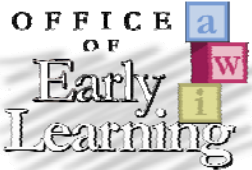
	AGENCY FOR WORKFORCE INNOVATION Office of Early Learning		
	SUBJECT FILE: 206.15	POLICY NUMBER: OEL-PI-0009-05	
	UNIT: Program	STAFF CONTACT: Sherri J. Croom, (850) 921-3175	
	ISSUE DATE: April 21, 2005	DEPUTY DIRECTOR: Gladys W. Wilson	

Subject: Coalition plan amendment requests

References: Section 411.01(5)(d), F.S., as amended by s. 2, ch. 2004-484, L.O.F.

Purpose: To provide coalitions with updated instructions for submitting amendments to school readiness plans and to rescind FPSR-IM-PPA-03-03 and FPSR-IM-PPA-04-01

Background: In December 2004, at its Special Session “A,” the Legislature enacted House Bill 1-A (ch. 2004-484, L.O.F.), which created the Voluntary Prekindergarten Education Program and revised provisions governing school readiness programs. This bill was approved by the Governor and became effective on January 2, 2005. Section 411.01(5)(d)4.i., F.S., as amended by s. 2, ch. 2004-484, L.O.F., directs the Agency for Workforce Innovation to adopt criteria for the approval of school readiness plans.

Section 411.01(5)(d)6., F.S., as created by s. 2, ch. 2004-484, L.O.F., provides as follows:

An early learning coalition may not implement its school readiness plan until it submits the plan to and receives approval from the Agency for Workforce Innovation.... [T]he plan shall be reviewed and revised as necessary, but at least biennially. An early learning coalition may not implement the revisions until the coalition submits the revised plan to and receives approval from the Agency for Workforce Innovation. If the Agency for Workforce Innovation rejects a revised plan, the coalition must continue to operate under its prior approved plan.

Instructions: Coalitions must maintain current school readiness plans. Coalitions must submit plan amendment requests when there are changes—at the federal, state, or local level—which would cause the coalition to be out of compliance with law, rule, or the coalition’s approved plan. An amendment request must be completed for modifications to an approved school readiness plan; the request may include, but is not limited to, amendments to service delivery, fiscal agents, long-term and

short-term goals, plan elements (including measurements), coalition membership, payment rates, and parent copayments.

Coalitions that implement a change prior to approval by the Office of Early Learning are required to rescind the change and continue operation under its prior approved plan. The coalition will be responsible for any disallowed costs for expenditures not supported by its plan.

The steps listed below must be followed by all parties to complete an amendment request:

- (1) The coalition is responsible for completing a Coalition Plan Amendment Log (Form AWI-EL 30) for any change to a current approved plan. The coalition must also include a fiscal analysis, if appropriate, by completing the Plan Amendment Fiscal Impact Statement (Form AWI-EL 32). When amending the plan, the following formatting should be used:
 - (a) Text to be removed should be ~~struckthrough~~.
 - (b) All proposed amendments should be inserted in the plan and underlined.
- (2) The coalition shall mail the original signed copy of the Coalition Plan Amendment Log, the Plan Amendment Fiscal Impact Statement, and a copy of the proposed revised plan to the respective coalition program analyst for review and signature. In addition, an electronic copy of all documents must be submitted by email to the respective coalition program analyst. The Coalition program analyst does not approve or disapprove amendments however this signature is a mandatory part of the review process.
- (3) After reviewing the proposed changes, the coalition program analyst is responsible for:
 - (a) Mailing the original amendment log and materials to the Office of Early Learning, Special Projects Unit.
 - (b) Sending an email with an electronic copy of all documents to the Office of Early Learning, Special Projects Unit.
- (4) The Office of Early Learning has 30 days from receipt of a complete amendment request to approve a revised coalition plan. The Office of Early Learning may request additional information or clarification as needed.
- (5) The Office of Early Learning shall maintain the original Coalition Plan Amendment Log. The coalition will receive written notification of approval or denial of the amendment request; a copy will be provided to the coalition program analyst.

Rescind: FPSR-IM-PPA-03-03 Amendments to the Coalition Plan
FPSR-IM-PPA-04-01 When to Submit An Amendment to the Coalition Plan

Attachments: Form AWI-EL 30 Coalition Plan Amendment Log
Form AWI-EL 32 Plan Amendment Fiscal Impact Statement

PLEASE DIRECT QUESTIONS AND COMMENTS TO THE STAFF CONTACT LISTED ABOVE.

Coalition Name: _____

	Section Amended (Part and element number)	Proposed Effective Date	Coalition Signature & Date	Fiscal Impact Y/N	Coalition Program Analyst Signature and Date	Date Received by OEL	OEL Approval Official Signature & Date
1.							
2.							
3.							
4.							
5.							

Note: A coalition is responsible for completing the first four columns of this form. Amendment requests should follow the instructions outlined in OEL File 206.15. The coalition is advised to retain all versions of approved school readiness plans.

Coalition Name: _____
Contact Person: _____

Amendment #: _____

I. PROPOSED ACTION

Describe briefly why the plan amendment will have a fiscal impact.

II. CALCULATIONS

Include a description of your methodology and relevant calculations.

III. BACKGROUND / HISTORY

What situation has caused the need for an amendment?

How has the public been involved in the decision to amend the plan?

Were parents or providers involved in the decision?

What was the date the early learning coalition adopted the change?
