Other Cost Accumulators (OCA) Working Definitions

for School Readiness (SR) and
Voluntary Prekindergarten (VPK)

TABLE OF CONTENTS

I. Administrative – School Readiness (SR) 5
97BBA - SR Administration 5
97FIR - SR Administration - Fraud Investigation and Restitution 8
97LCA - Administration – Local Coalition Option 9

II. Program Support Services – School Readiness (SR) 10
89J00 - SR Safety Net – Case Management 10
89JTR - SR Safety Net – Transportation 11
97BBD - SR Non Direct Services (Program Support Services) 11
97BDE - SR Program Eligibility 13
97CCT - Coalitions Coming Together 14
97LCD - Non-Direct Services – Local Coalition Option 15
97LCE - Eligibility - Local Coalition Option 15
97SYS - SR Child Care Information Systems 16

III. Quality Services – School Readiness (SR) 17
97CSQ - Contracted Slots – Quality Services 17
97GSQ - SR Gold Seal Quality Care 18
97GOV – SR Gold Seal Quality Care - Shortfall 19
97IAS - SR Early Learning Assessment – Infant and Toddler 19
97ICR - SR Early Learning Curriculum – Infant and Toddler 20
97ICS - SR Child Screening – Developmental and Health – Infant and Toddler 21
97IGS - SR Gold Seal Quality Care – Infant and Toddler 22
97INT - Quality Improvement – Infant and Toddler 22
97LQQ - Local Quality Initiative Provider Differential 23
97Q00 - SR Quality 24
97QAS - SR Early Learning Assessment 25
97QCR - SR Early Learning Curriculum – Preschool 26
97QCS - SR Child Screening – Developmental and Health – Preschool 27
97QHS - SR Health and Safety 28
97QI4 - Child Care Resource and Referral (CCR&R) 29
97QIN - Quality Improvement – Inclusion Services 30
97QPD - SR Professional Development 31

97QPT - SR Parental Training and Involvement 32
97QST - SR Early Learning Standards 33
97QTA - SR Targeted Technical Assistance to Providers 34
97QVP - Quality Improvement – VPK 34
QPICQ - Quality Performance Incentive Child Assessment Differential 35
QPIPQ - Quality Performance Incentive Differential 36
QPICS – Quality Performance Incentive Child Assessment Differential Shortfall 37
QPIPS – Quality Performance Incentive Differential Shortfall 37
SRPAS - SR Program Assessments 38
SPCRQ – Special Needs Quality Differential 38

IV. Direct Services – School Readiness (SR) (IN ORDER BY PRIORITY) 39
97GNW – Temporary Cash Assistance (TCA) Not Working PRIORITY CATEGORY #1 39
97G00 - TCA Working PRIORITY CATEGORY #1 40
97RSP - TCA Respite PRIORITY CATEGORY #1 41
97R00 - At Risk Diversion PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS) 42
97R00 - At Risk Homeless PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS) 43
97R00 - Family Supports PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS) 44
97R00 - At Risk In Home PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS) 45
97R00 - At Risk Foster Care PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS) 46
97R00 - At Risk Out of Home PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS) 47
97R00 - Protective Investigation (PI) In Home PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS) 48
97R00 – PI - Out of Home PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS) 49
97GNW - At Risk Relative Caregiver PRIORITY CATEGORY # 2 (0-9 YRS) Local 3-9 (9-13 YRS) 50
97P00 - Economically Disadvantaged PRIORITY CATEGORY Local 3-9 (0-13 YRS) 51
97GTA - Temporary Child Care Assistance (TCA) Applicant PRIORITY CATEGORY Local 3-9 (9-13 YRS) 52
97GNW – Temporary Assistance for Needy Families (TANF) Child Only PRIORITY CATEGORY Local 3-9 (9-13 YRS) 53
97G00 - Transitional Child Care PRIORITY CATEGORY Local 3-9 (9-13 YRS) 54
97CF0 - Special Needs PRIORITY CATEGORY Local 3-9 (3 - 5 YRS) 55
97LQI - Local Quality Initiative Provider Differential - Direct 56
SRMAT - SR Match 57
SRREG - SR Registration Fees 58

V. Other – School Readiness 59
97ADV - SR Advance 59
VI. Administration – Voluntary PreKindergarten (VPK) 59
VPADM - VPK Administration 59
VPENR - VPK Enrollment 61
VPLCM - VPK Local Curricula and Materials 63
VPLPI - VPK Local Planning and Implementation 63
VPLTR - VPK Local Training 64
VPMON- VPK Monitoring 65
VPSYS - VPK Administrative Child Care Information System 66
VII. Direct services – Voluntary PreKindergarten (VPK) 67
VPKSD - VPK School District Minimum Funding 67
VPPRP - VPK Provider Advance Payment 67
VPPRV - VPK Direct Program Services Advance 68
VPPRS - VPK Direct Program Services 68
VPPRS - VPK Direct Program Services - Summer 69
VPPRS - VPK Direct Program Services – Specialized Instructional Services 69
VIII. Quality– Voluntary PreKindergarten (VPK) 70
VCCAF - VPK Additional Funding for the $15/hr Wage Incentive Program: Child Care Providers (excludes Public/Non-Public Schools) 70
VCPAS - VPK Program Assessments: Child Care Providers (excludes Public/Non-Public Schools) 70
VNCAF - VPK Additional Funding for the $15/hr Wage Incentive Program: Public/Non-Public Schools 71
VNPAS - VPK Program Assessments: Public/Non-Public Schools 71

I. ADMINISTRATIVE – SCHOOL READINESS (SR)

97BBA - SR Administration

Cost Allocation Considerations

A. Allocate salaries and benefits in accordance with Personnel Activity Reports (PARs) allocation (direct charge when possible; allocate shared activities based on percentage of direct staff hours per PAR).
B. Direct charge, allocate in accordance with an approved cost allocation plan, or other costs if the allocated cost is appropriate to the OCA to which the cost is being charged. See DEL Cost Allocation Plan Guidance for further instructions.

A cost is allocable to a particular OCA if the costs of goods or services involved are chargeable or assignable to such OCA in accordance with relative benefits received. For example, a staff member may use a telephone to provide both administrative and eligibility services for the coalition. The employee's time working in these areas of responsibility (administration and eligibility services) will determine the allocation of the cost of this equipment.

Funding Type

TANF Eligible; CCDF Eligible; State General Revenue (GR) Eligible, CCDF ARP Discretionary Eligible

Cost Type

Administrative Code - administrative costs subject to 5 percent restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Administrative costs include items as identified in 45 CFR § 98.54.

Examples of these costs include, but are not limited to:

- salaries and related costs of staff engaged in administration and implementation of program planning, development, and design;
- providing local officials and the public with information about the program;
- preparing the coalition plan;
- developing agreements or contracts;
- monitoring program activities for compliance;
- preparing reports;
- evaluating program results;
- fiscal and budgetary activities;
- human resource activities;
- procurement;
- contract management;
- match raising activities;
- legal services;

- general services;
- civic or community organization dues and general program subscriptions;
- maintaining complaint files and general record retention activities;
- resolution of audit and monitoring findings;
- travel costs incurred for carrying out official business of the program;
- board governance; and
- indirect costs, such as required insurance and bonding costs.

Administrative costs must not include the costs of providing direct services.

Expenditure Targets and Restrictions

No more than five percent (5%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for administrative activities. The Coalition is responsible for compliance with the 5% administrative cap on expenditures reimbursed under this award and may not exceed 5% at the coalition level. No waiver available; the Coalition has the option to pass this requirement to their subrecipients.

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the 5% administrative and twenty-two percent (22%) combined administrative, quality and non-direct services expenditure restrictions.

Reference(s)

Section 1002.89(5), F.S., 45 CFR § 98.54, and CCDF-ACF-IM-2021-03, P.L. 117-2.

Additional Explanation - Specific Expense Examples

A. Salaries and benefits of the executive director, executive director's administrative assistant, director of program operations, information technology director, finance director, and human resources director, or personnel performing these administrative functions. 45 CFR § 98.54(a)(1).

B. Other costs for goods and services required for the administration of the program, including rental or purchase of equipment, utilities, and office supplies. 45 CFR § 98.54(a)(5).

   All costs related to activities identified in the definition above, including, but not limited to, postage, shipping, telephone/cell phones, maintenance and repairs, printing, rent, pest control, utilities, office supplies, rental of copiers, website maintenance and hosting, printers, office furniture, meeting space rental, janitorial services, and facility security.

C. Development, updates, amendments and submissions of the following documents. 45 CFR § 98.54(a)(1).
   - SR Plan
   - Coalition Annual Report
   - Cost Allocation Plan
   - Prior Approval Requests (See DEL Program Guidance 240.05)
   - SR Match Application
   - Entity Policies – HR, Fiscal, Procurement, IT, Security
   - Disaster Recovery Plan, COOP Plan
   - Internal Control Questionnaire and Internal Control Evaluations
   - Workflow documents

- Annual inventory report

D. Monitoring activities 45 CFR § 98.54(a)(1)
   - Preparation of annual monitoring plan
   - Monitoring providers for compliance with statewide provider agreement*
   - Programmatic and fiscal compliance monitoring of subrecipient
   - Internal monitoring
   - Corrective action tracking
   - Investigation of non-compliance issues

*For more instructions on provider support with post-monitoring tasks, see 97QAS for allowable quality-related activities.

E. Fiscal and budgetary activities/costs 45 CFR § 98.54(a)(1)
   - Preparation of Match Report
   - Activities related to "match raising"
   - Expenditure Report preparation
   - Monthly reconciliations
   - Budget preparation and analysis
   - Provider payment processing, including staff time to process provider files to make payments and data entry tasks to enter attendance data into EFS to pay provider invoices
   - Cash management
   - Financial statement preparation
   - Reasonable and necessary bank fees
   - Utilization Analysis
   - Invoice and supporting documentation preparation and submission
   - Benefit recovery due to error, not related to fraud
   - Filing of tax returns, including quarterly 941s and other payroll tax returns, annual 990, annual Solicitations of Contributions for the State of Florida, other tax-exempt entity filings
   - 2 CFR § 200, Subpart F - Audit Requirements

F. Human Resource Functions
   - Payroll and payroll processing fees
   - Employee handbook preparation and updates
   - Employee hiring and records administration
   - Employee time and attendance
   - Employee training and development records
   - HR functions related to employee screening
   - HR functions related to governing board member screening

G. Procurement and Contract Management
   - Development of procurement and contract documents
   - Contract management, including contract monitoring (includes any monitoring except health and safety)

H. Dues and subscriptions such as membership in civic or community organizations.
   Note: These costs require prior approval. See DEL Program Guidance 240.05 – Prior Approval.

I. Record Retention – cost for storing required program documentation.
J. Board Governance – preparation for board and committee meetings, bylaws, meeting minutes, meeting agendas.
K. Match raising – See DEL Program Guidance 440.10 – Match Reporting for more instructions.
L. Required insurance and bonding – general liability, property, fidelity bonds; errors and omissions.

97FIR - SR Administration - Fraud Investigation and Restitution

Funding Type

TANF Eligible; CCDF Eligible; State General Revenue (GR) Eligible, CCDF ARP Discretionary Eligible

Cost Type

Administrative Code – administrative costs subject to 5 percent restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Services related to fraud prevention; fraud investigation and fraud case funding restoration, including development and implementation of internal controls to prevent and detect fraud; preparation and submission of fraud referrals to DEL through the online DEL Fraud Referral System (FRS); and tracking, reporting, and reconciling fraud restitution payments.

Expenditure Targets and Restrictions

No more than five percent (5%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for administrative activities. The Coalition is responsible for compliance with the 5% administrative cap on expenditures reimbursed under this award and may not exceed 5% at the coalition level. No waiver available; the Coalition has the option to pass this requirement to their subrecipients.

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the 5% administrative and twenty-two percent (22%) combined administrative, quality and non-direct services expenditure restrictions.

Reference(s)

Section 1002.84, F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

Additional Explanation - Specific examples of expenditures that are NOT to be charged to 97FIR

As stated in the Administration for Children and Families' Policy Interpretation Question Memorandum, Log No. CCDF-ACF-PIQ-2012-01, DEL has some flexibility in determining appropriate reporting of expenditures related to program integrity. DEL has determined that expenditures related to the following selected program integrity efforts are to be classified as non-direct expenditures:

A. Selected eligibility determination/redetermination expenditures to be charged to 97BDE:
   - Interviews during which the identification of income information prompts an eligibility specialist to ask additional questions (i.e., review of social security benefits indicates that other family members receive additional social security benefits, etc.). Notification of a change in client circumstances resulting in an additional review.
   - Conducting inquiries related to documentation on file.
   - Conducting provider or client follow-up resulting from errors identified by Data Edit Reports.

B. Selected review and supervision of child care placements expenditures to be charged to 97BBD:
   - Inspection, reviews, and supervision of child care placement necessitated by an indication (from a child care provider or attendance documentation) of less than full-time care utilization; or a provider consistently submits attendance with 100 percent attendance and the coalition visits the provider to review the child care placement.

C. Selected establishment and maintenance of computerized child care Information systems expenditures to be charged to 97SYS:
   - Generate edit reports such as SR Dual Enrollment, Total Family Income Exceeds 85 percent of the State Median Income (SMI), and Private Payment Rate to ensure coalitions are spending funds appropriately.

D. Provider payment processing, including staff time to process provider files to make payments and data entry tasks to verify attendance data in EFSM to pay providers to be charged to 97BBD.

97LCA - Administration – Local Coalition Option

Funding Type

State GR Eligible – Unrestricted ONLY– based on funding availability

Cost Type

Administrative Code - administrative costs subject to 5 percent restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

See definition for OCA 97BBA for allowable administrative costs. A coalition must include these services in its coalition plan and DEL must approve the plan prior to the coalition incurring expenditures for this OCA. An example of an allowable cost for this OCA would be administrative salaries paid and claimed as matching funds for local funds or local grants.

Expenditure Targets and Restrictions

No more than five percent (5%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for administrative activities. The Coalition is responsible for compliance with the 5% administrative cap on expenditures reimbursed under this award and may not

exceed 5% at the coalition level. No waiver available; the Coalition has the option to pass this requirement to their subrecipients.

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the 5% administrative and twenty-two percent (22%) combined administrative, quality and non-direct services expenditure restrictions.

Note: Allocations to this OCA require DEL prior approval.

Reference(s)

Section 1002.89, F.S.

II. PROGRAM SUPPORT SERVICES – SCHOOL READINESS (SR)

89J00 - SR Safety Net – Case Management

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Program support services (non-direct) costs subject to 22 percent restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Case management to ensure that children at risk of abuse or neglect who are receiving SR services are maintained in child care. At a minimum, the following duties and responsibilities shall be performed:

- participation in the case staffing meetings,
- provision of technical assistance to child care staff or parents on child development matters or other issues related to the child, and
- supplement the training efforts of the department and other providers in the child care and child development area.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

Reference(s)

Sections 402.314 & 1002.89, F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

89JTR - SR Safety Net – Transportation

Funding Type

State GR Eligible – unrestricted ONLY – based on funding availability

Cost Type

Program support services (non-direct) costs subject to 22 percent restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Transportation to ensure a child at risk of abuse or neglect can receive SR services.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

Reference(s)

Section 1002.93, F.S.

97BBD - SR Non Direct Services (Program Support Services)

Cost Allocation Considerations

A. Salaries and benefits shall be allocated in accordance with their PARs allocation (direct charge when possible; allocate shared activities based on percent of direct staff hours per PAR).
B. Other costs shall be direct charged or allocated in accordance with an approved cost allocation plan, if the allocated cost is appropriate to the OCA to which the cost is being charged. See DEL Cost Allocation Plan Guidance.

A cost is allocable to a particular OCA if the costs of goods or services involved are chargeable or assignable to such OCA in accordance with relative benefits received. For example, a telephone may be used by a staff member to provide both administrative and eligibility services for the coalition. The employee's time working in these areas of responsibility (administration and eligibility services) will determine the allocation of the cost of this equipment.

Funding Type

TANF Eligible; CCDF Eligible; State GR Eligible, CCDF ARP Discretionary Eligible

Cost Type

Program support services (non-direct) costs subject to 22 percent restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

School Readiness child care services, but not direct child care services, which include supervision of child care placements, case management, processing and tracking of attendance records, recruiting eligible child care providers, preparation and participation in judicial hearings, program development, and rate setting. Program Support Services costs must not include the costs of providing direct services.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

Reference(s)

Section 1002.89(5)(c), F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

Additional Explanation - Specific Expense Examples

A. As stated in the Administration for Children and Families' Policy Interpretation Question Memorandum, Log No. CCDF-ACF-PIQ-2012-01, DEL has some flexibility in determining appropriate reporting of expenditures related to program integrity. DEL has determined that coalitions should classify selected program integrity efforts as non-direct expenditures. See 97FIR definition for additional information.
B. Supervision of child care placement

Ongoing review of child care placements to include inspection of attendance reports and records for authenticity and accuracy.

Supervision of child care placement/intake staff.

Management of Rilya Wilson cases and other Protective Services cases.

C. Case Management
   - Provider contacts on eligibility issues.
D. Recruitment of Providers
   - Recruiting providers when coalitions identify a need. For example, if a coalition identifies a need for more providers to serve infants, then a staff member may actively search for these providers and work with them to participate in the SR Program.
   - Orientation of Providers.

- Day-to-day communications with providers regarding attendance requirements or concerns.
- Technical assistance to providers related to SR requirements and provider contract.
- Staff time and travel related to presenting at provider groups related to participating in the SR Program.
- Allowable provider appreciation activities.

E. Licensing assistance to providers
F. Providing financial assistance for licensing fees
G. Preparation and participation in judicial hearings
H. Time and material costs for document preparation and review, travel, and attendance at judicial hearings to include pre-trial meeting and preparations with legal counsel
I. Rate setting
   - Working with providers on rate setting (i.e., approved reimbursement rate versus private pay).
   - Parent fee schedule (parent copayment rates) analysis and updates related to rate setting.

Specific examples of expenditures that are NOT to be charged to 97BBD

Provider payment processing, including staff time to process provider files to make payments and data entry tasks to verify attendance data in EFS to pay provider invoices, compliance monitoring of historical attendance records.

97BDE - SR Program Eligibility

Funding Type

TANF Eligible; CCDF Eligible; State GR Eligible, CCDF ARP Discretionary Eligible

Cost Type

Program support services (non-direct) costs subject to 22 percent restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Non-direct services which include assisting families to complete the required application and eligibility documentation; determining and re-determining the eligibility of a particular person for child care services, and enrollment processes and services, which include costs related to developing and operating a certificate program. The child care certificate is in the form of an approved application for services that identifies the children for whom child care is authorized, the provider selected by the family, the parent fee assessed to each eligible child, and the period for which the authorization is effective.

A certificate is an authorization for payment for SR services issued to a parent. A coalition will make payment to the parent's chosen SR provider, based upon attendance records/invoice for services

submitted to the coalition by the selected provider.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

Reference(s)

Section 1002.89(5)(c), F.S., 45 CFR § 98.16(k), CCDF State Plan, and CCDF-ACF-IM-2021-03, P.L. 117-2.

Additional Explanation - Specific Expense Examples

A. Eligibility determination and redeterminations
   - Eligibility staff screening (amount charged will be based on current staff PARs or new hire position description/historical PARs)
   - Client intake
   - Application completion and data entry (including history notes related to eligibility)
   - Scheduling appointments for eligibility determinations and redeterminations
   - Parent copay determination

B. Enrollment processes and services
   - Establishing and operating a certificate program
   - Waitlist management
   - Direct family contact as part of Single Point of Entry (SPE)/Intake/Waitlist function

97CCT - Coalitions Coming Together

Funding Type

State GR Eligible – unrestricted ONLY – based on funding availability

Cost Type

Programmatic Code for non-direct (program support) service costs

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Activities related to mergers of coalitions.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative,

quality, and non-direct services expenditure restrictions.

Notes: Allocations to this OCA require DEL prior approval.

Reference(s)

Section 1002.83(1), F.S.

97LCD - Non-Direct Services – Local Coalition Option

Funding Type

State GR Eligible – Unrestricted ONLY – based on funding availability

Cost Type

Program support services (non-direct) costs subject to 22 percent restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

See definition for OCA 97BBD for allowable activities. A coalition must include these non-direct services in its coalition plan and DEL must approve the plan prior to incurring expenditures for this OCA. An example of an allowable cost for this OCA is child care placement paid as matching funds for local grants.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

Note: Allocations to this OCA require DEL prior approval

Reference(s)

Section 1002.89(5)(c), F.S.

97LCE - Eligibility - Local Coalition Option

Funding Type

State GR Eligible

Cost Type

Program support services (non-direct) costs subject to 22% restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

See definition for OCA 97BDE for allowable activities. A coalition must include these eligibility determination services in its coalition plan and DEL must approve the plan prior to the coalition incurring expenditures for this OCA.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

Note: Allocations to this OCA require DEL prior approval

Reference(s)

Section 1002.89(5)(c), F.S.

97SYS - SR Child Care Information Systems

Funding Type

State GR Eligible; CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Program support services (non-direct) costs subject to 22% restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Expenditures related to the establishment and maintenance of a statewide computerized child care information system.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative,

quality, and non-direct services expenditure restrictions.

Reference(s)

Section 1002.82(2)(q), F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

Additional Explanation

97SYS is a program support (non-direct) OCA and captures all costs related to the development, implementation, and maintenance of the computerized child care information systems. These costs include salaries and benefits for staff time related to these responsibilities, as well as hardware, software, and connectivity. The coalition may also allocate other coalition expenses related to IT staff, such as rent, utilities, and phones based on the coalition's allocation plan; however, all allocated costs must align with the OCA definition to which the coalition charges the expense. Coalitions must charge all Information Technology (IT) costs not directly related to development and maintenance of statewide child care information system to 97BBA or allocate them appropriately based on current OCA definitions and the coalition's approved cost allocation plan.

Specific Expense Examples

A. Existing child care Information system
   - Maintenance of existing computerized child care information system
   - Maintenance of secure provider portal for interfacing
   - Maintenance of secure client/parent portal(s) for interfacing
   - Salaries and related cost of staff engaged in above activities, including planning, developing, designing, updating, and reporting
   - Software licenses and system hardware

B. Development of information technology projects
   - Training
   - Network equipment
   - Activities, including planning, developing, designing, updating, and reporting

C. All implementation requirements
   - Salaries and related cost of staff engaged in ongoing training and system start-up

D. Software or system maintenance
   - Ongoing costs related to required system connectivity
   - Salaries and related cost of staff engaged in system maintenance activities

III. QUALITY SERVICES – SCHOOL READINESS (SR)

97CSQ - Contracted Slots – Quality Services

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the 22% restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Contracted slots quality services; includes costs for contracted slots and can include the costs of non-reimbursable days under regular SR attendance rules.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., 45 CFR § 98.53, and CCDF-ACF-IM-2021-03, P.L. 117-2.

97GSQ - SR Gold Seal Quality Care

Funding Type

CCDF Eligible, CCDF CRRSA Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs not subject to reimbursement limitations for combined quality programs per Rule 6M-4. 500.

Billing Group

N/A

Eligibility Code

N/A

Working Definition - *Definition change effective 7/1/22, see previous year's program guidance 250.01 for earlier definition.*

Rate differential to a child care provider who meets national accreditation standards that the Florida Department of Children and Families (DCF), Child Care Licensing Program, accepts. Captures the cost of quality performance incentive differentials paid in accordance with Rule 6M-4.500, F.A.C.

Expenditure Targets and Restrictions

Total of 97GSQ and 97IGS may not exceed the amount awarded for Gold Seal Differentials on its Notice of Award. Expenditures exceeding the Gold Seal Differential award may be charged to OCA 97GOV.

Reference(s)

Section 1002.895(2)(a) F.S., Chapter 2022-156, line 79, Laws of Florida , Rule 6M-4.500, F.A.C., CCDF-ACF-IM-2021-01, CCDF-ACF-IM-2021-03, P.L. 117-2

97GOV – SR Gold Seal Quality Care - Shortfall

Funding Type

CCDF Eligible, CCDF CRRSA Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs not subject to reimbursement limitations for combined quality programs per Rule 6M-4. 500 . For expenditures exceeding the amount awarded for Gold Seal Differentials on its Notice of Award.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Captures the cost of gold seal differentials per Rule 6M-4.500, F.A.C. in excess of a coalition's amount awarded for Gold Seal Differentials on its early learning Notice of Award allocation for any fiscal year.

Reference(s)

Section 1002.895(2)(a) F.S., Chapter 2022-156, line 79, Laws of Florida , Rule 6M-4.500, F.A.C., CCDF-ACF-IM-2021-01, CCDF-ACF-IM-2021-03, P.L. 117-2

97IAS - SR Early Learning Assessment – Infant and Toddler

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than four percent (4%), and subject to the twenty-two percent (22%) restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff and grants to providers) related to providing or contracting for the provision of early learning assessments for children ages birth to 36 months including:

- Pre/post assessment of child participation in the SR program.
- Assessments of providers' early learning environments.
- Costs associated with the purchase of materials for conducting assessments.
- Reporting assessment results.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97ICR - SR Early Learning Curriculum – Infant and Toddler

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the twenty-two percent (22%) restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff and grants to providers) related to providing or contracting for:

A. Developmentally appropriate curriculum and related classroom resources that support curriculum materials for children ages birth to 36 months.
B. Assistance with implementing developmentally appropriate curricula and related classroom

resources supporting curricula, and providing literacy supports for children ages birth to 36 months.

C. Character development for children ages birth to 36 months.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., 45 CFR § 98.53, ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97ICS - SR Child Screening – Developmental and Health – Infant and Toddler

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the twenty-two percent (22%) restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance to providers and staff) related to providing or contracting for:

A. Developmental and health screening for children ages birth to 36 months, including hearing, vision, speech, (includes Ages & Stages Questionnaire [ASQ]).
B. Screening and reporting activities.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., 45 CFR § 98.53, ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97IGS - SR Gold Seal Quality Care – Infant and Toddler

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs not subject to minimum quality targeted funds of no less than 4 percent per Rule 6M-4.500.

Billing Group

N/A

Eligibility Code

N/A

Working Definition - *Definition change effective 7/1/22, see previous year's program guidance 250.01 for earlier definition.*

ELCs may transfer eligible expenditures of Gold Seal rate differentials to a child care provider for children birth to 36 months from OCA 97GSQ (EFSM care levels INT, TOD, and 2YR) to 97IGS. See 97GSQ definition.

Expenditure Targets and Restrictions

Total of 97GSQ and 97IGS may not exceed the amount awarded for Gold Seal Differentials on its Notice of Award. Expenditures exceeding the Gold Seal Differential award may be charged to OCA: 97Q00. However, any ELC projecting a shortfall in its Gold Seal Differential allocation should request additional allocations through the reobligation/deobligation process. (See Program Guidance 240.04 School Readiness Funds Management).

Reference(s)

Section 1002.895(2)(a) F.S., Chapter 2022-156, line 79, Laws of Florida , Rule 6M-4.500, F.A.C., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97INT - Quality Improvement – Infant and Toddler

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the twenty-two percent (22%) restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Training and technical assistance for SR providers and staff on topics specific to infant and toddler (children age birth to 36 months). Training and other initiatives may focus on selection of age-appropriate materials, creation of developmentally-appropriate environments, and use of an infant/toddler mental health consultant. Other infant/toddler quality initiatives identified and approved in the ELC's SR plan. Funds may be used for direct services to providers in their respective area. Coalition services provided through contracted agencies for this service area are allowed.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97LQQ - Local Quality Initiative Provider Differential

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent (4%), and subject to the 22 percent restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Payment differentials to SR providers participating in local quality improvement programs. Subject to reimbursement limitations for combined quality programs per Rule 6M-4.500, F.A.C.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., 45 CFR § 98.53, Rule 6M-4.500, F.A.C., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97Q00 - SR Quality

Cost Allocation Considerations

Coalitions should charge expenditures related to general business operations (occupancy – rent, utilities, property insurance; phones, copiers, office supplies) in support of quality activities to the following OCAs: 97QI4 for CCR&R activities, 97QIN for inclusion activities, 97INT for infant and toddler activities, and 97Q00 for all other allowable quality activities.

A. Coalitions shall allocate salaries and benefits in accordance with their PARs allocation (direct charge when possible; allocate shared activities based on percentage of direct staff hours per PAR).
B. Coalitions shall direct charge or allocate in accordance with an approved cost allocation plan other costs if the allocated cost is appropriate to the OCA to which the coalition is charging the cost. See DEL Cost Allocation Plan Guidance for further instructions.

A cost is allocable to a particular OCA if the costs of goods or services involved are chargeable or assignable to such OCA in accordance with relative benefits received. For example, a staff member may use a telephone to provide both administrative and eligibility services for the coalition. The employee's time working in these areas of responsibility (administration and eligibility services) will determine the allocation of the cost of this equipment.

A coalition may allocate a cost between Infant/Toddler OCAs and other Quality OCAs based on specific child count data.

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent (4%), and subject to the twenty-two percent (22%) restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities. A coalition generally provides these coalition services directly or on a contracted basis with community agencies or county school districts. Quality services include, but are not limited to:

- Quality activities identified and approved in the ELC's SR plan, unless otherwise specified in the remaining quality OCAs.
- One-time grants awards or bonuses (any kind of financial support that a program can receive only once and not otherwise specified in the remaining quality OCAs).
- Collaboration with local licensing entities that does not result in a duplication of services.
- Program evaluation tools used to guide technical assistance.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., 45 CFR § 98.53, ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97QAS - SR Early Learning Assessment

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent (4%), and subject to the twenty-two percent (22%) restriction for administrative, quality, and non-

direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff) related to providing or contracting for the provision of early learning assessments including:

- Pre/post assessment of child participation in the SR program.
- Assessments of providers' early learning environments.
- Costs associated with the purchase of materials for conducting assessments.
- Reporting assessment results.
- Provider support with post-monitoring tasks. Includes follow-up after monitoring activities that improve quality of or expand SR early learning programs by ensuring providers take timely and appropriate action(s) on deficiencies detected through provider monitoring, audits, onsite reviews and/or other means.

Includes only post-monitoring tasks performed for specific providers that enhance or expand early learning programs; routine provider monitoring activities remain an administrative task allowable only to OCAs 97BBA and/or VPADM.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), *6M-4.740 and M-4.741, F.A.C.,* F.S., ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2,and CCDF State Plan

97QCR - SR Early Learning Curriculum – Preschool

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent

(4%), and subject to the twenty-two percent (22%) restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff and grants to providers) related to providing or contracting for:

A. Developmentally appropriate curriculum and related classroom resources that support curriculum materials for children ages three and older.
B. Assistance with implementing developmentally appropriate curriculum and related classroom resources supporting curriculum, and providing literacy supports for children ages three and older.
C. Character development for children ages three and older.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), 6M-4.710, F.A.C., F.S. ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97QCS - SR Child Screening – Developmental and Health – Preschool

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the twenty-two percent (22%) restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff) related to providing or contracting for:

A. Developmental and health screening for children ages three and older, including hearing, vision, speech (includes Ages & Stages Questionnaire [ASQ]).
B. Screening reporting activities.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., 6M-4.720, F.A.C., ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2,

and CCDF State Plan

97QHS - SR Health and Safety

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent (4%), and subject to the twenty-two percent (22%) restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff and grants to providers) related to health and safety, including:

- Prevention and recognition of communicable and infectious diseases.
- Healthy Child America and other health related training, including those designed to provide the social, emotional, and physical development of children that do not result in a duplication of services.
- Age-appropriate discipline practices, nutrition, first aid and child abuse detection and prevention.
- Minor remodeling and upgrading child care facilities to ensure that providers meet health and safety standards.
- School Readiness Program Health and Safety Standards.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Rule 6M-4.620, F.A.C.; Section 1002.89(5)(b) & (6), F.S., ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97QI4 - Child Care Resource and Referral (CCR&R)

Funding Type

CCDF Eligible, CCDF CRRSA Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs with separate minimum requirement (See Early Learning Notice of Award), subject to minimum quality targeted funds of no less than 4 percent (4%), and subject to the 22 percent restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Developing, establishing, expanding, operating, and coordinating CCR&R services specifically related to the provision of comprehensive education to parents and the public. CCR&R services that increase parental choice by helping all families find answers to their questions about how to identify quality early learning programs and how to locate a provider that meets each family's needs when choosing

early learning programs. Services that provide child care listings customized to meeting the needs of each family, as well as offering referrals and information about other services available in local communities. Activities to improve the quality and availability of inclusive child care, including resource and referral for early special needs intervention, special needs referrals, warm line, and other activities that facilitate inclusion.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., 6M-9.300, F.A.C., CCDF-ACF-IM-2021-01, CCDF-ACF-IM-2021-03, P.L. 117-2 and CCDF State Plan.

97QIN - Quality Improvement – Inclusion Services

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality inclusion services costs with separate minimum requirement (See Early Learning Notice of Award) and subject to the twenty-two percent (22%) restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Quality improvement inclusion services may include coalition or contractor staff time, materials, and resources that pertain to assisting any early learning or school-age program (not limited to SR or birth to five) that has a child with identified or suspected disabilities or special health care needs. Services include, but are not limited to, making accommodations for specific disabilities; quality enhancement; screening and assessment training; collaborative meetings with staff, parents, and partner agencies; and local training. Responding to warm-line requests from providers and parents.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.85(2)(d), F.S., CCDF-ACF-IM-2021-03, P.L. 117-2,and CCDF State Plan

97QPD - SR Professional Development

Funding Type

CCDF Eligible, CCDF CRRSA Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the 22 percent restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (grants to providers) for child care provider professional development which the federal government encourages. Eligible expenses include coordination and provision of professional development opportunities to provider staff, including:

- Teacher Education and Compensation Helps (TEACH) and other grants or scholarships, including wage incentives.
- Tuition and fees to achieve the Florida Director Credential, Florida Child Care Professional Credential, or Florida Advanced Staff Credential or Child Development Associate (CDA) credential, or to complete a degree in early childhood development.
- Support activities related to the other professional development opportunities, including a state credential (for example, a Florida Director's credential).
- Teacher-child interactions to promote continuous improvement (training and technical assistance for providers and staff).
- Validation of credentials submitted through the statewide early learning care and education registry.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), 6M-4.735, F.A.C., F.S., ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-01, CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97QPT - SR Parental Training and Involvement

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the twenty-two percent (22%) restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities related to providing or contracting for the provision of training and technical assistance for parental involvement in the early education of their children, including family support, family literacy activities, child screenings, child assessments, developmentally appropriate curricula, character development, teacher-child interactions, age-appropriate discipline practices, health and safety, nutrition, first aid, the recognition of communicable diseases, and child abuse detection and prevention.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the

SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97QST - SR Early Learning Standards

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the twenty-two percent (22%) restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff and grants to providers) related to providing or contracting for:

A. Early learning standards and standards material for children ages three years and older.
B. Assistance with meeting the applicable state requirements for child care performance standards for children age three and older.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b), F.S., 6M-4.700, F.A.C., ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97QTA - SR Targeted Technical Assistance to Providers

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the twenty-two percent (22%) restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff and grants to providers) related to providing or contracting for the provision of targeted assistance to providers, including:

- Initiatives to assist providers obtaining a license or accreditation.
- Minor remodeling and upgrading child care facilities to ensure that providers meet state and local child care standards.
- Offering technical assistance in alignment with CLASS tool or other quality improvement activities.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Section 1002.89(5)(b) & (6), F.S., ACYF-PI-CC-99-05, CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

97QVP - Quality Improvement – VPK

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs subject to minimum quality targeted funds of no less than 4 percent, and subject to the twenty-two percent (22%) restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Federal CCDF quality funds to improve quality of pre-K, including training and technical assistance for provider staff to meet pre-K standards. ELCs may not use quality funds to subsidize the public school system or to train public school teachers in basic education services.

Expenditure Targets and Restrictions

No more than twenty-two percent (22%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities, or non-direct services.

DEL includes the expenditures of this OCA in the twenty-two percent (22%) combined administrative, quality, and non-direct services expenditure restrictions.

No less than 4 percent (4%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.

DEL includes the expenditures of this OCA in the 4 percent (4%) minimum quality services expenditure target.

Reference(s)

Sections 1002.89(5)(b) and 1002.67, F.S.; 6M-8.615, F.A.C.; CCDF-ACF-IM-2021-03, P.L. 117-2, and CCDF State Plan

QPICQ - Quality Performance Incentive Child Assessment Differential

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs not subject to minimum quality targeted funds of no less than 4 percent, and not subject to the twenty-two percent (22%) restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition- *Definition change effective 7/1/22, see previous year's program guidance 250.01 for earlier definition.*

Captures the cost of child assessment differentials per Rule 6M-4.500, F.A.C.

Expenditure Targets and Restrictions

Total expenditures for QPICQ and QPIPQ may not exceed the amount awarded for Quality Performance Incentive Differentials on its early learning Notice of Award allocation. Expenditures exceeding this allocation may be charged to OCA: 97Q00. However, any ELC projecting a shortfall in its QPI Differential allocation should request additional allocations through the reobligation/deobligation process. (See Program Guidance 240.04 School Readiness Funds Management).

Reference(s)

Section 1002.82(2)(o), F.S., Rule 6M-4.500, F.A.C., DEL Program Guidance 420.02 - SR Quality Performance, and CCDF-ACF-IM-2021-03, P.L. 117-2.

QPIPQ - Quality Performance Incentive Differential

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs not subject to minimum quality targeted funds of no less than 4 percent, and not subject to the twenty-two percent (22%) restriction for administrative, quality, and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition - *Definition change effective 7/1/22, see previous year's program guidance 250.01 for earlier definition.*

Captures the cost of quality performance incentive differentials per Rule 6M-4.500, F.A.C.

Expenditure Targets and Restrictions

Total expenditures for QPICQ and QPIPQ may not exceed the amount awarded for Quality Performance Incentive Differentials on its early learning Notice of Award allocation. Expenditures exceeding this allocation may be charged to OCA: 97Q00. However, any ELC projecting a shortfall in its QPI Differential allocation should request additional allocations through the reobligation/deobligation process. (See Program Guidance 240.04 School Readiness Funds Management).

Reference(s)

Section 1002.82(2)(o), F.S., Rule 6M-4.500, F.A.C., DEL Program Guidance 420.02 - SR Quality Performance, and CCDF-ACF-IM-2021-03, P.L. 117-2.

QPICS – Quality Performance Incentive Child Assessment Differential Shortfall

Funding Type

CCDF Eligible

Cost Type

Programmatic Code – quality costs

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Captures the cost of child assessment differentials per Rule 6M-4.500, F.A.C. in excess of a coalition's amount awarded for Quality Performance Incentive Differentials on its FINAL early learning Notice of Award allocation for any fiscal year.

Reference(s)

Section 1002.82(2)(o), F.S., Rule 6M-4.500, F.A.C., DEL Program Guidance 420.02 - SR Quality Performance

QPIPS – Quality Performance Incentive Differential Shortfall

Funding Type

CCDF Eligible

Cost Type

Programmatic Code – quality costs

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Captures the cost of quality performance incentive differentials per Rule 6M-4.500, F.A.C., in excess of a coalition's amount awarded for Quality Performance Incentive Differentials on its FINAL early learning Notice of Award allocation for any fiscal year.

Reference(s)

Section 1002.82(2)(o), F.S., Rule 6M-4.500, F.A.C., DEL Program Guidance 420.02 - SR Quality Performance

SRPAS - SR Program Assessments

Funding Type

CCDF Eligible

Cost Type

Programmatic Code – quality costs subject to the maximum allocation for Program Assessment on the Early Learning Notice of Award.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff) related to providing or contracting for:

A. Program Assessment that measures the quality of teacher-child interactions, including emotional and behavioral support, engaged support for learning, classroom organization, and instructional support for children ages birth to kindergarten entry (includes Classroom Assessment Scoring System (CLASS))
B. Program assessment/observation reporting activities
C. Observer materials needed for conducting assessment

Expenditure Targets and Restrictions

Coalitions may charge expenditures up to the amount awarded for SR Program Assessment on its early learning Notice of Award allocation. Expenditures exceeding this allocation may be charged to OCA - 97QAS and/or OCA - 97IAS for assessments on classroom's from birth to 36 months.

Reference(s)

Section 1002.82(2)(n), F.S., Section 1002.89(5)(b), F.S., 45 CFR § 98.53

SPCRQ – Special Needs Quality Differential

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – quality costs not subject to minimum quality targeted funds of no less than 4 percent (4%), and not subject to the twenty-two percent (22%) restriction for administrative, quality and non-direct costs.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Captures the cost of special needs differentials per Rule 6M-4.500, F.A.C.

Expenditure Targets and Restrictions

Coalitions may charge expenditures up to the amount awarded for Special Needs Differential on its early learning Notice of Award allocation. Expenditures exceeding this allocation may be charged to OCA: 97Q00. However, any ELC projecting a shortfall in its allocation should request additional allocations through the reobligation/deobligation process. (See Program Guidance 240.04 School Readiness Funds Management).

Reference(s)

Rule 6M-4.500, F.A.C., DEL Program Guidance 420.02 - SR Quality Performance, and CCDF-ACF-IM-2021-03, P.L. 117-2.

IV. DIRECT SERVICES – SCHOOL READINESS (SR) (IN ORDER BY PRIORITY)

Effective July 1, 2018, s. 1002.87, F.S., establishes that priorities 3-9 are ordered and determined by the early learning coalition's local priorities, indicated as 'Local 3-9' below.

97GNW – Temporary Cash Assistance (TCA) Not Working PRIORITY CATEGORY #1

Funding Type

TANF Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG3

Eligibility Code

TCAN

Working Definition

Description: Child care for a child from a family that includes a parent (including an eligible TANF refugee), who is receiving temporary cash assistance (TCA) under chapter 414 F.S., and subject to the federal work requirements, who is not working but is involved in activities assigned by the referring agency. In two parent families, both parents must have a purpose for care as documented on the Child Care Authorization Form.

Applicable Purpose for Care: Education & Training (ET), Job Search (JS) or Work Activity (WA)

Work Requirements: Based on the federal work requirements activity assigned by the referring agency.

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: Yes -- from Welfare Transition Program/local workforce board

Income Eligible: Yes -- at or below 185 percent (185%) of Federal Poverty Level (FPL) (determined by

DCF)

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are included in the TANF assistance group.

Countable Income: Countable unearned income from all household members who are included in the TANF assistance group. Employment income should not exist for this category. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Authorization Period: Based on Child Care Authorization Form - maximum is six months.

Expenditure Targets and Restrictions

No less than seventy-eight percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the seventy-eight percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.46, 98.50; CCDF State Plan; Section 1002.87(1)(a), F.S.; Rule 6M-4.200(2)(c), F.A.C.

97G00 - TCA Working PRIORITY CATEGORY #1

Funding Type

TANF Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG3W

Eligibility Code

TCAW

Working Definition

Description: Child care for a child from a family that includes a parent (including an eligible TANF refugee), who is employed and receiving temporary cash assistance under chapter 414 F.S., and subject to the federal work requirements. In two parent families, both parents must have a purpose for care as documented on the Child Care Authorization Form.

Applicable Purpose for Care: Employment (EM), Both Employment and Training and/or Education (TT)

Work Requirements: Based on the federal work requirements activity assigned by the referring agency.

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: Yes -- from Welfare Transition Program/local workforce board

Income Eligible: Yes -- at or below 185 percent (185%) FPL (determined by DCF)

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are included in the TANF assistance group.

Countable Income: Earned and countable unearned income from all household members who are included in the TANF assistance group. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Authorization Period: Based on Child Care Authorization Form - maximum is six months.

Expenditure Targets and Restrictions

No less than 78 percent of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the seventy -eighth percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.46, 98.50; CCDF State Plan; Section 1002.87(1)(a), F.S.; Rule 6M-4.200(2)(c), F.A.C.

97RSP - TCA Respite PRIORITY CATEGORY #1

Funding Type

TANF Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

WRC

Eligibility Code

RCI

Working Definition

Description: Child care for a child from a family that includes a parent who is receiving temporary cash assistance (TCA) under chapter 414 F.S., and subject to the federal work requirements, who is not working but is involved in respite activities assigned by the referring agency. Participants may participate in an out-of-home residential treatment for alcoholism, drug addiction, alcohol abuse, or a mental health disorder, as certified by a physician licensed under chapter 458 or chapter 459, F.S., instead of a work activity while participating in treatment. The participant shall be required to comply with the course of treatment necessary for the individual to resume work activity participation. The treatment agency shall be required to notify the referring agency with an initial estimate of when the participant will have completed the course of treatment and be ready to resume full participation in the Welfare Transition Temporary Cash Assistance Program. Care may be provided for up to 24 hours per day.

Applicable Purpose for Care: Respite Services (WR)

Work Requirements: Based on the federal work requirements activity assigned by the referring agency.

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: Yes -- from Welfare Transition Program/DCF

Income Eligible: Yes -- at or below 185 percent (185%) FPL (determined by DCF)

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are included in the TANF assistance group.

Countable Income: Earned and countable unearned income from all household members who are included in the TANF assistance group. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Authorization Period: Based on a documented Child Care Authorization Form not to exceed 60 days

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.46, 98.50; CCDF State Plan; Section 1002.87(1)(a), F.S.; Rule 6M-4.200(2)(c), F.A.C.

97R00 - At Risk Diversion PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS)

Funding Type

CCDF General Revenue Matching Eligible, State Unrestricted General Revenue Eligible, CCDF Federal Matching Eligible, CCDF Mandatory Eligible, CCDF Discretionary Eligible, Social Services Block Grant Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG1

Eligibility Code

11D

Working Definition

Description: Child care for a child who is in a diversion program provided by DCF/contractor and who is from a family that is actively participating and complying in DCF-prescribed activities.

Applicable Purpose for Care: Child Protection (CP)

Work Requirements: N/A

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: Yes -- from DCF or contracted community-based provider

Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

Countable Income: If available, count earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(ii), 98.46, 98.50; CCDF State Plan; Sections 1002.81(1)(b) and 1002.87(1)(b) and (c)(3), F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97R00 - At Risk Homeless PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS)

Funding Type

CCDF General Revenue Matching Eligible, State Unrestricted General Revenue Eligible, CCDF Federal Matching Eligible CCDF Mandatory Eligible, CCDF Discretionary Eligible, Social Services Block Grant Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG1

Eligibility Code

HOME

Working Definition

Description: Child care for a child from a family that is in the custody of a parent/guardian who is homeless as verified by a DCF designated-lead agency on homelessness and is participating with a DCF designated-lead agency's continuum of care services plan for homeless families.

Applicable Purpose for Care: Child Protection (CP)

Work Requirements: N/A

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: Yes -- from a DCF-Designated Lead Agency on homelessness

Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

Countable Income: If available, count earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(i), 98.46, 98.50; CCDF State Plan; Sections 1002.81(1)(f) and 1002.87(1)(b) and (c)3, F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97R00 - Family Supports PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS)

Funding Type

CCDF General Revenue Matching Eligible, State Unrestricted General Revenue Eligible, CCDF Federal Matching Eligible, CCDF Mandatory Eligible, CCDF Discretionary Eligible, Social Services Block Grant Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG1

Eligibility Code

FAM

Working Definition

Description: Child care for a child from a family that is in the custody of a parent who is a victim of domestic violence and who is residing in a certified domestic violence center.

Applicable Purpose for Care: Child Protection (CP)

Work Requirements: N/A

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: Yes -- from a DCF-Certified Domestic Violence Center

Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

Countable Income: If available, count earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than 78 percent (78%) percent of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(i), 98.46, 98.50; CCDF State Plan; Sections 1002.81(1)(e), and 1002.87 (1)(b) and (c)3, F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97R00 - At Risk In Home PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS)

Funding Type

CCDF General Revenue Matching Eligible, State Unrestricted General Revenue Eligible, CCDF Federal Matching Eligible, CCDF Mandatory Eligible, CCDF Discretionary Eligible, Social Services Block Grant Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG1

Eligibility Code

11

Working Definition

Description: Child care for a child from a family that is receiving in-home protective services and is under supervision by DCF/contracted provider for abuse, neglect, abandonment and/or exploitation.

Applicable Purpose for Care: Child Protection (CP)

Work Requirements: N/A

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: Yes -- from DCF or contracted community-based provider

Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

Countable Income: If available, count earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(i), 98.46, 98.50; CCDF State Plan; Sections 1002.81(1)(c) & 1002.87 (1)(b) and (c)(3), F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97R00 - At Risk Foster Care PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS)

Funding Type

CCDF General Revenue Matching Eligible, State Unrestricted General Revenue Eligible, CCDF Federal Matching Eligible, CCDF Mandatory Eligible, CCDF Discretionary Eligible, Social Services Block Grant Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG1

Eligibility Code

13

Working Definition

Description: Child care for a child in foster care protective services under supervision by DCF/contracted provider for abuse, neglect, abandonment, or exploitation.

Applicable Purpose for Care: Child Protection (CP)

Work Requirements: N/A

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: Yes -- from DCF or contracted community-based provider

Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.

Household Size: Related child(ren) on the Child Care Authorization Form only

Countable Income: If available, count child(ren)'s income only

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(ii), 98.46, 98.50 ; CCDF State Plan; Sections 1002.81(1)(c), and 1002.87 (1)(b) and (c)(3), F.S., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97R00 - At Risk Out of Home PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS)

Funding Type

CCDF General Revenue Matching Eligible, State Unrestricted General Revenue Eligible, CCDF Federal Matching Eligible, CCDF Mandatory Eligible, CCDF Discretionary Eligible, Social Services Block Grant Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG1

Eligibility Code

14R

Working Definition

Description: Child care for a child placed in court-ordered custody of a relative/non-relative by DCF/contracted provider and receiving out-of-home protective services.

Applicable Purpose for Care: Child Protection (CP)

Work Requirements: N/A

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization: Yes -- from DCF or contracted community-based provider

Income Eligible: Eligibility is not dependent on income, but if available should be used to calculate parent fee.

Household Size: Related child(ren) on the Child Care Authorization only

Countable Income: If available, count child(ren)'s income only

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(ii), 98.46, 98.50; CCDF State Plan; Sections 1002.81(1)(d), and 1002.87(1)(b) and (c)(3) F.S., 65C-29.003, F.A.C., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97R00 - Protective Investigation (PI) In Home PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS)

Funding Type

CCDF General Revenue Matching Eligible, State Unrestricted General Revenue Eligible, CCDF Federal Matching Eligible, CCDF Mandatory Eligible, CCDF Discretionary Eligible, Social Services Block Grant Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG1

Eligibility Code

IN

Working Definition

Description: Child care for a child from a family who has been referred for investigation by DCF/contracted provider for abuse, neglect, abandonment and/or exploitation. Child remains in the home with the alleged perpetrator.

Applicable Purpose for Care: Child Protection (CP)

Work Requirements: N/A

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization: Yes -- from DCF or contracted community-based provider

Countable Income: If available, count all earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a

concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit and authorized eligibility by the referring agency.

Income Eligible: Eligibility not dependent on income, but if available should be used to calculate parent fee.

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(ii), 98.46, 98.50; CCDF State Plan; Sections 1002.81(1)(a) & 1002.87 (1)(b) and (c)(3), F.S.; 65C-29.003, F.A.C., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97R00 – PI - Out of Home PRIORITY CATEGORY #2 (0-9 YRS) Local 3-9 (9-13 YRS)

Funding Type

CCDF General Revenue Matching Eligible, State Unrestricted General Revenue Eligible, CCDF Federal Matching Eligible, CCDF Mandatory Eligible, CCDF Discretionary Eligible, Social Services Block Grant Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG1

Eligibility Code

OUT

Working Definition

Description: Child care for a child from a family who has been referred for investigation by DCF/contracted provider for abuse, neglect, abandonment and/or exploitation. Child has been removed from the alleged perpetrator's home where the investigation is being conducted.

Applicable Purpose for Care: Child Protection (CP)

Work Requirements: N/A

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization: Yes -- from DCF or contracted community-based provider

Countable Income: If available, count child(ren)'s income only

Household Size: Related child(ren) on the Child Care Authorization only

Income Eligible: Eligibility not dependent on income, but if available should be used to calculate parent fee.

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(ii), 98.46, 98.50; CCDF State Plan; Sections 1002.81(1)(a) & 1002.87 (1)(b) and (c)(3), F.S.; 65C-29.003, F.A.C., and CCDF-ACF-IM-2021-03, P.L. 117-2.

97GNW - At Risk Relative Caregiver PRIORITY CATEGORY # 2 (0-9 YRS) Local 3-9 (9-13 YRS)

Funding Type

TANF Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG3R

Eligibility Code

RCG

Working Definition

Description: Child care for a child who is a recipient of the Relative Caregiver payment and determined to be a court ordered dependent by a Florida court and placed in a relative's home by the DCF/contracted provider.

Applicable Purpose for Care: Child Protection (CP)

Work Requirements: N/A

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization: No -- verification of current RCG payment is required

Countable Income: If available, count child(ren)'s income only

Household Size: Related child(ren) only

Income Eligible: Eligibility not dependent on income, but if available use to calculate parent fee.

Authorization Period: 12 months or less

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(ii), 98.46, 98.50; CCDF State Plan; Sections 1002.81(1)(d) & 1002.87(1)(b) and (c)(3), F.S.

97P00 - Economically Disadvantaged PRIORITY CATEGORY Local 3-9 (0-13 YRS)

Funding Type

Social Services Block Grant Eligible, TANF Eligible, CCDF Discretionary Eligible, CCDF Mandatory Eligible, CCDF Federal Matching Eligible, State Unrestricted General Revenue Eligible, CCDF General Revenue Matching Eligible, CCDF MOE Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG8

Eligibility Code

ECON

Working Definition

Description: : Child care for a child from a family that is economically disadvantaged including, but not limited to, a working migratory family that is economically disadvantaged as defined by 34 CFR s. 200.81(f) - (h) or an agricultural worker who is employed by more than one agricultural employer during the course of a year, and whose income varies according to weather conditions and market stability.

Applicable Purpose for Care: Employment (EM), Education & Training (ET), Both Employment and Training and/or Education (TT), Migrant Employed (ME) or Disability (DI)

Work Requirements: In a one parent family, the parent must be employed at least 20 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. In two parent families, both parents must be working a combined total of 40 hours per week or engaged in eligible education activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapters 458 or 459, F.S.

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: No

Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

Income Eligible: Yes-- at or below 150 percent (150%) FPL for entry into program, at or below 85 percent (85%) SMI for continued eligibility; if 85 percent (85%) of State Median Income (SMI) is less than 150 percent FPL, 85 percent (85%) SMI is the upper income threshold for continued eligibility. A graduated phase-out may be implemented at the end of the 12-month eligibility period if income is greater than 150 percent (150%) FPL but less than 85 percent(85%) of SMI.

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than 78 percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the 78 percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(i), 98.46, 98.50; CCDF State Plan; Sections 1002.81(7) & 1002.87(1)(c)1,4,7 , F.S. and CCDF-ACF-IM-2021-03, P.L. 117-2.

97GTA - Temporary Child Care Assistance (TCA) Applicant PRIORITY CATEGORY Local 3-9 (9-13 YRS)

Funding Type

TANF Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG3AP

Eligibility Code

APP

Working Definition

Description: Temporary child care for a child from a family that is economically disadvantaged who has applied for TCA, including an up-front diversion payment to seek employment.

Applicable Purpose for Care: Employment (EM), Education & Training (ET), Employment and Education and/or Training (TT), Job Search (JS) or Work Activity (WA)

Work Requirements: Based on the federal work requirements activity assigned by the referring agency.

Child Age Requirements: Birth to younger than 13 years.

Child Care Authorization Form: Yes -- Welfare Transition Program/local workforce board

Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

Income Eligible: Yes-- at or below 150 percent (150%) FPL for entry into the program, at or below 200 percent (200%) FPL for continued eligibility.

Authorization Period: One 30-day period.

Expenditure Targets and Restrictions

No less than seventy-eight percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the seventy-eight percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(i), 98.46, 98.50; CCDF State Plan; Sections 1002.81(7) & 1002.87(1)(c)1,4,7 F.S.

97GNW – Temporary Assistance for Needy Families (TANF) Child Only PRIORITY CATEGORY Local 3-9 (9-13 YRS)

Funding Type

TANF Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG3

Eligibility Code

28A

Working Definition

Description: Child care for a child who is recipient of temporary cash assistance as a TANF "child only case" who has been placed with a relative permanently or on a short-term basis. Must have documentation from the DCF showing TANF amount with the recipient's name. Guardian(s) must meet the purpose for care requirements.

Applicable Purpose for Care: Employment (EM), Education & Training (ET), Both Employment and

Training and/or Education (TT) or Disability (DI)

Work Requirements: Guardian(s) must be working or engaged in eligible education/training activities at least 20 hours per week or may be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: No (verification of TANF child only payment needed)

Countable Income: Child(ren) income only

Household Size: Child(ren) only

Income Eligible: Yes-- child's income at or below 150 percent(150%) FPL for entry into program, at or below 200 percent (200%) FPL for continued eligibility

Authorization Period: 12 months or less

Expenditure Targets and Restrictions

No less than seventy-eight percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the seventy-eight percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(i), 98.46, 98.50; CCDF State Plan; Sections 1002.81(7) & 1002.87(1)(c)1,4,7, F.S.

97G00 - Transitional Child Care PRIORITY CATEGORY Local 3-9 (9-13 YRS)

Funding Type

TANF Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG5

Eligibility Code

TCC

Working Definition

Description: Child care for a child from a family that includes a parent or parents who transitions from a workforce program into employment as described in Section 445.032, F.S. In two parent families, both parents must have a purpose for care as documented on the Child Care Authorization Form.

Applicable Purpose for Care: Employment (EM), Both Employment and Training and/or Education (TT).

Work Requirements: Employment or Both Employment and Education and/or Training based on documented Child Care Authorization Form.

Child Age Requirements: Birth to younger than 13 years

Child Care Authorization Form: Yes -- Welfare Transition Program/local workforce board

Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

Income Eligible: Yes -- at or below 200 percent (200%) FPL initial entry and continued eligibility.

Authorization Period: 12 months or less.

Expenditure Targets and Restrictions

No less than seventy-eight percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the seventy-eight percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(i), 98.46, 98.50; CCDF State Plan; Section 1002.81(7) & 1002.87(1)(c) 2,4,7, F.S.

97CF0 - Special Needs PRIORITY CATEGORY Local 3-9 (3 - 5 YRS)

Funding Type

State Unrestricted General Revenue Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

CF

Eligibility Code

SN

Working Definition

Description: Child care for a child, who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than three years of age. A special needs child eligible under this billing group remains eligible until the child is eligible for admission to kindergarten in a public school under Section 1003.21(1)(a)(2), F.S.

Note: Allocations to this OCA require DEL prior approval.

Applicable Purpose for Care: Special Needs (SN)

Work Requirements: N/A

Child Age Requirements: 3 years of age through admission to kindergarten

Child Care Authorization Form: No - IEP needed from local school district

Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Household Size: All children younger than 18 years and household members who are 18 years of age or older who are currently residing in the same dwelling unit.

Income Eligible: No

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than seventy-eight percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the seventy-eight percent (78%) minimum direct services expenditure requirement.

Reference(s)

Section 1002.87(1)(c)(6) and 1003.21(1)(a)(2), F.S.

97LQI - Local Quality Initiative Provider Differential - Direct

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – direct service costs

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Payment differential to providers participating in local quality improvement programs. This OCA captures the cost of local quality improvement differentials above the private pay rate. Subject to reimbursement limitations for combined quality programs per Rule 6M-4.500, F.A.C.

Expenditure Targets and Restrictions

No less than seventy-eight percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the seventy-eight percent (78%) minimum direct services expenditure requirement.

Reference(s)

Section 1002.89(5)(b), F.S., 45 CFR § 98.53, Rule 6M-4.500, F.A.C., and CCDF-ACF-IM-2021-03, P.L. 117-2.

SRMAT - SR Match

Funding Type

CCDF Discretionary Eligible, CCDF Mandatory Eligible, CCDF Federal Matching Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code - direct service costs

Billing Group

BG8

Eligibility Code

SRMT

Working Definition

Description: Child care for a child from a working family that is economically disadvantaged. The SR Match program expands the provision of services to low income families at or below two-hundred percent (200%) FPL as long as the income does not exceed eighty-five percent (85%) of the state median income. Expenditure of funds from this OCA requires a dollar-for-dollar local match. Local match can be derived from local governments, employers, charitable foundations, and other sources so that Florida can create local partnerships focused on using the state and local funds for direct services and expanding the number of child care slots.

Applicable Purpose for Care: Employment (EM), Education & Training (ET), Both Employment and Training and/or Education (TT) or Disability (DI)

Work Requirements: In a one parent family, the parent must be employed at least 20 hours per week or engaged in eligible educational activities unless exempt from work requirements due to age or disability. In two parent families, both parents must be working a combined total of 40 hours per week or engaged in eligible education activities unless exempt from work requirements due to age or disability. Parent(s) with whom the child resides can be exempt from work requirements due to age or disability, as determined and documented by a physician licensed under chapter 458 or chapter 459, F.S.

Child Age Requirements: Younger than 13 years of age

Child Care Authorization Form: No

Countable Income: Earned and countable unearned income from all household members who are a part of the family unit. Exclude income earned by children, including a concurrently enrolled high school student who has attained 18 years or a concurrently enrolled student with a disability who has attained 22 years.

Household Size: All children younger than 18 years and household members who are 18 years of age

or older who are currently residing in the same dwelling unit.

Income Eligible: Yes -- at or below two-hundred percent (200%) FPL initial entry, at or below eighty-five percent (85%) SMI for continued eligibility during the initial 12-month eligibility period; if eighty-five percent (85%) SMI is less than two-hundred percent (200%) FPL, eighty-five percent (85%) SMI is the income threshold for eligibility. A graduated phase-out may be implemented at the end of the 12-month eligibility period if income is greater than two-hundred percent (200%) FPL but less than eighty-five percent (85%) SMI.

Authorization Period: 12 months.

Expenditure Targets and Restrictions

No less than seventy-eight percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the seventy-eight percent (78%) minimum direct services expenditure requirement.

Reference(s)

45 CFR §§ 98.20(a)(1)(ii), 98.46, 98.50; CCDF-ACF-IM-2021-03, P.L. 117-2, and Chapter 2023-239, Specific Appropriation 77, Laws of Florida

SRREG - SR Registration Fees

Funding Type

CCDF Eligible, CCDF ARP Discretionary Eligible

Cost Type

Programmatic Code – direct service costs

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Captures the cost of registration fees paid in accordance with Rule 6M-4.500, F.A.C.

Expenditure Targets and Restrictions

No less than seventy-eight percent (78%) of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs.

DEL includes the expenditures of this OCA in the seventy-eight percent (78%) minimum direct services expenditure requirement.

Reference(s)

Rule 6M-4.500, F.A.C., and CCDF-ACF-IM-2021-03, P.L. 117-2.

V. OTHER – SCHOOL READINESS

97ADV - SR Advance

Funding Type

TANF Eligible; CCDF Eligible; State GR Unrestricted

Cost Type

Unassigned

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Payments DEL makes in advance to a coalition to ensure adequate funding levels and allow for cash flow management at the local level. Advances shall not exceed the actual and immediate cash needs of the highest prior year monthly cash need.

VI. ADMINISTRATION – VOLUNTARY PREKINDERGARTEN (VPK)

VPADM - VPK Administration

Cost Allocation Considerations

A. Coalitions shall allocate salaries and benefits in accordance with their PARs allocation based on direct staff hours (direct charge when possible; allocate shared activities based on percentage of direct staff hours per PAR).
B. Coalitions shall direct charge or allocate in accordance with an approved cost allocation plan other costs if the allocated cost is appropriate to the OCA to which the coalition is charging the cost. See DEL Cost Allocation Plan Guidance for further instructions.

A cost is allocable to a particular OCA if the costs of goods or services involved are chargeable or assignable to such OCA in accordance with relative benefits received. For example, a staff member may use a telephone to provide both administrative and eligibility services for the coalition. The employee's time working in these areas of responsibility (administration and eligibility services) will determine the allocation of the cost of this equipment.

Funding Type

VPK State Funds – SPKXX

Cost Type

Administrative – administrative costs subject to four percent (4%) restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Administrative costs for the VPK Education Program the coalition or its contractor pay to all subrecipients. Costs in this category include, but are not limited to, program administration, costs related to determining VPK provider payments, reconciling VPK pre-payments, and other fiscal services.

Expenditure Targets and Restrictions

No more than four percent (4%) of the total VPK direct services (base fund, VPK Direct Program Services (VPPRS), and VPK School District Minimum Funding (VPKSD)) shall be expended for administrative activities. DEL includes the aggregate expenditures in VPK Administration (VPADM), VPK Enrollment (VPENR), VPK Monitoring (VPMON), VPK administrative child care information system (VPSYS), VPK Local curriculum and Materials (VPLCM), VPK Local Planning and Implementation (VPLPI), and VPK Local Training (VPLTR) as part of the four percent (4%) administrative cost limitation.

Reference(s)

Section 1002, Part V,, F.S.

Additional Explanation Specific Expenditures Examples

A. Program Administration

- Salaries of and benefits of the executive director, administrative assistant, information technology, finance director, and human resources personnel engaged in administrative activities (Note: Certain employee overtime may require prior approval)
- Insurance – directors, officers, property, liability
- Human Resource Functions – payroll, employee handbook preparation and updates, employee hiring and records administration, employee time and attendance, employee training and development records, employee screening
- Meetings and staff time related to any administrative services listed within this definition
- Development, updates, amendments, and submissions of the following documents:
  - Coalition Annual Report
  - Cost Allocation Plan
  - Prior approval (where federal funds are involved, see DEL Program Guidance 240.05)
  - Entity Policies – HR, Fiscal, Procurement, IT, Security Disaster Recovery Plan, COOP Plan
  - Internal Control Questionnaire and Internal Control Evaluations
  - Workflow documents
  - Annual inventory report
- Dues and Subscriptions (membership in civic or community organizations requires prior approval. See DEL Program Guidance 240.05)
- Audio/visual support for VPK trainings
- Procurement and Contract Management
- Development of procurement and contract documents and contract management, including contract monitoring (includes any monitoring except health and safety)
- Legal Services

- Reasonable and necessary bank fees
- Fraud – prevention and detection, submission of fraud referrals, and tracking of fraud restitution
- Travel costs incurred for official business in carrying out the program
- All costs related to activities identified above, including, but not limited to, postage, shipping, telephone/cell phones, maintenance and repairs, information technology other than establishment and maintenance of a statewide computerized child care system, printing, rent, pest control, utilities, office supplies, rental of copiers, computers, printers, office furniture, meeting space rental, janitorial services, and facility security

B. Fiscal/Fiscal Related Activities

- Audit Services to meet Single Audit requirements
- Filing of tax returns, including quarterly 941s and other payroll tax returns, annual 990, annual Solicitations of Contributions for the state of Florida, and other tax-exempt entity filings
- Entering and reconciling VPK provider payments into a computerized child care information system
- VPK attendance sheet processing and paying providers
- Preparing and submitting reimbursement requests and supporting documentation
- Benefit recovery due to error not related to fraud
- Preparing expenditure reports on a monthly basis, including utilization reports
- Financial management: tasks related to DEL or coalition prior approval, purchasing, and allowability of expenditures guidance
- Calculating and reporting of interest earned
- Bank and other account reconciliations, including general ledger reconciliations to statewide information system
- Tracking, reporting, and reconciling restitution payments

C. Activities allowable under multiple OCAs:

- Outreach activities for VPK – also allowable under VPLPI
- Training, technical assistance, and other staff development activities for coalition staff, contractors, and VPK providers – also allowable under VPLTR
- Provider grants for VPK classroom enhancement – curricula and materials for providers also allowable under VPLCM
- VPK Attendance monitoring – also allowable under VPMON

Time spent on activities after the file was “authorized” for service including re-enrollment of child, parent request to change providers, and matching certificates to case files – also allowable under VPENR.

VPENR - VPK Enrollment

Cost Allocation Considerations

A. Coalitions shall allocate salaries and benefits in accordance with their PARs allocation based on direct staff hours (direct charge when possible; allocate shared activities based on percentage of direct staff hours per PAR)
B. Coalitions shall direct charge or allocate other costs in accordance with an approved cost allocation plan if the allocated costs are appropriate to the OCA to which the coalition is charging

the cost. See DEL's Cost Allocation Plan Guidance.

A cost is allocable to a particular OCA if the costs of goods or services are chargeable or assignable to such OCA in accordance with relative benefits received. For example, a staff member may use a telephone to provide both administrative and eligibility services for the coalition. The employee's time working in these areas of responsibility (administration and eligibility services) will determine the allocation of the cost of this equipment.

Funding Type

VPK State Funds – SPKXX

Cost Type

Administrative - administrative costs subject to four percent (4%) restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

VPK enrollment includes program planning and implementation; local curricula and materials; local training; enrolling and reenrolling children, maintaining and distributing provider profiles, and registering providers; and determining eligibility of providers.

Expenditure Targets and Restrictions

No more than four percent (4%) of the total VPK direct services (base fund, VPK Direct Program Services (VPPRS), and VPK School District Minimum Funding (VPKSD)) shall be expended for administrative activities. DEL includes the aggregate expenditures in VPK Administration (VPADM), VPK Enrollment (VPENR), VPK Monitoring (VPMON), VPK administrative child care information system (VPSYS), VPK Local curriculum and Materials (VPLCM), VPK Local Planning and Implementation (VPLPI), and VPK Local Training (VPLTR) as part of the four percent (4%) administrative cost limitation.

Reference(s)

Section 1002, Part V, F.S.

Additional Explanation Specific Expenditures Examples

A. Determination of child eligibility
   - Enrolling and re-enrolling children
   - Entering of data into a computerized child care information system related to enrollment, including updating history codes of families who are eligible but not enrolled
   - Staff time for authorizing the child for service with documentation and follow-up with parents for any additional documentation
   - Verifying provider profile data into a computerized child care information system
   - Registering providers
   - Determining eligibility of providers

B. Other costs related to enrollment

All costs related to activities identified above, including, but not limited to, postage, shipping, telephone/cell phones, data lines, printing, rent, pest control, utilities, office supplies, rental of copiers, IT other than establishment and maintenance of a statewide computerized child care information system, and security. Direct charge or allocated in accordance with approved cost allocation plan.

C. Activities allowable under multiple OCAs
   - Time spent on activities after the case was "authorized" for service, including re-enrollment of child, parent request to change providers, matching certificates to case files – also allowable under VPADM
   - Costs related to VPK enrollment School District Minimum Funding Child Count, including advertising, supplies, data entry, time spent on VPK forms, and the overall costs of the event – also allowable under VPLPI

VPLCM - VPK Local Curricula and Materials

Funding Type

VPK State Funds – SPKXX

Cost Type

Administrative - administrative costs subject to four percent (4%) restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

VPK local curricula and materials include curricula and materials made available to a VPK provider.

Expenditure Targets and Restrictions

No more than four percent (4%) of the total VPK direct services (base fund, VPK Direct Program Services (VPPRS), and VPK School District Minimum Funding (VPKSD)) shall be expended for administrative activities. DEL includes the aggregate expenditures in VPK Administration (VPADM), VPK Enrollment (VPENR), VPK Monitoring (VPMON), VPK administrative child care information system (VPSYS), VPK Local curriculum and Materials (VPLCM), VPK Local Planning and Implementation (VPLPI), and VPK Local Training (VPLTR) as part of the four percent (4%) administrative cost limitation.

Reference(s)

Section 1002.67, F.S.

VPLPI - VPK Local Planning and Implementation

Funding Type

VPK State Funds – SPKXX

Cost Type

Administrative - administrative costs subject to four percent (4%) restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

VPK local planning and implementation includes, but is not limited to, increased capacity needed for IT, initial registering of providers and students, and planning activities.

Expenditure Targets and Restrictions

No more than four percent (4%) of the total VPK direct services (base fund, VPK Direct Program Services (VPPRS), and VPK School District Minimum Funding (VPKSD)) shall be expended for administrative activities. DEL includes the aggregate expenditures in VPK Administration (VPADM), VPK Enrollment (VPENR), VPK Monitoring (VPMON), VPK administrative child care information system (VPSYS), VPK Local curriculum and Materials (VPLCM), VPK Local Planning and Implementation (VPLPI), and VPK Local Training (VPLTR) as part of the four percent (4%) administrative cost limitation.

Reference(s)

Sections 1002.55, 1002.61, and 1002.63, F.S.

VPLTR - VPK Local Training

Funding Type

VPK State Funds – SPKXX

Cost Type

Administrative - administrative costs subject to four percent (4%) restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

VPK local training includes training for coalition staff, contractors, and VPK providers.

Expenditure Targets and Restrictions

No more than four percent (4%) of the total VPK direct services (base fund, VPK Direct Program Services (VPPRS), and VPK School District Minimum Funding (VPKSD)) shall be expended for administrative activities. DEL includes the aggregate expenditures in VPK Administration (VPADM), VPK Enrollment (VPENR), VPK Monitoring (VPMON), VPK administrative child care information system (VPSYS), VPK Local curriculum and Materials (VPLCM), VPK Local Planning and Implementation (VPLPI), and VPK Local Training (VPLTR) as part of the four percent (4%) administrative cost limitation.

Reference(s)

Sections 1002.57, 1002.59, and 1002.67, F.S.

VPMON- VPK Monitoring

Funding Type

VPK State Funds – SPKXX

Cost Type

Administrative - administrative costs subject to four percent (4%) restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

VPK monitoring includes verifying compliance of providers and other contractors, removing providers/contractors because of noncompliance, documenting and certifying student enrollment and student attendance, and reviewing/approving provider improvement plans and corrective action plans.

Expenditure Targets and Restrictions

No more than four percent (4%) of the total VPK direct services (base fund, VPK Direct Program Services (VPPRS), and VPK School District Minimum Funding (VPKSD)) shall be expended for administrative activities. DEL includes the aggregate expenditures in VPK Administration (VPADM), VPK Enrollment (VPENR), VPK Monitoring (VPMON), VPK administrative child care information system (VPSYS), VPK Local curriculum and Materials (VPLCM), VPK Local Planning and Implementation (VPLPI), and VPK Local Training (VPLTR) as part of the four percent (4%) administrative cost limitation.

Reference(s)

Section 1002, Part V, F.S.

Additional Explanation Specific Expenditures Examples

A. Verifying compliance of providers and removing providers because of noncompliance
   - VPK compliance monitoring of providers
   - Costs associated with removal of a provider from the program

B. Documenting and certifying student enrollment and student attendance
   - VPK attendance reconciliation matching the VPK attendance sheets to the payment records and verification of SAPCC (parent form), attendance sheet sorting, matching to the child certificates, researching discrepancies between attendance sheets and enrollment issues, or what is in the computerized child care information system.

C. Reviewing and approving provider improvement plans and corrective actions
   - Reviewing and approving Providers on Probation (POPs) improvement plans
   - Follow-up reviews on POPs corrective action plans

D. Other

All costs related to activities identified above, including, but not limited to, postage, shipping, telephone/cell phones, printing, rent, pest control, utilities, office supplies, rental of copiers, computers, and printers

E. Activities allowable under multiple OCAs

Time spent on activities after the file was "authorized" for service, including re-enrollment of child, parent request to change providers, matching certificates to case files – also allowable under VPADM

VPSYS - VPK Administrative Child Care Information System

Funding Type

VPK State Funds – SPKXX

Cost Type

Administrative - administrative costs subject to 4 percent restriction

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Expenditures related to the establishment and maintenance of a statewide computerized child care information system. Expenditures shall be based on the approved cost allocation plan.

Expenditure Targets and Restrictions

No more than four percent (4%) of the total VPK direct services (base fund, VPK Direct Program Services (VPPRS), and VPK School District Minimum Funding (VPKSD)) shall be expended for administrative activities. DEL includes the aggregate expenditures in VPK Administration (VPADM), VPK Enrollment (VPENR), VPK Monitoring (VPMON), VPK administrative child care information system (VPSYS), VPK Local curriculum and Materials (VPLCM), VPK Local Planning and Implementation (VPLPI), and VPK Local Training (VPLTR) as part of the four percent (4%) administrative cost limitation.

Reference(s)

Section 1002, Part V, F.S.

Additional Explanation

VPSYS is a program support (non-direct) OCA and captures all costs related to the development, implementation, and maintenance of the computerized child care information systems. These costs include salaries and benefits for staff time related to these responsibilities, as well as hardware, software, and connectivity. The coalition may also allocate other coalition expenses related to IT staff, such as rent, utilities, and phones based on the coalition's allocation plan; however, all allocated costs must align with the OCA definition to which the coalition charges the expense. Coalitions must charge all IT costs not directly related to development and maintenance of statewide child care information system to VPADM or allocate them appropriately based on current OCA definitions and the coalition's approved cost allocation plan.

Specific Expense Examples

A. Existing Information System – EFS Modernization
   - Maintenance of existing computerized child care information system
   - Maintenance of secure provider portal for interfacing
   - Maintenance of secure client/parent portal(s) for interfacing
   - Salaries and related cost of staff engaged in above activities, including planning, developing, designing, updating, and reporting
   - Software licenses and system hardware

B. Development of Information Technology Projects
   - Training
   - Network equipment
   - Activities, including planning, developing, designing, updating, and reporting

C. All implementation requirements
   - Salaries and related cost of staff engaged in ongoing training and system start-up

D. Software or System Maintenance
   - Ongoing costs related to required system connectivity
   - Salaries and related cost of staff engaged system maintenance

VII. DIRECT SERVICES – VOLUNTARY PREKINDERGARTEN (VPK)

VPKSD - VPK School District Minimum Funding

Funding Type

VPK State Funds - SPKXX

Cost Type

Direct Services

Billing Group

N/A

Eligibility Code

N/A

Working Definition

School district minimum funding for the VPK summer program

Reference(s)

Section 1002.71(3)(d), F.S.

VPPRP - VPK Provider Advance Payment

Funding Type

VPK State Funds - SPKXX

Cost Type

Direct Services

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Advance payments to a coalition for VPK direct services based on the number of children enrolled in the program. The coalition will reconcile an advance payment with VPK actual direct services costs. At the end of the state fiscal year, this account should have a zero fiscal balance.

Reference(s)

Section 1002, Part V, F.S.; and Rule Chapter 6M-8, F.A.C.

VPPRV - VPK Direct Program Services Advance

Funding Type

VPK State Funds - SPKXX

Cost Type

Direct Services

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Payment in advance to a coalition based on projected enrollment to ensure adequate cash flow for the coalition. Coalition advances must be in accordance with DEL Guidance 240.01, Cash Management Procedures. At the end of the state fiscal year, this account should have a zero fiscal balance.

Reference(s)

Section 1002, Part V, F.S.; and Rule Chapter 6M-8, F.A.C.

VPPRS - VPK Direct Program Services

Funding Type

VPK State Funds - SPKXX

Cost Type

Direct Services

Billing Group

VPK

Eligibility Code

VPK

Working Definition

Program services delivered to eligible children enrolled in the VPK program. Expenditures in this OCA are payments to the private and public/non-public school VPK providers.

Reference(s)

Section 1002, Part V, F.S.; and Rule Chapter 6M-8, F.A.C.

VPPRS - VPK Direct Program Services - Summer

Funding Type

VPK State Funds - SPKXX

Cost Type

Direct Services

Billing Group

VPK

Eligibility Code

VPKS

Working Definition

Program services delivered to eligible children enrolled in the VPK summer program. Expenditures in this OCA are payments to the private and public/non-public school VPK providers.

Reference(s)

Section 1002, Part V, F.S.; and Rule Chapter 6M-8, F.A.C.

VPPRS - VPK Direct Program Services – Specialized Instructional Services

Funding Type

VPK State Funds - SPKXX

Cost Type

Direct Services

Billing Group

SISP

Eligibility Code

SISP

Working Definition

Program services delivered to eligible children enrolled in the VPK Specialized Instructional Services (SIS) program. Expenditures in this OCA are payments to the private and public/non-public school VPK

providers. This funding type pertains to both VPK SIS Summer and VPK SIS School-year.

Reference(s)

Section 1002, Part V, F.S.; and Rule Chapter 6M-8, F.A.C.

VIII. QUALITY– VOLUNTARY PREKINDERGARTEN (VPK)

VCCAF - VPK Additional Funding for the $15/hr Wage Incentive Program: Child Care Providers (excludes Public/Non-Public Schools)

Funding Type

CCDF Eligible

Cost Type

Programmatic Code – quality costs subject to the maximum allocation on the Early Learning Notice of Award for $15/hr VPK Wage Incentive Program at Private Providers (excludes Public/Non-Public schools)

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Quality incentive direct service payments to private child care providers (excludes public/non-public schools) participating in the $15/hr VPK Wage Incentive Program. Participating child care providers will receive an additional per child allocation included in their monthly reimbursement effective with the first day of VPK classes or the date the application/affidavit is signed, whichever is later.

Reference(s)

Chapter 2022-156, line 82, Laws of Florida

VCPAS - VPK Program Assessments: Child Care Providers (excludes Public/Non-Public Schools)

Funding Type

CCDF Eligible

Cost Type

Programmatic Code – quality costs subject to the maximum allocation on the Early Learning Notice of Award for VPK Program Assessment at private child care providers (excludes Public/Non-Public schools)

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff) related to providing or contracting for:

A. Program Assessment at VPK private child care providers (excludes Public/Non-Public schools) that measures the quality of teacher-child interactions, including emotional and behavioral support, engaged support for learning, classroom organization, and instructional support for children ages four to kindergarten entry (includes Classroom Assessment Scoring System (CLASS))
B. VPK Program assessment/observation reporting activities at VPK private child care providers (excludes Public/Non-Public schools)
C. Observer materials needed for conducting VPK Program assessment at VPK private child care providers (excludes Public/Non-Public schools)

Reference(s)

Section 1002.68, F.S.

VNCAF - VPK Additional Funding for the $15/hr Wage Incentive Program: Public/Non-Public Schools

Funding Type

VPK State Funds - SPKXX

Cost Type

Programmatic Code – quality costs subject to the maximum allocation on the Early Learning Notice of Award for $15/hr VPK Wage Incentive Program at Public/Non-Public schools.

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Quality incentive direct service payments to public/non-public schools participating in the $15/hr VPK Wage Incentive Program. Provider will submit an application/application to participate in the program and will receive an additional per child allocation included in their monthly reimbursement effective with the first day of VPK classes or the date the application/affidavit is signed, whichever is later.

Reference(s)

Chapter 2022-156, line 82, Laws of Florida

VNPAS - VPK Program Assessments: Public/Non-Public Schools

Funding Type

VPK State Funds - VPKXX

Cost Type

Programmatic Code – quality costs subject to the maximum allocation on the Early Learning Notice of Award for VPK Program Assessment at Public/Non-Public Schools

Billing Group

N/A

Eligibility Code

N/A

Working Definition

Early learning quality activities (training and technical assistance for providers and staff) related to providing or contracting for:

A. Program Assessment at Public/Non-Public schools that measures the quality of teacher-child interactions, including emotional and behavioral support, engaged support for learning, classroom organization, and instructional support for children ages four to kindergarten entry (includes Classroom Assessment Scoring System (CLASS))
B. VPK Program assessment/observation reporting activities at Public/Non-Public schools
C. Observer materials needed for conducting VPK Program assessment at excludes Public/Non-Public schools

Reference(s)

Section 1002.68, F.S.

If you have questions, contact DEL.Questions@del.fldoe.org.