Summary:
Review Notifications are sent to the parent/guardian during the current year of eligibility when updated information is required to continue childcare services. When parents/guardians submit requested documents through the DEL Family Portal, an Eligibility Specialist will receive this information in their EFS MOD submitted queue. Submitted items will determine if the scholarship will remain in the same funding group or requires a rollover into an alternate program.

Reminders:
- Do not increase the parent fees if the parent is within their original 12 months of eligibility.
- Do not modify the Current Authorization Period Dates
- A new enrollment and a new eligibility assignment are needed.
- Verify correct proof of residence, age, citizenship, and identity documents are on file.
- Submitted documents require action within 10 days of receipt

Updated Referral Received in Same Funding Group

How to Key Referral Update

Search for the Parent/Guardian account in EFS MOD

- If no changes are needed in household, and it has been less than 12 months from when parent/guardian signed the application, an Eligibility Verification Wizard is not required by client.
- If there are income changes or the client submits updated pay info:
  - Create an Income Calculator. This will determine if a fee decrease is applicable.
  - Update all income fields to match your Income Calculator.
    - Upload Income Calculator under the appropriate income source received.
  - Do not increase the parent fees if the parent/guardian is within their original 12 months of eligibility.
Example:

- Client is under BG1-11 and receives another BG1-11 referral.
- Received Partner Agency Referral: Care authorization dates 9-1-21 to 3-1-22
- Processing Date: 9-2-21

Click on **Eligibility** button of the child listed on the referral

*Double-check the child! An updated referral may or may not have all the same children included.*

Current Authorization Period is 1-1-2021 to 12-31-21

Current Assignment is 1-1-21 to 10-1-21 and Purpose for care Review date 10-1-21

Click on **Update** under current Assignment
Change **Eligibility End Date** to the day prior to processing (example: today is 9-2-21, the end date would be changed to 9-1-21) and then remove **Purpose for Care Review Date** before hitting okay.

Click on **Add Eligibility Assignment** button

a. **Billing Group/Eligibility Code**: See Funding Chart  
b. **Match Funder**: N/A  
c. **Eligibility Begin Date**: Day of Processing  
   **Eligibility End Date**: **Eligibility End Date** would be the referral end date plus the 3-month re-establishment period, but not to exceed **Current Authorization End Date**  
   ✔ Reference “Processing BG1 Referrals” for BG1 date clarification.  
d. **Purpose-for-Care Review Date**: **Purpose for Care Review Date** would be the referral end date plus the 3-month re-establishment period  
   ✔ Reference “Processing BG1 Referrals” for BG1 date clarification.  
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
Review all levels of the **Eligibility** Screen for accuracy. Click **SAVE**.

- BEST PRACTICE: Ensure there are NO gaps or overlaps between Ended Assignment end date and New Assignment start dates.

Click on **Enrollment** button

Click on **End**
Enrollment Reason: EU-Enrollment

Last Day of Service: End the current enrollment the day prior to processing date

Press the Acknowledge button on the previous enrollment. Click Add Enrollment button.

Start Enrollment the day of processing

Check the Enrollments screen to ensure accuracy:

- The previous enrollment must have an end date.
- The new enrollment must start the day after the previous enrollment ended. NO gaps or overlapping dates.
- Review all other fields of the new enrollment: Level of Care, FT and PT Copays, Copayment in Effect, and Schedule.
- Close once all enrollment fields are correct.
Repeat Steps for any additional children in care listed on referral.

Call the client to inform them of the new review date and what is needed for continued services.

If the process is completed within 5 days of Review end date, contact the provider to notify of continued care and payment certificate still needs to be signed.

At the top of the Parent Screen, click on Add Note to enter full details regarding this redetermination.

Enter Case Note:
- **Description**: Miscellaneous
- **Custom Code Type**: Parent
- **Custom Code**: Referral Update
- **Note**: Indicate funding, FT/PT fees, eligibility dates, referral dates, review date, list documents needed for review, referring agency’s worker name and number, client will sign payment cert for client and provider records. Note any applicable client contact to discuss review date and documents needed to continue care or provider contact.

  ✓ **Save**.
Rollovers into Alternate Funding Group

Summary: A parent/guardian may not receive an updated referral that matches their current funding category however, may be eligible to roll into an alternate funding category for the following reasons:

-Referral received by a different Partner Agency under another funding category (Example, if current funding is BG1-IN, new referral is under BG1-11)

-No referral received, but meets other purpose for care requirements *(Refer to Funding Chart)*

- **BG8-ECON**: Purpose for care (work, school, work/school combo, disability) and under 85% SMI
- **BG3R-RCG**: Receives higher TANF of $242, $249 per child
- **BG3R-GAP**: Receives $333 per child
- **BG3-28A** Receives lower TANF of $180 (1 child), $241 (2 children), etc. plus a purpose for care
- **LOCAL** funding programs (if available at the time of rollover)

How to Key a Rollover during the Year of Eligibility

The Care Authorization will remain intact as the client is still under the year of eligibility. A new assignment will be built to reflect the transition from one funding category to another. Review referral to determine rollover date:

- If the referral has ended and the client is in the 3 month re-establishment period, the rollover will be effective the date of processing. A client is eligible to roll at any time during the reestablishment period.
- If the referral is still active, the rollover effective date will be the day after the referral ends.

Determine Eligibility and Review File for accuracy:

- Create an Income Calculator to verify that the client is eligible for alternate funding category.
- Check ALL ID document and Income sections:
  - Ensure that all docs are valid and appropriate for the new funding category.
    - Ex: If the client is rolling into a non-referral based program, the referral can no longer be used as birth verification. Client will need to supply another document that meets age and citizenship requirements.
  - Review that the spellings of names and dates (Ex. date of birth) match documents provided.
  - Make sure file reflects the updated income and upload Income Calculator.
Rollovers when the referral end date has passed:

- Care Authorization Dates: Reflect Year of Eligibility Dates
- New Assignment Eligibility Begin Date: Day of Processing
- New Assignment Eligibility End date: Same as Care Authorization End Date

Example:

- Care Authorization Dates: 11/1/21-10/31/22
- Referral Dates: 11/1/21-5/1/22
- BG1 Assignment: 11/1/21-8/1/22 (To include 3 month re-establishment period)
- Date of Processing 6/1/22
- BG8 Assignment: 6/1/22-10/31/22
- Since the referral ended 5/1/22, client is eligible to roll into BG8 at any time during the reestablishment period. The rollover date will match the date of processing of 6/1/22

Process:

1. Change Household Status to **Active**.

2. Locate the youngest eligible child in the record to process first.

3. Terminate child(ren)’s enrollment(s):
   a. Click on the **Enrollments** button next to the applicable child.
b. Click on **End** button next to the current enrollment.

c. End Enrollment Reason: **48-Funding Transfer**

d. Last Day of Services: Day before “Date of Processing”

e. Is there a Past due parent fee?: **No**

f. **Save**

---

4. Verify the enrollment ended and saved properly. **Close Enrollments** screen.

5. End the previous assignment the day before “Date of Processing”:

   a. Click on the **Eligibility** button next to the applicable child.

   **Eligibility status:** **Eligible**

   **Enrollment status:** **Enrolled**

   **Date of birth:** 01/02/2013

   **Ethnicity:** Non-Hispanic

   **Races:** White

   **Care days:** Monday-Friday

   b. Click on **Update**.

   **Eligibility Assignments for Jane Doe II**

<table>
<thead>
<tr>
<th>Eligibility Code</th>
<th>Billing Group</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Funding Agency ID (code, type, name)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Authorization Period (1/01/2021 - 01/01/2022)</td>
<td>Update</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 11 | EQ1 | 11/01/2021 | 05/01/2022 | |

---
c. Eligibility End date: Edit to match the day before “Date of Processing”
d. Purpose for Care Review Date: Remove date

Add the new assignment:

a. Click Add Eligibility Assignment.

b. Complete the Eligibility Assignment as follows, review for accuracy, and click OK.

   i. **Billing Group/Eligibility Code**: See Funding Chart
      - Reminder: If rolling into BG8, always select BG8-ECON.
   
   ii. **Match Funder**:
      - BG8-ECON-BG8 0% Match

   e. Click OK.
iii. **Eligibility Begin Date:** Date of Processing
   **Eligibility End Date:** Reflect Care Authorization Period End Date
   ✓ Reference “Processing BG1 Referrals” for BG1 date clarification.

iv. **Purpose-for-Care Review Date:** ONLY used if the client has a review date, typically associated with an agency referral or if school is purpose for care

v. **Priority:** See Funding Chart

vi. **Level of Care:** See Level of Care Chart

vii. **Purpose for Care:** Select applicable option from drop down menu

viii. **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

ix. **Rilya Wilson Reporting Requirements:** Select if the box is marked on a PS referral for children 0-5 years old

x. **Copayment Waiver or Reduction:** Reference “Sibling Discounts and Copayment Waivers” and “How to Correct Fees” Guidance

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

7. Add Enrollment:
   a. Click on the **Enrollments** button next to the applicable child.

   - **Eligibility status:** Eligible
   - **Enrollment status:** Enrolled
   - **Date of birth:** 01/02/2013
   - **Ethnicity:** Non-Hispanic
   - **Races:** White
   - **Care days:** Monday-Friday

   ✓ BEST PRACTICE: Ensure the Current Authorization Period reflects the year of eligibility. Check that there are NO gaps or overlaps between previous Assignment end dates and new Assignment start dates.
b. Take note of the Childcare Provider under **Current Enrollments**. Click on **Add Enrollment**.

c. Re-enroll the child to reflect the new eligibility dates and co-pays:
   i. **Select a Provider:** Choose the site the child’s currently attending noted in Step #7b.
      - 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.
   ii. **Enrollment Start Date:** “Date of Processing”
   iii. **Continuation of Services:** Yes
   iv. **Enrollment Schedule:** Reference “Enrollment Schedules” Guidance
   v. **Initial Enrollment Action:** Enroll on behalf of the provider.
   vi. SAVE.
8. 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.

9. Repeat Steps 2-7 for each additional eligible child in the household.

10. If the review 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.

11. At the top of the Parent Screen, click on **Add Note** to enter full details regarding this rollover.
12. Enter Case Note
   a. **Description:** Miscellaneous
   b. **Custom Code Type:** Parent
   c. **Custom Code:** Rollover
   d. **Note:** Used when a rollover from one funding to another is completed. Indicate funding from & to, effective date of rollover, 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.**
Rollovers when the referral is still active:

- Care Authorization Dates: Reflect Year of Eligibility Dates
- New Assignment Eligibility Begin Date: Day after Referral End Date
- New Assignment Eligibility End date: Same as Care Authorization End Date
- The eligibility must be covered under BG1 for the *entire* length of the referral and then rolled into BG8 the following day.
- This may be keyed in advance (no more than 30 days prior to the referral end date) with an eligibility start date that follows the end of the BG1 referral.

Example:

- Care Authorization Dates: 11/1/21-10/31/22
- Referral Dates: 11/1/21-5/1/22
- BG1 Assignment: 11/1/21-8/1/22 (To include 3 month re-establishment period)
- Date of Processing 4/20/22
- BG8 Assignment: 5/2/22-10/31/22
- Since the client proved they were eligible on or before 5/1/22, this may be keyed on 4/20/22. However, the rollover date will reflect the day after the referral ends of 5/2/22.

<table>
<thead>
<tr>
<th>Year of Eligibility</th>
<th>Current Authorization Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/2021 - 10/31/2022</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Assignment</th>
<th>Eligibility Assignment</th>
<th>New Assignment</th>
<th>Eligibility Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 BG1</td>
<td>11 BG1</td>
<td>BG8</td>
<td>05/02/2022 - 10/31/2022</td>
</tr>
<tr>
<td>11/01/2021 - 08/01/2022</td>
<td>11/01/2021 - 08/01/2022</td>
<td>YMCA SUNCOAST CC FRONTIER</td>
<td>YMCA SUNCOAST CC FRONTIER</td>
</tr>
<tr>
<td>10/01/2021 - 05/01/2022</td>
<td>05/02/2022 - 10/31/2022</td>
<td>05/02/2022 - 10/31/2022</td>
<td>05/02/2022 - 10/31/2022</td>
</tr>
</tbody>
</table>

Process:

1. **Change Household Status to Active.**

   ![Change Household Eligibility Status](image)

2. Locate the youngest eligible child in the record to process first.
3. Terminate child(ren)'s enrollment(s):
   a. Click on the **Enrollments** button next to the applicable child.
      
      | Eligibility status: **Eligible** | Change Status |
      | Enrollment status: **Enrolled** | Eligibility   |
      | Date of birth: 01/02/2013 | Enrollments   |
      | Ethnicity: Non-Hispanic |   |
      | Races: White |   |
      | Care days: Monday-Friday |   |

   b. Click on **End** button next to the current enrollment.

   c. End Enrollment Reason: **48-Funding Transfer**
   
   d. Last Day of Services: Day before “Date of Processing”
   
   e. Is there a Past due parent fee?: **No**
   
   f. **Save**

4. Verify the enrollment ended and saved properly. **Close Enrollments** screen.

5. End the previous assignment on the “Referral End Date”:
   a. Click on the **Eligibility** button next to the applicable child.

   | Eligibility status: **Eligible** | Change Status |
   | Enrollment status: **Enrolled** | Eligibility   |
   | Date of birth: 01/02/2013 | Enrollments   |
   | Ethnicity: Non-Hispanic |   |
   | Races: White |   |
   | Care days: Monday-Friday |   |
b. Click on Update.

Eligibility Assignments for jane doe II

<table>
<thead>
<tr>
<th>Eligibility Code</th>
<th>Billing Group</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Funding Agency ID (code, type, name)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>BG1</td>
<td>11/02/2021</td>
<td>06/02/2022</td>
<td></td>
<td>Update</td>
</tr>
</tbody>
</table>

**c. Eligibility End date: Edit to match the "Referral End Date"**

d. **Purpose for Care Review Date: Remove date**

**e. Click OK.**

6. Add the new assignment:

a. **Click Add Eligibility Assignment.**

Eligibility Assignments for jane doe II

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<thead>
<tr>
<th>Eligibility Code</th>
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</tr>
</tbody>
</table>

**b. Complete the Eligibility Assignment as follows, review for accuracy, and click OK.**

Add Eligibility Assignment

**i. Billing Group/Eligibility Code:** See Funding Chart

- Reminder: If rolling into BG8, always select BG8-ECON.

**ii. Match Funder:**

1. BG8-ECON-BG8 0% Match
iii. **Eligibility Begin Date:** Day after “Referral End Date”

**Eligibility End Date:** Reflect Care Authorization Period End Date

- Reference “Processing BG1 Referrals” for BG1 date clarification.

iv. **Purpose-for-Care Review Date:** ONLY used if the client has a review date, typically associated with an agency referral

v. **Priority:** See Funding Chart

vi. **Level of Care:** See Level of Care Chart

vii. **Purpose for Care:** Select applicable option from drop down menu

viii. **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

ix. **Rilya Wilson Reporting Requirements:** Select if the box is marked on a PS referral for children 0-5 years old

x. **Copayment Waiver or Reduction:** Reference “Sibling Discounts and Copayment Waivers” and “How to Correct Fees” Guidance

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

**BEST PRACTICE:** Ensure the Current Authorization Period reflects the year of eligibility. Check that there are NO gaps or overlaps between previous Assignment end dates and new Assignment start dates.

7. **Add Enrollment:**

   a. Click on the **Enrollments** button next to the applicable child.

   - **Eligibility status:** Eligible
   - **Enrollment status:** Enrolled
   - **Date of birth:** 01/02/2013
   - **Ethnicity:** Non-Hispanic
   - **Races:** White
   - **Care days:** Monday-Friday
b. Take note of the Childcare Provider under **Current Enrollments**. Click on Add Enrollment....

c. Re-enroll the child to reflect the new eligibility dates and co-pays:
   i. **Select a Provider**: Choose the site the child’s currently attending notated in Step #7b.
   - 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.
   ii. **Enrollment Start Date**: “Date of Processing”
   iii. **Continuation of Services**: Yes
   iv. **Enrollment Schedule**: Reference “Enrollment Schedules” Guidance
   v. **Initial Enrollment Action**: Enroll on behalf of the provider.
   vi. **SAVE.**
8. 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.

9. Repeat Steps 2-7 for each additional eligible child in the household.

10. If the review 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.

11. At the top of the Parent Screen, click on **Add Note** to enter full details regarding this rollover.
12. Enter Case Note
   a. **Description:** Miscellaneous
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   d. **Note:** Used when a rollover from one funding to another is completed. Indicate funding from & to, effective date of rollover, 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](image)

Child(ren) has been Adopted:

1. Give client a 14 day Review Period *as long as it does not exceed the 3 month reestablishment date or current authorization end date.*
2. Must provide all documentation to meet BG8 guidelines.
3. Request proof of Final Adoption
4. Provide new birth verification if there is a name change
5. Household income cannot exceed 85% SMI
6. If client is still under a year of eligibility- follow instructions: page 8-14

**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.