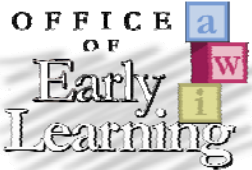
	AGENCY FOR WORKFORCE INNOVATION Office of Early Learning		
	SUBJECT FILE: 100.02	POLICY NUMBER: OEL-PI-0011-05	
	UNIT: Program	STAFF CONTACT: Sherri J. Croom, (850) 921-3175	
	ISSUE DATE: April 21, 2005	DEPUTY DIRECTOR: Gladys W. Wilson	

Subject Procedures for correspondence, and dissemination of information memoranda and program instructions

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

Purpose: To set timelines and procedures for correspondence and the dissemination of information memoranda and program instructions from the Office of Early Learning to early learning coalitions.

This memorandum rescinds FPSR-IM-PPA-04-10.

Background: In December 2004, at its 2004 Special Session “A,” the Legislature enacted House Bill 1-A, which created the Voluntary Prekindergarten Education Program (ch. 2004-484, L.O.F.). The bill was approved by the Governor and became effective January 2, 2005. The law requires the Office of Early Learning to administer the school readiness system in accordance with s. 411.01 and the operational requirements of the Voluntary Prekindergarten Education Program in accordance with part V of ch. 1002, F.S.

Procedures: *Correspondence.*—All correspondence, whether received by U.S. mail or electronic mail, shall be answered within 5 working days from the date of receipt by the Office of Early Learning, to the maximum extent possible. If at the time the correspondence is received, an answer is not readily available, due to, but not limited to, legal questions, policy questions, federal regulations, or state regulations which may require research to ensure that a correct answer is provided, the Office of Early Learning shall acknowledge receipt of the item to the individual/entity within the 5-day timeframe. In addition, the Office of Early Learning will provide the reason as to why the answer is not readily available and keep the requesting individual/entity updated during the process of obtaining the answer. This update shall occur at least every 2 weeks and shall be provided through electronic email or telephone.

Agency for Workforce Innovation • Office of Early Learning

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OEL policies available at http://www.floridajobs.org/earlylearning/oel_policy_memo.html.

Information Memoranda and Program Instructions.—The Office of Early Learning is charged with the day-to-day operations regarding oversight of program and fiscal components. The following procedures shall be followed for issuance of information memoranda and program instructions:

- 1) After the program information or instruction memorandum is approved by the Office of Early Learning managers, the document may be disseminated to the early learning coalition executive directors and coalition analysts for their review and comments. The comment period will be limited to 3 working days (*i.e.*, excluding weekends, holidays, etc.) for response. Responses must be in writing. The Office of Early Learning has authority to accept or reject any comments.
- 2) After receiving input from the coalition executive directors and analysts and the completion of any changes determined by Office of Early Learning staff, the program instruction or information memorandum shall be given to the Deputy Director of Early Learning for approval.
- 3) The final program instruction or information memorandum will be officially distributed to all coalitions and Office of Early Learning staff. The document will be distributed by electronic e-mail and will be posted to the Office of Early Learning website.

Emergency Information Memorandum and Program Instructions.—The Office of Early Learning is charged with the day-to-day operations regarding oversight of program and fiscal components. The following procedures shall be followed for issuance of emergency information memoranda and program instructions.

- 1) After the program information or instruction memorandum is approved by the Office of Early Learning, the document may be disseminated to the early learning coalition executive directors and coalition analysts for their review and comments. Comments should be submitted as quickly as possible, preferably within 1 working day (*i.e.*, excluding weekends, holidays, etc.). Responses must be in writing. The Office of Early Learning has authority to accept or reject any comments.
- 2) After receiving input from the coalition executive directors and analysts and the completion of any changes determined by Office of Early Learning, the program instruction or information memorandum shall be given to the Deputy Director of Early Learning for approval.
- 3) The final program instruction or information memorandum should be officially distributed to all coalitions and Office of Early Learning staff. The document will be distributed by electronic e-mail and will be posted to the Office of Early Learning website.

Rescinds: FPSR-IM-PPA-04-10

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