

Early Learning Coalition of Florida's Heartland, Inc.

Policy Snapshot: This policy will serve as guidance for determining income on SR clients who are employed.

Subject: Verification of Gross Income and Hours of Employment for Employed Applicants		Policy/Procedure # SR-6
Page: 1 of 2	Adoption Date: 04.02.08	
Approved by: ELCFH Board	Title: Andrew Bible, Chair	
Distribution: All Eligibility Management Policy/Procedure manuals	Authority References: Associate Director Client Services	
Cross Reference: FL Chapter 6044B-4.028		

Purpose: The purpose is to establish a standardized policy and procedure for determining eligibility for School Readiness clients who are employed.

Contact: Anne Bouhebert, Executive Director

Procedure Statement: Gross income must be verified and documented for eligibility and parent fee assessment purposes.

Verification of Employment and Income

Appropriate documentation of employment including income and hours worked. All family income must be provided to determine eligibility.

New Employment

Employment Verification	Required Information
Verification of income (VOI) will be accepted if six (6) weeks of consecutive check stubs have not yet been obtained.	Employment income and hours.

ELCFH staff will issue a certificate of services for eight (8) weeks allowing parent time to collect check stubs for six (6) current and consecutive weeks. A termination notice will be issued at this time to keep client and provider informed.

Established Employment (for the last 2 months)

Employment Verification	Required Information
Six (6) current and consecutive check stubs	Employment income and hours

Re-determination Timeframe

Re-determination or update notices are sent out randomly requiring a 10 business day turnaround. It is important that the applicant will follow the notice instructions. If ELCFH does not receive the information requested by the date and time indicated, the provider will be notified that services are terminated on that date.

Informal Employment:

Wait List Applicants and clients who are considered to be paid as informal employees are not eligible for School Readiness Child Care services. Informal employment is defined as accepting cash or personal check, without any taxes being deducted, or being paid "under the table." Informal employment is not considered self-employment.