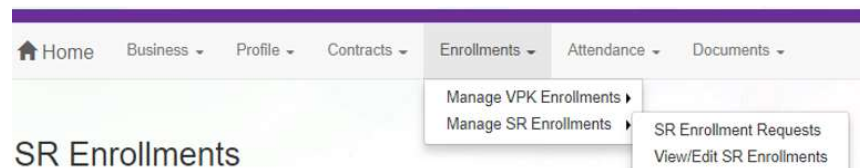


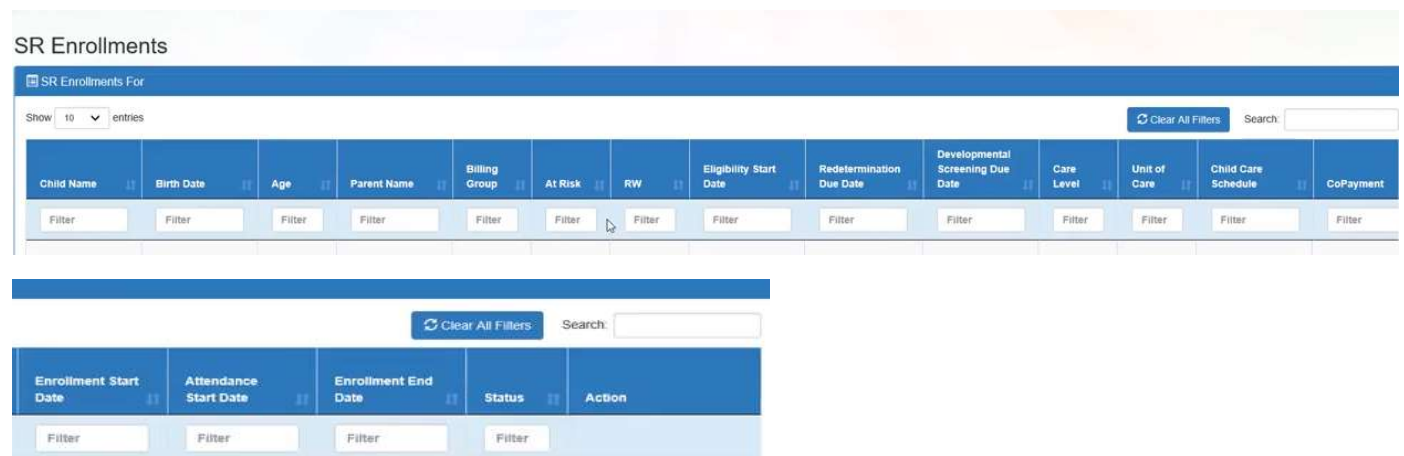
## SR Enrollments in the Provider Portal

### **Review a child's Authorization Date, Review Date, CoPayment (parent fee), etc.**

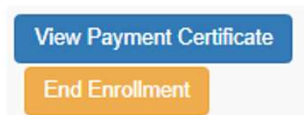
- All enrollment information for a child can be located on the SR Enrollments screen as well as the child's Payment Certificate.
- All SR children will have a **Redetermination Due Date**. This is the last date of reimbursable services. A family must recertify by this date in order to continue SR services. This date can be found on the SR Enrollments Screen.
- Please note, many children may have a **Review Date** that is sooner than the Redetermination Due Date. This means that the family has something due to the coalition prior to the Redetermination Due Date and therefore services may be ended by the Review Date, instead of the Redetermination Due Date. The Review Date is reflected on the Payment Certificate in two places. This will be explained below.
- Navigate to the "Enrollments" tab > Manage SR Enrollments > View/Edit SR Enrollments.



- A table will display with current SR enrollments. The child's **Redetermination Due Date** is shown in Column #9. The **CoPayment** (parent fee) is shown in Column #14.



- Under the Action column, click **View Payment Certificate**. (Please note- you will not be able to view certificates that are under "Pending Family Acceptance" status)



>>Scroll to the Right to view these buttons



- Below is an example of a **Payment Certificate**. Sections outlined with a **red** box indicate the **Review Date**. Although the **Redetermination Due Date** on the SR Enrollment screen may be a later date, the enrollment (and payment) may end on the earlier date which is listed on the certificate. Please note, the CoPayment (Parent Fee) is also listed on the certificate.

ELC of Pasco and Hernando  
 Non-transferable Child Care Certification  
 School Readiness Program

Certificate Number: \_\_\_\_\_

\* This certificate is not valid for care arranged after: 3/1/2021

PARENT INFORMATION						
Name:	Date of Birth:	Social Security Number:				
Home Address:	City:	State:	Zip:			
Home Phone:	Work Phone:	Employer:				

ENROLLED CHILD INFORMATION		
Name:	Date of Birth:	Social Security Number:

PROVIDER INFORMATION		
Provider:	Phone:	Address:

ENROLLMENT INFORMATION							
Eligibility Start:	Eligibility End**: 3/1/2021						
Counselor:	Case Worker:						
* No reimbursements made after this date							
Gold Seal Rate:	Reimbursement Rate:	Parent Full-time Co-Pay*	Parent Part time Co-Pay**:				
Enrolled On:	Enrollment Start:	Enrollment End:					
Unit of Care:	Billing Group:	Eligibility:					
** Parent co-payment is what the parent is responsible for paying (copay)							
Unit of Care / Day of Care:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FT	FT	FT	FT	FT		

**Privacy Act Statement:** Social security numbers are requested on this form under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Office of Early Learning (OEL) and Early Learning Coalitions. Social security numbers will be used for routine data requests, state and federal reporting requirements, identification, and to verify eligibility for the School Readiness Program including, but not limited to, family income. Submission of social security numbers on this form is voluntary and not a condition of enrollment in the School Readiness Program.

I certify that by use of this certificate that I am exercising my choice of caregiver for my child. Other placement options in licensed and subcontract facilities and homes have been explained to me. OEL, the early learning coalition, and its contracted provider, if applicable, are indemnified from and its contract provider are indemnified from all possible liability for payments to the caregiver that I select and from liability for the quality of care my child receives. I understand that I have access to my children at any time and that I may visit the provider's setting at any time during care hours.

Signature of Parent:	<input checked="" type="checkbox"/> By Electronic Signature	Date: _____
Signature of Provider:	<input checked="" type="checkbox"/> By Electronic Signature	Date: _____
Signature of Early Learning Coalition Counselor:	<input checked="" type="checkbox"/> By Electronic Signature	Date: _____



***Why is there a difference between the Redetermination Due Date and the Review Date?***

Most families are authorized for 6 months to one year of care. This is called the Authorization End Date or the Redetermination Due Date. Families are required to complete a full redetermination of services by this date.

However, prior to the Redetermination Due Date, the family may be required to supply additional documentation to the coalition such as a childcare referral or employment information. The date by which this information is due is the Review Date or Eligibility End Date. Services may be ended by this date if the family does not provide documentation or no longer qualifies. A family's Eligibility End Date may be extended more than once with the 6 month to one year period.

For example, a family may be authorized for one year of services. The child's Authorization is established for 2/1/2021-1/31/2022. However, the family only has a childcare referral for a 2 month period. Therefore, the Review Period is set for 2/1/2021-4/1/2021.

In this case, the Redetermination Due Date on the SR Enrollments screen will be 1/31/2022. The Eligibility and Enrollment End Date on the Payment Certificate will be 4/1/2021.