

ELCAC is required by 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.

JUST A LITTLE Reminder

Changes must be reported within 10 days of your change. Failure to do so could result in a lapse in childcare service or possible termination of services.

In order to gain access to the Eligibility Verification Wizard (EV Wizard) to recertify your care, report a change or to request an enrollment/provider transfer, please email eligibility@elcalachua.org. Please be sure your email includes your name and description of your request. All requests will be processed within 3 business days.

Once you received your email confirming you have been given access, you will scroll to the bottom of the page to locate the blue "update eligibility" button. This will allow you to navigate through your EV Wizard and attach supporting documents.

School Readiness Applications

Use the form below to view or update any previously created school readiness applications or to create a new school readiness application for your household.

DO NOT EDIT OR MAKE ANY CHANGES TO YOUR SCHOOL READINESS APPLICATION(S)

The following is a list of existing applications:

Parent Name	Confirmation Number	Status	Last Updated	Action	View Application
██████████	SR_0000 ██████	Active	8/20/2018	[X]	[Download Application]
██████████	SR_0000 ██████	Inactive	6/29/2018	[X]	[Download Application]

School Readiness Funding

The following table shows the School Readiness funding status for all of the children in your household.

Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
██████████	EV_000 ██████	Eligible	Enrolled	██████████	[View]

Please click the open Eligibility button to update your family's eligibility.

Update Eligibility

← THIS BUTTON IS WHAT WE ARE GIVING YOU ACCESS TO.

When you first log into your account, be advised that the system may require you to upload birth certificates, your ID, proof of address, paystubs, child support info, etc.

If at any point the system will not allow you to upload your documents in the required area, upload to the additional document section.

All changes / recertifications not sufficiently supported with documents will be rejected. You will have 14 days from the rejection to upload your documents. Failure to do so in a timely manner could result in a lapse in care or termination of services.

Documentation Checklist for Reporting Changes

Instructions: Locate the change that best fits your situation and submit the corresponding forms.

Rate of Pay/ Salary Increase

Required forms/documents:

Option 1: Verification of Employment (VOE) – Sections 1,3,4. Only your employer can complete this form.

Option 2: Last six (6) weeks paystubs – at least one of the stubs must reflect your old rate of pay

In addition to one of the above, attach all other household income such as the second parent's last 4 weeks income, proof of child support (**confirmation of payments** or **proof of non-payment** or **declaration of no child support form**), social security benefits, alimony, adoption benefits, etc.

Job Loss

You will be granted 90 days to reestablish a purpose of care

Required forms/documents:

- Loss of Employment (LOE) – Sections 1,2,3,4. Only your previous employer can complete this form. This form should be uploaded in the "other documents" section.
- Proof of unemployment compensation payments, if receiving

In addition to the above, attach all other household income such as the second parent's last 4 weeks income, proof of child support (**confirmation of payments** or **proof of non-payment** or **declaration of no child support form**), social security benefits, alimony, adoption benefits, etc.

New Income Source

Required forms/documents:

New sources of income received such as child support, social security benefits, alimony, veteran's benefits, etc. as soon as you have documentation such as an award letter or a court order to verify the income. Some new incomes may be prorated therefore, report such income once you have at least two (2) payments received or applied.

In addition to the above, attach all other household income such as the second parent's last 4 weeks income, proof of child support (**confirmation of payments** or **proof of non-payment** or **declaration of no child support form**), social security benefits, alimony, adoption benefits, etc.

Adding Second Adult in the Household

Required forms/documents:

- If recently married, submit a copy of the marriage license
- Documentation showing the addition of the second adult in the household (i.e. amended lease agreement, voter's registration card, DCF ACCESS printout, health insurance printout)
- Submit a valid photo ID for the second adult (clear copy of front and back)
- If the second adult is employed, submit the last four (4) weeks of paystubs
- If not employed, the second adult must complete the notarized declaration of no income form

In addition to the above, attach all other household income such as the second parent's last 4 weeks income, proof of child support (**confirmation of payments** or **proof of non-payment** or **declaration of no child support form**), social security benefits, alimony, adoption benefits, etc.

Change in Academic Status

Required forms/documents:

- **If reporting change in credit hours:** Current school schedule AND verification/proof of enrollment AND unofficial transcript
- **If reporting program completion/graduation:** Copy of certification of completion or diploma

In addition to one of the above, attach all other household income such as the second parent's last 4 weeks income, proof of child support (**confirmation of payments** or **proof of non-payment** or **declaration of no child support form**), social security benefits, alimony, adoption benefits, etc.

New/Second Employment

Required forms/documents:

Option 1: Verification of Employment (VOE) – Sections 1,3,4. Only your employer can complete this form.

Option 2: New employment hire letter – must state (1) start date, (2) rate of pay, (3) # of hours (3) work schedule

In addition to one of the above, attach all other household income such as the second parent's last 4 weeks income, proof of child support (**confirmation of payments** or **proof of non-payment** or **declaration of no child support form**), social security benefits, alimony, adoption benefits, etc.

Medical/Maternity Leave

Required forms/documents:

Within 10 days of your leave, you must submit:

- Physician's Medical/Maternity leave form **AND** Employer Medical/Maternity leave form

Within 10 days of you returning to work, you must submit:

- Verification of Employment form. Sections 1,2,3,4. Only your employer can complete this form. This form should be uploaded in the "other documents" section.

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

In addition to one of the above, attach all other household income such as the second parent's last 4 weeks income, proof of child support (**confirmation of payments** or **proof of non-payment** or **declaration of no child support form**), social security benefits, alimony, adoption benefits, etc.

If you would like to place your existing care on temporary suspension/hold while you are on leave, on vacation or during the summer, submit the **Temporary Termination Request form** following form to eligibility@elcalachua.org

If you would like to change your child(ren)'s enrollment schedule with the SAME PROVIDER, submit the **Schedule Change Request form** to eligibility@elcalchua.org