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## DISENROLLMENT POLICY & PROCEDURE

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Eligibility for school readiness programs is established in section 411.01 (6), Florida Statutes and federal regulations, 45 CFR 98 and CFR 260-265 and is described in the Temporary Assistance for Needy Families (TANF) State Plan and the Child Care and Development Fund State Plan (CCDF). The provision of child care services, through the Early Learning Coalition of Pasco and Hernando Counties, Inc., is critical for addressing state policy goals in the areas of SR, child welfare and economic self-sufficiency of low-income families. Significant financial penalties could apply to the state if child care services are not provided for families receiving temporary cash assistance and subject to work requirements.

Early Education and Care, while critical to achieving federal and state policy objectives, are not an entitlement or guaranteed. A Fair Disclosure statement on the eligibility and re-determination forms is given to parents notifying them that the provision of SR services is subject to the availability of funding and placement priorities.

It is the position of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors that dis-enrollment of children from the SR program must be a last resort decision. The Early Learning Coalition of Pasco and Hernando Counties, Inc. will utilize a wide range of budget management strategies to maintain fiscal integrity and balance, including the utilization of dis-enrollment of non-priority participants as an option of last resort to maintain fiscal integrity. The decision to activate the dis-enrollment procedure stated below must be preceded by documentation that the following activities have been completed:

1. Re-determination of eligibility of current mandatory enrollments (mandatory enrollments are children in protective services and the Welfare Transition Program – see Eligibility and Enrollment section of the School Readiness Program Operating Procedures (SRPOP)) :  
The Coalition will re-determine eligibility of current enrollments with referring agencies.
2. Re-determination of eligibility in current non-priority categories:  
The Coalition will re-determine eligibility of current non-priority enrollments.
3. Coordination with other School Readiness Partners:  
The Coalition will communicate with other SR partners to research other avenues of service. Guidelines regarding parental choice must be met when changing or moving children from one program to another.

4. Re-evaluation of Coalition Budget:  
The Coalition will direct the Finance/Audit Committee to conduct a complete review of the Coalition's operating budget. In addition, the Finance/Audit Committee will conduct a complete review of the Coalition's projected utilization of direct service dollars.

If dis-enrollment is deemed necessary after exhausting all other options described above, the Coalition shall:

1. Provide written notification to Florida's Office of Early Learning at least forty-eight (48) hours prior to the initiation of formal consideration by the Board to dis-enroll a group of children from early learning programs.
2. Provide written notification to Florida's Office of Early Learning at least five (5) business days prior to taking action to notify providers or families of a determination to dis-enroll a child from early learning programs. The notice shall be submitted with a copy of the two most recent monthly utilization analyses and shall identify the enrollment priority group from which the Coalition plans to dis-enroll children and the number of children the Coalition plans to dis-enroll within that group.
3. Provide written notice to any affected parent/guardian at least thirty (30) calendar days prior to dis-enrollment. This notice will include the effective date of the dis-enrollment.
4. Provide written notice to affected SR providers at least thirty (30) calendar days before children are dis-enrolled from the SR program. This notice will include the effective date of the dis-enrollment.
5. Continue initial enrollments of children in priority eligibility groups in accordance with Section 411.01(6), Florida Statutes.
6. Establish enrollment priorities among the subsequent priority eligibility groups in descending order, beginning with the highest enrollment priority, in accordance with Section 411.01(6), Florida Statutes.
7. Prohibit dis-enrollment of groups of children for a reason other than preventing a deficit or failure to comply with eligibility requirements.
8. Permit the dis-enrollment of children in order, beginning with the lowest enrollment priority. The procedure may allow for the dis-enrollment of a distinct subgroup within an enrollment priority (e.g., school age children older than a specified age).
9. Submit a plan amendment, if applicable, and receive written approval of the submitted plan amendment from Florida's Office of Early Learning.