**DEPARTMENT:** Eligibility  
**SUBJECT:** Procedures for “Enrollment Schedules”  
**REVISED:** 8-22  
**AUTHORIZATION APPROVAL:** Manager, Family Services

**Summary:** An initial development/enrollment or renewal of an enrollment schedule will result in a new Payment Certificate. A new enrollment schedule and/or Payment Certificate is created when any one the following occur:

- Initial approval (Placement)
- Continuation of services (Recertification or Review)
- Parent fee change
- Ownership change of a daycare facility or change in daycare provider (Transfer)
- Change in funding category (Rollover)

The new enrollment and/or Payment Certificate can be the initial approval, a continuation of services where the child(ren) remain at the same childcare provider or the changing of a childcare provider (transfer).

**MOD Data Entry for Continuation Services:**

- Select “Yes”-Recerts, rollovers, fee changes, ownership changes, fixing care level changes
  - For children remaining at the same site and continuing eligibility, the provider is eligible to claim absences on these enrollments.
  - Ex. Recert date is 7/5, child is absent 7/5, provider can be paid the absence on 7/5.
- Select “No”-Placements, transfers (Children starting services at a new site)
  - These functions are NOT a continuation of services at the same site so the provider cannot claim initial absences. Payments will start on the first day the child is present.
  - Ex. Placement date is 7/5, child is absent 7/5, provider cannot be paid for 7/5.

**MOD Data Entry for Initial Enrollment Action:**

- Enroll on behalf of provider.
Additional Clarification:

- Most YMCA and R'Club sites provide before and after care for Pinellas County Schools.
  - See School Age Schedule keying instructions on Page 3.
  - The sites that provide FT care for Preschoolers are listed on the Early Learning Sites Chart. See FT Schedule keying instructions on Page 2.
- **BEST PRACTICE:** Review EVERY enrollment before exiting the screen. Check ALL fields to ensure that the transaction was completed accurately. This will ensure that the childcare provider will be paid properly.

**FT Schedule**

For children birth to prior to Kindergarten entry (Preschooler):

Childcare Enrollment Schedule: M-F FT

<table>
<thead>
<tr>
<th>Enrollment Start Date</th>
<th>Continuation of Services</th>
<th>Eligibility Information</th>
<th>Overridable Copay in Effect</th>
<th>School Calendar</th>
<th>School Holiday Unit of Care</th>
<th>School Day Unit of Care</th>
<th>Childcare Enrollment Schedule</th>
<th>Enrollment Schedule Note</th>
</tr>
</thead>
</table>

Review FT Enrollment Schedule for Accuracy:

Copayment in Effect: FT

Care Days: M-F FT (Ensure all 5 boxes reflect FT)
School Age Schedule

For children attending school (K-8) or a Preschooler attending a School Age site:

School Calendar: 118 - PCSB - School Age

Apply Holiday Unit of Care Flip: Yes

School Holiday Unit of Care: FT

School Day Unit of Care: PT

**The Childcare Enrollment Schedule automatically populates.**

Review School Age Enrollment Schedule for Accuracy:

Copayment in Effect: PT

School Calendar: 118-PCSBB-School Age

School Holiday Unit of Care: FT

Care Days: M-F PT (Ensure all 5 boxes reflect PT)
**Additional Tips for Preschooler at a School Age Site**

- If a preschool child is attending a School Age site, remember to key a school age schedule.

- Review the enrollment *every time* the School Calendar is used. The Copayment in Effect field should reflect PT. For Preschoolers, the Copay must be overridden in the enrollment screen.

1. Override Copay in Effect: PT

   ![Image of override copay form]

   - Eligibility Begin Date: 01/01/2023
   - Eligibility End Date: 12/31/2023
   - Level of Care: 36 < 48 Months
   - Part Time Copayment: $2.60
   - Copayment in Effect: PT

   Override Copay in Effect: **PT**

2. Apply School Board Calendar:
   - School Calendar: 118 - PCSB - School Age
   - Apply Holiday Unit of Care Flip: Yes
   - School Holiday Unit of Care: FT
   - School Day Unit of Care: PT
   - **The Childcare Enrollment Schedule automatically populates.**

3. Review School Age Schedule Screen for Accuracy:
   - Copayment in Effect: PT
   - School Calendar: 118-PCSB-School Age
   - School Holiday Unit of Care: FT
   - School Day Unit of Care: PT
   - Care Days: M-F PT (Ensure all 5 boxes reflect PT)

   ![Image of school age schedule form]
**Special Needs Enrollments**

A childcare provider can receive an additional payment if they have a child in care with a diagnosis that requires special accommodations from the provider to meet their specific needs. This payment is referred to as the “Special Needs Rate”.

- Screening and Intervention will approve the Special Needs Rate for any qualified provider.
- The rate must be applied in the approved child’s enrollment screen for every following transaction (redetermination, rollovers, fee changes, etc.) as long as the child remains with the same provider.
- If the child transfers to another site, DO NOT continue the Special Needs rate. The new provider will have to request approval from Screening and Intervention if eligible.

**Processing the Special Needs Enrollment:**

1. **Review the previous enrollment for the Special Needs Approval.**
   - Level of Care: Reflect the Age of the Child
   - School Calendar and Childcare Enrollment Schedule: Follow Pages 2-3
   - Special Needs: Check box
   - Special Needs Rate: 20%
   - Enrollment Schedule Note: Indicate approval from Screening and Intervention (TIP: Can copy note from previous enrollment)

2. **Key new Enrollment:**
   - Level of Care: Reflect the Age of the Child
   - School Calendar and Childcare Enrollment Schedule: Follow Pages 2-3
   - Special Needs: Check box
   - Special Needs Rate: 20%
   - Enrollment Schedule Note: Indicate approval from Screening and Intervention (TIP: Can copy note from previous enrollment)
3. Review Special Needs Enrollment for Accuracy:
   ✓ Level of Care: Reflect the Age of the Child
   ✓ School Calendar and Childcare Enrollment Schedule
   ✓ Has Special Needs: Yes
   ✓ Special Needs Rate: 20%
   ✓ Enrollment Schedule Note: Indicates approval from Screening and Intervention

<table>
<thead>
<tr>
<th>Enrolled</th>
<th>SINGLETARY, STEPHANIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Care</td>
<td>SE &lt; 6 months</td>
</tr>
<tr>
<td>Has Special Needs</td>
<td>Yes</td>
</tr>
<tr>
<td>Rate</td>
<td>20%</td>
</tr>
<tr>
<td>Age at Enrollment Start</td>
<td>3 years</td>
</tr>
<tr>
<td>Enrollment Period</td>
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<tr>
<td>Attendance</td>
<td>09/17/2022 - N/A</td>
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<tr>
<td>Full Time Copayment</td>
<td>$14.40</td>
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<tr>
<td>Part Time Copayment</td>
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<tr>
<td>Copayment in Effect</td>
<td>FT</td>
</tr>
<tr>
<td>Billing Group</td>
<td>Eligibility</td>
</tr>
<tr>
<td>DOB / DOCH</td>
<td></td>
</tr>
<tr>
<td>Match Funder ID</td>
<td>1234 (25-26-26, B3G0 6% Match)</td>
</tr>
<tr>
<td>School Calendar</td>
<td>Calendar Applied</td>
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<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Care Days</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>FT</td>
<td>FT</td>
</tr>
</tbody>
</table>

**Head Start/Early Head Start Schedule Guidance**

**Placements/Transfers:**

- If a new enrollment is keyed and the client indicates that the child attends a Head Start/Early Head Start location, please verify with Argie.
- If the child is transferring out of a Head Start location, the child will no longer need the Head Start calendar.
  ✓ If the client indicates that they are transferring to another Head Start location, check with Argie.

**Redeterminations/Rollovers/Fee Changes/Suspended Enrollments:**

If a child is continuing services under a Head Start schedule, the child will need to be re-enrolled with the same schedule.

- Before closing out a child’s enrollment, please check the schedule section of the enrollment screen.
- If the child has a Head Start calendar, apply the Head Start calendar to the new enrollment in order to pay the provider properly.
Community Head Start Schedule

School Calendar: 117 – Comm HEAD START Calendar
School Holiday Unit of Care: FT
School Day Unit of Care: PT

Early Community Head Start Schedule

School Calendar: 116 - Comm EARLY HEAD START Calendar
School Holiday Unit of Care: FT
School Day Unit of Care: PT

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.