

Medical / Maternity Leave

No Appointment / Interview Needed. Documentation drop off: Monday – Friday, 8am-5pm

Date: _____ Name: _____ Email: _____

ELCAC is required by the state rule that outlines the eligibility provision of the School Readiness program to notify parents of their responsibility and the method by which they must report to the coalition any change of circumstances that would affect eligibility. 6M-4.200 F.A.C.

Section I: You must submit the following.

Within 10 days of your leave, you must submit:

- Physician Medical / Maternity Leave form **AND**
- Employer Medical / Maternity Leave form

AND

Within 7 days of returning to work.

- Employment verification_form

Note: Your leave from work or school activities should not exceed 90 days.

If you would like to place your existing care on hold while you are on leave, please submit:

- Temporary Termination Request

Section II: You must also submit the following.

Please check \checkmark all that applies and submit documentation.

- Last 4 weeks of income from employment for all household adults.
- Updated household income such as child support, SSA, alimony, adoption benefits, etc.
** Must document non-receipt of ordered child support or alimony. **
- Declaration of No Child Support Case form** for all household children you have never petitioned to receive support. (Does not require a notary)
- Current school schedule (10 or more credit hours) AND verification of enrollment (All must be printed within 10 days of submission).