

NEW ENROLLMENT:

4C has transitioned to a new statewide web-based system for School Readiness (SR) and VPK service delivery. ***What does this mean for you?*** This will allow you to complete your new enrollment for School Readiness funding through the new online system, the **Early Learning Family Portal**.

If you received a funding notification, you will need to Log In to your portal account by clicking here <https://familyservices.floridaearlylearning.com/Account/LogOn>.

First, you will receive an email from DONOTREPLY@oel.myflorida.com, with a message similar to the one shown below. This message is letting you know that you are now ready to log in to your Family Portal account – you can do so by clicking here: <https://familyservices.floridaearlylearning.com/Account/LogOn>.

Hello,

You have requested the ELC of the Big Bend Region to open your Family Portal account for you to make any necessary updates. If you did not make this request, please contact the ELC of the Big Bend Region as soon as possible. To access your family portal account, go to: <https://familyservices.floridaearlylearning.com/>

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

If you have any questions you may contact the ELC of the Big Bend Region at the number listed below.

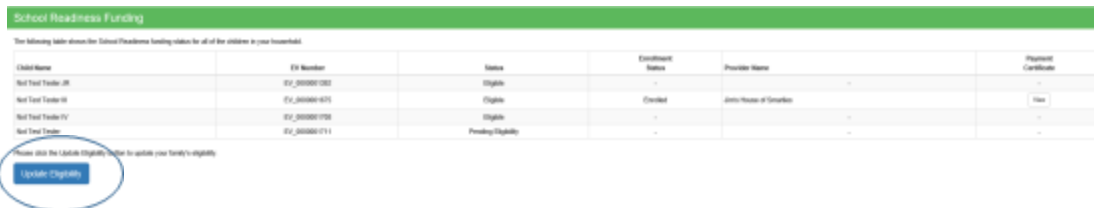
Thank you,

ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your early learning coalition.

PLEASE NOTE: The email address at which you receive this message is the email address to which your Family Portal account is connected. You will not be able to change your associated email without contacting 4C. Changing your email address could possibly delay the redetermination process.

Once logged in, scroll down all the way to the bottom and you will see the **Eligibility Verification Button**; click on this button to begin the process. You will be taken through the “Eligibility Verification Wizard”.



School Readiness Funding

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

| Child Name | EL Number | Sex | Enrollment Status | Provider Name | Payment Certificate |
|--------------------|--------------|--------------------|-------------------|------------------------|---------------------|
| Not Your Child (R) | 02_000001002 | Female | - | - | - |
| Not Your Child (R) | 02_000001015 | Female | Enrolled | John House of Children | Yes |
| Not Your Child (F) | 02_000001028 | Female | - | - | - |
| Not Your Child | 02_000001114 | Preschool Eligible | - | - | - |

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

[Verify Eligibility](#)

Here is some “Helpful Hints” to successfully completing your new enrollment through the Family Portal:

Helpful Hint # 1

You must upload **all** documents such as a valid ID, birth certificates for all children included in your family size (*even children that are not being enrolled*); residency verification; proof of employment; proof of school enrollment; and/or any other source of income. For a complete list of acceptable and required documents, please click here: <https://4cflorida.org/wp-content/uploads/2014/12/Document-required-list-20170630.pdf>.

Helpful Hint # 2

For each section you will see a **Green “Yes” or Red “No” button**; this is to confirm if the information listed in each section is correct or not. To upload the required document for each section, you will have to click on the **Red “No” button** as shown below. Once the document is successfully uploaded and the information in the section is correct, you are ready to proceed to the next section. Click the **Green “Yes” button**, and then the **‘Next’ button** at the bottom right of the page. The **‘Next’ button** is disabled until each area is complete with supporting documentation uploaded.

Helpful Hint # 3

You must read each section *carefully* and answer all questions to the best of your knowledge. All supporting documents must be uploaded and each question answered accurately. The enrollment process may be delayed and your submission may be rejected until you upload all required information. Your eligibility is determined based on your most recent four (4) weeks of income. Please make sure that all income related sections are supported by documentation such as proof of Child Support, Social Security Income Award letter current for the year of application, and employment documentation with current and up-to date information (most recent 4 weeks of paystubs). If your employer does not provide you paystubs, please contact us for other options.

Helpful Hint # 4

You are able to search for child care providers in the next section and you must select the child care provider that you want your child(ren) to attend. Your chosen child care provider must have a valid contract for School Readiness Funding with the Early Learning Coalition of Orange County. If you need assistance choosing a child care provider, please contact us at 407-522-2252, ext 2900.

You must verify whether or not your child(ren) is/are currently attending or not. If you indicate that your child is not currently attending, an **Estimated Start Date** must be entered. (**Start Dates can only be future-dated by 30 days from the date of submission. You cannot back-date your start date; doing so may result in the application being rejected after submission.**)

Eligibility Verification Wizard

Provider Selection: Add Provider Selection to Verification

Please select or add a provider for the child's provider, and then click Save.

Step 1: Search for Children Provider Listing
 You will add the children provider's name and address. Run the search.

Provider Name: Search

Street Address:

City:

Zip Code:

County:

Step 2: Select a Children Provider
 Select a provider from the search results below. Please verify the address and other information for the selected provider before clicking to enter that information.

Select from Search Results: Go

| Details of Selected Children Provider | | | |
|---------------------------------------|-----------------------|-----------------------------|--|
| Name | Contact Phone Number | Provider Type | |
| Address of Provider | Phone Number | Private School | |
| Location | Contact Email Address | Child Care | |
| City | Website URL | 180 - 15 MO | |
| Zip Code | Hours of Business | Child Care Type | |
| County | Lat/Long | Child Care for preschoolers | |

Please contact the provider for more information on any additional fees or charges that might be applied once your child is enrolled.

Step 3: Confirmly Adding?
 Please click on the Yes/No button to confirmly adding the provider's name.

Yes, the provider is currently attending the children provider.

No, the provider is not currently attending the children provider.

Estimated Date Due:

Save Cancel

Helpful Hint # 5

Any additional supporting documentation such as proof of child support, Social Security income, proof of zero balance, *birth certificate for other children in the household who are not being enrolled*, etc. should be uploaded to the 'Additional Documents' Section.

Eligibility Verification Wizard

Attach Supporting Documents

After you've completed all the sections and everything looks good, click Yes.

Additional Documentation

Upload Document

Career Source Program/Workforce Welfare Transition Program Participant

Upload Document

Is this information accurate and complete?

Yes It is accurate and complete.

Previous Next

Helpful Hint # 6

After completing all sections, it is time to review your application. At this point, you will have the opportunity to make any changes to the application by clicking on the 'Edit' button. Please make sure all information is accurate before proceeding to the last step.

Eligibility Verification Wizard

Review

Not sure if these are correct? Review your responses for accuracy. If everything is correct, click **Next** to continue to the Submit page where you will sign and submit your Eligibility Verification. If you need to make corrections to your information, use the corresponding **Back** button to go back and edit your information.

Household Address **Not Test**
 20149494 State
 Tallahassee, Florida 32304
 Other County

Has OCAA Form **Not Test**
 Do you have a form from another agency that Child Care Application and Substitution for

Children Receiving Care **Not Test**
Not Test (You can click on a link under each ID)
 Eligibility status: Eligible
 Household status: Substituted
 Date entered: 05/10/2017
 Eligibility: Public income exempt
 Name: Public income exempt
 Care type: Full-time/Part-time
 Care type: Full-time
 Current Substitution Period: 05/10/2017 - 05/31/2017

Other Income **Not Test**
Not Test (You can click on a link under each ID)
 Eligibility status: Eligible
 Household status: Substituted
 Date entered: 05/10/2017
 Eligibility: Public income exempt
 Name: Public income exempt
 Care type: Full-time/Part-time
 Care type: Full-time
 Current Substitution Period: 05/10/2017 - 05/31/2017

Agency and Child Support **Not Test**
Not Test (You can click on a link under each ID)
 Eligibility status: Eligible
 Household status: Substituted
 Date entered: 05/10/2017
 Eligibility: Public income exempt
 Name: Public income exempt
 Care type: Full-time/Part-time
 Care type: Full-time
 Current Substitution Period: 05/10/2017 - 05/31/2017

Child Provider Information **Not Test**
Not Test (You can click on a link under each ID)
 Eligibility status: Pending Eligibility
 Household status: Substituted
 Date entered: 05/10/2017
 Eligibility: Public income exempt
 Name: Public income exempt
 Care type: Full-time/Part-time
 Care type: Full-time
 Current Substitution Period: 05/10/2017 - 05/31/2017

Counties **Not Test**
 This option reflects whether other counties have been selected to use

Parents **Not Test**
Not Test (You can click on a link under each ID)
 Date entered: 05/10/2017
 Eligibility: Public income exempt
 Name: Public income exempt
 Email: publicincome@fl.gov
 Primary phone: (904) 975-3337
 Disabled: No
 Disability documentation: No documents available

Other Household Members **Not Test**
 This application contains no people listed as other household members.

Employment **Not Test**
Not Test
 Location: Florida
 Schedule: 40 hours per week, Monday-Friday
 Pay: \$10.00 per hour, paid monthly

Other Income **Not Test**
 Substantiated: No
Not Test is not currently attending school or training facility.

Agency and Child Support **Not Test**
Not Test
 \$100 per month applied through 05/31/2017 on month paid on 05/31/2017

Agency and Child Support Received **Not Test**
Not Test
 No agency or child support income

Other Income **Not Test**
 No one in the household is receiving additional income.

Provider Substitutions **Not Test**
Not Test (You can click on a link under each ID)
 Assistance in selecting a provider: No answer requested for Not Test
Not Test (You can click on a link under each ID)
 Assistance in selecting a provider: No answer requested for Not Test
Not Test (You can click on a link under each ID)
 Assistance in selecting a provider: No answer requested for Not Test
Not Test (You can click on a link under each ID)
 Assistance in selecting a provider: No answer requested for Not Test

Counties **Not Test**
 This option reflects whether other counties have been selected to use

Review and Submit **Not Test**
 2017 Payment Director
 Location: 2017 Payment Director, Tallahassee, Florida 32304
 Household status: Pending listing

Previous **Next**

Helpful Hint # 7

To submit your information for enrollment, the application must be certified by **Electronic Signature**. Click on the checkbox and enter your name EXACTLY as it appears on your application. Then, click **Submit Eligibility Verification**.

*Please make sure when typing your name, it must **match exactly** to your name as listed on the application. This function is very sensitive. If the signature is wrong, it will be indicated right below the signature box in **Red Letters**.

Submit

Ready to submit your Eligibility Verification? Thank you so much for your time!

Step 4: Read this certification statement.
Please scroll through the following verification statement, and be sure that you agree with it.

By signing this form, I certify that:

- I have examined the verification and, to the best of my knowledge and belief, the information provided is true and correct.
- I am currently in the Office of Family Support and the Department of Financial Services to request all information regarding the eligibility and/or income requirements of the information given.
- I understand that I am providing information, sign necessary documents, and that I understand any consequences that could affect my eligibility for assistance or benefit of my services, by using the information for investigation and possible prosecution.
- I am not exempt in the Office of Family Support to use computer methods with other government agency systems to verify the information (reunited).
- I understand that upon the submission of my verification, the only signing location will be on a hard card and the information will be printed.
- I certify that my family's total assets do not exceed \$1,000,000.

Step 5: Sign and submit the verification.
In the Parent Signature box below, select the state for related Certify by Electronic Signature, type the primary parent's full name into the Signature field, and click the Submit Eligibility Verification button to submit your verification.

Parent Signature

I hereby certify that the household income information provided is true and complete to the best of my knowledge. I understand that I am providing information, I may be held for prosecution under state law and that School Readiness school may be terminated. I also understand that if any changes occur to the information on this statement, I will notify the worker of those changes within ten (10) calendar days.

Signatures

Verification Completion Rate: 100%

Submit Eligibility Verification and you are done!!

We will contact you within ten (10) business days via email or phone. Please make sure to keep your email account active and regularly check for messages from us, as this will now be the primary method of communication. If you close, your email account or change it without notifying us within 10 business days, your services may be terminated.

PLEASE NOTE: Once 4C has reviewed and approved your submission, you must log back in to the Family Portal and provide a final electronic signature. We will be emailing you additional guidance on **How to Sign Your Certificate**, so please be on the lookout for this. **Your enrollment is not final until you complete this step!**