

Kindergarten School Age Flip

****DOB range for children entering Kindergarten: 9/2/16-9/1/17****

Kindergarten flip occurred but assignment still has FT “Copay in Effect”:

When DEL did the Kindergarten Flip (changing the Care Level for all children entering Kindergarten this year), they changed the Care Level to “In School” but they did not change the Co-pay in Effect to “PT”.

Incorrect Assignment:

Care Information

Priority *	Level of Care *	Purpose for Care *
02	In School	EMPLOYED

Riley Wilson Reporting Requirements

Copay in Effect *

FULL TIME DAILY RATE

When you attempt to complete the transfer, the red flag is that “Copay in Effect” will reflect FT. The assignment will need to be corrected in order to fix this issue.

Enrollment Start Date * 08/10/2022

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

Eligibility Information

Eligibility Begin Date 08/10/2022	Eligibility End Date 11/28/2022	Level of Care In School
Full time Co-payment \$13.4	Part time Co-payment \$6.7	Copay in Effect FT

1. Review Enrollment screen to ensure all old enrollments are ended. Press Acknowledge button if processing “Transfer” or “Return from Suspended Enrollment”.

Current Enrollments

There are no current enrollments for this child.

Past Enrollments

Enrollment Ended (Terminated) Kids Zone Academy 2 LLC [Acknowledge](#)

Level of Care 60 < 72 Months	Full Time Copayment \$13.40	School Calendar N/A	Calendar Applied	Provider ID 24064 (View Profile)	View Termination Details
Age at Enrollment Start 5 years	Part Time Copayment \$6.70	Care Days M T W R F Sa Su FT FT FT FT FT		Location 4900 38th Ave N, ST PETERSBURG, 33713 Pinellas County	History
Enrollment Period 04/28/2022 - 08/06/2022	Copayment in Effect FT	Enrollment Schedule Note N/A		Contact Phone (727) 854-8421	Payment Certificate
Attendance 04/28/2022 - 08/06/2022	Billing Group / Eligibility BGB / ECCN			Contact Email kidszoneacademy2@yahoo.com	
Termination Reason 25-Parent Withdrew Child	Match Funder ID 1202 (28-28-26, BGB 0% Match)				

- Click on the Update button next to the current assignment that starts on the first day of school.

Current Authorization Period (11/26/2021 - 11/25/2022)

ECON	BG8	08/10/2022	11/25/2022	1202 (26-26-26, BG8, BG8 0% Match)	<input type="button" value="Cancel"/>	<input type="button" value="Update"/>	<input type="button" value="End Eligibility"/>
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- Change the “Copay in Effect” to Part Time Daily Rate. Click OK and then SAVE the Eligibility screen.

Care Information

Priority: 02 | Level of Care: In School

Rilya Wilson Reporting Requirements

Copay in Effect: FULL TIME DAILY RATE, FULL TIME DAILY RATE, **PART TIME DAILY RATE**

Co-Payment

- Key transfer as normal. Verify that Level of Care and Copay in Effect are correct.

Enrollment Start Date: 08/10/2022

Continuation of Services: Yes No

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

Eligibility Information

Eligibility Begin Date 08/10/2022	Eligibility End Date 11/26/2022	Level of Care In School
Full time Co-payment \$13.4	Part time Co-payment \$6.7	Copay in Effect PT

- Ensure that the Level of Care, FT/PT Copayments, Copay in Effect, and Calendar are correct once enrollment is keyed.

Pending Family Acceptance R CLUB - SHORE ACRES

Level of Care In School	Full Time Copayment \$13.40	School Calendar 118 - PCSB -	Calendar Applied	Provider ID 6971 (View Profile)	<input type="button" value="Cancel"/>
Has Special Needs No	Special Needs Rate N/A	School Age	School Holiday Unit of Care FT	Location 1800 62nd Avenue NE St. Petersburg, 33702 Pinellas County	<input type="button" value="End"/>
Age at Enrollment Start 5 years	Part Time Copayment \$6.70	Copayment in Effect PT	Care Days M T W R F Sa Su PT PT PT PT PT	Contact Phone (727) 522-2135	<input type="button" value="Repair"/>
Enrollment Period 08/10/2022 - N/A	Billing Group / Eligibility BG8 / ECON	Match Funder ID 1202 (26-26-26, BG8 0% Match)	Enrollment Schedule Note N/A	Contact Email ZE-SHOREACRES@RCLUB.NET	<input type="button" value="History"/>
Attendance N/A - N/A					<input type="button" value="Payment Certificate"/>

How to Build a Kindergarten Care Level Change:

If the child was not enrolled (Suspended Enrollment, Provider already keyed term, etc), DEL did NOT do the Care Level change to “In School”. Build the care level change first before keying the transfer or return from Suspended Enrollment.

Incorrect Assignment (Assignment was not split on the first day of school):

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (11/26/2021 - 11/25/2022) Update					
ECON	BG8	11/26/2021	11/25/2022	1202 (26-26-26, BG8, BG8 0% Match)	Update End Eligibility

1. Review Enrollment screen to ensure all old enrollments are ended. Press Acknowledge button if processing “Transfer” or “Return from Suspended Enrollment”.

Current Enrollments

There are no current enrollments for this child.

Past Enrollments

Enrollment Ended (Terminated)		Kids Zone Academy 2 LLC		Acknowledge
Level of Care 301 < 72 Months	Full Time Copayment \$13.40	School Calendar N/A	Calendar Applied	Provider ID 24084 (View Profile)
Age at Enrollment Start 5 years	Part Time Copayment \$6.70	Care Days M T W R F Sa Su FT FT FT FT FT		Location 4000 38th Ave N. ST PETERSBURG, 33713 Pinellas County
Enrollment Period 04/28/2022 - 08/05/2022	Copayment in Effect FT	Enrollment Schedule Note N/A		Contact Phone (727) 854-8421
Attendance 04/28/2022 - 08/05/2022	Billing Group / Eligibility BG8 / ECON			Contact Email kidszoneacademy2@yahoo.com
Termination Reason 25-Parent Withrow Child	Match Funder ID 1202 (26-26-26, BG8 0% Match)			View Termination Details History Payment Certificate

2. Press Eligibility button to review assignment. Then, press Update button next to current eligibility dates.

Current Authorization Period (11/26/2021 - 11/25/2022) Update					
ECON	BG8	11/26/2021	11/25/2022	1202 (26-26-26, BG8, BG8 0% Match)	Update End Eligibility

3. Change Eligibility End Date to **8/9/22**. Click OK.
 - ✓ **TIP:** Make a notation of the original Eligibility End Date, Purpose for care Review Date, and Resulting Copays in Effect. Take a screenshot of the original assignment before closing it.

Funder Type*		
<input checked="" type="radio"/> SR	<input type="radio"/> Local	<input type="radio"/> E-TAPP
<input type="radio"/> P-TAPP		
Billing Group*	Eligibility Code*	Match Funder*
BG8	ECON	BG8 0% Match
Eligibility Begin Date*	Eligibility End Date*	Purpose-for-Care Review Date
11/26/2021	08/09/2022	

4. Press Add Eligibility Assignment. Create a New Assignment:

- ✓ Eligibility Begin Date: **8/10/22**
- ✓ Eligibility End Date and Purpose-for-Care Review Date: Re-enter the dates written down from Step #3.
- ✓ Level of Care: **In School**
- ✓ Copay in Effect: **PT**
- ✓ Resulting Copay FT/PT Amounts: (**IMPORTANT**) Ensure that the fees match the original copays.

Funding Details

Funder Type*
 SR Local E-TAPP P-TAPP

Billing Group*
BG8

Eligibility Code*
ECON

Match Funder*
BG8 0% Match

Eligibility Begin Date*
08/10/2022

Eligibility End Date*
11/25/2022

Purpose-for-Care Review Date

Care Information

Priority*
04

Level of Care*
In School

Purpose for Care*
EMPLOYED

Rilya Wilson Reporting Requirements

Copay in Effect*
PART TIME DAILY RATE

2 \$ 12.4 \$ 6.2

Full Time Co-payment Waiver or Reduction

Full Time Co-payment is Waived or Reduced

Reduction Amount*
\$ -1.00

Co-payment Reduction or Waiver Reason*
NEGOTIATED LOWER FEE

Additional Waiver or Reduction Details
Building Kindergarten flip

Part Time Co-payment Waiver or Reduction

Part Time Co-payment is Waived or Reduced

Reduction Amount*
\$ -0.50

Co-payment Reduction or Waiver Reason*
NEGOTIATED LOWER FEE

Additional Waiver or Reduction Details
Building Kindergarten flip

Resulting Full Time Co-payment Amount **Resulting Part Time Co-payment Amount**

\$ 13.40 \$ 6.70

OK Cancel

5. Key transfer as normal. Verify that Level of Care and Copay in Effect are correct.

Enrollment Start Date *

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

Eligibility Information

Eligibility Begin Date 08/10/2022	Eligibility End Date 11/26/2022	Level of Care In School
Full time Co-payment \$13.4	Part time Co-payment \$6.7	Copay in Effect PT

6. Ensure that the Level of Care, FT/PT Copayments, Copay in Effect, and Calendar are correct once enrollment is keyed.

IMPORTANT: Compare the previous enrollment to the current one and make sure that the level of care change did NOT change fees.

Pending Family Acceptance R CLUB - SHORE ACRES

Level of Care In School	Full Time Copayment \$13.40	School Calendar 118 - PCSB - School Age	Calendar Applied	Provider ID 6971 (View Profile)	<input type="button" value="Cancel"/>
Has Special Needs No	Special Needs Rate N/A	Part Time Copayment \$6.70	School Holiday Unit of Care FT	Location 1800 82nd Avenue NE St. Petersburg, 33702 Pinellas County	<input type="button" value="End"/>
Age at Enrollment Start 5 years	Copayment in Effect PT	Billing Group / Eligibility BGB / ECON	Care Days M T W R F Sa Su PT PT PT PT PT	Contact Phone (727) 522-2135	<input type="button" value="Repair"/>
Enrollment Period 08/10/2022 - N/A	Match Funder ID 1202 (26-26-26, BG8 0% Match)	Enrollment Schedule Note N/A		Contact Email ZE-SHOREACRES@RCLUB.NET	<input type="button" value="History"/>
Attendance N/A - N/A					<input type="button" value="Payment Certificate"/>