

### **6M-4.300 School Readiness Application and Waiting List Procedures.**

#### (1) Definitions.

(a) ~~“Early learning coalition,” or “coalition” refers to the entity charged with administering school readiness program services pursuant to Sections 1002.83 and 1002.84, F.S. “Early learning coalition” or “coalition” includes applicable OEL contractors.~~

(b) ~~“Eligible” means that a family meets the school readiness eligibility criteria pursuant to Section 1002.87, F.S., and subsection 6M 4.200(2) or (3), F.A.C.~~

(c) ~~“Notification” means that the early learning coalition has contacted the parent or documented attempts to contact the parent via telephone, email, fax or mail.~~

(d) through (g) renumbered (a) through (d) No change.

~~(e)(h)~~ “Removal” means that a family is removed from the waiting list for a reason identified in paragraph (4)(d), below.

(i) ~~“Single point of entry (SPE)” also known as the Family Portal, means the process established under Section 1002.81(14), F.S., for a parent to apply for the school readiness program at various locations throughout a county.~~

~~(f)(j)~~ “Waiting list” means a coalition-maintained list of children waiting for potential enrollment in the school readiness program once funding is available. The list is a record of the names of parent(s), the names and dates of birth of their children, waiting list date and anticipated eligibility, annual family income and priority category ~~for seeking school readiness services. The waiting list is maintained by the early learning coalition.~~

#### (2) Prequalifying Questions and School Readiness Application.

(a) To participate in the school readiness program, parents must apply through the single statewide information system (SSIS) established in Section 1002.81(13), F.S., and available at <https://familyservices.floridaearlylearning.com>. Parents must first complete a prequalifying questionnaire. If the results of the prequalifying questions indicate that the family may be potentially eligible, the family will then be directed to the School Readiness Application. As part of the application, parents must submit the required document(s) per parent in the household as described within the application. In order to participate in the school readiness program, parents shall submit a prequalifying questionnaire, file an application, certifying the family’s total assets do not exceed the program requirements and provide requested documentation to an early learning coalition. For relative caregiver and TANF child only cases, the family’s income and assets shall be based on the

child's income only. If funds are available at the time of application the coalition shall conduct an eligibility determination. If funds are not available at the time of application, the coalition shall place the child or children on a waiting list as set forth herein.

(b) Forms DEL-SR 01-PQ, Prequalifying Questions (March 2026)

(<http://flrules.org/Gateway/reference.asp?No=Ref-19100>) and DEL-SR 01, School Readiness Application (March 2026) (<http://flrules.org/Gateway/reference.asp?No=Ref-19101>) are hereby incorporated by reference and may be obtained from the division's website at [www.fldoe.org/schools/early-learning/rep-pol-guide/](http://www.fldoe.org/schools/early-learning/rep-pol-guide/). All parents requesting school readiness program services must first complete the prequalifying questions before completing the School Readiness Application and submit it through the single point of entry available at the following web address: <https://familyservices.floridaearlylearning.com>. Questions three and four of the prequalifying questions are based on the current Federal Poverty Level (FPL) for the total number of family members reported in question two. Parents may complete the prequalifying questions and School Readiness Application at any time. If the results of the prequalifying questions indicate that the family may be potentially eligible, the family will then be directed to complete the School Readiness Application. Upon completion of the School Readiness Application, As part of the application, parents must submit at least one document per parent residing in the household to complete the application process. The document may be a current paystub, a verification of employment statement, written statement from employer, school enrollment or class registration, or documentation of a temporary or permanent disability.

1. Form OEL SR 01 PQ, Prequalifying Questions, dated July, 2018, are hereby incorporated by reference and may be obtained at the office website at [www.floridaearlylearning.com](http://www.floridaearlylearning.com) or by contacting the Office of Early Learning, Department of Education, 250 Marriott Drive, Tallahassee, FL 32399. The incorporated form is also available at: <https://www.flrules.org/Gateway/reference.asp?No=Ref-09599>.

2. Form OEL SR 01, School Readiness Application, dated July, 2018, are hereby incorporated by reference and may be obtained at the office website at [www.floridaearlylearning.com](http://www.floridaearlylearning.com) or by contacting the Office of Early Learning, Department of Education, 250 Marriott Drive, Tallahassee, FL 32399. The incorporated form is also available at: <https://www.flrules.org/Gateway/reference.asp?No=Ref-09600>.

(c) For at-risk families identified in Section 1002.81(1) +002.871(4), F.S., who have a valid child care authorization, eligibility determination will processing shall not be dependent on completion of the prequalifying

questions and application, however, an application must be completed no later than ~~within~~ 14 calendar days after ~~of~~ eligibility determination.

(d) For relative caregiver, child protection where the child is not placed with a relative, and TANF child only cases, the family's income and assets are based on the child's income only. ~~If the prequalification screening results indicate that the family may not be potentially eligible, the family shall be directed to contact the early learning coalition which shall offer Child Care Resource and Referral (CCR&R) services pursuant to Rule 6M-9.300, F.A.C.~~

(3) Eligibility Screening.

(a) Early learning coalitions must ~~shall~~ review each ~~submitted~~ application and required documentation within 20 calendar days of submission to determine if the parent is potentially eligible pursuant to Section 1002.87(1), F.S., and ~~The early learning coalition shall~~ notify the parent if the eligibility criteria have or have not been met.

(b) If the coalition determines that the family is potentially eligible ~~based on their application~~ and funding is available, the early learning coalition will inform the family of the required documents to ~~shall~~ conduct an eligibility determination pursuant to Section 1002.87, F.S., and Rules subsection 6M-4.200(2) or (3) and 6M-4.208, F.A.C. Upon determining the family eligible for the school readiness program, the child is eligible for enrollment with a provider delivering the school readiness program. ~~The coalition shall indicate the required supporting documents for eligibility determination pursuant to Rule 6M-4.208, F.A.C.~~

(c) If the family is potentially eligible and funding is not available, the early learning coalition will ~~shall~~ place the child on its waiting list according to subsection (4).

(d) If at any time a ~~the~~ family appears ineligible ~~is not potentially eligible~~, the early learning coalition must ~~shall~~ offer the parent Child Care Resource and Referral ~~CCR&R~~ services pursuant to Rule 6M-9.300, F.A.C.

(4) Waiting List Management. Each coalition must ~~shall~~ utilize a waiting list as an enrollment management tool for the school readiness program on an ongoing basis. An early learning coalition cannot ~~shall not~~ purge its waiting list by removing all children at one time. A coalition's waiting list management must ~~shall~~ consist of:

(a) Placement of Children on the Waiting List.

1. A family will ~~shall~~ be placed on the waiting list on a first-come, first-serve basis, based on the date of the approved application, the potential eligibility ~~category and~~ priority categories specified in Section 1002.87(1), F.S., household income and the age of the child. An early learning coalition may consider local service priorities within a priority category.

2. Following placement on the waiting list, a parent may update information reported in the School Readiness application. The coalition shall review the updated information according to this rule. If the family remains potentially eligible, the family shall retain its place on the waiting list. If a parent requests school readiness program services for an additional child following placement on the waiting list, the coalition must add this additional child in accordance with this rule and shall be placed on the waiting list according to the initial date the family was placed on the waiting list. The additional child shall also be assigned a potential eligibility category and priority specified in Section 1002.87(1), F.S.

3. An unborn child will ~~shall~~ not be eligible for the waiting list.

4. ~~A parent may update the information reported in the School Readiness Application. The coalition shall review the changes according to subsection (3). If the family remains potentially eligible, the family shall retain its place on the waiting list.~~

(b) Revalidation. At least once every six (6) months from the date the family was initially placed on the waiting list or from the last revalidation date ~~the coalition shall contact the parent and request~~ the parent must ~~to~~ submit updated information regarding eligibility ~~status~~. The coalition must ~~shall~~ notify the parent 30 calendar days prior to the revalidation date.

(c) Availability of Funding. No less than monthly, an early learning coalition must analyze fiscal and programmatic data to determine the availability of funding for school readiness services. At a minimum, such data must include a coalition's waiting list data and its school readiness budget, including utilization and projections derived from school readiness enrollment/attrition, funding notification response rate, attendance and reimbursement reports. Within thirty (30) calendar days after a coalition determines funding is available, it must issue notifications to parents to potentially enroll in the school readiness program. The notice will ~~early learning coalition shall notify the parent within thirty (30) calendar days of funding availability to potentially enroll the child in the school readiness program. In the notice, the coalition shall provide instructions to the parent~~ on how to complete the school readiness eligibility determination process pursuant to Rule 6M-4.208, F.A.C.

(d) Removal from the Waiting List. The coalition must ~~shall~~ notify the parent of removal from the waiting list. The notification will ~~shall~~ include the reason why the family was not placed on the waiting list or why the family or child was removed from the waiting list. Notice of removal is not required when funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. A family will be

removed from the waiting list under the following circumstances:

1. No change.

2. Failure to meet the school readiness eligibility requirements ~~as specified in Section 1002.87(1), F.S.;~~

3. through 4. No change.

5. School readiness services no longer needed. The parent indicates, ~~via email, fax, mail, telephone or in person,~~ that school readiness services are no longer needed;

6. through 7. No change.

8. Funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. ~~Actual eligibility determination will be conducted prior to authorization for enrollment, which will be based on available funding. Enrollment in the school readiness program will be on a first come, first serve basis pursuant to Section 1002.87(1), F.S.~~

(5) Reapplication.

(a) If a family is removed from the waiting list, a parent ~~may~~ must reapply for school readiness services and ~~must~~ shall be screened for eligibility according to subsection (3) to be placed back onto the waiting list and receive a new waiting list date.

(b) If a family on the waiting list of an early learning coalition moves out of the coalition's service area, the family ~~must~~ shall reapply for eligibility services with the coalition operating in the family's new location. The family will receive a new waiting list date with the coalition offering services in the new location.

*Rulemaking Authority 1001.02(1), (2)(n), 1002.85(2)(b)1., 1002.87(3) ~~1002.213(2), 1002.82(2)(f)1.c., 1002.84(2) FS. Law Implemented 1002.81(13)(44), 1002.82(2)(f)1.c., 1002.84(2), 1002.85(2)(b)1. ~~(c)2., 1002.87(3) FS. History—New 4-21-03, Formerly 60BB-4.300, Amended 8-21-16, 8-20-18,~~~~*