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# Quick Guide

## SR Reimbursement Contract & Rule Requirements

**PURPOSE:** Reminder of the Contract and Rule requirements for Reimbursement

**STATE OF FLORIDA  
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT FORM OEL-SR 20**

**And**

**Rule 6M-4.500 CHILD ATTENDANCE AND PROVIDER REIMBURSEMENT**

- 1) Paragraph **9. Child Enrollment.** PROVIDER agrees to enroll eligible children for the SR Program only with authorization from COALITION which will be provided in the form of a child care certificate from the single statewide information system. PROVIDER also understands that it will not be reimbursed for services provided to a child beyond the service begin and end date identified by COALITION on the child care certificate, or if the child's eligibility is terminated prior to the end date. As described in s. 1002.87(2), F.S., PROVIDER also agrees to serve children enrolled into its SR Program according to the services and location established by COALITION on the child care certificate indicating authorized hours of care. In the event that PROVIDER has multiple locations, PROVIDER shall notify and obtain approval from COALITION prior to changing the location where the child shall be served.
  - a. **Provider MUST accept a child's enrollment through the EFS Mod Provider Portal. This should happen the first day the child attends your site. If the child never attends, then provider should reject the enrollment request. See *Provider How To - Accept - Reject Enrollment* guide, located on our website [www.elc-marion.org](http://www.elc-marion.org) in the provider resource area.**
  - b. **The child WILL NOT show up on your attendance rolls until the enrollment has been accepted.**
- 2) Paragraph **22. Sign-In/Sign-Out Process.** PROVIDER agrees to maintain daily attendance documentation, including a documented "sign-in/sign-out" process in accordance with Rule 6M-4.500(1)(c), F.A.C. which accurately documents attendance and absences. PROVIDER agrees to retain the attendance documentation in accordance with COALITION's records retention requirement established in accordance with s. 1002.84(10), F.S.
  - a. **Sign-In/Sign-Out Process – Coalition requests these to be uploaded to Bluejeans Portal the first 3 business days of the month when submitting attendance.**

**RULE 6M-4.500**

- (c) Daily attendance documentation shall be maintained by each school readiness provider based on the terms of the Statewide School Readiness Provider Contract, specified in Rule 6M-4.610, Florida Administrative Code (F.A.C.). The provider must record daily child attendance using a paper sign-in and sign-out form or electronic attendance-tracking system that is maintained at the provider site to validate the attendance data. For electronic attendance systems, the provider must backup records on a regular basis to safeguard against loss. The sign-in and sign-out forms will vary by

provider but must contain the following information:

1. **Provider's name;**
2. **Child's first and last name;**
3. **Time in and out;**
4. **Date; and**
5. **An authorized signature** or electronic attendance-tracking system that records the date, child's name, and electronic signature, card swipe, entry of a personal identification number, or similar daily action taken by the parent or other person dropping off or picking up the child to, or from, the provider site. Authorized signature, paper or electronic, includes provider designee for children who are transported via school to or from the provider site or a parent or person authorized by the parent as documented in writing and on file with the provider

- 3) Paragraph **23. Child Absences**. In accordance with s. 1002.87(8), F.S., PROVIDER agrees to notify COALITION in writing if a child enrolled is absent for five (5) consecutive days with no contact from the parent by the close of the fifth (5<sup>th</sup>) day. In accordance with ss. 1002.81(5) and 1002.87(7), F.S., if the need for care cannot be re-established, then the COALITION will notify the PROVIDER and the parent that School Readiness funding will be discontinued. The end of eligibility for funded child care services will be fourteen (14) days from the fifth (5<sup>th</sup>) day that the child was not in attendance with no contact from the parent
- a. **An email must be sent to [SR@elc-marion.org](mailto:SR@elc-marion.org) to notify the coalition of any absence for 5 consecutive days with no contact from parent.**

#### **RULE 6M-4.500**

(4) Absences.

- (a) Reimbursement shall be **authorized for no more than three (3) absences** per calendar month per child except in the event of extraordinary circumstances in which case the coalition or its designee shall document approval for payment based on written documentation provided by the parent justifying the **excessive absence for up to an additional seven (7) days**. Extraordinary circumstances **does not include vacation or recreational time**.

Examples of extraordinary circumstances include the following:

1. **Hospitalization of the child or parent with appropriate documentation (i.e., doctor's note, hospital admission),**
2. **Illness requiring home-stay as documented (doctor's note, parent statement),**
3. **Death in the immediate family with appropriate documentation (i.e., obituary, death certificate, parent statement),**
4. **Court ordered visitation with appropriate documentation (i.e., court order), or**
5. **Unforeseen documented military deployment or exercise of the parent(s) (i.e., military orders of deployment, reserve duty),**

(b) Total monthly reimbursed absences shall **not exceed ten (10) calendar days**.

(c) If a child is absent for five (5) consecutive days of the child's regular scheduled attendance, during a calendar month, with no contact from the parent, the provider shall submit written notification to the local coalition or its designee who in turn shall determine the need for continued care. The coalition shall document in the case file all attempts to contact the parent by the coalition, provider, or referring agency, if applicable.

(d) If the child has ten (10) unexplained absences during a total calendar month of attendance, with no contact from the parent, the provider shall submit written notification to the local coalition or its designee who in turn shall determine the need for continued care. The coalition shall document in the case file all attempts to contact the parent by the coalition, provider, or referring agency, if applicable. If a determination is made that school readiness services are no longer needed, the local coalition or designee shall send a notice of termination to the parent and school readiness provider at least 2 weeks prior to disenrollment pursuant to Rule 6M-4.200, F.A.C. If the authorized eligibility

period ends in less than 2 weeks, the notice of disenrollment will be sent stating that services will end on the last day of the current eligibility period. However, an at-risk child may not be disenrolled from the program without the written approval of the Child Welfare Program Office of the Department of Children and Families or the community-based lead agency. A notice of termination shall be maintained in the case file and provided to the parent, provider and referring agency.

(e) When an at-risk child has an unexcused absence or seven consecutive days of excused absences, the school readiness provider shall notify the Department of Children and Families or community-based lead agency and the early learning coalition prior to the close of business on the day of the absence. The coalition shall document any contact made with the provider, referring agency and parent in the case file. This paragraph shall apply to all at-risk children under the age of school entry.

4) Paragraph **57. Attendance Documentation**. PROVIDER agrees to document daily attendance and submit monthly attendance reports for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the third (3<sup>rd</sup>) business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.

a. Attendance submission through EFS Mod Provider portal MUST be submitted by the 3<sup>rd</sup> business day. Records submitted late WILL BE processed and paid in the next payment cycle.

#### **RULE 6M-4.500**

(a) A provider must complete and certify a monthly roster, using the statewide information system, that lists each child enrolled in the provider's school readiness program, and includes spaces for a private provider or public school to report a child's attendance for the calendar month. In the event the statewide information system is non-operational, the early learning coalition shall provide the school readiness provider with a monthly roster.

5) Paragraph **58. Reimbursement Summary Review**. PROVIDER agrees to review the reimbursement summary provided with the monthly reimbursement statement. PROVIDER agrees to report to COALITION any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary.

a. Payment reports are available approximately the 11<sup>th</sup> of the month. See *Provider How To - Reimbursement Reports* guide, located on our website [www.elc-marion.org](http://www.elc-marion.org) in the provider resource area.

b. Any requests for adjustments during the first 2 weeks of the month will be researched and processed AFTER reimbursement is closed out.

#### **RULE 6M-4.500**

(f) The provider must report any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary. Reported changes must include supporting documentation. Discrepancies validated by the coalition will be corrected for reimbursement purposes.