



# Early Learning Coalition

OF PINELLAS COUNTY

DEPARTMENT: <b>Eligibility</b>	SUBJECT: Procedures for “ <b>Process for Special Enrollment Schedules</b> ”
REVISED: 6-23	AUTHORIZATION APPROVAL: Manager, Family Services

**Summary:** A special enrollment schedule is for parents who have a work or school schedule “out of the normal”. If a special enrollment is being approved it must be entered appropriately at the initial enrollment and at every updated enrollment, if the need continues. Utilizing a traditional schedule is the preference; however, this does not always fit every parent’s needs so a special enrollment schedule should be utilized when needed. Special schedules do require a case note and sometimes additional documentation, which is listed below. The special enrollment process is also utilized when dual providers are requested.

## **Placements**

1. At time of placement, if a client is selecting an in-home provider, inform client of the care they have been authorized for:
  - Preschoolers: M-F FT
  - School agers: M-F before and after care during the school year and M-F FT care during the summer
  - NOTE: If the referral or their eligibility indicates a special schedule, discuss this with the family.
2. Ask if the traditional schedule meets their needs.
3. If the client needs a special schedule, ensure that the proper documentation is submitted as applicable. (See documentation section.)
4. When the documentation requirement is met, key the appropriate enrollment schedule.

## **Recertifications**

1. Recert clients with a special schedule at the same job:
  - a. Inquire if their schedule at work is still the same and that the special enrollment schedule is needed.
  - b. Key the appropriate enrollment schedule and include in Recert note.
2. Recert clients with a special schedule who have a new job:
  - a. Inquire if their new job still requires a special enrollment schedule. If so, client must submit supporting proof as applicable. (See documentation section.)
  - b. Key the appropriate enrollment schedule and include in Recert note.

## Purpose for Care/Schedule Changes

1. If a client needs to change their schedule during the year, they will need to call and report the change.
2. Ensure proper documentation is submitted as applicable (See documentation section.)
3. When the documentation requirement is met, key the appropriate enrollment schedule.

## Transfers

1. If a client is under a special enrollment schedule and transfers to another in-home provider, call client to see if special schedule is still needed.
2. If so, key the appropriate enrollment schedule.

## Supporting Documentation to Request a Special Schedule

1. If a client is working in retail, hospitality or healthcare where varied hours are to be expected– documentation of employment and hours worked are sufficient. Add a clarifying statement to the (recert, placement, fee change, etc) case note.
  - Example: Client works at Morton Plant Hospital and indicates that she has a varied schedule.
2. If a client is working at bank or doctor's office or similar office - in addition to standard eligibility documentation, the client would need to submit at least one document as listed below of a varied schedule since evenings/weekends are not typical in this type of work.
  - a. Approved list of documentation to support a Special Schedule:
    - Employment Verification form/Company letterhead that includes client's schedule
    - Pay stubs with schedule attached that includes client's name
    - School Verification form that includes client's schedule
    - Referral where referring agency specifies schedule needed in the comment section
    - If the client cannot obtain one of the above, call employer to verify schedule and case note.
  - b. Add a clarifying statement to the (recert, placement, fee change, etc) case note.
    - Example: Client works at Bank of America. Per employment verification form, client's schedule includes Saturday.

## School Readiness Units of Care Descriptions

TABLE 1 – School Readiness Units of Care

Standard code for unit of care	Description of units of care	Maximum hours
PTL	Part time low ( <i>fewer than 3 hours</i> )	3
PT	Part time ( <i>3 or more hours but fewer than 6 hours</i> )	6
FT	Full time ( <i>6 or more hours but fewer than 11 hours</i> )	11
FTPT	Full time and part time ( <i>11 or more hours but fewer than 16 hours</i> )	16
FTFT	Full time and full time ( <i>16 or more hours</i> )	20

## MOD Data Entry for Special Enrollment Schedules

### Varied Schedule

A client who needs 5 FT days of care. However, the 5 days may vary from week to week.

Childcare Enrollment Schedule: Monday-Sunday FT

Enrollment Schedule Note: Client is approved for 5 days per week, varied schedule.

Parent Case Note: Include the authorized special schedule in body of parent case note (P, R, RO, etc).

Childcare Enrollment Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FT	FT	FT	FT	FT	FT	FT
Enrollment Schedule Note	Client is approved for 5 days per week, varied schedule.						

Clearly indicate to client that they are approved for 5 days per week so they don't exceed the approved amount. Inform provider that the schedule is opened up for 7 days but they may only claim 5 days per week. If a provider has questions on how to fill out the roster, direct them to their Reimbursement Specialist.

### Set Schedule that Includes the Weekend

A client who has a consistent set schedule every week. However, their 5 days includes the weekend.

Childcare Enrollment Schedule: Choose 5 days *only* Monday-Sunday FT to match client's schedule.

Enrollment Schedule Note: Client is approved for list the specific days the client is approved for.

Parent Case Note: Include the authorized special schedule in body of parent case note (P, R, RO, etc).

Childcare Enrollment Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FT		FT	FT	FT		FT
Enrollment Schedule Note	Client is approved for M, W, Th, F, and Sun care.						

Clearly indicate to client and provider that these are the specific approved days per submitted schedule. If a client utilizes a day outside of the set schedule, the provider will not be able to mark attendance for that day.

FT Evening for a School Age Child

A client with a school age child who has a purpose for care during evening hours. These children will need FT Evening childcare during the school year (not before and after care).

Override Copay in Effect: FT

Childcare Enrollment Schedule: Choose the 5 approved days Monday-Sunday FT to match client’s schedule.

Enrollment Schedule Note: School Age child approved for FT Evening Care.

NOTE: The school board calendar will not be applied to these children.

Parent Case Note: Include the authorized special schedule in body of parent case note (P, R, RO, etc).

Override Copay in Effect	<input type="text" value="FT"/>														
School Calendar	<input type="text"/>														
School Holiday Unit of Care	<input type="text"/>														
School Day Unit of Care	<input type="text"/>														
Childcare Enrollment Schedule	<table border="0"> <tr> <td>Monday</td> <td>Tuesday</td> <td>Wednesday</td> <td>Thursday</td> <td>Friday</td> <td>Saturday</td> <td>Sunday</td> </tr> <tr> <td><input type="text" value="FT"/></td> <td><input type="text" value="FT"/></td> <td><input type="text" value="FT"/></td> <td><input type="text" value="FT"/></td> <td><input type="text" value="FT"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text"/>	<input type="text"/>
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Enrollment Schedule Note	<input type="text" value="School Age child approved for FT Evening Care."/>														

PT ONLY for a School Age Child

A client with a school age child who is only authorized for PT care, even during the summer.

Childcare Enrollment Schedule: Choose the 5 approved days Monday-Sunday PT to match client’s schedule.

Enrollment Schedule Note: School Age child approved for PT care ONLY.

NOTE: The school board calendar will not be applied to these children.

Parent Case Note: Include the authorized special schedule in body of parent case note (P, R, RO, etc).

School Calendar	<input type="text"/>														
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Enrollment Schedule Note	<input type="text" value="School Age child approved for PT care ONLY."/>														

### FTPT or FTFT Schedule

A client whose purpose for care requires more than 11 hours of care on a single day. This may include overnight care. Reference: School Readiness Units of Care Descriptions (Page 2).

Override Copay in Effect: FT (If child is a school ager, override copay to reflect FT)

Childcare Enrollment Schedule: Choose the 5 approved days Monday-Sunday FTPT or FTFT to match client's schedule.

Enrollment Schedule Note: Client is approved for FTPT or FTFT (list all applicable days).

Parent Case Note: Include the authorized special schedule in body of parent case note (P, R, RO, etc).

#### **FTPT:** Full Time and Part Time care – 11 or more hours but fewer than 16 hours

Childcare Enrollment Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FTPT ▾	▾	FTPT ▾	▾	FTPT ▾	FTPT ▾	FTPT ▾
Enrollment Schedule Note	<input type="text" value="Client is approved for FTPT M, W, F, Sat, Sun."/>						

#### **FTFT:** Full Time and Full Time care – 16 hours or more, maximum 20 hours

Childcare Enrollment Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	▾	▾	FTFT ▾	FTFT ▾	FTFT ▾	FTFT ▾	FTFT ▾
Enrollment Schedule Note	<input type="text" value="Client is approved for FTFT W-Sun."/>						

**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.