

## Notice of Needed Documentation (Placement Rejection)

Your application is incomplete and cannot be processed as submitted. Please upload all documentation indicated below by \_\_\_\_\_:

\_\_\_\_\_ Child Care Provider needed: You must select a SR Child Care provider and secure a start date. Log into your Family Portal Account and update the Child Provider Information section with your selection and start date. A child care listing can be obtained at <https://elcpinellas.net/for-families/child-care-resources-and-referrals/>.

\_\_\_\_\_ Client Application contains the following discrepancies: \_\_\_\_\_

\_\_\_\_\_ Four (4) weeks of current pay stub/receipts for: \_\_\_\_\_ if paid:

Weekly - last four (4) pay periods      Biweekly - last two (2) pay periods

Bimonthly - last two (2) pay periods      Monthly - last one (1) pay period

\_\_\_\_\_ Proof that parent 2 is not residing in home (lease, utility bill with new address) \_\_\_\_\_

\_\_\_\_\_ Proof of residence to reflect current address

\_\_\_\_\_ Copy of valid driver's license or photo I.D./Birth verification for \_\_\_\_\_

\_\_\_\_\_ Child Support Form for \_\_\_\_\_

\_\_\_\_\_ Proof of all other forms of household income \_\_\_\_\_ for \_\_\_\_\_

\_\_\_\_\_ Referral from appropriate agency (ECA, PCSO, CareerSource Pinellas, \_\_\_\_\_)

\_\_\_\_\_ School Verification for \_\_\_\_\_

\_\_\_\_\_ Medical/Disability verification for \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

**IT IS YOUR RESPONSIBILITY to gather and upload the needed documentation to your ELC Family Portal account promptly in order to receive a childcare scholarship. FAILURE TO UPLOAD COMPLETE AND ACCURATE DOCUMENTS will result in DENIAL of a childcare scholarship.**

All forms referenced above are available at <https://elcpinellas.net/for-families/school-readiness-programs/> for your use.

If you have questions, please call \_\_\_\_\_ at (727) \_\_\_\_\_ for further assistance.

## Notice of Termination (Placement Termination)

Thank you for your interest in the School Readiness child care scholarship services provided by the Early Learning Coalition of Pinellas County, Inc. (ELC).

Based on the information provided to the Coalition, you do not currently qualify for a School Readiness childcare scholarship and will be removed from the School Readiness Waitlist for the following reason(s):

\_\_\_\_\_ Income exceeds the school readiness childcare scholarship requirements.

\_\_\_\_\_ Insufficient employment/school hours. Parent(s)/guardian(s) must be working a minimum of 20 hours per week; or attending school full-time; or a combination of both work and school for a minimum of 20 hours per week each. For a two-parent working family, both parents must be employed or engaged in eligible work or education activities for a combined total of at least 40 hours per week.

\_\_\_\_\_ Parents/Guardians must reside/live in Pinellas County to be eligible to receive a school readiness childcare scholarship.

\_\_\_\_\_ You have exceeded the given deadline of 30 calendar days to submit the required documentation through your ELC Family Portal account.

If you have questions, please call (727) \_\_\_\_\_ 400-4411 \_\_\_\_\_ for further assistance.