

Early Learning Coalition of Florida's Heartland, Inc.

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Subject: Disenrollment Policy for School Readiness	Policy/Procedure: SR-7
Page: 1 of 1	Adoption Date: 12.20.06 Revision Date: 6.23.10
Approved by: ELCFH Board	Title: Ed Osborne, Chair
Distribution: All Client Services Policy/Procedures Manuals	Authority References: ELCFH Board, Federal and State Statutes

References: Early Learning Coalition Plan, OEL FY 10-11 Early Learning Grant Agreement

Disenrollment Policy:

The ELCFH will have a fair disclosure statement on all eligibility and re-determination forms notifying parents that the provision of school readiness services is subject to the availability of funding and placement priorities. A wide range of budget management strategies will be continuously implemented by ELCFH management and reviewed by the ELCFH Finance Committee to maintain fiscal integrity and balance. Disenrollment of non-priority participants will be facilitated as a last resort option to maintain fiscal balance.

TANF and At Risk Referrals, then children ages birth to pre-kindergarten entry age have priority status for continuing services. Upon the decision to disenroll children, the Coalition will identify the children as those first to have services terminated. The generally applied rule will be to disenroll in reverse order of priority (as stated in the ELCFH- Early Learning Coalition Plan).

In accordance with OEL File 240.04, the ELCFH will notify OEL within forty-eight hours of the initiation of formal consideration of disenrolling children from early learning programs. The ELCFH will not disenroll any group of children prior to consulting with representatives of OEL. As applicable, referring agencies of impacted children will also receive notification.

The ELCFH will send notification of termination of services to parents/ guardians at the address on file with as much notice as possible but not less than 10 days prior to the official date of services being terminated. A copy of the parent notification will be sent to providers serving the children whose services are being terminated with effective date of termination. Consideration will be given to the impact disenrollment will have on the provider community.

The ELCFH Board of Directors has the sole discretion to amend this policy as needed.
