



Our Vision Statement

Equip every young child and family for success.

FULL COALITION BOARD MEETING PACKET February 26, 2026 – 8:30 a.m.

I. Call to Order

T. Panzer

II. Roll Call

B. Montalvo

III. Action

- Full Coalition Board Meeting Minutes:
 - January 22, 2026
 - Financials through December 2025
 - SR Developmental Screening Procedure
 - SR Sliding Fee Scale & Parent Copayment Waiver
 - ~~Financial Audit~~ Tabled
- E. Deola / T. Panzer
Z. Hackley / M. Easter
E. Deola / T. Panzer
E. Deola / T. Panzer
L. Walker / M. Easter

IV. Information

- Disability Resource Round-Up Update
 - Truckin’It to Preschool Update
 - 2nd Quarter Community Impact Report
- E. Deola
W. Williams
W. Williams

V. Community Roundtable Updates

VI. Upcoming:

- Executive Committee Meeting – ELC of Marion County – Thursday, March 13, 2026 – 8:30 AM
- Full Coalition Board of Directors – ELC of Marion County – Thursday, March 27, 2026 – 8:30 AM

VII. Public Comment

VIII. Adjournment

- * Initial motion completed through Executive Committee
- ** Initial motion completed through Governance Committee

Action Items

Early Learning Coalition of Marion County Meeting Minutes

Meeting: Full Coalition Board Meeting
Date/Time: January 22, 2026; 8:30 AM
Location: ELCMC Office, 2300 SW 17th Road, Ocala, FL 34471/Via Conference Call
Attendance –
Present (In-Person): Todd Panzer, Brenda Ford, Lola Gonzalez, Heather Gamble, Dr. Kim Sellers, Kim LaCognata, Jennifer McBride, Jessica Schultz
Present (Virtual): Jennifer Beck, Christy Jergens, Jennifer Winton, Levonda Goodson, Richard Forrester, Cecil Wilson
Absent (Excused): Brittney Morley
Absent (Un-Excused): Thomas LoBianco, Commissioner Mathew McClain, Telesha Page, Jennifer Chatterton, Maritza Alejandro
Staff Present: LaTrisha Sims, CEO; Elizabeth Deola, CPO, Marcelle Easter, CAO; Dr. Michelle Grant Harris, EC Programs Director; Sadie Hackley, Finance Director; Wendy Williams, Community Relations Director; Michaela Powell, Programs Compliance Director; Josef Izquierdo, Data Integrity Coordinator II; Zack Hackley, Finance Consultant

Agenda Item	Summary/Discussion	Action
Call to Order Roll Call	Todd Panzer called the meeting to order at 8:30 AM. Marcelle Easter called role. Quorum present.	Meeting called to order at 8:30 AM. Quorum Present
Ratification Full Coalition Board Meeting Minutes <ul style="list-style-type: none"> Revision to October 23, 2025 	Todd Panzer discussed an external request received regarding a change of terminology used October 23, 2025, Full Board Meeting minutes. ELCMC Attorney recommended changing language from "Termination of CEO contract" to "Non-renewal of CEO Employment contract".	RATIFICATION: Lola Gonzalez moved to accept the change as presented. Jessica Schultz seconded. Motioned passed unanimously.
Action <ul style="list-style-type: none"> Full Coalition Board Meeting Minutes: November 13, 2025 Financials through November 2025 School Readiness Application and 	<ul style="list-style-type: none"> Minutes were included in the packet for review. No changes were recommended. Zack Hackley reviewed the financial information included in the board packet. No additional discussion was held. LaTrisha Sims reviewed the action items and the summary sheet provided in the packet. She defined 	<p>ACTION ITEMS: Dr. Kim Sellers moved to accept the minutes as presented. Kim LaCognata seconded. The motion carried unanimously.</p> <p>Executive Committee moved to accept the financials on 1/8/2026. Lola Gonzalez seconded. The motion carried unanimously.</p> <p>Executive Committee moved to accept the procedures as presented on 1/8/2026. Dr.</p>

<p>Waiting List Procedures</p> <ul style="list-style-type: none"> ○ School Readiness Program Assessment ○ Board Member Nomination Revisions <ul style="list-style-type: none"> - Levonda Goodson & Jennifer Winton ○ Bylaws 	<p>the priorities for clarification and the action taken by ELCMC staff to correct this finding.</p> <ul style="list-style-type: none"> ○ Elizabeth Deola reviewed the action items and the summary sheet provided in the packet. ○ LaTrisha Sims discussed term limit correction which included a typographical error causing the term end date to be listed as 2028 and should have been 2029 for Jennifer Winton and Levonda Goodson. ELCMC is required to submit a plan amendment to make the correction. LaTrisha has talked with both board members, and they are comfortable with the updated term dates. ○ LaTrisha Sims discussed the notification received from the Division of Early Learning (DEL) requesting ELCMC to add language addressing nonparticipating members pursuant to section 1002.83(5), Florida Statutes, and to add language clarifying the tort liability protections and governance of members under section 768.28, Florida Statutes. 	<p>Kim Sellers seconded. The motion carried unanimously.</p> <p>Executive Committee moved to accept the procedure with minor corrections on 1/8/2026. Lola Gonzalez seconded. Kim LaCognata, Dr. Kim Sellers, and Cecil Wilson abstained from voting due to conflict of interest. Forms 8B will be filed. The motion carried unanimously.</p> <p>Executive Committee moved to accept the update as presented for both members on 1/8/2026. Lola Gonzalez seconded the motion to accept the correction for Levonda Goodson. The motion carried unanimously. Dr. Kim Sellers seconded the motion to accept the correction for Jennifer Winton. The motion carried unanimously.</p> <p>Kim LaCognata moved to accept the motion as presented. Jessica Schultz seconded. The motion carried unanimously.</p>
<p>V. Information</p> <ul style="list-style-type: none"> ○ Accountability Monitor 	<ul style="list-style-type: none"> ○ Michaela Powell discussed the DEL Accountability Monitoring results – monitoring began in April 2025 with 107 items reviewed throughout the review. Some repeat findings will require ongoing corrective action reporting. Initially, ELCMC received 27 findings, however, after responses provided from staff, the final number of reported findings was 22, including four that were identified as provider errors. LaTrisha Sims explained that provider errors were not held against ELCMC, however we were required to conduct documented technical assistance with the provider. Discussions were held on repeated findings and what the cause was. 	<p>INFORMATION</p>

NOTE: For additional information on any of the above items, please contact LaTrisha Sims, Chief Executive Officer at lsims@elc-marion.org.

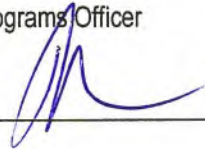
<ul style="list-style-type: none"> ○ CEO Updates 	<ul style="list-style-type: none"> ○ LaTrisha provided an overview of recent DEL communications regarding the situation in Minnesota, noting that Chancellor Miller and Molly Grant (AELC) presented to a House of Representatives subcommittee on the fraud mitigation processes in place statewide. She emphasized that all Early Learning Coalitions maintain formal anti-fraud plans and conduct both internal and external monitoring to ensure compliance, with Todd Panzer further outlining ELCMC's specific internal controls, checks and balances, and reimbursement pathways. Dr. Kim Sellers shared monitoring insights from the perspective of a contracted child care provider. Todd Panzer expressed confidence in the procedures currently in place. ○ LaTrisha Sims reviewed updates on the ongoing legislative session, with 18 bills under consideration. ○ DEL has been awarded \$14.7 million dollars in a Preschool Development Grant to integrate AI tools into the EFS Mod system to better support families applying for care and continue advancement of developmental pathway workforce recommendations. ○ Additional updates included discussion of Celebrate Literacy Week and Children's Week. ○ New ELC CEO orientation for LaTrisha Sims and two additional CEO's in other counties. ○ State Board of Education approval of amendments to School Readiness (SR) and VPK contracts, as well as recognition of ELC Marion's best practices. The 2024–2025 VPK provider performance metrics have been released. Lola Gonzalez suggested presenting certificates onsite with Board member participation. ○ The SR program currently has 417 children on the waiting list, with funding released through September 2025, and VPK registration is open for the 2026 – 2027 program year. ○ The "Truckin' It to Preschool" event will be held in Marion Oaks on January 31, 2026, from 10:00 a.m. to 2:00 p.m. 	
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NOTE: For additional information on any of the above items, please contact LaTrisha Sims, Chief Executive Officer at lsims@elc-marion.org.

	<ul style="list-style-type: none"> ○ Board members recommended ELCMC conduct outreach to local churches. ○ LaTrisha also noted a scheduling conflict between the February Board meeting and Children's Week, Elizabeth Deola and Marcelle Easter will lead the February Board Meeting of behalf of LaTrisha Sims. ○ LaTrisha Sims shared a press release highlighting the highest graduation rate in Florida's history. ○ Sadie Hackley, Finance Director, has resigned effectively January 23, 2026. Internal and external candidates are currently being interviewed. 	
VI. Community Roundtable Updates	<p>Several community events were shared including: 2/6/26 – Health Expo 2/10/26 – Online Safety Training 2/23/26 – Teen Dating Violence Awareness Event</p> <p>Marion County Public Schools will open its VPK lottery from February 23rd through March 27th, with parent notifications scheduled for April 10th as the district prepares to fill available VPK seats.</p> <p>Enrollment is increasing at the College of Central Florida, which will host a Teacher Education Summit on campus on February 6th with ELCMC participating.</p> <p>Upcoming community engagement events include CEP Belleview Business After Hours at Florida Metal Buildings and the February 19th Business After Hours at Panzer Concierge Medical.</p> <p>The Board publicly recognized LaTrisha Sims for strengthening internal and community relationships, noting a significant positive improvement.</p> <p>Ocala Christmas Parade awards will be presented at OPD on January 22nd at 5:30 p.m.</p>	Community Roundtable Update
Public Comment	None at this time.	
Adjournment	Meeting adjourned at 9:32 AM.	Jessica Schultz motioned to adjourn the meeting. Lola Gonzalez seconded. Meeting adjourned.

Reported by: Elizabeth Deola, Chief Programs Officer

Approved by: _____
Todd Panzer, Chair



Date: 2/26/26

NOTE: For additional information on any of the above items, please contact LaTrisha Sims, Chief Executive Officer at lsims@elc-marion.org.

ELC of Marion County

Reporting on December 31, 2025 Financial Statements

Fiscal year 2025-2026:

Finance Notes:

Balance Sheet:

- All cash accounts have been reconciled as of December 31, 2025.
- Currently we are holding approximately \$1,900,000 in cash.
- Accounts receivable consists of approximately \$1,900,000. The majority of this balance is for Dec 2025 invoices to DEL. See AR Aging Schedule.
- We have approximately \$1,037,000 of fixed assets that have a net book value of approximately \$535,000.
- Accounts payable consists of approximately 1,600,000 and is current. See AP aging (last page of AP Aging report provided)
- Due to DEL is approximately 2,260,000
- Total Net Assets is approximately \$488,000.

Income Statement – All Funds

1. Salaries have increased year over year due to transition of new CEO, we are fully staffed this year compared to last year, and we had an increase in wages due to merit. Reminder a salary study was done in October.
2. Program Expenses have decreased but we are currently enrolling to increase children served. Over 200 families have been notified for services. This will be continued to be monitored every month.
3. Maintenance and Repairs increased due to general liability insurance being classified under this category. All other insurance is classified under miscellaneous.

Dashboard mandates:

Note: We are not meeting all our SR Mandates. We are currently enrolling children and have called 307 Children since January 20th, 2026 from the waitlist in January 2026. Currently, we are meeting our VPK mandate.

SR Admin = 5.127%

SR Direct Services = 77.8%

Quality = 9.4%

VPK Admin = 4.981%

Early Learning Coalition of Marion County, Inc.

Balance Sheet

As of 12/31/2025

(In Whole Numbers)

Current Year

Assets

Cash: Operating (0332)	1,632,757
Cash: Unrestricted (0340)	127,355
Cash: Building (0464)	30,288
Cash: PayPal	317
Cash: Community Foundation	121,808
Petty Cash: Vending Machine	61
Petty Cash: Outreach	(10)
A/R: FOEL	1,846,516
A/R: Other Grants	18,480
A/R: Overpayments	1,061
A/R: Clearing	23,432
Prepaid: Postage	2,169
Prepaid: Other	14,487
Prepaid: Travel Advance	1,645
Other	<u>535,200</u>
Total Assets	<u><u>4,355,567</u></u>

Liabilities

Credit Card (South State - VISA)	(115)
Accounts Payable	1,468,911
A/P: Conversion	(25,986)
Payable: Accrued PLT	114,855
Payable: Medicare	(0)
Payable: SUTA	(36)
Payable: Health Insurance	(19,943)
Payable: Dental Insurance	(169)
Payable: Vision Insurance	52
Payable: ER - 403(b)	5,108
Payable: EE - 403(b)	7,070
Payable: EE - Roth IRA	260
Payable: Life Insurance	31
Payable: Short-term Disability	536
Payable: Long-term Disability	(371)
Payable: AFLAC	2,216
Payable: Colonial Life	195
Payable: United Way Deductions	10,933
Payable: Wage Garnishment	3,189
Payable: Workers Compensation	(447)
Payable: FOEL Advance	2,260,298
2701: A/R: VPPRP VPK Provider Advance	(26,721)
Payable: Interest	1,523
Payable: Fraud Collections	24,022
Deferred Revenue	<u>41,944</u>
Total Liabilities	<u><u>3,867,355</u></u>

Net Assets 488,212

Total Liabilities and Net Assets 4,355,567

Early Learning Coalition of Marion County, Inc.

Aged Receivables by Invoice Date
 Aging Date - 12/31/2025
 From 7/1/2025 Through 12/31/2025

Customer ID	Customer Name	Invoice Date	Invoice Number	Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
Aracelis, Martinez	Facepainting by: Aracelis Martinez	12/9/2025	1225-TI2PAM-R...	Indoor Vendor Table - Indoors	100.00	0.00	100.00	0.00	0.00	0.00
Total Aracelis, Martinez	Facepainting by: Aracelis Martinez				100.00	0.00	100.00	0.00	0.00	0.00
BECKERS SCHOOL SUPPL	BECKERS SCHOOL SUPPLIES	7/1/2025	0725-KPL-BSS	kpl SNACK SPONSORSHIP 25-26	500.00	0.00	0.00	0.00	0.00	500.00
Total BECKERS SCHOOL SUPPL	BECKERS SCHOOL SUPPLIES				500.00	0.00	0.00	0.00	0.00	500.00
Children's Forum	Children's Forum , Inc - HMG	5/22/2025	24MGFA-13R#7	HMG April 2025	9,499.98	0.00	0.00	0.00	0.00	9,499.98
Children's Forum		5/22/2025	24MGFA-13R#7C	Credit Memo HMS and HMA billed on later invoice	(9,499.98)	0.00	0.00	0.00	0.00	(9,499.98)
Total Children's Forum	Children's Forum , Inc - HMG				0.00	0.00	0.00	0.00	0.00	0.00
FOEL	Florida's Office of Early Learning	1/21/2026	3261225R1	FOEL - DEC 25 -SR	1,829,861.28	1,829,861.28	0.00	0.00	0.00	0.00
FOEL		2/5/2026	3260126P1	Prior Year Adjustment	16,655.03	16,655.03	0.00	0.00	0.00	0.00
Total FOEL	Florida's Office of Early Learning				1,846,516.31	1,846,516.31	0.00	0.00	0.00	0.00
Joan S. Hatten	Joan S. Hatten	6/30/2021	FY19SR-J.S.Hatten	Joan S. Hatten 2018 - 2019 - Overpayment SR Recon	1,061.26	0.00	0.00	0.00	0.00	1,061.26
Total Joan S. Hatten	Joan S. Hatten				1,061.26	0.00	0.00	0.00	0.00	1,061.26

Early Learning Coalition of Marion County, Inc.

Aged Receivables by Invoice Date
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 From 7/1/2025 Through 12/31/2025

Customer ID	Customer Name	Invoice Date	Invoice Number	Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
Keown, Brianna	Brianna Keown	6/30/2020	FY20-M-002	Refund- of Reg. Fees - Brianna Keown - Frog St. Splash	99.00	0.00	0.00	0.00	0.00	99.00
Total Keown, Brianna	Brianna Keown				99.00	0.00	0.00	0.00	0.00	99.00
MCBOCC	Marion County Board of County Commissioners	9/30/2022	082022MCMA	MCBOCC - Match - September 2022	(39.96)	0.00	0.00	0.00	0.00	(39.96)
MCBOCC		6/30/2024	062024MCMA	MCBOCC-MATCH- June 2024	0.03	0.00	0.00	0.00	0.00	0.03
MCBOCC		1/31/2025	0125DPL	DPIL Early Literacy Assistance FY24-25	2,349.79	0.00	0.00	0.00	0.00	2,349.79
MCBOCC		10/31/2025	1025DPL	DPIL MCBOCC Oct 2025	2,014.93	0.00	0.00	0.00	2,014.93	0.00
Total MCBOCC	Marion County Board of County Commissioners				4,324.79	0.00	0.00	0.00	2,014.93	2,309.86
SBMC	The School Board of Marion County, Florida	11/30/2024	YPP-1024	YPP October 2024	290.24	0.00	0.00	0.00	0.00	290.24
SBMC		11/30/2024	YPP-1124	YPP Nov 2024	248.77	0.00	0.00	0.00	0.00	248.77
SBMC		3/31/2025	YPP-0125	YPP Jan 25	672.61	0.00	0.00	0.00	0.00	672.61
SBMC		3/31/2025	YPP-0225	YPP invoices Feb 2025	394.46	0.00	0.00	0.00	0.00	394.46
SBMC		4/30/2025	YPP-0325	Ypp Mar 2025	549.03	0.00	0.00	0.00	0.00	549.03
SBMC		10/3/2025	YPP-0825	YPP Payment October 2025	217.73	0.00	0.00	0.00	217.73	0.00
SBMC		12/18/2025	YPP-0925	YPP Payment SEP 2025	3,399.64	0.00	3,399.64	0.00	0.00	0.00
SBMC		12/18/2025	YPP-1025	YPP Invoices	2,744.97	0.00	2,744.97	0.00	0.00	0.00
SBMC		12/18/2025	YPP-1125	YPP Invoices	1,780.37	0.00	1,780.37	0.00	0.00	0.00

Early Learning Coalition of Marion County, Inc.

Aged Receivables by Invoice Date
 Aging Date - 12/31/2025
 From 7/1/2025 Through 12/31/2025

Customer ID	Customer Name	Invoice Date	Invoice Number	Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
Total SBMC	The School Board of Marion County, Florida				10,297.82	0.00	7,924.98	0.00	217.73	2,155.11
SmartPro... Inc	SmartProcure Inc	8/1/2025	0825RR-01	Records Request	450.00	0.00	0.00	0.00	0.00	450.00
SmartPro... Inc		12/29/2025	1225RR-01	Records Request 5 hours @ 75.00	375.00	0.00	375.00	0.00	0.00	0.00
Total SmartPro... Inc	SmartProcure Inc				825.00	0.00	375.00	0.00	0.00	450.00
Stone, Michelle	Michelle Stone	8/8/2025	0825-DPIL-MS	DPIL Donation	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Total Stone, Michelle	Michelle Stone				1,000.00	0.00	0.00	0.00	0.00	1,000.00
UWMC	United Way of Marion County, Inc.	3/1/2025	202603-UW	United Way Invoice - MAR 2026	1,333.33	0.00	0.00	0.00	0.00	1,333.33
UWMC		12/1/2025	202512-UW	United Way Invoice - DEC 2025	(0.02)	0.00	(0.02)	0.00	0.00	0.00
Total UWMC	United Way of Marion County, Inc.				1,333.31	0.00	(0.02)	0.00	0.00	1,333.33
Report Total					1,866,057.49	1,846,516.31	8,399.96	0.00	2,232.66	8,908.56

Early Learning Coalition of Marion County, Inc.
Aged Payables by Due Date - ZH AR Aging Report - All Funds
Aging Date - 12/31/2025
From 7/1/2024 Through 12/31/2025

Vendor Name	Invoice Number	Invoice/Cre... Date	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
	SR1225-262794334-...	12/31/2025	1/21/2026	1,902.81	0.00	0.00	0.00	0.00	1,902.81
Total Triumphant Tots, Inc				4,049.31	0.00	0.00	0.00	0.00	4,049.31
Verizon Wireless	913502808-00004-01	5/30/2023	6/8/2023	0.00	0.00	0.00	0.00	(968.28)	(968.28)
Total Verizon Wireless				0.00	0.00	0.00	0.00	(968.28)	(968.28)
Walmart	V-012023-C	2/2/2023	2/2/2023	0.00	0.00	0.00	0.00	15.00	15.00
Total Walmart				0.00	0.00	0.00	0.00	15.00	15.00
Wendy Williams	TR112025-84	11/21/2025	12/21/2025	0.00	57.02	0.00	0.00	0.00	57.02
Total Wendy Williams				0.00	57.02	0.00	0.00	0.00	57.02
West Family Learning Center East, LLC	1125-SP06-6656-000	12/31/2025	1/21/2026	493.92	0.00	0.00	0.00	0.00	493.92
	SR1225-811326656-...	12/31/2025	1/21/2026	15,039.58	0.00	0.00	0.00	0.00	15,039.58
Total West Family Learning Center East, LLC				15,533.50	0.00	0.00	0.00	0.00	15,533.50
Wilma Martin Family Daycare Home	1125-SP06-8920-000	12/31/2025	1/21/2026	(178.79)	0.00	0.00	0.00	0.00	(178.79)
	SR1225-882898920-...	12/31/2025	1/21/2026	3,548.87	0.00	0.00	0.00	0.00	3,548.87
Total Wilma Martin Family Daycare Home				3,370.08	0.00	0.00	0.00	0.00	3,370.08
Wilson's Lovable Daycare, LLC	SR1225-825414548-...	12/31/2025	1/21/2026	9,326.84	0.00	0.00	0.00	0.00	9,326.84
Total Wilson's Lovable Daycare, LLC				9,326.84	0.00	0.00	0.00	0.00	9,326.84
Wiz Kids Learning Academy	0925-SP06-8160-000	12/31/2025	1/21/2026	1,212.02	0.00	0.00	0.00	0.00	1,212.02
	1025-SP06-8160-000	12/31/2025	1/21/2026	553.35	0.00	0.00	0.00	0.00	553.35
	1225VK-472528160-...	12/31/2025	1/31/2026	1,669.50	0.00	0.00	0.00	0.00	1,669.50
	SR1225-472528160-...	12/31/2025	1/21/2026	14,722.43	0.00	0.00	0.00	0.00	14,722.43
Total Wiz Kids Learning Academy				18,157.30	0.00	0.00	0.00	0.00	18,157.30
Report Total				1,481,617.68	20,718.40	3,051.51	(16,184.64)	(20,292.13)	1,468,910.82

Early Learning Coalition of Marion County, Inc.

Statement of Revenues and Expenditures - Detail

From 7/1/2025 Through 12/31/2025

	Current Period Actual	Prior Year Current Period Actual	Current Period Change	Current Year % Change
Operating Revenue				
Grant Revenue	10,612,429.75	10,714,249.10	(101,819.35)	(0.95)
Contributions	23,941.91	23,288.47	653.44	2.81
Program Revenue	1,096.00	830.00	266.00	32.05
Investment Income	1,880.22	1,540.17	340.05	22.08
Other Income	<u>1,950.03</u>	<u>0.00</u>	<u>1,950.03</u>	<u>100.00</u>
Total Operating Revenue	<u>10,641,297.91</u>	<u>10,739,907.74</u>	<u>(98,609.83)</u>	<u>(0.92)</u>
Total Revenue	<u>10,641,297.91</u>	<u>10,739,907.74</u>	<u>(98,609.83)</u>	<u>(0.92)</u>
Expenditures				
Personnel Expenses	1,471,245.61	1,113,128.03	358,117.58	32.17
Program Expenses	8,875,532.93	9,409,893.87	(534,360.94)	(5.68)
Professional Fees	55,662.11	96,417.25	(40,755.14)	(42.27)
Supplies	6,974.71	5,192.29	1,782.42	34.33
Telephone	12,660.22	13,816.99	(1,156.77)	(8.37)
Postage & Shipping	85.45	1,140.21	(1,054.76)	(92.51)
Occupancy	36,059.64	33,935.65	2,123.99	6.26
Maintenance & Repairs	43,112.80	4,992.97	38,119.83	763.47
Equipment Rental	540.24	0.00	540.24	100.00
Conferences, Conventions & Meetings	1,948.30	7,189.17	(5,240.87)	(72.90)
Printing & Publications	5,488.13	2,412.43	3,075.70	127.49
Dues & Subscriptions	6,634.88	8,038.67	(1,403.79)	(17.46)
Depreciation	13,338.90	13,619.58	(280.68)	(2.06)
Miscellaneous	<u>44,790.96</u>	<u>68,237.22</u>	<u>(23,446.26)</u>	<u>(34.36)</u>
Total Expenditures	<u>10,574,074.88</u>	<u>10,778,014.33</u>	<u>(203,939.45)</u>	<u>(1.89)</u>
Net Revenue Over Expenditures	<u>67,223.03</u>	<u>(38,106.59)</u>	<u>105,329.62</u>	<u>(276.41)</u>

Early Learning Coalition of Marion County, Inc.

Statement of Revenues and Expenditures - Detail

From 7/1/2025 Through 12/31/2025

	Current Period Actual	Prior Year Current Period Actual	Current Period Change	Current Year % Change
Operating Revenue				
Grant Revenue	<u>7,879,579.62</u>	<u>7,765,822.77</u>	<u>113,756.85</u>	<u>1.46</u>
Total Operating Revenue	<u>7,879,579.62</u>	<u>7,765,822.77</u>	<u>113,756.85</u>	<u>1.46</u>
Total Revenue	<u>7,879,579.62</u>	<u>7,765,822.77</u>	<u>113,756.85</u>	<u>1.46</u>
Expenditures				
Personnel Expenses	1,370,756.68	1,009,521.85	361,234.83	35.78
Program Expenses	6,326,120.01	6,574,999.92	(248,879.91)	(3.79)
Professional Fees	52,040.41	59,883.74	(7,843.33)	(13.10)
Supplies	6,362.52	4,654.37	1,708.15	36.70
Telephone	11,474.73	12,232.01	(757.28)	(6.19)
Postage & Shipping	60.18	1,111.81	(1,051.63)	(94.59)
Occupancy	33,461.73	31,434.20	2,027.53	6.45
Maintenance & Repairs	30,336.37	4,606.79	25,729.58	558.51
Equipment Rental	507.57	0.00	507.57	100.00
Conferences, Conventions & Meetings	1,753.30	995.68	757.62	76.09
Printing & Publications	5,208.14	2,176.60	3,031.54	139.28
Dues & Subscriptions	6,432.32	3,863.90	2,568.42	66.47
Depreciation	2,740.03	1,420.84	1,319.19	92.85
Miscellaneous	29,066.01	47,857.01	(18,791.00)	(39.26)
Total Expenditures	<u>7,876,320.00</u>	<u>7,754,758.72</u>	<u>121,561.28</u>	<u>1.57</u>
Net Revenue Over Expenditures	<u>3,259.62</u>	<u>11,064.05</u>	<u>(7,804.43)</u>	<u>(70.54)</u>

Early Learning Coalition of Marion County, Inc.

Statement of Revenues and Expenditures - Detail

From 7/1/2025 Through 12/31/2025

	Current Period Actual	Prior Year Current Period Actual	Current Period Change	Current Year % Change
Operating Revenue				
Grant Revenue	<u>2,643,532.48</u>	<u>2,840,653.96</u>	<u>(197,121.48)</u>	<u>(6.94)</u>
Total Operating Revenue	<u>2,643,532.48</u>	<u>2,840,653.96</u>	<u>(197,121.48)</u>	<u>(6.94)</u>
Total Revenue	<u>2,643,532.48</u>	<u>2,840,653.96</u>	<u>(197,121.48)</u>	<u>(6.94)</u>
Expenditures				
Personnel Expenses	143,387.68	148,902.62	(5,514.94)	(3.70)
Program Expenses	2,468,028.32	2,781,342.50	(313,314.18)	(11.26)
Professional Fees	3,621.70	37,472.06	(33,850.36)	(90.33)
Supplies	612.19	311.98	300.21	96.23
Telephone	1,185.49	735.55	449.94	61.17
Postage & Shipping	11.37	27.71	(16.34)	(58.97)
Occupancy	2,546.95	1,923.13	623.82	32.44
Maintenance & Repairs	12,776.43	386.18	12,390.25	3,208.41
Equipment Rental	32.67	0.00	32.67	100.00
Conferences, Conventions & Meetings	0.00	83.49	(83.49)	(100.00)
Printing & Publications	202.04	123.14	78.90	64.07
Dues & Subscriptions	7.56	3,249.87	(3,242.31)	(99.77)
Depreciation	944.45	1,222.60	(278.15)	(22.75)
Miscellaneous	<u>3,049.05</u>	<u>12,422.43</u>	<u>(9,373.38)</u>	<u>(75.46)</u>
Total Expenditures	<u>2,636,405.90</u>	<u>2,988,203.26</u>	<u>(351,797.36)</u>	<u>(11.77)</u>
Net Revenue Over Expenditures	<u>7,126.58</u>	<u>(147,549.30)</u>	<u>154,675.88</u>	<u>(104.83)</u>

Early Learning Coalition of Marion County, Inc.

Normal Trial Balance - Board Report

From 7/1/2025 Through 12/31/2025

Account Code	Account Title	Debit Balance	Credit Balance
1000	Cash: Operating (0332)	1,632,757.25	
1010	Cash: Unrestricted (0340)	127,355.21	
1020	Cash: Building (0464)	30,288.23	
1050	Cash: PayPal	316.54	
1080	Cash: Community Foundation	121,808.11	
1091	Petty Cash: Vending Machine	60.74	
1092	Petty Cash: Outreach		10.00
1098	Credit Card (South State - VISA)	114.75	
1200	A/R: FOEL	1,846,516.31	
1210	A/R: Other Grants	18,479.92	
1220	A/R: Overpayments	1,061.26	
1299	A/R: Clearing	23,432.49	
1400	Prepaid: Postage	2,168.74	
1403	Prepaid: Other	14,486.74	
1405	Prepaid: Travel Advance	1,645.28	
1500	Fixed Assets: Equipment	58,707.26	
1501	Fixed Assets: Furniture	5,300.00	
1502	Fixed Assets: Building	856,517.59	
1503	Fixed Assets: Land	116,960.14	
1600	Accumulated Depreciation: Equipment		58,707.10
1601	Accumulated Depreciation: Furniture		5,300.00
1602	Accumulated Depreciation: Building		438,277.57
2000	Accounts Payable		1,468,910.82
2099	A/P: Conversion	25,985.97	
2203	Payable: Accrued PLT		114,855.32
2206	Payable: Medicare	0.39	
2207	Payable: SUTA	35.68	
2210	Payable: Health Insurance	19,942.65	
2211	Payable: Dental Insurance	169.26	
2212	Payable: Vision Insurance		51.65
2220	Payable: ER - 403(b)		5,108.10
2221	Payable: EE - 403(b)		7,069.93
2222	Payable: EE - Roth IRA		260.00
2230	Payable: Life Insurance		30.75
2231	Payable: Short-term Disability		535.61
2232	Payable: Long-term Disability	370.98	
2240	Payable: AFLAC		2,216.08
2245	Payable: Colonial Life		194.84
2250	Payable: United Way Deductions		10,933.40
2255	Payable: Wage Garnishment		3,189.24
2265	Payable: Workers Compensation	447.09	
2700	Payable: FOEL Advance		2,260,297.64
2701	2701: A/R: VPPRP VPK Provider Advance	26,720.76	
2710	Payable: Interest		1,522.75
2720	Payable: Fraud Collections		24,021.93
2900	Deferred Revenue		41,944.34
3000	Net Assets		415,695.20
4001	Grants: State & Federal		10,535,512.36
4010	Grants: Local Governments		66,022.41
4020	Grants: Other		10,894.98
4050	Gifts, Donations, and Pledges		17,658.04
4100	Revenue: Interest		1,880.22
4201	Revenue: Miscellaneous		262.00
4210	Revenue: Provider Trainings		390.00
4300	Revenue: Special Events		100.00

Early Learning Coalition of Marion County, Inc.

Normal Trial Balance - Board Report

From 7/1/2025 Through 12/31/2025

Account Code	Account Title	Debit Balance	Credit Balance
4901	Revenue: Vending		444.00
4905	Revenue: Facility Rental		1,950.03
4991	Realized Gain on Investments		2,184.13
4992	Unrealized Gain on Investments		3,109.91
4999	In-kind		6,183.87
5000	Salary: Directors (990 reportable)	74,498.92	
5001	Salary: Exempt (Other)	642,923.77	
5002	Salary: Hourly	450,382.53	
5005	Payroll Tax: Social Security	69,416.51	
5006	Payroll Tax: Medicare	16,234.09	
5007	Payroll Tax: SUTA	276.43	
5010	Insurance: Health	147,880.04	
5011	Insurance: Dental	6,792.00	
5020	Retirement: ER Contribution	49,056.19	
5030	Insurance: Life	2,568.03	
5031	Insurance: Short-term Disability	5,790.29	
5032	Insurance: Long-term Disability	5,426.81	
5100	Staff Development	1,948.30	
6000	Professional Services: Consultant	3,100.00	
6001	Professional Services: Accounting	3,825.00	
6002	Professional Services: Auditing	14,137.50	
6005	Professional Services: IT management	24,785.00	
6025	Professional Services: Printing & Reproductions	2,140.90	
6030	Professional Services: Repairs & Maintenance	1,100.00	
6035	Professional Services: Other	295.85	
6040	Prof Service: Payroll	8,609.76	
6500	Direct Services: Child Care	8,696,150.98	
6501	Direct Services - Prior Year	27,611.07	
7001	Utilities	12,879.58	
7005	Janitorial Services	16,486.00	
7006	Janitorial Supplies	2,049.33	
7007	Lawn Service	1,800.00	
7008	Security System	2,593.92	
7009	Pest Control	250.81	
7050	Postage, Freight, and Delivery	85.45	
7100	Equipment Lease and Maintenance	540.24	
7150	Office Supplies and Expenses	6,218.37	
7151	Printing: Copier	3,347.23	
7200	Communications: Land Line	10,460.59	
7201	Communications: Cellular	1,380.80	
7202	Communications: Internet	818.83	
7260	Insurance and Surety Bonds: General Liability	42,012.80	
7265	Insurance and Surety Bonds: Workers Compensation	2,235.39	
7275	Insurance and Surety Bonds: Other	8,501.80	
7302	Equipment: < \$5k	756.34	
7405	Training Material	1,097.13	
7410	Consumer Education and Outreach Material	9,575.31	
7420	Scholarships and Other Education Opportunities	2,777.10	
7425	Wage Incentives	57,478.13	
7501	Travel: In-State	8,609.75	

Early Learning Coalition of Marion County, Inc.

Normal Trial Balance - Board Report

From 7/1/2025 Through 12/31/2025

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
7505	Travel: Out of State	2,029.62	
7510	Travel: In Service Area	1,182.99	
7600	Admin Fees (Comm Fdt)	834.95	
7601	Bank Fees	1,751.29	
7602	Merchant Service Fees	74.66	
7603	Interest Expense	1,561.28	
7605	Software-Licenses-Support	7,752.76	
7610	Web service, hosting, support, back-up services & Maintenanc	275.00	
7615	Other employee related expenditures	1,329.50	
7616	Background Screening	634.00	
7617	Employee Drug Screening	275.00	
7620	Membership Dues	6,515.00	
7621	Subscriptions and Publications	119.88	
7625	Taxes, licenses and fees	2,328.28	
7901	Vending Machine Supplies	139.82	
8500	Childcare	4,650.00	
8530	Special Projects	579.30	
8535	Books	69,395.82	
8550	Food services (Unallowable)	5,668.09	
8551	Parent Incentive (Unallowable)	550.00	
9001	Depreciation	13,338.90	
9999	In-kind Expenditure	6,183.87	
		<hr/>	<hr/>
Report Total		15,505,724.22	15,505,724.22
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Report Difference		0.00	
		<hr/> <hr/>	

ELC OF MARION COUNTY EXECUTIVE SUMMARY

Version 26.1.13.1

TARGETS AND RESTRICTIONS

SR Direct Services Min: 78%	5,856,250 + 43,721 <u>7,587,131</u>	77.8%
SR Admin Max: 5%	389,021 + <u>7,587,131</u>	5.127%
SR Admin/NonDirect/Quality Max: 22%	1,666,186 + 20,974 <u>7,587,131</u>	22.2%
SR Quality Min: 4%	691,580 + 20,974 <u>7,587,131</u>	9.4%
SR Match Max: \$153,687		52,620.38
Dollar-for-Dollar Match:		52,620.38
VPK Admin Max: 5%	123,232 <u>2,474,195</u>	4.981%
SR Plus Admin Max: 5%		0.2%

PROGRAM TOTALS

SR Total
 SR Admin
 SR Non-Direct
 SR Quality
 SR Direct Services*
 Quality Performance
 QPI Shortfall
 SR Match
 Special Needs
 Spec Needs Shortfall
 Gold Seal
 SR Plus
 VPK Total
 VPK Admin
 VPK DS
 VPK PA
 * includes SR Match, Specia

YTD MATCH SUMMARY

Cost Type	Cash in EFSM	Cash not in EFSM	Total Cash	Public Funds
Direct Service	43,720.69	.00	43,720.69	
Admin	.00	.00	0.00	
All Non Direct	.00	20,973.82	20,973.82	



Early Learning Coalition of Marion County

Action Sheet

FULL COALITION BOARD February 26, 2026

SUBJECT: School Readiness Developmental Screening Procedure

Fiscal Impact: N/A

PROPOSED ACTION

Approve the revised Draft School Readiness Developmental Screening Procedure for submission to the Division of Early Learning (DEL).

BACKGROUND INFORMATION

The Early Learning Grant Agreement, Exhibit II, C.5.5, requires coalitions to establish an age-appropriate screening for children in the SR Program, aged 6 weeks to 60 months. The screening must assess each child's development and include an appropriate referral process for children with identified developmental concerns. Rule 6M-4.720, FAC, requires coalitions to implement processes for screening SR children and list requirements for developmental screenings. Each early learning coalition shall coordinate with parents or providers to complete initial and subsequent screenings for each child.

On February 11, 2026, DEL notified the Coalition of required revisions to the current Child Screening procedure for children enrolled through the SR program and included within the SR Coalition Plan. Updated documents must be uploaded to SharePoint by no later than March 11, 2026.

Required Revisions Identified by DEL:

1. **Rule copy and paste:** Remove copy and paste rule language from pages 2-3, and in point 5 on page 3. Per the School Readiness Plan Guide and Template (2025) all SR plans must: "Be self-developed and cannot be a work-for-word copy of language in Florida Statutes, rule, and guidance for the SR program nor include screenshots of the single statewide information system"
2. **45 days:** Per rule 6M-4720(2)(a), F.A.C., providers have up to 45 days after parent fails to screen child to then complete child screening. Change the wording on page 3, point 3, to comply with the 45 calendar days set in rule.
3. **Intervention within 30 days:** On page 4 under "Child Action Plan", specify that the initiation of intervention measures must be completed within 30 days of screening results, per rule 6M-4.720(5)(a), F.A.C. See excerpt below.

"Each early learning coalition shall initiate intervention practices, no later than 30 calendar days after receipt of the screening results, for children who show concerns based on their screening results."



Early Learning Coalition of Marion County

4. **Written referral:** On page 4 under “Child Action Plan”, specify that referral information is to be given to parents via written communication, per rule 6M-4.720(5(b)5.a., F.A.C. See rule excerpt below.

"Each early learning coalition shall notify in writing, or require a child care provider to notify in writing, the parent of a child who receives a referral under subparagraph (5)(b) 5."

Board approval is requested to approve the revised School Readiness Sliding Fee Scale & Parent Copayment Waiver Policy and Procedure, as presented, for submission to DEL by March 11, 2026.

Supporting Documentation Included:

- Draft School Readiness Developmental Screening Procedure updated February 20, 2026, including the tracked changes.

Supporting Documentation Available:

- Email dated February 11, 2026, from DEL requesting revisions.



School Readiness ~~Developmental~~Child Screening Procedure

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Effective Date: 2/15/2022

Updated/Reviewed: Previous SR Child Screening Procedure utilized until 2/15/2022, 7/06/2022,9/20/2022 on-going throughout FY 2022-2023 as changes to the sSingle sStatewide information system (SSIS) are developed; 4/21/2023; 07/07/2023, 02/27/2025, 2/20/26

Subject: Developmental Screening of Children in the School Readiness Program

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Background: The Early Learning Grant Agreement, Exhibit II, C.5.5, requires coalitions to establish an age-appropriate screening for children in the SR Program, aged 6 weeks to 60 months. The screening must assess each child's development and include an appropriate referral process for children with identified developmental concerns. Rule 6M-4.720, FAC, requires coalitions to implement processes for screening SR children and list requirements for developmental screenings. Each early learning coalition shall coordinate with parents or providers to complete initial and subsequent screenings for each child.

References: FS 1002.84(5), and s. 1002.85, F.S.; Rule 6M-4.720 (2), F.A.C, Provider Portal User Guide; Grant Agreement, Exhibit II, C.5.5-45.1-5 and 5.5.9

Definitions: (As used in Rule 6M-4.720)

- ~~1. "Concerns" means a child's scoring below established thresholds or age-appropriate levels suggested by the authors of a screening instrument.~~
- ~~2. "Eligibility determination" means the initial process conducted by the early learning coalition to determine if a child meets minimum requirements to participate in the School Readiness Program.~~
- ~~3. "Enrollment" is the final step in the process of entering (or enrolling) a child in the School Readiness Program. It means officially entering the child's name in the single statewide information system (SSIS) as a School Readiness student.~~
- ~~4. "Exceptions" are circumstances in which School Readiness children aged six weeks to age 60 months are not required to be screened under this rule.~~
- ~~5. "Intervention practices" means the action taken subsequent to a child demonstrating concerns based on screening results.~~
- ~~6. "Redetermination" means the process conducted by the early learning coalition at least annually to determine if a child's family continues to meet minimum requirements to participate in the School Readiness program pursuant to Rule 6M-4.200, F.A.C.~~

7. ~~“Referral” means the process of providing information and recommendations to parents regarding further evaluation for a child who shows concerns based on screening results.~~
8. ~~“Screener” means the individual responsible for conducting the developmental screening for each child.~~
9. ~~“Screening” means activities to identify children who may have concerns and who may need early intervention practices as supports.~~
10. ~~“Screening Start Date” is the date of the child’s first day of attendance at the School Readiness Program after enrollment or the first day of attendance after the annual redetermination date.~~
11. ~~“Single Statewide Information System (SSIS)” is the designated system used to conduct screenings and provide screening information to early learning coalitions, parents and providers, consisting of the Family Portal, Provider Services Portal, and Coalition Services Portal.~~
12. ~~Initial Screening — Children shall be screened no later than 45 calendar days after:~~
 - a. ~~His or her first enrollment in the School Readiness program; or~~
 - b. ~~Enrollment after being terminated or withdrawn from the School Readiness program.~~
 - i. ~~If a child, aged six weeks to age 60 months, is again enrolled in the School Readiness program after prior termination or withdrawal that is less than 12 months from initial enrollment, the coalition must determine if the child has been screened in accordance with the subsequent screening intervals identified in paragraph Rule 6M-4.720 (2)(c), no later than 45 calendar days after subsequent enrollment.~~
13. ~~Subsequent Screenings — Each early learning coalition shall coordinate with parents and providers for subsequent screenings to be completed annually at redetermination.~~

Screening Timeframes:

Children must receive an initial developmental screening within **45 calendar days of first enrollment** in the School Readiness Program or re-enrollment following termination or withdrawal. If a child re-enrolls within 12 months of initial enrollment, the coalition must verify that screening requirements remain current and ensure compliance within 45 calendar days of re-enrollment.

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Subsequent screenings must be completed annually at the time of redetermination, in coordination with parents and providers.

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Procedure:

The Early Learning Coalition of Marion County (ELCMC) collaborates with the contracted School Readiness child care providers (provider) and families/caregivers to conduct developmental screening for eligible children ages six weeks to 60 months with parental consent. The parent of a child enrolled in the School Readiness program may consent or decline to have his or her child screened within the SSIS.

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During the enrollment process, parents/guardians who are found eligible for School Readiness services receive a funding notification and are instructed to log onto their Family Portal account. Once completing the eligibility verification process, the parent/guardian completes the terms and conditions. At that time, they consent or decline the Ages and Stages Questionnaire Screening. Based on the parent's response, the following action occurs:

Parent/Guardian Declines Child Screening:

No additional action will be taken. Child will not show up on ASQ queue for provider to complete. Parent/guardian will have the opportunity to request the ASQ in the future at their discretion.

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Parent/Guardian Consents to Child Screening During the Initial Enrollment:

1. Child is enrolled at chosen contracted provider and appears on SR Enrollment listing in SSIS.
2. The parent is required to complete initial and subsequent screening within the first five calendar days.
3. Provider receives email (written) notification from the Coalition with at least ~~30~~ 45 calendar days' notice of required screenings for children enrolled in School Readiness program (whose parent/guardian did not complete the screening within first five ~~calendar~~ calendar days).
4. On a weekly basis, child name appears on the Incomplete Queue for the provider in SSIS.
5. ~~In the event the SSIS is non-operational, the ELCMC shall provide written or electronic notification of each child that must be screened to child care provider no later than 15 calendar days after the screening start date. At a minimum, notification shall include the screening start date, the screening due date, and each child's name and date of birth.~~
5. If the SSIS is not functional, ELCMC will send an electronic notice to the provider within 15 calendar days after the screening start date including pertinent information to allow the provider to identify the child needing to be screened and the due dates associated.
6. Provider completes screening timely; ELCMC processes ASQ results, follow-up and personalized supports as defined below.
7. In the event a provider does not complete the screening timely, Provider Non-Compliance process is initiated as defined below.

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Subsequent Screening for Enrolled Children:

Follow Steps 1 through 6 as outlined in Parent/Guardian Consents to Child Screening During the Initial Enrollment.

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ASQ Results, Follow-Up and Individualized Supports:

(NOTE: Individualized supports must be initiated within 30 calendar days for children showing concerning screening results)

Retrieving ASQ results: Log into SSIS; SR Program; Preschool Development; Developmental Screening; Coalition Review

Early Identification, Referral and Intervention Practices

ELCMC Staff will review the Preschool Developmental Screening Coalition Review Queue and take appropriate action based on the outcome of the screening as defined below:

DRAFT

Children Scoring in the Concern Range:

The parent/guardian & and provider will receive an email notification from ELCMC of available results in SSIS no later than 15 calendar days after the screening due date with the listed information below.

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1. How to view the screening results in the Family Portal
2. Age-appropriate activities derived from Brookes to support the child's on-going development.
3. Options for referral opportunities to community partners and agencies that can provide further assessment.
4. Parent Consent Form to allow ELCMC to refer the family for additional service.

Early Identification and Referral

- For screenings **with two or more concerns**, an interview via phone call will be conducted to confirm receipt of email and to document steps to address each area of concerns. Documentation of the communication with the parent will be saved in the ELCMC Parent Tracking Spreadsheet.
- If the parent submits the signed consent form, ELCMC staff will move forward by contacting the appropriate referral agency for the parent and documenting the outcome on the ELCMC Parent Tracking Spreadsheet.
- The provider will receive notification indicating that the family has been given the option to accept referral for additional services.

Child Action Plan (CAP)

- If a parent consents to intervention practices a CAP will be created.
- Concerns will be identified and documented on the CAP for each domain including goals, needs, and accommodations.
- Recommendations will be provided for specialized coaching, technical assistance/ program accommodation or parent/teacher education.
- Decision for further evaluations/referrals will be finalized during interview with the parent and or the provider.
- Parent will receive a referral confirmation notice **electronically** after the child/children have been referred for services.
- The initiation of intervention activities will be completed within 30 calendar days of the receipt of screening results for children showing concerns.

Children Scoring with No Concerns:

Results are available to the provider and the parent/guardian within the SSIS system. No further follow-up taken by ELCMC Staff.

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Provider Non-Compliance with Screening Timelines:

In the event that a provider fails to complete the screening by the required date, a ten (10) calendar day notice of non-compliance will be emailed with a read receipt. For confidentiality purposes the names of the child/children are abbreviated. In the event that the SSIS system is down, a non-compliance notice will be waived for the amount of time the system is disabled.

If the provider does not respond within 10 calendar days, the information will be forwarded to the Compliance Department to address the non-compliance with the School Readiness Contract.

Should the provider fail to respond to this process, ELCMC Compliance Staff follow necessary steps outlined in the DEL-SR20 State of Florida Statewide School Readiness Provider Contract, including the following:

If COALITION concludes that PROVIDER has received a corrective action notice for the same violation two or more times or have had multiple corrective action plans within the contract year or if the corrective action plan is not completed within the prescribed timelines, PROVIDER shall be placed on probation for a period up to six (6) months. Probation may include one or more of the following conditions: training or staff development, monitoring or technical assistance by COALITION or submission of documentation related to the violation. COALITION must notify PROVIDER in writing of the terms and duration of the probation, including required timelines. The terms of the probation must correlate to the basis of the corrective action. If the PROVIDER has not satisfactorily completed the terms of its probation by the end of this CONTRACT, the PROVIDER will still be held accountable for the terms of the probation of the previous contract if the PROVIDER remains eligible to deliver the School Readiness Program and executes a new CONTRACT with the COALITION.

In the event the corrective action and probationary status are exhausted and additional attempts to support the provider are ineffective, the School Readiness contract may be terminated for cause with proper notice as outline in the DEC-SR20.

ASQ Screening Tracking:

ELCMC Staff utilizes the Developmental Screening Status Report to track the completion of ASQ's by provider. This report is pulled weekly as indicated in the screening process above. Additional columns are added to the report each week as needed:

1. 30 Day Notice Sent (date of email entered)
2. For Past Due Screenings – 10 Day Non-compliance Notice is sent (date of notice entered)
3. A copy of the 10 Day Notice is saved in the Document Library and the original sent to the provider.
4. The first attempt will be emailed and if necessary, a copy will be sent by certified mail to the provider.

Report is saved weekly. Spreadsheet is updated with the information added above. For the location of spread sheet: ELCMC\ELC-NAS – Documents\EC Programs\ASQ & Inclusion\254-26 5-Inclusion\Dev. Screening Reports.



Early Learning Coalition of Marion County

Action Sheet

FULL COALITION BOARD February 26, 2026

SUBJECT: School Readiness Sliding Fee Scale & Parent Copayment Waiver

Fiscal Impact: N/A

PROPOSED ACTION

Approve of the revised School Readiness (SR) Sliding Fee Scale & Parent Copayment Waiver Policy and Procedure for Submission to the Division of Early Learning (DEL).

BACKGROUND INFORMATION

The Early Learning Coalition of Marion County (ELCMC) is required to implement an annual sliding fee scale based on the most current Federal Poverty Level (FPL) released by the Division of Early Learning (DEL).

Effective July 1, 2025, ELCMC implemented a percentage-based sliding fee scale that implemented a percentage-based sliding fee scale of 4% or 6% of household income, based on family size and unit of care with a 7% statutory maximum.

Effective October 1, 2025, Coalitions were to implement three sliding fee scales for the 2025-2026 fiscal year when assessing copayments for the School Readiness Program.

1. The “Standard” Dollar-based sliding fee scale for copayments per child for current families (defined as those in care as of June 30, 2025).
2. The FPL “percentage” (4% & 6%) fee scale for copayment per household for initial eligibility and redeterminations starting July 1 through September 30.
3. The SMI “percentage” (4% & 6%) fee scale for copayment per household for initial eligibility and redeterminations starting October 1 and thereafter.

DEL requires a case-by-case parent copayment waiver policy for at-risk families, families below FPL, or families experiencing qualifying hardship events. This ensures equitable access to School Readiness services and compliance with Florida Statutes s.1002.84(9), F.S. and Rule 6M-4.400, F.A.C.

On February 11, 2026, DEL notified the Coalition of required revisions to the current Sliding Fee Scale and Parent Copayment Waiver Policy on file within the SR Coalition Plan. Updated documents must be uploaded to SharePoint by no later than March 11, 2026.



Early Learning Coalition of Marion County

Required Revisions Identified by DEL:

1. Clarification of the policy regarding waiving the copayment for at-risk families that do not have income documentation at the time of eligibility determination. (Policy has been rewritten accordingly).
2. Update to Section II D. of the Coalition plan to provide DEL with a functional URL demonstrating where families may access the current fee scale on the ELCMC website, in compliance with Rule 6M-4.400(11), F.A.C.
3. Revisions to the current Sliding Fee Scale Policy to fully align with Rule 6M-4.400. (Policy has been rewritten accordingly)

Board approval is requested to approve the revised School Readiness Sliding Fee Scale & Parent Copayment Waiver Policy and Procedure, as presented, for submission to DEL by March 11, 2026.

Supporting Documentation Included:

- “Draft” School Readiness Sliding Fee Scale & Parent Copayment Waiver Policy and Procedure (Revised February 19, 2026)
- Parent Copayment Waiver Form

Supporting Documentation Available:

- Standard Dollar-based Sliding Fee Scale
- FPL Percentage (4% & 6%) fee scale
- SMI “percentage” (4% & 6%) fee scale
- Email dated February 11, 2026, from DEL requesting revisions.
- Current School Readiness Sliding Fee Scale Policy and Parent Copayment Waiver Policy and Form



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School Readiness (SR) Sliding Fee Scale and Parent Copayment Waiver Policy and Procedure

Effective Date: TBD -Pending DEL Approval

Subject: Parent Fee Waiver

Background Information:

Effective July 1, 2025, the Early Learning Coalition of Marion County (ELCMC) shall implement a percentage-based Sliding Fee Scale assessing copayments 4% of eligible household income, or 6% of eligible household income based on family size and unit of care, and in no instance exceeding 7% statutory maximum. The sliding fee scales are to be implemented no later than July 1 of the fiscal year.

ELCMC must include a hyperlink to the DEL issued fee scale and Coalition Fee Waiver policy posted on Coalition's website. The sliding fee scale is updated annually based on DEL's released Federal Poverty Level (FPL).

Policy: Pursuant to s.1002.84(9), F.S, a Coalition may, on a case-by-case basis waive the copayment for an at-risk child regardless of the family's income. The referring case manager may record the waiver on the referral or provide other written documentation requesting the fee waiver. On a case-by-case basis a coalition may waive co-pay for a child in a family whose income does not exceed the Federal Poverty Level (FPL) or whose family experiences a natural disaster or event that limits the parent's ability to pay (examples include incarceration, residential treatment, homelessness, an emergency)

References: Rule 6M-4.400, s. 1002.84. F.S; Division of Early Learning School Readiness Plan Guide; Division of Early Learning SR Standard Eligibility Review Program Guide.

Procedure: If a referring agency requests a copay waiver for an "at-risk" family regardless of income, the request must be documented during the initial authorization for care and at each eligibility redetermination on the childcare authorization form or in other written documentation. The family copayment will be \$0 initially and the family continues to have a \$0 copayment until the end of the authorized eligibility period.



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If the referring agency does not request a fee waiver and the parent provides no income documentation the copayment will be set at the 85% State Median Income (SMI) initially to incentivize the family to provide income documentation with the additional enticement of lowering the copayment if the family income is lower than 85% SMI.

If a SR Parent requests a copay waiver, the request must be documented during the initial authorization and at each redetermination for care.

In addition to the written request, the family must meet at least one of the following: Family income does not exceed the FPL; Family has experienced a natural disaster; or Parent has lost employment and is placed on a three-month period to reestablish purpose of care, limiting ability to pay.

The Client Services Counselor will complete the request to waive the parent copayment form for each written request. If siblings are included, a separate form must be completed for each child.

ELCMC may request additional documentation to justify a waiver for families who do not meet the definition of "at-risk". The waiver must be reviewed and approved by an ELCMC Supervisor before any copayment can be waived.

Upon approval of a copayment waiver, the Client Service Counselor will notify the parent/guardian. The referring case manager may also be contacted. The notification will include: the assessed copayment prior to the waiver, the approved copayment amount after the waiver, the effective timeframe of the waiver.

The signed, completed request to waive parent copayment form shall be uploaded to the child's SR account in the Statewide System. This ensures the waiver is properly documented, and accessible for ongoing case management and compliance review.

The sliding fee scale applies to families not meeting the at-risk waiver criteria, with copayments assessed at 4% or 6% based on household size and unit of care and never exceeding 7%.

Request to Waive Parent Copayment

Instructions for Use:

1. ELCMC Client Services Counselor will complete this form for each child requesting a copayment waiver.
2. Attach all supporting documentation. (If applicable)
3. The form must be approved by an ELCMC Supervisor before the waiver is applied.
4. Upload the signed and approved form to the child's SR account in the Statewide System.

Parent Name: _____ **Funding Category** _____

Child Name: _____

Eligibility Category for Fee Waiver *(Check all that apply)*

- At-Risk Child – Waiver regardless of income
- Family Income \leq Federal Poverty Level (FPL)
- Hardship / Limiting Event
- Natural Disaster
- Loss of Employment (temporary)
- Homelessness / Residential Treatment
- Other: _____

Supporting Documentation Provided *(Check all that apply) if applicable*

- Loss of Income Verification (pay stub, VOE, etc.)
- Referring Agency Documentation (Child Care Authorization) (if applicable)
- Letter of Hardship / Emergency
- Other: _____

Authorized Staff Name: _____ **Date:** _____

Authorized Staff Signature: _____ **Date** _____

Supervisor Approval Signature: _____ **Date:** _____

Waiver Effective From: _____ **To:** _____

Parent/Guardian Notification Sent: Yes No

Method of Notification: _____

Fee Information

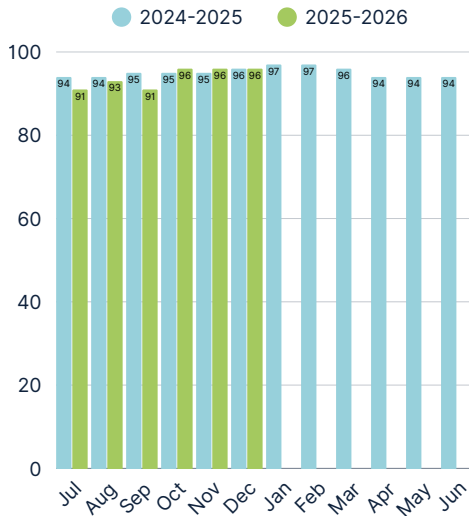
- Original Copayment (before waiver): \$ _____
- Approved Copayment (after waiver): \$ _____

Information Items

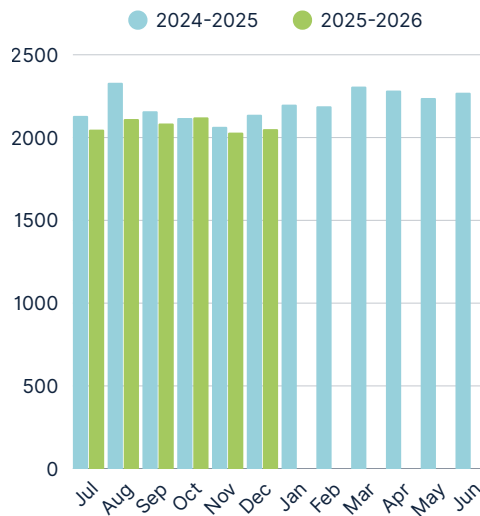


SCHOOL READINESS (SR)

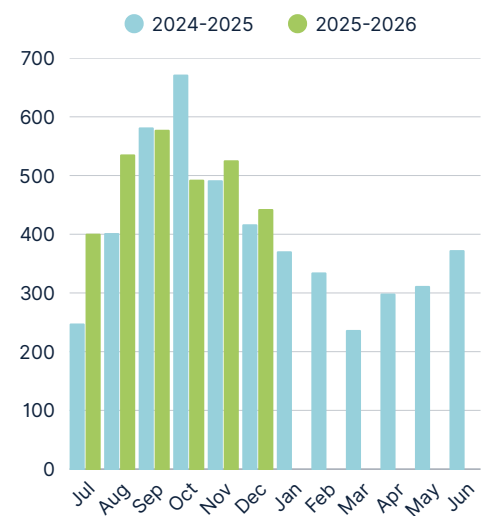
Child Care Providers



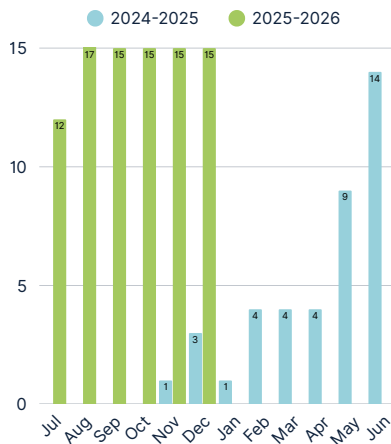
Children Served



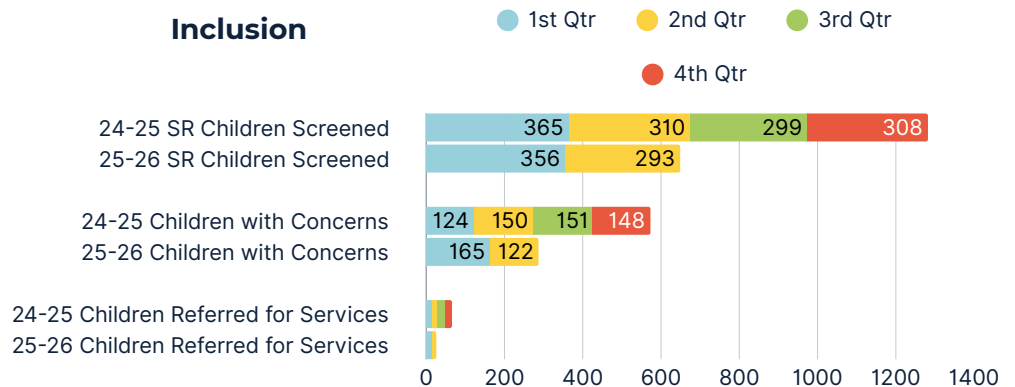
Waitlist



SR Plus Children Served



Inclusion



The Florida School Readiness (SR) program provides child care financial assistance to eligible families with children birth to 13. Child care providers meeting specific quality, health, and safety standards contract with the Coalition to provide SR services.

The SR waitlist is based on funding and provider availability.

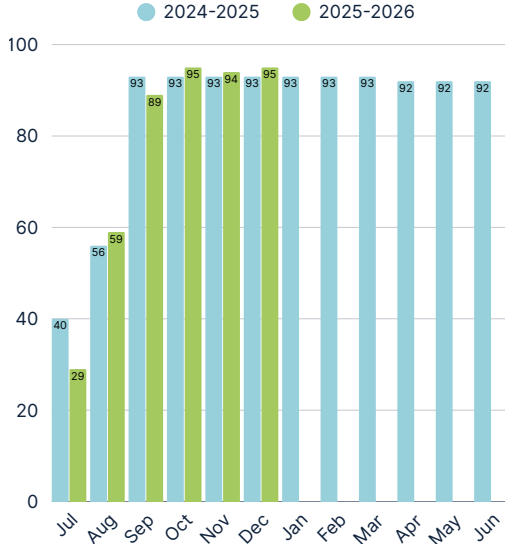
The SR Plus program went into effect on September 24, 2024, and provides financial assistance to low-income SR families who are no longer eligible for the full SR subsidy.

Participating children are screened for developmental delays. The Coalition's Inclusion Coordinator reviews any concerns with parents or guardians and encourages their consent for referral to supportive services.

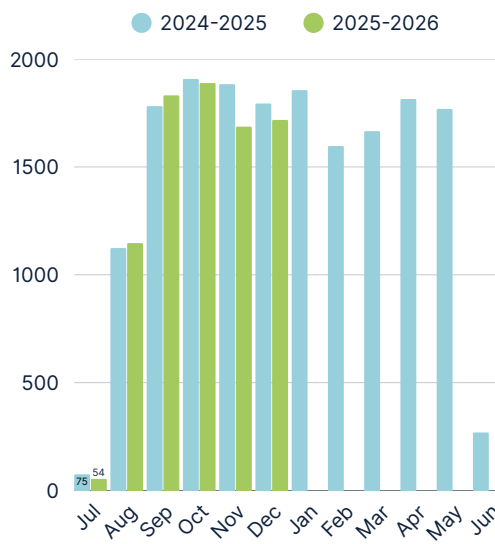
2025-26 COMMUNITY IMPACT REPORT CONTINUED

VOLUNTARY PREKINDERGARTEN

Child Care Providers

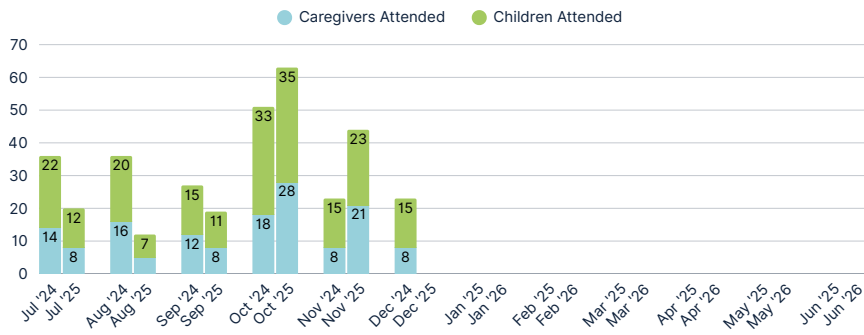


Children Served



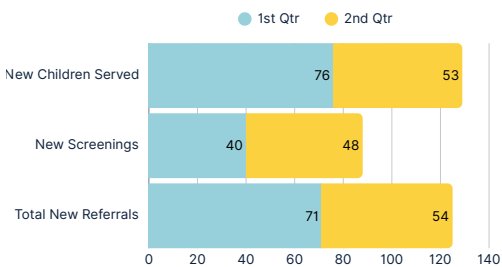
Florida's Voluntary Prekindergarten (VPK) program is a free, high-quality education program for all four- or five-year-old children who have not entered kindergarten. Contracted VPK providers meet quality standards and performance metrics.

KALEIDOSCOPE PLAY & LEARN (KPL)



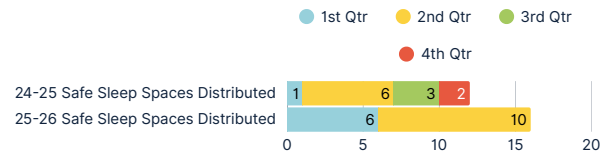
Kaleidoscope Play & Learn is a free weekly play group for children birth to five and their parent or caregiver. Children learn socialization skills while caregivers learn ways to support children's learning and healthy development at home.

HELP ME GROW



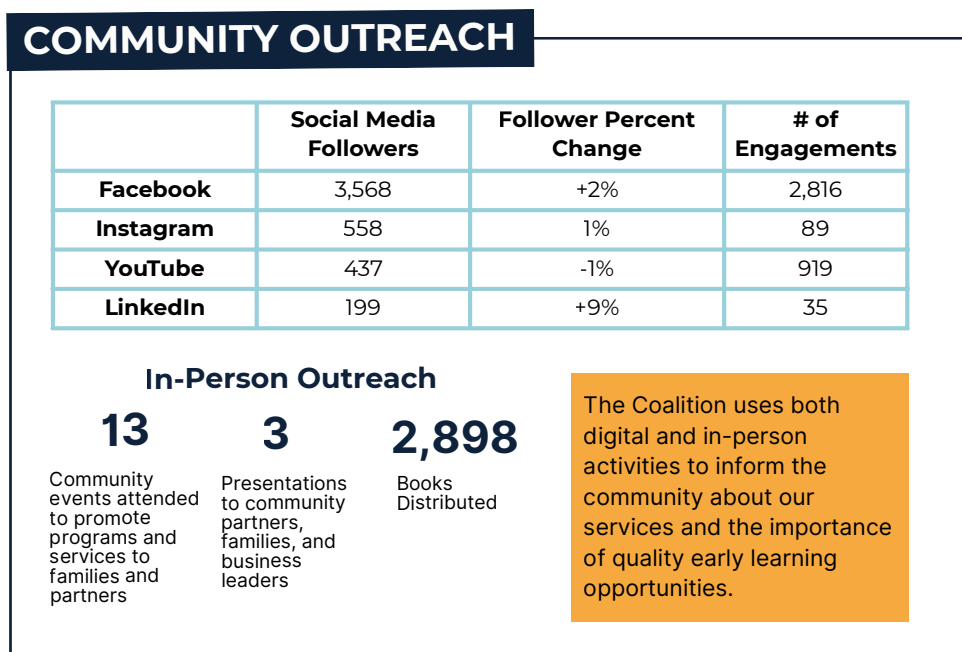
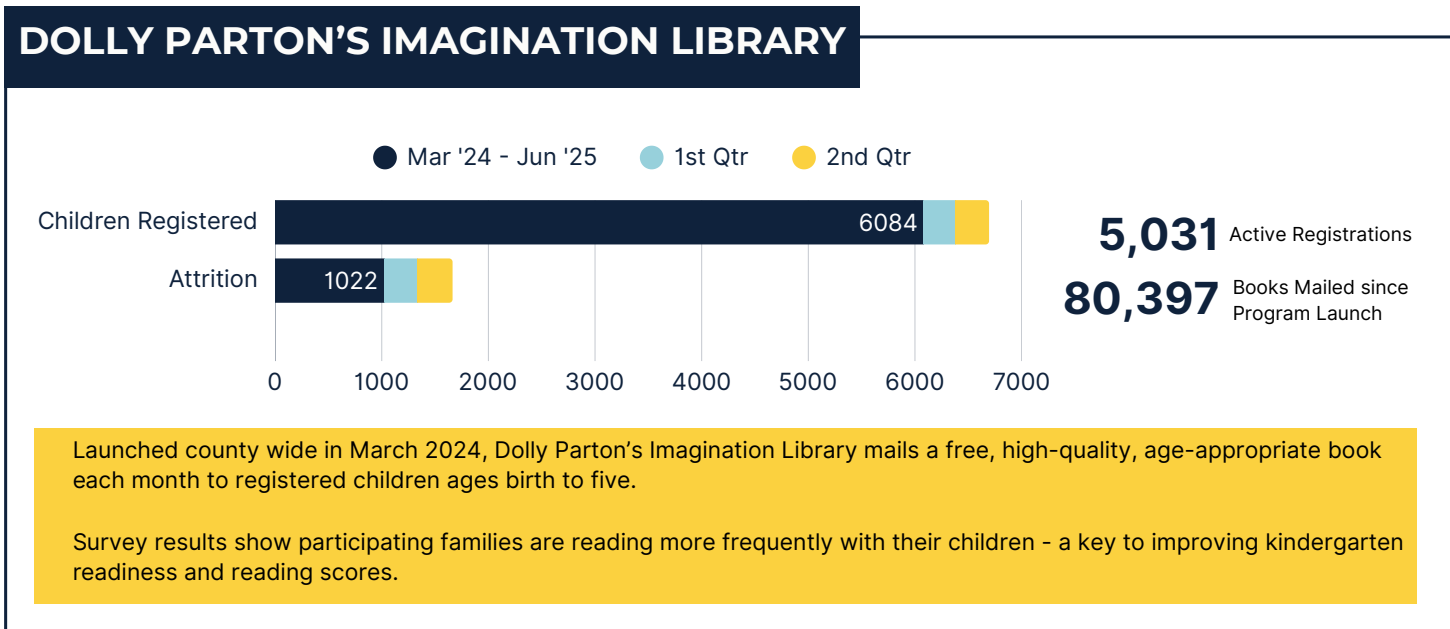
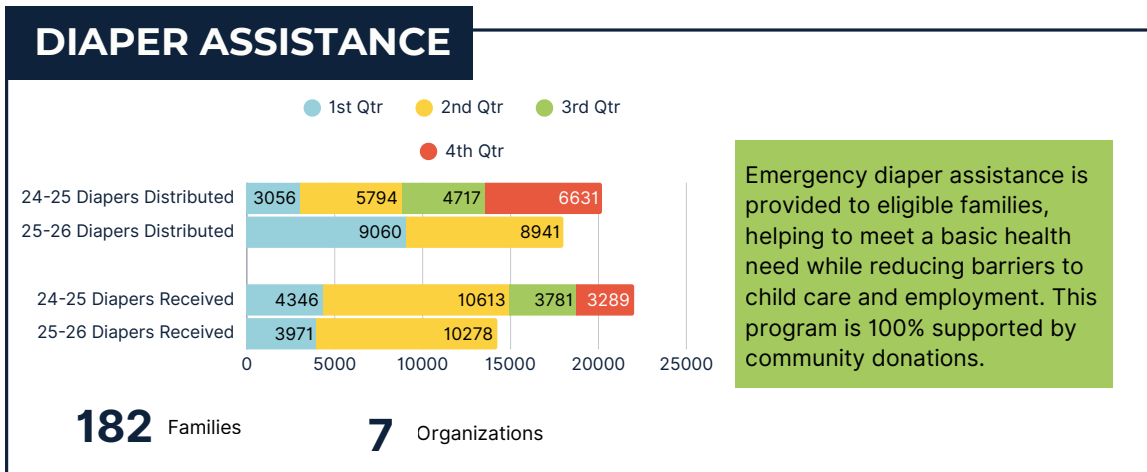
Help Me Grow supports healthy development for children birth to eight. Free screenings help identify developmental and behavioral concerns. Care coordinators provide families with customized support and connections to community services for early intervention. Coordinators also help families navigate any barriers to accessing care and support.

SAFE SLEEP



To reduce the risk of suffocation and Sudden Infant Death Syndrome (SIDS), portable cribs and safe sleep education are provided to eligible families who lack a safe sleeping space for their infants.

2025-26 COMMUNITY IMPACT REPORT CONTINUED



2026



Truckin' It To Preschool



1

Attendance

196 Number of Children 2025: 137	130 Number of Families 2025: 80
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2

HMG Screenings

48 Children Screened
2025: 26

3

VPK Signups

15 Applications Approved
2025: 9

4

Sponsorships

3 Event Sponsors 2025: \$750	\$3,000 Total Amount
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5

Number of Vendors

36 Total Vendors 2025: 29	8 VPK Providers 2025: 11	16 Vehicles 2025: 12	2 Food Trucks 2025: 2
2026 Vendor Fees Received: \$500			

6

DPIL Registrations

39 Applications
2025: 34

