



**Early Learning  
Coalition**  
OF PINELLAS COUNTY

DEPARTMENT: <b>Eligibility</b>	SUBJECT: Placement 30/30 Plan
Updated: 04-2022	AUTHORIZATION APPROVAL: Manager, Family Services

### **Summary:**

Client has up to 30 days to submit eligibility documentation  
Client has up to 30 days to locate childcare facility  
Client needs to report a begin date within 30 days of the date deemed eligible.

### **Process:**

Example: Waitlist pull or referral received 4-1-22  
Acceptable eligibility documents must be received by 05-01-22

#### **If client is deemed eligible and has verified provider:**

- Complete the process
- Enter Placement case note
- Notify Waitlist & Supervisor
- Re-assign to Specialist according to alpha breakout.

If rejected for any reason, client will be given until the end of the 30 day period to submit documents to determine eligibility.

Client must be notified via phone and email (if needed) of all documents needed and of the due date.

Case note all client communication or attempted communication.

#### **If client is deemed eligible and does not have a provider selected**

- Complete the eligibility data entry
  - Include Income calculator & case note (example below)
  - Place case in active status
- Client will be given 30 days from the day of entry to find a childcare provider
- Assign case to Placement Team ES per the alpha breakdown
- Add to tracker
- Note! Watch the Child Authorization dates. Childcare begin date can never be after the end Authorization date. \*\*Sheriff's Office and Diversion referrals are only 60 days\*\*

Start date of the enrollment has to be prior to the last day on the referral – Example: If referral is valid 04.01.22-06.01.22, the begin date of care MUST be prior to 06.01.22.

### Case Note Example:

Description: Miscellaneous

Customer Code Type: Parent

Custom Code: ELIGIBILITY APPROVED

Note: Provider Required. Completed eligibility, authorization period 04.15.22-04.15.23.

Must notify ELC by 5.15.22 with a provider selection and start date in order to utilize services.

- Case will remain assigned to and tracked by the Placement Team until either the placement is complete or the case is inactivated because a childcare provider was not obtained.
  - Make sure client has your direct phone # for placement follow up
- Client has 30 days to report a childcare provider begin date, and begin date can be up to 30 days in advance
- A future begin date, up to 30 days in advance can be entered in the enrollment process

#### Tracking:

Spreadsheet located on T drive: T:\Family\_Services\Reports\Recert & RT Notices

Add client to spreadsheet anytime eligibility is completed but enrollment is pending.

Placement ES should complete weekly outreach to their pending clients

- Ask questions such as:
  - Did you receive the list of childcare facilities?
  - Were you able to reach everyone on the list?
  - Were you added to any childcare facility wait lists?
  - Did anyone give you a potential begin date?
  - Are you able to increase the mile radius and obtain a new list?
  - Anything else that will give you an idea of how placement is going for the client

#### When the client reports having a childcare provider

- Begin date within 30 days of the reporting date.
- Verify childcare begin date
- Complete enrollment data entry
- Enter placement case note
- Notify Waitlist and Supervisor
- Reassign to Specialist per the alpha distribution
- Update tracking spreadsheet

#### If client does not notify of a provider selection by deadline date.

- Term and inactivate the next day
- Notify Waitlist of the term
- Update tracking spreadsheet

**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.