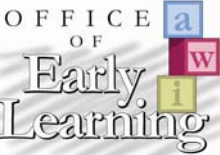
	<h2 style="margin: 0;">Office of Early Learning</h2>			
	NUMBER: OEL-IM-0001-05	SUBJECT FILE: 100.01	ISSUE DATE: March 4, 2005	
	ORIGINATING UNIT: Program			
	STAFF CONTACT: Sherri Croom, (850) 921-3175			

**Subject:** Filing system for information memoranda and program instructions

**References:** Section 20.50(2)(c), F.S., as created by s. 4, ch. 2004-484, L.O.F.

**Purpose:** To disseminate the subject file and numbering system developed for use in all information memoranda and program instructions released by the Office of Early Learning

**Background:** The Agency for Workforce Innovation Office of Early Learning is responsible for administering the school readiness system and the Voluntary Prekindergarten Education Program.

**Information:** The Office of Early Learning has adopted a new filing system for all information memoranda and policy instructions released hereafter.

Each information memorandum or program instruction released will be given a sequential number for identification. For instance, the number of this information memorandum is OEL-IM-0001-05. The number is broken down as follows:

OEL	Acronym for the Office of Early Learning
IM	Acronym for Information Memorandum
0001	Sequential number assigned
05	Represents the year of release, 2005

Each year, the last two digits of the number will be updated to reflect the calendar year. The sequential number will continue year-to-year and will not start over at the beginning of each calendar year.

In addition to the sequential number, each information memorandum or program instruction will be assigned an individual subject file number. The subject file number is critical for identification of the subject area and the relationship within the Office of Early Learning. The filing system will be helpful when organizing all information memoranda and program instructions into a useable document/binder and when referencing a specific topic.

For example, the subject, “child eligibility” will be assigned its own unique filing number. All policy instructions or information memoranda released on child

eligibility will be filed under this section, and will contain the most up-to-date information. This will allow the Office of Early Learning to rescind and replace program instructions (in effect using different sequential numbers) and continue to reference the same filing subject number for convenience and ease of use.

The general filing system will be organized as follows:

100-199	<b>Office of Early Learning</b> 100 General Provisions 102 Early Learning Advisory Council
200-299	<b>Early Learning Coalitions</b> 200 General Provisions 202 Reports and Plans 206 Coalition Governance 220 Program Quality and Standards 240 Finance and Budget
300-399	(RESERVED)
400-499	<b>School Readiness Programs</b> 400 General Provisions 404 Child Eligibility 408 Provider Eligibility 410 Enrollment and Attendance 420. Program Quality and Standards 440 Finance and Budget
500-599	<b>Voluntary Prekindergarten Education Program</b> 500 General Provisions 504 Child Eligibility 508 Provider Eligibility 510 Enrollment and Attendance 520 Program Quality and Standards 540 Finance and Budget
600-699	(RESERVED)
700-799	<b>Other Early Learning Programs</b> 710 Child Care Executive Partnership 720 Even Start 730 HIPPY 740 Redlands Christian Migrant Program 750 TEACH 760 Teenage Parent Program
800-899	(RESERVED)
900-999	(RESERVED)

When identifying information memoranda or program instructions in writing, the number will be written followed by the subject file in parenthesis (*e.g.*, OEL-IM-

0001-05 (100.01)). However, when identifying a topic or subject file for reference, the filing number will be written: OEL File 100.01.