



**Early Learning  
Coalition**  
OF PINELLAS COUNTY

DEPARTMENT: <b>Eligibility</b>	SUBJECT: Procedures for “ <b>Process for Special Enrollment Schedules</b> ”
REVISED: 11-21	AUTHORIZATION APPROVAL: Manager, Family Services

**Summary:** A special enrollment schedule is for parents who have a work or school schedule “out of the normal”. If a special enrollment is being approved it must be entered appropriately at the initial enrollment and at every updated enrollment, if the need continues. Utilizing a traditional schedule is the preference; however, this does not always fit every parent’s needs so a special enrollment schedule should be utilized when needed. Special schedules do require specific and sometimes additional documentation, which is listed below. The special enrollment process is also utilized when dual providers are requested.

### **Placements**

1. At time of placement, if a client is selecting an in-home provider, inform client of the care they have been authorized for:
  - Preschoolers: M-F FT
  - School agers: M-F before and after care during the school year and M-F FT care during the summer
  - NOTE: If the referral or their eligibility indicates a special schedule, discuss this with the family.
2. Ask if the traditional schedule meets their needs.
3. If the client needs a special schedule, ensure that the proper documentation is submitted. (See documentation section.)
4. When the documentation requirement is met, key the appropriate enrollment schedule.

### **Recertifications**

1. Recert clients with a special schedule at the same job:
  - a. Inquire if their schedule at work is still the same and that the special enrollment schedule is needed.
  - b. Key the appropriate enrollment schedule and include in Recert note.
2. Recert clients with a special schedule who have a new job:
  - a. Inquire if their new job still requires a special enrollment schedule. If so, client must submit supporting proof. (See documentation section.)
  - b. Key the appropriate enrollment schedule and include in Recert note.

### **Purpose for Care/Schedule Changes**

1. If a client needs to change their schedule during the year, they will need to call and report the change.
2. Ensure proper documentation is submitted (See documentation section.)
3. When the documentation requirement is met, key the appropriate enrollment schedule.

### **Transfers**

1. If a client is under a special enrollment schedule and transfers to another in-home provider, call client to see if special schedule is still needed.
2. If so, key the appropriate enrollment schedule.

### **Supporting Documentation to Request a Special Schedule**

- Employment Verification form/Company letterhead that includes client's schedule
- Pay stubs with schedule attached that includes client's name
- School Verification form that includes client's schedule
- Referral where referring agency specifies schedule needed in the comment section

### **MOD Data Entry for Special Enrollment Schedules**

#### **FT Evening for a School Age Child**

A client with a school age child with a purpose for care during evening hours. These children will need FT Evening childcare during the school year (not before and after care).

Override Copay in Effect: FT

Childcare Enrollment Schedule: Choose the 5 approved days Monday-Sunday FT to match client's schedule.

Enrollment Schedule Note: School Age child approved for FT Evening Care.

Parent Case Note: Include the authorized special schedule in body of parent case note (P, R, RO, etc).

Override Copay in Effect	<input type="text" value="FT"/>
School Calendar	<input type="text"/>
School Holiday Unit of Care	<input type="text"/>
School Day Unit of Care	<input type="text"/>
Childcare Enrollment Schedule	Monday <input type="text" value="FT"/> Tuesday <input type="text" value="FT"/> Wednesday <input type="text" value="FT"/> Thursday <input type="text" value="FT"/> Friday <input type="text" value="FT"/> Saturday <input type="text"/> Sunday <input type="text"/>
Enrollment Schedule Note	<input type="text" value="School Age child approved for FT Evening Care."/>

### Varied Schedule

A client who needs 5 FT days of care. However, the 5 days may vary from week to week.

Childcare Enrollment Schedule: Monday-Sunday FT

Enrollment Schedule Note: Client is approved for 5 days per week, varied schedule.

Parent Case Note: Include the authorized special schedule in body of parent case note (P, R, RO, etc).

Childcare Enrollment Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FT	FT	FT	FT	FT	FT	FT
Enrollment Schedule Note	Client is approved for 5 days per week, varied schedule.						

Clearly indicate to client that they are approved for 5 days per week so they don't exceed the approved amount. Inform provider that the schedule is opened up for 7 days but they may only claim 5 days per week. If a provider has questions on how to fill out the roster, direct them to their Reimbursement Specialist.

### Set Schedule that Includes the Weekend

A client who has a consistent set schedule every week. However, their 5 days includes the weekend.

Childcare Enrollment Schedule: Choose 5 days *only* Monday-Sunday FT to match client's schedule.

Enrollment Schedule Note: Client is approved for list the specific days the client is approved for.

Parent Case Note: Include the authorized special schedule in body of parent case note (P, R, RO, etc).

Childcare Enrollment Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FT		FT	FT	FT		FT
Enrollment Schedule Note	Client is approved for M, W, Th, F, and Sun care.						

Clearly indicate to client and provider that these are the specific approved days per submitted schedule. If a client utilizes a day outside of the set schedule, the provider will not be able to mark attendance for that day.

**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.