

School Readiness (SR) Compliance Due Dates

Eff. Contract Yr begin 7/1/22

Report	Due Date	Reference	Where to Upload
EFSM Child Care Certificate	Enrollment of Eligible children for SR  Questions: <a href="mailto:familyservices@elc-ec.org">familyservices@elc-ec.org</a>	SR Contract Paragraph 4	Acceptance in EFSM electronically – FAILURE TO HAVE VALID CERTIFICATE MEANS NO PAYMENT.
Ages and Stages Questionnaire (ASQ)	Within 45 days of initial enrollment  Annually at redetermination	1002.88(1)(i), F.S Rule 6M-4.720, SR Contract <b>Paragraph 17</b>	Complete in EFSM/portal  Questions: <a href="mailto:education@elc-ec.org">education@elc-ec.org</a>
Child Assessments - Is optional Must have reliable teachers Assess during period All due by last day of period	Child Assessment Periods: 1: Aug 1 – Oct 31 2: Nov 1 – Jan 31 3: Feb 1 – April 30	Rule 6M-4.500 (11), 1002.82(2)(k), F.S. SR Contract <b>Paragraph 32</b>	Complete and enter 100% of Assessments on children who are enrolled for at least 60 calendar days into State System.  Questions: <a href="mailto:education@elc-ec.org">education@elc-ec.org</a>
QPS Staff Roster	Monthly by the 10 <sup>th</sup>	Best Practice per OEL Guidance	QPS System Questions: <a href="mailto:education@elc-ec.org">education@elc-ec.org</a>
CLASS Assessment 3.99 or less  CLASS Assessment 4.0-4.99  CLASS Assessment greater than 5.00	Quality Improvement Plan  Annually  Biennial	Rule 6M-4.741, Rule 6M-4.740, 1002.82(2)(n) F.S., SR Contract Paragraph 7.f.	QPS System – will be notified by Coalition  Questions: <a href="mailto:education@elc-ec.org">education@elc-ec.org</a>
Online Attendance Roster and Documentation	Monthly by close of the 3 <sup>rd</sup> business day (if 3 <sup>rd</sup> business lands on Holiday then due 2 <sup>nd</sup> business day)  Questions: <a href="mailto:compliance@elc-ec.org">compliance@elc-ec.org</a>	1002.88 (10)(c) F.S., SR Contract <b>Paragraph 57</b>	Online Attendance Roster: Provider portal – attach notes to day of child absence on roster  Attendance Documentation (Sign in/out sheets): EFSM Documents OR ShareFile
Unusual Incident Notification	Within 24 Hours – Immediate notification <b>And</b> Written report within three (3) business days	SR Contract <b>Paragraph 81</b>	Email <a href="mailto:compliance@elc-ec.org">compliance@elc-ec.org</a> Phone – ELCEC 850.833.3627 x 207
Information Change Notifications: Temporary Closures	By Close of Business first day of closure; notice of reopening within two days of reopening	SR Contract <b>Paragraph 79</b>	Email <a href="mailto:compliance@elc-ec.org">compliance@elc-ec.org</a>

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Eff. Contract Yr begin 7/1/22

Report	Due Date	Reference	Where to Upload
Information Change Notifications: Ownership/location change or notice of closing	At least thirty (30) calendar days prior to change	SR Contract <b>Paragraph 79</b>	Email <a href="mailto:compliance@elc-ec.org">compliance@elc-ec.org</a>
SR Child absent (5) <i>consecutive</i> days with no contact from parent	Notify Coalition by Close of Business on 5 <sup>th</sup> day of absence	Rule 6M-4.500 (4)(c), 1002.87(8) F.S., SR Contract <b>Paragraph 23</b>	Phone – ELCEC 850.833.3627 x 203 or 207
SR Child absent 10 (ten) <i>unexplained</i> absences in a calendar month with no contact from parent	Notify Coalition by Close of Business on 10 <sup>th</sup> day of absence	Rule 6M-4.500 (4)(d); Rule 6M-4.200 (8)(a), 1002.81 F.S.	Phone – ELCEC 850.833.3627 x 203 or 207
Rilya Wilson Child NOT ATTENDING, one (1) unexcused absence, or seven (7) excused absences	Notify Coalition by Close of Business on 7 <sup>th</sup> day of absence	Rule 6M-4.500 (4)(e); 39.604 F.S. SR Contract Paragraph 24	Phone – ELCEC 850.833.3627 x 224 or x 203
Any of the following within fourteen (14) calendar days: <ul style="list-style-type: none"> <li>• Child Care Rates</li> <li>• Gold Seal Rates</li> <li>• DCF License</li> <li>• Liability Insurance</li> <li>• Worker’s Compensation Insurance</li> <li>• IRS form W-9</li> <li>• Sunbiz filing documents</li> </ul>	As the information is updated or changed, as applicable	SR Contract Paragraph 79 SR Contract Exhibit 2: Required Documentation  SR Contract Paragraph 52 – rate changes	Provider Portal-PROFILE-Document Tab  Note: Change in Provider Rates are to be provided to the Coalition in writing 14 days prior to rates going into effect.