redetermination is completed within 5 days of the end date, call the provider to inform them. Client will need to sign payment certificate in order for the provider to complete attendance for this child. System-generated e-mail reminders will be sent to the client every 5 days until they sign.
22. At the top of the Parent Screen, click on **Add Note** to enter full details regarding this redetermination.

Eligibility Verification Active BY: 10/08/2021

Consider Change Provider Status Cancel Add Note

Household at a Glance

Control Information

Children Needing Care

Parents

Other Household Members

CSAA Referral Information

Household at a Glance... PH_000000150

Children Needing Care: jane doe II (child, female, age 8), JANE DOE (child, female, age 4), jill doe (child, female, age 2)

Parents: Nancy Theri Branch TBST (adult, female)

Total Household Size: 6

Total Household Income Calculation:
 Employment income: \$19,851.00
 Alimony and child support income: \$0.00
 Other income: \$0.00
 Alimony and child support (assumes): \$0.00
 Total annual gross income: \$19,851.00

23. Enter Case Note:

- a. **Description:** Miscellaneous
- b. **Custom Code Type:** Parent
- c. **Custom Code:** REDETERMINATION
- d. **Note:** Indicate funding, FT/PT highest daily fees for the youngest child in the home, if there is a fee change put in fee change effective date (or reference there is no change), eligibility dates, worker name and number (if referral program), 2 year TCC dates (if applicable), client will sign payment cert for client and provider records. Any provider contact, whom you spoke to.
- e. Save.

Add Case Note

Description *

Miscellaneous

Custom Code Type **Custom Code**

Parent REDETERMINATION

Note

BGB-ECON for Jane, FT 2.60 PT 1.30, no fee change, File 11/1/21-10/31/22, client will sign payment cert for client and provider records.

Save Cancel

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.