

**POLICY AND PROCEDURE FOR REQUEST FOR REIMBURSEMENT FOR
CONFERENCE REGISTRATION, FACE-TO-FACE TRAINING COURSES/CLASSES,
AND ON-LINE TRAINING COURSES/CLASSES**

Issue Date: 7-12-07 Updated: 11/7/08, 2/28/09

Effective Date: 12/11/08

**Subject: Provider Reimbursement for Conference Registration and/or Successful
Completion of Face-to-face Training and/or On-Line Training**

Background: A request by the ELCMC Program/VPK Committee was made on 6-4-07, to designate funds in the ELCMC Quality Budget for reimbursing early child care professionals an early learning conference. ELCMC Board approved concept and budget on 6-28-07 for fiscal year 2007-08. Coalition results from FY 2007-2008 Provider Satisfaction Survey showed a request from providers for additional training and funding opportunities.

References: Child Care and Development Fund Plan; F.S. 411.01.

Policy: To allow Marion County early child care professionals to be eligible to receive reimbursement of registration fees only, up to \$150 per fiscal year for attendance and satisfactory completion of any of the following:

- Early Childhood Conference in the State of Florida
- Instructor-lead Training Courses conducted by an entity listed on the “ELCMC Approved Training Facilities List” dated November 7, 2008
- On-line Training Courses offered through an entity listed on the “ELCMC Approved Training Facilities List” dated November 7, 2008, or through The Children’s Forum or the Department of Children and Families (DCF)

Early child care professionals in Marion County are eligible for reimbursement of any combination of the above quality enhancement activities during each fiscal year as funding allows and up to \$150 of reimbursement for registration fees only.

Procedure:

The ELCMC Program/VPK Committee may annually allocate (if funds are available) a total amount for Marion County early child care professionals to receive reimbursement for attending an early learning conference in the State of Florida or for successful completion of face-to-face training or on-line training courses/classes relevant to the

field of early childhood education as offered by any entity listed on the “ELCMC Approved Training Facility List” dated December 11, 2008. The Children’s Forum and DCF On-line courses/classes do not require prior approval for reimbursement and can be obtained at www.myflorida.com/childcare.

Early child care professionals must follow requirements below to qualify for reimbursement:

FOR CONFERENCE REIMBURSEMENT:

BEFORE THE CONFERENCE:

The following must be received by Coalition Operations Director 21-30 days PRIOR to conference attendance:

- A completed request for reimbursement form
- A copy of the conference agenda

AFTER THE CONFERENCE:

The following items must be received by Coalition Operations Director no later than 30 days after conference attendance:

- Proof of payment of conference registration
- A written summary of what was learned at conference
- A copy of the Certificate obtained from conference

NOTE: Maximum amount that can be reimbursed is \$150 per person, per fiscal year or as funding allows.

FOR FACE-TO-FACE TRAINING COURSES/CLASSES:

Prior approval of course/class must be obtained from Coalition Operations Director at least 10 days prior to scheduled course/class completion to qualify for reimbursement. Training entity must be listed on the “ELCMC Approved Training Facility List” dated December 11, 2008. Course must be relevant to the early childhood field.

BEFORE THE COURSE/CLASS:

- Complete the request for reimbursement form and submit to Coalition Operations Director. Upon approval Coalition Operations Director will contact early child care professional within 5 days of submission with decision.

AFTER THE COURSE/CLASS:

Send the following items to the Coalition Operations Director within 30 days of successful completion of the course/class:

- Proof of Payment for course/class and
- Certificate of Completion OR copy of report card OR copy of transcript showing a minimum grade of C. (Grades for college level courses cannot result in a D, F, or incomplete in order to be considered for reimbursement for class registration)

NOTE: Maximum amount that can be reimbursed is \$150 per person, per fiscal year or as funding allows.

FOR CHILDREN'S FORUM OR DCF ONLINE COURSES:

AFTER COURSE/CLASS IS COMPLETE: Send the following items within 30 days of course completion to the Coalition Operations Director:

- Proof of Payment for course and
- Certificate of successful completion OR copy of report card OR copy of transcript showing a minimum grade of C. (Grades for college level courses cannot result in a D, F, or incomplete in order to be considered for reimbursement for course/class registration)

NOTE: Maximum amount that can be reimbursed is \$150 per person, per fiscal year or as funding allows.

FOR OTHER ON-LINE TRAINING COURSE REIMBURSEMENT:

Prior approval of course(s) must be obtained by Coalition Operations Director at least 10 days prior to scheduled course completion to qualify for reimbursement of other On-line Training Courses **offered by any entity other than The Children's Forum or the Department of Children and Families(DCF)**. Training entity must be listed on the "ELCMC Approved Training Facility List" dated December 11, 2008. Course must be relevant to the early childhood field.

BEFORE COURSE/CLASS:

- Submit a request for reimbursement at least 10 days prior to course completion. Operations Director will contact you within 5 business days of submission with decision.

AFTER COURSE/CLASS IS COMPLETE: Send the following items within 30 days of successful course completion:

- Proof of Payment for course and
- Certificate of Completion OR copy of report card OR copy of transcript showing a minimum grade of C. (Grades for college level courses cannot result in a D, F, or incomplete in order to be reimbursed for class registration)

NOTE: Maximum amount that can be reimbursed is \$150 per person, per fiscal year or as funding allows.

An early child care professional in Marion County may qualify to be reimbursed for the registration fees of Early Learning Conferences in Florida and/or training course(s) conducted by an entity on the "ELCMC Approved Training Facility List" dated December 11, 2008. An early child care professional can qualify for up to \$150 per fiscal year



www.elc-marion.org

3304 SE Lake Weir Avenue, Suite 2, Ocala, FL 34471

Phone (352)369-2315
Fax (352) 369-2475

(July 1- June 30th) under this policy. Only registration fees will be reimbursed, if approved and funding is available. Conference registration and course registration fees can not exceed a combined total of \$150 per early child care professional per fiscal year.

No travel (mileage, meals or lodging), book fees, competency exam fees, or other fees will be reimbursed. Additionally, the Coalition will not reimburse for incomplete or partially complete or below satisfactorily complete courses.

Upon receipt and verification of all required documentation (as listed above), the Coalition Operations Director will forward the information to the Coalition Finance Director who will, within 10 business days, issue a check to the early child care professional or business qualifying for reimbursement.

This policy allows for the reimbursement of Conference or Training registration fees to Marion County early child care professionals (both individuals and Child Care Providers) only. The Coalition may choose to disapprove or deny a reimbursement request if adequate documentation is not provided.

Funding is subject to availability and may change at any time, without prior notice.



ELCMC Approved Training Facility List

ISSUE DATE: DECEMBER 12, 2008

For use with: Policy & Procedure for Request for Reimbursement for Conference Registration, Face-to-face Training Courses/Classes, and On-line Training

NOTE: Courses that qualify for reimbursement must directly correlate to the Early Childhood Field or Business Development.

1. Childhood Development Services:

All training obtained from this entity is acceptable to qualify for reimbursement.

2. Central Florida Community College:

Courses with Program codes starting in: CHD, EDE, EDF, EDG, EEC, EEX, HEV, LIT.
Additional courses need prior approval from Coalition Operations Director.

3. Children's Forum:

All training obtained from this entity is acceptable to qualify for reimbursement.

4. Department of Children and Families (DCF):

All training directly relating to early childhood field acceptable to qualify for reimbursement.

5. Rasmussen College:

Courses with program codes starting in: EDUC, GEB, MAN
Additional courses need prior approval from Coalition Operations Director.

6. University of Florida:

Courses with program codes starting in: EDF, EEC, EEX, EME, LIN
Additional courses need prior approval from Coalition Operations Director.

7. Webster University:

Depending on the course, prior approval needed from Coalition Operations Director.

8. FACCM (Florida Association For Child Care Management)

All training obtained from this entity is acceptable to qualify for reimbursement.

****This list is NOT all inclusive. Additional entities not specifically listed may qualify for reimbursement, contact Coalition Operations Director with any questions: 352-369-2315****

Request for Reimbursement Form

(All sections must be completed in order to apply for reimbursement)

Check one box – (complete a new form for each type of reimbursement requested)

- Conference registration
 On-line training registration
 Face-to-face class registration

Demographic Information:

Applicant Name:	Employed by:
Employers Address:	
City, State, Zip:	Phone: () -

Conference/Training Information:

Name of Conference/Training:	Cost: (Max \$150)
Training Facility is on approved list: (N/A if you are attending a conference) <input type="checkbox"/> Yes <input type="checkbox"/> No, I wish to add this facility: (PLEASE NOTE: The addition of a training facility does need ELCMC Staff approval) Fill in the Facility's information below – Training Facility Name: _____ Contact Persons Name: _____ Phone Number: _____ Address: _____	
Conference/Training Date(s):	
Anticipated Course Completion Date: (N/A if attending a conference)	

How will your participation in this conference/training benefit the children at your facility?

VERIFICATION OF APPLICATION:

By signing this application I verify that I:

- Read and understand the Policy and Procedure for Request for Reimbursement for Conference Registration, Face-to-face Training Courses/Classes, and On-line Training Courses/Classes
- Understand that this is an application for reimbursement, and that reimbursement is contingent on adherence to the policy listed above as well as available funding
- Understand that reimbursement will be made in the form of a check and will be made out to the entity listed on the proof of payment turned in to ELCMC with all paperwork for request for reimbursement

Applicant Signature: _____ Date: _____

Supervisors Signature: _____ Date: _____

COALITION USE ONLY

Application received on: _____
 Approved
 Denied - Reason: Missing paperwork
 Course not approved
 Other: _____

Staff Signature: _____