I. Welcome & Introductions
   The Hon. Cindy S. Lederman
   Shaleen Fagundo
   David Williams, Jr.

II. Approval of Minutes
    The Hon. Cindy S. Lederman
    Shaleen Fagundo
    David Williams, Jr.

   A. Motion to approve October 28th 2014, Program & Providers Services Committee Meeting Minutes.

III. Learning Corner Early Childhood Academy

IV. Audit & Monitoring Reports
   A. OEL Accountability Monitoring
      Evelio Torres
   B. Harvey, Covington & Thomas
      Mercy Castiglione
   C. Morrison, Brown, Argiz & Farra
      Mercy Castiglione

V. Public Comments
   The Hon. Cindy S. Lederman
   Shaleen Fagundo
   David Williams, Jr.

VI. Adjourn
    The Hon. Cindy S. Lederman
    Shaleen Fagundo
    David Williams, Jr.
I. Welcome and Introductions

- D. Williams welcomed the Committee, staff and attendees. Quorum was established.

II. Approval of Minutes

- D. Williams moved the motion for the approval of meeting minutes from September 30th, 2014.
  - M. Zapata moved to approve the minutes.
  - A. Rodriguez seconded the motion.
  - Motion was passed unanimously.

III. Approval of 2015 Programs Policy & Provider Services Committee Meeting Schedule

- D. Williams moved the motion for the approval of 2015 meeting schedule.
  - H. Good moved to approve the schedule.
  - C. Auslander seconded the motion.
  - Motion was passed unanimously.

IV. The Wonder Sprouts, Inc

- T. Azarsepandan stated that on September 24th, 2014 Wonder Sprouts was served with a Notice of Termination. On October 6th, 2014 a grievance was filed by Chris Van Dam attorney for the Wonder Sprouts.
- M. Dorta attorney for the Wonder Sprouts gave a short presentation asking the Committee members to reverse the termination.
- S. Echemendia proposed the following recommendations to the ELC, based on the foregoing Findings of Fact and Conclusions of Law, it is:
1. Deny Grievant’s reimbursement requests pending the conclusion of the audit, and reconsider such reimbursement requests upon the completion of the audit.

2. Deny Grievant’s request to reinstate the Contract between ELC and Grievant.
   - C. Auslander moved to approve recommendation
   - D. Williams seconded the motion.
   - Motion was passed unanimously.

- D. Williams stated that the recommendations are to be presented to full board for approval

- B. Eadie moved to conduct an audit of The Wonder Spout Inc. for a period of six (6) years pursuant to paragraph 32 of the 2014-2015 SR contract.
  - C. Auslander moved to approve amendment
  - M. Zapata seconded the motion.
  - Motion was passed unanimously.

V. Public Comments

VI. Adjourn
- Vivian Sanchez, owner of The Learning Corner Early Childhood Center I, 1003 Old Federal Highway, Hallandale, FL 33009, was added in the Florida Disqualified List of Contractors on August 25, 2014.
- Coalition received the updated disqualified list November 2014 and was when we were informed of the owner being on this list.
- Notice of termination of contract for Vivian Sanchez, The Learning Corner Early Childhood Center I, was sent to the provider with termination date December 26, 2014.
- Eligibility and CCR&R was informed of termination and contacted all SR parents
- Provider was in the process of change of ownership to her daughter, Michelle Sanchez
- Main contacts are Norma Salas, director of center, and mother Vivian Sanchez, until the coalition informed Ms. Vivian Sanchez communication must be done with new owner, Michelle Sanchez.
- Once provider received new license, they submitted pre-screening application for SR 2014-2015 contract.
- Coalition requested all documentation regarding change of ownership for ELT approval.
- Pre-screening was denied and letter was sent to provider.
- A call was received by Mr. Hisnardo Sanchez and Ms. Vivian Sanchez upset stating it was an unfair decision and they wanted to appeal and have a meeting with Mr. Parrino. Provider was informed the if the new owner, Michelle Sanchez, wanted to come in and speak to Mr. Parrino she could.
- Michelle Sanchez came in with Norma Salas and spoke to Mr. Parrino and was informed to provide all supporting documents for change of ownership in appeal.
- In the appeal form, Michelle Sanchez included another location The Learning Corner Early Childhood Center II,” 905 SW 8 Ave., Hallandale, FL 33009. This was another location owned by Vivian Sanchez, however she voluntary closed this location in April 2014.
NOTICE OF GRIEVANCE & REQUEST FOR REVIEW

NAME: Michell Sanchez

BUSINESS NAME: Learning Corner Early Childhood Academy

ADDRESS: 1003 SE 1st Ave, Hallandale - FL - 33009

PHONE: 954-458-0091

EMAIL: learningcorner@bellsouth.net

FAX: 954-458-0788

DATE OF INCIDENT / DISPUTE: 01/12/2015

CATEGORY OF GRIEVANCE / COMPLAINT / DISPUTE:
- Licensing Issue
- Loss of Services
- Parent/Client Dispute
- Payment Dispute
- Other please explain in the space below

Describe in detail the nature of your grievance/complaint/dispute and describe the resolution you are seeking: Please include supporting documents and an additional statement if necessary.

I, Michell Sanchez, owner of "Learning Corner Early Childhood Center Academy", am appealing the denial decision that ELCMDM made about giving me a contract for school readiness. I feel very disappointed with the denial. I have gone through the process of opening a new school and have supplied ELCMDM with a new school license from DCF, new corporation documents, and show proof of a new insurance policy. I feel that ELCMDM has held me responsible for my mother being on the disqualify list, when my mother was put on that disqualify list for "The Learning Corner Early Childhood Center 2" located at 905 SW 8th Ave, Hallandale - FL - 33009. That center was closed since April of last year 2014.

I have been involved in the daycare atmosphere since 2005 and feel ready to open and run my own school. I will appreciate that ELCMDM will reconsider the decision. We have 21 students with school readiness that love my center and don't wish to leave to another school. If my appeal is not approved in the initial panel, I would like for this same appeal to move forward to the next review panel in the appeal process.

Sincerely, Michelle Sanchez

11/7/2014
GENERAL AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared Vivian Sanchez, as President of THE LEARNING CORNER EARLY CHILDHOOD CENTER, INC, who after being duly sworn does hereby depose and say:

AFFIANT STATES THAT AS SOLE OWNER OF "THE LEARNING CORNER EARLY CHILDHOOD CENTER, INC.", SHE ACKNOWLEDGES AND RELINQUISHES ALL ASSETS TO MICHELLE SANCHEZ.

IN WITNESS WHEREOF, the said Affiant has signed and sealed these presents

this 9 day of December, 2014.

THE LEARNING CORNER EARLY CHILDHOOD CENTER, INC.

By: _______________________________

Name: Vivian Sanchez

Title: Owner

State of Florida
County of Dade

The foregoing instrument was acknowledged before me this 9th day of December, 2014 by Vivian Sanchez, as Owner of THE LEARNING CORNER EARLY CHILDHOOD CENTER, INC., who is personally known to me or who has produced VALID ID as Identification.

My Commission Expires:

Jose Barbosa
Notary Public - State of Florida
My Comm. Expires May 4, 2015
Commission # EE 90445
Bonded Through National Notary Assn.

* 1003 SE 1st Ave. * Hallandale * Florida * 33009 *
To whom it may concern:

Effective December 9, 2014, I Vivian Sanchez acknowledge and state that any and all managerial duties, finances duties, and responsibilities of The Learning Corner Early Childhood Center I, Inc. will be voluntarily released and relinquished to Michelle Sanchez.

Learning Corner Academy will retain Mrs. Norma Salas as director of the center.

I am leasing the property and building to Michelle Sanchez.

Sincerely,

Vivian Sanchez

[Signature]

[Stamp]

I personally know Mrs. Vivian Sanchez
COMMERCIAL LEASE AGREEMENT

THIS COMMERCIAL LEASE AGREEMENT (the “Agreement”), made and entered into on this 2\textsuperscript{nd} day of January, 2015 by and between Vivian and Hisnardo Sanchez ("Lessor") and Corner Early Childhood Center Academy Inc./Michelle Sanchez ("Lessee") collectively referred to as "the parties".

The parties agree as follows:

Premises

In consideration of the rents to be paid hereunder and the covenants and obligations to be observed by the Lessee, Lessor does hereby lease to the Lessee and the Lessee does hereby lease and take from the Lessor the following property located at:

1003 SE 1\textsuperscript{st} Avenue, Hallandale, FL 33009 together with all improvements located thereon (the "Premises").

Term

The term of this Lease shall commence on the 2\textsuperscript{nd} day of January, 2015 and shall continue for an initial term of 3 (years) years. Lessee may at its option renew the Lease for an extended term of 3 (years) years. Lessee shall exercise such renewal option by giving written notice of not less than thirty (30) days to Lessor.

Rent

For and during the initial term of the Lease, Lessee shall pay to Lessor annual rent of $89,040.00 per year. The annual rent shall be payable in advance in equal monthly installments of $7,420.00 per month. The monthly payment shall be due and payable on the 1\textsuperscript{st} day of each calendar month at the following address 316 SE 1\textsuperscript{st} Ave., Hallandale, FL 33009 or at such other place designated by written notice from Lessor or Lessee. Any rent payment not made by the 5\textsuperscript{th} day of the month shall be considered overdue and in addition to Lessor's other remedies, Lessor may levy a late payment charge equal to $100.00 per month on any overdue amount.

Utilities

Unless otherwise expressly agreed in writing by Lessor, Lessee shall pay all utility charges relating to the Leased Premises during the term of this Lease.

Signs

Upon obtaining Lessor's consent, Lessee shall have the right to place any signs which are permitted by
applicable zoning ordinances and private restrictions on the Premises, at locations selected by Lessee. Lessor may refuse such consent if it is in Lessor’s opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Premises. Lessee shall repair all damage to the Leased Premises resulting from the removal of signs installed by Lessee.

Security Deposit

Prior to taking possession of the Premises, Lessee shall pay a security deposit in the amount of $ N/A for the full and faithful performance by the Lessee of all the terms of this Lease. This security deposit will be refunded to Lessee after the expiration of this Lease, provided the Lessee has fully and faithfully carried out all of its obligations under this Agreement.

Alterations & Improvements

Lessee may, at its sole expense, redecorate the Premises and make such non-structural alterations and changes as Lessee shall deem expedient or necessary, provided, however, such alterations and changes shall neither impair the structural soundness nor diminish the value of the Premises. The Lessee may make structural alterations and additions to the Premises provided Lessee first obtains the consent of the Lessor in writing. The Lessor agrees that it shall not withhold such consent unreasonably.

Use

Lessee shall use the premises for Child Care Facility purposes only and for no other purpose without Lessor’s prior written consent. Notwithstanding the forgoing, Lessee shall not use the Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

Quiet Possession

Lessor covenants and warrants that upon performance by Lessee of its obligations hereunder, Lessor will keep and maintain Lessee in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

Entry

Lessor shall have the right to enter upon the Premises at reasonable hours to inspect the same, provided Lessor shall not thereby unreasonably interfere with Lessee’s business on the Premises.

Repairs

Lessee shall at its own expenses make all necessary repairs to the Premises. Such repairs shall include
routine repairs of floors, walls, ceilings, and other parts of the Premises damaged or worn through normal occupancy, except for major mechanical systems or the roof, subject to the obligations of the parties otherwise set forth in this Lease.

Termination

Either party may terminate this Agreement without cause by giving thirty (30) days written notice to the other party. Upon the expiration or earlier termination of this Agreement, Lessee shall return the Premises to Lessor in good repair, condition and working order, ordinary wear and tear resulting from proper use thereof alone excepted.

Insurance

For the term of this Agreement, Lessee shall maintain public liability insurance with limits of not less than one million dollars for injury or death from one accident and $250,000.00 property damage insurance, insuring Lessor and Lessee against injury to persons or damage to property on or about the Leased Premises. A copy of the policy or a certificate of insurance shall be delivered to Lessor on or before the commencement date and no such policy shall be cancellable without ten (10) days prior written notice to Lessor.

Damage and Destruction

In the event if the Premises or any part thereof is damaged by fire, casualty or structural defects that the same cannot be used for Lessee's purposes, then Lessee shall have the right within ninety (90) days following damage to elect by notice to Lessor to terminate this Lease. In the event if such damage does not render the Leased Premises unusable for Lessee's purposes, Lessor shall promptly repair such damage at the cost of the Lessor. Lessee shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Lessee's purposes.

Indemnity

Lessee shall indemnify Lessor against, and hold Lessor harmless from, any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including reasonable attorney's fees and costs, arising out of, connected with, or resulting from Lessee's use of the Premises, including without limitation the manufacture, selection, delivery, possession, use, operation, or return of the Premises.

Assignment and Subletting

Lessee shall not sublet the premises or assign this Agreement without the prior written consent of the Lessor. Any such attempt to sublet or assignment by Lessee shall be a breach of this Agreement and cause for immediate termination.
Notices

Any notice or other communication to be given under this Agreement shall be in writing and shall be sent to the parties at the following addresses:

Lessee

Learning Corner Preschool Academy, Inc
Michelle Sanchez
President

Lessor

Vivian Sanchez
Hisnardo Sanchez

Entire Agreement

This Agreement constitutes the entire agreement between the parties, and supersedes any earlier statement or understanding. No changes or additions to the terms of the Agreement shall be valid unless in writing and signed by both parties.

Governing Law

This Agreement will be governed by the laws of the State of Florida.

AGREED TO this 2nd day of January, in 2015, by:

LESSOR LESSEE
To whom it may concern:

I have been employed with The Learning Corner Center 1 since April of 2013. I have worked under the supervision of Michelle Sanchez in the Account Receivable Dept. She has worked very closely with me and has showed me the Quickbook accounting program that is presently being used by the facility and every other aspect of the department. She has taught me how to keep track of tuitions that are due and most importantly how to handle particular situation not only in a personal but also in a business level. Since my position deals with not only funds but also with parents and their personal situation. She is not only knowledgeable but very easy to work with. She knows how to address situation effectively and properly. She has also taught me to check school to meet standards during my daily round. I have also learned outside of my job description just being able to observe and watch how she addresses issues. She is able to handle every aspect of the daycare business since she has worked in this field since 2005. Myself and staff feel very comfortable and enjoy working in the facility thanks to her. Please feel free to contact me if you have any further questions at (305) 401-1877

Delia Delgado
Hallandale, January 14, 2015

To whom it may concern,

I, Norma Salas, am the director of The Learning Corner Early Childhood Center I since August 2006. At that time Mrs. Vivian Sanchez open The Learning Corner Early Childhood Center II located at 908 SW 8th Avenue – Hallandale – FL – 33009.

Mrs. Vivian Sanchez was the owner of The Learning Corner Early Childhood Center 1, but the person in charge of the daycare until now is myself, Norma Salas. I worked together with Mrs. Michelle Sanchez since 2005 when she graduated from High School. Mrs. Michelle was my assistant and she was the one in charge of the Quick Books and all the tuition fees and past due.

Mrs. Vivian Sanchez has been the property owner of the center located in 1003 SE 1st Ave – Hallandale – Florida – 33009 since 1996. In 2005 she leased to purchase the property located at 905 S.W. 8th Ave and she worked there every day as an owner/director until April 2014 when Mrs. Vivian closed the business and she relocated to a new facility that she owed and operate an Elementary Private School located at 715 SE 1st Avenue – Hallandale – FL – 33009. Mrs. Vivian is working full time in that school since April 2014 as an Educational Coordinator.

If you have any questions or need any documentation to back this letter, please contact me at 954-458-0091.

Sincerely,

[Signature]

Mrs. Norma Salas, Director
To: SALAS, NORMA  
The Learning Corner Early Childhood Center  
1003 OLD FEDERAL HIGHWAY  
HALLANDALE FL 33309  
Fax: 954-450-0768  

Re: SANCHEZ, MICHELLE  

Phone: 954-458-0091  

Date: 08/16/2010  

On 08/16/2010, the Broward County Child Care Licensing and Enforcement Section ("CCLE") screened the above-named individual(s) as required by Section 435, Florida Statutes, for employees in caretaker positions or departmental positions of trust or responsibility. CCLE received results of the criminal background check(s) on 08/16/2010 which revealed nothing in the Federal Bureau of Investigation ("FBI") and the Florida Department of Law Enforcement ("FDLE") records disqualifying the above-name individual(s) from working in the program or profession for which you have requested background screening.

As the employer, it is your responsibility to determine caretaker eligibility based on the employment history and the local law enforcement, FDLE, and FBI criminal record information.

This background screening clearance is valid for five (5) years unless the above-named individual(s) has a 90-day break in service, or is found to have committed a disqualifying offense subsequent to the determination of employment eligibility.

If you have questions about the background screening process, please call me at (954) 537-2800 ext. 0457.

Sincerely,

Betty Crawford  
Background Screening Unit Supervisor  
Child Care Licensing and Enforcement Section  

bc/w61
FLORIDA DEPARTMENT OF
CHILDREN AND FAMILIES

STAFF CREDENTIAL
VERIFICATION

Michelle Sanchez 576840 Broward
Name Student ID County
905 SW 8th Ave. Hallandale FL 33009
Street Address City State Zip

Individual meets the following qualification:

**Active Birth through Five Child Care Credential**

*Formerly the Florida Child Development Associate Equivalency (CDAE)*

Florida Department of Education ECPC issued 07/30/2013

Completion of an approved training program listed on our website, at least 18 years of age and possess
a high school diploma or G.E.D.

Active Birth Through Five Florida Child Care Professional Credential (FCCPC).

Active Florida Department of Education Florida Department of Education Early Childhood Professional
Certificate (ECPC) or a Florida Department of Education Child Care Apprenticeship Certificate (CCAC).

Meets or exceeds the minimum VPK lead teacher requirement during the school year program, if the
credential is currently active.

Summer VPK teacher requirements differ from the school year requirements. Please check with yor
Early Learning Coalition to determine if you are qualified to be a Summer VPK teacher.

Pursuant to Section 402.305(3), F.S., a licensed child care facility must have one (1) credentialed staff
member for every 20 children. This individual has met the Staff Credential requirement, pursuant to 65C-22,
Florida Administrative Code.

Verification Date: 08/05/2013 Verification Number: 3392093

Deborah Russo
Director
Child Care Services

A copy of this form must be maintained in the facility personnel file at all times. This form can be reprinted from the
Department's website www.myflorida.com/childcare by accessing the individual's training transcript.
# CHILD CARE TRAINING TRANSCRIPT

Student: Michelle M. Sanchez  
Student ID: 576840  
Date: 08/26/2014

<table>
<thead>
<tr>
<th>TRAINING/COURSE</th>
<th>Hours</th>
<th>Certificate#</th>
<th>Date</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHILD CARE FACILITY PART 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Child Care (ICC)</td>
<td>20</td>
<td>3258871</td>
<td>09/10/2002</td>
<td>2</td>
</tr>
<tr>
<td>Child Care Facility Rules &amp; Regulations (FACR)</td>
<td>6</td>
<td>In-Service</td>
<td>11/27/2006</td>
<td></td>
</tr>
<tr>
<td>Behavioral Observation and Screening (10 hr) (BOS)</td>
<td>10</td>
<td>3258870</td>
<td>08/08/2002</td>
<td>1</td>
</tr>
<tr>
<td>Health, Safety and Nutrition (HSAN)</td>
<td>8</td>
<td>2631535</td>
<td>01/26/2008</td>
<td>.8</td>
</tr>
<tr>
<td>Identifying and Reporting Child Abuse and Neglect (CAAN)</td>
<td>4</td>
<td>2637269</td>
<td>01/26/2008</td>
<td>.4</td>
</tr>
<tr>
<td>Child Growth and Development (CGAD)</td>
<td>6</td>
<td>In-Service</td>
<td>11/27/2006</td>
<td></td>
</tr>
<tr>
<td>Behavioral Observation and Screening (BOAS)</td>
<td>6</td>
<td>In-Service</td>
<td>11/27/2006</td>
<td></td>
</tr>
<tr>
<td><strong>CHILD CARE FACILITY PART 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Literacy for Children Age Birth through Three (ELC)</td>
<td>5</td>
<td>In-Service</td>
<td>09/08/2005</td>
<td></td>
</tr>
<tr>
<td>Basic Guidance and Discipline (BCD)</td>
<td>6</td>
<td>In-Service</td>
<td>06/26/2010</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Computer Learning Centers (CLC)</td>
<td>5</td>
<td>In-Service</td>
<td>06/25/2010</td>
<td></td>
</tr>
<tr>
<td>Emergent Literacy for VPK Instructors (VPK)</td>
<td>5</td>
<td>In-Service</td>
<td>01/11/2007</td>
<td>.5</td>
</tr>
<tr>
<td>Infant and Toddler Appropriate Practices (ITP)</td>
<td>10</td>
<td>2638953</td>
<td>07/15/2002</td>
<td>1</td>
</tr>
<tr>
<td><strong>ONLINE IN-SERVICE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Technology for Child Care Professionals (BCT)</td>
<td>5</td>
<td>In-Service</td>
<td>09/08/2005</td>
<td></td>
</tr>
<tr>
<td><strong>DOE - VPK OFFICE OF EARLY LEARNING INSTRUCTOR-LED TRAINING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOE - How to Administer the Florida VPK Assessment</td>
<td>4</td>
<td>4073934</td>
<td>06/13/2012</td>
<td>.4</td>
</tr>
</tbody>
</table>

**SPECIAL CERTIFICATIONS AND CREDENTIALS**

<table>
<thead>
<tr>
<th>Level / Area / VPK</th>
<th>Certificate #</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth-Five</td>
<td>3392093</td>
<td>08/05/2013</td>
<td>07/30/2018</td>
</tr>
</tbody>
</table>

**INTRODUCTORY TRAINING REQUIREMENTS**

Part I Child Care Facility 30 Hour Training Requirement has been completed. Yes  
Part II Child Care Facility 10 Hour Training Requirement has been completed. Yes  
Family Child Care Home 30 Hour Training Requirement has been completed. No

---

**Director**  
Child Care Services
<table>
<thead>
<tr>
<th>Reason</th>
<th>Terminated Date</th>
<th>Date of Birth</th>
<th>Disabled Individuals</th>
<th>Name and Address</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>License</td>
<td>8/17/2014</td>
<td>8/6/1965</td>
<td>Kristina Mazeika</td>
<td>104 Seaside Drive, 128 White St, 1003 E 1 Ave</td>
<td>1-2434</td>
</tr>
<tr>
<td></td>
<td>8/25/14</td>
<td>8/1/1960</td>
<td>Vlasek Sanchez</td>
<td>Hallandale Beach, FL 33009</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCP application is in essence</td>
<td>9/22/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ineligibility for a DCF child</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Food Program while</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the license</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not financially viable, Fails</td>
<td>12/4/14</td>
<td>10/1/1975</td>
<td>Maria Garcia</td>
<td>Homestead, FL 33033</td>
<td>1-7799</td>
</tr>
<tr>
<td>to pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
As of April 14, 2014 we closed The Learning Corner Early Childhood Center II, located at 905 SW 8th Ave, Hallandale, Fl, 33009. TIN # 20-5371628.
If you have any questions please contact us at 954-458-0091.
Sincerely,
Norma Salas
954-458-0091
learningacorner@bellsouth.net
## Prelicensing Child Care Facility Information

**Name:** THE LEARNING CORNER PRESCHOOL ACADEMY  
**Number:** PF365  
**Address:** 1003 SE 1 AVENUE HALLANDALE BEACH  
**Phone:** 305-310-3  
**Capacity:**  

**Owner:**  
**Director:**  

## Inspection Information

<table>
<thead>
<tr>
<th>Findings / Corrections</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical assistance: The owner/director needs to transfer the Local and the director needs to complete a new Affidavit of good Moral Character.</td>
<td>Compliance</td>
</tr>
</tbody>
</table>

## STAFF REQUIREMENTS

- **7-4. One-Time Background Screening**
  - Findings / Corrections
  - Compliance

- **7-4.5 Year Background Screening**
  - Compliance

- **7-4.01, Education Requirements**
  - Findings / Corrections
  - The director’s credential expires 5/22/17.
  - Compliance

- **7-4.02, and 7-4.03, Personnel Training**
  - Compliance

- **7-4.04, Minimum Age Requirements**
  - Compliance

- **7-4.05, Health Requirements**
  - Compliance

- **7-8, Substitute List**
  - Compliance

## RATIOS/DISCIPLINE

- **7-4.06, Ratios of Personnel to Children**
  - Not Checked

- **7-4.06, Ratios of Personnel to Children with Disabilities**
  - Not Checked

- **7-4.07, Child Discipline Written Policy**
  - Compliance

## FACILITY/STORAGE

- **7-5.01, Condition of Facility**
  - Fails to Comply
Findings / Corrections
7-5.01(k) All areas of the facility must be kept clean, safe, sanitary, and in good repair. Areas of the facility were found to not be clean, sanitary or well maintained.
- In the VPK room place a lock on the A/C closet. In the bathroom on the left provide a sturdy stepstool. In the bathroom on the right repair the bottom of the door, replace the caps on the base of the toilet and the plate over the hole behind the toilet.
- In the toddler room the closet door does not close securely. In the bathroom repair the tiles that are broken in the shower, replace the caps on the base of the toilet, paint the wall where it is peeling and secure the sink to the wall.
- In the infant bathroom replace the missing tile in front of the toilet, repair the wall next to the shower, place the caps on the base of the toilet, secure the sink to the wall, and clean or replace the screen over the vent. In the classroom repair the wood at the top of the closet door.
- In the 3 year old bathroom repair the wall behind the sink.
- In the 2 year old bathroom remove the rust or replace the paper towel holder and replace the caps on the base of the toilet.
- In the older 2 year old classroom replace the broken ceiling tile.
Deadline - 09/24/2014

7-5.01, Facility Storage
Compliance

7-5.01, Inside Temperature/Ventilation
Compliance
Fails to Comply

7-5.01, Drinking Fountains/Water Coolers
Findings / Corrections
7-5.01(m) The capacity of the facility requires at least [3] drinking fountains, and [1] was available for use by the children. Provide enough drinking fountains for your anticipated capacity. There is one (1) drinking fountain on the outside play area. There are no drinking fountains inside the facility. At least one (1) of the three (3) required fountains needs to be inside.
Deadline - 09/10/2014

7-5.01, Phone/Emergency Numbers Posted
Compliance

7-5.01, Minimum Number of Staff Members
Compliance

INDOOR/OUTDOOR SPACE

7-5.02, Indoor Usable Play Space
Compliance

7-5.02, Equipment and Furnishings
Fails to Comply
Findings / Corrections
7-5.02(f)(2) A sufficient amount of play equipment and materials must be available to allow each child to be involved in activities. Play equipment and materials are not sufficient in number for the licensed capacity of the facility. Obtain additional equipment and materials.
The facility was given a list of recommended supplies.
- All the classrooms except the infant room need to have musical instruments.
- In the 3 year old room create a block area with the existing blocks, vehicles and people; add more large blocks; add food, utensils, pots, pans and accessible such as dolls, telephones, and a small table to the housekeeping area; provide a soft area so the children can sit in the library; add age-appropriate puzzles; add a few more science items such as a scale.
- In the older 2 year old area create a table toy area with approximately 7 or 8 table toys, provide a cozy area for the library, small table and supplies for the housekeeping area.
- In the 4 year old room add vehicles to the block area, approximately 6 or 7 table toys, more science materials, (8) age-appropriate puzzles, define the art area, and add housekeeping supplies.
- In the VPK room define the block, table toy, housekeeping, art, math and science and library areas with a sufficient amount of age-appropriate materials.
- Add shelves where needed to house the supplies.

Deadline - 09/24/2014

7-5.02, Activity Plan ........................................ Compliance
7-5.04, Napping Space ........................................ Compliance
7-5.04, Crib Requirements/Bedding ........................................ Compliance
Findings / Corrections
The cribs meet the federal guidelines.

7-5.03, Outdoor Play Space ........................................ Falls to Comply
Findings / Corrections
7-5.03(e) The outdoor play space shall be clean, free of litter, nails, glass, and other obvious hazards.
- Repair the wood on top of the red tunnel.
- Secure the drinking fountain to the wall.
- Repair the hole at the bottom of the blue slide.
- Remove the rocks from the recessed areas in the red platform.
- Secure the fence at the bottom in between the outside areas.
Deadline - 09/24/2014

7-5.03, Outdoor Equipment ........................................ Compliance
7-5.03, Swimming Pool ........................................ Not Applicable

TOILET/BATH FACILITY

7-5.05, Toilet/Bath Facilities ........................................ Compliance
7-5.05, Potty Chairs and Seats ........................................ Compliance
7-5.05, Diaper Changing Procedures ........................................ Compliance
7-5.05, Handwashing Facilities and Use ........................................ Compliance
INSPECTION CHECKLIST (Continued)

HEALTH PROGRAM

7-6, First Aid/CPR Training .............................................................................. Compliance

7-6.01, First Aid Supplies .............................................................................. Compliance

Findings / Corrections
Technical assistance: Replenish the cotton balls in the first aid kit.

7-6.02, Communicable Disease Policy/Procedures .............................................. Compliance

7-6.02, Care of Sick Child .............................................................................. Compliance

NUTRITION

7-7.02, Alternate Nutrition Plan ...................................................................... Not Checked

7-7.06, 7-7.09 and 7-7.10 Menus/Catering ......................................................... Compliance

Findings / Corrections
The Food permit expires 2/28/15.

7-7.09, Food Protection and Service ................................................................. Compliance

7-7.07, 7-7.08 and 7-7.11 Feeding Procedure/Seating .................................... Compliance

7-7, Nutritional Meals and Snacks ................................................................... Not Checked

CHILDREN'S RECORDS

7-8.01, Enrollment Information ....................................................................... Not Checked

7-8.02, Health Examinations/Health Maintenance ........................................... Not Checked

TRANSPORTATION

7-9, Annual Vehicle Inspection/Insurance ......................................................... Compliance

Expiration -

Findings / Corrections
The facility uses a leasing company for the vehicles.

The inspection reports for the two (2) vehicles that are used expire 8/14/15 and 11/14/14.

7-9, Drivers Qualifications/Requirements ....................................................... Compliance

Findings / Corrections
The driver's physicals are in compliance. The facility has a letter on file indicating that the leasing company, Kanga Bus meet the requirements for transporting children.

7-9, Vehicle Capacity ..................................................................................... Not Checked

7-9, First Aid Kit/Fire Extinguishers ............................................................... Not Checked

7-9, Child Restraint Devices ......................................................................... Not Checked

LICENSE/CERTIFICATES

7-11, License/Inspection Reports .................................................................... Compliance

7-5.06, Nighttime Child Care .......................................................................... Not Applicable
### INSTITUTIONAL CHECKLIST (Continued)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-5.08</td>
<td>Fire Inspection Posted</td>
<td>Compliance</td>
</tr>
<tr>
<td></td>
<td>Expiration - 8/27/15</td>
<td></td>
</tr>
<tr>
<td>7-8.07</td>
<td>Records of Fire Drill</td>
<td>Not Checked</td>
</tr>
<tr>
<td>7-10.0</td>
<td>Insurance</td>
<td>Compliance</td>
</tr>
<tr>
<td></td>
<td>Expiration -</td>
<td></td>
</tr>
</tbody>
</table>

**Findings / Corrections**

- Provide the General Liability insurance that reflects the new ownership.

---

**Confidential Information**

- **Received by**: Michelle Sanchez  
  **Date**: 08/27/2014

- **Inspected by**: Jane Goldberg  
  **Date**: 08/27/2014
The undersigned incorporator, for the purpose of forming a Florida profit corporation, hereby adopts the following Articles of Incorporation:

**Article I**

The name of the corporation is:

THE LEARNING CORNER EARLY CHILDHOOD CENTER ACADEMY INC

**Article II**

The principal place of business address:

1003 SE 1 AVENUE
HALLANDALE, FL. 33009

The mailing address of the corporation is:

1003 SE 1 AVENUE
HALLANDALE, FL. 33009

**Article III**

The purpose for which this corporation is organized is:

ANY AND ALL LAWFUL BUSINESS.

**Article IV**

The number of shares the corporation is authorized to issue is:

100 @ $1 PAR VALUE

**Article V**

The name and Florida street address of the registered agent is:

MICHELLE SANCHEZ GARCIA
1003 SE 1 AVENUE
HALLANDALE, FL. 33009

I certify that I am familiar with and accept the responsibilities of registered agent.

Registered Agent Signature: MICHELLE SANCHEZ GARCIA
Article VI

The name and address of the incorporator is:

MICHELLE SANCHEZ GARCIA
1003 SE 1 AVE

HALLANDALE, FL 33009

Electronic Signature of Incorporator: MICHELLE SANCHEZ GARCIA

I am the incorporator submitting these Articles of Incorporation and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of this corporation and every year thereafter to maintain "active" status.

Article VII

The initial officer(s) and/or director(s) of the corporation is/are:

Title: PS
MICHELLE SANCHEZ GARCIA
1003 SE 1 AVENUE
HALLANDALE, FL 33009

Article VIII

The effective date for this corporation shall be:

07/31/2014
Florida Department of Education  
Office of Early Learning  
Child Care Resource and Referral Network  
Provider Update Form

- OPT OUT - I do not wish to complete this form and understand that my program will not be referred to families by the ELC. 
  (School Readiness and VPK providers contracted with the ELC are required to complete this form.)

- Program Name (as it appears on license/registration)  
- Signature  
- Date

<table>
<thead>
<tr>
<th>Name of Person Filling Out Form:</th>
<th>Norma Noemi Salas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Learning Coalition (ELC):</td>
<td>Miami Dade Monroe</td>
</tr>
<tr>
<td>Date Form Completed:</td>
<td>12/11/2014</td>
</tr>
<tr>
<td>Do you wish to have your program referred to families seeking child care listings from the ELC?</td>
<td>X YES  NO</td>
</tr>
<tr>
<td>Business Name:</td>
<td>Learning Corner Early Childhood Center Academy Inc.</td>
</tr>
<tr>
<td>(as an License or Exemption)</td>
<td></td>
</tr>
<tr>
<td>Doing Business As Name:</td>
<td>Learning Corner Academy</td>
</tr>
<tr>
<td>Owner Name:</td>
<td>Michelle Sanchez</td>
</tr>
<tr>
<td>Director Name:</td>
<td>Norma Salas</td>
</tr>
<tr>
<td>Location Address:</td>
<td>1003 SE 1st Avenue City: Hallandale Beach County: Broward Zip Code: 33009</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>1003 SE 1st Avenue City: Hallandale Beach County: Broward Zip Code: 33009</td>
</tr>
<tr>
<td>Phone:</td>
<td>954-458-0091</td>
</tr>
<tr>
<td>Fax:</td>
<td>954-458-0768</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:learningcorner@bellsouth.net">learningcorner@bellsouth.net</a></td>
</tr>
<tr>
<td>Provider Type (check one):</td>
<td>X Center</td>
</tr>
<tr>
<td></td>
<td>FCCH</td>
</tr>
<tr>
<td></td>
<td>Large FCCH</td>
</tr>
<tr>
<td></td>
<td>School-age Only</td>
</tr>
<tr>
<td></td>
<td>Private School</td>
</tr>
<tr>
<td></td>
<td>Public School</td>
</tr>
<tr>
<td>Family Child Care Home Only:</td>
<td>Do you want your house number and street name to appear on referral lists to families? X Yes No</td>
</tr>
<tr>
<td>Legal Status (check one):</td>
<td>Licensed</td>
</tr>
<tr>
<td></td>
<td>X Registered</td>
</tr>
<tr>
<td></td>
<td>Exempt</td>
</tr>
<tr>
<td>Exemption Type (check one):</td>
<td>Religious Exempt</td>
</tr>
<tr>
<td></td>
<td>Camp</td>
</tr>
<tr>
<td></td>
<td>Non Public School</td>
</tr>
<tr>
<td></td>
<td>Public School</td>
</tr>
<tr>
<td></td>
<td>School Age</td>
</tr>
<tr>
<td>Affiliation – Not For Profit:</td>
<td>X Yes  No</td>
</tr>
<tr>
<td>DCF/Local Licensing ID:</td>
<td>46709</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>9/30/2015</td>
</tr>
<tr>
<td>Master School ID (MSID):</td>
<td></td>
</tr>
<tr>
<td>(Public and Private Schools only)</td>
<td>Federal ID No: 47-1485994</td>
</tr>
</tbody>
</table>
1. ACCREDITATION - Are you accredited by an accrediting agency? (Check all that apply) A copy of your certificate is required in order for accreditation to be listed.

<table>
<thead>
<tr>
<th>Accrediting Agency</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X ACCREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT</td>
<td>09/30/2013</td>
<td>09/30/2018</td>
</tr>
<tr>
<td>COUNCIL OF ACCREDITATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLORIDA COALITION OF CHRISTIAN PRIVATE SCHOOL ACCREDITATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLORIDA LEAGUE OF CHRISTIAN SCHOOLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X GOLD SEAL QUALITY CARE ACCREDITATION</td>
<td>09/30/2013</td>
<td>09/30/2018</td>
</tr>
<tr>
<td>GREEN APPLE ASSOCIATION OF CHRISTIAN SCHOOLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NATIONAL ACCREDITATION COMMISSION FOR EARLY CARE AND EDUCATION PROGRAMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NATIONAL ASSOCIATION FOR FAMILY CHILD CARE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NATIONAL COUNCIL FOR PRIVATE SCHOOL ACCREDITATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNITED METHODIST ASSOCIATION OF PRESCHOOLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER (List Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. CURRICULUM - Which of the following curricula does your program use? (Check all that apply)

| BABY DOLL CIRCLE TIME                              | INVESTIGATOR CLUB | SCHOLASTIC BIG DAY |
| BEYOND CENTERS & CIRCLE TIME                       | JOURNEY           | SPLASH INTO PRE-K   |
| BEYOND CRIBS & Rattles                            | KIDDIE ACADEMY LIFE ESSENTIALS | STARFALL PRE-K    |
| X CREATIVE CURRICULUM                              | KIDS R KIDS       | TOOLS OF THE MIND   |
| DLM CHILDHOOD EXPRESS                             | KNOWLEDGE UNIVERSE | WE CAN             |
| EARLY LITERACY & LEARNING MODEL PLUS              | LEARN EVERY DAY   | WEE LEARN           |
| EDU 1° VESS CURRICULUM                            | LEARN FROM THE START | WORLD AT THEIR RINGERTIPS |
| FLEX GODDARD PRE-K                                | LEAP              | OTHER (List Below)  |
| FROG STREET                                       | LIFESHARP         |                      |
| GALILEO PRE-K                                     | LITERACY EXPRESS  |                      |
| GEE WHIZ                                         | LITTLE TREASURES  |                      |
| GET SET FOR SCHOOL                                | O2B KIDS          |                      |
| HIGH SCOPE                                       | OPENING THE WORLD OF LEARNING |                  |

3. CAPACITY/ VACANCY

| Total Licensed Capacity (Number of children you are licensed to care for) | 75 |
| Actual Capacity (Most number of children you choose to care for)           | 70 |
| Current Total Vacancy                                                        | 5  |
4. ENVIRONMENT - Describe your program's setting. Check if your staff speaks any of the languages below. (Check all that apply)

<table>
<thead>
<tr>
<th>Language</th>
<th>Smoke Free</th>
<th>Web Cam On Site</th>
<th>Other (List Below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creole</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>NO TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French</td>
<td>POOL ON SITE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filipino</td>
<td>PORTUGUESE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>RUSSIAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fenced Yard</td>
<td>SEPARATE PLAY AREA (FCCH)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>SIGN LANGUAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greek</td>
<td>SPA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green Certified</td>
<td>VIETNAMESE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hebrew</td>
<td>VIDEO MONITORING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>WHEELCHAIR ACCESSIBLE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. ADDITIONAL FEES - Please list all additional fees your program charges.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Frequency</th>
<th>Fee Per Child or Family (C/F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diapers</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Pick-Up</td>
<td>$ 1.00</td>
<td>Per Minute</td>
<td>Per family</td>
</tr>
<tr>
<td>Late Payment</td>
<td>$ 10.00</td>
<td>Per Minute</td>
<td>Per family</td>
</tr>
<tr>
<td>Member Organization</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals/Snacks</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime/Early Drop Off</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returned Check</td>
<td>$ 25.00</td>
<td>Each time</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$ 50.00</td>
<td>Yearly</td>
<td>Per child</td>
</tr>
<tr>
<td>School Age Registration Fee</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td>$ 75.00</td>
<td>Yearly</td>
<td></td>
</tr>
<tr>
<td>Other (List Below):</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Frequency Options: Per Minute; Every 5 minutes; Every 10 minutes; Every 15 minutes; Half Hour; Hourly; Daily; Weekly; Monthly; Yearly; One Time;

6. MEALS - What meals does your program provide? (Check all that apply)

<table>
<thead>
<tr>
<th>Meal</th>
<th>USDA Food Program</th>
<th>Gluten Free</th>
<th>Peanut-Free Environment</th>
<th>Special Diet Request</th>
<th>Vegetarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Snack</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon Snack</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Office of Early Learning
Learn Early. Learn for Life.
7. PROGRAM PARTICIPATION - Is your program/facility a...? (Check all that apply)

<table>
<thead>
<tr>
<th></th>
<th>X</th>
<th><img src="image" alt="Box" /></th>
<th>MILITARY</th>
<th>!(Box)</th>
<th>SICK CHILD CARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>CHILD CARE CENTER</td>
<td><img src="image" alt="Box" /></td>
<td>PLAYGROUP</td>
<td>SUMMER CAMP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EARLY HEAD START</td>
<td><img src="image" alt="Box" /></td>
<td>PRIVATE SCHOOL</td>
<td>TEEN PARENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FAMILY CHILD CARE HOME</td>
<td><img src="image" alt="Box" /></td>
<td>PUBLIC SCHOOL</td>
<td>VPK SCHOOL YEAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HEAD START</td>
<td><img src="image" alt="Box" /></td>
<td>QUALITY RATING SYSTEM</td>
<td><img src="image" alt="Box" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LARGE FCCM</td>
<td><img src="image" alt="Box" /></td>
<td>SCHOOL AGE PROGRAM</td>
<td><img src="image" alt="Box" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIGRANT HEAD START</td>
<td><img src="image" alt="Box" /></td>
<td>SCHOOL READINESS PROVIDER</td>
<td><img src="image" alt="Box" /></td>
</tr>
</tbody>
</table>

8. RATES: In the table below enter the advertised rates (private pay rates) your program charges. Do not include voucher/subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Only complete the rate type for each age group that you offer. (Please attach rate sheet, if applicable).

<table>
<thead>
<tr>
<th>Enter Rate by Age Group. Check frequency for each option below.</th>
<th>Infant</th>
<th>1 year old</th>
<th>2 year old</th>
<th>3 year old</th>
<th>4 year old</th>
<th>5 year old</th>
<th>Elem School Age</th>
<th>Mid School Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL TIME Weekly X Monthly <img src="image" alt="Box" /> Annually <img src="image" alt="Box" /></td>
<td>167</td>
<td>150</td>
<td>137</td>
<td>132</td>
<td>132</td>
<td>132</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>FULL TIME VPK WRAP Weekly X Monthly <img src="image" alt="Box" /> Annually <img src="image" alt="Box" /></td>
<td>167</td>
<td>150</td>
<td>137</td>
<td>132</td>
<td>132</td>
<td>132</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>PART TIME Weekly X Monthly <img src="image" alt="Box" /> Annually <img src="image" alt="Box" /></td>
<td>129.60</td>
<td>112.80</td>
<td>111.30</td>
<td>104</td>
<td>100</td>
<td>100</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>PART TIME VPK WRAP Weekly X Monthly <img src="image" alt="Box" /> Annually <img src="image" alt="Box" /></td>
<td>129.60</td>
<td>112.80</td>
<td>111.30</td>
<td>104</td>
<td>100</td>
<td>100</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>SCHOOL AGE BEFORE SCHOOL Weekly X Monthly <img src="image" alt="Box" /> Annually <img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
</tr>
<tr>
<td>SCHOOL AGE AFTER SCHOOL Weekly X Monthly <img src="image" alt="Box" /> Annually <img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
</tr>
<tr>
<td>SCHOOL AGE - BOTH BEFORE &amp; AFTER SCHOOL Weekly X Monthly <img src="image" alt="Box" /> Annually <img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
</tr>
<tr>
<td>SUMMER CAMP Weekly X Monthly <img src="image" alt="Box" /> Annually <img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
</tr>
</tbody>
</table>

9. SCHEDULE - What days of the week does your program operate? (Check all that apply)

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday X</th>
<th>Tuesday X</th>
<th>Wednesday X</th>
<th>Thursday X</th>
<th>Friday X</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
<td><img src="image" alt="Box" /></td>
</tr>
</tbody>
</table>

Hours of Operation: Open: 7:00 AM ![Box](image) PM Close: 6:00 AM ![Box](image) PM

Ages of Children Served: Minimum: 3 Months (Months/Years) Maximum: 12 Years (Months/Years)

10. PROVIDER (ENHANCED) SCHEDULE - Does your program provide the following schedule? (Check all that apply)

| ![Box](image) | 24-OUR CARE | X | FULL TIME | ![Box](image) | SCHOOL SYSTEM WEATHER DAYS |
| ![Box](image) | X | AFTER SCHOOL | X | FULL YEAR | ![Box](image) | SCHOOL YEAR |
| ![Box](image) | ![Box](image) | BEFORE SCHOOL | ![Box](image) | OVERNIGHT | ![Box](image) | SWING SHIFT |
| X | DROP IN CARE | X | PART TIME | ![Box](image) | WEEKEND |
11. ENHANCED SERVICES - What other services does your program offer? (Check all that apply)

<table>
<thead>
<tr>
<th>Service</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART/CRAFTS</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>COMPUTERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DANCE</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>FAMILY INVOLVEMENT</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>FIELD TRIPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GYMNASTICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOMEWORK/TUTOR</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>MUSIC LESSONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KINDERGARTEN CLASS</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ON-SITE SCREENINGS</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>OUTDOOR SPORTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWIM LESSONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAINING/EXP AUTISM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAINING/EXP BEHAV CHAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVIRON ACCOMMODATIONS</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>TRAINING/EXP DEV DELAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THERAPEUTIC SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER (List Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. STAFFING – a. Total number of staff that work directly with children in care: 11
   b. Enter below the number of staff that works directly with children in care that have any of the following:

<table>
<thead>
<tr>
<th>Number</th>
<th>Training/ Education Type</th>
<th>Number</th>
<th>Training/ Education Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>FCCH 30 HOURS TRAINING</td>
<td>2</td>
<td>GED</td>
</tr>
<tr>
<td>11</td>
<td>40 HR INTRO CHILD CARE</td>
<td>9</td>
<td>HIGH SCHOOL EDUCATION</td>
</tr>
<tr>
<td>3</td>
<td>AA/AS NONCHILD RELATED</td>
<td></td>
<td>MA DEGREE EARLY CHILDHOOD</td>
</tr>
<tr>
<td>3</td>
<td>AA/AS EARLY CHILDHOOD</td>
<td></td>
<td>MA NONCHILD RELATED</td>
</tr>
<tr>
<td>1</td>
<td>DIRECTOR CREDENTIAL ADV</td>
<td></td>
<td>MEDICAL STAFF ONSITE</td>
</tr>
<tr>
<td>1</td>
<td>DIRECTOR CREDENTIAL LEVEL 1</td>
<td></td>
<td>NATL EARLY CHILDHOOD CERT</td>
</tr>
<tr>
<td>1</td>
<td>DIRECTOR CREDENTIAL LEVEL 2</td>
<td></td>
<td>NO HIGH SCHOOL/GED</td>
</tr>
<tr>
<td>1</td>
<td>BA/BS NONCHILD RELATED</td>
<td>11</td>
<td>SCHOOL-AGE CREDENTIAL</td>
</tr>
<tr>
<td>3</td>
<td>BA DEGREE EARLY CHILDHOOD</td>
<td></td>
<td>SPECIAL NEEDS PRACTICES</td>
</tr>
<tr>
<td>11</td>
<td>BEHAVIOR OBSERVATION</td>
<td>1</td>
<td>VPK DIRECTOR CREDENTIAL</td>
</tr>
<tr>
<td></td>
<td>DIRECTOR (NON VPK)</td>
<td></td>
<td>OTHER (LIST BELOW)</td>
</tr>
<tr>
<td>8</td>
<td>DOCTORATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>EARLY (EMERGENT) LITERACY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>FCCPC/ECPC/CCAC/CDAE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. SUBSIDIES – List any provider sponsored financial assistance you offer to help families with limited financial means

<table>
<thead>
<tr>
<th>Type</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYER SPONSORED</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NEGOTIATED RATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER (List Below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDICAID PROVIDER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROVIDER SCHOLARSHIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MILITARY AID</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>SLIDING SCALE FEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MULTI CHILD DISCOUNT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
14. TRANSPORTATION - Do you or does your school provide or are located near transportation? (Check all that apply)

<table>
<thead>
<tr>
<th>School Bus</th>
<th>Transportation Provided to Child Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Transportation Provided from Child Home</td>
<td>Transportation Provided from School</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Near Public Transportation</td>
<td>Within Walking Distance to School</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Transportation Provided from the Schools Listed Below to the Child Care Site

- Aventura Waterways K-8
- Hallandale Elementary School
- Gulfstream Middle School
- Colbert Elementary School

Transportation Provided from the Child Care Site to the Schools Listed Below

- Aventura Waterways K-8

Child Care Site Within Walking Distance from the Schools Listed Below

Thank you for your cooperation in gathering this important information. You should contact the Early Learning Coalition of Miami Dade and Monroe anytime you make changes to your program so that we may provide families with accurate information. We are available to answer any questions you may have by calling the coalition at 305-646-7220.

--- PLEASE ATTACH COPY OF CURRENT LICENSE/REGISTRATION/EXEMPTION AND SUBMIT WITH THIS FORM. ---

Office Use Only:

☑ EFS Updated  
Date: __________________  
By: __________________
Child Care/Pre-School License

Name of Facility: LEARNING CORNER EARLY CHILDHOOD CENTER ACADEMY INC.
Address of Facility: 1003 SE 1ST AVENUE
                      HALLANDALE BEACH, FL 33009
Name of Owner: THE LEARNING CORNER PRESCHOOL ACADEMY, INC.
Telephone: 954-458-0091

X Education / Training

X Health / Safety / Sanitation / Nutrition

This license is valid on 12/11/2014 and expires on 9/30/2015

Full Day: YES  Drop-In Care: NO  Infant Care: YES
Half Day: YES  Night Care: NO  Transportation: YES
Before School Care: NO  Weekend Care: NO  Food Served: YES
After School Care: YES  Summer Care: YES  Pool: NO

License Fee: $149.48  Capacity: 75  Ages: 0 - 5 YRS. & UP

Director
COMMUNITY PARTNERSHIPS DIVISION

Section Manager
CHILD CARE LICENSING AND ENFORCEMENT SECTION
OFFICE OF
Early Learning
Learn Early. Learn for Life.

ACCOUNTABILITY MONITORING REPORT FOR THE EARLY LEARNING COALITION OF MIAMI-DADE AND MONROE

The Florida Department of Education’s Office of Early Learning (OEL) conducted an early education and care accountability review for the Early Learning Coalition of Miami-Dade and Monroe (the Miami-Dade and Monroe Coalition, the coalition). The coalition is incorporated as a not-for-profit organization, which is tax exempt under 26 USC s. 501(c)(3).

All early learning service providers who expend state and federal funds shall operate early education and care programs in a manner that complies with state and federal rules, regulations and laws. The team conducted the review to ensure the coalition’s overall administration and implementation of early learning programs (Coalition Governance (CG), Operations and Program Management (OPM), Educational Services Delivery (ESD), Data Accuracy (DA), School Readiness (SR), Voluntary Prekindergarten (VPK), and Child Care Resource and Referral (CCR&R)) meets or exceeds service delivery and operational requirements.

The desk and onsite review began on June 2, 2014. The accountability review team examined files and documentation for services the coalition delivered for SR from January through March 2014, for VPK during the 2013-2014 program year and the coalition’s operations from July 1, 2012, through June 30, 2014.

In this report, a YES indicates a criterion that complies with the review requirements, a NO indicates a criterion that does not fully comply with requirements and N/A indicates a criterion that OEL did not review or did not apply to the reviewed coalition.

The Early Learning Grant Agreement requires the coalition to take corrective actions for each NO response. The report notes corrective action examples to help the coalition effectively deliver program services.
I. Authority

Federal and Florida laws, rules and regulations mandate that OEL administer early learning programs in Florida, as well as monitor and evaluate each coalition’s performance in administering the early learning programs and implementing the coalition’s SR plan (Title 45, Code of Federal Regulations (CFR); ss. 98.1(b)(6), 1002.82(2)(p) and 1002.75, Florida Statutes (F.S.)). The monitoring and performance evaluations must include, at a minimum, onsite monitoring of a coalition’s finances, management, operations and programs. OEL may also identify best practices for a coalition to improve the outcomes of the early learning programs.

II. Scope and Methodology

OEL developed performance criteria to provide a framework for measuring a coalition’s effectiveness in implementing early learning programs. The performance criteria include indicators about compliance with federal and state laws, rules and regulations to assist the coalition in maintaining high quality in CG, OPM, CCR&R, ESD, SR eligibility, VPK child eligibility (VPKC), VPK provider eligibility (VPKP), SR payment validation (SRPV), VPK payment validation (VPKPV) and DA.

Coalitions/statewide contractors that OEL reviewed during FY 2012-2013 for compliance with the now repealed Chapter 411.01, F.S., will receive modified desk reviews for FY 2013-2014. This will include file samples for SR and VPK child eligibility and payment validation, VPK provider eligibility and DA to validate the coalition implemented House Bill (HB) 7165 SR and VPK requirements enacted on July 1, 2013.

For FY 2013-2014, OEL will conduct an onsite review of all performance criteria (full accountability review) for coalitions/statewide contractors with services delivered in-house that OEL did not review during FY 2012-2013. OEL will conduct a full desk review for coalitions/statewide contractors with contracted services that OEL did not review during FY 2012-2013. This review will consist of all performance criteria and validating the coalition’s subrecipient monitoring for SR and VPK child eligibility and payment validation and VPK provider eligibility. OEL will conduct a full accountability onsite review for coalitions that OEL did not review during FY 2012-13 that deliver services both in-house and via contract. The 2013-2014 accountability review period will occur from July 2012 through each coalition’s review commencement month.

OEL conducted a full accountability review for the ELC of Miami-Dade and Monroe for this review cycle.
III. Coalition Background Information

Provider type and children served – The following is a list of the number of provider types and the number of children served by program type. The number of children served includes eligible children birth through 12 years of age and children with special needs up through the age of 18.

<table>
<thead>
<tr>
<th>Type of Providers</th>
<th>Number of SR Providers</th>
<th>Number of VPK Providers</th>
<th>Number of School Readiness Children</th>
<th>Number of Voluntary Prekindergarten Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faith-Based Providers¹</td>
<td>N/A</td>
<td>68</td>
<td>N/A</td>
<td>1,707</td>
</tr>
<tr>
<td>Family Child Care Homes</td>
<td>234</td>
<td>14</td>
<td>1,373</td>
<td>203</td>
</tr>
<tr>
<td>Private Centers/Schools</td>
<td>1,092</td>
<td>791</td>
<td>33,917</td>
<td>18,221</td>
</tr>
<tr>
<td>Public School Providers</td>
<td>135</td>
<td>207</td>
<td>2,040</td>
<td>6,024</td>
</tr>
<tr>
<td>Informal Caregivers</td>
<td>6</td>
<td>N/A</td>
<td>9</td>
<td>N/A</td>
</tr>
<tr>
<td>Total (unduplicated)²</td>
<td>1,467</td>
<td>1,010</td>
<td>35,300</td>
<td>24,210</td>
</tr>
</tbody>
</table>


Organization and staffing – The coalition has a staff of 186 full-time and 37 part-time employees who implement the programmatic aspects of the coalition’s board of directors’ mission.

Board governance – The coalition’s board of directors serves as the coalition’s policy-making entity and delegates authority to the coalition’s executive director. At the time of the review, the board consisted of 21 members representing Miami-Dade and Monroe counties. Membership composition includes representatives from both the private and public sectors. The standing committees, established according to the coalition’s bylaws, that support the board are the Executive, Nominating, Finance, Program Policy and Strategy, Providers’ Service, Governance and By-Laws.

¹ Distinct count of providers. The provider type counts include faith-based providers, which OEL does not consider a separate provider type. OEL does not require that a coalition identify faith-based providers in the SR Program.

² The sum of coalition data does not equal the statewide total. More than one coalition may serve these children.
Scope of services –

During the review period, the coalition provided the following early learning services –

- SR child eligibility determinations
- VPK child eligibility determinations
- VPK provider eligibility determinations
- SR provider reimbursements
- VPK provider reimbursements
- CCR&R
- Parent support
- Health screening
- Developmental screening
- SR provider recruitment
- VPK provider recruitment
- SR provider training
- VPK provider training
- EFS management
- Information Systems Security

The coalition’s allocations for the SR and VPK programs in the fiscal year ending June 30, 2014, totaled approximately $165,570,609. Expenditures\(^3\) totaled approximately $106,077,924.

<table>
<thead>
<tr>
<th>Services</th>
<th>Allocation FY 2013-2014</th>
<th>Expenditures (May 31, 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Readiness</td>
<td>$107,871,983.00</td>
<td>$102,442,577.00</td>
</tr>
<tr>
<td>CCEP</td>
<td>$2,236,308.00</td>
<td>$151,311.00</td>
</tr>
<tr>
<td>Total SR</td>
<td>$110,108,291.00</td>
<td>$102,593,888.00</td>
</tr>
<tr>
<td>Voluntary Prekindergarten</td>
<td>$53,191,418.00</td>
<td>$51,368,425.00</td>
</tr>
<tr>
<td>Administration</td>
<td>$2,127,657.00</td>
<td>$2,009,902.00</td>
</tr>
<tr>
<td>Total VPK</td>
<td>$55,319,075.00</td>
<td>$3,378,327.00</td>
</tr>
<tr>
<td>Outreach, Awareness and Monitoring Initiative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach and Awareness</td>
<td>$68,650.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Monitoring</td>
<td>$74,593.00</td>
<td>$105,709.00</td>
</tr>
<tr>
<td>Total OAM</td>
<td>$143,243.00</td>
<td>$105,709.00</td>
</tr>
<tr>
<td>Total All Programs</td>
<td>$165,570,609.00</td>
<td>$106,077,924.00</td>
</tr>
</tbody>
</table>

Source – SR Notice of Award June 27, 2014; VPK Notice of Award June 10, 2014; OAMI Notice of Award July 1, 2013; and OEL Expenditure Worksheet

---

\(^3\) Expenditures in the table represent cost categories that support the scope of the accountability review and are not all-inclusive.
IV. Review Criteria Findings and Recommendations

The following report summarizes notable observations and compliance issues that the accountability review analysts observed during the monitoring review. Under the terms of the Early Learning Grant Agreement between OEL and the coalition, the coalition must submit a corrective action plan for all compliance issues within 30 days of receiving the published report. Each issue and its associated recommendation in this section has a reference number. The numbered statements contain the review observations on criteria that did not comply with state or federal requirements. Some files may contain more than one finding type. The file numbers cited in each finding refer to the file(s) listed on the monitoring review spreadsheets or scorecards. The recommendations address steps the coalition should take to correct the observed noncompliance. A corrective action plan should identify the initial finding’s cause and how the coalition will correct the finding and continue compliance.

V. Notables

During the review, the accountability team noted business practices that enhanced program services delivery –

- The coalition routinely invites community early learning partners to present their activities at board meetings. This practice allows coalition board members and staff to remain aware of how other entities are working within the community to further young children’s education. Eleven early learning partners presented during the review period.
- The Provider Portal enables providers to complete their school readiness and VPK contracts electronically. Providers can also access their Ages and Stages Questionnaire data, coalition forms and online attendance rosters.
- VPK online allows parents to register for VPK online at a time convenient for them. Parents can view and print eligibility documents and the coalition can notify parents of eligibility status.
- The coalition allows providers to report attendance electronically. The coalition uses its electronic attendance reporting as a source of internal monitoring and quality assurance.

VI. Coalition Governance

For SR, VPK and CCR&R program success, a coalition must have an effective executive leadership structure. The board should be the policymaking entity for the coalition, and the chief executive officer should have the primary responsibility for implementing and managing the coalition’s policies.

Each coalition establishes its own bylaws, including selecting a method of parliamentary procedures to provide structure and organization for board business and operations. The Miami-Dade and Monroe Coalition’s bylaws set Robert’s Rules of Order as a standard for parliamentary procedure for voting members. A coalition’s approach to governance is important to avoid possible legal challenges to board actions.

In addition, in order to allow public input and provide timely information, the coalition board must comply with Florida Sunshine Law. Compliance includes noticing meetings and holding them at times and in places accessible to the public, as well as promptly recording meeting minutes and making them available to the public.
**CG-A. Board Governance**

1. **YES** Does the coalition adhere to statutory and program requirements regarding board membership? *(ss. 286.011 and 1002.83(2)-(11), Florida Statutes (F.S.); Article I, Section 24, Florida Constitution)*

2. **YES** Does the full board and committee meeting process include decision-making by quorum? *(s. 1002.83(6), F.S.)*

3. **YES** Does the coalition require that any board member who discloses a potential conflict of interest, if known, completes and signs a conflict-of-interest memorandum when initially joining the board? Does each board member with a disclosed conflict of interest abstain from voting in accordance with statute? *(ss. 112.3143 and 1002.83(8), F.S.)*

4. **YES** Do the board members adhere to the standards of conduct that the Florida Statutes prescribe? *(ss. 112.313, 112.3135, 112.3143 and 1002.83(8), F.S.)*

5. **YES** When applicable, do the coalition's bylaws align with s. 1002.83(2)-(11), F.S., to provide sufficient guidance that enables the board to operate as a corporate governing board? Does the coalition adhere to its established bylaws? *(s. 1002.85(2)(a), F.S.)*

**CG-B. Board Meeting Accessibility and Sunshine Law**

1. **YES** Did the coalition notice and conduct board and committee meetings and workgroups according to the Florida Sunshine Law, including notification requirements and written meeting minutes? *(s. 286.011(1), (2) and (6), F.S.; 2012 Government in the Sunshine Manual; Plan 0.1.1)*

**CG-C. Previous Corrective Actions**

1. **N/A** Did the coalition implement CG corrective actions that the previous OEL-issued Accountability Section review report lists? *(Early Learning Grant Agreement (8) and (31))*

**VII. Operations and Program Management**

OEL reviews the coalition’s OPM performance for a clearly defined organizational structure, including procedures to effectively manage coalition personnel; adherence to customer complaint resolution processes; maintaining internal controls over federal programs, consistent with laws, rules and policies; processes to accurately and promptly report improper payments; and policies and procedures to monitor all subrecipient and child care provider contracts’ administrative, programmatic and eligibility aspects.

**OPM-A. Operations, Human Resources and Internal Controls**

1. **YES** Do the coalition’s procedures forbid discriminatory employment practices, as federal laws outline? *(Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352); 29 U.S. Code (USC) s. 794; s. 760.10, F.S.; OEL Grant Agreement, Assurances and Certification, sections (A)(6) and (Q))*

2. **YES** Does the coalition have human resource policies and procedures that guide personnel decisions for hiring staff to effectively operate the SR Program? *(s. 1002.89(5), F.S.)*

3. **YES** Does the coalition or its contractor have grievance policies and procedures for parents, and, if applicable, did the coalition follow up on complaints from a parent regarding discrimination or violation of civil rights laws within the last year using its approved grievance policies and procedures? *(45 Code of Federal Regulations (CFR) 98.32; s. 1002.85(2)(h), F.S.; CCDF State Plan 2.6.5)*
4. **YES** Have the coalition and its contractors implemented drug-free workplace policies in compliance with state and federal law? (Drug Free Workplace Act of 1988; 45 CFR Part 82; OEL Grant Agreement, Assurance and Certifications, section D; s. 112.0455, F.S.)

5. **YES** Have the coalition and its contractors implemented background screening procedures, as set forth in the OEL Grant Agreement and applicable laws? (ss. 435.03, 435.04, 943.052 and 1002.84(9), F.S.; Early Learning Grant Agreement (45))

6. **YES** Does the coalition comply with the statutory exemptions for information for VPK and SR records involving individual records of children enrolled in these programs? (Early Learning Grant Agreement (24)(b); ss. 1002.72 and 1002.97, F.S.)

7. **YES** Does the coalition maintain policies, procedures and priority rules that do not discriminate against children or their families on the basis of race, national origin, ethnic background, sex, religious affiliation or disability? (45 CFR subpart C, s. 98.20(b)(1); Early Learning Grant Agreement, Assurances and Certification (A)(6))

8. **YES** Does the coalition have appropriate separation of duties to ensure that personnel performing duties relating to parent/child application intake and eligibility determination and approval do not perform duties relating to accounting and reimbursement, unless the coalition has implemented sufficient internal controls for proper reimbursement process/procedures oversight? (Office of Management and Budget (OMB) Circular A-133, Part 6; OMB A-133 Subpart C – Auditees§___.300 ; 45 CFR part 74.21(b)(3); Early Learning Grant Agreement, Internal Controls Assurance section)

### OPM-B. Improper Payments

1. **YES** Does the coalition have policies and procedures in place to support reporting improper payments? (45 CFR 98.100; ss. 1002.84(17), 1002.87(4) and 1002.91, F.S.; Rule(s) 6M-4.202(2)(b), 6M-4.203(2)(b), 6M-4.205(2)(b) 6M-4.502(3), 6M-4.503, 6M-8.204(2)(d) and 6M-8.204(6) FAC; CCDF State Plan 1.3.5; VPK Provider Agreement, Section 26; Early Learning Grant Agreement, Sections 9(c) and 13(a)and(b))

### OPM-C. Monitoring of Subrecipients and Child Care Providers

1. **N/A** Does the coalition conduct subrecipient monitoring for all early learning programs that are contracted, including SR, VPK and CCR&R? (ss. 1002.84(14)-(15) and 1002.85(2)(h), F.S.; Early Learning Grant Agreement (8) and Internal Controls section)

2. **YES** Does the coalition have a monitoring process to verify that SR child care providers are (1) maintaining the required child and staff documentation, (2) fulfilling their provider agreement outline obligations and (3) implementing effective programs? (45 CFR 74.51; s. 1002.82, F.S; CCDF State Plan 1.3.2; OMB Circular A-133, Compliance Supplement, part 6, section M; Early Learning Grant Agreement (8))

3. **YES** Does the coalition have and use a monitoring process and tool for onsite monitoring of VPK child care providers based upon the VPK Outreach, Awareness and Monitoring Initiative Grant requirements? (45 CFR 74.51; OMB Circular A-133, Compliance Supplement, part 6, section M; VPK Outreach, Awareness and Monitoring Initiative Grant; Early Learning Grant Agreement (2) and (8); OEL-VPK 20)

4. **YES** If the school district notified the coalition that it will monitor its providers for compliance with the VPK Program, has the coalition requested and received the monitoring reports from the school district? (Early Learning Grant Agreement (8); VPK Outreach/Awareness and Monitoring Initiative Grant; OEL-VPK 20)
**Early Learning Coalition of Miami-Dade and Monroe**

**Report AS13-14.25**

---

**OPM-D. OPM Previous Corrective Actions**

1. **N/A** Did the coalition implement OPM corrective actions that the previous OEL-issued Accountability Section review report lists? *(Early Learning Grant Agreement (8) and (31))*

---

**VIII. Child Care Resource and Referral**

CCR&R serves as the front door to all services the coalition or its contracted service provider offer. Rule 6M-9.300, Florida Administrative Code (FAC), requires a coalition to offer a parent assistance with locating child care and information – which will help the parent make an informed decision – as well as additional information and community resources as appropriate.

A coalition shall follow the minimum standards required to guide the coalition in delivering CCR&R services to a family. CCR&R requirements address issues such as customer service criteria, staff training and certification, consumer services and information, and database maintenance. Each CCR&R specialist should be able to explain various types of legally operating early learning and school-age child care providers (including all licensed and license-exempt centers; faith-based providers; licensed, registered and large family child care homes; school-age care providers; SR providers; VPK providers; Head Start providers; Early Head Start providers; nanny/au-pair agencies; and summer camp providers). When offering CCR&R services, a coalition must provide a family with options and resources in addition to wait list placement. A family enrolling a child in the VPK Program may request a complete list of all area VPK providers or receive a customized list of area VPK providers that best matches the family’s needs. The Child Care and Development Fund (CCDF) plan states that all Florida families should have access to CCR&R services. CCR&R services support families in becoming self-sufficient and making informed decisions about child care.

---

**CCR&R-A. Delivery of CCR&R Services**

1. **NO** Does the coalition adhere to Quality Assurance Assessment requirements for CCR&R services? *(s. 1002.92, F.S.; Rule 6M-9.300, FAC)*

   OEL made five Quality Assurance calls to the coalition’s offices. OEL used the 2013-2014 Quality Assurance Assessment Forms to determine compliance with this indicator. Two calls met all requirements, and three calls did not –

   - Call No. 1, placed on June 12, 2014, and repeated on June 19, 2014, resulted in the caller being unable to complete or assess the call. The specialist requested the caller’s and the twins’ Social Security Numbers, which is not required information for a caller to receive CCR&R services. The caller refused to give Social Security Numbers. The specialist stated that the caller was ineligible for the program due to the children’s age, 7, and said to call the Children’s Trust. When the caller asked to speak with someone else, the specialist said someone would call back, but OEL did not receive a return call. See CCR&R-A.2.

   - Call No. 2, placed on June 13, 2014, met all requirements.

   - Call No. 3, placed on June 20, 2014, met all requirements.

   - Call No. 4, placed on June 24, 2014, and repeated on July 1, 2014, resulted in the caller being unable to complete or assess the call. See CCR&R-A.2.

   - Call No. 5, placed on July 7, 2014, resulted in the caller not being able to leave a message after pressing #4 for help finding childcare. The caller made a second attempt on July 11, 2014, and the coalition responded on July 14, 2014. During the call, the coalition did not meet the following requirements –

     - No. 6 – discuss financial assistance options.
     - No. 7 – explain how CCR&R services work.
     - No. 9 – supply data elements.
- No. 11 – explain types of licensing regulations.
- No. 15 – explain child care quality indicators.
- No. 16 – discuss provider complaints and inspection reports.
- No. 18 – see CCR&R-B.1.

2. ☒ NO Does the coalition provide CCR&R services without cost to the individual requesting services within three business days of the individual’s request for services? (Rule 6M-9.300(1)(c), FAC)

Two of five QAA calls did not result in the caller receiving services within three business days –
- Call No. 1, placed on June 12, 2014, and repeated on June 19, 2014, did not meet requirements. During the first attempt, the CCR&R specialist informed the caller that the caller’s 7-year-old twins were too old for the SR program and that the caller should contact the Children’s Trust for services. The caller requested to speak with someone else and the specialist said someone would call back. During the June 19 attempt, the same specialist answered. The caller asked for a list of providers for 7-year-old twins and the specialist asked the caller to hold. Upon return, the specialist requested the caller’s contact information and said someone would be in contact. The caller did not receive a return call or email and could not assess the call.
- Call No. 4, placed on June 24, 2014, resulted in the specialist instructing the caller to go to the coalition website and input the caller’s ZIP code to generate a list of providers. The caller asked if it was possible to call back and speak with the specialist. The specialist said that the caller could get information from any CCR&R specialist. The caller made a second attempt on July 1, 2014. The staff member took the caller’s contact information and stated someone would be in touch within 48 hours, but there was no return call. OEL could not assess this call.

OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

The coalition provided training to call center agents on verifying that customers receive the required service and on properly conducting CCR&R calls. The coalition also submitted a process detailing how it will respond to CCR&R calls within three business days.

CCR&R-B. Informational Packet

1. ☒ NO Does the coalition provide an informational packet to each individual requesting service within six business days after the individual requested services, and does the coalition verify that each informational packet contains the minimum information? (s. 1002.92(3)(a)-(b), F.S.; Rule 6M-9.300(3), FAC)

OEL could not assess this criterion for QAA call Nos. 1 and 4 because OEL could not complete these calls. The packets OEL received for call Nos. 2 and 3 met this requirement. The packet OEL received as a result of QAA call No. 5 was incomplete. OEL received the packet by email. There were names and phone numbers for six providers, but it did not include a cover letter or attachments.

OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

The coalition submitted a CCR&R review checklist detailing what the coalition should include in the packet. The coalition also provided training addressing the informational packet.
CCR&R-C. Consumer/Community Services

1. ☒ YES Does the coalition adhere to requirements and OEL recommendations about consumer/community activities? (s. 1002.92(1) and (3)(h), F.S.; Rule 6M-9.300(4), FAC; Plan 2.2.3)

OEL assesses this criterion in part through the QA assessment calls. The coalition met this requirement for the completed QA calls. The coalition did not return QA call Nos. 1 and 4; therefore, OEL could not assess this criterion for those calls. Refer to CCR&R Criteria A. All other QA callers received the required information.

CCR&R-D. Provider Information

1. ☒ YES Does the coalition provide the minimum information about each organization using the provider update process? (s. 1002.92(3)(a), F.S.; Rule 6M-9.300(5), FAC)

CCR&R-E. CCR&R Previous Corrective Actions

1. ☒ N/A Did the coalition implement CCR&R corrective actions that the previous OEL-issued Accountability Section review report lists? (Early Learning Grant Agreement (8) and (31))

IX. Educational Services Delivery

During the review, the team looked at the required components for implementing a local comprehensive program of school readiness program services that complies with statutes and OEL-adopted rules that enhance children’s cognitive, social and physical development to achieve performance standards. The components include verifying provider use of developmentally appropriate curricula, implementing developmental screenings and assessments for children participating in the program, coordinating staff development and provider training, improving child care quality and availability, and fostering parental support and involvement.

ESD-A. Staff Development, Training and Teaching Opportunities

1. ☒ YES Does the coalition demonstrate compliance with its SR plan for coordinating staff development, training and teaching opportunities? (s. 1002.83(13), F.S.; coalition plan section 2.4.1)

ESD-B. Selection and Use of Developmentally-Appropriate Curriculum and Character Development Programs

1. ☒ YES Does the coalition verify that SR providers use developmentally-appropriate curricula with a character development component? (ss. 1002.86 and 1002.88(f)-(g), F.S.; Rule 6M-4.710, FAC; coalition plan section(s) 4.3.1, 4.3.2 and 4.3.3)

2. ☒ YES Does the coalition have an effective process for assisting providers with selecting and implementing developmentally-appropriate curricula that include developmentally-appropriate character development programs? (ss. 1002.84(1) and 1002.88(f)(g) F.S.; coalition plan section(s) 4.3.1 and 4.3.2)

ESD-C. Age-Appropriate Developmental Screenings

1. ☒ YES Did the coalition verify that all children from birth to 5 years of age in SR programs receive age-appropriate developmental screenings? (s. 1002.84(5), F.S.; Rule 6M-4.720, FAC; coalition plan section 4.2.1)

2. ☒ YES Does the coalition use a screening instrument(s) that adheres to Rule 6M-4.720(3)(a)-(h), FAC? (Rule 6M-4.720(3)(a)-(h), FAC)
3. **YES** Does the coalition have policies and procedures to verify that children receive appropriate developmental screenings within 45 days of enrollment and that the parents receive screening results in writing? (s. 1002.84(5), F.S.; Rule 6M-4.720(2)(b)-(c), FAC)

4. **YES** Does the coalition have a process to verify that a parent who has declined to have his or her child screened has submitted a completed form OEL-SR24 to the coalition/provider? (Rule 6M-4.720(2)(d), FAC)

5. **YES** Does the coalition have a process to guarantee that children who showed concerning screening results receive individualized supports as Rule 6M-4.720(5), FAC, describes? (Rule 6M-4.720(5), FAC)

6. **YES** Does the coalition have a process in place to enter all required child screening data into an electronic system no later than 60 calendar days after screening and no later than 30 calendar days after initiating individualized support? (s. 1002.88(1)(h), F.S.; Rule 6M-4.720(6)(a)-(b), FAC; coalition plan section 4.2.1)

### ESD-D. Strategies to Improve the Quality and Availability of Child Care Services

1. **YES** Does the coalition demonstrate compliance with its coalition plan for improving child care service quality and availability? (s. 1002.85(2)(d), F.S.; coalition plan sections (s) 5.1.1, 5.2.1, 5.3.1 and 5.4.1)

### ESD-E. ESD Previous Corrective Actions

1. **N/A** Did the coalition implement ESD corrective actions that the previous OEL-issued Accountability Section review report lists? (Early Learning Grant Agreement (8) and (31))

### X. School Readiness Eligibility

OEL reviewed SR eligibility applications, referrals, redeterminations, hours of care, rights and responsibilities/terms and conditions, parental choice, immunization, child’s age, definition of a parent, residency, citizenship/immigration status, family unit size and income, parent copayment, purpose for care, billing group eligibility, qualifying care and provider arrangements, and EFS information accuracy.

The review team examined 60 SR child files for compliance with the SR Program under Title 45 CFR, parts 98 and 99; CCDF plan Part 2; s. 1002.87, F.S.; and Rule 6M-4, FAC. Forty-three of the reviewed files contained one or more findings.

### SR-A. Eligibility Application Process

An SR child file must include a completed application and child care (payment) certificate that the parent has signed and dated. A parent should sign an application at the initial eligibility determination and at each subsequent redetermination, and, at a minimum, annually. A parent may submit an application via mail, facsimile or electronically.

The child care (payment) certificate is an authorization for services for eligible child(ren) at eligible providers. The certificate identifies the child(ren) for whom a coalition authorized child care, the provider the family selected, the assessed parent copayment for each eligible child(ren) and the authorized begin and end dates.

1. **NO** Does the coalition have a completed, signed and dated application for each child? (45 CFR 98.20(b); ss. 1002.84(7) and 1002.89(6)(c), F.S.; Rule 6M-4.100, FAC; CCDF State Plan 2.2.9)

   The following file(s) did not comply with all applicable statutes, rules and recommendations – #6, 30, 54
2. ☒ NO Does the coalition have a completed, signed and dated payment certificate for each child?  
(45 CFR 98.2; s. 1002.82(6)(c), F.S.; Rule(s) 6M-4.100(3) and 4.200(4), FAC; CCDF State Plan 2.6.1)  
The following file(s) did not comply with all applicable statutes, rules and recommendations – #6, 33, 34, 42, 50

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –**

The coalition corrected the following file(s) – #6, 30, 33, 34, 42, 50, 54

---

**SR-B. Child Care Application and Authorization Forms (Referrals)**

Several child care eligibility categories for SR services require a documented child care application and authorization form (referral) as the OEL Standard Codes note. For all partner referral programs, a coalition shall have a documented child care referral and approve child care for the period the referral authorizes, if the authorized period is within program guidelines and the child meets SR Program requirement.

This section only applies to families receiving child protection services, families participating in the Welfare Transition Program (WTP), and families receiving services from a designated homelessness program or a certified domestic violence program. It may also apply to children in the Relative Caregiver (RCG) Program if there is a child care referral.

1. ☒ NO Does the coalition have a complete and valid child care referral for each applicable child?  
(45 CFR 98.20(b); Rule(s) 6M-4.201, 4.202, 4.204, 4.206 and 4.207, FAC)  
The following file(s) did not comply with all applicable statutes, rules and recommendations – #1, 6, 8, 38, 47, 58

2. ☒ NO Is the authorized eligibility period on the referral the correct length? (Rule(s) 6M-4.201 and 4.202, FAC; CCDF State Plan 2.3.6(b))  
The following file(s) did not comply with all applicable statutes, rules and recommendations – #4, 6, 29, 31

3. ☒ YES Did the coalition authorize SR services within the authorized child care period on the referral? (Rule(s) 6M-4.201 and 4.202, FAC)

**The coalition has completed the following corrective actions –**

The coalition corrected the following file(s) – #1, 4, 8, 29, 31, 38, 47, 58

**OEL recommends corrective action for noncompliance with SR eligibility criteria (SR-B). For all uncorrected findings, the coalition should take the following corrective actions to comply with all applicable statutes, rules and recommendations –**

**SR-B.1 and 2** – For file No. 6, the case is closed and the coalition cannot correct it. The coalition needs to conduct staff training on identifying incorrect and missing information on at-risk referrals.

**The coalition needs to correct the following file(s) – #6**
### SR-C. Timely Delivery of Services for Priority Groups

A coalition’s eligibility determination shall be timely, within 10 days from receipt of the Child Care Application and Authorization (referral) form for TANF/TCA and at-risk programs. For priority groups, the coalition must act upon services within 10 calendar days from receipt of the referral.

This section only applies to families receiving child protection services and families participating in WTP, a designated homelessness program or a certified domestic violence program. It may also apply to children in the RCG Program if there is a child care referral.

1. **YES** Did the coalition act upon the child care referral for each applicable client within 10 calendar days from receipt of the referral? *(s. 1002.87(1), F.S.; CCDF State Plan 2.2.10; Early Learning Grant Agreement (39))*

2. **YES** If the coalition did not act upon the child care referral within 10 calendar days from receiving the referral, did the coalition submit written notification to the referring agency and the OEL Child Care Service Priority Referrals SharePoint site no later than close of business 11 calendar days from receiving the referral? *(Early Learning Grant Agreement (39))*

### SR-D. Authorized Hours of Care

Authorized hours of care for all SR services shall meet the definition of a unit of care. The amount of care is related to purpose for care plus reasonable travel time. The definition of **full-time** care is at least six hours but not more than 11 hours of child care or early childhood education services in a 24-hour period. Although full-time employment or training will most often require authorization for full-time care, there are situations in which families will need only part-time care (such as for a child who is in school and only needs before or after school care). The definition of **part-time** care is less than six hours of care or early childhood education services in a 24-hour period.

1. **YES** Did the coalition authorize the appropriate hours of care based upon the amount of care the family needed? *(ss. 1002.81(10) and (13), F.S.; Rule(s) 6M-4.100(12) and (19), FAC; CCDF State Plan 2.3.3 and 2.3.4)*

### SR-E. Eligibility Period and Redetermination

A coalition must provide SR services to a family within the eligibility period. Eligibility begins only after a coalition has established all factors of eligibility. At a minimum, a coalition should redetermine eligibility annually for every family that receives SR services. A coalition must also conduct redetermination twice a year for an additional 50 percent of a coalition’s enrollment through a statistically valid random sampling (this also applies to RCMA). A coalition must discontinue a family’s funding at the redetermination due date if the coalition has not yet fully reestablished the family’s eligibility in accordance with eligibility requirements. A coalition must document why a child is no longer eligible for the SR Program according to OEL’s standard codes.

1. **NO** Did the client receive SR services within the correct authorized eligibility period? *(s. 1002.84(7), F.S.; Rule 6M-4.209, FAC; CCDF State Plan 2.3.6)*

   The following file(s) did not comply with all applicable statutes, rules and recommendations – #24, 57

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions**

For file No. 24, the coalition submitted an adjustment request and a payment document for $472.92.

The coalition corrected the following file(s) – #24, 57
SR-F. Parental Rights and Responsibilities/Terms and Conditions

An SR child file must have a signed and dated Rights and Responsibilities/Terms and Conditions notice that includes the required minimum information as criterion SRV-4 in the SR Standard Eligibility Review Program Guide. The parent should sign the document at least annually or when content on the form has changed.

1. ❌ NO  Is there evidence that the coalition notified the parents of their rights and responsibilities? (45 CFR 98.30-34, 46 and 60; Rule(s) 6M-4.202(2)(b), 4.203(2)(b), 4.205(2)(b) and 4.401, FAC)

   The following file(s) did not comply with all applicable statutes, rules and recommendations – #6, 42

   OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

   The coalition corrected the following file(s) – #6, 42

SR-G. Parental Choice

A coalition must allow parents to choose from a variety of child care categories, including center-based care, family child care and informal child care to the extent authorized in the state’s CCDF Plan that the United States Department of Health and Human Services approved pursuant to 45 CFR 98.40.

A coalition must retain documentation showing that it explained and offered parental choice to the parent. A coalition shall ensure that each applicant receives information that allows for informed parental choice decisions related to selecting a child care provider.

1. ❌ NO  Is there evidence that the parent received information about parental choice? (45 CFR 98.30; s. 1002.82(2)(b), F.S.; CCDF State Plan 2.6)

   The following file(s) did not comply with all applicable statutes, rules and recommendations – #6, 42

   OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

   The coalition corrected the following file(s) – #6, 42

SR-H. Immunization and Health Requirements

In accordance with s.1002.88(j), F.S., program providers must obtain information about a child’s immunizations, physical development and other health requirements as necessary, including appropriate vision and hearing screening and examinations, within 30 days after enrollment. Early learning coalitions must collect a Health and Safety Checklist from non-public school, religious exempt and informal providers to validate that the provider’s immunization practices adhere to statute.

For a child care provider licensed by the Department of Children and Family Services (DCF), the provider’s compliance with s. 402.305(9), as verified pursuant to s. 402.311, shall satisfy this requirement.

1. ☑ YES  Does the coalition collect a health and safety checklist from non-public school, religious exempt and informal providers to validate that the provider maintains and keeps child immunization and required health examination records current? (ss. 1002.82(2)(i), 1002.88(1)(c) and 1002.88(1)(j), F.S.)

SR-I. Child Age Requirements
Effective August 1, 2013, state regulations require a child to be younger than 13 years of age to be eligible for the SR Program.

1. **NO**  Is each child younger than 13 years of age? (45 CFR 98.20; s. 1002.87, F.S.; CCDF State Plan 2.2.9 and 2.3.2)

   The following file(s) did not comply with all applicable statutes, rules, and recommendations – #38, 47, 49

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions** –

The coalition corrected the following file(s) – #38, 47, 49

**SR-J. Definition of a Parent**

Federal regulation provides the definition of a parent for the purpose of establishing a child’s eligibility for SR services. A parent means a parent by blood, marriage or adoption and also means a legal guardian or a person standing in loco parentis. In loco parentis is a person who acts in place of a parent, assuming care and custody of a child by a formal or informal agreement with the child’s parent. Florida law states that a parent is either or both parents of a child, any guardian of a child, any person in a parental relationship to a child or any person exercising supervisory authority over a child in place of the parent.

1. **YES**  Does each applicant meet the definition of a parent? (45 CFR 98.2; s. 1000.21(5), F.S.; Rule 6M-4.100(18), FAC; CCDF State Plan 2.2.9 and 2.3.1)

**SR-K. Residency Requirements**

A coalition should ensure that an SR child file includes documented evidence that the family currently resides in the state of Florida. A coalition shall verify residency information with documentation that includes an in-state physical address. There is no minimum length of time a person must reside in Florida to obtain benefits. A family member may also be a temporary resident in a domestic violence or homeless shelter in Florida or authorized emergency management location. A client must be a Florida resident to receive TANF benefits, which the referring agency verifies during the TANF/TCA application process (s. 414.095(2)(a), F.S.).

1. **YES**  Is each applicant a Florida resident? (45 CFR 98.20(2) and (3)(i))

2. **YES**  Did the coalition authorize child care by parent’s county of residence? (s. 1002.83(1) and 1002.89(5), F.S.)

**SR-L. U.S. Citizenship**

A child must be a U.S. citizen or a qualified alien to be eligible for SR services. If a child was born outside of the U.S., a coalition must ensure that documentation exists in the SR child file to support the child’s legal status.

1. **NO**  Is each child a U.S. citizen or a qualified alien? (Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA); 62 Federal Register (FR) 61344; CCDF-ACF-PI-2008-01; CCDF State Plan 2.2.9; Early Learning Grant Agreement (34))

   The following file(s) did not comply with all applicable statutes, rules and recommendations – #38, 47, 49, 54

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions** –

The coalition corrected the following file(s) – #38, 47, 49, 54
Early Learning Coalition of Miami-Dade and Monroe
Report AS13-14.25

SR-M. Family Unit Income

An SR child file shall include a completed SR Income Worksheet for Eligibility and Parent Copayment (SR-100) to determine a child’s eligibility and establish the applicable parent fee based on the sliding fee scale included in an OEL-approved coalition plan. When the mother and father (legal or biological), married or unmarried, reside together in the home, a coalition must include any income both parents receive in the total family income. If a parent lives in the same dwelling unit with a roommate, friend or relative who is not the biological or legal parent of the child, then these household members are optional and a coalition does not have to count their income as part of the total family income. OEL rules provide guidelines for verifying employment and income.

1. ☒ NO Is there a completed, signed and dated SR Income Worksheet for Eligibility and Parent Copayment (SR-100) for each applicant? (Rule 6M-4.208(1), FAC; CCDF State Plan 2.2.9 and 2.3.5)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #6, 7, 8, 12, 13, 18, 25, 26, 27, 30, 34, 42, 43, 44, 45, 47, 49, 50, 52, 53

2. ☒ NO Is there appropriate documentation to fully support gross earned and unearned family income on the SR-100? (Rule 6M-4.208, FAC; CCDF State Plan 2.2.9 and 2.3.5)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #4, 9, 23, 34, 44, 46

3. ☒ NO Did the coalition correctly calculate gross earned and unearned family income on the SR-100? (s. 1002.81(8), F.S; Rule 6M-4.208, FAC; CCDF State Plan 2.2.9 and 2.3.5)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #7, 9, 14, 34, 39, 44, 46

The coalition has completed the following corrective actions –

The coalition corrected the following file(s) – #4, 6, 7, 8, 9, 12, 13, 14, 18, 23, 25, 26, 27, 30, 34 (SR-M.1 and 3), 45, 39, 42, 43, 44, 46, 47, 49, 50, 52, 53

OEL recommends corrective action for noncompliance with SR eligibility criteria (SR-M). For all uncorrected findings, the coalition should take the following corrective actions to comply with all applicable statutes, rules and recommendations –

SR-M.2 – For file No. 34, conduct staff training regarding obtaining proper income documentation to establish eligibility. Submit to OEL.

The coalition needs to correct the following file(s) – #34

SR-N. Family Unit Size

Use family unit size in conjunction with the family’s gross annual income to determine if the family meets the income threshold for a family to initially qualify for SR services. A family may consist of a parent or parents living together, a parent’s minor child and any other minor child for whom the parent is legally responsible. A family may also include any other adult whom the parent considers part of the family, such as a grandparent whom the family supports. Statute defines family or household members as “spouses, former spouses, persons related by blood or marriage, persons who are parents of a child in common regardless of whether they have been married and other persons who are currently residing together in the same dwelling unit as if a family” (s. 1002.81(9), F.S.)

1. ☒ NO Did the coalition accurately determine family unit size and relationship? (s. 1002.81(9), F.S.; Rule 6M-4.100(9), FAC; CCDF State Plan 2.2.9)
The following file(s) did not comply with all applicable statutes, rules and recommendations – #6, 7, 8, 13, 21, 34, 36, 38

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –**

The coalition corrected the following file(s) – #6, 7, 8, 13, 21, 34, 36, 38

**SR-O. Maximum Family Unit Income Threshold**

In order for the coalition to approve a family for a service, the family applying must meet income eligibility requirements to receive approval unless the service is available without regard to income. OEL rules provide guidelines for verifying employment and income. An applicant must fully declare household circumstances and income on the application.

1. ☒ YES For income-eligible clients, do family unit size and income meet the income threshold requirement? (45 CFR 98.20(a)(2); s. 1002.87(1)(c) and (f), F.S.; Rules 6M-4.203, 4.205 and 4.208, FAC; CCDF State Plan 2.2.9)

**SR-P. Parent Copayment**

For each parent who receives SR services, the coalition shall assess a copayment based on family size and the family’s gross annual income according to the sliding fee scale included in the OEL-approved coalition plan.

1. ☒ NO Did the coalition correctly assess the parent copayment? (45 CFR 98.42(a) and (b); s. 1002.84(8), F.S.; Rule 6M-4.400, FAC; CCDF State Plan 2.4)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #14, 17, 39, 46

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –**

- File No. 17 – The coalition stated the finance department will make an adjustment and send it to OEL as soon as the coalition processes it. The number of days being adjusted is 189 for $364.77.

The coalition corrected the following file(s) – #14, 17, 39, 46

**SR-Q. Parent Copayment Fee Waiver**

A coalition may, on a case-by-case basis, waive the copayment for an at-risk child or temporarily waive the copayment for a child whose family experiences a natural disaster or an event that limits the parent’s ability to pay. Under the standard process for waiving a copayment, the referring case manager may indicate the waiver on the referral or provide other written documentation requesting the fee waiver. A coalition may, on a case-by-case basis, waive the copayment for a child in a family whose income does not exceed 100 percent of the FPL and whose family experiences a natural disaster or an event that limits the parent’s ability to pay (e.g., incarceration, residential treatment, homelessness, an emergency situation or the parent’s participation in a parenting class).

1. ☒ NO If applicable, did the coalition document the request for a temporary fee waiver? (45 CFR ss. 98.42(c) and 98.20(a)(3)(ii)(A); s. 1002.84(8), F.S.; Rule 6M-400(1) and (2), FAC; CCDF State Plan 2.4.5.)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #37, 57
2. ☒ NO  Did the coalition identify the reason for the fee waiver? (s. 1002.84(8), F.S; Rule(s) 6M-4.400(1)-(2), FAC; CCDF State Plan 2.4.5.)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #43, 57

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions** –

The coalition corrected the following file(s) – #37, 43, 57

---

**SR-R.  Purpose for Care**

A family’s eligibility for SR services depends on an established purpose for care. A coalition must ensure that any parent who requests funding has a purpose for care.

1. ☒ NO  Does each family have a documented and valid purpose for care? (45 CFR 98.20(a)(3)(i) and (ii); Rule(s) 6M-4.200-4.207, FAC; CCDF State Plan 2.3.3 and 2.3.4)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #59

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions** –

The coalition corrected the following file(s) – #59

---

**SR-S.  Billing Group Eligibility**

Each family unit shall meet the state requirements for the approved eligibility and billing group. Each OCA standard code provides definitions for each billing group’s purpose for care. The same codes also act as guidance when a coalition should use the income of the “child only” to calculate eligibility. OEL has established standard codes (OEL Standard Codes) to categorize specific eligibility groups that are critical to the ability of OEL and its stakeholders to properly report on federal programs. Additionally, federal law requires a parent to have a purpose for care to receive the funding. OEL standardization of codes ensures uniform and accurate data reporting on local, state and federal reports. A coalition’s incorrect use of codes affects the accuracy of reporting, payments and reimbursements.

1. ☒ NO  Is the billing group correct based upon SR Program requirements? (45 CFR 98.20; Rule(s) 6M-4.100-4.207, FAC)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #4, 6, 7, 8, 10, 22, 25, 29, 33, 34, 38, 40, 43, 46, 49, 50

**The coalition has completed the following corrective actions** –

The coalition corrected the following file(s) – # 4, 7, 8, 10, 22, 25, 29, 33, 34, 38, 40, 43, 46, 49, 50
OEL recommends corrective action for noncompliance with SR eligibility criteria (SR-S). For all uncorrected findings, the coalition should take the following corrective actions to comply with all applicable statutes, rules and recommendations –

SR-S.1 –
- File No. 6 – Conduct staff training on determining the correct billing group for at risk referrals.
- File No. 34 – Obtain proper documentation to establish TANF or BG8-ECON eligibility.

The coalition needs to correct the following file(s) – #6, 34

SR-T. Qualifying Care and Provider Arrangements

To receive SR funds for providing child care services, a provider must be eligible to legally provide child care services and must have a fully executed SR provider agreement with the coalition. A parent may choose from a variety of eligible child care types, including licensed, licensed exempt, registered, or informal care.

1. ☒ YES Did only legally operating providers who met regulatory requirements provide SR services? (45 CFR ss. 98.2 and 98.41; s. 1002.88(1)(a), F.S.; CCDF State Plan 3.1.1)

2. ☒ YES Did the coalition have a fully executed SR Provider Agreement in place with each provider prior to making any payments? (s. 1002.88(1)(p), F.S.)

3. ☒ YES Were the applicable protective services families enrolled in a DCF-approved child care facility? (Rule 65C-13.030(4)(f), FAC; CCDF State Plan 2.6.4)

SR-U. Statewide Information System (EFS) Accuracy

The Early Learning Grant Agreement requires a coalition to use the most current release of OEL Single Statewide Information System, currently known as the Enhanced Field System (EFS). A coalition must use the EFS database to establish eligibility for child care funding. EFS data must accurately reflect the most current household circumstances that the applicant presented to the coalition. EFS data is the basis for reimbursement and federal and state reporting.

The review shall consist of comparing SR child eligibility files against the EFS database records for accuracy of entry, timeliness of processing actions, case history note narrations and data security.

1. ☒ NO Does the information in each SR child file match the information in EFS? (s. 1002.82(2)(n), F.S.; Early Learning Grant Agreement (11))

   The following file(s) did not comply with all applicable statutes, rules and recommendations – #29

OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

The coalition corrected the following file(s) – #29
**SR-V. Eligibility Policies, Priorities and Disenrollment**

Effective August 1, 2013, or upon reevaluation of eligibility for children a coalition is currently serving, whichever is later, each early learning coalition shall base priority for participation in the SR Program in accordance with s. 1002.87, F.S.

Disenrollment means the removal, either temporary or permanent, of a child from participation in the SR Program. A coalition may remove a child from the SR Program based on a reduction in available SR Program funding, a participant’s failure to meet eligibility or program participation requirements, fraud or a change in local service priorities.

1. **NO** Does the coalition have clearly defined and written wait list procedures and eligibility enrollment procedures that reflect the mandated eligibility priority categories for serving children in the SR Program? (s. 1002.87(1) and (3), F.S.; Rule 6M-4.300, FAC)

   The coalition is out of compliance with this criterion –

   – The coalition’s wait list policy states that it will enroll children off the wait list by priority, age, then youngest to oldest. OEL compared the last 15 children enrolled from the wait list to the coalition’s April 21, 2014, and May 2014 Program Wait List by Referral Category by Age reports. It showed that the coalition enrolled older children with the same priority than younger children who had been on the wait list longer. Also, the coalition enrolled priority 3 children before a priority 2 child whose wait list date was Jan. 29, 2014. This practice does not follow the coalition’s enrollment policy and procedure.

   – The Program Wait List by Referral Category by Age report from April 21, 2014, showed one child over the age of 13. Section 1002.87, F.S., does not allow children 13 and older to receive SR services.

   – The Wait List by Referral Category by Age report from April 21, 2014, had 1,591 overdue redeterminations from May 1, 2013, through March 31, 2014.

2. **NO** Does the coalition have written policies and procedures that comply with s. 1002.87(7), F.S., and the Early Learning Grant Agreement for disenrolling children from SR services? (s. 1002.87(7), F.S.; OEL-FG-240.04; Early Learning Grant Agreement 12I)

   The coalition’s disenrollment policy does not comply with the Aug. 6, 2013, OEL-FG 240.04 (revised May 15, 2014) or s. 1002.87, F.S. The policy does not contain the following required elements –

   – Written notification to OEL at least 48 hours prior to initiating formal board consideration to disenroll a group of children from early learning programs due to a projected funds deficit.

   – Written notification to OEL at least five business days prior to taking action to notify providers or families of a determination to disenroll a child from early learning programs due to a projected funds deficit. The coalition shall include in the notice to OEL
     • A copy of the two most recent analyses.
     • An identification of the priority group from which the coalition plans to disenroll children and the number of children the coalition plans to disenroll from each priority group.

   – Written notice to any affected child’s parent or guardian at least two weeks before the coalition disenrolls the child from the SR Program due to a projected funds deficit, which includes the effective date of the child’s disenrollment.

   – Establishing enrollment priorities among the subsequent priority eligibility groups in descending order, beginning with the highest enrollment priority, to comply with s 1002.87(1), F.S.
Early Learning Coalition of Miami-Dade and Monroe
Report AS13-14.25

- Prohibiting the disenrollment of groups of children for a reason other than preventing a
deficit or failure to comply with eligibility requirements.
- Permitting the disenrollment of children in order, based on s. 1002.87(7), F.S. The policy
may allow for disenrolling a distinct subgroup within an enrollment priority (e.g., a school-age
child older than a specified age).
- Submitting a plan amendment, if applicable, and receiving OEL’s written approval of the
submitted plan amendment prior to disenrolling children.

3. **YES** Do the coalition’s written eligibility determination policies and procedures align with rules
and statutes? (ss. 1002.81 and 1002.87, F.S.; Rule 6M-4, FAC)

4. **YES** Did the Rights and Responsibilities/Terms and Conditions notification contain the required
minimum information?

The coalition has completed the following corrective action(s) –

**SR-V.1** –
- The coalition amended its wait list policy and conducted staff training on the revised policy.
- OEL reviewed the July 21, 2014, Wait List by Referral Category by Age report and the ineligible child no
longer appeared.
- The July 21, 2014, Wait List by Referral Category by Age report showed that the coalition processed all
overdue redeterminations.

OEL recommends corrective action for noncompliance with SR eligibility criteria (SR-V). For
all uncorrected findings, the coalition should take the following corrective actions to comply
with all applicable statutes, rules and recommendations –

**SR-V.2** – Revise the coalition’s disenrollment policy to comply with the May 15, 2014, OEL-FG 240.04 and
s. 1002.87, F.S.

**SR-W. Previous Corrective Actions**

A coalition must submit a corrective action plan (CAP) response to OEL’s written notices of findings of non-
compliance within 30 days and implement the CAP response.

1. **N/A** Did the coalition implement SR corrective actions that the previous OEL-issued
Accountability Section review report lists? (Early Learning Grant Agreement (8) and (31))

**SR-X. School Readiness Subcontractor Monitoring**

The Early Learning Grant Agreement, section 8, requires coalitions to have and implement an annual monitoring
plan documenting the coalition’s planned monitoring procedures for all contracts, grants, agreements and
programs. The plan must address, at a minimum, the requirements listed in the School Readiness Standard
Eligibility Review Program Guide, including use of all required elements and sample sizes.

The coalition certifies that it has established and shall implement a monitoring plan, which includes, at a
minimum, monitoring or testing of coalition subrecipient activities, reporting, corrective action resolution and
tracking.

1. **N/A** Did the coalition’s monitoring of its subrecipient(s) include each criterion the SR Standard
Eligibility Review Program Guide lists? (Early Learning Grant Agreement (8))

2. **N/A** Did the coalition follow the sample size guidelines during monitoring of its subrecipient(s)
for SR child eligibility and payment validation? (Early Learning Grant Agreement (8))
XI. School Readiness Payment Validation

The OEL team reviewed 60 SR child files for payment validation for January, February and March 2014. The team also evaluated the records for absences based on OEL attendance rules. The team compared attendance records and noted any discrepancies. See the attached payment validation spreadsheet for specific record detail.

SRPV-A. Attendance Monitoring

A coalition shall have well-defined procedures for attendance monitoring and provider payments. An SR provider must maintain daily attendance documentation, which, at a minimum, shall include a sign-in/sign-out process that a coalition approves to validate the attendance data. A coalition must implement a records retention policy to ensure that it maintains all documentation according to sub-grant award provisions.

Additionally, Rule 65C-22.001(10), FAC, Child Care Standards General Requirements, requires that “daily attendance of children shall be taken and recorded by the child care facility personnel, documenting the time when each child enters and departs a child care facility or program. The custodial parent may document the time when their child(ren) enter and depart the child care facility or program. However, child care facility personnel are responsible for ensuring that attendance records are complete and accurate.”

1. ☒ YES Does the coalition have an Enrollment/Attendance Certification for each child enrolled in the SR Program? (ss. 1002.82(2)(p); 1002.84(9)-(10) and 1002.89(6)(c)4, F.S.; Rule(s) 6M-4.502 and 65C-22.001(10), FAC)

2. ☒ NO Does the Enrollment/Attendance Certification report match the parent’s sign-in/sign-out sheets, and did the provider complete both according to rule? (ss. 1002.82(2)(p) and 1002.89(6)(c)4, F.S.; Rule(s) 6M-4.502 and 65C-22.001(10), FAC)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #9, 19, 29, 38

3. ☒ YES Did the provider correctly document absences, holidays and temporary emergency closures? (Rule(s) 6M-4.500 and 4.501, FAC)

4. ☒ NO Does the Final Provider Reimbursement Report match the Enrollment/Attendance Certification? (s. 1002.82(2)(n) and (p), F.S; Rule 6M-4.500-501, FAC)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #8, 9, 15, 16

OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

The coalition corrected the following file(s) – #8, 9, 15, 16, 19, 29, 38

SRPV-B. Provider Reimbursement

Each coalition is responsible for implementing a records retention policy to ensure the coalition maintains all documentation in compliance with the provisions set forth in their sub-grant awards. The coalition or its designee must conduct monitoring activities to ensure the accuracy of payments of the monthly reimbursement requests.

Summary for all criteria related to payment – When a coalition identifies a discrepancy, it must document the following information to support findings – appropriate screen prints, copies of incorrect income sheets/notices, copies of corrected calculations and copies of attendance and reimbursement records.

1. ☒ YES Is the parent copayment amount subtracted from the reimbursement payment correct?

2. ☒ YES Is the SR payment rate correct? (s. 1002.85(2)(c)8, F.S.)
3. NO  Is the SR payment rate less than or equal to the provider’s private pay rate?
The following file(s) did not comply with all applicable statutes, rules and recommendations – #2, 6, 9, 11, 21, 24, 27, 31, 32, 35, 50, 54, 56, 59

4. YES  Did the coalition document that the payment cleared the coalition’s financial institution/bank? (ss. 1002.82(2)(p) and 1002.84(9), F.S.)

5. YES  Does the amount paid to the provider match the amount owed based on the closed reimbursement amount in EFS? (ss. 1002.82(2)(n) and (p), F.S.)

OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

The coalition corrected the following file(s) – #2, 6, 9, 11, 21, 24, 27, 31, 32, 35, 50, 54, 56, 59

Voluntary Prekindergarten Child Eligibility

VPK law requires OEL to adopt procedures that govern a coalition or school district’s enrollment and eligibility determination of a child in the VPK Program (s. 1002.75(2)(a), F.S.). A coalition determines a child’s eligibility based on Rule(s) 6M-8.200 and 8.202, FAC.

The review team examined 60 VPK eligibility file(s) for compliance. Three of the reviewed files contained one or more findings.

VPKC-A. Child Age and Residential Eligibility

To be eligible for VPK or VPK Specialized Instructional Services (SIS), a child must reside in Florida while attending the VPK Program and must be 4 years of age, but not 5 years of age or older, on Sept. 1 of the program year.

A coalition must include in the family’s file verification that the applicant currently resides in Florida. A coalition may verify residency information with documentation that includes an in-state physical address. There is no minimum length of time an applicant must reside in Florida to obtain benefits. The applicant may also be a temporary resident in a domestic violence center or homeless shelter in Florida or authorized emergency management location.

1. YES  Did the coalition determine and appropriately document that each child was 4 years of age on or before Sept. 1 of the program year? (ss. 1002.53(2) and 1002.66(1)(a), F.S.; Rule 6M-8.200(1), FAC)

2. YES  Is each applicant a Florida resident? (s. 1002.53(2), F.S.; Rule 6M-8.200(2), FAC)
VPKC-B. Child Registration and Application (VPK and VPK SIS), Child Eligibility and Enrollment Certificate (COE) and Parent Guide

A parent wishing to enroll his or her child in the VPK Program must submit a completed and signed Form OEL-VPK 01 (Student Application) to a local early learning coalition in the county where the VPK site the parent selected is located. Alternatively, a parent may register online at https://spe.schoolreadiness.org/pe/ and print and submit the confirmation of the online application to the local early learning coalition or provider.

If a parent wishes to enroll his or her child in the VPK SIS Program, the parent must submit a completed and signed Form OEL-VPK 01 (Student Application), Form OEL-VPK 01S (Supplemental Student Application) and an individual education plan to a coalition or provider. A parent seeking VPK SIS services may also register online.

Once a coalition determines that a child is eligible for the VPK or VPK SIS Program, the coalition issues the child’s parent Form OEL-VPK 02 (COE) or Form OEL-VPK 02S Part A and B (SIS COE and Schedule of Services). The provider and the parent must sign the form. A VPK provider may only enroll a child in the VPK Program after a coalition determines that the child is eligible for the program. To enroll an eligible child, the VPK provider admitting the child must submit (return) the child’s completed COE and Schedule of Services (if applicable) to the coalition. A coalition shall complete a child’s enrollment in EFS by recording an association between the child and the child’s assigned VPK class.

1. ☒ YES Is there a completed, signed and dated Form OEL-VPK 01/ OEL-VPK 01S or registration form (VPK and VPK SIS) online confirmation for each child? (ss. 1002.53(4), 1002.66 and 1002.75(2)(a), F.S.; Rule 6M-8.201(1), FAC)

2. ☒ YES Did the coalition determine that each child was eligible, and did the coalition issue a completed, signed and dated Form OEL-VPK 02 (COE)/OEL-VPK 02S Part A (SIS COE)? (s. 1002.66, F.S.; Rule 6M-8.202(1)(c), FAC)

3. ☒ NO Is there documentation from the provider indicating the child’s VPK class assignment? (Rule 6M-8.202(2)(a), FAC)

   The following file(s) did not comply with all applicable statutes, rules and recommendations – #26, 43

4. ☒ YES Is there evidence that each parent received a copy of the VPK Parent Handbook or received access to the rights and responsibilities listed in the handbook? (Rule(s) 6M-8.2011 and 6M-8.201, FAC)

---

OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

The coalition corrected the following file(s) – #26, 43
Section 1002.71, F.S., states that a child who, for any of the VPK programs listed in s. 1002.53(3), F.S., has not completed more than 70 percent of the hours authorized to be reported for funding under subsection (2), or has not expended more than 70 percent of the funds authorized for the child under s. 1002.66, F.S., may withdraw from the VPK Program for good cause or extreme hardship and reenroll in the VPK Program. In cases where the student has already reenrolled for good cause or extreme hardship, the student may seek a good cause exemption for a subsequent reenrollment.

Reenrollment for good cause –

A coalition may reenroll a student for good cause in the same program type (school-year or summer) in which the student was previously enrolled if all of the following apply – the student has not substantially completed the VPK Program, the student has not previously reenrolled for good cause or due to an extreme hardship, and the student’s parent or guardian completes the Reenrollment Application (Form OEL-VPK 05) and submits it to the early learning coalition as documentation that the student was or is prevented from attending the VPK class for good cause. The total funding for a child who reenrolls in one of the programs for good cause may not exceed one full-time equivalent (FTE) student. A coalition shall issue funding for a child who withdraws and reenrolls in one of the programs for good cause according to OEL’s uniform attendance policy.

Reenrollment for extreme hardship –

A coalition may reenroll and report a student for funding purposes as one FTE student, as s. 1002.71(2), F.S., defines, in the summer VPK Program, if all of the following apply – the student has not substantially completed the VPK Program, the student has not previously reenrolled due to an extreme hardship or for good cause, and the student’s parent or guardian completes and submits the Reenrollment Application to the early learning coalition with supporting written documentation of extreme hardship. A child may reenroll only once in a VPK Program under this subsection. A child who reenrolls in a VPK Program under this subsection may not subsequently withdraw from the program and reenroll, unless the child receives a good cause exemption under this subsection. OEL shall establish criteria specifying whether a good cause exists for a child to withdraw from a VPK Program, whether a child has substantially completed a VPK Program and whether there exists an extreme hardship that is beyond the child’s or parent’s control.

Good cause exemption –

A student may receive a good cause exemption to the one-time reenrollment limitation. A coalition may grant a good cause exemption from the limitation of one reenrollment for any one of the following reasons identified within the OEL VPK – Good Cause Exemption to Reenrollment memorandum dated February 10, 2012 (Appendix C). In order to maintain appropriate documentation regarding reenrollments, a coalition may request that a parent complete and sign Form OEL-VPK 05B (Good Cause Exemption Application) supplemental to the initial reenrollment application and attach documentation of an extreme hardship, if applicable. The parent must submit the forms to the coalition. If the child is reenrolled with a coalition other than the coalition of the previous enrollment, the coalition may also request that a parent complete and resubmit Form OEL-VPK01 (Child Application). The coalition must follow the procedures for registration, eligibility determination and enrollment of the child in the VPK Program. The coalition will then determine the VPK student’s eligibility for a good cause exemption and return a copy of the form to the parent for presentation to the new provider if the coalition determines the VPK student eligible.

1. ☑ YES If applicable, did the coalition reenroll the child according to VPK rule and program requirements? (s. 1002.66, F.S.; Rule 6M-8.210, FAC)
VPKC-D. Statewide Information System (EFS) Accuracy

The Early Learning Grant Agreement requires a coalition to use the most current release of the OEL single statewide information system, currently known as the Enhanced Field System (EFS). A coalition must use the EFS database to establish eligibility for child care funding. EFS data must accurately reflect the most current household circumstances that the applicant presented to the coalition. EFS data is the basis for reimbursement and federal and state reporting.

1. ☒ YES Does the information in each VPK child file match the information in EFS? (s. 1002.82(2)(n), F.S.; Early Learning Grant Agreement (11))

VPKC-E. Eligibility Policies and Procedures

Section 1002, F.S., establishes the VPK Program for each child who resides in Florida who will have attained the age of 4 years on or before Sept. 1 of the school year and who is not yet eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2, F.S. A coalition shall have local policies to ensure that its policies and contractor policies do not discriminate against children and that it meets enrollment requirements and timeframes (Early Learning Grant Agreement (39)).

1. ☒ YES Do the coalition’s policies comply with statute regarding not limiting the number of children a provider can enroll in its VPK Program? (s. 1002.53(6)(a), F.S.)

VPKC-F. VPK Child Previous Corrective Actions

A coalition must submit a corrective action plan (CAP) response to OEL’s written notices of findings of non-compliance within 30 days and implement the CAP response.

1. ☒ N/A Did the coalition implement VPK child corrective actions that the previous OEL-issued Accountability Section review report lists? (Early Learning Grant Agreement (8) and (31))

VPKC-G. VPK Child Subcontractor Monitoring

The Early Learning Grant Agreement, section 8, requires a coalition to have and implement an annual monitoring plan documenting the coalition’s planned monitoring procedures for all contracts, grants, agreements and programs. The plan must address, at a minimum, the requirements listed in the VPK Standard Eligibility Review Program Guide, including using all required elements and sample sizes.

The coalition certifies that it has established and shall implement a monitoring plan, which includes, at a minimum, monitoring or testing coalition subrecipient activities, reporting, corrective action resolution and tracking.

1. ☒ N/A Did the coalition’s monitoring of its subrecipient(s) include each VPK child and payment validation criterion the VPK Standard Eligibility Review Program Guide lists?

2. ☒ N/A Did the coalition follow the sample size guidelines during monitoring of its subrecipient(s) for VPK child eligibility and payment validation?
XII. Voluntary Prekindergarten Payment Validation

VPKPV-A. VPK Attendance Monitoring

A coalition shall have well-defined procedures for attendance monitoring and provider payments. A coalition must implement a records retention policy ensuring that it maintains all documentation in accordance with sub-grant award provisions. A coalition must conduct monitoring activities to ensure payment accuracy for monthly reimbursement requests.

A VPK provider must keep a daily record of a child’s program attendance and require the parent to verify monthly the child’s attendance for the prior month using VPK daily attendance forms –

– Form OEL-VPK 03S (Child Attendance and Parental Choice Certificate Short) – The parent may use the short form if the VPK provider records daily attendance using a paper sign-in/sign-out log that records the date, child’s name and signature of the parent or other person dropping off or picking up the child to or from the VPK site or an electronic attendance-tracking system that records the date, time, child’s name and electronic signature, card swipe, entry of a personal identification number or similar daily action the parent takes or other person dropping off or picking up the child from the VPK site.

– Form OEL-VPK 03L (Child Attendance and Parental Choice Certificate Long) – If the provider does not maintain daily sign-in/sign-out logs, the parent must complete and sign Form OEL-VPK 03L that indicates on which days the child was in attendance for that month. A coalition pays a VPK provider according to the provisions of OEL’s Uniform Attendance Policy for Funding the VPK Program and Advance Payment and Reconciliation for the VPK Program Rules.

1. ☒ NO Does the coalition have Enrollment/Attendance Certification or OEL-VPK 02S Part B (Schedule of Services) for each child enrolled in the VPK Program? (s. 1002.71(6), F.S.; Rule 6M-8.305(3), FAC)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #37

2. ☒ NO Did the provider maintain and complete Forms OEL-VPK 03S or OEL-VPK 03L according to rule? (s. 1002.71(6), F.S.; Rule 6M-8.305(1) and (2), FAC)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #1, 3, 4, 10, 13, 15, 20, 22, 38, 39, 40, 56, 59, 60

3. ☒ NO Does the Enrollment/Attendance Certification match the parent’s sign-in or sign-out sheets and Form OEL-VPK 03S or Form OEL-VPK 03L? (s. 1002.71(6), F.S.; Rule 6M-8.305, FAC)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #2, 15, 17, 25, 31, 50, 55

4. ☒ NO Did the provider correctly document absences and temporary emergency closures? (Rule 6M-8.204, FAC)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #17, 25
5. NO  Do the sign-in or sign-out sheets or VPK-03L match the Final Provider Reimbursement Report? (s. 1002.71(6), F.S.; Rule 6M-8.305, FAC)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #15, 17, 25, 55

6. NO  Does the Final Provider Reimbursement Report match the Enrollment/Attendance Certification or VPK-02S Part B (Schedule of Services)? (s. 1002.71(6), F.S.; Rule(s) 6M-8.305, FAC)

The following file(s) did not comply with all applicable statutes, rules and recommendations – #6, 17, 31, 36, 37, 47, 48

The coalition has completed the following corrective actions –

The coalition corrected the following file(s) –
- VPKPV-A.1 – #37
- VPKPV-A.2 – #1, 3, 4, 10, 13, 15, 20, 22, 38, 39, 40, 56, 59, 60
- VPKPV-A.3 – #2, 15, 17, 25, 31, 50, 55
- VPKPV-A.6 – #36, 47

OEL recommends corrective action for noncompliance with VPK payment validation criteria (VPKPV-A). For all uncorrected findings, the coalition should take the following corrective actions to comply with all applicable statutes, rules and recommendations –

- VPKPV-A.5 –
  - File No. 15 – Submit an EFS screen shot showing a completed adjustment.
  - File Nos. 17 and 25 – Clarify to OEL why the coalition completed a payment adjustment instead of an adjustment to the number of absences.
  - File No. 55 – Clarify the case or make an adjustment in EFS to reflect the correct number of absences or program days and submit documentation. Submit evidence of an adjustment, if necessary.
- VPKPV-A.6 –
  - File No. 6 – Submit an EFS screen shot showing a completed adjustment.
  - File No. 17 – Clarify why the coalition completed a payment adjustment instead of an adjustment to the number of absences.
  - File No. 31 – Clarify the case or make an adjustment in EFS and submit documentation.

The coalition needs to correct the following file(s) – #6, 15, 17, 25, 31, 55
VPKPV-B. VPK Provider Reimbursement

Each coalition must implement a records retention policy to maintain all documentation according to provisions in their sub-grant awards. A coalition or its designee must conduct monitoring activities to ensure the payment accuracy for monthly reimbursement requests.

After a coalition approves the Enrollment/Attendance Certification, the coalition will generate a provider reimbursement report for the net reimbursement amount the coalition should pay the provider. A coalition will pay the provider by electronic funds transfer (EFT) or by warrant (check). A coalition should verify that the provider received the payment.

1. **NO** Are VPK rates correct for provider’s county? (s. 1002.71(3), F.S.)
   The following file(s) did not comply with all applicable statutes, rules and recommendations – #3, 4, 11, 16, 17, 18, 19, 20, 26, 38, 39, 40, 56, 57, 58, 59, 60

2. **YES** Did the coalition document that the payment cleared the coalition’s financial institution/bank? (s.1002.82(2)(p), F.S.)

3. **YES** Does the amount paid to the provider match the amount owed based on the closed reimbursement amount in EFS? (s. 1002.82(2)(n) and (p), F.S.; Rule(s) 6M-8.204 and 6M-8.205, FAC)

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –**

The coalition corrected the following file(s) – #3, 4, 11, 16, 17, 18, 19, 20, 26, 38, 39, 40, 56, 57, 58, 59, 60

XIII. Voluntary Prekindergarten Provider

A coalition administers the VPK Program through the service delivery of a VPK provider. Even after a coalition has determined that a provider is eligible to deliver the program, a coalition has an ongoing duty to verify the provider’s compliance with Florida Statutes, state rules and coalition procedures.

The OEL review team examined 144 VPK classroom director and instructor credentials and qualifications within 49 child care provider sites to establish whether all instructors were qualified before the coalition authorized the instructors to enter the classroom. Six of the instructor files reviewed contained one or more findings.

VPKP-A. VPK Provider Eligibility and Class Registration

Before delivering instruction or receiving payment for the VPK Program services, a VPK provider must submit complete and signed Forms OEL-VPK 10 (Statewide Provider Registration Application) and Form OEL-VPK 11 (Class Registration Application) Parts A and B with supporting documentation. A coalition must follow procedures for classroom registration that Rule 6M-8.300, FAC, describes. During the program year, if there are any changes that would affect the information the provider initially supplied on the OEL-VPK 10, 11A or 11B during the registration process, the VPK provider must give written notice to the coalition within 14 calendar days from the date the change occurred. In order to properly notify the coalition, the provider may complete an updated OEL-VPK 10, 11A or 11B or local form with required information. Private and public school providers must complete Forms OEL-VPK 10 and OEL-VPK 11A and 11-B for each VPK site and submit the completed forms to the coalition. The forms are available electronically at
http://www.floridaearlylearning.com/OEL_Program_Guidance-Policy.html. The coalition must update forms annually, at a minimum.

**Form OEL-VPK 10 (Statewide Provider Registration Application)** –

A VPK provider registering for the VPK Program must annually complete and sign Form OEL-VPK 10 before delivering instruction or receiving payment for the VPK Program. A provider must submit Form OEL-VPK 10 to the coalition in the county of the VPK provider’s site. If a VPK provider has more than one VPK site, the provider must submit a separate Form OEL-VPK 10 for each site.

**Form OEL-VPK 11, Parts A and B (Class Registration Application)** –

A VPK provider cannot deliver instruction or receive payment until the provider submits annually completed and signed Forms OEL-VPK 11A (Instructors) and OEL-VPK 11B (Calendars). If the VPK provider has more than one VPK class, the provider may submit information for multiple classrooms on each form with supporting documents for each class. The director, owner, operator, principal or school district staff at a private provider or public school must submit Form OEL-VPK 11A and B to the coalition annually. The coalition must complete the OFFICIAL USE ONLY section on the bottom of Forms OEL-VPK 11A and 11B to verify that the coalition reviewed the form for accuracy and timeliness.

1. ☒ YES Is there a completed, signed and dated Form OEL-VPK 10 (Statewide Provider Registration Application) for each provider? (Rule 6M-8.300(1), FAC)

2. ☒ YES Is there a completed, signed and dated Form OEL-VPK 11A and B (Class Registration Application) for each class? (Rule(s) 6M-8.204(3)(a)-(b) and 6M-8.300(2), FAC)

**VPKP-B. Statewide Provider Agreement**

Before delivering instruction or receiving payment for the VPK Program, a coalition must verify that both it and the VPK provider (private or public school) sign a Form OEL-VPK 20 (Statewide VPK Provider Agreement) or Form OEL-VPK 20S (Specialized Instructional Services Provider Agreement) before the coalition pays the provider. The VPK provider may not offer services or instruction until the provider receives notice from the coalition of its eligibility to offer VPK services.

A public school district may sign a single provider agreement (Form OEL-VPK 20 or 20S) on behalf of all public school VPK providers in the district, and the owner or manager of multiple private VPK providers within the coalition’s service area may sign a single provider agreement on behalf of all of his or her VPK providers. A coalition is not obligated to pay for costs the provider incurs before the agreement’s beginning date or after the agreement’s ending date.

The OEL review examines VPK classroom instructors’ credentials and qualifications within private child care provider sites to establish whether all instructors were qualified before a coalition authorized the instructors to enter the classroom. Each VPK class must have at least one VPK instructor who is qualified to act as a VPK instructor. In addition to VPK instructor qualifications, a VPK SIS instructor must have a license or certification for applied behavior analysis, speech language pathology, occupational therapy, physical therapy, clinical social work, psychology or have approval from the Florida Department of Education (DOE) as Rule 6A-6.0303, FAC, describes. A VPK instructor must be of good moral character, must complete a level 2 background screening before entering the classroom and submit a clear a background rescreening every five years, and must not be ineligible to teach in a public school due to a suspended or revoked educator certificate.

Statute defines time limits on validity for VPK coursework or credential requirements. All instructors must have valid credentials before entering a VPK classroom and maintain valid credentials while acting as VPK instructors.
A private VPK provider must have a VPK director who has a VPK director credential that meets or exceeds the minimum standards adopted under s. 1002.57, F.S. A VPK director who earned a director credential on or before December 31, 2006, is exempt from completing additional requirements to obtain a VPK endorsement. A director who received a director credential on or after January 1, 2007, must complete a series of requirements to receive a VPK endorsement.

| 1. ☒ YES | Is there a completed, signed and dated Form OEL-VPK 20 or Form OEL-VPK 20S that contains all required information and attachments? (ss. 1002.55(2)(i), 1002.55(3)(j) and (k), 1002.61(3)(b), 1002.66 and 1002.75, F.S.; Rule 6M-8.301, FAC) |
| 2. ☒ YES | Has each private provider met the requirements for a legally operating provider eligible to deliver the VPK Program? (ss. 1002.55(3)(a)-(b), 1002.61(3), 1002.63(3) , 1002.66(4) and 1002.91(7), F.S.; Rule 6M-6A.6-03033, FAC) |
| 3. ☒ NO | Does each private VPK provider have a director with a valid director credential and, if applicable, a VPK Director Endorsement? (ss. 1002.51(5), 1002.55(3)(g) and 1002.57, F.S.) The following file(s) did not comply with all applicable statutes, rules and recommendations – #83 |
| 4. ☒ NO | Does each lead instructor meet the required credentials? (ss. 1002.55(3)(c), 1002.55(4), 1002.61(4), and 1002.63(4) and (5), F.S.) The following file(s) did not comply with requirements for CDA, CDAE/FCCPC, equivalent or higher – #5 |
| 5. ☒ YES | Does each substitute instructor meet the required credentials? (ss. 1002.55(3)(e), 1002.61(6) and 1002.63(6), F.S.; Rule 6M-8.410, FAC) |
| 6. ☒ NO | Does each VPK lead, substitute and secondary instructor for each class a provider offers have evidence of a current level 2 background screening clearance for the entire classroom period? (ss. 435.04, 1002.55(3)(d)-(e), 1002.61(5), and 1002.63(5), F.S.; Rule(s) 65C-22.006 and 6M-8.410, FAC) The following file(s) did not comply with all applicable statutes, rules and recommendations – #40, 102 |
| 7. ☒ NO | Does each lead, substitute and secondary instructor for each class that a private provider offers have evidence of a signed and current Affidavit of Good Moral Character (AGMC)? (ss. 435.04 and 1002.55(3)(d)-(e), F.S.; Rule 6M-8.410, FAC) The following file(s) did not comply with all applicable statutes, rules and recommendations – #56 |

**OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –**

The coalition corrected the following file(s) – # 5, 40, 56, 83, 102
VPKP-C. Program Classroom Sizes

A school-year program may not begin instruction more than 14 days before Labor Day. A summer program may not begin instruction before May 1. A VPK class may not exceed 20 children for a school-year program or 12 children for a summer program. If a mixed group of VPK and non-VPK children are in a class, both groups count toward the 20-child or 12-child maximum class size. A VPK class may not exceed the maximum class size enrollment or attendance on a particular day. For school-year classrooms with 12 or more children, a secondary instructor must be present.

1. ☒ YES Did the coalition verify that the VPK classroom(s) met the applicable student/teacher ratios during the review period? (ss. 1002.53(6)(b), 1002.55(3)(f), 1002.61(7) and 1002.63(7), F.S.; Rule(s) 6M-8.204(3) and 6M-8.400, FAC)

VPKP-D. Statewide Kindergarten Screening; Kindergarten Readiness Rates

Section 1002.69(5), F.S., requires OEL to annually calculate each private and public provider’s VPK readiness rate. Section 1002.67, F.S., requires the Department of Education (DOE) to develop performance standards for children in the VPK Program. If a provider’s readiness rate falls below the established level based on assessments, Rule 6M-8.701(2), FAC, requires OEL to place the provider or school on probation. The provider must then submit an improvement plan for the coalition or school district’s approval and implement the plan. The plan must include a DOE-approved curriculum or a staff development plan. OEL is responsible for setting the minimum readiness rate. If the readiness rate falls below the established level, a VPK provider has 21 calendar days from OEL’s adoption of the minimum readiness rate(s) to acknowledge status as a low-performing provider through www.ImproveVPK.org.

Section 1002.69(7), F.S., states that a provider on probation for more than two consecutive years must receive a good cause exemption to continue operating. Should the provider fail to receive the exemption, s. 1002.67(4)(c)3, F.S., and Rule 6M-8.702, FAC, require OEL to notify coalitions that they must remove that provider from future eligibility to provide the VPK Program. The provider must not provide the VPK Program or receive state funds for providing the VPK Program for five years.

1. ☒ YES For all sampled providers on probation, did the coalition approve or disapprove the VPK provider’s improvement plan within 14 days after receiving the improvement plan? (s. 1002.67, F.S.; Rule(s) 6M-8.700 and 6M-8.701, FAC)

2. ☒ NO For all sampled providers on probation, did the coalition require the providers to submit and implement an improvement plan according to rule? (ss. 1002.67 and 1002.69, F.S.; Rule(s) 6M-8.700(2) and (4), and 6M-8.701(2), FAC)

The coalition is out of compliance with this criterion –

– One provider on probation (POP) did not submit a provider improvement plan (PIP) at the end of the 2010-2011 school year. The provider offered VPK classes in 2011-2012.
– OEL did not receive documentation from the coalition verifying that five of the POPs implemented their PIPs.

3. ☒ YES If a VPK provider was on probation for two consecutive years or more and subsequently failed to meet the minimum readiness rate, did it receive approval for a good cause exemption from OEL or did the coalition remove it from delivering the program? (ss. 1002.67(4)(c)3 and 1002.69(7), F.S., and Rule 6M-8.702, FAC)
OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

The coalition submitted policies and procedures for monitoring VPK providers.

VPKP-E. Statewide Information System (EFS) Accuracy

The Early Learning Grant Agreement requires a coalition to use the most current release of the OEL single statewide information system, currently known as the Enhanced Field System (EFS). A coalition must use the EFS database to establish eligibility for VPK services. EFS data is the basis for reimbursement and state reporting.

The review shall consist of comparing VPK provider eligibility files against the EFS database records for accuracy of entry, timeliness of processing actions and case history note narrations.

1. ☒ NO Does the information in each VPK provider file match the information in EFS? (s. 1002.82(2)(n), F.S.; Early Learning Grant Agreement (11))

The following file(s) did not comply with all applicable statutes, rules and recommendations – #88

OEL REQUIRES NO FURTHER CORRECTIVE ACTION. The coalition has completed the following corrective actions –

The coalition corrected the following file(s) – #88

VPKP-F. VPK Provider Profiles

Section 1002.53 (5), F.S., requires the coalition to provide each parent enrolling a child in the VPK Program with a profile of every private VPK provider and public school delivering the program within the county where the parent is enrolling the child. The profiles must include, at a minimum, each provider’s or school’s services, curriculum, instructor credentials and staff-to-child ratio.

The coalition shall also provide parents with the provider’s or school’s kindergarten readiness rate calculated according to s. 1002.69, F.S., based upon the most recent available results of the statewide kindergarten screening.

1. ☒ YES Are VPK profiles available to all parents enrolling or registering their children in the VPK Program? (s. 1002.53(5), F.S.; Rule 6M-8.201(4)(a), FAC)

2. ☒ YES Do the VPK profiles include the five required areas? (s. 1002.53(5), F.S.; Rule 6M-8.201(4)(a), FAC)

VPKP-G. VPK Provider Previous Corrective Actions

A coalition must submit a corrective action plan (CAP) response to OEL’s written notices of non-compliance findings within 30 days and then implement the CAP response. The coalition certifies that it has established and shall implement a monitoring plan, which includes, at a minimum, monitoring or testing of coalition subrecipient activities, reporting, corrective action resolution and tracking.

1. ☒ N/A Did the coalition implement VPK provider corrective actions that the previous OEL-issued Accountability Section review report lists? (Early Learning Grant Agreement (8) and (31))
VPKP-H. VPK Provider Subcontractor Monitoring

The Early Learning Grant Agreement, section 8, requires a coalition to have and implement an annual monitoring plan documenting the coalition’s planned monitoring procedures for all contracts, grants, agreements and programs according to state laws, rules and OEL guidance. The coalition must submit the plan to OEL by Oct. 1 and address, at a minimum, the requirements listed in the VPK Standard Eligibility Review Program Guide, including all required elements and sample sizes.

The coalition certifies that it has established and shall implement a monitoring plan, which includes, at a minimum, monitoring or testing of coalition subrecipient activities, reporting, corrective action resolution and tracking.

1. ☒ N/A Did the coalition’s monitoring of its subrecipient(s) include each VPK provider criterion the VPK Standard Eligibility Review Program Guide lists? (Early Learning Grant Agreement (8))

2. ☒ N/A Did the coalition follow the sample size guidelines during monitoring of its subrecipient(s) for VPK provider eligibility? (Early Learning Grant Agreement (8))

XIV. Data Accuracy

The team reviewed selected edit and exception reports, listed below. The purpose of the reports is to identify anomalies in EFS data that may indicate data entry error or non-compliance in SR or VPK eligibility. Not all files identified on the reports are in error. The review analysts identified instances during the review of these reports that required coalition follow-up and OEL team validation. Reports indicated by “*” are standard reports the OEL DQI unit runs and provides to the coalitions on a quarterly or monthly basis. OEL expects the coalition to follow up and correct identified items. The coalition shall comply with data correction requests or data cleansing activities as OEL communicated (Early Learning Grant Agreement Section 11(E)).

Note – Question numbers in this section correspond to question numbers in the Data Accuracy Review Guide and may not follow the standard numerical order.

DA-A. School Readiness (SR) Edit and Exception Reports

*Active SR file(s) with SSA/SSI income – Assists with identifying if children’s income is excluded properly and/or if parents’ income is included properly. The report also assists in determining if the case was placed in the correct billing group.

*Total Family Income exceeds 200 percent – Identifies families who are potentially over income and ineligible for the program.

*Gold Seal Edit Report – Identifies providers with a Gold Seal payment that have a missing certificate or error with the certificate end date.

SR Redeterminations Report – Identifies SR child enrollments that do not have program end dates entered into EFS.

Based on the following EFS reports, is the coalition in compliance with OEL requirements?

4. ☒ NO  *Active SR file(s) with SSA/SSI income (19)

   The review team examined 40 file(s) for compliance. Thirty-five of the reviewed files contained one or more findings.

5. ☒ N/A  *Total Family Income exceeds 200 percent (29)
7. ✗ NO  *Gold Seal Edit Report (1)

The review team examined 66 file(s) for compliance. Sixty-six of the reviewed files contained one or more findings.

9. ✗ NO  SR Redetermination Report

OEL examined six months of data for this edit and exception report and found eight files that were out of compliance. Each file contained one data entry error, which did not impact SR eligibility or payment. The errors did not result in questioned costs.

The coalition has completed the following corrective actions –

- *Active SR file(s) with SSA/SSI income – The coalition corrected case Nos. 2, 5, 6, 8, 10, 11, 12, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 28, 29, 30, 31, 32, 33, 34, 35, 36, 39 and 40.
- *Gold Seal Edit Report – The coalition corrected Dade County case Nos. 1 through 24, 26 through 34, 36 through 42, 44 through 66 and Monroe County case No. 25.
- SR Redeterminations Report – The coalition corrected all cases

OEL recommends corrective action for noncompliance with data accuracy criteria (DA-A). For all uncorrected findings, the coalition should take the following corrective actions to comply with all applicable statutes, rules and recommendations –

- *Active SR file(s) with SSA/SSI income –
  - Case Nos. 4, 9, 13, 19, 26, 27 and 37 – Correct the income type in EFS to SSB and submit a screenshot.
  - Case No. 21 – Submit the 2014 award letter.
- *Gold Seal Edit Report – For Dade County case Nos. 21 and 43 submit documentation validating the provider’s Gold Seal status at the time of payment. If the coalition cannot validate the provider’s Gold Seal status, complete adjustment in EFS. Submit evidence of the adjustment and screenshots of updates made in EFS.

DA-B. Voluntary Prekindergarten (VPK) Edit and Exception Reports

VPK Redeterminations Report – Identifies VPK child enrollments that do not have program end dates entered into EFS.

Is the following EFS report in compliance with OEL requirements?

5. ✗ NO  VPK Redetermination Report

OEL examined six months of data for this edit and exception report and found 236 files did not include program end dates. The programs were closed at the time of review. The data cleanup errors did not impact VPK eligibility or payment or result in questioned costs.

The coalition has completed the following corrective actions –

VPK Redeterminations Report – The coalition corrected 231 cases.

OEL recommends corrective action for noncompliance with data accuracy criteria (DA-B). For all uncorrected findings, the coalition should take the following corrective actions to comply with all applicable statutes, rules and recommendations –

VPK Redeterminations Report – Correct the remaining five cases and submit screen shots.
DA-E. DA Previous Corrective Actions

A coalition must submit a corrective action plan (CAP) response to OEL’s written notices of non-compliance findings within 30 days and then implement the CAP response. The coalition certifies that it has established and shall implement a monitoring plan, which includes, at a minimum, monitoring or testing of coalition subrecipient activities, reporting, corrective action resolution and tracking.

1. ☒ N/A Did the coalition implement DA corrective actions that the previous OEL-issued Accountability Section review report lists?
XV. Recommended Corrective Actions Summary Review

OEL requires the coalition to submit a corrective action plan (CAP) for all compliance issues within 30 days from receiving this accountability review report. The response should demonstrate the coalition’s steps to address each compliance issue and the numbered findings on the monitoring spreadsheets. For all uncorrected findings, a corrective action plan should identify the initial finding’s cause and the coalition’s plan for continued compliance. See the suggestions below for how to correct findings and avoid future findings.

**Coalition Governance (CG)**

The coalition had no findings in this review area.

**Operations and Program Management (OPM)**

The coalition had no findings in this review area.

**Child Care Resource and Referral (CCR&R)**

The coalition has no pending corrective actions in this review area.

**Educational Services Delivery (ESD)**

The coalition had no findings in this review area.

**School Readiness Eligibility (SR)**

- **SR-B.1 and 2** – For file No. 6, the case is closed and the coalition cannot correct it. The coalition needs to conduct staff training on identifying incorrect and missing information on at-risk referrals.
- **SR-M.2** – For file No. 34, conduct staff training regarding obtaining proper income documentation to establish eligibility. Submit to OEL.
- **SR-S.1**
  - File No. 6 – Conduct staff training on determining the correct billing group for at-risk referrals.
  - File No. 34 – Obtain proper documentation to establish TANF or BG8-ECON eligibility.
- **SR-V.2** – Revise the coalition’s disenrollment policy to comply with the May 15, 2014, OEL-FG 240.04 and s. 1002.87, F.S.S.

**School Readiness Payment Validation (SRPV)**

The coalition has no pending corrective actions in this review area.

**VPK Child Eligibility (VPKC)**

The coalition has no pending corrective actions in this review area.

**VPK Payment Validation (VPKPV)**

- **VPKPV-A.5** –
  - File No. 15 – Submit an EFS screen shot showing a completed adjustment.
  - File Nos. 17 and 25 – Clarify to OEL why the coalition completed a payment adjustment instead of an adjustment to the number of absences.
  - File No. 55 – Clarify the case or make an adjustment in EFS to reflect the correct number of absences or program days and submit documentation. Submit evidence of an adjustment, if necessary.
- **VPKPV-A.6** –
  - File No. 6 – Submit an EFS screen shot showing a completed adjustment.
File No. 17 – Clarify why the coalition completed a payment adjustment instead of an adjustment to the number of absences.  
File No. 31 – Clarify the case or make an adjustment in EFS and submit documentation.

**VPK Provider Eligibility (VPKP)**

The coalition has no pending corrective actions in this review area.

**Data Accuracy (DA)**

- *Active SR file(s) with SSA/SSI income* –
  - Case Nos. 4, 9, 13, 19, 26, 27 and 37 – Correct the income type in EFS to SSB and submit a screenshot.
  - Case No. 21 – Submit the 2014 award letter.
- *Gold Seal Edit Report* – For Dade County case Nos. 21 and 43 submit documentation validating the provider’s Gold Seal status at the time of payment. If the coalition cannot validate the provider’s Gold Seal status, complete adjustment in EFS. Submit evidence of the adjustment and screenshots of updates made in EFS.
- **VPK Redeterminations Report** – Correct the remaining five cases and submit screen shots.

**Suggested Business Practices**

See the attached management addendum. OEL does not require corrective action for suggested business practices; however, OEL highly recommends corrective action to improve the coalition’s service delivery.
Independent Accountants’ Report on
Financial Compliance Advisory Services

Early Coalition of Miami-Dade and Monroe Counties, Inc.
(ELC 31)

Period Reviewed: October 1, 2013 through October 31, 2014
Independent Accountants’ Report on Financial Compliance Advisory Services
Early Coalition of Miami-Dade and Monroe Counties, Inc. (ELC 31)
Period Reviewed: October 1, 2013 through October 31, 2014

Contents

Transmittal Letter ....................................................................................................................................1

I. Executive Summary ................................................................................................................................3
   1.0 Findings.....................................................................................................................................3
   2.0 Observations ..........................................................................................................................5

II. Schedule of Findings ..........................................................................................................................6
   1.0 Preventive / corrective action plan (PCAP) implementation ....................................................6
   2.0 Financial management systems...............................................................................................6
   3.0 Internal control environment......................................................................................................9
   4.0 Cash management .....................................................................................................................10
   5.0 OEL statewide information system reporting and reconciliation - N/A ....................................10
   6.0 Prepaid program items .........................................................................................................10
   7.0 Cost allocation and disbursement testing .................................................................................10
   8.0 Travel .......................................................................................................................................11
   9.0 Purchasing ...............................................................................................................................11
  10.0 Contracting ...............................................................................................................................11
  11.0 Subrecipient monitoring .........................................................................................................11

III. Schedule of Observations .............................................................................................................12
   1.0 Observations from 2014-15 onsite visit ..................................................................................12
   2.0 Items for OEL follow-up .........................................................................................................12
January 9, 2015

State of Florida
Florida Office of Early Learning
Tallahassee, Florida

We have performed specific financial compliance consulting services as described in the Florida Office of Early Learning’s 2014-15 Onsite Financial Monitoring Tool for the Early Learning Coalition of Miami Dade and Monroe Counties, Inc. (ELC 31 or the Coalition). These services were contracted by the Office of Early Learning (OEL) to comply with its oversight and monitoring responsibilities as outlined in applicable federal regulations and state statutes.

- 45 Code of Federal Regulations (CFR) Part 74.51(a);
- Chapter 1002.82(2)(p), Florida Statutes; and
- Subpart D, Paragraph .400(d) of Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.

These advisory services were conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. OEL is solely responsible for the sufficiency of the procedures performed. Consequently, we make no representation regarding the sufficiency of the procedures performed, either for the purpose for which this report has been requested or for any other purpose.

On January 5, 2015 through January 9, 2015 we visited Early Learning Coalition of Miami Dade and Monroe Counties, Inc. (ELC 31) and performed financial compliance consulting services as summarized in OEL’s 2014-15 Onsite Financial Monitoring Tool for the period October 1, 2013 through October 31, 2014. The procedures performed and our related findings begin on page 6 of this report.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the Coalition’s compliance with the previously described financial management standards as outlined in applicable Office of Management and Budget Circulars, Code of Federal Regulations, or other state and federal requirements.
Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to OEL.

This report is intended solely for the information and use of OEL and OEL’s management, and is not intended to be and should not be used by anyone other than these specified parties.

HARVEY, COVINGTON AND THOMAS OF SOUTH FLORIDA, LLC
I. Executive Summary

1.0 Findings

We performed financial monitoring procedures based on the testing procedures included in OEL’s 2014-15 Onsite Financial Monitoring Tool, which is available on OEL’s website.

2014-15 Onsite Financial Monitoring Tool
http://www.floridaearlylearning.com/coalitions/hot_topics/monitoring_schedule.aspx

Our procedures were performed using firm and professional standards. A summary of the testing categories, or Objectives, used during this engagement and the related monitoring results are summarized here.

<table>
<thead>
<tr>
<th>Early Coalition of Miami-Dade and Monroe Counties, Inc. (ELC 31)</th>
<th>2014-15 Monitoring Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objectives (1)</strong></td>
<td>Prior Period Findings</td>
</tr>
<tr>
<td>1.0 – Preventive /corrective action plan (PCAP) Implementation</td>
<td>-</td>
</tr>
<tr>
<td>2.0 – Financial management systems</td>
<td>-</td>
</tr>
<tr>
<td>3.0 – Internal control environment</td>
<td>-</td>
</tr>
<tr>
<td>4.0 – Cash management</td>
<td>-</td>
</tr>
<tr>
<td>5.0 – OEL’s statewide information system¹</td>
<td>N/A</td>
</tr>
<tr>
<td>6.0 – Prepaid program items</td>
<td>-</td>
</tr>
<tr>
<td>7.0 – Cost allocation and disbursement testing</td>
<td>-</td>
</tr>
<tr>
<td>8.0 – Travel</td>
<td>-</td>
</tr>
<tr>
<td>9.0 – Purchasing</td>
<td>-</td>
</tr>
<tr>
<td>10.0 – Contracting</td>
<td>-</td>
</tr>
<tr>
<td>11.0 – Subrecipient monitoring</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>-</td>
</tr>
</tbody>
</table>

(1) Objective 5.0 – For 2014-15, testing of this objective is not included in the scoped onsite financial monitoring tasks. This objective has been shown for disclosure purposes only.
Early Coalition of Miami-Dade and Monroe Counties, Inc. (ELC 31)

Period Reviewed: October 1, 2013 through October 31, 2014

Schedule of Findings

Included in the table below is a summary of the results from our review of prior period findings. New findings may occur in the current period if prior period findings which should have been corrected remain unresolved.

<table>
<thead>
<tr>
<th>Early Coalition of Miami-Dade and Monroe Counties, Inc. (ELC 31)</th>
<th>Status of Prior Period Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding</td>
<td>Resolved</td>
</tr>
<tr>
<td>No Prior Period Findings</td>
<td></td>
</tr>
</tbody>
</table>

These financial monitoring procedures apply to both the School Readiness (SR) and Voluntary Prekindergarten (VPK) programs. Since Chapter 1002, F.S. does not provide specific financial monitoring steps for the federally-funded School Readiness program or the state-funded VPK program, the minimum federal standards have been applied to both programs.

The attached Schedule of Findings contains detailed information about current period and prior period findings. If the Coalition has current period findings it must submit a preventive/corrective action plan (PCAP) response to OEL within 30 days of receiving this report. Please contact OEL staff with any questions about the PCAP process.
2.0 Observations

Other matters or circumstances may have been noted by us as we completed the indicated monitoring tasks. Detailed information about these observations is provided in *The Schedule of Observations* and is summarized here.

**Observations from 2014-15 onsite visit**
The monitoring team noted no observations in the current period.

**Items for OEL follow-up**
The monitoring team noted no items for OEL follow-up.

This monitoring report is intended solely for the information and use of the OEL and OEL’s management and is not intended to be and should not be used by anyone other than these specified parties.
II. Schedule of Findings

We performed financial monitoring procedures based on the Testing Procedures included in OEL’s 2014-15 Onsite Financial Monitoring Tool, which is available on OEL’s website.

2014-15 Onsite Financial Monitoring Tool
http://www.floridaearlylearning.com/coalitions/hot_topics/monitoring_schedule.aspx

The monitoring procedures performed included tests of details of transactions, file inspections and interviews with the entity’s personnel (1) to determine the status of recommendations from the prior period monitoring visit(s) and (2) to adequately support the current period findings and recommendations. Detailed information for these items is disclosed in the following sections of this report.

1.0 – Preventive/corrective action plan (PCAP) implementation

The current period monitoring procedures were performed to determine if the entity implemented the required preventive and corrective actions as described in the approved preventive/corrective action plan (PCAP) from the most recently closed grant program year.

No findings were noted in the prior period.

2.0 – Financial management systems

The current period monitoring procedures were performed to gain an understanding of the entity’s financial and operational environments through review of policies and procedures, observation of processes, document inspection and interviews of entity personnel.

Finding # ELC 31-2014-15-001
Financial management systems – Lack of written agreement for Citrus Health Network, Inc. office space

Finding/Condition: In November 2013 the Coalition received “free” business office space from Citrus Health Network, Inc., a for-profit entity the Coalition has contracted with to provide developmental screening and intervention services. This space represents approximately 1 office for use by two Coalition staff members each Tuesday and Thursday as a SR eligibility outreach site for families in the Hialeah area.

There is currently no executed lease or other written agreement in place for these facilities to establish the relationship between the Coalition and Citrus Health Network, Inc.
The additional operating circumstances described below are also not addressed.

- What will each party receive?
- What will each party provide?
- Each party’s responsibilities (i.e., what types of liability does the Coalition have?)
- What is the estimated cost or cost range for the goods/services exchanged?
- What is the time period for these terms/conditions?

An initial review of this transaction indicates it represents resource sharing activity. Such activity is allowable but must be disclosed in the Coalition’s cost allocation plan with the details listed above to describe the operating circumstances.

**Criteria:** Section 1002.84(12), F.S., requires Coalitions comply with federal procurement requirements and the procurement requirements of ss. 215.971, 287.057 and 287.058. For activities related to the State’s early learning programs, statutes and state procurement rules require obtaining written terms and conditions necessary to govern the relationship between the Coalition and a “provider” of goods and/or services.

**Cause:** The Coalition was not aware of the requirement for a written contract/memorandum of agreement for in-kind items.

**Effect:** Noncompliance with federal and state grant program cost principles requiring adequate documentation for terms and conditions for contracts. Nonexistent written contracts for services from vendors may result in inadvertent staff errors and increases the risk of unauthorized or improper use of federal and state award monies which could result in potential questioned costs.

**Recommendation(s):** The Coalition should complete tasks that include, but are not limited to, the following.

1. Confirm for OEL the described contract activity. Test results indicate the Coalition has office space at X location, Hialeah, Florida that has a monthly cost of $0 and no related written terms/conditions.

2. Review Coalition operations for the monitoring period to determine if other resource-sharing activities may have occurred. Related items to consider include, but may not be limited to, the following items.

   a. Consider if the Coalition has received goods, services, office space or other items on a routine or ongoing basis with $0 costs incurred.
Schedule of Findings

b. If other items are identified determine if the Coalition has any documentation available for related terms/conditions.

3. Submit summaries from item #2 above along with any related supporting documentation to OEL for review. OEL will provide technical assistance suggestions and instructions on applicable documentation requirements.

4. Review, and revise as necessary, the Coalition’s internal control policies and procedures related to resource sharing agreements and other contracts administration topics to enhance compliance with federal and state contract rules. Coordinate with OEL as needed for technical assistance.

5. Conduct staff training (as needed) to help ensure established and/or revised policies and procedures are shared with and followed by staff.

Finding # ELC 31-2014-15-002
Financial management systems – Sponsorship with incomplete documentation

Finding/Condition: During testing we identified sponsorship transactions paid for from SR funding. The Coalition’s grant agreement with OEL states the OEL logo and a statement of sponsorship will be included on all sponsorship materials. The related event materials inspected did not include appropriate OEL logo disclosures.

- Children First (C1) Envisioning our Future event – held September 7, 2014 at Southwest Miami Senior High School
- Florida Association for the Education of Young Children (FLAEYC) Conference - held October 23-26, 2014 at Marriott World Center Orlando, Florida
- Tickets Fore Charity (TFC), a golf tournament - held March 5-9, 2014 at Trump National TPC Blue Monster golf course at Trump Doral Florida Hotel

Criteria: For logo disclosure requirements, see 2014-15 grant agreement (Exhibit I, A – page 7), Section 2.11.18 – Publication or statement of state sponsorship. Also see section 28 of the 2013-14 grant agreement. Also, see section 286.25, F.S. - Publication or statement of state sponsorship - Any nongovernmental organization which sponsors a program financed partially by state funds or funds obtained from a state agency shall, in publicizing, advertising, or describing the sponsorship of the program, state: “Sponsored by (name of organization) and the State of Florida.” If the sponsorship reference is in written material, the words “State of Florida” shall appear in the same size letters or type as the name of the organization.

Cause: Management overlooked the related documentation and compliance requirements for these events.
Schedule of Findings

Effect: Noncompliance with OEL grant agreement section 2.11.18 Exhibit I, A – page 7), Section 2.11.18 – Publication or statement of state sponsorship. Sufficient documentation to demonstrate costs incurred by grant programs are reasonable, necessary and provide a benefit to program operations is required to avoid potential questioned costs that could be determined to be unallowable. Without this documentation the Coalition has increased operating risks for sponsorship activities with unclear purpose and/or benefits to the grant program(s) charged.

Recommendation(s): The Coalition should complete tasks that include, but are not limited to, the following.

1. Confirm for OEL the results reported here. Tests indicate multiple events were held to benefit local early learning program activities.

2. Review Coalition operations for the monitoring period to determine if other similar events may have occurred. Prepare a summary schedule of any events held in program year 2014-15. The summary should include a list of events by title, date, source of any funding used (SR or VPK program dollars), and total amount(s) spent.

3. Submit summary from item #2 to OEL for review. Upon review, OEL will provide technical assistance suggestions and instructions on applicable documentation requirements and remitting any funds determined to be incurred for unallowable costs (if applicable).

4. Review, and revise as necessary, the Coalition’s internal control policies and procedures related to sponsorship agreements in order to be in compliance with Federal and State statutes. Coordinate with OEL as needed for technical assistance.

5. Coordinate with OEL for additional technical assistance on logo requirements.

3.0 – Internal control environment

The current period monitoring procedures were performed to gain an understanding of the entity’s internal control environment through testing of key internal controls and observation of entity operations to ensure compliance with Federal laws, regulations and grant program compliance requirements.

No findings were noted in the current period.
Early Coalition of Miami-Dade and Monroe Counties, Inc. (ELC 31)

Period Reviewed: October 1, 2013 through October 31, 2014

Schedule of Findings

4.0 – Cash management

The current period monitoring procedures were performed to determine if sampled documentation demonstrated appropriate and sufficient cash management procedures are in place and being followed. The processes examined include cash management procedures related to sources of other non-grant revenues.

No findings were noted in the current period.

5.0 – OEL’s statewide information system reconciliation and reporting – N/A for 2014-15

6.0 – Prepaid program items

The current period monitoring procedures were performed to identify any prepaid program activity for this entity. If such activity was found, monitoring procedures were applied to determine if all prepaid program items were appropriately safeguarded, managed, tracked and reported.

Based on results obtained from inquiries made to and an inspection of data items provided by entity personnel the monitors noted no current year prepaid program item activity.

7.0 – Cost allocation and disbursement testing

The current period monitoring procedures were performed to determine if sampled disbursements were appropriately incurred and posted within the entity’s financial records. Sampled items were tested to ensure the activity: is allowable, has appropriate approval (including pre-approval from OEL if needed), and meets the period of availability requirements for the grant monies used to fund disbursements. Sampled items are also tested to verify appropriate allocation in accordance with applicable cost principles, grant program compliance requirements and guidance issued by OEL.

No findings were noted in the current period.
Early Coalition of Miami-Dade and Monroe Counties, Inc. (ELC 31)

Period Reviewed: October 1, 2013 through October 31, 2014

Schedule of Findings

8.0 – Travel
The current period monitoring procedures were performed to determine if the entity’s sampled travel-related expenditures are paid in accordance with applicable federal/state laws and rules, and entity-established policies.

No findings were noted in the current period.

9.0 – Purchasing
The current period monitoring procedures were performed to determine if the sampled procurement transactions comply with the appropriate federal or state procurement laws, as well as the entity’s procurement policies.

No findings were noted in the current period.

10.0 – Contracting
The current period monitoring procedures were performed to determine if the sampled contract transactions demonstrate the entity’s contracting processes comply with federal and state requirements, as well as the entity’s own contracting policies.

No findings were noted in the current period.

11.0 – Subrecipient monitoring
The current period monitoring procedures were performed to identify any subrecipient activity for this entity. If such activity was found, monitoring procedures were applied to determine if the entity’s disclosure requirements and subrecipient monitoring activities comply with federal grant program requirements, state laws and the entity’s own policies and procedures.

No findings were noted in the current period.
Early Coalition of Miami-Dade and Monroe Counties, Inc. (ELC 31)

Period Reviewed: October 1, 2013 through October 31, 2014

Schedule of Observations

III. Schedule of Observations

1.0 Observations from 2014-15 onsite visit
The monitoring team noted no observations in the current period.

2.0 Items for OEL follow-up
The monitoring team noted no items for OEL follow-up.
I. Introduction

1. Review Purpose of Engagement
   a. Subrecipient monitoring is a required grant award requirement for ELC’s receiving Federal and/or State funds for SR/VPK programs’ administration.
   b. The purpose of monitoring is to assist in making improvements during the program year that enhance operations and/or compliance with applicable grant program rules.
   c. The Florida Office of Early Learning (OEL) has contracted with HCT CPAs and Consultants/Carr, Riggs & Ingram (CRI) to perform onsite financial monitoring procedures.
   d. The scope for 2014-15 fiscal monitoring includes sampling selected areas of operations to (1) examine processes and internal controls, (2) determine the extent of compliance with federal and state grant program requirements to (3) identify corrections that may be required, and (4) to discuss related strengths or weaknesses that are noted during this process.

2. Summary of Finding(s) and Observation(s)
   a. The Entity had no findings to resolve from the prior monitoring period.

3. As always, the Coalition is extremely well organized and its strength lies in the professionalism, consistency and commitment of its staff.
ELC 31 – Early Learning Coalition of Miami Dade and Monroe Counties, Inc.
Exit Conference Memo
Monitoring Period: October 1, 2013 through October 31, 2014
Monitoring Dates Onsite: January 5, 2015 through January 9, 2015

### Status of current period draft results

<table>
<thead>
<tr>
<th>Category</th>
<th>Finding(s)</th>
<th>Item(s) Requiring Additional Information</th>
<th>Observation(s)</th>
<th>Item(s) for OEL Follow-Up</th>
<th>Resolved</th>
<th>Partially Resolved</th>
<th>Unresolved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 - PCAP Implementation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2.0 - Financial Mgmt Systems</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3.0 - IC Environment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4.0 - Cash Management</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5.0 – OEL’s Statewide Information System</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6.0 - Prepaid Item(s)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7.0 - Cost Allocation Plan &amp; Disbursement Testing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8.0 - Travel</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>9.0 - Purchasing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>10.0 - Contracting</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11.0 - Subrecipient Monitoring</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**New for 2014-15: Materiality threshold**

Note: OEL has implemented a materiality threshold as part of its ongoing efforts to enhance efficiency and effectiveness of this oversight and reporting process. All results from the onsite monitoring visit will be shared with your entity’s management team during this exit conference. Instances involving small dollar amounts may, at OEL’s discretion, be omitted from the draft/final monitoring reports. Any draft discussion items impacted by this materiality threshold will be marked and/or highlighted for you in this memo.

### II. Review of Testing Results:

1. **Preventive Corrective Action Plan (PCAP)**
   a. Finding(s): None noted
   b. Item(s) requiring Additional Information: None noted
   c. Observation(s): None noted
   d. Item(s) for OEL Follow-up: None noted

2. **Financial Management Systems**
   a. Finding(s):
      
      **Finding # ELC 31-2014-15-001**
      Financial Management Systems – Lack of written agreement for Citrus Health Network, Inc. office space
Finding: In November 2013 the Coalition received “free” business office space from Citrus Health Network, Inc., a for-profit entity the Coalition has contracted with to provide developmental screening and intervention services. This space represents approximately 1 office for two Coalition staff members for Tuesday and Thursday of each week and is currently used as an outreach site for SR eligibility for the members of the Hialeah area on behalf of the Coalition.

The Coalition currently has no executed lease or other written agreement in place for these facilities to establish the relationship between the Coalition and Citrus Health Network, Inc. Additional operating circumstances described below are not addressed:
- What each party will receive
- What each party will provide
- Each party’s responsibilities (i.e., what types of liability does the Coalition have?)
- What is the estimated cost or cost range for the goods/services exchanged
- What is the time period for these terms/conditions?

The onsite team’s initial review of this transaction indicates it represents resource sharing activity. Such activity is allowable but must be disclosed in the Coalition’s cost allocation plan with the details listed above to describe the operating circumstances.

Criteria: Section 1002.84(12), F.S., requires Coalitions comply with federal procurement requirements and the procurement requirements of ss. 215.971, 287.057 and 287.058. For activities related to the State’s early learning programs, statutes and state procurement rules require obtaining written terms and conditions necessary to govern the relationship between the Coalition and a “provider” of goods and/or services.

Cause: The Coalition was not aware of the requirement for a written contract/memorandum of agreement for in-kind items.

Finding # ELC 31-2014-15-002
Financial Management Systems – Sponsorship with incomplete documentation

Finding/Condition: During testing we identified event materials for sponsorship transactions that did not include appropriate logo disclosures. The Coalition’s grant agreement with OEL states the OEL logo and a statement of sponsorship will be included on all sponsorship materials. See 2014-15 grant agreement (Exhibit I, A – page 7), Section 2.11.18 – Publication or statement of state sponsorship. Also see section 28 of the 2013-14 grant agreement.

The following events were reviewed (additional details on the purpose and benefitting programs will be provided)
- Children’s First (C1) conference; September 7, 2014 at the Southwest Miami Senior High School; training session opportunities for early education professionals; intended to benefit SR and VPK programs
- Florida Association for the Education of Young Children (FLAEYC) Conference; October 23-26, 2014 at the Marriott World Center Orlando, Florida; held to inform providers, provide opportunity to earn CEUs and learn from experts in the field of early learning; intended to benefit the SR and VPK programs
ELC 31 – Early Learning Coalition of Miami Dade and Monroe Counties, Inc.
Exit Conference Memo
Monitoring Period: October 1, 2013 through October 31, 2014
Monitoring Dates Onsite: January 5, 2015 through January 9, 2015

- Tickets Fore Charity golf tournament; March 5-9, 2014 at the TPC Blue Monster golf course in Doral, Florida; proceeds to benefit the children of Miami-Dade and Monroe counties; intended to benefit the SR and VPK programs

b. Item(s) requiring Additional Information: None noted
c. Observation(s): None noted

The issues described below represent matters noted during the current fiscal monitoring cycle. They do not represent a monitoring finding or observation comment, and they have been presented here for management discussion purposes only. These comments will not be included in the ELC’s 2014-15 monitoring report.

Review and update policies to align with SR Plan Guide instructions
During our testing other policy issues were noted based on draft SR Plan Guide instructions released on September 8, 2014. Policies for key fiscal operating areas that may need additional updates are listed as follows.

- Procurement
- Property management
- Safeguarding the confidentiality of records and data
- Related party/conflict of interest policies

Further analysis of these policies for adequacy and compliance with federal/state grant program laws, rules and regulations is not part of this year’s scoped onsite monitoring tasks. OEL staff will provide additional information and will be available to offer technical assistance on recommended policy disclosures in separate correspondence to the ELC.

d. Item(s) for OEL Follow-up:

The issues described below represent matters noted during the current fiscal monitoring cycle. They do not represent a monitoring finding or observation comment, and they have been presented here for management discussion purposes only. These comments will not be included in the ELC’s 2014-15 monitoring report.

1) Upon completion of the A-133, the Coalition must provide a copy of the annual audit, ending June 30, 2014 and the A-133 internal control workpapers to OEL.
2) The Coalition has requested additional instructions and technical assistance from OEL on the use of OEL logos. What should the ELC do about banners and materials distributed across the service area with missing or outdated logos?

3.0 Internal Control Environment
a. Finding(s): None noted.
b. Item(s) requiring Additional Information: None noted
c. Observation(s): None noted
d. Other Discussion: Related to “No” or “N/A” responses to the ICQ – No issues noted.
e. Item(s) for OEL Follow-up: None noted.
4.0 Cash Management
   a. Finding(s): None noted.
   b. Item(s) requiring Additional Information: None noted.
   c. Observation(s): None noted.
   d. Item(s) for OEL Follow-up: None noted.

5.0 OEL Statewide Information System Reporting and Reconciliation
   Please note: For 2014-15, testing for this objective is outside the scope of any contracted onsite financial monitoring services.

6.0 Prepaid Program Item(s)
   a. Finding(s): None noted.
   b. Item(s) requiring Additional Information: None noted.
   c. Observation(s): None noted.
   d. Item(s) for OEL Follow-up: None noted.

7.0 Cost Allocation and Disbursement Testing
   a. Finding(s): None noted.
   b. Item(s) requiring Additional Information: None noted.
   c. Observation(s): None noted.
   d. Item(s) for OEL Follow-up: None noted.

8.0 Travel
   a. Finding(s): None noted.
   b. Item(s) requiring Additional Information: None noted.
   c. Observation(s): None noted.
   d. Item(s) for OEL Follow-up: None noted.

9.0 Purchasing
   a. Finding(s): None noted.
   b. Item(s) requiring Additional Information: None noted.
   c. Observation(s): None noted.
   d. Item(s) for OEL Follow-up: None noted.

10.0 Contracting
    a. Finding(s): None noted.
    b. Item(s) requiring Additional Information: None noted.
    c. Observation(s): None noted.
    d. Item(s) for OEL Follow-up: None noted.
ELC 31 – Early Learning Coalition of Miami Dade and Monroe Counties, Inc.
Exit Conference Memo
Monitoring Period: October 1, 2013 through October 31, 2014
Monitoring Dates Onsite: January 5, 2015 through January 9, 2015

11.0 Subrecipient Monitoring
   a. Finding(s): None noted.
   b. Item(s) requiring Additional Information: None noted.
   c. Observation(s): None noted.
   d. Item(s) for OEL Follow-up: None noted.

III. Extension Required for Any Open Item(s)? No

IV. Reporting
   1. The HCT onsite team will provide a draft report to OEL (and a copy to the entity) by January 26, 2015 after conclusion of testing.
   2. Entity will provide comments on the draft report to the HCT/CRI onsite team and OEL’s FMSAS staff within 14 calendar days of receipt of the draft report. This review will focus on notifying HCT and OEL of report typos or errors in the accuracy of the description of the finding(s) and/or observation(s) noted during test work.
   3. During the review process, finding(s) and observation(s) may be added, removed, or edited. Prior to issuance of a final report, the entity will have an opportunity to review a second draft, if needed.
   4. HCT will issue the final report to OEL (and a copy to the entity) within 10 days of OEL’s acceptance of the draft report.

V. Preventive/Corrective Action Plan (PCAP)
   1. If the Entity’s 2014-15 final monitoring report contains finding(s), a PCAP response will be due to OEL within 30 calendar days after the release of the final report. This response and any questions about the PCAP process should be sent by e-mail to OEL’s FMSAS staff.
   2. OEL has prepared guidance on the preparation of preventive / corrective action plans (PCAP), which will be forwarded to you once the final report is released.

VI. Tentative Scheduling for 2015-16
   Please note: To help improve OEL’s scheduling process next year, you can make a tentative reservation now for your 2015-16 onsite fiscal monitoring visit. Please select one of the following choices.

   __________ The ELC prefers to wait; no dates for 2015-16 can be provided at this time.

   __________ The ELC would like OEL to schedule the 2015-16 onsite fiscal monitoring visit at the same time as this year’s visit.

   __________ The ELC would like to reserve one of the following dates for the 2015-16 onsite fiscal monitoring visit (please list in order of preference): ________________________________
VII. Signatures for Exit Conference Attendees

Signatures included below indicate the listed individuals participated in and received disclosed information for the entity’s fiscal monitoring exit conference.

Acknowledged by: __________________________________________________________
(Onsite Team Lead) (Date)

Acknowledged by: __________________________________________________________
(Entity Executive Director) (Date)

Acknowledged by: __________________________________________________________
(Entity Finance Director) (Date)

Acknowledged by: __________________________________________________________
(Entity Governing Board Chair) (Date)