

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC.
Instructions for Request for Justification of Extended Absences
Form (RJOA) for School Readiness Funding



In accordance with Rule 6M-4.500 F.A.C., reimbursement shall be authorized for no more than three (3) absences per calendar month, per child, except in the event of extraordinary circumstances. In the case of extraordinary circumstances, the Coalition shall approve reimbursement for additional absences based on written documentation provided by the client of record justifying the reason for the extended absence (s) for up to an additional ten (10) days.

1. This form is only required for absences beyond three (3) in the reimbursement calendar month.
2. Extraordinary circumstances **does not** include vacation time, recreational time, transportation issues or child's suspension.
3. Please complete this form in its entirety.
4. This form must be attached to the 4th absence of the current month's electronic attendance in order for the additional absences beyond three (3) to be considered for reimbursement. The Reimbursement Specialists only look for this form to be attached to the 4th absence. Provider should add comments as to what dates the RJOA Form covers to facilitate efficient processing of absences.
5. Add Provider's Name and Provider's Portal ID # from Provider's Profile.
6. Add Child's Full Name from the Provider Portal Attendance Screen. Please do not use nicknames, etc.
7. Enter the child's absence dates (MM/DD/YY) as well as the Extraordinary Circumstance Reimbursement Code for the extended absences from the code list #1 through #6 below. The reason code must be included on this form in order for the additional absences to be reimbursed at the time the attendance is processed. If no code is given then the additional absences will not be reimbursed. Documentation is required depending on which code is used for the recorded absences.

Date	07/12/23	07/13/23	07/18/23	07/25/23	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
Code	2 No document required	2 No document required	6 Document required	2 No document required	Add Code # Document if required	Add Code # Document if required	Add Code # Document if required	Add Code # Document if required	Add Code # Document if required	Add Code # Document if required

Extraordinary Circumstance Reimbursement Codes for Extended Absences

- Code 1. Hospitalization of the child or parent with appropriate documentation such as a doctor's note or the hospital admission or hospital discharge document.**
- Code 2. Illness requiring at home stay (no handwritten parent statement is required).**
- Code 3. Death in the immediate family with appropriate documentation such as an obituary, a death certificate, a memorial card, or a document from the funeral home.**
- Code 4. Court ordered visitation with appropriate documentation such as the order from the court.**
- Code 5. Unforeseen documented military deployment or exercise of the parent with appropriate documentation such as military order of deployment or reserve duty.**
- Code 6. Doctor appointments or other health related appointments such as therapy or routine doctor visits with documentation from the appointment.**

8. The client must sign this form and date their signature. The date cannot be before the last recorded absence day for the child.
Client's Signature: _____ **Date:** _____

9. The provider must sign this form and date their signature. The date cannot be before the last recorded absence day for the child.
Provider's Signature: _____ **Date:** _____

10. Please use only one RJOA Form per child.
11. Please be sure that this form is attached to the **4th** absence **only** regardless of whether that date is covered by the RJOA Form or not. The 4th absence is the only absence that the Reimbursement Specialists look at to locate the RJOA Form. If the RJOA Form is not attached to the 4th absence, the absences beyond 3 will not be reimbursed. If documentation is required depending on code, please upload it as well.
12. Providers should make comments on the 4th absence as to which absence dates the form covers. This will help facilitate the efficient processing of the absences and the attendance.
13. Late RJOA Forms must be uploaded to the Monthly Adjustment Request Folder along with a Monthly Adjustment Request Form (MARF) within 60 days of the receipt of the reimbursement in order for the additional absence days to be adjusted with a future service period. Requests for May and June adjustments must be submitted no later than July 25th of the calendar year.