



**Early Learning
Coalition**
OF PINELLAS COUNTY

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:

Continuation of Services *

Is this enrollment a continuation of services with the selected provider?

Yes No

- ✓ 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:

Initial Enrollment Action *

- Assign to provider for confirmation or rejection.
 Enroll on behalf of provider.

- ✓ 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

Enrollment Start Date

Continuation of Services Yes No Is this enrollment a continuation of services with the selected provider?

Eligibility Information

Eligibility Begin Date	Eligibility End Date	Level of Care
Full time Co-payment \$	Part time Co-payment \$	Copay in Effect

Override Copay in Effect

School Calendar

School Holiday Unit of Care

School Day Unit of Care

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FT	FT	FT	FT	FT		

Enrollment Schedule Note

Save Cancel

Review FT Enrollment Schedule for Accuracy:

Copayment in Effect: FT

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

Pending Family Acceptance MAIN STREET EARLY LEARNING CENTER

Level of Care 12 < 24 Months	Full Time Copayment \$1.20	School Calendar N/A	Calendar Applied	Provider ID 5292 (View Profile)	Cancel
Age at Enrollment Start 1 year	Part Time Copayment \$0.60	Care Days		Location 1550 MAIN ST DUNEDIN, 34698 Pinellas County	End
Enrollment Period 10/01/2021 - N/A	Copayment in Effect FT	M T W R F Sa Su		Contact Phone (727) 738-5437	Repair
Attendance N/A - N/A	Billing Group / Eligibility BG1 / 11	FT FT FT FT FT	Enrollment Schedule Note N/A	Contact Email mainstreetearlylearningcenter1@gmail.com	History
	Match Funder ID N/A				Payment Certificate

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.****

Add Enrollment

Enrollment Start Date

Continuation of Services Is this enrollment a continuation of services with the selected provider?
 Yes No

Eligibility Information

Eligibility Begin Date	Eligibility End Date	Level of Care
Full time Co-payment \$	Part time Co-payment \$	Copay in Effect

Override Copay in Effect:

School Calendar: 118 - PCSB - School Age Apply Holiday Unit of Care Flip? Yes No

School Holiday Unit of Care: FT

School Day Unit of Care: PT

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
PT	PT	PT	PT	PT		

Enrollment Schedule Note

Review School Age Enrollment Schedule for Accuracy:

Copayment in Effect: PT

School Calendar: 118-PCSB-School Age

School Holiday Unit of Care: FT

Care Days: M-F PT (Ensure all 5 boxes reflect PT)

Pending Family Acceptance YMCA SUNCOAST CC FRONTIER

<p>Level of Care In School</p> <p>Age at Enrollment Start 8 years</p> <p>Enrollment Period 10/01/2021 - N/A</p> <p>Attendance 10/01/2021 - N/A</p>	<p>Full Time Copayment \$2.60</p> <p>Part Time Copayment \$1.50</p> <p>Copayment in Effect PT</p> <p>Billing Group / Eligibility BG8 / ECON</p> <p>Match Funder ID 1202 (26-26-26, BG8 0% Match)</p>	<p>School Calendar 118 - PCSB - School Age</p> <p>School Holiday Unit of Care FT</p> <p>Care Days</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>Sa</td><td>Su</td> </tr> <tr> <td>PT</td><td>PT</td><td>PT</td><td>PT</td><td>PT</td><td></td><td></td> </tr> </table> <p>Enrollment Schedule Note N/A</p>	M	T	W	R	F	Sa	Su	PT	PT	PT	PT	PT			<p>Calendar Applied</p> <p>Provider ID 6944 (View Profile)</p> <p>Location 6985 HOPEDALE LN CLEARWATER, 33764-7073 Pinellas County</p> <p>Contact Phone (727) 631-6668</p> <p>Contact Email abonnic@suncoastymca.org</p>	<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"/>
M	T	W	R	F	Sa	Su												
PT	PT	PT	PT	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

Add Enrollment

Eligibility information

Eligibility Begin Date 07/01/2022	Eligibility End Date 03/01/2023	Level of Care 36 < 48 Months
Full time Co-payment \$2.60	Part time Co-payment \$1.30	Copay in Effect FT

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.****

School Calendar 118 - PCSB - School Age Apply Holiday Unit of Care Flip? Yes No

School Holiday Unit of Care FT

School Day Unit of Care PT

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
PT	PT	PT	PT	PT		

Enrollment Schedule Note

Save Cancel

3. Review School Age Schedule Screen for Accuracy:

- ✓ **Copayment in Effect: PT**
- ✓ School Calendar: 118-PCSB-School Age
- ✓ School Holiday Unit of Care: FT
- ✓ Care Days: M-F PT (Ensure all 5 boxes reflect PT)

Pending Family Acceptance R CLUB - MCMULLEN BOOTH

Level of Care 36 < 48 Months	Full Time Copayment \$2.60	School Calendar 118 - PCSB - School Age	Calendar Applied Yes	Provider ID 6866 (View Profile)	Cancel
Has Special Needs No	Special Needs Rate N/A	Part Time Copayment \$1.30	School Holiday Unit of Care FT	Location 3025 Union Street Clearwater, 33759 Pinellas County	End
Age at Enrollment Start 3 years	Copayment in Effect PT	Billing Group / Eligibility B08 / ECCN	Care Days M T W R F Sa Su PT PT PT PT PT	Contact Phone (727) 796-5760	Repair
Enrollment Period 08/10/2022 - N/A	Match Funder ID 1202 (26-26-26, B08 0% Match)	Enrollment Schedule Note N/A		Contact Email ZE-MCMULLEN@RCLUB.NET	History
Attendance N/A - N/A					Payment Certificate

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 36 < 48 Months	Full Time Copayment \$9.00	School Calendar N/A	Calendar Applied N/A	Provider ID 2020 (View Profile)	<input type="button" value="End"/>														
Has Special Needs Yes	Special Needs Rate 20%	Part Time Copayment \$4.00	Care Days <table border="1" style="font-size: small;"> <tr><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>Sa</td><td>Su</td></tr> <tr><td>FT</td><td>FT</td><td>FT</td><td>FT</td><td>FT</td><td></td><td></td></tr> </table>	M	T	W	R	F	Sa	Su	FT	FT	FT	FT	FT			Location 1314 PARKWOOD ST CLEARWATER, 33766 Pinellas County	<input type="button" value="Update"/>
M	T	W	R	F	Sa	Su													
FT	FT	FT	FT	FT															
Age at Enrollment Start 3 years	Copayment in Effect FT	Enrollment Schedule Note Care Level: Special Needs Authorized by KM in Screening and Intervention Effective 4/11/2022	Contact Phone (727) 330-7119	Contact Email stephanievsinglelary@yahoo.com	<input type="button" value="View Termination Details"/>														
Enrollment Period 07/01/2022 - 08/16/2022	Billing Group / Eligibility BGB / ECON	Match Funder ID 1202 (26-26-28, BGB 0% Match)	Attendance 07/01/2022 - N/A	Termination Reason REDE - Next Authorization Period Approved	<input type="button" value="History"/>														
					<input type="button" value="Payment Certificate"/>														

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)

Add Enrollment

Eligibility Begin Date 08/17/2022	Eligibility End Date 08/17/2023	Level of Care 36 < 48 Months
Full time Co-payment \$14.40	Part time Co-payment \$7.20	Copay in Effect FT

Override Copay in Effect

School Calendar

School Holiday Unit of Care

School Day Unit of Care

Special Needs Child has special needs.

Special Needs Rate

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FT	FT	FT	FT	FT		

Enrollment Schedule Note

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

Enrolled SINGLETARY, STEPHANIE

Level of Care 36 < 48 Months	Full Time Copayment \$14.40	School Calendar N/A	Calendar Applied	Provider ID 2020 (View Profile)	<input type="button" value="Cancel"/> <input type="button" value="End"/> <input type="button" value="Repair"/> <input type="button" value="Update"/> <input type="button" value="History"/> <input type="button" value="Payment Certificate"/>														
Has Special Needs Yes	Special Needs Rate 20%	Part Time Copayment \$7.20	Care Days	Location 1314 PARKWOOD ST CLEARWATER, 33755 Pinellas County															
Age at Enrollment Start 3 years	Copayment in Effect FT	Billing Group / Eligibility BG9 / ECON	<table border="1"> <tr> <td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>Sa</td><td>Su</td> </tr> <tr> <td>FT</td><td>FT</td><td>FT</td><td>FT</td><td>FT</td><td></td><td></td> </tr> </table>	M		T	W	R	F	Sa	Su	FT	FT	FT	FT	FT			Contact Phone (727) 330-7119
M	T	W	R	F		Sa	Su												
FT	FT	FT	FT	FT															
Enrollment Period 09/17/2022 - N/A	Match Funder ID 1202 (28-26-26, BG6 0% Match)	Enrollment Schedule Note Special Needs Rate authorized by KM in Screening and Intervention Effective 4/11/2022.	Contact Email stephanievsinglelary@yahoo.com																
Attendance 08/17/2022 - N/A																			

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

The screenshot shows a web form for scheduling. It includes the following fields and options:

- School Calendar:** A dropdown menu set to "117 - Comm HEAD START".
- Apply Holiday Unit of Care Flip?***: Radio buttons for "Yes" (selected) and "No".
- School Holiday Unit of Care:** A dropdown menu set to "FT".
- School Day Unit of Care:** A dropdown menu set to "PT".
- Childcare Enrollment Schedule:** A row of seven dropdown menus for days of the week: Monday (PT), Tuesday (PT), Wednesday (PT), Thursday (PT), Friday (PT), Saturday (empty), and Sunday (empty).
- Enrollment Schedule Note:** A large empty text area.
- Initial Enrollment Action***: Radio buttons for "Assign to provider for confirmation or rejection" and "Enroll on behalf of provider" (selected).
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

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

The screenshot shows a web form for scheduling. It includes the following fields and options:

- School Calendar:** A dropdown menu set to "116 - Comm EARLY HEAD START".
- Apply Holiday Unit of Care Flip?***: Radio buttons for "Yes" (selected) and "No".
- School Holiday Unit of Care:** A dropdown menu set to "FT".
- School Day Unit of Care:** A dropdown menu set to "PT".
- Childcare Enrollment Schedule:** A row of seven dropdown menus for days of the week: Monday (PT), Tuesday (PT), Wednesday (PT), Thursday (PT), Friday (PT), Saturday (empty), and Sunday (empty).
- Enrollment Schedule Note:** A large empty text area.
- Initial Enrollment Action***: Radio buttons for "Assign to provider for confirmation or rejection" and "Enroll on behalf of provider" (selected).
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

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.