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EARLY LEARNING—DATA QUALITY INSTRUCTION 09.02

Data Issue

American Recovery and Reinvestment Act

Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA) appropriates an additional \$2 billion in CCDF Discretionary funds. As part of the federal economic stimulus package, the ARRA makes funding available to State, Territory, and Tribal Lead Agencies in Fiscal Year (FY) 2009.

The ARRA helps the Agency and early learning coalitions by providing funds for maintaining and expanding services to children and families facing difficult economic circumstances. The ARRA requires these funds to be used for child care assistance to low-income families. ARRA funds may not replace state spending for these purposes. The ARRA funds serve two major client groups:

- **Existing income eligible (BG8) or new income eligible families when 97P00 School Readiness funds are not available**
- **Unemployment Compensation clients**

Purpose

This instruction provides step-by-step guidance for establishing a new billing group for the ARRA funds. This guidance also issues new standard codes that will be used to track ARRA-funded clients.

Audience

This instruction should be shared with staff and supervisors who are responsible for administering EFS or administering the School Readiness program.

Overview

This guidance document describes steps taken by staff to process the new American Recovery and Reinvestment Act (ARRA) funds in EFS. It provides information on the following actions:

- Setting up a new OCA
- Setting up the ARRA billing group
- Defining two eligibility codes
- Assigning a fee schedule to each eligibility code
- Creating the funder billing period
- Conducting the eligibility interview
- Prioritizing placement
- Invoicing requirements
- Submitting federal reports
- Conducting transfers and terminations

Conventions

The following conventions are used to clarify the steps in the *Instructions* sections:

- The name of a button, a key, a mouse selection, or an entry typed in a text box is written in this format.
- The name of a text box or other entry field on the application screen is written in this format. This format is also used to emphasize terms in a text formula.
- The title of an application window, dialogue box, or section of a screen is written in this format.

Instructions

Setting up a new OCA

The Agency established a new OCA to track ARRA expenditures—**97ARA**. To define the new OCA, from the (EFS) [Main Menu] screen, click to select **System Admin>Reference Table Maintenance>Reference Table Values**. The Reference Table Maintenance screen appears.

Table Name	Code	Description	CIS	CCMS	CCFP	CCRR
OCAC	97ARA	ARRA		Y	Y	Y
OCAC	97CFO	CF		Y	N	N
OCAC	97COO	BG8OP		Y	N	N
OCAC	97GNW	BG3, BG3R, BG3T		Y	N	N
OCAC	97GOO	BG3W, BG5, BG5T, BGSNT		Y	N	N
OCAC	97HCF	DISASTER RELATED		Y	Y	Y
OCAC	97HKR	DISASTER KATRINA		Y	Y	Y
OCAC	97LCO	BG8NW		Y	N	N
OCAC	97POO	BG7, BG8		Y	N	N
OCAC	97PPO	CCPP		Y	N	N
OCAC	97ROO	BG1		Y	N	N
OCAC	97RSP	WRC		Y	Y	Y
OCAC	97TNW	BG5N		Y	N	N
OCAC	97VPK	VOLUNTARY PRE-K		Y	N	N
OCAC	DHKMS-DI	DHKMS-DIM		Y	N	Y

Table Name. Press the **F9** key to insert a new record. Enter **OCAC**.

Code. Enter **97ARA**.

Description. Enter **ARRA**

Click the **OK** button to save the changes.

Setting up the ARRA billing group

The ARRA billing group is the only billing group used to process all ARRA funds. From the (EFS) [Main Menu] screen, click to select **Funder>Funding Set Up>Funding/Contract Source**. The Funder screen will appear.

Funder

Funding Agency: 1 FPSR

Contract: ARRA AMERICAN RECOVERY AND REINVESTMENT ACT

Contract Number:

Contract Manager:

Telephone:

Care Level Set: 01 STANDARD CARE LEVELS

Admin. Fee Type: F Match Contract?: N

Subsidy Type: F Match For Enrollments?: N Eligibility

OCA Code: 97ARA TANF:

Contract Period

From	Through	Budget	Admin	Match	Advance	Recoup Amount	Recoup Months
10/01/2008	9/31/2009						

<<Previous Next >> OK Cancel

Funding Agency. Enter **1** for School Readiness.

Contract. Enter **ARRA**.

Enter a contract description.

Care Level Set. Enter **01**.

Match Contract. Enter **N**.

Match For Enrollments. Enter **N**. Match is not required for ARRA funds.

OCA Code. Enter **97ARA**.

Contract Period. Although the ARRA funds are dispersed to coalitions through the standard Grant Agreement based on the state fiscal year, the value for Contract Period in EFS will correspond to the ARRA grant award dates which are tied to the federal fiscal year.

From. Enter **10/01/2008**.

Through. Enter **9/31/2009**.

Click the **Eligibility** button to set up the two eligibility codes under the ARRA billing group.

Defining two eligibility codes

Verify Referral Type and Income Type codes. Before establishing the two eligibility codes in EFS, you need to verify that you have an option of Not Applicable (NA) for income type and referral type.

From the (EFS) [Main Menu] screen,, click to select **System Admin>Eligibility>Referral Types**. The Referral Type Maintenance screen appears. Scroll through the list of **Referral Codes** to determine if there is an NA option listed. If no NA option is listed, you will need to add an NA code for a referral type.

To add an NA referral code, press the **F9** key to insert a new record.

Referral Code. Enter **NA**.

Referral Description. Enter **NOT APPLICABLE**.

Question Order. Enter a number for where you want the NA option to appear in the list of referral type codes (1 for first in the list, etc.).

Click the **OK** button to save the change.

You will need to verify you have an NA income type option. From the (EFS) [Main Menu] screen, click to select **System Admin>Eligibility>Income Types**. The Income Type Maintenance screen appears. Scroll through the list of income codes to determine if there is an NA option. If there is no NA option listed, you will need to add a new NA code for an income type.

To add an NA code for income type code, press the **F9** key to insert a new record.

Income Code. Enter **NA**.

Income Description. Enter **Not Applicable**.

Question Order. Enter a number for where you want the NA option to appear in the list of income type codes (1 for first in the list, etc.).

Click the **OK** button to save the change.

Defining two types of eligibility codes. The ARRA billing group has two eligibility codes: **ARRA** and **UNEM**. To establish the two eligibility codes, you will access the Funding Contract Eligibilities screen by clicking the **Eligibility** button on the Funder screen.

Funding Contract Eligibilities

Funder: 1
Contract ID: ARRA AMERICAN RECOVERY AND REINVESTMENT ACT

Eligibility Code: UNEM Description: ARRA UNEMPLOYMENT
Criteria: RECEIVING UNEM COMP

Fee Schedule ID:
Initial Schedule ID:
Entitlement?: N
Placement Priority: 99
CIS Eligibility Code:
Cert Care Allowed: Y
Wraparound Elig: N
Start Date: 05/01/2009
End Date:

Eligibility Determination Qualifiers

Auto Elig Determination: Y
Referral Type: NA
Income Type: UNEM
Income Elig Required: Y
Employment / Training: NA

OK Cancel

Use the table below to determine the values to enter for each eligibility code.

EFS Field	ARRA	UNEM
Eligibility Code	ARRA	UNEM
Description	AMER RECOV AND REINV ACT	ARRA UNEMPLOYMENT
Criteria	LOW INCOME WORK TRAIN EDU	RECEIVING UNEMP COMP
Entitlement	N	N
Placement Priority	99	99
Cert Care Allowed	Y	Y
Wraparound Elig ¹	N	N
Start Date	10/01/2008	05/01/2009
Auto Elig Determination	Y	Y
Referral Type	NA	NA
Income Type	NA	UNEM
Income Elig Required	Y	Y
Employment/Training	NA	NA

Assigning a fee schedule to each eligibility code

Normal parent fees will apply to children with the new eligibility codes. If your coalition offers sibling discounts, the same sibling discount will apply to children with the new eligibility codes.

From the (EFS) [Main Menu] screen, click to select **Funder>Funding Setup>Fee Schedule by County**. The Fees by Eligibility and County screen appears.

¹ This does not refer to Wrap for VPK. A child in VPK may receive School Readiness services funded with ARRA funds if the parent meets the eligibility criteria.

Fees By Eligibility and County

Funding	Eligibility	County	Fee Schedule	Initial Fee Schedule	Sibling Disc. %	
BG1	AT-RISK	11 PROTECTIVE SI	17 ESCAMBIA COU	12E ESCAMBIA - MAF	10E ESCAMBIA - JUN	.00
ARRA	AMERICAN REC	ARRA AMER RECOVA	17 ESCAMBIA COU	12E ESCAMBIA - MAF	12E ESCAMBIA - MAF	.00
ARRA	AMERICAN REC	UNEM ARR UNEMPL	17 ESCAMBIA COU	12E ESCAMBIA - MAF	12E ESCAMBIA - MAF	.00
BG1	AT-RISK	13 OUT OF HOME	17 ESCAMBIA COU	12E ESCAMBIA - MAF	10E ESCAMBIA - JUN	.00
BG1	AT-RISK	14R OUT OF HOME	17 ESCAMBIA COU	12E ESCAMBIA - MAF	10E ESCAMBIA - JUN	.00
BG1	AT-RISK	14R OUT OF HOME	57 SANTA ROSA CO	12E ESCAMBIA - MAF	05S SANTA ROSA - #	.00
BG3	TANF	21 WAGES NON-W	17 ESCAMBIA COU	12E ESCAMBIA - MAF	10E ESCAMBIA - JUN	.00
BG3	TANF	21 WAGES NON-W	57 SANTA ROSA CO	12E ESCAMBIA - MAF	05S SANTA ROSA - #	.00
BG3	TANF	28A WAGES CHILD	17 ESCAMBIA COU	12E ESCAMBIA - MAF	10E ESCAMBIA - JUN	.00
BG1	AT-RISK	11 PROTECTIVE SI	57 SANTA ROSA CO	12E ESCAMBIA - MAF	05S SANTA ROSA - #	.00

Press the **F9** key to insert a new record.

Funding. Enter **ARRA**.

Eligibility. Enter **ARRA** or **UNEM**. You will have to assign a fee schedule to each eligibility code.

County. Enter a county code in your service area. If you serve multiple counties, you will enter a record for each county in your service area.

Fee Schedule. Assign the fee schedule ID or press **F2** to see a list of options.

Sibling Disc. %. Enter the percent discount for siblings. This should be the same percentage applied for other School Readiness funds.

Once you have entered a fee schedule for each eligibility and county, press the **OK** button to save the changes.

Creating the funder billing period

The ARRA billing group aligns with the federal fiscal year. The first billing period will start on 10/01/2008.

To create the funder billing periods, from the (EFS) [Main Menu] screen click to select **Funder>Period Management>Bill Period Create**. The Create Funder Billing Period screen appears.

Create Funder Billing Period

Funder: 1 FPSR
 Funding Source: ARRA AMERICAN RECOVERY AND REINVESTMENT ACT

Billing Period Start Date	Billing Period End Date	Billing Period Status
10/01/2008	10/31/2008	UNOPENED
11/01/2008	11/30/2008	UNOPENED
12/01/2008	12/31/2008	UNOPENED
01/01/2009	01/31/2009	UNOPENED
02/01/2009	02/28/2009	UNOPENED
03/01/2009	03/31/2009	UNOPENED
04/01/2009	04/30/2009	UNOPENED
05/01/2009	05/31/2009	UNOPENED
06/01/2009	06/30/2009	UNOPENED

OK Cancel

Funder. Enter **1**.

Funding Source. Enter **ARRA**.

Billing Period Start Date. Enter **10/01/2008**

Press **Enter** to proceed through each remaining field. The system will enter each consecutive billing period start and end date. Stop when the final **Billing Period End Date** is **09/30/2009**

Click the **OK** button to save the changes.

Note

Because the ARRA billing group start date is in the past, you must open and close each reporting period up to the current reporting period.

To open the reporting period, click to select **Reimbursement>Report Period Control>Open Rpting Period** from the (EFS) [Main Menu] screen. The Open Funder Reporting Period screen appears.

Open Funder Reporting Period

Funder: 1 FPSR
 Funding Source: ARRA ARRA

Starting Date: 10/01/2008
 Ending Date: 10/31/2008

Open Period?:

PLEASE BE PATIENT AFTER SELECTING 'OK',
 UPDATING SYSTEM RECORDS

OK Cancel

Funder. Enter **1**.

Funding Source. Enter **ARRA**.

Starting Date. The system will populate the field with the first unopened period.

Ending Date. The system will populate the field.

Open Period? Enter **Y**.

Click the **OK** button.

Once the system establishes the open period, you can close the period. To close the period, select **Reimbursement>Report Period Control>Close Rptng Period** from the (EFS) [Main Menu] screen. The Close Reporting Period screen appears.

The screenshot shows a window titled "Close Reporting Period". Inside the window, there are two rows of input fields. The first row is labeled "Funder:" and contains the value "1". To the right of this field is a dropdown menu with "FPSR" selected. The second row is labeled "Funding Source:" and contains the value "ARRA". Below these fields is a checkbox labeled "Include Complete ID Numbers" which is currently unchecked.

Funder. Enter **1**.

Funding Source. Enter **ARRA**.

Click the **Execute Report** button.

Repeat these steps until the ARRA billing group is caught up to the current reporting period.

Conducting the eligibility interview

The EFS eligibility interview process is required for all ARRA-funded clients. You must enter all relevant data fields so the Agency can accurately report information on training, education, and employment activities.

A client must notify the coalition of a change in status within 10 days of the change; emphasize this requirement to the client during eligibility counseling. The ARRA funding depends on clients and coalition delegates following all requirements.

Child Eligibility WaitingList History Custom Window

Parent

ID	SSN	Last Name	First Name	M	Birthdate	Sex
Parent 1:	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnicity:	<input type="checkbox"/> Hispanic/Latino	Race:	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> US Indian/Alaskan <input type="checkbox"/> Hawaiian/Pacific			
Parent 2:	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnicity:	<input type="checkbox"/> Hispanic/Latino	Race:	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> US Indian/Alaskan <input type="checkbox"/> Hawaiian/Pacific	Required		

Parent Demographics Training Children Family Interview

Residence

Addr1:
 Addr2:
 City: State: FL
 Zip:
 County: Vendor:
 Email:

Home Phone: Work: Other:
 Contact Notes: Number of Children:

ARRA eligibility requirements. ARRA eligibility is similar to eligibility under the income eligible (BG8) billing group. You should follow existing rules on eligibility for the income eligible clients, with the exception that ARRA does not require matching funds.

If the client is participating in any educational or training programs, include the information in the Training screen.

Parent

ID	SSN	Last Name	First Name	M	Birthdate	Sex
Parent 1:	<input checked="" type="checkbox"/>	<input type="text"/>	NATASHA	N	05/03/1979	F
Ethnicity:	<input type="checkbox"/> Hispanic/Latino	Race:	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> US Indian/Alaskan <input type="checkbox"/> Hawaiian/Pacific			
Parent 2:	<input checked="" type="checkbox"/>	<input type="text"/>	SEAN	O	08/22/1971	M
Ethnicity:	<input type="checkbox"/> Hispanic/Latino	Race:	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> US Indian/Alaskan <input type="checkbox"/> Hawaiian/Pacific			

Parent Demographics Training Children Family Interview

Training

Parent 1	Parent 2
Educational Level: <input type="text"/>	Educational Level: <input type="text"/>
Training Status: <input type="checkbox"/> IN TRAINING	Training Status: <input checked="" type="checkbox"/> NOT IN TRAINING
Training Hours/Wk: 20	Training Hours/Wk: <input type="text"/>
Vocational Goal: <input checked="" type="checkbox"/> PROFESSIONAL	Vocational Goal: <input type="text"/>
Training Facility	
Name: TROY UNIVERSITY	Name: <input type="text"/>
Strt: NEW WARRINGTON	Strt: <input type="text"/>
City: PENACOLA St: FL	City: <input type="text"/> St: <input type="text"/>
Zip: 32506 School ID: <input type="text"/>	Zip: <input type="text"/> School ID: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>

Include employment information and all other income information in their respective screens so there is an accurate calculation of the client’s income.

Parent								
ID	SSN	Last Name	First Name	M	Birthdate	Sex		
Parent 1:	<input checked="" type="checkbox"/>		NATASHA	N	05/03/1979	F		
Ethnicity:	<input type="checkbox"/> Hispanic/Latino	Race:	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> US Indian/Alaskan <input type="checkbox"/> Hawaiian/Pacific					
Parent 2:	<input checked="" type="checkbox"/>		SEAN	O	08/22/1971	M		
Ethnicity:	<input type="checkbox"/> Hispanic/Latino	Race:	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> US Indian/Alaskan <input type="checkbox"/> Hawaiian/Pacific					
Parent		Demographics		Training		Children		
Family		Interview						

Parent Interview			
Date	Type	Counselor	
11/06/2007	IP	IN PERSON	211
Reason Care Needed:	WA	WORK ACTIVITIES	Elig Date: 11/06/2007
Employment		Other Income	
Referrals		Determine Elig	
Parent			

Employment		
Employed?	Employer:	
NATASHA	N	EXPRESS PHONE SERVICE
SEAN	Y	1803 W. FAIRFIELD
		City-St-Zp: PENSACOLA FL
		Phone: 850-432-4588
		Pay Freq: <input type="radio"/> Weekly <input checked="" type="radio"/> Bi-Weekly <input type="radio"/> Semi Monthly <input type="radio"/> Monthly
		Stub Amts: 1) 2) 3)
		4) 5) 6)
		Hrly Wage: 8.00 Hrs/Week: 35.0 Yrly Earning :
		14560.00
		Documented?: <input checked="" type="checkbox"/> Yes

Remember to use the **Determine Eligibility** function to generate the initial list of eligibilities and to perform redeterminations after entering a new interview.

Reason Care Needed. Enter **WA** for Work Activities.

Base the client’s redetermination date on the coalition’s policy for re-determining clients in the income eligible eligibility group. Define the re-determination policy for ARRA within School Readiness Rule 60BB-4.209, F.A.C. and Standard Code definitions.

Parent

ID	SSN	Last Name	First Name	M	Birthdate	Sex	
Parent 1:	<input checked="" type="checkbox"/>		JUANITA	F	05/23/1959	F	
Ethnicity:	<input type="checkbox"/> Hispanic/Latino	Race:	<input type="checkbox"/> White	<input checked="" type="checkbox"/> Black	<input type="checkbox"/> Asian	<input type="checkbox"/> US Indian/Alaskan	<input type="checkbox"/> Hawaiian/Pacific
Parent 2:	<input type="checkbox"/>						
Ethnicity:	<input type="checkbox"/> Hispanic/Latino	Race:	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Asian	<input type="checkbox"/> US Indian/Alaskan	<input type="checkbox"/> Hawaiian/Pacific

Parent Demographics Training Children Family Interview

Parent Interview

Date	Type	Counselor
12/30/2008	IP IN PERSON	97
Reason Care Needed:	JS JOB SEARCH	Elig Date: 12/30/2008

Employment Other Income Referrals Determine Elig Parent

Other Income Sources

Income From?	Monthly Amt	Income ID	Client Name	Total:
TANF N	1000.00			
INT N				
SSI N				
VETS N				
RETB N				
CS Y				
UNEM Y				

UNEM eligibility requirements. This section provides initial guidance on the category of UNEM eligibility. The Agency will release additional guidance on Unemployment Compensation (UC) clients.

To receive child care services under the UNEM eligibility a client must present an AWI UCB-11, *Wage Transcript and Determination* form and a bank statement or bank warrant/check showing receipt of UC benefits. The coalition may use the AWI UCB-11 form as proof that the client is a UC client for initial eligibility determination. The client may receive up to 30 days of service based on the initial eligibility. To continue to receive services, a client must submit proof of UC benefit payments or a notice of appeal. The coalition may continue to serve the client until the appeal is determined. If a client does not present proof of UC payment or a notice of appeal within 30 days of initial eligibility, then the client must come in for a redetermination appointment. If the coalition does not determine the client eligible for services or the client loses the appeal for UC benefits, the coalition should terminate the client’s funding.

Reason Care Needed. Enter **JS** for Job Search.

Other Income Sources. At least one parent in a household must be receiving unemployment compensation to qualify for the UNEM eligibility. The client should present an AWI UCB-11, *Wage Transcript and Determination* form demonstrating the client is eligible to receive UC benefits.

Monthly Amount. The AWI UCB-11 indicates the weekly benefit amount a client is qualified to receive. This amount should be multiplied by 4.33 to determine the monthly UC benefit amount. Enter that number in the **Monthly Amount** field.

Income ID. Enter the client’s social security number included on the AWI UCB-11.

Employment. Enter any employment information. In a two parent household, at least one parent must receive UC benefits; the other parent may also receive UC benefits or may have a different documented purpose for care such as employment, education, training, or documented disability. The family may qualify for services as long as the family income does not exceed the threshold.

Redetermination. If the coalition determines a client eligible for UNEM services based on an AWI UCB-11, *Wage Transcript and Determination* form, the redetermination date is 30 days from the initial eligibility date. If the

client presents an AWI UCB-11 and a bank statement or bank warrant/check demonstrating receipt of UC benefits, the coalition may schedule the redetermination interview six months from initial eligibility determination. A UNEM client may receive a cumulative total of six months child care services. The six months will start on the child’s enrollment date. At the initial eligibility determination, you can enter a redetermination date of six months from the client’s eligibility date. You can also enter the same date for the eligibility expiration date.

If a client has previously received UNEM services and has qualified again under UNEM, you must determine when the client’s eligibility ends based on how many months of UNEM services the client already received.

Use parent history code 75 to document the person in the household receiving UC benefits and the number of months of child care services authorized under the UNEM eligibility.

Example

On May 16, 2009, Juanita receives a determination of eligibility for UNEM-funded services. She remains unemployed and receives child care services for 2 months. She then obtains employment and is then determined ineligible for continued ARRA services or qualifies for a different School Readiness funding category. You transfer the funding source to the appropriate funding category in EFS.

On January 8, 2010, Juanita receives another determination as eligible for UNEM-funded services. Based on her two months of previous UNEM services, she qualifies for just 4 months of services under the UNEM eligibility. You enter her redetermination date as May 7, 2010. The *Redetermination Report* includes the redetermination date. You can also use the eligibility expiration date and the *Eligibility Expiration* report.

Eligibility	
Family Member:	JUANITA
Funder Source:	ARRA AMERICAN RECOVERY AND REINVESTMENT ACT
Eligibility:	UNEM ARRA UNEMPLOYMENT
Elig Date:	05/16/2009 Interview: 05/16/2009 P
Reason For Care	Referral
Parent 1: JS JOB SEARCH	Date: <input type="text"/> <input type="text"/> <input type="text"/>
Parent 2: <input type="text"/>	Case Worker: <input type="text"/>
VPK Pref: <input type="text"/>	
Family	Redetermination
Income: 6783	Date: 11/16/2009 Expir Date: 11/16/2009
Size: 4	Review Date: <input type="text"/>
	Counselor: 97 <input type="text"/>
	<input type="text"/>
Certificate/Contract	Termination
Cert/POS: CERT	Date: <input type="text"/>
Certificate#: <input type="text"/>	Reason: <input type="text"/>
Payment Opt: PROV	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Prioritizing placement

You must place children in existing School Readiness billing groups before using ARRA funds.

- Place TANF families in TANF billing groups (billing groups starting with BG3 and BG5) and not in ARRA funding.
- At-Risk children remain a priority for School Readiness. Do not place at-risk children in ARRA funding.
- As long as School Readiness funds are available, serve existing income eligible (BG8) families or new income eligible families in the SR 97P00 billing groups.

Invoicing requirements

Submit a separate monthly invoice for the ARRA expenditures. Each coalition will include a copy of the Final 5045 with the ARRA invoice and the regular School Readiness invoice. The ARRA invoice is due at the same time as the School Readiness invoice. The OEL Fiscal Services unit will release guidance on the ARRA invoice.

Submitting Federal reports

The Agency must submit a quarterly ARRA report to the Department of Health and Human Services (HHS). The report is due by the 10th day following the end of each calendar quarter. To ensure timely reporting, you must close the ARRA billing group within 8 days of the end of the quarter. The Agency will collect the ARRA expenditures information through the automated data pull process. Coalitions do not need to run any special reports or submit additional information to the Agency. The Agency may provide report(s) the coalitions and Agency may use to monitor the ARRA expenditures.

The Agency will release a Federal Reporting Schedule through a separate document.

Each coalition may continue to process other billing groups as usual and submit the ARRA invoice and the School Readiness invoice by the regular monthly deadline. Close the reimbursement cycle as you normally do each month.

The ARRA grant also requires the Agency to provide information about ARRA-fund recipients, including recipients who were

- Unemployed and became employed.
- Employed and hired to a higher paying job.

To report on these two categories, we are adding new enrollment termination codes, funding termination codes, and parent history codes. We will cover how to use the new codes in the next two sections of this instruction.

Conducting transfers and terminations

Transfers. The purpose of the ARRA funding is to create or maintain child care slots. The *Prioritizing placement* section of this instruction suggests coalitions use existing School Readiness funds for income eligible (BG8) clients as long as funds are available. If your coalition has a deficit, you may transfer existing clients to the ARRA billing group. Existing clients should not be transferred to the ARRA billing group before April 17, 2009.

A coalition may back-bill for services delivered prior to April 17, 2009, only if the coalition's existing budget cannot cover services to protective services and TANF clients. You must submit a waiver request to the Agency before back-billing for any services delivered before April 17, 2009. We will provide additional guidance on how to request a waiver. You cannot back-bill for clients receiving Unemployment Compensation.

To transfer a client to the ARRA billing group, transfer the client's eligibility from the existing School Readiness eligibility to an ARRA eligibility code. The EFS will automatically enter a funding termination reason code 48 (funding transfer) and transfer any open enrollments for the client to the new eligibility code.

The coalition may transfer a client from the ARRA billing group to a School Readiness billing group. If the coalition is transferring the client because School Readiness funds are available, please use the parent history code to indicate that the client's employment status has not changed. If the client's employment or income status

has changed use parent history code 71 if the client got a job or parent history code 72 if the client got a higher paying job.

To transfer an eligibility. From the Parent screen, click to select **Eligibility>Transfer** from the toolbar. The Eligibility Transfer screen appears.

Eligibility Transfer				
Family Member:	KAREN		Elig. Date	Redeter Date
Transfer From:	BG8	31 INCOME ELIG 100-185%	10/04/2006	09/03/2009
Transfer To:	ARRA	ARRA AMER RECOV AND REINV ACT	05/16/2009	
Match Source:				
Reason For Care		Referral		
Parent 1:	WA	WORK ACTIVITIES	Date	Source
Parent 2:				
Family		Redetermination		
Income:	26746		Date:	09/03/2009
Size:	5		Expir Date:	
Certificate/Contract		Review Date:		
Cert/POS:			Counselor:	225
Certificate#:				
Payment Opt:				
		OK Cancel		

Transfer From. The system completes the current funding information.

Transfer To [Funding]. Enter **ARRA**.

Transfer To [Eligibility]. Enter **ARRA** or **UNEM**. An existing client may be transferred to UNEM if the client's purpose for care changes.

Eligibility Date. Enter the date the client will start receiving services under the new eligibility. A coalition must have a waiver if the client will be given an eligibility date prior to April 17, 2009.

Reason For Care. Enter **WA** (Work Activities) for ARRA or **JS** (Job Search) for UNEM.

Redetermination Date. Enter the client's redetermination date. The redetermination date for UNEM cannot be more than 6 months after the eligibility date. Use Parent History code **75** (see new Parent History Standard codes below) to track who in the household qualifies under UNEM and to track how many months of UNEM services are used.

Click the **OK** button.

Terminations. If a client's status changes while receiving ARRA-funded services, you must capture the information in EFS to meet federal reporting requirements. The Agency has created several new termination reason codes to capture information about a client's status. Use the funding and enrollment termination reason codes if you determine a client is ineligible for School Readiness services. If a client continues to receive School Readiness services under ARRA or is transferred to another funding source, use the parent history code to document any change in the client's status.

Enrollment Termination Reason Codes—Table ETRN

Code	Description	Guidance
71	NEW JOB (ARRA)	Client was unemployed, became employed and no longer meets the income requirements for care. Applies to UNEM clients and ARRA clients who were involved in training or educational activities.
72	HIGHER INCOME JOB (ARRA)	Client was employed, found a higher paying job and no longer meets the income requirements for care. Applies to ARRA eligibility only.
73	6 MONTH UNEM EXP (ARRA)	Client is receiving Unemployment Compensation, but has exceeded the 6 month limit for child care services.
74	ARRA FUNDS EXPIRE	ARRA funds no longer available.
76	FAILURE TO REDETERMINE	Client does not show up for redetermination.

Funding Termination Reason Codes—Table FTRN

Code	Description	Guidance
71	NEW JOB (ARRA)	Client was unemployed, became employed and no longer meets the income requirements for care. Applies to UNEM clients and ARRA clients who were involved in training or educational activities.
72	HIGHER INCOME JOB (ARRA)	Client was employed, found a higher paying job and no longer meets the income requirements for care. Applies to ARRA eligibility only.
73	6 MONTH UNEM EXP (ARRA)	Client is receiving Unemployment Compensation, but has exceeded the 6 month limit for child care services.
74	ARRA FUNDS EXPIRE	ARRA funds no longer available.
76	FAILURE TO REDETERMINE	Client does not show up for redetermination.

Client continues services. While a client is receiving ARRA-funded services they may take intermediate steps to get a job or get a better job. This information must also be captured in EFS. When a client informs the coalition of a change in status, but remains eligible for ARRA or other School Readiness services, enter a Parent History code to document the client's change in status. The Parent History codes should be used if the client remains on ARRA funds or if the client transfers to a different School Readiness funding category.

Parent History Codes—Table PTHS

Code	Description	Guidance
71	NEW JOB (ARRA)	Client was unemployed and became employed. Client continues to meet the income requirements for care. Applies to UNEM clients and ARRA clients who were involved in training or educational activities.
72	HIGHER INCOME JOB (ARRA)	Client was employed and found a higher paying job. Client continues to meet the income requirements for care. Applies to ARRA eligibility only.
75	UNEMPLOYMENT COMP	Identify who in the household is receiving UC benefits and the number of months authorized under the UNEM eligibility. If a client does not use the entire 6 months of allowable care, enter the code again and enter how much time has been used.
77	ARRA TRANSFER TO SR	ARRA client’s status has not changed. The coalition is transferring a client’s eligibility from ARRA to a School Readiness eligibility because School Readiness funds are available. If the client’s income or employment status has changed, use parent history code 71 or 72.

Contacts

For technical questions regarding how to document ARRA services in EFS or the new standard codes, please contact Katherine Dresser at 850.921.3429 or Katherine.Dresser@flaawi.com.

For eligibility related questions, please contact Stephanie Gehres at 850.921.3177 or Stephanie.Gehres@flaawi.com.

For questions related to service priorities and the Early Learning Coalition Plan, please contact Michele Watson at 850.921.3195 or Michele.Watson@flaawi.com.