



**Early Learning
Coalition**
OF PINELLAS COUNTY

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

Reminders:

- ✓ If the family already has children in care, a new child can be placed into care as long as the household income does not exceed 85SMI.
- ✓ The family must still go through the entire EV wizard. Current proof of purpose for care and 4 weeks of income will be needed.
- ✓ Fees can increase/decrease at time of sib-add for all children receiving care based on the updated documentation.
- ✓ Add sibling to existing funding. (Ex. Child in care is under BG8-ECON. Add sibling to BG8-ECON)

Sibling added into care:

- ❖ The Sib-Add child(ren) will receive one year of eligibility from the date of placement. (Follow “Placements” guide.)
- ❖ Review ages of all children receiving care to ensure that the youngest child in care is pulling the highest fees. All other children will receive a sibling discount. (Reference “Sibling Discounts” guide.)

The screenshot shows the 'Eligibility' software interface. At the top, there is a 'Current Authorization Period' section with a table:

Code	Code	Start Date	End Date	Details	Buttons
ECON	BG8	11/08/2019	11/07/2020	1202 (26-26-26, BG8, BG8 0% Match)	Update, End Eligibility

Below the table are buttons for 'Add Eligibility Assignment...' and 'Add Next Authorization Period...'. The main part of the interface is the 'Current Eligibility Map', which is a nested diagram showing three levels of eligibility:

- Outermost (Green):** Current Authorization Period, 11/08/2019 - 11/07/2020
- Middle (Cyan):** Eligibility Assignment, ECON BG8 (26-26-26), 11/08/2019 - 11/07/2020
- Innermost (Yellow):** Enrollment, YMCA SACC PROG PERKINS ELEM, 11/08/2019 -

At the bottom right of the map are 'Save' and 'Cancel' buttons.

Children already receiving care:

- ❖ Recertify all children in services for one year from the date of the Sib-add.
- ❖ Review ages of all children receiving care to ensure that the youngest child in care is pulling the highest fees. All other children will receive a sibling discount. (Reference “Sibling Discounts” guide.)
- ❖ Ensure that all children have the same Care Authorization and Eligibility Assignment end dates.

1. End the enrollment for the day before the placement. Reason code REDE.

Enrollment Ended (Terminated)		YMCA SACC PROG PERKINS ELEM		Acknowledge	
Level of Care 36 < 48 Months	Full Time Copayment \$9.30	School Calendar 198 - 19-20*PCSB - School Age	Provider ID 6939 (View Profile)	View Termination Details	
Age at Enrollment Start 3 years	Part Time Copayment \$4.65	School Holiday Unit of Care FT	Location 2205 18th Avenue South St. Petersburg, 33712 Pinellas County	History	
Enrollment Period 08/15/2019 - 11/07/2019	Copayment in Effect PT	Care Days M T W R F Sa Su PT PT PT PT PT	Contact Phone (727) 895-9522	Payment Certificate	
Attendance 08/15/2019 - N/A	Billing Group / Eligibility BG8 / ECON		Contact Email cadams@stpcteymca.org		
Termination Reason REDE - Next Authorization Period Approved	Match Funder ID 57 (26-JWB, JWB)				

2. Click on the Update button next to the current **Eligibility Assignment**.

Eligibility					
Current Authorization Period (05/01/2019 - 04/30/2020) Updates					
ECON	BG8	08/14/2019	04/30/2020	57 (26-JWB, BG8, JWB)	Update End Eligibility
Ended Assignments					
ECON	BG8	05/01/2019	08/13/2019	57 (26-JWB, BG8, JWB)	Update
ECON	BG8	04/01/2019	04/30/2019	57 (26-JWB, BG8, JWB)	Update
Add Eligibility Assignment... Add Next Authorization Period...					
Current Eligibility Map					
Current Authorization Period 05/01/2019 - 04/30/2020					
Eligibility Assignment ECON BG8 (26-JWB)					
Save Cancel					

3. Change the Eligibility End Date to reflect the day before the Sib-add. Click OK.

Edit Eligibility Assignment	
Funding Details	
Funder Type *	
<input checked="" type="radio"/> SR <input type="radio"/> Local <input type="radio"/> E-TAPP <input type="radio"/> P-TAPP	
Billing Group *	Eligibility Code *
BG8	ECON
Eligibility Begin Date *	Eligibility End Date *
08/14/2019	11/07/2019

- Review the **Eligibility** Screen to ensure the old assignment has ended.

Ended Assignments

FCOM	BC8	05/14/2019	11/07/2019	07 (26-JWB, BC8, JWB)	Update
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- Click on the Update button next to the **Current Authorization Period**.

Eligibility

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)
Current Authorization Period (05/01/2019 - 04/30/2020) Update				

- Edit the dates to match the new sibling's dates (one year from date of placement). Press OK.

Edit Authorization Period

Authorization Start Date: 11/06/2019

Authorization End Date: 11/07/2020

OK Cancel

- Click on Add Eligibility Assignment.

Add Eligibility Assignment...

- Complete the **Eligibility Assignment** screen to reflect one year from the date of placement. Review for accuracy. Click OK.

Edit Eligibility Assignment

Funding Details

Funder Type: SR Local F-TAPP P-TAPP

Billing Group: BG8 Eligibility Code: LC0N Match Funder: BG8 0% Match

Eligibility Begin Date: 11/06/2019 Eligibility End Date: 11/07/2020 Purpose-for-Care Review Date:

- Billing Group/Eligibility Code:** See Funding Chart
 - ✓ Reminder: Add sibling to existing funding. (Ex. Child in care is under BG8-ECON. Add sibling to BG8-ECON.)
- Match Funder:**
 - ✓ BG8-ECON-BG8 0% Match
 - ✓ BG8-SRMT-JWB SRMT Match
- Eligibility Begin Date:** Date of processing
Eligibility End Date: One year later minus a day
- 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

9. Review all levels of the **Eligibility** screen to ensure that the child in care has been recertified for year from the date of the Sib-add. Click Save.

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (11/08/2019 - 11/07/2020) Update					
ECON	BG8	11/08/2019	11/07/2020	1202 (26-26-26, BG8, BG8 0% Match)	Update End Eligibility
Ended Assignments					
ECON	BG8	08/14/2019	11/07/2019	57 (26-JWB, BG8, JWB)	Update
ECON	BG8	05/01/2019	08/13/2019	57 (26-JWB, BG8, JWB)	Update
ECON	BG8	04/01/2019	04/30/2019	57 (26-JWB, BG8, JWB)	Update

Add Eligibility Assignment... Add Next Authorization Period...

Current Eligibility Map

10. Add the new enrollment to match the date of the Sib-add. Fees can increase/decrease on date of Sib-add.

- ✓ Reference “Enrollment Schedules” and “Process for Special Enrollment Schedules”.

Pending Family Acceptance: DISCOVERY LEARNING CENTER

Level of Care 12 < 24 Months	Full Time Copayment \$14.40	School Calendar N/A	Provider ID 3485 (View Profile)	<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"/>
Age at Enrollment Start 1 year	Part Time Copayment \$7.20	Care Days M T W R F Sa Su FT FT FT FT FT	Location 3100 75TH ST N ST PETERSBURG, 33710 Pinellas County	
Enrollment Period 11/08/2019 - N/A	Copayment in Effect FT	Billing Group / Eligibility BG8 / ECON	Contact Phone (727) 341-6913	
Attendance N/A - N/A	Match Funder ID 1202 (26-26-26, BG8 0% Match)	Contact Email cmc.intosh@parc-fl.org		

11. Repeat Steps 1-10 for any additional children in care.

12. Call providers of children currently in care to advise of any new co-pays.

13. Enter Case Note:

- a. **Description:** Miscellaneous
- b. **Custom Code Type:** Parent
- c. **Custom Code:** SIB ADD
- d. **Note:** Indicate funding, name of the child(ren) added and updated, FT/PT highest daily fees for the youngest child in the family, fee effective date, eligibility dates, referring agency's worker name and phone# (for all referral programs), client will sign payment cert for client and provider records. Indicate provider contact and whom you spoke with.
- e. **Save.**

Add Case Note

Description*
Miscellaneous

Custom Code Type Parent **Custom Code** SIB ADD

Note
BG8-ECON, Enrolled Child B into care eff 11/8/19, confirmed enrollment with Ms. Smith at ABC Center, recertified Child A at YMCA, fee increase eff 11/8/19, FT 14.40 PT 7.20, elij 11/8/19-11/7/20, called YMCA and sw Ms. Doe to advise her of fee change, client will sign payment cert for client and provider records.

Save Cancel

14. Review Counselor selection. Assign Counselor per caseload distribution as needed.

Eligibility Verification Active

Counselor: Change Household Status

Assign Eligibility Counselor

Assign Counselor to
ELYSIA SCUSA DOB: 08/18/2020

Counselor*
-- Select Counselor --

Note
You have 500 characters remaining.

Assign 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.