



Agency for Workforce Innovation's Office of Early Learning STANDARD CODES

July 2009

STC V6.4

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Overview

The Agency for Workforce Innovation (Agency) distributes a list of standard codes for specific data fields in the state's Enhanced Field System (EFS). In accordance with section 11, paragraph a)1) of the Grants, Terms, and Conditions the coalition must comply with the definitions contained in the most current version of the Agency's Office of Early Learning Standard Codes document. The Agency has established the standard codes to ensure uniform data reporting. The standard codes are to be used in the state's information system – the Enhanced Field System (EFS) and in the Statewide Reporting System (SRS). Standardization of codes enables us to report accurately on local, state and federal reports. The number of codes and fields has increased over the years due to new and updated requirements at either the state or federal level. The Agency updates, maintains and monitors the master list of codes and distributes updated lists to each coalition when changes take place. Non-standard codes affect accuracy of reporting and payments/reimbursement.

NOTE: Each early learning coalition is required to enter in EFS the standard codes in this document. Unless otherwise directed, standard codes should be updated within two weeks of the release of a new standard code document.

The CCMS Standard Code document includes code tables that include standard codes only and code tables that may include custom codes. A coalition may not change or add custom codes to the standard code tables – only the Agency may change these codes. The Standard Code document also includes code tables that can include custom codes; these tables are highlighted in **BLUE**. **Additional codes may be added to any table highlighted in BLUE with coalition approval, but you must still have the standard codes listed marked active in CCMS.**

Please ensure that the code values and descriptions in the Standard Code document match the codes in EFS. Type a 'Y' in the CCMS column to activate each standard code.

Do not delete an old code or an old code description; enter "DO NOT USE" in front of the code description and inactivate the code in CCMS by typing 'N' in the CCMS column. Codes that will be inactivated will appear in the changes section but will not appear in the tables.

If you have any questions while entering these codes, please contact one of the following people:

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All updates and changes from the last version are highlighted in **yellow**.

Changes

- For Federal Reporting, TAPP children are identified as children enrolled under Billing Groups associated with Funding Agencies with a program type of 'T' for Teenage Parent. Coalitions can name the Funding Agency, Billing Groups, and Eligibilities as they wish - the only consideration for the SRS data extract process is that the Funding Agency has a Program Type of 'T'. To verify the Program Type, from the EFS Main Menu go to Funder>Funding Setup>Funding Agency.
- Head Start should be documented in EFS according to QN09.01 Documenting Head Start.
- The following billing groups and eligibility codes are being removed from the standard code document. Identify TAPP and Head Start according to the guidance above. For guidance on the other billing groups and eligibilities, refer to the Working Definition column for instructions on transferring clients.

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
97TNW	CCDF Eligible	Programmatic Code- direct service costs	BG5N	23BN	School Readiness TCC meets 3 of 6 Not/Working 1st Year	Move to BG5 23B. <i>Coalitions should transfer for the August Reporting Period; they may use the mass transfer function in EFS.</i>	I	H
97TNW	CCDF Eligible	Programmatic Code- direct service costs	BG5N	23CN	School Readiness TCC/TEd Non-Working 1ST Year	Move to BG5 23C. <i>Coalitions should transfer for the August Reporting Period, they may use the mass transfer function in EFS.</i>	I	H
97GOO	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code- direct service costs	BG5T	23BT	School Readiness TCC meets 3 OF 6 2nd year	Move to BG5 23B. <i>Coalitions should transfer for the August Reporting Period; they may use the mass transfer function in EFS.</i>	I	H
97GOO	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code- direct service costs	BG5T	23CT	School Readiness TCC/Ted 2nd year	Move to BG5 23C. <i>Coalitions should transfer for the August Reporting Period; they may use the mass transfer function in EFS.</i>	I	H

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
97HCF	CCDF Eligible	Programmatic Code- direct service costs	BGD	TCP	Natural Disaster – Temporary Closure	Natural Disaster - Temporary Closure: Payments for clients enrolled with providers that have been affected by an emergency condition. The temporary closure period may occur before or after an emergency condition, it is unique to each affected provider and the closure is beyond the control of the provider. (Note: Enrollment and Waiting list stats the same as Protective Services)		
97HCF	CCDF Eligible	Programmatic Code- direct service costs	BGD	ALT	Natural Disaster – Temporary Closure	Natural Disaster - Already Enrolled: Children who are enrolled with a school readiness provider, but unable to attend because the provider was unable to provide services due to a disaster. Also includes children who are currently enrolled but unable to attend their original provider's facility due to the impact the disaster had on their family. A closed provider may not receive payment and two providers cannot be paid for the same services for a child using direct services funds. (Note: Enrollment and Waiting list stats the same as Protective Services)		

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
97HIP	Special Appropriation	Not Applicable to Coalitions	HIPPY	HIP	School Readiness Home Instruction	Home Instruction for Parents of Preschool Youngsters – is a parent involvement and School Readiness program that offers home based early childhood education for three, four and five year old children working with their parent(s) as their first teacher. (Need to identify as Funder ≠ Funder 1)	N/A	N/A

The following codes have been inactivated unless being used for local use:

Provider History Code	Description
ACVP	VPK ACCREDITED
APVP	VPK APPROVED
CAVP	VPK CAPACITY
INVP	VPK INTERESTED

The following codes have been inactivated:

Instructor Credential Code	Description
TEMP	TEMPORARY

Instructor Highest Degree Code	Description
TEMP	TEMPORARY

Funding Agencies

(1, 1R, AND VPK ARE THE REQUIRED STANDARD CODES FOR STATE FUNDING. LOCAL FUNDER CODES MAY BE ADDED)

Funding Agencies (8 Characters)	Funding Agency Description (25 Characters)
1	OEL
1R	REFUGEE (NON-WAGES)
VPK	VOLUNTARY PRE-K

Note: Data for Refugee (Non-WAGES) is not loaded into SRS but the Funding Agency code (1R) has been standardized in the event that counts are needed in the future.

Funding Source and Eligibility Codes under Funding Agency 1R are not standardized and can be set up as each coalition sees fit.

School Readiness OCA List

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
97R00	CCDF Eligible; State GR Eligible; No TANF or CCDF MOE; Match & Unrestricted Allowable	Programmatic Code - direct service costs	BG1	11	SR At Risk - Protective Services PRIORITY CATEGORY #2	Services provided to a child of a family under investigation or under supervision because of an allegation of abuse, neglect, or exploitation. Eligibility is not dependent on family income or work requirements; a documented referral must be provided by DCF or its contracted provider. Protective investigation (PI) referrals should not exceed 60 days, a PI referral may be renewed/validated in 60 day increments on a case by case basis not to exceed 6 months. This category includes a child who is still in the home of the alleged abuser and a child of a family taking part in foster care diversion. The submitted referral form should indicate that the purpose of care is for protection, employment, training, or therapeutic plan. If the referral indicates the purpose for care is employment, a coalition must verify the employment with one current pay stub or employment verification documentation. A therapeutic plan is a letter from a psychologist, psychiatrist, or medical professional indicating the child needs child care for the social/emotional development of the child. The	F	B

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
						medical professional must sign and date the therapeutic plan. A coalition may reduce or waive parent fees on a <u>case by case</u> basis (s. 411.01(6), F.S.; Rule 60BB-4.201, F.A.C.; and Rule 60BB-4.400, F.A.C.).		
97R00 Replace the letter 'O' with a zero.	CCDF Eligible; State GR Eligible; No TANF or CCDF MOE; Match & Unrestricted Allowable	Programmatic Code - direct service costs	BG1	13	SR At Risk - Out of Home - Foster Care PRIORITY CATEGORY #2	Services provided to a child who is in foster care and eligibility is not dependent on family income or work requirements; a documented referral must be provided by DCF or its contracted provider. The submitted referral form should indicate that the purpose of care is for protection, employment, training, or therapeutic plan. If the referral indicates the purpose for care is employment, the coalition must verify employment with one current pay stub or employment verification documentation. A therapeutic plan is a letter from a psychologist, psychiatrist, or medical professional indicating a child needs child care for the social/emotional development of the child. The medical professional must sign and date the therapeutic plan. A coalition may reduce or waive parent fees on a <u>case by case</u> basis (s. 411.01(6), F.S.; Rule 60BB-4.201, F.A.C.; and Rule 60BB-4.400, F.A.C.).	G	D
97R00 Replace the letter 'O' with a zero.	CCDF Eligible; State GR Eligible; No TANF or CCDF MOE; Match & Unrestricted Allowable	Programmatic Code - direct service costs	BG1	14R	SR At Risk - Out of Home - Relative Care PRIORITY CATEGORY #2	Services provided to a child who is in court-ordered relative care and eligibility is not dependent on family income or work requirements; a documented referral must be provided by DCF or its contracted provider. The submitted referral form should indicate that the purpose of care is for protection, employment, training, or therapeutic plan. If the referral indicates the purpose for care is employment, the coalition must verify employment with one current pay stub or employment verification documentation. A therapeutic plan is a letter from a psychologist, psychiatrist, or medical professional	G	D

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
						indicating a child needs child care for the social/emotional development of the child. The medical professional must sign and date the therapeutic plan. A coalition may reduce or waive parent fees on a <u>case by case</u> basis (s. 411.01(6), F.S. and Rule 60BB-4.201, F.A.C.).		
97RPS	CCDF Eligible	Programmatic Code - direct service costs	BG1RC	RC2	SR Respite Care Protective Services	Services provided to alleviate a crisis (acute situation that places a child at risk because of parental emergency need for respite, lack of resources, special needs of the child, or extenuating circumstances beyond the family's control that require short term assistance to increase family stability and decrease risk potential) or to provide child care services in a hospital-based, mildly ill child care program as described in the CCDF State Plan. The family must be in an open protective services case to receive respite services. Respite child care alleviates a crisis in the family and avoids out of home placement, while assuring the safety of the child is maintained. Respite care is limited to no more than 30 days per child in any fiscal year and may be provided for up to 24 hours per day. On a case by case basis, this may also include services provided to a family affected by a natural disaster to ensure a child's safety and protection. Such services would include child care (<i>Rule 60BB-4.201, F.A.C.; Rule 60BB-4.202, F.A.C.; CCDF State Plan Appendix 2; and s. 411.01(6), F.S.</i>).	F	P
97GNW	TANF Eligible; CCDF Eligible; State GR Eligible; excluding TANF &	Programmatic Code - direct service costs	BG3	21	SR Welfare Transition (Temporary cash assistance (TCA)) (WT)(Formerly WAGES) Not	Services provided to a TANF recipient who receives temporary cash assistance (TCA), is not working, and is involved in job preparation activities. A referral authorizes child care for periods of job search, education, and training plus reasonable travel time. In two parent families, both parents must meet the participation criteria (<i>Rule 60BB-4.202, F.A.C. and s. 411.01(6)(a)2, F.S.</i>).	H	F

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
	CCDF MOE				Working PRIORITY CATEGORY #1			
97GNW	TANF Eligible; CCDF Eligible; State GR Eligible; excluding TANF & CCDF MOE	Programmatic Code - direct service costs	BG3	28A	SR (TANF Child Only)	Services provided to a child placed with a relative permanently or on a short-term basis, who is receiving temporary cash assistance as a TANF "child only" case. Child care services are provided for placements meeting the definition of working families. Eligibility is not dependent on family income (<i>Rule 60BB-4.100(22), F.A.C; Rule 60BB-4.202 F.A.C.; and s. 411.01(6), F.S.</i>).	H	F
97GNW	TANF Eligible; CCDF Eligible; State GR Eligible; excluding TANF & CCDF MOE	Programmatic Code - direct service costs	BG3	28B	SR WT (Formerly WAGES) Refugee Not Working PRIORITY CATEGORY #1	Services provided to an eligible refugee, asylee, Cuban/Haitian entrant and parolee, Amerasian, Iraqi and Afghan special immigrant, USDHHS-certified victim of a severe form of human trafficking, or a resident alien who was admitted to the U.S. under one of the above categories, who is a TANF recipient receiving TCA, with a documented referral for child care by a refugee program funded employment services (education and training) provider (<i>Rule 60BB-4.202, F.A.C.; section 208 of the Immigration and Nationality Act (INA); Amerasian Homecoming Act, Section 584 of the Foreign Operations, Export Financing and Related Programs Appropriations Act of 1988 (P.L. 100-202), as amended; P.L. 106-386, Victims of Trafficking and Violence Protection Act of 2000; and section 101(1)(27) of the Immigration and Nationality Act (INA).</i>).	H	F

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DIRECT SERVICES – School Readiness (SR)								
97GNW	TANF Eligible; CCDF Eligible; State GR Eligible; excluding TANF & CCDF MOE	Programmatic Code - direct service costs	BG3R	RCG	SR TANF At-Risk Relative Caregiver Program	Child care for a child who has been adjudicated dependent and has had an approved home study and has been either placed by the court with the relative under protective supervision or the court has given the relative temporary custody. The child must be a recipient of the Relative Caregiver Program payment. Written documentation from DCF or contractor is acceptable to establish continued eligibility in lieu of the standard referral. If the referral indicates that the purpose for care is employment (of the relative caregiver), the coalition must verify employment with one current pay stub or employment verification documentation (<i>Rule 60BB-4.207, F.A.C. and s. 411.01(6), F.S.</i>).	M	C
97GNW	TANF Eligible; CCDF Eligible; State GR Eligible; excluding TANF & CCDF MOE	Programmatic Code - direct service costs	BG3T	21T	SR WT (Formerly WAGES) Diversion Program PRIORITY CATEGORY #1	Referrals from the local workforce boards for temporary child care for a parent who has applied for cash assistance and temporary child care services to seek employment and has opted to receive diversion payment in lieu of ongoing cash assistance. Child care for up-front diversion should be provided for 30 days from the date the up-front diversion process officially started (<i>Rule 60BB-4.202, F.A.C., s. 411.01(6), F.S.,(s. 414.017, F.S., and Rule 65A-4.212, F.A.C.)</i>).	H	F
97GTA	TANF Only	Programmatic Code - direct service costs	BG3AP	APP	SR TANF Applicants	Referrals from the local workforce boards for temporary child care for a parent who has applied for TCA and temporary child care services to seek employment. Child care should be provided for 30 days from the date the referral is authorized – care should not extend beyond the authorized period provided on the referral (<i>s.414.095, F.S.</i>).	H	F

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
97G00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code- direct service costs	BG3W	21W	SR WT (Formerly WAGES) Working PRIORITY CATEGORY #1	Services provided to a TCA recipient, based on a documented referral, who is employed, or employed and involved in job preparation activities. Child care shall be available during the hours of employment and/or work activities plus reasonable travel time. In two parent families, both parents must meet the participation criteria (<i>Rule 60BB-4.202, F.A.C. and s. 411.01(6), F.S.</i>).	H	F
97G00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG3W	28BW	SR WT (formerly WAGES) Refugee Working PRIORITY CATEGORY #1	Services provided to an eligible refugee, asylee, Cuban/Haitian entrant and parolee, Amerasian, Iraqi and Afghan special immigrant, USDHHS-certified victim of a severe form of human trafficking, or a resident alien who was admitted to the U.S. under one of the above categories, based on a documented referral, who is a working TANF recipient receiving TCA and has been referred for child care by a refugee program funded employment services provider (<i>Rule 60BB-4.202, F.A.C. and s. 208 of the Immigration and Nationality Act (INA)</i>).	H	F
97G00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG5	23B	SR TCC Working	Services provided to a family with earned income who has lost their eligibility for TCA because of excess earned income, new or increased child support, loss of time limits (with earned income), or who "opts not to receive" TCA. Continued eligibility is for up to a total of 24 consecutive months from the first month of Temporary Child Care (TCC) eligibility as determined by Workforce Development, regardless of when temporary cash assistance is canceled. A documented referral establishes the time frames for authorized child care. Total family income may not exceed 200% of FPL (<i>Rule 60BB-4.202, F.A.C.</i>).	I	H

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
97G00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG5	23C	SR TCC/Working Combined with Education (TEd)	Services provided to a family with earned income who has lost their eligibility for TCA because of excess earned income, new or increased child support, loss of time limits (with earned income), or who "opts not to receive" TCA, and who is obtaining education or training to improve job skills in order to maintain or improve employment. Continued eligibility is for up to a total of 24 consecutive months from the first month of Temporary Child Care (TCC) eligibility as determined by Workforce Development, regardless of when temporary cash assistance is canceled A documented referral establishes the time frames for authorized child care. Income may not exceed 200% of FPL (s. 411.01(6), F.S., and Rule 60BB-4.202, F.A.C.).	I	H
97G00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG5	23D	SR TCC Working through Diversion	Services provided to a family who meets up-front diversion criteria. Continued eligibility for up to a total of 24 consecutive months from the first month of TCC eligibility as determined by a documented referral from Workforce Development. A documented referral establishes the time frames for authorized child care. Income may not exceed 200% of FPL . The coalition should use this OCA to provide services to an individual who was determined eligible for but opted not to receive temporary cash assistance (s. 414.017, F.S., and Rule 65A-4.212, F.A.C.).	I	H
97G00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BGSNT	SNT	SR Special Needs Teen	Services provided to a child under the age of 19 who is physically or mentally incapable of self-care, or is under court supervision, and resides with a family whose income does not exceed 200% of the federal poverty level (FPL) and whose parent(s) are working or attending job training or education program. (Normally this means the child has an IEP- Individual Education Plan with school system or DOE matrix) (45 CFR 98.20 and Rule 60BB-4.200, F.A.C.).	H	F

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
97RSP	TANF Eligible	Programmatic Code - direct service costs	WRC	RC1	SR TANF Respite	Care provided to alleviate a crisis (acute situation which places children at risk due to parental emergency need for respite, lack of resources, special needs of the child, or extenuating circumstances beyond the family's control that require short term assistance to increase family stability and decrease risk potential) or to provide child care services in a hospital-based, mildly ill child care program. The family must be a TANF recipient to receive respite services. Respite child care is allowed to alleviate a crisis in the family and avoid out of home placement, while assuring the safety of the child is maintained. Respite care is limited to no more than 30 days per child in any fiscal year. The care may be provided for up to 24 hours per day. Such services would include child care (Rule 60BB-4.201, F.A.C.; Rule 60BB-4.202, F.A.C.; TANF State Plan and s. 411.01(6), F.S.).	H	P
97P00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG7	25	SR Migrant Farm Work	Services provided to a family in which the parents with whom a child resides are migrant farm workers as defined in Rule 60BB-4.100(16), F.A.C., and are employed for at least 20 hours per week. If a coalition receives a variance from the definition of "working family" under rule 60BB-4.100(22), F.A.C, the participant's eligibility shall be determined in accordance with the terms of the variance. The income shall not exceed 150% of the Federal Poverty Level (FPL) to enter the program and shall not exceed 200% to continue to receive financial assistance (Rule 60BB-4.206; Rule 60BB-4.203, F.A.C.; and s. 411.01(6), F.S.).	J	K
97P00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG8	26	SR Teen Parent	Services provided to a child of teenage (under 18 years of age) parent(s) who are employed a minimum of 20 hours per week or who are enrolled in a high school diploma or GED program who are not involved in a Department of Education Drop Out Prevention program or a Workforce Development	K	L

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DIRECT SERVICES – School Readiness (SR)								
						teen parent program. The teen parent may also be attending other job training. The definition of a teenage parent includes a person who is pregnant, who is the legal or alleged father of an unborn child, or who is the parent of the child. Income of the teenage parent shall not exceed 200% of the FPL (s. 411.01(6), F.S. and Rule 60BB-4.202, F.A.C.).		
97P00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG8	27	SR Income Eligible ≤ 150%	Services provided to a family in which the parents with whom the child resides are each employed or engaged in eligible education activities a minimum of 20 hours per week. If a coalition receives a variance from the definition of "working family" under rule 60BB-4.100(22), F.A.C, the participant's eligibility shall be determined in accordance with the terms of the variance. The family income shall not exceed 150% of the Federal Poverty Level (FPL) to enter the program and shall not exceed 200% to continue to receive financial assistance; however, a client with a family income that exceeds 150% of the FPL should be transferred to the appropriate billing group/eligibility code. In two-parent families, each parent must individually meet the employment/eligible education activity criteria. This category includes cases when the child has been placed with relatives by the parent(s) or legal guardian, permanently or on a short-term basis, and is not receiving temporary cash assistance, and income eligibility is based on the child's income and the guardian's income (non-TANF "Child Only" cases) (s. 411.01(6), F.S., and Rule 60BB-4.203, F.A.C.).	L	M
97P00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG8	29	SR SSI	Services provided to a child who is an SSI recipient or who receives SSA benefits because of a disabled parent and whose parents meet income eligibility guidelines and have an approved purpose of care, or parents/relatives (the child has been placed with)who are SSI recipients and have an approved purpose for care. If both parents are in the home,	L	M

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
						only one shall be required to be a SSI recipient; however, both parents must meet the purpose for care requirement. The purpose of the child care shall be to enable employment of the parent/relative, or to assist the parent in caring for the child because of the parent/relatives disability as documented by a physician's statement. This category also includes a parent who has been determined disabled and who is receiving social security disability (not survivor's benefits) or a 100% VA disability, not a partial disability. If the disability claimed is permanent, only one disability eligibility is required (<i>Rule 60BB-4.100(22)(a-d), F.A.C. and CCDF 08-09 Approved Plan, 3.3.2.</i>)		
97P00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG8	30	SR Native American	Services provided to a child whose parents are members of federally recognized Native American tribes and who need child care in order to obtain or maintain employment or eligible education activities a minimum of 20 hours per week. If a coalition receives a variance from the definition of "working family" under rule 60BB-4.100(22), F.A.C, the participant's eligibility shall be determined in accordance with the terms of the variance. Income shall not exceed 200% of FPL (45 CFR Part 98.20).	L	M
97P00 Replace the letter 'O' with a zero.	TANF Eligible; CCDF Eligible; State GR Eligible	Programmatic Code - direct service costs	BG8	31	SR Income Eligible 151% - 200%	Services provided to a family in which the parent/guardian with whom the child resides are each employed or engaged in eligible education activities a minimum of 20 hours per week. If a coalition receives a variance from the definition of "working family" under rule 60BB-4.100(22), F.A.C, the participant's eligibility shall be determined in accordance with the terms of the variance. The family income must be between 151% and shall not exceed 200% of the FPL for this eligibility category. Clients should only be placed in this category upon redetermination from a prior eligibility category or from the TCA or TCC	L	O

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition (Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
						categories. In two-parent families, each parent must individually meet the employment/eligible education activity criteria. This category includes cases when the parent(s) or legal guardian has placed the child with relatives, permanently or on a short-term basis, and is not receiving temporary cash assistance. Income eligibility would include the total family earned and unearned income (s. 411.201(6), F.S., and Rule 60BB-4.203, F.A.C.).		
97PP0 Replace the letter 'O' with a zero.	CCDF Eligible	CCEP Funds Code - direct service costs	CCPP	P1	SR Child Care Executive Partnership (CCEP)	Services provided to a child of a working family whose income shall not exceed 200% of the federal poverty level . Local businesses, local government, and other funders provide dollar for dollar match with CCEP funding to provide child care services. Regular parent fees apply (s. 411.0102, F.S.; Rule 60BB-4.208, F.A.C.; and Rule 60BB-4.100(22), F.A.C.).	L	O
97HCF	CCDF Eligible	Programmatic Code - direct service costs	BGD	DIN	Natural Disaster - New Enrollment	Services provided to a disaster impacted family, for a new enrollment. This OCA includes a family whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, or place of primary or secondary education is temporarily inoperable or destroyed. A coalition in a natural disaster area may choose to waive fee, income eligibility, and work requirements on a <u>case by case</u> basis for a family who is in need of services to ensure a child's safety and protection (CCDF State Plan and Rule 60BB-4.400(1)(b)2.f., F.A.C).	H	P
97HKR	CCDF Eligible	Programmatic Code - direct service costs	DHKAL	ALA	Natural Disaster - New Enrollment - Alabama	Services provided to a disaster impacted family, new enrollment. This OCA includes a family whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, or place of primary or secondary education is temporarily inoperable or destroyed. A coalition in a natural disaster area may choose to waive fee, income eligibility, and work requirements on a <u>case by case</u> basis for a family		

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
						who is in need of services to ensure a child's safety and protection (CCDF State Plan and Rule 60BB-4.400(1)(b)2.f., F.A.C.).		
97HKR	CCDF Eligible	Programmatic Code - direct service costs	DHKMS	MIS	Natural Disaster - New Enrollment - Mississippi	Services provided to a disaster impacted family, new enrollment. This OCA includes a family whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, or place of primary or secondary education is temporarily inoperable or destroyed. A coalition in a natural disaster area may choose to waive fee, income eligibility, and work requirements on a case by case basis for a family who is in need of services to ensure a child's safety and protection (CCDF State Plan and Rule 60BB-4.400(1)(b)2.f., F.A.C.).		
97HKR	CCDF Eligible	Programmatic Code - direct service costs	DHKLA	LOU	Natural Disaster - New Enrollment - Louisiana	Services provided to a disaster impacted family, new enrollment. This OCA includes a family whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, or place of primary or secondary education is temporarily inoperable or destroyed. A coalition in a natural disaster area may choose to waive fee, income eligibility, and work requirements on a case by case basis for a family who is in need of services to ensure a child's safety and protection (CCDF State Plan and Rule 60BB-4.400(1)(b)2.f., F.A.C.).		

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
97HKR	CCDF Eligible	Programmatic Code - direct service costs	DHKOS	OOS	Natural Disaster - New Enrollment – Other State	Services provided to a disaster impacted family, new enrollment. This OCA includes a family whose workplace is temporarily inoperable or destroyed, home is severely damaged or has been condemned by local or federal officials, or place of primary or secondary education is temporarily inoperable or destroyed. A coalition in a natural disaster area may choose to waive fee, income eligibility, and work requirements on a <u>case by case</u> basis for a family who is in need of services to ensure a child's safety and protection (<i>CCDF State Plan and Rule 60BB-4.400(1)(b)2.f., F.A.C.</i>).		
97C00 Replace the letter 'O' with a zero.	CCDF Eligible; State GR Eligible; No TANF & CCDF MOE	Programmatic Code - direct service costs	BG80P	OPW	SR Two Parents/One Parent Not Working/ Child at Risk of School Failure	Services provided to a two parent/guardian family with whom the child resides where only one parent is employed or engaged in eligible education activities a minimum of 20 hours per week and where the child has been determined to be at risk of school failure. If a coalition receives a variance from the definition of "working family" under rule 60BB-4.100(22), F.A.C, the participant's eligibility shall be determined in accordance with the terms of the variance. The family income shall not exceed 150% of the FPL to enter the program and shall not exceed 200% to continue to receive financial assistance (<i>Rule 60BB-4.203, F.A.C. and s. 411.01(5)(d)4.j.(6), F.S.</i>).		
97LC0 Replace the letter 'O' with a zero.	State GR Eligible Unrestricted ONLY – based on availability of funding	Programmatic Code - direct service costs	BG8LC	LC	SR 411 – Local Coalition Option	Eligibility requirements must comply with s. 411.01, F.S. A coalition must describe this eligibility initiative in the coalition's plan and the Agency must approve prior to the coalition incurring any expenditures (<i>Rule 60BB-4.203, F.A.C. and s. 411.01(6), F.S.</i>). Allocations to this OCA require Agency approval.		

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES – School Readiness (SR)								
97LC0 Replace the letter 'O' with a zero.	State GR Eligible Unrestricted ONLY – based on availability of funding	Programmatic Code - direct service costs	BG8NW	NW	SR Single Parent Not Working/ Child at Risk of School Failure	Services provided to a one parent family with whom the child resides where the parent is not employed or engaged in education activities a minimum of 20 hours per week and where the child is determined to be at risk of school failure. The family income must not be higher than 150% of the FPL to enter the program and shall not exceed 200% to continue to receive financial assistance (Rule 60BB-4.203, F.A.C. and s. 411.01(6), F.S.). Allocations to this OCA require Agency approval.		
97LC0 Replace the letter 'O' with a zero.	State GR Eligible Unrestricted ONLY – based on availability of funding	Programmatic Code - direct service costs	BG8HS	HS	SR Working Poor/HS Criteria – Local Coalition Option	The Head Start Program focuses on low income children and provides an educational program that emphasizes nutrition, health, and social sciences and encourages strong parent involvement. Services in this category must be in an approved coalition plan (Rule 60BB-4.203, F.A.C. and s. 411.01(6), F.S.). Allocations to this OCA require Agency approval.		
97CF0 Replace the letter 'O' with a zero.	State GR Eligible Unrestricted ONLY – based on funding availability	Programmatic Code - direct service costs	CF	MI	SR Migrant Not Income Eligible	Services provided to a family that includes migrant workers or fishers. Eligibility is not dependent on family income or work requirements. The family must have a documented referral from the local education agency certifying that the parent(s) meets the federal definition of a migrant agricultural worker or a migrant fisher (s. 411.01(6), F.S.; Rule 60BB-4.203; and Rule 60BB-4.206, F.A.C.). Allocations to this OCA require Agency approval.		
97CF0 Replace the letter 'O' with a zero.	State GR Eligible Unrestricted ONLY – based on funding availability	Programmatic Code - direct service costs	CF	SN	SR Special Needs Not Income Eligible	Services provided to a three and four-year-old child who may not be economically disadvantaged but has been served in a specific part-time or combination of part-time exceptional education program. This category requires a documented referral from the school district (s. 411.01(6), F.S.; s. 1003.57, F.S.; Rule 6A-6.0331, F.A.C.; Rule 6A-6.0341, F.A.C.; and Rule 60BB-4.204, F.A.C.). Allocations to this OCA require Agency approval.		

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) -School Readiness (SR)						
97ARA	CCDF Discretionary	CCDF funds code - direct service costs	ARRA	ARRA	SR Income Eligible ARRA	<p>Services provided to a family in which the parents with whom the child resides are each employed or engaged in eligible education activities a minimum of 20 hours per week. If a coalition receives a variance from the definition of "working family" under rule 60BB-4.100(22), F.A.C, the participant's eligibility shall be determined in accordance with the terms of the variance. The family income shall not exceed 150% of the FPL to enter the program and shall not exceed 200% to continue to receive financial assistance. In two-parent families, each parent must individually meet the employment/education/ training criteria. This includes a case when the parent(s) or legal guardian places a child with a relative, permanently or on a short term basis, and is not receiving temporary cash assistance and income eligibility is based on the child's income and the guardian's income (s. 411.201(6), F.S. and Rule 60BB-4.203, F.A.C., Public Law 111-5, American Recovery and Reinvestment Act of 2009).</p>
97ARA	CCDF Discretionary	CCDF funds code - direct service costs	ARRA	UNEM	SR Unemployment ARRA	<p>Services provided to a family currently receiving Florida unemployment compensation (UC) benefits and for a family applying to receive UC benefits in families currently receiving UC benefits are eligible for six cumulative months of service subject to demonstrating evidence of UC benefit receipt and that family income is at or below 150 percent of the FPL. A family maintains SR eligibility as long as the family continues to receive UC benefits, complies with the requirements of the UC program, and family income remains below 200% FPL. A UC applicant's family shall be determined eligible for an initial period of 30 days under this eligibility category if family income, as defined in rule, is at or below 150% of the FPL. A UC applicant's family will maintain SR eligibility subject to demonstrating evidence of a pending appeal or evidence of UC benefit receipt. A child shall be eligible for a maximum of six cumulative months of services under this eligibility category. If a child is eligible to receive SR services under any other eligibility category, the coalition shall offer the child services under the alternative eligibility category (Rule 60BB-ER09-2 F.A.C.).</p>

VPK OCA List

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

OCA	Funding Type	Cost Type	Billing Group	Eligibility Code	Title	Working Definition <i>(Defines or explains the criteria for actual allowable costs for each OCA. All cost definitions are applicable to the coalition, coalition's contractors, and Agency contractors)</i>	EFS Waiting List Stats Mapping	EFS Enrollment Stats Mapping
DIRECT SERVICES -VOLUNTARY PREKINDERGARTEN (VPK)								
VPPRS	VPK State Funds - SPK_XX	Direct Services	N/A	N/A	VPK Program Services	Program services delivered to an eligible four-year-old child enrolled in the VPK program. Expenditures in this OCA are payments to the private and public school VPK providers (s. 411.01-205; s. 1002.51-79, F.S.; and Rule 60BB-8.100-8.900, F.A.C.).		
VPPRV	VPK State Funds - SPK_XX	Direct Services	N/A	N/A	VPK Program Services Advance	Payment the Agency makes in advance to a coalition based on projected enrollment to ensure the prepayment is made to a provider before the start of the billing period. A coalition may not keep the advance for the full fiscal year (CCDF approved plan; s. 411.01-205; s. 1002.51-79, F.S.; and Rule 60BB-8.100-8.900, F.A.C.).		
VPPRP	VPK State Funds - SPK_XX	Direct Services	N/A	N/A	VPK Prepayment	Prepayments the Agency makes to a coalition for VPK direct services based on the number of children enrolled in the program. The coalition will reconcile a prepayment with VPK actual direct services costs. At the end of the state fiscal year, this account should have a zero fiscal balance (CCDF approved plan; s. 411.01-205; s. 1002.51-79, F.S.; and Rule 60BB-8.100-8.900, F.A.C.).		
VPKSD	VPK State Funds - SPK_XX	Direct Services	N/A	N/A	VPK School District Minimum Funding	School district minimum funding for the VPK summer program (s. 1002.71(3)(d), F.S.).		

Care Level Codes – Table CRLV

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

NOTE: To change care level codes in EFS go to System Admin>Enrollments> Care Level. Page down to 01 and press enter.

Care Level (4 Characters)	Care Level Description (15 Characters)
INF	< 12 MTH
TOD	12 TO < 24 MTH
2YR	24 TO < 36 MTH
PR3	36 TO < 48 MTH
PR4	48 TO < 60 MTH
PR5	60 TO < 72 MTH
SCH	IN SCHOOL
GT13	13 OR OLDER
SPCR	SPECIAL NEEDS
SPTN	SPECIAL NEEDS TEENAGER

Units of Care – Table UNCR

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Unit of Care (4 Characters)	Unit of Care Description (25 Characters)	ACF 800 Max Number of Hours
PTL	<3 HRS	3 HOURS
PT	>= 3 TO <6 HRS	6 HOURS
PTBA	BEFORE & AFTER SCHOOL	6 HOURS
FT	>=6 TO <11 HRS	11 HOURS
FTPT	>=11 TO <16 HRS	16 HOURS
FTFT	>= 16 HRS	20 HOURS
FTS	FULL TIME SIBLING	11 HOURS
PTS	PART TIME SIBLING	6 HOURS
FTPS	FT AND PT SIBLING	16 HOURS
FTFS	FT AND FT SIBLING	20 HOURS
FTV	FULL TIME WRAP FOR VPK	11 HOURS
PTV	PART TIME WRAP FOR VPK	6 HOURS
HR	HOURLY (VPK)	

Parent Purpose for Care Codes – Table PTPC

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Parent Purpose for Care Code (2 Characters)	Purpose for Care Descriptions (25 Characters)	ACF 801 Purpose for Care Codes	ACF 801 Purpose for Care Descriptions
EM	EMPLOYED	1	EMPL./ON-THE-JOB-TRAINING
DI	DISABLED/INCAPAC/ELDERLY	5	OTHER
CP	CHILD PROTECTION	4	PROTECTIVE SERVICES (ALL BG1 CASES)
WA	WORK ACTIVITIES	3	EMPL./TRAINING/EDUCATION
ET	EDUCATION/TRAINING	2	TRAINING/EDUCATION
TH	THERAPEUTIC	5	OTHER
WR	WAGES/RESPITE	5	OTHER
JS	JOB SEARCH	2	TRAINING/EDUCATION
VP	VOLUNTARY PREKINDERGARTEN	N/A	N/A
SF	AT RISK OF SCHOOL FAILURE	5	OTHER
OJ	EMERGENCY, EMPLOYMENT OJT	6	EMERGENCY, EMPLOYMENT OJT
TE	EMERGENCY, TRAINING, ED	7	EMERGENCY, TRAINING, EDUCATION
DS	EMERGENCY, EMPLOYMENT T&E	8	EMERGENCY, EMPLOYMENT T&E
PS	EMERGENCY, PROT. SRVCS	9	EMERGENCY, PROTECTIVE SERVICES
OT	EMERGENCY, OTHER	0	EMERGENCY, OTHER

NOTE: New code values added to the table above must be mapped under the 'SRS Code Mapping.' Please contact the Saber Help Desk if you have any questions.

NOTE: Emergency Purpose for Care Codes may be used for a client who qualifies as a disaster impacted family due to a declared emergency. Please see OEL Fiscal Support Guidance 07.03 for information.

[http://www.floridajobs.org/earlylearning/documents/FS-07-03%20Disaster%20Guidance Oct-07.pdf](http://www.floridajobs.org/earlylearning/documents/FS-07-03%20Disaster%20Guidance%20Oct-07.pdf)

Relationship Codes – Table RLTN

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Relationship Code (4 Characters)	Relationship Descriptions (25 Characters)
P	PARENT/STEP PARENT
L	LEGAL CUSTODIAN
F	FOSTER PARENT
R	RELATIVE
O	OTHER

Provider Legal Status Codes – Table LEGA

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Provider Legal Status (1 Character)	Provider Legal Status Description (25 Characters)
L	LICENSED
M	EXEMPT
N	NON-PUBLIC (PRIVATE SCH)
R	REGISTERED
T	TEMPORARY
P	PROVISIONAL
B	PROBATIONARY

Fee Waiver Reason Codes – Table CHFO

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Fee Waiver Reason Code (2 Characters)	Fee Waiver Descriptions (25 Characters)
NE	NO EMPLOYMENT(<= 30 DAYS)
LR	NEGOTIATED LOWER RATE
SN	SPECIAL NEEDS
AR	AT-RISK - FEE WAIVED
MD	MEDICAL REASON DOCUMENTED
FS	FEE SPLIT AMONG PROVIDERS

Provider Types – ACF 800 – Table PRTP

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

OEL Provider Type	Provider Type Description (25 Characters)	SRS Monthly Extract Mapping	CIS Code (for 5044 Summary Box Counts)	ACF 800 Provider Type	ACF 800 Provider Type Description
A	NON-PUB SCH, SUBCONT	C	C	6	Legally Operating Center (License Category unavailable)
B	LIC MILDLY ILL FACILITY	C	C	6	Legally Operating Center (License Category unavailable)
C	LICENSED CENTER, SUBCONTR	C	C	3	Licensed or Regulated Center
D	GS, FCCH, NON-SUB	D	F	1	Licensed or Regulated Family Home
E	EXEMPT CENTER, SUBCONTRA	E	C	6	Legally Operating Center (License Category unavailable)
F	LICENSED FCCH, SUBCONTRAC	F	F	1	Licensed or Regulated Family Home
G	GS CENTER, SUBCONT	G	C	3	Licensed or Regulated Center
H	REGISTERED FCCH, SUBCONTR	H	F	1	Licensed or Regulated Family Home
I	INFORMAL CARE, NON-SUBCON	I	I	4	Legally Operating Family Home (Lic. Category unavailable)
J	GS LARGE FCCH, NON-SUBCON	D	F	1	Licensed or Regulated Family Home
K	GS LARGE FCCH, SUBCONTR	O	F	1	Licensed or Regulated Family Home
L	LICENSED FCCH, NON-SUBCON	L	F	1	Licensed or Regulated Family Home
M	LARGE FCCH, NON-SUBCON	L	F	1	Licensed or Regulated Family Home
N	LICENSED CENTER, NON-SUB	N	C	3	Licensed or Regulated Center
O	GS FCCH, SUBCONTR	O	F	1	Licensed or Regulated Family Home
P	NON-PUB SCH, NON-SUBCONT	C	C	6	Legally Operating Center (License Category unavailable)
Q	LARGE FCCH, SUBCONTR	F	F	1	Licensed or Regulated Family Home
R	REGISTERED FCCH, NON-SUB	R	F	1	Licensed or Regulated Family Home
S	GS CENTER, NON-SUB	S	C	3	Licensed or Regulated Center
T	GS, NON-PUB SCH, NON-SUB	C	C	3	Licensed or Regulated Center
U	GS, NON-PUB SCH, SUBCONT	C	C	3	Licensed or Regulated Center
V	PUB SCH, SUBCONT	C	C	6	Legally Operating Center (License Category unavailable)
W	GS, PUB SCH, NON-SUBCO	C	C	3	Licensed or Regulated Center
X	EXEMPT CENTER, NON-SUBCO	X	C	6	Legally Operating Center (License Category unavailable)
Y	GS, PUB SCH, SUBCONT	C	C	3	Licensed or Regulated Center
Z	PUB SCH, NON-SUBCONT	C	C	6	Legally Operating Center (License Category unavailable)

Codes 'A', 'P', 'T', 'U', 'V', 'W', 'Y', and 'Z' are **only for the program formally known as Pre-K

Provider Types – ACF 801

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

OEL Provider Type (1 Character)	Provider Type Description (25 Characters)	ACF 801 Provider Type	ACF 801 Provider Type Description
A	NON-PUB SCH, SUBCONT	11	Leg operating cntr-based
B	LIC MILDLY ILL FACILITY	11	Leg operating cntr-based
C	LICENSED CENTER, SUBCONTR	04	Lic./regulated center-based
D	GS, FCCH, NON-SUB	02	Lic./regulated family
E	EXEMPT CENTER, SUBCONTRA	11	Leg operating cntr-based
F	LICENSED FCCH, SUBCONTRAC	02	Lic./regulated family
G	GS CENTER, SUBCONT	04	Lic./regulated center-based
H	REGISTERED FCCH, SUBCONTR	02	Lic./regulated family
I	INFORMAL CARE, NON-SUBCON	05	Leg. Operating in-home
J	GS LARGE FCCH, NON-SUBCON	02	Lic./regulated family
K	GS LARGE FCCH, SUBCONTR	02	Lic./regulated family
L	LICENSED FCCH, NON-SUBCON	02	Lic./regulated family
M	LARGE FCCH, NON-SUBCON	02	Lic./regulated family
N	LICENSED CENTER, NON-SUB	04	Lic./regulated center-based
O	GS FCCH, SUBCONTR	02	Lic./regulated family
P	NON-PUB SCH, NON-SUBCONT	11	Leg operating cntr-based
Q	LARGE FCCH, SUBCONTR	02	Lic./regulated family
R	REGISTERED FCCH, NON-SUB	02	Lic./regulated family
S	GS CENTER, NON-SUB	04	Lic./regulated center-based
T	GS, NON-PUB SCH, NON-SUB	04	Lic./regulated center-based
U	GS, NON-PUB SCH, SUBCONT	04	Lic./regulated center-based
V	PUB SCH, SUBCONT	11	Leg operating cntr-based
W	GS, PUB SCH, NON-SUBCO	04	Lic./regulated center-based
X	EXEMPT CENTER, NON-SUBCO	11	Leg operating cntr-based
Y	GS, PUB SCH, SUBCONT	04	Lic./regulated center-based
Z	PUB SCH, NON-SUBCONT	11	Leg operating cntr-based

Codes 'A', 'P', 'T', 'U', 'V', 'W', 'Y', and 'Z' are **only for the program formally known as Pre-K

Income Type – Table INTP

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Income Type (4 Characters)	Income Type Description (20 Characters)	ACF 801 Income Types	ACF 801 Income Type Descriptions
CS	CHILD SUPPORT	10	Empl. Inc. (self-empl.)
EMP	EMPLOYMENT	10	Empl. Inc. (self-empl.)
FOOD	FOOD STAMPS	14	Asst.- Food Stamps Act
HOUS	HOUSING ASSISTANCE	13	Housing voucher/cash asst.
MFSA	MILITARY HOUSING	13	Housing voucher/cash asst.
INT	INTEREST/DIVIDENDS	10	Empl. Inc. (self-empl.)
MULT	MULTIPLE REQUIRED	Not Applicable	This is an internal CCMS-EFS code and does not need to be mapped.
NA	NOT APPLICABLE	Not Applicable	This is an internal CCMS-EFS code and does not need to be mapped.
OTH	ALL OTHER INCOME	10	Empl. Inc. (self-empl.)
RETB	RETIREMENT BENEFITS	10	Empl. Inc. (self-empl.)
SSI	SOCIAL SECURITY	15	Fed. Cash Inc. Prog. (SSI)
SSB	SOCIAL SEC BENEFITS	15	Fed. Cash Inc. Prog. (SSI)
TANF	WAGES ASSISTANCE	11	Cash/monetary asst. (TANF)
UNEM	UNEMPLOYMENT	10	Empl. Inc. (self-empl.)
VETS	VETERAN BENEFITS	10	Empl. Inc. (self-empl.)
ALMY	ALIMONY	10	Empl. Inc. (self-empl.)
WC	WORKERS COMP	10	Empl. Inc. (self-empl.)
AB	ADOPT BEN	10	Empl. Inc. (self-empl.)

Marital Status – Table MRST

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Marital Status (1 Character)	Marital Status Description (25 Characters)
1	SINGLE
2	MARRIED
3	DIVORCED
4	SEPARATED
5	WIDOWED

Enrollment Termination Reason Codes – Table ETRN

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES) You must map the Enrollment Termination Reason Codes for the SRS extract. Map the codes in the Generic Code Mapping screen – System Admin>SRS>Code Mapping>Generic Codes.

Enrollment Termination Reason Code (3 Characters)	Purpose – VPK, School Readiness or Both	Participation Termination Reason Description (25 Characters)
CT	VPK	CLASSROOM TRANSFER
PT	VPK and SR	PROVIDER TRANSFER
20	VPK	ELIGIBLE NEVER ENROLLED
21	VPK	COMPLETED
22	VPK	HARDSHIP TRANSFER
23	VPK	<10% COMPLETED
24	VPK	90% COMPLETED
25	VPK	PARENT WITHDREW CHILD
26	VPK	PROVIDER DROPPED ENRLMNT
27	VPK	<60% COMPLETED
38	SR	EXCEEDED AGE LIMIT
39	SR	ELIGIBLE FOR ALT PROGRAM
40	SR	NONPAYMENT OF FEE
41	SR	SERVICES NOT NEEDED
43	SR	LOSS OF CONTACT
44	SR	CLIENT DISSAT W/ SVC
45	VPK and SR	CHILD DIED
52	VPK and SR	PARENT/CAREGIVER DIED
46	SR	NO LONGER MIGRANT/TEEN
47	SR	NO LONGER EMPL/TRAINING
49	VPK and SR	MOVED OUT OF SVC AREA
50	SR	NO LONGER PROTECT SVCS
51	SR	FUNDING REDUCTION
53	VPK and SR	GUARDIANSHIP CHANGE
54	VPK and SR	PROVIDER TYPE CHANGE
55	VPK and SR	CENTER CLOSED
71	SR	NEW JOB (ARRA)
72	SR	HIGHER INCOME JOB (ARRA)
73	SR	6 MONTH UNEM EXP (ARRA)
74	SR	ARRA FUNDS EXPIRE
75	VPK and SR	OWNERSHIP CHANGE
76	SR	FAILURE TO REDETERMINE
82	SR	NO LONGER DISABLED
96	SR	NONCOMPLIANCE W/ POLICY
98	SR	OTHER
99	SR	INELIGIBLE – OVER INCOME

Language Codes – Table LANG

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Language Code (3 Characters)	Language Descriptions (25 Characters)
C	CHINESE
E	ENGLISH
F	FRENCH
O	OTHER
S	SPANISH
V	VIETNAMESE
CR	CREOLE/HAITIAN
SI	SIGN LANGUAGE
P	POLISH
B	BOSNIAN
GR	GERMAN
GK	GREEK
HB	HEBREW
IT	ITALIAN
PG	PORTUGUESE
RS	RUSSIAN

Funding Termination Reason Codes – Table FTRN

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES) You must map the Funding Termination Reason Codes for the SRS extract. Map the codes in the Generic Code Mapping screen – System Admin>SRS>Code Mapping>Generic Codes.

Funding Termination Reason Code (3 Characters)	Purpose – VPK, School Readiness/ Both	Funding Termination Reason Description (25 Characters)
20	VPK	ELIGIBLE NEVER ENROLLED
21	VPK	VPK COMPLETED
22	VPK	HARDSHIP TRANSFER
23	VPK	<10% COMPLETED
24	VPK	90% COMPLETED
25	VPK	PARENT WITHDREW CHILD
26	VPK	PROVIDER DROPPED ENRLMNT
27	VPK	<60% COMPLETED
38	VPK	EXCEEDED AGE LIMIT
39	SR	ELIGIBLE FOR ALT PROGRAM
40	SR	NONPAYMENT OF FEE
41	SR	SERVICES NO LONGER NEEDED
43	SR	LOSS OF CONTACT
44	SR	CLIENT DISSAT W/ SVC
45	VPK and SR	CHILD DIED
46	VPK and SR	NO LONGER MIGRANT OR TEEN
47	VPK and SR	NO LONGER EMPL/TRAINING
48	SR	FUNDING TRANSFER
49	SR	MOVED OUT OF SVC AREA
50	VPK and SR	NO LONGER PROTECT SVCS
51	SR	FUNDING REDUCTION
52	SR	PARENT/CAREGIVER DIED
53	VPK and SR	GUARDIANSHIP CHANGE
54	VPK and SR	PROVIDER TYPE CHANGE
55	VPK and SR	CENTER CLOSED
71	SR	NEW JOB (ARRA)
72	SR	HIGHER INCOME JOB (ARRA)
73	SR	6 MONTH UNEM EXP (ARRA)
74	SR	ARRA FUNDS EXPIRE
75	VPK and SR	OWNERSHIP CHANGE
76	SR	FAILURE TO REDETERMINE
82	SR	NO LONGER DISABLED
96	SR	NONCOMPLIANCE W/ POLICY
98	SR	OTHER
99	SR	INELIGIBLE – OVER INCOME

Referral Type – Table RFTP

(STANDARD CODES ARE REQUIRED, MAY ADD ADDITIONAL CUSTOM CODES)

Note: All OEL standard referral codes will start with 1. If you have referral codes for other funders, do not place a 1 in front.

Referral Type (5 Characters)	Referral Type Description (20 Characters)
1LEA	LOCAL AGENCY REFERRAL
1ATR	AT-RISK
1TAN	TANF
1TCC	TCC
1RCG	RELATIVE CARE GIVER

Date of Birth Verification Codes – Table BDVR

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Note: These codes are used for a child's date of birth verification and the client's picture ID.

Date of Birth Verification Code (1 Character)	Description
A	AFFADAVIT
B	BIRTH CERTIFICATE
C	COURT RECORD
D	DRIVER LICENSE
H	HEALTH RECORD
I	INSURANCE RECORD
J	GOVERNMENT ID
M	MILITARY IDENTIFICATION
N	NOT VALIDATED
P	PASSPORT
R	RELIGIOUS RECORD
S	SOCIAL SECURITY CARD
T	TRANSCRIPT

County Codes – Table COUN

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

County Codes	County Descriptions (25 Characters)	County Codes	County Descriptions (25 Characters)	County Codes	County Descriptions (25 Characters)	County Codes	County Descriptions (25 Characters)
01	Alachua	22	Glades	43	Martin	64	Volusia
02	Baker	23	Gulf	44	Monroe	65	Wakulla
03	Bay	24	Hamilton	45	Nassau	66	Walton
04	Bradford	25	Hardee	46	Okaloosa	67	Washington
05	Brevard	26	Hendry	47	Okeechobee		
06	Broward	27	Hernando	48	Orange		
07	Calhoun	28	Highlands	49	Osceola		
08	Charlotte	29	Hillsborough	50	Palm Beach		
09	Citrus	30	Holmes	51	Pasco		
10	Clay	31	Indian River	52	Pinellas		
11	Collier	32	Jackson	53	Polk		
12	Columbia	33	Jefferson	54	Putnam		
13	Dade	34	Lafayette	55	St. Johns		
14	Desoto	35	Lake	56	St. Lucie		
15	Dixie	36	Lee	57	Santa Rosa		
16	Duval	37	Leon	58	Sarasota		
17	Escambia	38	Levy	59	Seminole		
18	Flagler	39	Liberty	60	Sumter		
19	Franklin	40	Madison	61	Suwannee		
20	Gadsden	41	Manatee	62	Taylor		
21	Gilchrist	42	Marion	63	Union		

Note: OEL and RCMA *can* serve all counties.

Provider History Codes – Table PVHS

(STANDARD CODES ARE REQUIRED, MAY ADD ADDITIONAL CUSTOM CODES)

Note: To add Provider History Codes in EFS go to System Admin>Provider Codes>Provider History

Provider History Code	Description	
ACVP	VPK ACCREDITED	
APVP	VPK APPROVED	
CAVP	VPK CAPACITY	
CLOSE	PROVIDER FACILITY CLOSED	Provider has closed the facility. If children are transferred to another facility owned by the same provider, enter the provider ID and extension for the new location.
COWN	OWNERSHIP CHANGE	
INVP	VPK INTERESTED	
KATM	KATRINA – MISSISSIPPI	
KATL	KATRINA – LOUISIANA	
KATA	KATRINA – ALABAMA	
LADD	LOCATION ADDRESS CHANGE	Provider has transferred its children to a new location. Enter the provider ID and extension for the new location.
PRNC	PROVIDER NAME CHANGE	
TCPD	TEMP CLOSURE-DISASTER	
VRFSY	VPK SCH YEAR VERIFICATION	
VRFSU	VPK SUMMER VERIFICATION	
VLPPF	VPK SY LPP YEAR 1	
VLPF2	VPK SY LPP YEAR 2	
VLPF3	VPK SY LPP YEAR 3	
VLPPS	VPK SUMMER LPP YEAR 1	
VLPS2	VPK SUMMER LPP YEAR 2	
VLPS3	VPK SUMMER LPP YEAR 3	
VSUB	VPK SUBCONTRACTOR	

Child History Codes – Table CHHS

(STANDARD CODES ARE REQUIRED, MAY ADD ADDITIONAL CUSTOM CODES)

Note: To add Child History Codes in EFS go to System Admin>Demographics>Child History

Child History Code	Description
ABSD	ABSENCE DUE TO DISASTER
NFTE	VPK ONE-TIME NEW FTE
RNRL	VPK REENROLLMENT

Parent History Codes – Table PTHS

(STANDARD CODES ARE REQUIRED, MAY ADD ADDITIONAL CUSTOM CODES)

Note: To add Parent History Codes in EFS go to System Admin>Demographics>Parent History

Parent History 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.
BVBR	BENEFIT RECOVERY	Use this code to indicate a client has a restitution claim. Include the period of ineligibility and the amount to be collected.

Instructor Credential Codes – Table CRED

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Instructor Credential Code	Description
NECC	NATL EARLY CHILDHOOD CERT
FCCP	FCCPC/ECPC/CCAC/CDAE
AS	AA, AS, AAS
BA	BACHELOR DEGREE
MA	MASTER DEGREE
PHD	DOCTORATE
STNR	SECOND TEACHER-NOT REQ

Instructor Highest Degree Codes – Table DEGR

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Instructor Highest Degree Code	Description
LTHD	1)LESS THAN HS DIPLOMA
GED	2)GED
HS	3)HIGH SCHOOL DIPLOMA
TECH	4)TECHNICAL CERTIFICATE
AA	5)ASSOCIATE OF ARTS
AS	6)AAS OR AS
BA	7)BACHELOR DEGREE
MA	8)MASTER DEGREE
PHD	9)DOCTORATE

**NOTE: Please see DQ07.04 VPK Instructor Credential for guidance on use of the Instructor Credential and Instructor Highest Degree codes.

Inactive Provider Codes – Table INAC

(STANDARD CODES ARE REQUIRED, DO NOT CHANGE OR ADD ANY CODES)

Inactive Code	Description
11	REVOKED LICENSE OR REG
12	NOT IN BUSINESS
15	DUPLICATE RECORD
30	SUSPENDED LICENSE OR REG
75	OWNERSHIP CHANGE
40	DECEASED
41	NO LONGER AN SR PROVIDER
42	NO LONGER A VPK PROVIDER
43	NONCOMPLIANCE
44	LOW PERFORMING