Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.
Board of Directors Meeting  
November 2nd, 2015; 8:00 a.m.  
ELC Board Room

Board Attendees: Adrian Alfonso (chair); Imran Ali; Tina Carroll-Scott; Robert Eadie (treasurer); David Lawrence Jr; Dr. Judy Schaechter; Alan Eckstein; Dr. Mara Zapata; Rick Beasley; Abilio Rodriguez; Shaleen Fagundo, Alexander Soto; Lucy Pineiro; Gladys Montes (via conference call); Gerald Schwartz; Theresa Axford; Russell Benford; Gilda Ferradaz; Philip Gassman; Magaly Abrahante (via conference call)

Board Absentees: Helene Good; Heather Carruthers;

Staff Attendees: Evelio Torres (President/CEO); Angelo Parrino; Lisa Sanabria; Jackye Russell; Fred Hicks; Wilfredo Ayala; Mercy Castiglione; Fiorella Altare; Ana Rodriguez; Dr. Anabel Espinosa; Pamela Hollingsworth; Mercy Castiglione; Lucy Shrack; Ileana Vallejo; Victor Caballero; Cindy Lozada; Yesenia Reyes; Kerry Allen

General Attendees: Santiago Echemendia, Shutts & Bowen LLP; Virginia Jacko, Miami Lighthouse for the Blind; Jackie Romillo, Citrus

I. Welcome and Introductions  
Adrian Alfonso

A. Alfonso called the meeting to order and welcomed everyone.

L. Sanabria called roll and a quorum was established with sixteen (20) voting members.

A. Alfonso stated that if anyone has a conflict of interest on any item coming before the Board, to declare the conflict and see Lisa Sanabria for a form.

A. Alfonso stated that as everyone entered the board meeting pictures form the Read for the Record Event held on October 22nd were being displayed. A. Alfonso stated that it was an honor to participate at the Hispanic Branch of the Miami-Dade Public Library system along with E. Torres and Maria Fernanda Lopez of Univision who served as our media partner. A. Alfonso gave thanks to Mayor Gimenez and Deputy Mayor Russell Benford for their partnership at the event. A. Alfonso also thanked board members Gerald Schwartz, Gilda Ferradaz and Shaleen Fagundo for participating in the event.

A. Alfonso stated that his company PAAAST had a Service Project named Operation Brown Bear it was held on Friday October 30th. A. Alfonso stated that it was an was honored to participate with the Early Learning Coalition in a “Shared Reading” activity with the ELC Early Head Start Partners Sites. Thirteen members of the Neighborhood Place for Early Head Start staff, along with 53 volunteers, served as Readers and Site Monitors in order to carry out this initiative. The book of choice was the popular Eric Carle book “Brown Bear, Brown Bear, What Do You See?” Twenty-one programs participated with the children enrolled between the ages of 2 through 5 years old at their sites. A. Alfonso thanked K. Allen and her staff for their hard work.
A. Alfonso stated that the Nova Southeastern University 18th Annual Cervantes Award Ceremony was held on Oct. 27th. A. Alfonso congratulated David Lawrence Jr. on behalf of the board for receiving this year’s Cervantes Outstanding Educator award.

A. Alfonso stated that the CCDH’s Annual Breakfast for Champions was held on Oct. 20th it was an opportunity to recognize the accomplishments of family members, friends, co-workers, and neighbors who have developmental disabilities. A. Alfonso congratulated H. Good on organizing such a wonderful event.

A. Alfonso stated that Dr. Mara Zapata will provide an update on behalf of the inclusion workgroup. Before the presentation staff will provide an update on ASQ compliance and will make a recommendation to the board. In addition, staff will provide an update, along with Citrus Health Network, of the work we do together to serve children who are screened.

A. Alfonso stated that there will be a very special presentation scheduled for today, Virginia Jacko is the featured guest speaker. Ms. Jacko serves as the executive director for Miami Lighthouse for the Blind which has a strong legacy of providing extraordinary services to visually impaired children and adults. A. Alfonso stated that he planned a visit to the center and encouraged others to schedule a visit as well.

A. Alfonso stated that the upcoming BOD meeting scheduled was included in your packet and he requested an approval from Board.
  o A. Eckstein moved to approve the schedule.
  o R. Benford seconded the motion.
  o Motion was passed unanimously.

II. Approval of Minutes

A. Alfonso called for the approval of the meeting minutes from August, 2015.
  o R. Beasley moved to approve the minutes.
  o A. Eckstein seconded the motion.
  o Motion was passed unanimously.

III. Miami Lighthouse for the Blind

http://www.miamilighthouse.org/default.asp

IV. Finance Committee Report

Resolution 10282015-01 authorize the President and CEO to release request for proposal (RFP) for Teenage Parent Program (TAPP) Services listed in the background section of this resolution. The value of the RFP is in an amount not exceed $75,000
  o Motion to approve resolution by R. Benford
  o Motion seconded by A. Eckstein
  o Motion was unanimously passed.

Resolution 10282015-02 to approve the Coalition’s Second Budget Amendment to Reallocate Funds in the Annual Budget for fiscal year 2015-2016 as listed in the background section of this resolution. Fiscal Impact: Budget amendment to reallocate $1,400,000.00 from slots to Quality Materials and Class Training and Gold Training.
  o Motion to approve resolution by M. Zapata
  o Motion seconded by R. Benford
  o Motion was unanimously passed.
Resolution 10282015-03 to approve the Coalition’s increase of Infant rates to the 75th percentile effective January 1, 2016 as listed in the background section of this resolution. Fiscal Impact: Fiscal impact for six months is approximately $455,867.21

- Motion to approve resolution by S. Fagundo
- Motion seconded by M. Zapata
- Motion was unanimously passed.

B. Eadie reviewed snapshots waitlist in Monroe County remains at “0” and the Miami Dade County wait list has been significantly reduced.

E. Torres stated that the ELC will begin extending school readiness to after school children ages 6-13.

V. Programs and Policy Committee Report

Dr. Judy Schaechter stated that Compliance with ASQ-3 continues to be an ongoing challenge, to date, there have been no consequences for providers who are non-compliant. As per Section 1002.88, Florida Statutes, Office of Early Learning; power and duties. (2) If a school readiness program provider fails or refuses to comply with this part or any contractual obligation of the statewide provider contract under s. 1002.82(2)(m), the coalition may revoke the provider’s eligibility to deliver the school readiness program or receive state or federal funds under this chapter for a period of 5 years.

The board is being asked if the Coalition may begin withholding payments on providers that are in non-compliance.

- Payments for all children in attendance would be processed
- Payments for child(ren) with past due ASQ-3 would be withheld
- Past due ASQ-3 = up to 105 days past the DUE DATE•Payment for all children will be issued when Provider completes overdue ASQ-3(s).

- B. Eadie moved to approve the new procedure.
- J. Schaechter seconded the motion.
- Motion was passed unanimously.

VI. CEO Report

Evelio Torres

http://www.elcmdm.org/about_us/Board/minutes/Board/CEO%20report/CEOR11022015.pdf

VII. Public Comments

Adrian Alfonso

VIII. Adjourn

Adrian Alfonso
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Under the Bylaws of the Early Learning Coalition of Miami-Dade, ARTICLE VII MEETINGS, Section 7.7 Meeting Attendance: Members must attend eight (8) meetings in a fiscal year. A member may attend one (1) of the required meetings by electronic means in a fiscal year. When a member has been absent from three (3) meetings of the Board of Directors within any given fiscal year, it shall be considered a resignation from the Coalition by that member. The Chair shall send a letter to all Members absent from two meetings within a given fiscal year notifying them that their status as members is in jeopardy, encouraging their attendance, and reminding them of the meeting attendance policy. When a Member sends a representative to a meeting of the Board of Directors of the Coalition, the presence of such representative shall not be counted for purposes of attendance, unless that representative is appointed as a designee as described in Section 5.10.

*Grandfathered in under the old policy, these members have been granted (1) additional meeting via conference call

**Legend**

0 = Present  
Phone = Phone  
1 = Absent  
Rep = Representative on behalf of
FOR IMMEDIATE RELEASE

Governor Scott’s Florida First Budget Will Make Florida First for Early Childhood Education

– More than $1 billion investment boosts VPK, per-student funding, reduces School Readiness waiting list, expands performance funding for School Readiness child care providers –

TALLAHASSEE, Fla. – Governor Scott announced today that the 2016-2017 Florida First budget recommends $1.1 billion in funding for the Office of Early Learning, an increase of approximately $51.7 million. These investments will help put Florida on track to becoming first in the nation for early child education and care.

Governor Scott said, “As a father and grandfather, I know quality early learning programs make a great difference in preparing children for future success in school. Florida is a national leader in prekindergarten access, and these investments in early education will ensure Florida is first in the nation for education and future jobs.”

Budget highlights

– $398.6 million for the Voluntary Prekindergarten (VPK) Education Program: The state’s free VPK program, which prepares 4-year-olds for kindergarten, had more than 166,500 children enrolled last year. The Governor’s budget includes a $9.3 million increase for VPK, raising the base student allocation $50 per child in the school-year program (from $2,437 to $2,487) and $43 per child in the summer program (from $2,080 to $2,123).

– $20.3 million to reduce the School Readiness program waiting list: The School Readiness program helps eligible low-income families get child care so parents can work or attend training and/or education programs. Florida served approximately 216,000 children in School Readiness last year and had an average of more than 61,000 children on waiting lists statewide. The “Florida First” budget recommendations will serve more than 3,500 additional children.

– $15.5 million for Early Learning Performance Funding: Performance-based funding improves outcomes for children in School Readiness by providing special training and incentives to child care providers and instructors.

Rodney MacKinnon, executive director of the Office of Early Learning, said, “Our state is a leader in early childhood education. Governor Scott’s budget makes it clear that he wants Florida to continue leading.”

David Lawrence Jr., chair of The Children’s Movement of Florida, said, "No one could argue that we are yet close to where we need to be on early childhood, but it is gratifying to see the Governor continue to push for progress in high-quality early
learning. Investment in early learning is a central key to the future of public education and the future of Florida's children."

Matt Guse, CEO of the Early Learning Coalition of the Big Bend Region and chair of Florida’s Association of Early Learning Coalitions, said, "The Governor’s budget is good for early learning coalitions, the children and families we serve, and the child care providers we work with. Continuing performance funding for school readiness is a commitment to improving a program for young children who stand to benefit most from quality early learning."

Harry Duncanson, chair of the Early Learning Advisory Council, said, “Early education and care for children from birth to age 5 are critically important investments that pave the way for a child’s success. We are pleased with the Governor’s budget recommendations and his continued support for early learning.”

Roy Keister, president of the Florida Association for Child Care Management, said, "We continue to appreciate the Governor's recognition of how important it is to have high quality early learning environments for our children birth to five. It also allows Florida families to keep working while knowing their children are safe."

Adam Hasner, board chair of the Early Learning Coalition of Palm Beach County and former majority leader of the Florida House, said, “Investing in early learning is investing in children today and the workforce for our future. We are thankful for Governor Scott’s continued commitment and support.”

###

The budget in its entirety is available at [http://www.FloridaFirstBudget.com/](http://www.FloridaFirstBudget.com/)


Magaly C. Abrahante, Ed.D
6710 Southwest 94th Avenue
Miami, Florida 33173
305-596-3837(H) or 305-995-1253 (W)
abrahante@bellsouth.net

EDUCATION

Doctor of Education
2000-2002 Educational Leadership
Nova Southeastern University

Post Graduate Work
Administration of Adult Education
Florida International University

1986-1988 Administration and Supervision (K-12)
Nova Southeastern University

Master of Science
1983-1986 Mathematics Education
Florida International University

Bachelor of Science
1979-1983 Mathematics and Biology Education
University of Miami

PROFESSIONAL EXPERIENCE IN MIAMI-DADE COUNTY PUBLIC SCHOOLS

Assistant Superintendent, Title I Administration, Early Childhood Programs and Summer Services: Direct and supervise the implementation of all aspects of the federally-funded Title I Program in 357 public schools, serving approximately 260,402 students. Direct and supervise the implementation of the Title I Program in over 57 participating private schools, and 14 centers that serve Delinquent, Neglected and Homeless children. Direct the implementation of all aspects of the No Child Left Behind Act of 2001, including Supplemental Educational Services. Direct and supervise the Title I Migrant Education Program which provides supplemental instructional and support services to eligible children of migrant workers through various components. Effectively and efficiently manage an annual Title I Program budget of close to $240 million. Direct the development and implementation of early childhood programs. Direct the implementation of summer services designed to assist students to meet academic grade level requirements. (July 2009 to date)

Assistant Superintendent, Title I Administration: Direct and supervise the implementation of all aspects of the federally-funded Title I Program in 259 public schools, serving approximately 170,000 students. Direct and supervise the implementation of the Title I Program in over 60 participating private schools, and 14 centers that serve Delinquent, Neglected and Homeless children. Direct the implementation of all aspects of the No Child Left Behind Act of 2001, including Supplemental Educational Services. Effectively and efficiently manage an annual Title I Program budget of close to $140 million. (March 2003 to July 2009)
PROFESSIONAL EXPERIENCE IN MIAMI-DADE COUNTY PUBLIC SCHOOLS (CONT.)

*Chief Personnel Officer, Personnel Management and Services:* Directed and supervised Human Resources and Staff Development (managerial, professional and technical, instructional and non-instructional staffing), Wage and Salary Administration, Employee Support Services (retirement, leave, unemployment and employee records), Teacher Education Center, and Personnel Administration (Employee Assistance Program, Employee Wellness and Americans with Disabilities Act [ADA] Services). (February 2002-March 2003)

*Administrative Director, Division of Schools of Choice:* Directed, supervised and evaluated Charter Schools, Magnet Schools/Programs, Satellite Learning Centers, Controlled Choice Schools, and the Opportunity Scholarships Program. (January 1997 – February 2002)

*District Director, Equal Educational and Employment Opportunity:* Directed and coordinated the resolution of cases filed against the District with the Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights (OCR) and the Florida Commission of Human Relations (FCHR). (September 1993-January 1997)

*Director, Department of Student Advocacy:* Directed and coordinated the resolution of complaints filed against the district by parents and/or students in the areas of discipline, academic performance, extracurricular activities and others. (June 1990-September 1993)

*Supervisor, Dropout Prevention:* Directed and supervised selected districtwide dropout prevention programs such as Stay-in-School and Outward Bound. (May 1989-June 1990)

*Acting Principal, Corporate Academy:* performed all tasks germane to the principalship of a small alternative senior high school. (May 1989-June 1990)

*Assistant Principal, Miami Springs Senior High School:* Assisted the principal in planning, organizing, and supervising all administrative functions at the senior high school level. (August 1988-May 1989)

*Dropout Program Facilitator, Miami Senior High School:* Lead Teacher for school-based dropout prevention program. (August 1986-August 1988)


**OTHER PROFESSIONAL EXPERIENCE**

Educational Services: Miami-Dade County (2005-2008)
Consulting Services: Southeastern Equity Center (2003)
Educational Consulting Services: Barry University (2001)
Educational Consulting Services: Nova Southeastern University (2000)
Family Mediation Services: Family Court, Miami-Dade County, Florida (1990)

**FLORIDA EDUCATOR’S CERTIFICATE**

Administration and Supervision (Grades K-12)
Administration (Adult Education)
Mathematics (Grades 6-12)
Biology (Grades 6-12)
PROFESSIONAL ORGANIZATIONS / HONORS

Early Learning Coalition of Miami-Dade/Monroe Board of Directors
National Coalition of Title I Parents
United Way Center for Excellence in Early Education
Nova Southeastern University, 2002 Miguel de Cervantes Award
Charter School Review Panel, State of Florida
Magnet Schools of America, Inc.
Magnet Educational Choice Association (MECA)
Dade Association of School Administrators (DASA)
Children’s Services Council Member Designate, Miami-Dade County, Florida
Leadership Experience Opportunity Program for Teachers (LEO-T)
President’s Scholarship, University of Miami

OTHER INFORMATION

Married: four children
Bilingual (English/Spanish)
References available upon request
Early Learning Coalition Finance Committee Meeting

December 1, 2015

Resolution: 12012015-01

Action Requested: Authorize the President and CEO to negotiate and execute an amendment to contract with Automated Data Processing Payroll Services (ADP, Inc.) to extend the date and increase the contract amount. Also to release a request for proposal, negotiate and execute a contract for Payroll Services. The information for both requests is stated in the background of this resolution.

Fiscal Impact: The contract amount increases by $35,337.60, for a total contract amount of $61,675.20, which is subject to the availability of funding.

Funding Source: A-Pool

Strategic Goal: □ Neediest Children □ Youngest Children □ Educate All
□ Providers □ Internal Capacity □ Funding

RESOLUTION NO. 12012015-01

AUTHORIZATION FOR THE PRESIDENT AND CEO TO EXTENT AND ADD BUDGET TO CONTRACT WITH AUTOMATED DATA PROCESSING PAYROLL SERVICES (ADP, INC). THE TOTAL AMENDMENT WILL NOT EXCEED $35,337.60, WHICH IS SUBJECT TO AVAILABILITY OF FUNDING. ALSO TO RELEASE A REQUEST FOR PROPOSAL, NEGOTIATE AND EXECUTE A CONTRACT FOR PAYROLL SERVICES.

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to negotiate and execute an amendment to the Contract with Automated Data
Processing Payroll Services (ADP, Inc.). The amendment will add $35,337.60, for a total contract amount not exceed $61,675.20 for fiscal year 2015-2016, which is subject to availability of funding. Also to release a request for proposal, negotiate and execute a contract for Payroll Services.

The foregoing resolution and attachment was offered by ____________, who moved its approval. The motion was seconded by ____________, and upon being put to a vote, the vote was as follows: __________.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 1st day of December, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE

MIAMI-DADE COUNTY, FLORIDA

BY_______________________________

BOARD SECRETARY
**Background**

On July 1, 2015, the Early Learning Coalition of Miami-Dade/Monroe County entered into an agreement with ADP Inc., for the Coalition’s payroll services. The initial contract amount is $26,337.60 and this amendment will extend the contract for a period of 6 months until June 30, 2016 and increase it by $35,337.60, for a total contract amount of $61,675.20, which is subject to availability of funding.

The original contracts was from July 1st, 2015 to December 31st, 2015 due to a six months extension, we would like to add additional $ 35,337.60 for this extended period.

This contract, which is usually drafted for an annual term, was drafted only for a six months period of time with the thought that the late December holiday season was the best time of the year to change vendors. It was later decided to draft an RFP for a possible new payroll provider to be changed in July during the slower summer season.
Action Requested: Authorize the President and CEO to negotiate and execute an amendment to extend Contract PSA15-50 until June 30, 2016, for the Teenage Parent Program (TAPP) technical assistance services with Miami-Dade Family Learning Partnership, Inc.

Fiscal Impact: The contract amount increases by $20,000.00, for a total contract amount not to exceed $49,975.73 for the fiscal year 2015-2016, which is subject to the availability of funding.

Funding Source: MCDPS TAP

Strategic Goal:
- ☑ Neediest Children
- ☑ Youngest Children
- ☑ Educate All
- ☑ Providers
- ☑ Internal Capacity
- ☐ Funding

RESOLUTION NO. 12012015-02

AUTHORIZATION FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT PSA15-50 FOR THE TEENAGE PARENT PROGRAM (TAPP) TECHNICAL ASSISTANCE SERVICES WITH MIAMI-DADE FAMILY PARTNERSHIP, INC. THE AMENDMENT WILL NOT EXCEED $20,000.00, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $49,975.73, WHICH IS SUBJECT TO THE AVAILABILITY OF FUNDING.

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to negotiate and execute an amendment to the Contract PSA15-50 with Miami-
Dade Family Partnership, Inc. The amendment will add $20,000.00, for a total contract amount not exceed $49,975.73 for fiscal year 2015-2016, which is subject to availability of funding.

The foregoing resolution and attachment was offered by ____________, who moved its approval. The motion was seconded by ____________, and upon being put to a vote, the vote was as follows: ____________.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 1st day of December, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE

MIAMI-DADE COUNTY, FLORIDA

BY_______________________________

BOARD SECRETARY
Background

On September 15, 2015, the Early Learning Coalition of Miami-Dade/Monroe County entered into an agreement for the Teenage Parent Program (TAPP) technical assistance services with The Miami-Dade Family Partnership, Inc. The initial contract amount was $29,975.73, this amendment will extend the contract for a period of 6 months until June 30, 2016 and increase it by $20,000.00, for a total contract amount not to exceed $49,975.73, which is subject to availability of funding.
Action Requested: Authorize the President and CEO to negotiate and execute an amendment to the contracts listed in the background section of this resolution for Quality Materials.

Fiscal Impact: The total contract amounts increases by $1,000,000.00 which is subject to the availability of funding.

Funding Source: School Readiness

Strategic Goal:
- ☑ Neediest Children
- ☑ Youngest Children
- ☑ Educate All
- ☑ Providers
- ☑ Internal Capacity
- ☑ Funding

RESOLUTION NO. 12012015-03

AUTHORIZATION FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO THE CONTRACTS LISTED IN THE BACKGROUND SECTION OF THIS RESOLUTION FOR QUALITY MATERIALS. THE AMENDMENT WILL NOT EXCEED $1,000,000.00, WHICH IS SUBJECT TO THE AVAILABILITY OF FUNDING.

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to negotiate and execute an amendment to the listed in the background section of this resolution for Quality Materials. The amendment will add $1,000,000.00, for the contracts
not to exceed a total amount $3,000,000.00 for fiscal year 2015-2016, which is subject to availability of funding.

The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by ________, and upon being put to a vote, the vote was as follows: ________.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 1st day of December, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE

MIAMI-DADE COUNTY, FLORIDA

BY_______________________________

BOARD SECRETARY
**Background**

This resolution is requesting authorization for the President and CEO to execute an amendment to the contracts for Quality Materials.

On July 1, 2015, the Early Learning Coalition of Miami-Dade/Monroe County entered into a professional services agreement for Quality Materials Services. The initial total not exceed $2,000,000.00. The propose amendment will increase each contract by $333,333.33 not to exceed a total contracts amount of $1,000,000.00, subject to the availability of funding.

In addition we are requesting Authorization to move funds between the contracts below, based on individual child care provider’s selection of materials.

<table>
<thead>
<tr>
<th>Contract</th>
<th>Contract Amount</th>
<th>Amendment</th>
<th>New Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becker's School Supplies</td>
<td>$666,666.66</td>
<td>$333,333.33</td>
<td>$999,999.99</td>
</tr>
<tr>
<td>Kaplan Early Learning Company</td>
<td>$666,666.66</td>
<td>$333,333.33</td>
<td>$999,999.99</td>
</tr>
<tr>
<td>Lakeshore Learning Materials</td>
<td>$666,666.66</td>
<td>$333,333.33</td>
<td>$999,999.99</td>
</tr>
<tr>
<td>Total</td>
<td>$1,999,999.98</td>
<td>$999,999.99</td>
<td>$2,999,999.97</td>
</tr>
</tbody>
</table>

Please see attached resolution 10282015-02, reallocating $1,000,000.00 from slots to Quality Materials.
Action Requested: To approve the Coalition’s Second Budget Amendment to Reallocate Funds in the Annual Budget for fiscal year 2015-2016 as listed in the background section of this resolution.

Fiscal Impact: Budget amendment to reallocate $1,400,000.00 from slots to Quality Materials and Class Training and Gold Training.

Funding Source: School Readiness

Strategic Goal: Neediest Children Providers
Youngest Children Internal Capacity
Educate All Funding

Resolution: 10282015-02

APPROVAL OF THE COALITION’S SECOND AMENDMENT TO REALLOCATE FUNDS IN THE ANNUAL BUDGET FOR FISCAL YEAR 2015-2016 AS LISTED IN THE BACKGROUND SECTION OF THIS RESOLUTION

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Board ratifies the approval of the Coalition’s SECOND Budget Amendment to reallocate funds in the annual budget for fiscal year 2015-2016 as listed in the background section of this resolution.
The foregoing resolution and attachment was offered by ________, who moved its approval. The motion was seconded by ________, and upon being put to a vote, the vote was as follows: ________.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 2nd, day of November, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE
MIAMI-DADE COUNTY, FLORIDA

BY________________________
BOARD SECRETARY
Background

1. Budget amendment to reallocate $1,000,000.00 from Slots to Quality materials

2. Budget amendment to reallocate $400,000.00 from Slots for Class Training and Gold Training
Action Requested: Authorize the President and CEO to release two Requests for Proposal, negotiate and execute two contracts for General Repairs/Improvements and for Playground and Playground Equipment for our Early Head Start child care centers.

Fiscal Impact: The contracts are not-to-exceed a total amount of $1,200,000.00 for fiscal year 2015-2016, may extend beyond the state fiscal year, pending approval from the Department of Health and Human Services, Administration for Children and Families, Office of Head Start.

Funding Source: The Department of Health and Human Services, Administration for Children and Families, Office of Head Start

Strategic Goal:  
- Neediest Children  
- Youngest Children  
- Educate All  
- Providers  
- Internal Capacity  
- Funding

Resolution: 12012015-04

AUTHORIZATION FOR THE PRESIDENT AND CEO TO RELEASE TWO REQUESTS FOR PROPOSAL, NEGOTIATE AND EXECUTE TWO CONTRACTS FOR GENERAL REPAIRS/IMPROVEMENTS AND FOR PLAYGROUND AND PLAYGROUND EQUIPMENT FOR OUR EARLY HEAD START CHILD CARE CENTERS. FOR FISCAL YEAR 2015-2016, SUBJECT TO APPROVAL FOR LEGAL SUFFICIENCY AND FORM.

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Board authorizes the President
and CEO to release two Requests for Proposal, negotiate and execute two contracts for General Repairs/Improvements and for Playground and playground Equipment for our Early Head Start child care centers. The contracts are not to exceed a total amount of $1,200,000.00 and it is subject to approval for legal sufficiency and form.

The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: __________.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 1st, day of December, 2015.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE
MIAMI-DADE COUNTY, FLORIDA

BY __________________________
BOARD SECRETARY
Background

The Neighborhood Place for Early Head Start, a division of the Early Learning Coalition of Miami-Dade/Dade, provides Early Head Start services to 750 infant/toddlers and their families residing in Miami-Dade County. The Neighborhood Place for Early Head Start partners with approximately 25 private Miami-Dade child care providers who provide the educational standards to our target enrollment of 750 infants/toddlers. It is the intent of Early Head Start-Child Care Partnership Grants to increase the level of quality of private child care providers in their schools and playgrounds.

Playground Needs: 22 schools

All work must be conducted by Certified Playground Safety Inspectors certified by the National Association of Park and Recreation Association.

1. Evaluate each site and provide design plans showcasing appropriate equipment and play areas including proper ground covering and shade structures to accommodate children ages birth to 3 years old
2. Installation of equipment must meet all Davis-Bacon and ADA regulations
3. All work to be done according to Miami-Dade County Building rules and regulations as well as the city in which each partner school is located.

General Repairs/Improvements: 20 schools

All work must be conducted by Florida licensed general contractors, in good standing, who adhere to Davis-Bacon and ADA regulations.

1. Evaluate each site to determine repair/improvement needs:
   a. Painting
   b. Carpentry includes but not limited to installation/replacement/removal of walls, baseboards, doors, cabinets, ceiling replacement
   c. Electrical installation of updated plugs, electrical boards
   d. Flooring includes but not limited to the installation/repair of tile flooring and or repair of terrazzo flooring
   e. Plumbing
   f. Air Conditioning
   g. Building structures including roof
## School Readiness

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Current Month Actual</th>
<th>Current Year Actual</th>
<th>% Budget Remaining</th>
<th>Target % Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Florida</td>
<td>110,020</td>
<td>8,919</td>
<td>35,337</td>
<td>67.88%</td>
<td>66.67%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary and Fringe</td>
<td>10,383</td>
<td>951</td>
<td>3,617</td>
<td>65.16%</td>
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<tr>
<td>Child Care Services</td>
<td>92,839</td>
<td>7,595</td>
<td>30,257</td>
<td>67.41%</td>
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<tr>
<td>Contractual Services</td>
<td>3,027</td>
<td>181</td>
<td>585</td>
<td>80.67%</td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td>1,241</td>
<td>103</td>
<td>514</td>
<td>58.53%</td>
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<tr>
<td>Travel/Conf/Dev</td>
<td>87</td>
<td>29</td>
<td>57</td>
<td>34.02%</td>
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</tr>
<tr>
<td>Program Activity</td>
<td>2,051</td>
<td>37</td>
<td>69</td>
<td>96.62%</td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td>211</td>
<td>13</td>
<td>121</td>
<td>42.70%</td>
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</tr>
<tr>
<td>Other</td>
<td>182</td>
<td>10</td>
<td>116</td>
<td>36.33%</td>
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</tr>
<tr>
<td><strong>Total Exp</strong></td>
<td>110,020</td>
<td>8,919</td>
<td>35,337</td>
<td>67.88%</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

## Early Head Start

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Current Month Actual</th>
<th>Current Year Actual</th>
<th>% Budget Remaining</th>
<th>Target % Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Head Start</td>
<td>10,785</td>
<td>634</td>
<td>1,843</td>
<td>82.91%</td>
<td>66.67%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary and Fringe</td>
<td>2,775</td>
<td>176</td>
<td>543</td>
<td>80.45%</td>
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<tr>
<td>Child Care Services</td>
<td>5,850</td>
<td>411</td>
<td>1,122</td>
<td>80.82%</td>
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</tr>
<tr>
<td>Contractual Services</td>
<td>651</td>
<td>12</td>
<td>34</td>
<td>94.73%</td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td>504</td>
<td>22</td>
<td>67</td>
<td>86.65%</td>
<td></td>
</tr>
<tr>
<td>Travel/Conf/Dev</td>
<td>80</td>
<td>7</td>
<td>23</td>
<td>71.01%</td>
<td></td>
</tr>
<tr>
<td>Program Activity</td>
<td>865</td>
<td>15</td>
<td>98.22%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td>18</td>
<td>3</td>
<td>15</td>
<td>17.23%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>41</td>
<td>4</td>
<td>23</td>
<td>44.04%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Exp</strong></td>
<td>10,785</td>
<td>634</td>
<td>1,843</td>
<td>82.91%</td>
<td>66.67%</td>
</tr>
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</table>

## Other

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Current Month Actual</th>
<th>Current Year Actual</th>
<th>% Budget Remaining</th>
<th>Target % Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Children's Trust</td>
<td>4,930</td>
<td>367</td>
<td>1,150</td>
<td>76.68%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>648</td>
<td>74</td>
<td>226</td>
<td>65.19%</td>
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</tr>
<tr>
<td>Refugee</td>
<td>2,000</td>
<td>112</td>
<td>547</td>
<td>72.66%</td>
<td></td>
</tr>
<tr>
<td>Teen Parent</td>
<td>405</td>
<td>22</td>
<td>41</td>
<td>89.83%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Exp</strong></td>
<td>7,983</td>
<td>575</td>
<td>1,963</td>
<td>75.40%</td>
<td>66.67%</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>-</td>
<td></td>
<td>58</td>
<td></td>
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</tbody>
</table>

## Total

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Current Month Actual</th>
<th>Current Year Actual</th>
<th>% Budget Remaining</th>
<th>Target % Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Florida</td>
<td>168,414</td>
<td>15,448</td>
<td>49,629</td>
<td>70.53%</td>
<td></td>
</tr>
<tr>
<td>Office of Head Start</td>
<td>10,785</td>
<td>634</td>
<td>1,843</td>
<td>82.91%</td>
<td></td>
</tr>
<tr>
<td>The Children's Trust</td>
<td>4,930</td>
<td>367</td>
<td>1,150</td>
<td>76.68%</td>
<td></td>
</tr>
<tr>
<td>Refugee</td>
<td>648</td>
<td>74</td>
<td>226</td>
<td>65.19%</td>
<td></td>
</tr>
<tr>
<td>Teen Parent</td>
<td>2,000</td>
<td>112</td>
<td>547</td>
<td>72.66%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>405</td>
<td>22</td>
<td>41</td>
<td>89.83%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>187,181</td>
<td>16,657</td>
<td>53,435</td>
<td>71.45%</td>
<td>66.67%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Salary and Fringe</td>
<td>15,061</td>
<td>1,395</td>
<td>4,873</td>
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<tr>
<td>Child Care Services</td>
<td>158,863</td>
<td>14,562</td>
<td>46,251</td>
<td>70.85%</td>
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</tr>
<tr>
<td>Contractual Services</td>
<td>6,799</td>
<td>374</td>
<td>1,052</td>
<td>84.53%</td>
<td></td>
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<tr>
<td>Occupancy</td>
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<td>609</td>
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<td></td>
</tr>
<tr>
<td>Travel/Conf/Dev</td>
<td>201</td>
<td>50</td>
<td>101</td>
<td>49.77%</td>
<td></td>
</tr>
<tr>
<td>Program Activity</td>
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<td>185</td>
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<td></td>
</tr>
<tr>
<td>IT</td>
<td>460</td>
<td>18</td>
<td>150</td>
<td>67.26%</td>
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</tr>
<tr>
<td>Other</td>
<td>305</td>
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<td>156</td>
<td>48.91%</td>
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<tr>
<td><strong>Total Exp</strong></td>
<td>187,181</td>
<td>16,658</td>
<td>53,377</td>
<td>71.48%</td>
<td>66.67%</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>-</td>
<td></td>
<td>58</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Children Served**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total actual paid - YTD</td>
<td>25,784</td>
</tr>
<tr>
<td>Total actual paid - October 2015</td>
<td>22,285</td>
</tr>
<tr>
<td>Net Slot Payment and Gold Seal Match (BG8 and CCEP)</td>
<td>$ 6,640</td>
</tr>
<tr>
<td>Total cost (in thousands) (incl match)</td>
<td>$ 7,558</td>
</tr>
</tbody>
</table>

**Change month over month**

| Total Net Increase/(decrease) children | 652          |
| Net increase/(decrease) dollars        | $ 236         |

**Monthly Activity**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Census</td>
<td>21,633</td>
</tr>
<tr>
<td>NET Increase/(Decrease)</td>
<td>652</td>
</tr>
<tr>
<td>Total</td>
<td>22,285</td>
</tr>
</tbody>
</table>

**Current Data**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled As of November 30, 2015</td>
<td>23,498</td>
</tr>
<tr>
<td>Projected Paid for November (96% of enrolled)</td>
<td>22,558</td>
</tr>
</tbody>
</table>

**Ready Pool and Waitlist**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pool as of November 30, 2015</td>
<td>-</td>
</tr>
<tr>
<td>Waitlist as of November 30, 2015</td>
<td>853</td>
</tr>
<tr>
<td>Waitlist as of October 26, 2015</td>
<td>376</td>
</tr>
<tr>
<td>Waitlist as of September 21, 2015</td>
<td>1,753</td>
</tr>
</tbody>
</table>

**VPK Enrolled As of November 30, 2015**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>21,699</td>
</tr>
<tr>
<td>Summer</td>
<td>-</td>
</tr>
</tbody>
</table>

**VPK Total Actual Paid - October 2015**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SISP 6</td>
<td>21,440</td>
</tr>
<tr>
<td>Regular</td>
<td>-</td>
</tr>
<tr>
<td>Summer</td>
<td>-</td>
</tr>
</tbody>
</table>

**VPK Total Actual Paid - YTD**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SISP 13</td>
<td>21,891</td>
</tr>
<tr>
<td>Regular</td>
<td>-</td>
</tr>
<tr>
<td>Summer</td>
<td>403</td>
</tr>
</tbody>
</table>

**Eligibility Breakdown**

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving Service</th>
<th>% of Total</th>
<th>Diff Prior Month</th>
<th>% Change Prior Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT Risk</td>
<td>2,340</td>
<td>10.40%</td>
<td>(94)</td>
<td>-3.86%</td>
</tr>
<tr>
<td>Income Eligible</td>
<td>15,961</td>
<td>70.96%</td>
<td>667</td>
<td>4.36%</td>
</tr>
<tr>
<td>Florida One Parent</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transitional Child Care</td>
<td>1,665</td>
<td>7.40%</td>
<td>(19)</td>
<td>-1.13%</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>1,422</td>
<td>6.32%</td>
<td>65</td>
<td>4.36%</td>
</tr>
<tr>
<td>CCEP (Purchasing Pool)</td>
<td>1,106</td>
<td>4.92%</td>
<td>29</td>
<td>2.69%</td>
</tr>
<tr>
<td>ARRA</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>BGSNT</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>22,285</td>
<td>100%</td>
<td>648</td>
<td>2.97%</td>
</tr>
</tbody>
</table>

**Children Paid by BG Group**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>% of Total</th>
<th>Diff Prior Month</th>
<th>% Change Prior Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT Risk</td>
<td>$867.00</td>
<td>11.73%</td>
<td>$38.76</td>
<td>-4.28%</td>
</tr>
<tr>
<td>Income Eligible</td>
<td>$5,376.10</td>
<td>72.71%</td>
<td>$272.00</td>
<td>5.33%</td>
</tr>
<tr>
<td>Florida One Parent</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Transitional Child Care</td>
<td>$537.84</td>
<td>7.27%</td>
<td>($8.67)</td>
<td>-1.59%</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>$449.38</td>
<td>6.08%</td>
<td>$14.12</td>
<td>3.24%</td>
</tr>
<tr>
<td>CCEP (Purchasing Pool)</td>
<td>$163.77</td>
<td>2.21%</td>
<td>($22.00)</td>
<td>-1.33%</td>
</tr>
<tr>
<td>ARRA</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>-</td>
</tr>
<tr>
<td>BGSNT</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$7,394.09</td>
<td>100%</td>
<td>$236.49</td>
<td>3.30%</td>
</tr>
</tbody>
</table>

**Change month over month**

<table>
<thead>
<tr>
<th>Change month over month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCEP (Purchasing Pool)</td>
<td>$867.00</td>
</tr>
<tr>
<td>Florida One Parent</td>
<td>$38.76</td>
</tr>
<tr>
<td>Transitional Child Care</td>
<td>($8.67)</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>$14.12</td>
</tr>
<tr>
<td>CCEP (Purchasing Pool)</td>
<td>($22.00)</td>
</tr>
<tr>
<td>ARRA</td>
<td>-</td>
</tr>
<tr>
<td>BGSNT</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$236.49</td>
</tr>
</tbody>
</table>

**Children By Age Group**

- Children 0 - 5: 1 / 0%
- School Age 6-8: 4,979 / 21%
- School Age 9 and Above: 18,516 / 77%
- Other: 1 / 0%

**Children Paid by Age Category**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>% of Total</th>
<th>Diff Prior Month</th>
<th>% Change Prior Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>$1,858.63</td>
<td>25.09%</td>
<td>$537.77</td>
<td>2.98%</td>
</tr>
<tr>
<td>Toddler</td>
<td>$1,558.28</td>
<td>21.04%</td>
<td>$42.02</td>
<td>2.77%</td>
</tr>
<tr>
<td>Three Year Old</td>
<td>$1,278.23</td>
<td>17.26%</td>
<td>$137.73</td>
<td>12.08%</td>
</tr>
<tr>
<td>Pre-School</td>
<td>$1,287.23</td>
<td>17.26%</td>
<td>$137.73</td>
<td>12.08%</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$6,259.59</td>
<td>84.51%</td>
<td>$283.49</td>
<td>3.30%</td>
</tr>
<tr>
<td>VPK Enrolled As of November 30, 2015 Sub-Total</td>
<td>$6,259.59</td>
<td>84.51%</td>
<td>$283.49</td>
<td>3.30%</td>
</tr>
<tr>
<td>School Age: 6 yrs</td>
<td>$429.87</td>
<td>5.80%</td>
<td>$13.83</td>
<td>3.33%</td>
</tr>
<tr>
<td>School Age: 7 yrs</td>
<td>$624.60</td>
<td>8.42%</td>
<td>($2.85)</td>
<td>-4.36%</td>
</tr>
<tr>
<td>School Age: 8 yrs</td>
<td>$486.30</td>
<td>6.62%</td>
<td>($1.31)</td>
<td>-2.62%</td>
</tr>
<tr>
<td>Unduplicated School Age: 6 - 8 yrs**</td>
<td>$1,076.51</td>
<td>14.53%</td>
<td>($46.65)</td>
<td>-4.15%</td>
</tr>
<tr>
<td>School Age: 9 yrs and above</td>
<td>$70.93</td>
<td>0.96%</td>
<td>($0.44)</td>
<td>-0.61%</td>
</tr>
<tr>
<td>School Age Total Includes 49 duplicates</td>
<td>$1,147.43</td>
<td>15.49%</td>
<td>($47.09)</td>
<td>-3.94%</td>
</tr>
<tr>
<td>School Age: 9 yrs and above</td>
<td>$1,147.43</td>
<td>15.49%</td>
<td>($47.09)</td>
<td>-3.94%</td>
</tr>
<tr>
<td>Other</td>
<td>$0.01</td>
<td>0.00%</td>
<td>$0.01</td>
<td>-</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$1,147.44</td>
<td>15.49%</td>
<td>($47.08)</td>
<td>-3.94%</td>
</tr>
<tr>
<td>Total</td>
<td>$7,407.03</td>
<td>100%</td>
<td>$236.42</td>
<td>3.30%</td>
</tr>
</tbody>
</table>

**Age Break Down**

**Early Learning Coalition of Miami-Dade/Monroe**

School Readiness Slot Utilization Snapshot - Miami-Dade

October 2015

Note: Legends with too small percentage are not shown on the pie chart.
Early Learning Coalition of Miami-Dade/Monroe
School Readiness Slot Utilization Snapshot - Monroe
October 2015

(all dollar amounts in thousands '000)

<table>
<thead>
<tr>
<th>Children Served</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total actual paid - October 2015</td>
<td>577</td>
</tr>
<tr>
<td>Net Slot Payment and Gold Seal</td>
<td>$179</td>
</tr>
<tr>
<td>Match (BG8 and CCEP)</td>
<td>$4</td>
</tr>
<tr>
<td>Total cost (in thousands) (incl match)</td>
<td>$192</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change month over month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Increase/decrease children</td>
<td>-</td>
</tr>
<tr>
<td>Net increase/decrease dollars</td>
<td>$0 (0)</td>
</tr>
</tbody>
</table>

Monthly Activity
<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Census</td>
</tr>
<tr>
<td>Net Increase/decrease</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Current Data
| Enrolled as of November 25, 2015 | 603     |
| Projected Paid for November (96% of enrolled) | 579     |
| Waitlist as of November 30, 2015 | -       |
| Waitlist as of October 26, 2015 | -       |
| Waitlist as of September 28, 2015 | -       |
| VPK Enrolled as of November 25, 2015 | 459     |
| VPK Total Actual Paid - October 2015 | 461     |

Eligibility Breakdown

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving Service</th>
<th>% of Total</th>
<th>Diff Prior Month</th>
<th>% Change Prior Month</th>
<th>Amount</th>
<th>% of Total</th>
<th>Diff Prior Month</th>
<th>% Change Prior Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT Risk</td>
<td>124</td>
<td>21.49%</td>
<td>(2)</td>
<td>-1.59%</td>
<td>$47.67</td>
<td>25.35%</td>
<td>$0.25</td>
<td>0.52%</td>
</tr>
<tr>
<td>Income Eligible</td>
<td>407</td>
<td>70.54%</td>
<td>(3)</td>
<td>-0.73%</td>
<td>$130.34</td>
<td>69.31%</td>
<td>$0.50</td>
<td>-0.38%</td>
</tr>
<tr>
<td>Florida One Parent</td>
<td>-</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>0.00%</td>
<td>-0.00%</td>
</tr>
<tr>
<td>Transitional Child Care</td>
<td>8</td>
<td>1.39%</td>
<td>0</td>
<td>0.00%</td>
<td>$3.22</td>
<td>1.71%</td>
<td>($0.00)</td>
<td>-0.01%</td>
</tr>
<tr>
<td>Work Force Development</td>
<td>10</td>
<td>1.73%</td>
<td>0</td>
<td>0.00%</td>
<td>$2.74</td>
<td>1.46%</td>
<td>($0.63)</td>
<td>-18.68%</td>
</tr>
<tr>
<td>CCEP (Purchasing Pool)</td>
<td>28</td>
<td>4.85%</td>
<td>3</td>
<td>12.00%</td>
<td>$4.08</td>
<td>2.17%</td>
<td>$0.83</td>
<td>25.47%</td>
</tr>
<tr>
<td>ARRA</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
<td>$0.00</td>
<td>0.00%</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>577</td>
<td>100%</td>
<td>(2)</td>
<td>-0.35%</td>
<td>$188.05</td>
<td>100%</td>
<td>($0.05)</td>
<td>-0.03%</td>
</tr>
</tbody>
</table>

Age Break Down

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving Service</th>
<th>% of Total</th>
<th>Diff Prior Month</th>
<th>% Change Prior Month</th>
<th>Amount</th>
<th>% of Total</th>
<th>Diff Prior Month</th>
<th>% Change Prior Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>130</td>
<td>21.14%</td>
<td>1</td>
<td>0.78%</td>
<td>$52.39</td>
<td>27.86%</td>
<td>($0.05)</td>
<td>-0.10%</td>
</tr>
<tr>
<td>Toddler</td>
<td>108</td>
<td>17.56%</td>
<td>5</td>
<td>4.85%</td>
<td>$43.02</td>
<td>22.88%</td>
<td>$0.94</td>
<td>2.23%</td>
</tr>
<tr>
<td>Three Year Old</td>
<td>101</td>
<td>16.42%</td>
<td>(2)</td>
<td>-1.94%</td>
<td>$35.41</td>
<td>18.83%</td>
<td>($0.08)</td>
<td>-0.22%</td>
</tr>
<tr>
<td>Pre-School</td>
<td>95</td>
<td>15.45%</td>
<td>9</td>
<td>10.47%</td>
<td>$22.89</td>
<td>12.17%</td>
<td>$0.59</td>
<td>2.66%</td>
</tr>
<tr>
<td>School Age: 6</td>
<td>50</td>
<td>8.13%</td>
<td>2</td>
<td>4.17%</td>
<td>$9.52</td>
<td>5.06%</td>
<td>$0.47</td>
<td>5.19%</td>
</tr>
<tr>
<td>School Age: 7</td>
<td>40</td>
<td>6.50%</td>
<td>(2)</td>
<td>-4.76%</td>
<td>$7.46</td>
<td>3.97%</td>
<td>($0.72)</td>
<td>-8.83%</td>
</tr>
<tr>
<td>School Age: 8</td>
<td>30</td>
<td>4.88%</td>
<td>(3)</td>
<td>-9.09%</td>
<td>$5.42</td>
<td>2.88%</td>
<td>($0.45)</td>
<td>-7.65%</td>
</tr>
<tr>
<td>School Age: 6 - 8**</td>
<td>162</td>
<td>26.34%</td>
<td>(12)</td>
<td>-6.90%</td>
<td>$30.74</td>
<td>16.35%</td>
<td>($1.83)</td>
<td>-5.60%</td>
</tr>
<tr>
<td>School Age: 9 - 10</td>
<td>15</td>
<td>2.44%</td>
<td>-1</td>
<td>-6.25%</td>
<td>$2.99</td>
<td>1.59%</td>
<td>$0.24</td>
<td>8.83%</td>
</tr>
<tr>
<td>School Age: 11 - 12</td>
<td>4</td>
<td>0.65%</td>
<td>1</td>
<td>33.33%</td>
<td>$0.61</td>
<td>0.32%</td>
<td>$0.13</td>
<td>27.66%</td>
</tr>
<tr>
<td>School Age: Other Age</td>
<td>0</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
<td>$0.00</td>
<td>0.00%</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>School Age Total</td>
<td>181</td>
<td>29.43%</td>
<td>(12)</td>
<td>-6.22%</td>
<td>$34.34</td>
<td>18.26%</td>
<td>($1.45)</td>
<td>-4.05%</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
<td>$0.00</td>
<td>0.00%</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>615</td>
<td>100%</td>
<td>1</td>
<td>0.16%</td>
<td>$188.05</td>
<td>100%</td>
<td>($0.05)</td>
<td>-0.03%</td>
</tr>
</tbody>
</table>

Minus 38 Duplicates

**Current Data**
- Enrolled as of November 25, 2015: 603
- Projected Paid for November (96% of enrolled): 579
- Waitlist: 577
- VPK Enrolled as of November 25, 2015: 459
- VPK Total Actual Paid - October 2015: 461

Children By Age Group
- Children 0 - 5: 15 / 2.44% 0 / 0.65%
- School Age 6 - 8: 162 / 26.34%
- School Age 9 - 10: 434 / 70.57%
- School Age 11 - 12: 8 / 1.30%

**There are 42 5-year-old within this count.**
Accountability Monitoring Report for the Early Learning Coalition of Miami Dade/Monroe
REPORT AS14-15.25
October 2015
Review Scope

- School Readiness Eligibility
- School Readiness Payment Validation
- Voluntary Prekindergarten Child Eligibility
- Voluntary Prekindergarten Payment Validation
- Voluntary Prekindergarten Provider
- Data Accuracy
Review Scope

- Services delivered for SR eligibility from January through March 2015
- For VPK during the 2014-2015 program year.
- Coalition’s operations from July 1, 2013, through June 30, 2015
OEL Team

• The OEL team was professional, helpful, and very constructive in their approach
• The team offered technical assistance, prior to, during, and after the review
Suggested Action

• 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.
Outcome of Review

- 100% of children being served found to be eligible for services

- No findings
  - 54 elements (70%)

- Findings - No pending items (CAP accepted)
  - 23 elements (30%)
Outcome of Review

*S*chool Readiness Eligibility (*SR*) [p. 5]

**Findings:** 10

- Findings - No pending items (CAP accepted)

*S*chool Readiness Payment Validation (*SRPV*) [p. 14]

**Findings:** 2

- Findings - No pending items (CAP accepted)

V*PK* Child Eligibility (*VPKC*) [p. 16]

**Findings:** 0

- The coalition had no findings in this review area
Outcome of Review

VPK Payment Validation (VPKPV) [p.19]

Findings: 3
• Findings - No pending items (CAP accepted)

VPK Provider Eligibility (VPKP) [p.21]

Findings: 5
• Findings - No pending items (CAP accepted)

Data Accuracy (DA) [p.27]

Findings: 3
• Findings - No pending items (CAP accepted)
Key Opportunities for Improvement

SR and VPK Payment Validation
✓ Providers must maintain accurate sign-in/sign-out sheets.
✓ Corrective action- providers with findings trained. Ongoing provider and staff trainings conducted.

VPK Provider Files
✓ Professional development requirements must be met by teachers and all documents in contract file must be current.
✓ Corrective action- staff received training, an updated process was developed and providers are receiving ongoing training.
OFFICE OF
Early Learning
Learn Early. Learn for Life.

ACCOUNTABILITY MONITORING REPORT FOR THE EARLY LEARNING COALITION OF MIAMI-DADE/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/Monroe (the Miami-Dade/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), Child Care Resource and Referral (CCR&R), Educational Services Delivery (ESD), School Readiness (SR), Voluntary Prekindergarten (VPK), and Data Accuracy (DA)) meets or exceeds service delivery and operational requirements.

The onsite review began on June 8, 2015. The accountability review team examined files and documentation for SR and VPK eligibility services the coalition delivered from January, February and March 2015, for VPK provider services during the 2014-15 program year.

The Early Learning Grant Agreement requires the coalition to take corrective actions for each non-compliance finding. The report notes corrective action examples to help the coalition effectively deliver program services.
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XI. Recommended Corrective Actions Summary Review ....................................................................................29
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 business practice observations for a coalition’s consideration to improve the outcomes of the early learning programs. Observations can include items noted that increase the entity’s risk of potential non-compliance and, if left unresolved, could generate findings in future program years.

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 coalition governance (CG), operations and program management (OPM), Child Care Resource and Referral (CCR&R), educational services delivery (ESD), SR eligibility, VPK child eligibility (VPKC), VPK provider eligibility (VPKP), SR payment validation (SRPV), VPK payment validation (VPKPV) and DA.

OEL will review all coalitions for DA, SR, VPK child and VPK provider eligibility annually. These reviews will be based on a risk assessment conducted prior to the beginning of each monitoring cycle to establish projected monitoring sample sizes.

Coalitions/statewide contractors that received a modified desk review during the FY 2013-14 monitoring cycle will receive a full accountability review (CG, OPM, CCR&R, ESD, DA, SR, VPK child and VPK provider eligibility) during the 2014-15 monitoring cycle.

Coalitions/statewide contractors that received a full accountability review during the FY 2013-14 monitoring cycle will receive a modified desk review (DA, SR, VPK child and VPK provider eligibility) during the 2014-15 monitoring cycle. OEL bases each accountability review on a risk assessment.

OEL conducted a modified accountability review for the ELC of Miami-Dade/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.
### Table

<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 Providers&lt;sup&gt;1&lt;/sup&gt;</td>
<td>N/A</td>
<td>68</td>
<td>N/A</td>
<td>1,652</td>
</tr>
<tr>
<td>Family Child Care Homes</td>
<td>205</td>
<td>17</td>
<td>1,186</td>
<td>180</td>
</tr>
<tr>
<td>Private Centers/Schools</td>
<td>1,080</td>
<td>778</td>
<td>32,732</td>
<td>17,621</td>
</tr>
<tr>
<td>Public School Providers</td>
<td>128</td>
<td>209</td>
<td>1,993</td>
<td>5,831</td>
</tr>
<tr>
<td>Informal Caregivers</td>
<td>1</td>
<td>N/A</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Total (unduplicated)&lt;sup&gt;2&lt;/sup&gt;</td>
<td>1,414</td>
<td>1,003</td>
<td>34,033</td>
<td>23,479</td>
</tr>
</tbody>
</table>


**Organization and staffing** – The coalition has a staff of 270 full-time employees who implement the programmatic aspects of the coalition’s board of directors’ mission.

**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, 2015, totaled approximately $161,942,604. Expenditures<sup>3</sup> totaled approximately $152,452,773.

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<sup>1</sup> 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.

<sup>2</sup> The sum of coalition data does not equal the statewide total. More than one coalition may serve these children.

<sup>3</sup> Expenditures in the table represent cost categories that support the scope of the accountability review and are not all-inclusive.
Early Learning Coalition of Miami-Dade/Monroe
Reported SR and VPK Allocations and Expenditures

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School Readiness</td>
<td>$105,286,272.00</td>
<td>$98,387,126.44</td>
</tr>
<tr>
<td>CCEP</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total SR</td>
<td>$105,286,272.00</td>
<td>$98,387,126.00</td>
</tr>
<tr>
<td>Voluntary Prekindergarten</td>
<td>$54,341,403.00</td>
<td>$53,101,764.00</td>
</tr>
<tr>
<td>Administration</td>
<td>$2,173,656.00</td>
<td>$858,695.00</td>
</tr>
<tr>
<td>Total VPK</td>
<td>$56,515,059.00</td>
<td>$53,960,459.00</td>
</tr>
<tr>
<td>Outreach, Awareness and Monitoring Initiative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach and Awareness</td>
<td>$68,188.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Monitoring</td>
<td>$73,085.00</td>
<td>$105,188.00</td>
</tr>
<tr>
<td>Total OAM</td>
<td>$141,273.00</td>
<td>$105,188.00</td>
</tr>
<tr>
<td>Total All Programs</td>
<td>$161,942,604.00</td>
<td>$152,452,773.00</td>
</tr>
</tbody>
</table>

Source – SR Notice of Award July 14, 2015; VPK Notice of Award June 30, 2015; OAMI Notice of Award July 1, 2014; and OEL Expenditure Worksheet

IV. Review Criteria Findings and Recommendations

The following report summarizes the entity’s compliance or noncompliance to early learning requirements that the accountability review analysts observed during the monitoring engagement. Under the terms of the Early Learning Grant Agreement between OEL and the coalition, the coalition must submit a corrective action plan for all noncompliance findings within 30 days of receiving the published report. Each finding(s) 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(s) type. The file numbers cited in each finding(s) 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(s) and continue compliance.**

V. 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.

During the 2013-14 fiscal year, the coalition served 35,275 children in the SR program. Using the established risk assessment methodology, the review team examined 43 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. The sample represents .1 percent of the total SR children the coalition served. Fifteen 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. **The coalition has 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.; CCDF State Plan 2.2.9)
   
   The coalition met all requirements for this criterion.

2. **The coalition has a completed, signed and dated payment certificate for each child.** (45 CFR 98.2; s. 1002.82(6)(c), F.S.; Rule(s) 6M-4.200(4), FAC; CCDF State Plan 2.6.1)
   
   The coalition met all requirements for this criterion.

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**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. **The coalition has a complete and valid child care referral for each applicable child.** (45 CFR s. 98.20(b); Rule 6M-4.200(2), FAC)

   **Finding(s) –**
   
   – **File No.7** – The coalition did not verify that the referral included the correct placement status. The referral is marked out-of-home and protective services instead of protective investigation and in-home.
   
   – **File Nos. 11, 35** – The coalition did not request the referring agency to correct the transitional child care (TCC) dates on the referral.

   **OEL requires no further corrective actions –**

   The coalition corrected the following file(s) – # 7, 11, 35

2. **The authorized eligibility period on the referral is the correct length.** (Rule 6M-4.200(2), FAC; CCDF State Plan 2.3.6(a-b))

   The coalition met all requirements for this criterion.

3. **The coalition authorized SR services within the authorized child care period on the referral.** (Rule 6M-4.202, FAC)

   The coalition met all requirements for this criterion.

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**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. **The coalition acted upon the child care referral for each applicable client within 10 calendar days from referral receipt.** (s. 1002.87(1), F.S.; CCDF State Plan 2.2.10; Grant Agreement, Exhibit II, C.5.1.3)

   **Finding(s) –**

   File No. 5 – The coalition did not offer services within 10 days of the date on the referral.

   **OEL requires no further corrective actions –**

   The coalition corrected the following file(s) – #5

**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. **The coalition authorized the appropriate hours of care based upon the amount of care the family needed.** (ss. 1002.81(10) and (13), F.S.; Rule 6M-4.200(2) and (3), FAC; CCDF State Plan 2.3.3 and 2.3.4)

   The coalition met all requirements for this criterion.

**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. **The client received SR services within the correct authorized eligibility period.** (s. 1002.84(7), F.S.; Rule 6M-4.200(2)(a)-(b) and 4.209, FAC; CCDF State Plan 2.3.6)

   The coalition met all requirements for this criterion.

**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. **There is evidence that the coalition notified the parents of their rights and responsibilities.** (45 CFR s. 98.30-34, 46 and 60; Rule(s) 6M-4.200 and 4.401, FAC)
The coalition met all requirements for this criterion.

**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. **There is 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 coalition met all requirements for this criterion.

**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. **The coalition collected 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.; Rule 6M-4.620, FAC)*

   **Finding(s)** –

   OEL sampled five health and safety checklists. Health and safety checklists for 2014 were due no later than Aug. 1, 2014. OEL is unable to validate whether the coalition required the provider to complete the checklist in accordance with statute and rule. The checklist submitted by the provider did not indicate –

   - The name of the employee who completed the checklist.
   - The date of completion.
   - The date the provider submitted the checklist to the coalition.

   **OEL requires no further corrective actions** –

   The coalition developed a process requiring informal providers to complete a health and safety checklist by July 1 of each fiscal year and submit to the coalition annually.

**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. **Each child is younger than 13.** *(45 CFR 98.20; s. 1002.87, F.S.; CCDF State Plan 2.2.9 and 2.3.2)*

   The coalition met all requirements for this criterion.
**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. **Each applicant met the definition of a parent.** (45 CFR s. 98.2; ss. 1000.21(5) and 1002.97(1), F.S.; Rule 6M-4.200(1)(b) and (c), FAC; CCDF State Plan 2.2.9 and 2.3.1)

   The coalition met all requirements for this criterion.

**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. **The coalition established that each applicant is a Florida resident.** (45 CFR 98.20(2) and (3)(i))

   The coalition met all requirements for this criterion.

2. **The coalition authorized child care by parent’s county of residence.** (ss. 1002.83(1) and 1002.89(5), F.S.)

   The coalition met all requirements for this criterion.

**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. **The coalition established each child’s U.S. citizenship or qualified alien status.** (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; Grant Agreement, Exhibit II, C.5.1.6)

   The coalition met all requirements for this criterion.

**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. **Each file contains a completed, signed and dated SR Income Worksheet for Eligibility and Parent Copayment (SR-100).** (Rule 6M-4.208(1), FAC; CCDF State Plan 2.2.9 and 2.3.5)

   Finding(s) –
File No. 4 – The coalition did not obtain a signed SR-100 or a signed employment verification form from the parent’s employer.

OEL requires no further corrective actions –

The coalition corrected the following file(s) – #4

2. Each file contains 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)

Finding(s) –

- File No. 22 – The coalition did not verify the parent’s working status. Referral documents state the parent is unemployed. However, the local income form, completed by the parent, lists employment and work hours.

- File No. 39 – The coalition did not obtain a signed employment verification form from the parent’s employer. OEL requires that the coalition obtain an employment verification form when six weeks current and consecutive paystubs are not available for eligibility determination.

OEL requires no further corrective actions –

The coalition corrected the following file(s) – #22, 39

3. The coalition correctly calculated 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)

Finding(s) –

- File No. 8 – The coalition included the income in the file as wages assistance. However, the income is a relative caregiver payment, which is excludable income.

- File No. 9 – The coalition calculated the parent's gross income incorrectly by using the year-to-date payment amount from one pay stub, rather than the gross income.

- File No. 10 – The SR-100 indicates the relative caregiver (RCG) payment is included in the calculation as wages assistance. The RCG payment is excludable income.

- File No. 14 – The coalition did not use consecutive paystubs to calculate the parent’s income.

- File No. 21 – The coalition included food stamps in the calculation as part of the family’s annual income. Food stamp benefits are excludable income.

- File No. 39 – OEL could not determine if the coalition calculated the family’s income correctly due to a missing pay stub.

OEL requires no further corrective actions –

The coalition corrected the following file(s) – #8, 9, 10, 14, 21, 39

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. **The coalition accurately determined family unit size and relationship.** (s. 1002.81(9), F.S.; Rule 6M-4.200, FAC; CCDF State Plan 2.2.9)

   **Finding(s) –**

   **File No. 28** – The coalition established the family unit size as three although the referral listed one foster child. The coalition did not base the family size on related children only. The correct family unit size is one.

   **OEL requires no further corrective actions** –

   The coalition corrected the following file(s) – #28

<table>
<thead>
<tr>
<th>SR-O. Maximum Family Unit Income Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

1. **For income-eligible clients, 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) The coalition met all requirements for this criterion.

<table>
<thead>
<tr>
<th>SR-P. Parent Copayment</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

1. **The coalition correctly assessed 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)

   **Finding(s) –**

   **File No. 39** – OEL could not determine the correct parent fee due to a missing pay stub.

   **OEL requires no further corrective actions** –

   The coalition corrected the following file(s) – #39

<table>
<thead>
<tr>
<th>SR-Q. Parent Copayment Fee Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

1. **If applicable, the coalition documented the temporary fee waiver request.** (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 coalition met all requirements for this criterion.
**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. **Each family has a documented and valid purpose for care.** *(45 CFR s. 98.20(a)(3)(i) and (ii); Rule(s) 6M-4.200 FAC; CCDF State Plan 2.3.3 and 2.3.4)*

   The coalition met all requirements for this criterion.

**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. **The coalition correctly based the billing group on SR Program requirements.** *(45 CFR s. 98.20; Rule 6M-4.200, FAC)*

   **Finding(s)** –
   
   File No. 6, 7, 8, 21, 23 – The coalition placed the family in the wrong billing group.

   **Recommendation(s)** –
   
   SR-S.1 file No. 8 – Correct the billing group. Submit to OEL evidence of correction.

   **The coalition completed the following corrective actions** –
   
   – The coalition corrected the following file(s) – #6, 7, 21, 23
   – The coalition partially corrected the following file(s) – #8 (staff training)

**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. **Only legally operating providers who met regulatory requirements provided SR services.** *(45 CFR ss. 98.2 and 98.41; s. 1002.88(1)(a), F.S.; CCDF State Plan 3.1.1)*

   The coalition met all requirements for this criterion.

2. **The coalition had a fully executed SR Provider Agreement in place with each provider prior to making any payments.** *(s. 1002.88(1)(p), F.S.)*

   The coalition met all requirements for this criterion.

3. **The coalition enrolled children from licensed, out-of-home foster care in provider sites according to rule.** *(Rule 65C-13.030(2)(d), FAC; CCDF State Plan 2.6.4)*

   The coalition met all requirements for this criterion.
**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. **The information in each SR child file matched the information in EFS.** *(s. 1002.82(2)(n), F.S.; Grant Agreement, Exhibit II, C.2 and C.5.1.5)*

   The coalition met all requirements for this criterion.

**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. **The coalition’s wait list procedures and practices align with rule.** *(s. 1002.87(1) and (3), F.S.; Rule 6M-4.300, FAC; CCDF State Plan 2.3.7)*

   **Finding(s) –**

   The coalition’s School Readiness Program Wait List policy limits placement of children on the wait list. The policy states “Selection is done in accordance with the billing group/priority as defined by FOEL and ELCMMDM Board of Directors (which is serving beginning from youngest to oldest as per the child’s age 0-5).” The coalition only places children on the wait list who are 5 years and younger and does not include all of the eligibility categories.

   **OEL requires no further corrective actions –**

   The coalition submitted wait list policies and a screenshot of the update to the coalition website regarding school-aged children and wait list.

2. **The coalition has the required written policies and procedures for disenrolling children from SR services.** *(s. 1002.87(7), F.S.; OEL-FG-240.04; Grant Agreement, Exhibit I, I)*

   The coalition met all requirements for this criterion.

3. **The coalition’s written SR policies and procedures align with rules and statutes.** *(ss. 1002.81 and 1002.87, F.S.; Rule 6M-4, FAC)*

   OEL did not review this criterion. OEL’s established risk assessment methodology exempts the coalition from OEL’s evaluation on this criterion because the coalition did not have a prior year finding.

4. **The Rights and Responsibilities/Terms and Conditions notification contains the required minimum information.**
OEL did not review this criterion. OEL’s established risk assessment methodology exempts the coalition from OEL’s evaluation on this criterion because the coalition did not have a prior year finding.

### SR-W. Previous Corrective Actions

OEL examined previous findings and coalition follow-up actions to determine whether the coalition is in compliance with the corrective action plan OEL approved following the coalition’s most recent SR accountability review.

1. **SR corrective action plan adherence.** *(Grant Agreement, Exhibit II, D.6 and F.8)*

   This criterion is not applicable. The coalition completed all required corrective actions.

### 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. **The coalition’s subrecipient monitoring included each criterion the SR Standard Eligibility Review Program Guide lists.** *(Grant Agreement, Exhibit II, D.6)*

   OEL did not review this criterion because the coalition provides SR services directly.

2. **The coalition followed the sample size guidelines during subrecipient monitoring for SR child eligibility and payment validation.** *(Grant Agreement, Exhibit II, D.6)*

   OEL did not review this criterion because the coalition provides SR services directly.

### VI. School Readiness Payment Validation

Using the established risk assessment methodology, the OEL team sampled 43 SR child files for payment validation for January, February and March 2015. The team also evaluated the records for absences based on OEL attendance rules. The team compared attendance records and noted any discrepancies. See the 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. **The coalition has 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)*
The coalition met all requirements for this criterion.

2. The Enrollment/Attendance Certification report matches the parent’s sign-in/sign-out sheets, and the provider completed 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)

Finding(s) –
- File Nos. 1, 20 – A payment adjustment form in the file shows the coalition attempted to obtain sign-in/sign-out sheets from the provider. However, the documents are still missing from the file.
- File No. 7 – The sign in and out sheet show the child was absent Jan. 2, 2015. The attendance certification shows the child was present that day.
- File No. 19 – The attendance certification shows the child attended 17 days with one holiday and one absence. The sign in and out sheets indicate the child attended four days with one absence.

Recommendation(s) –
SRPV-A.2 – File No. 1 – Develop a process in accordance with the SR statewide provider contract, to verify that no later than close of business on the day a provider ceases offering the SR program, the provider transfers all SR records to the coalition that the SR contract requires it to maintain. The coalition is to include guidelines on obtaining the records and documenting attempts to obtain the records. Conduct staff and provider training on the process. Submit to OEL evidence of training.

The coalition completed the following corrective actions –
- The coalition corrected the following file(s) – #7, 19, 20
- The coalition partially corrected the following file(s) – #1 (provider training)

3. The provider correctly documented absences. (Rule(s) 6M-4.500 and 4.501, FAC)

The coalition met all requirements for this criterion.

4. The Final Provider Reimbursement Report matches the Enrollment/Attendance Certification. (s. 1002.82(2)(n) and (p), F.S; Rule 6M-4.500-501, FAC)

Finding(s) –
File No. 4 – The final provider reimbursement report matches the attendance certification. However, the final provider reimbursement report indicates the coalition reimbursed the provider for three excused absences after the child's last date of attendance, Jan. 20, 2015. The coalition terminated the child on Jan. 26, 2015. According to Rule 6M-4.500, FAC effective January 2015, "A school readiness provider shall not receive payment for a student prior to the student's first day of attendance or after the student's last day of attendance."

OEL requires no further corrective actions –
The coalition corrected the following file(s) – #4

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. **The coalition correctly subtracted the parent copayment amount from the reimbursement payment.** *(45 CFR s. 98.42(a) and (b); s. 1002.84(8), F.S.; Rule 6M-4.400, FAC; CCDF State Plan 2.4)*

   The coalition met all requirements for this criterion.

2. **The SR payment rate is correct.** *(s. 1002.85(2)(c)8, F.S.)*

   The coalition met all requirements for this criterion.

3. **The SR payment rate is less than or equal to the provider’s private pay rate.** *(CCDF State Plan 2.7.9)*

   The coalition met all requirements for this criterion.

4. **The coalition documented that the payment cleared the coalition’s financial institution/bank.** *(ss. 1002.82(2)(p) and 1002.84(9), F.S.)*

   The coalition met all requirements for this criterion.

5. **The amount paid to the provider matches the amount owed based on the closed reimbursement amount in EFS.** *(ss. 1002.82(2)(n) and (p), F.S.)*

   The coalition met all requirements for this criterion.

### VII. 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.

During the 2013-14 fiscal year, the coalition served 24,564 children in the VPK Program. Using the established risk assessment methodology, the review team examined 43 VPK child files for compliance with the VPK Program. The sample represents 0.2 percent of the total VPK children the coalition served. None of the reviewed files contained 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. **The coalition determined and appropriately documented 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)*

   The coalition met all requirements for this criterion.
2. The coalition established that each applicant is a resident of Florida. (s. 1002.53(2), F.S.; Rule 6M-8.200(2) and 6M-8.500(1), FAC)

The coalition met all requirements for this criterion.

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. There is a completed, signed and dated Form OEL-VPK 01/ OEL-VPK 01S or registration form online confirmation (VPK and VPK SIS) for each child. (ss. 1002.53(4), 1002.66 and 1002.75(2)(a), F.S.; Rule 6M-8.201(1) and 6M-8.500(2), FAC)

The coalition met all requirements for this criterion.

2. The coalition determined that each child was eligible and issued 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) and 6M-8.500(2)(c), FAC)

The coalition met all requirements for this criterion.

3. There is documentation from the provider stating the child’s VPK class assignment. (Rule 6M-8.202(2)(a), FAC)

The coalition met all requirements for this criterion.

4. There is 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)

The coalition met all requirements for this criterion.

VPKC-C. Reenrollment

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 submit it to the coalition. The parent must also 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 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. **If applicable, the coalition reenrolled the child according to VPK rule and program requirements.** (s. 1002.66, F.S.; Rule 6M-8.210 and 6M-8.500(6)(b), FAC)

   The coalition met all requirements for this criterion.

**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. The information in each VPK child file matches the information in EFS. *(s. 1002.82(2)(n), F.S.; Grant Agreement Exhibit II C.2)*

The coalition met all requirements for this criterion.

**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. The coalition’s eligibility determination policies and procedures align with rules and statutes. *(s. 1002.53(6)(a), F.S.)*

OEL did not review this criterion. OEL’s established risk assessment methodology exempts the coalition from OEL’s evaluation on this criterion because the coalition did not have a prior year finding.

**VPKC-F. VPK Child Previous Corrective Actions**

OEL examined previous findings and coalition follow-up actions to determine whether the coalition is in compliance with the corrective action plan OEL approved following the coalition’s most recent VPKC accountability review.

1. VPKC corrective action plan adherence. *(Grant Agreement Exhibit II D.6 and F.8)*

This criterion is not applicable. The coalition completed all required corrective actions.

**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. The coalition’s subrecipient(s) monitoring includes each VPK child and payment validation criterion the VPK Standard Eligibility Review Program Guide lists. *(Grant Agreement Exhibit II D.6)*

OEL did not review this criterion because the coalition provides VPK services directly.

**VIII. Voluntary Prekindergarten Payment Validation**

Using the established risk assessment methodology, the OEL team sampled 43 VPK child files for payment validation for January, February and March 2015. The team also evaluated the records for absences based on OEL attendance rules. The team compared attendance records and noted any discrepancies. See the payment validation spreadsheet for specific record detail.

**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. **The coalition has Enrollment/Attendance Certification or OEL-VPK 02S Part B for each child enrolled in the VPK Program.** *(s. 1002.66, F.S.; 1002.71(6), F.S.; Rule 6M-8.305(3) and 6M-8.500(5), FAC)*

   The coalition met all requirements for this criterion.

2. **The provider maintains and completes 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)*

   **Finding(s)** –
   - **File Nos. 8, 31** – The coalition did not have the parent complete the Child Attendance and Parental Choice Certification.
   - **File No. 29** – The coalition did not complete items 15 and 16 of the OEL-VPK 02S form.
   - **File Nos. 1, 6, 9, 15, 29, 33, 37, 38** – The parent signed Form OEL-VPK 03L prior to the end of the month in which the child received service for the entire month.

   **OEL requires no further corrective actions** –

   The coalition corrected the following file(s) – #1, 6, 8, 9, 15, 29, 31, 33, 37, 38

3. **The Enrollment/Attendance Certification matches 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)*

   **Finding(s)** –
   - **File Nos. 11, 21, 23, 33, 34, 35** – The provider’s enrollment/attendance certification does not match Form OEL-VPK 03L.

   **OEL requires no further corrective actions** –

   The coalition corrected the following file(s) – #11, 21, 23, 33, 34, 35

4. **The provider correctly documented absences and temporary emergency closures.** *(Rule 6M-8.204, FAC)*

   The coalition met all requirements for this criterion.

5. **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)*
Finding(s) –
File Nos. 21, 23, 34, 35 – The sign-in/sign-out sheet does not match the Final Reimbursement Report.

OEL requires no further corrective actions –

The coalition corrected the following file(s) – #21, 23, 34, 35

6. The Final Provider Reimbursement Report matches the Enrollment/Attendance Certification or VPK-02S Part B (Schedule of Services). (s. 1002.66, F.S.; s. 1002.71(6), F.S.; Rule(s) 6M-8.305 and 6M-8.500(5), FAC)

The coalition met all requirements for this criterion.

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. VPK rates are correct for the provider’s county. (s. 1002.71(3), F.S., Rule 6M-8.205 FAC)

The coalition met all requirements for this criterion.

2. The coalition documented that the payment cleared the coalition’s financial institution/bank. (s.1002.82(2)(p), F.S.)

The coalition met all requirements for this criterion.

3. The amount paid to the provider matches 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)

The coalition met all requirements for this criterion.

IX. 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.

During the 2013-14 fiscal year, there were 1013 VPK providers in the coalition’s service area. Using the established risk assessment methodology, the OEL team sampled 58 VPK classroom director and instructor credentials and qualifications within 15 child care provider sites to establish whether all instructors met qualifications before the coalition authorized the instructors to enter the classroom. The sample represents 1.5 percent of the total VPK providers in the service area. Fourteen 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. **There is a completed, signed and dated Form OEL-VPK 10 (Statewide Provider Registration Application) for each provider.** *(Rule 6M-8.300(1), FAC)*

   The coalition met all requirements for this criterion.

2. **There is 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)*

   The coalition met all requirements for this criterion.

**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-6.03033, FAC, describes. A VPK instructor must be of good moral character, must complete a level 2 background screening before entering the classroom and submit and 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. There is a completed, signed and dated Form OEL-VPK 20 or Form OEL-VPK 20S that contains all required information and attachments. (ss. 1002.55(3)(i), 1002.55(3)(j) and (k), 1002.61(3)(b), 1002.66 and 1002.75, F.S.; Rule 6M-8.301 and 6M-8.500(4)(B), FAC Grant Agreement Exhibit II 7.3.2)

Finding(s) –

File Nos. 1, 6, 14, 17, 21, 25, 28, 31, 36, 39, 45, 49, 52, 57 – The coalition included an unapproved "Attachment A" with the OEL-VPK 20 Statewide Provider Agreement. While OEL previously approved the attachment under Rule 6M-8.301, FAC (prior to April 9, 2015), the coalition was required to obtain annual approval from OEL of all attachments before executing the provider contract. For the 2014-15 program year, the coalition did not request or receive approval from OEL for the attachment. Failure to receive OEL review and approval for contract attachments increases the coalition’s risk of being noncompliant with statute or rule. Rule 6M-8.301, FAC, effective April 9, 2015, states that the coalition may not add any exhibits, addenda or attachments to the statewide provider agreement.

OEL requires no further corrective actions –

The coalition corrected the following file(s) – #1, 6, 14, 17, 21, 25, 28, 31, 36, 39, 45, 49, 52, 57

2. 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), 1002.67(3)-(4) and 1002.91(7), F.S.; Rule 6A-6.03033 and 6M-8.500(3)(a), FAC)

The coalition met all requirements for this criterion.

3. Each private VPK provider has 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 coalition met all requirements for this criterion.

4. Each lead instructor meets the required credentials. (ss. 1002.55(3)(c), 1002.55(4), 1002.61(4), and 1002.63(4) and (5), F.S.)

The coalition met all requirements for this criterion.

5. Each substitute instructor meets the required credentials. (ss. 1002.55(3)(e), 1002.61(6) and 1002.63(6), F.S.; Rule 6M-8.410, FAC)

The coalition met all requirements for this criterion.
6. Each VPK lead, substitute and secondary instructor for each class a provider offers has 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)

Finding(s) –

- **File No. 3** – The level 2 background screening clearance letter in the file expired May 26, 2010.
- **File No. 47** – The instructor’s initial background screening completed Nov. 9, 2009, was an FBI screening only and did not include FDLE screening. The coalition completed a five-year FBI and FDLE level 2 rescreen Nov. 24, 2014.

**OEL requires no further corrective actions** –

The coalition corrected the following file(s) – #3, 47

7. Each lead, substitute and secondary instructor for each class that a private provider offers has 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; Rule 65C-22.006(4)(d)3, FAC)

The coalition met all requirements for this criterion.

**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. **The coalition verified 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)

The coalition met all requirements for this criterion.

**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](http://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. The coalition required all private providers on probation to submit an improvement plan prior to registering to offer VPK services for the next program year. (ss. 1002.67 and 1002.69, F.S.; Rule(s) 6M-8.700(2) and (4), and 6M-8.701(2), FAC, Grant Agreement Exhibit II C.7.4)

**Finding(s)** –
A provider submitted an improvement plan that the coalition subsequently disapproved. The provider offered VPK services the following program year without an approved improvement plan.

**OEL requires no further corrective actions** –
The coalition submitted an updated process for improvement plan tracking.

2. For all sampled private VPK providers on probation, the coalition approved or disapproved the provider’s improvement plan within 14 days after receipt. (s. 1002.67, F.S.; Rule(s) 6M-8.700 and 6M-8.701, FAC)

The coalition met all requirements for this criterion.

3. The coalition required all sampled private providers to 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, Grant Agreement Exhibit II C.7.4)

**Finding(s)** –
- **Item 1** – The director for a first-year provider on probation (POP) did not complete one of the six classes the staff development improvement plan requires.
- **Item 2** – An instructor for one of the second year POPs did not complete four of the six required trainings.
- **Item 3** – An instructor for another second year POP did not complete the six required trainings.

**OEL requires no further corrective actions** –
The coalition provided a process for tracking and verifying that staff complete required training classes and evidence of completed trainings.

4. Providers on probation for two or more consecutive years who subsequently failed to meet the minimum readiness rate received approval for a good cause exemption from OEL or the coalition removed the providers from delivering the program. (ss. 1002.67(4)(c)3 and 1002.69(7), F.S.; Rule 6M-8.702, FAC, Grant Agreement Exhibit II C.7.3)

The coalition met all requirements for this criterion.

**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. The information in each VPK provider file matches the information in EFS. (s. 1002.82(2)(n), F.S.; Grant Agreement Exhibit II C.2)
The coalition met all requirements for this criterion.

**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. **VPK profiles are available to all parents enrolling their children in the VPK Program.** (s. 1002.53(5), F.S.; Rule 6M-8.201(4)(a), FAC; Grant Agreement Exhibit II C.7.1.9)

   OEL did not review this criterion. OEL’s established risk assessment methodology exempts the coalition from OEL’s evaluation on this criterion because the coalition did not have a prior year finding.

2. **VPK profiles include the five required areas.** (s. 1002.53(5), F.S.; Rule 6M-8.201(4)(a), FAC; Grant Agreement Exhibit II C.7.1.9)

   OEL did not review this criterion. OEL’s established risk assessment methodology exempts the coalition from OEL’s evaluation on this criterion because the coalition did not have a prior year finding.

**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.

OEL examined previous findings and coalition follow-up actions to determine whether the coalition is in compliance with the corrective action plan OEL approved following the coalition’s most recent VPKP accountability review.

1. **VPKP corrective action plan adherence.** (Grant Agreement Exhibit II D.6 and Exhibit II F8)

   **Finding(s) –**

   The coalition did not implement the corrective action for providers on probation (POP) that OEL approved during the 2013-2014 monitoring. The coalition’s policy states that POPs who fail to acknowledge or submit an improvement plan will be monitored by the ELC and will be given 30 calendar days to meet the mandates. It further states, “POPs who fail to meet the mandates after 30 calendar days will not be granted a contract to provide VPK during the upcoming program year.” The coalition executed 2014-2015 VPK contracts with providers on probation who did not submit or implement their improvement plan.

   **OEL requires no further corrective actions –**

   The coalition submitted an updated process for verifying that providers on probation implement their improvement plans prior to executing a VPK contract the following year.

**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. **The coalition’s subrecipient monitoring included each VPK provider criterion the VPK Standard Eligibility Review Program Guide lists.** *(Grant Agreement Exhibit II D.6)*

   OEL did not review this criterion because the coalition provides VPK services directly.

2. **The coalition followed the sample size guidelines during subrecipient monitoring for VPK provider eligibility.** *(Grant Agreement Exhibit II D.6)*

   OEL did not review this criterion because the coalition provides VPK services directly.

### X. 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 *(Grant Award Exhibit II C.1).*

**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, the coalition complied with OEL requirements –

1. **Active SR file(s) with SSA/SSI income (19)**

   **Finding(s)** –
   
   The review team examined 20 file(s) for compliance. Four of the reviewed files contained one or more findings.
   
   - **File Nos. 12, 19** – The coalition used an incorrect code for the income type in EFS.
   - **File No. 14** – The coalition used an incorrect monthly income amount that does not match the award letter.
   - **File No. 15** – The listed incorrect monthly amounts and income types in EFS.
OEL requires no further corrective actions –

The coalition corrected the following case(s) – #12, 14, 15, 19

2. *Total Family Income exceeds 200 percent (29)

   The coalition met all requirements for this criterion.

3. Gold Seal Ad Hoc Report (1)

   Finding(s) –
   The review team examined 20 file(s) for compliance. Six of the reviewed files contained one or more findings. The coalition did not enter all Gold Seal accreditation information into EFS.

   OEL requires no further corrective actions –

   The coalition corrected the following cases – #3, 7, 8, 11, 15, 17

4. SR Redetermination Report

   Finding(s) –
   OEL examined six months of data for this edit and exception report and found 149 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.

   OEL requires no further corrective actions –

   The coalition corrected all the cases.

**DA-B. DA Previous Corrective Actions**

OEL examined previous findings and coalition follow-up actions to determine whether the coalition is in compliance with the corrective action plan OEL approved following the coalition’s most recent DA accountability review.

1. DA corrective action plan adherence.

   This criterion is not applicable. The coalition completed all required corrective actions.
XI. 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)’s cause and the coalition’s plan for continued compliance. See the suggestions below for how to correct findings and avoid future findings.

School Readiness Eligibility (SR)

SR-S.1 file No. 8 – Correct the billing group. Submit to OEL evidence of correction.

School Readiness Payment Validation (SRPV)

SRPV-A.2 – file No. 1 – Develop a process in accordance with the SR statewide provider contract, to verify that no later than close of business on the day a provider ceases offering the SR program, the provider transfers all SR records to the coalition that the SR contract requires it to maintain. The coalition is to include guidelines on obtaining the records and documenting attempts to obtain the records. Conduct staff and provider training on the process. Submit to OEL evidence of training.

VPK Child Eligibility (VPKC)

The coalition had no findings in this review area.

VPK Payment Validation (VPKPV)

The coalition had no pending corrective actions for this review area.

VPK Provider Eligibility (VPKP)

The coalition had no pending corrective actions for this review area.

Data Accuracy (DA)

The coalition had no pending corrective actions for this review area.

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.
October 23, 2015,
Children's Academy Preschool #1 – C11MD0670

Background

Children's Academy Preschool #1
- Center’s Capacity: 150
- Children’s Academy Preschool #1 has been contracted with ELC since 2012
- Both SR and VPK for 2015-2016 have been terminated effective October 11, 2015.
- Children Enrolled for SR 25
- Children Enrolled for VPK 13
- For the 2014-2015 FY received approximately $76,790.28

Issues

The Florida Department of Children and Families (“DCF”) issued an “Emergency Suspension Order” due to serious licensing violation that posed an immediate and serious danger to the health, safety or welfare of the children in their care. The licensing violation were discovered during a renewal inspection conducted on September 25, 2015 and a follow-up inspection conducted on October 1, 2015. During the follow-up inspection conducted on October 1, 2015, DCF found that conditions previously noted had not been corrected, but had worsened.

SR Children were transfer to Center #2 and VPK Children were transfer to Center #4.

Emergency Termination Letter for SR and VPK was sent on October 16, 2015.
October 16, 2015

VIA EMAIL & HAND DELIVERY

Ms. Julianne Politesse, Director
Children’s Academy Preschool # 1,
13801 Memorial Highway
Miami, FL. 33161

RE: Notice of Emergency Termination
Voluntary Pre-Kindergarten Contract (FY 2015-2016)
School Readiness Contract (FY 2015-2016)
Provider License # C11MD0670

Dear Provider,

Pursuant to the terms of your School Readiness Contract ("SR Contract") and Voluntary
Pre-Kindergarten Contract ("VPK Contract"), you agreed to provide a healthy and safe
environment for children in your care in accordance with s. 402.305(5), (6), and (7), F.S., as
applicable, and as verified pursuant to s. 402.311, F.S.

The Florida Department of Children and Families ("DCF") has notified the Coalition that
your facility received licensing violations that posed an immediate and serious danger to
the health, safety or welfare of the children in your care. The licensing violations were
discovered during a renewal inspection conducted on September 25, 2015 and a follow-
up inspection conducted on October 1, 2015. During the follow-up inspection conducted
on October 1, 2015, DCF found that conditions previously noted had not been corrected,
but had worsened. A copy of the DCF notice is enclosed for reference.

Section 58 of the SR Contract and Section 53 of the VPK Contract provide that the
Coalition must immediately terminate your SR and VPK Contracts on an emergency basis
upon a notification by the Department of Children and Families ("DCF") or local licensing
agency that actions or inactions of a pose an immediate and serious danger to the health,
safety, or welfare of children.

Based upon your licensing violations, the notification from DCF, and as required by the
terms of your SR and VPK Contracts, please be advised that the Coalition is terminating
your SR and VPK Contracts on an emergency basis, effective twenty-four (24) hours from
your receipt of this letter. You are also notified of the Coalition’s intent to revoke your
eligibility to deliver SR and VPK program services for a period of five (5) years.

Please be advised that you have an opportunity to request a review hearing of the
Coalition’s determination as described in the SR Contract at Section 64 and Exhibit 5: Due
Process Procedures, and as described in the VPK Contract at Section 58 and Exhibit 2: Due Process Procedures. You must respond in writing requesting a review hearing within **five (5) business days of your receipt of this notice.** Please reference the Due Process Procedures set forth in above mentioned Exhibits to your SR and VPK Contract with respect to the required information that must be included in your written request for a review hearing. The request for a review hearing must be submitted in written form: electronic to RequestReview@elcmdm.org or by mail to the Coalition.

If you have any questions related to the VPK and SR Contract, please contact your provider relationship manager: Cindy Lozada, Provider Relationship Manager: Clozada@elcmdm.org, Phone number: (305)646-7220 ext.577

Thank you for your cooperation.
Sincerely

[Signature]

Angelo Parrino
Senior VP & Chief Administrative Officer

Enclosure: DCF Notice
CC: Jose Hernandez, Director of Provider Payments
    Mercy Castiglione, Controller
    Jackye Russell, Chief of Program Policy & Community Relations
    Lisney Badillo, Director of Contracts and Procurement
    Ana Rodriguez, Fiscal Review Manager
    Sandra P. Gonzalez, Interim Director for SR & VPK
    Michelle Meilan, Interim Quality Assurance Manager
    Fiorella Altare, Director of Quality Counts
EMERGENCY SUSPENSION ORDER

This cause is before me for entry of an Emergency Suspension Order pursuant to Section 120.60(6), Florida Statutes. The order is based upon the following:

1. The Department has jurisdiction over the operation of licensed family child care facilities under Section 402.301–402.319, Florida Statutes, and Chapter 65C-22, Florida Administrative Code.

2. The Department issued license number C11MD0670 to Children’s Academy Preschool Inc. d/b/a Children’s Academy Preschool I (“Children’s Academy”) to operate a child care facility located at: 13801 Memorial Highway, Miami, FL 33161. The current license was issued on October 3, 2014; and Children’s Academy Preschool I has continued to operate under this license since its issuance.

3. A renewal inspection was conducted on September 25, 2015. The child care facility was cited violations for the following licensing standards: 14-Facility Environment, 21-Outdoor Play Area, 28-Toilets and Sinks, 34-Food Preparation Area, 40-Outdoor Equipment, 59-Personnel Records and 60-Background Screening Documents (Affidavit of Good Moral Character was not completed prior to the date of hire).

4. During the renewal inspection, Licensing Counselor, Gabrielle Derice found throughout the child care facility, including the food preparation area, holes in the walls and ceiling causing the facility structure to be compromised, active infestation of roaches and vermin droppings causing serious concerns for the health and safety of the children being cared for. See photographs attached hereto as Exhibit A.

5. A follow-up inspection was conducted on October 1, 2015, and the conditions previously noted had not been corrected and instead had persisted and worsened.

6. The Department is contemporaneously notifying the provider of its intent to deny its renewal license as well as issuing the provider an Administrative Complaint for a Class I violation.
7. The factual allegations referred above are in violation of Chapter 402, Florida Statutes and Chapter 65C-22, Florida Administrative Code, as follows:

“All child care facilities must be clean, in good repair, free from health and safety hazards and from vermin infestation. During the hours that the facility is in operation, no portion of the building shall be used for any activity which endangers the health and safety of children.” Rule 65C-22.002(1)(a)(b), Fla. Admin. Code

“The department shall establish licensing standards that each licensed child care facility must meet regardless of the origin or source of the fees used to operate the facility or the type of children served by the facility. The standards shall be designed to address the following areas: The health, sanitation, safety, and adequate physical surroundings for all children in child care. Minimum standards shall include requirements for building conditions.” Section 402.305(1)(a)(5), Fla. Stat.

8. The issuance of an emergency order immediately suspending Children’s Academy Preschool operation of its child care facility is necessary to protect children who might otherwise be cared for in the facility pending the denial of Children’s Academy Preschool’s license. The incidents described above and in the Petition filed in support of this Order show that Children’s Academy Preschool Inc. d/b/a Children’s Academy Preschool I, has demonstrated a deliberate disregard for Chapter 402, Florida Statutes and the Chapter 65C-22, Fla. Admin Code governing child care facilities as well as a deliberate disregard for the health, safety and welfare of the children attending this child care facility. This constitutes an immediate serious danger to the public health, safety, and welfare as contemplated in section 120.60(6), Florida Statutes. No action less restrictive than immediate suspension of Children’s Academy Preschool I license and closure of the child care facility will protect the public.

9. The issuance of an emergency suspension order is fair under the circumstances of this case.
Accordingly, it is hereby ORDERED that the license # C11MD0670 issued to Children’s Academy Preschool Inc. d/b/a Children’s Academy Preschool I to operate a child care facility is SUSPENDED effective immediately, pursuant to Section 120.60(6), Florida Statutes. The Department shall hand-deliver this order to Children’s Academy Preschool I and document such delivery. If Children’s Academy Preschool Inc. d/b/a Children’s Academy Preschool I is providing child care as defined in Section 402.302(1), Florida Statutes, at the time this Emergency Suspension Order is served, the Department staff shall notify the parents of the children to pick them up immediately.

DONE and ORDERED in Tallahassee, FL, this 5th day of October, 2015.

Mike Carroll, Secretary

APPEAL RIGHTS
A PARTY WHO IS ADVERSELY AFFECTED BY THIS EMERGENCY ORDER IS ENTITLED TO JUDICIAL REVIEW AS PROVIDED IN SECTION 120.60(6)(C), AND SECTION 120.68, FLORIDA STATUTES, WHICH SHALL BE INSTITUTED BY FILING ONE COPY OF A NOTICE OF APPEAL WITH THE AGENCY CLERK OF THE DEPARTMENT OF CHILDREN AND FAMILIES, AND A SECOND COPY ALONG WITH FILING FEE AS PRESCRIBED BY LAW IN THE DISTRICT COURT OF APPEAL WHERE A PARTY RESIDES, OR IN THE FIRST DISTRICT COURT. REVIEW PROCEEDINGS SHALL BE CONDUCTED IN ACCORDANCE WITH THE FLORIDA RULES OF APPELLATE PROCEDURE. THE NOTICE OF APPEAL MUST BE FILED WITHIN 30 DAYS OF RENDITION OF THE ORDER TO BE REVIEWED.

Copies furnished:

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