



**families
forward**

Child care scholarships for working families

Families Forward Child Care Scholarship Program Guide

THE
CHILDREN'S
TRUST

5
THRIVE
BY

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Child Scholarship Purpose

The Children's Trust (TCT) Thrive by 5 (TB5) invests funds that support children's development from birth through age five with the goal of ensuring that all children are ready to learn when they arrive at kindergarten. TB5 Early Learning Quality Improvement System (QIS) is one of the initiatives funded within the TB5 portfolio. High-Quality Performance Incentives and the Child Scholarships are important supports of the QIS. These two components are designed to incentivize early learning programs to achieve and maintain high-quality care by addressing inherent financial challenges experienced by early learning providers in high poverty neighborhoods.

Child Scholarship Description

Child Scholarships are designed to provide high-quality early learning services to families who apply to receive School Readiness (SR) services when they are above the State Median Income (SMI) limits and are ineligible to receive SR services. The scholarship is also available to families who upon yearly redetermination for the SR program no longer qualify due to the reasons stated above. The Child Scholarship program is funded by TCT and managed by the Early Learning Coalition of Miami-Dade/Monroe (ELCMDM). The Child Scholarship is available to children 0-5 years old who enroll at one of the participating TB5 early learning programs. These early learning programs within the TB5 QIS offer high-quality early learning services according to the TCT criteria based on the Classroom Assessment Scoring System (CLASS®).

What does the Child Scholarship cover?

- The Families Forward Child Scholarship pays a portion of the monthly child care cost and the initial registration fee.
- TB5 providers accepting Child Scholarship children are prohibited from charging the families additional weekly fees above the agreed upon parent co-payment.

The Child Scholarship Eligibility Requirements

Child Age Requirements

- The Child Scholarship is available to children 0-5 years old.
- Children remain Child Scholarship eligible until last day of the scholarship service or until kindergarten admittance, whichever comes first. If a family continues to be eligible, the parent co-payment may increase each year incrementally.

Child Scholarship Eligibility Authorization Period and Redetermination

- The Child Scholarship is authorized for up to two years or until a child's entry into kindergarten, whichever comes first.
- Child Scholarship redetermination will be assessed biennially (every two years). Families will be provided with courtesy notice approximately thirty (30) days prior to the end of the child scholarship authorization period. Families may re-apply for reconsideration of Child Scholarship funding by formally applying to the SR program. If they are determined to be over income for the SR program at that time, the family will receive notice and will continue to be eligible for Child Scholarships if funds are available.

Child Scholarship Eligibility Application Process

- Once a family is determined to be ineligible to receive SR services, the ELCMDM staff reviews their case and if they meet the Child Scholarship requirements, the ELCMDM staff will contact the family to offer the scholarship opportunity and explain parental choice to the family. Families have up to fifteen (15) calendar days from their Child Scholarship letter eligibility date to select and register within an approved TB5 QIS early learning program.
- In the interest of continuity of care, the Child Scholarship will extend services to new siblings if there is available funding. The new child will be eligible for the remaining authorization period of their sibling's scholarship and will not receive a new 2-year authorization period. Parents should send an email to ClassInfo@elcmdm.org or call 305-646-7220 to inquire about sibling services.
- Scholarships are on a first-come-first-serve basis and are available based on funding availability. The ELCMDM is not responsible for space availability within the early learning programs. Once the family has accepted the Child Scholarship, an ELCMDM Family Support Specialist will provide the scholarship letter to the family together with the list of programs participating in the Child Scholarship program. The parent(s) will present the scholarship letter to the selected early learning program to complete the registration process.

Family Income Requirements

- A family is eligible for a Child Scholarship if they are determined to be over-income at the time of eligibility review for the School Readiness program.
- The annual household gross income of Child Scholarship families must not exceed 110% SMI in order to qualify for the program.
- TCT and the ELCMDM have the right to initiate requests for and/or receive data either through direct contact or an automated data exchange process to establish the validity of household information provided by the applicant/recipient to receive program benefits. This will include, but not necessarily be limited to: social security benefits, birth dates, immunization status and/or all sources of potential and

reported earned and unearned income sources (employment record, unemployment benefits, TANF, Child Support, etc.)

Family Co-Payment Responsibilities

- If children are ineligible for the Voluntary Prekindergarten Program (VPK) effective August 1, the parent/guardian will be responsible for the parent's co-payment fee of \$14/daily (or \$70/weekly) for the first qualifying non-VPK child.
- A 50% sibling discount will be applied for subsequent qualifying non-VPK child(ren) (\$7/daily or \$35/weekly).
- If children are eligible for VPK, at the beginning of the school year, the parent/guardian will be responsible for the parent's co-payment fee of \$5/daily (or \$25/weekly) for the first qualifying VPK eligible child.
- A 50% sibling discount will be applied for subsequent qualifying VPK child(ren) (\$2.50/daily or \$12.50/weekly). VPK eligible children are those who are 4 years old on or before September 1 of the current school year.

Early Learning Program Requirements

- Early learning programs must be participating in the TB5 QIS and be a Tier 4 or 5 to accept children with scholarships.
- If a child is currently attending a QIS program and it is performing at a Tier 3, the family will have the option to have the child remain at the current provider or transfer the child to a participating Tier 4 or 5 early learning program to receive this scholarship.

Program Registration Fees

The Children's Trust will pay a one-time registration fee of up to \$50 per child for the Child Scholarship, effective August 1, 2019.

Amount

- Each Child Scholarship includes a \$50 registration fee per child.

Frequency

- Paid each time a child is awarded a Child Scholarship.
- If the child's provider closes or has its contract terminated, a registration fee will be paid to the new provider.

Reimbursement

- The registration fee will be paid to the early learning provider in the month after the child enrolls.
- ELCMDM will add the registration fee as an additional column in the scholarship report the month after the child enrolls.

Child Scholarship Expulsion Policy

A provider shall not expel a child that has a Child Scholarship without receiving services from the Jump Start program. For additional information and guidance email Thriveby5@thechildrenstrust.org.

The Children's Trust will work with the early learning program and the [Jump Start](#) program to ensure timely services are received. Failure to adhere to this policy could result in termination of participation as a Families Forward Scholarship program.

Transfer Requests

- It is the responsibility of the family to contact their current early learning program to request a transfer.
- A parent/guardian may not transfer his or her child to another TB5 early learning program until the parent/guardian has confirmed with the current program that the s/he has satisfactorily fulfilled the co-payment obligation related to the TB5 Child Scholarship or established a repayment plan for outstanding co-payment obligation.
- The current program will terminate all applicable child enrollments if the parent/guardian is confirmed to have a zero balance and does not owe outstanding parent co-payments.
- Transfers are only permitted to another program eligible to receive Families Forward scholarships.
- The program has up to 30 business days to complete a transfer request and for the update to reflect in the portal database.
- If the family has a change of residence outside of Miami-Dade County, TB5 funding shall not transfer.

Change of Ownership

Families Forward child scholarship contracts are not transferable or assignable to another entity. A change in ownership requires execution of a new contract. In the event of a change of ownership, sale, sale of assets, conveyance of ownership or other transfer of ownership interest, the provider shall notify the ELCMDM no later than 30 calendar days prior to the transfer of ownership.

In the event that the Provider notifies the ELCMDM of its intent to sell its facility in accordance with paragraph 6 of its School Readiness Contract with the ELCMDM, the Parties shall terminate the Families Forward contract and execute a new contract with the new owner, provided the new owner meets all of the requirements of the Families

Forward contract and there is no resulting interruption in the tasks and deliverables specified in the contract.

Program Monitoring

ELCMDM and/or TCT may request documentation supporting expenditures of project funds. Upon request, the provider must permit ELCMDM, TCT personnel, or contracted agents to conduct scheduled or unannounced reviews and evaluations of program expenditures. These activities may include site visits, family interviews or surveys, fiscal or administrative reviews, and other assessments deemed reasonable and necessary at the sole discretion of ELCMDM and TCT.

Monitoring Findings and Corrective Action

- The provider will receive a report outlining the monitoring findings.
- The provider must correct any identified deficiencies within the timeframe specified in the report.

Termination of Program Eligibility

- Early learning programs that participate in TB5 and are on the TCT scholarship list must meet certain requirements and criteria. There are reasons a program may no longer be able to accept new scholarships or lose their eligibility to serve any scholarship children. Please refer to the TB5 Early Learning Improvement system contract for additional guidance. Below are some common reasons:

No longer accept new scholarship Children	No longer provide services to scholarship children
Early learning program scores below Tier 3 during their annual School Readiness Program Assessment (SRPA)	School Readiness Contract is terminated
Program notifies ELCMDM of its intent to sell its facility	Failure to renew School Readiness Contract

- If an early learning program does not participate in the TB5 QIS, or scores below Tier 4 during their annual School Readiness Program Assessment (SRPA), it will no longer be eligible to receive new children with a scholarship. However, if a child is currently attending this QIS program, the family has the option to have the child remain at the current provider, if provider is a Tier 3.

In the event of a provider contract termination, families will be contacted by ELCMDM and notified of contract termination. The family will have up to 15 calendar days to select a new provider and enroll the child. Any gap of service between contract termination and new provider enrollment will be the responsibility of the parent. Upon notification of contract termination, families will be provided with a listing of other TB5 participating providers to transfer children to. If the new provider has a vacancy, they will be able to add that scholarship child to their program and continue the TB5 program.

Attendance and Payment Validation

Providers are required to document daily attendance and submit monthly online attendance reports for payment via the ELCMDM Partner Hub following the same procedures and guidelines established by the ELCMDM and the Florida Department of Education-Division of Early Learning for the School Readiness program. Providers must submit all required attendance records to ELCMDM on or before the third (3rd) business day of each month. If the due date falls on a holiday, provider must submit all required attendance records to ELCMDM on the subsequent business day. Attendance submitted late will be processed and paid in the next open payment cycle.

Provider must maintain daily attendance documentation, including a documented “Parental sign-in and sign-out” process in accordance with Rule 6M-4.500(1)(c), Florida Administrative Code, which accurately documents attendance and absences.

Provider is required to retain the attendance documentation in accordance with ELCMDM’s records retention requirement established in accordance with subsection 1002.84(10), of the Florida Statutes.

Reimbursement Process

During this process, the attendance records are matched 100% with the Parental Sign In/Out Sheets on a child-by-child basis.

Reimbursement shall be processed and be paid based on rates for the child’s care level and unit of care as defined by the ELCMDM’s approved provider rate schedule. A provider shall not receive payment for a student prior to the student’s first day of attendance or after the student’s last day of attendance.

Attendance **will not** be processed for payment more than (60) days past the last date of the service month. Example: a child attended January 5, attendance for that child cannot be processed (60) days after January 31 since January is the service month. Therefore, all January attendance must be entered by March 31.

For September attendance, the last month of the contract, all attendance must be

submitted and processed no more than 40 days past the last day of the service month. Example: if the final service month is September no attendance will be processed after November 10.

Holidays. A recognized holiday as approved by the ELCMDM shall not be counted as an absence for purposes of reimbursement and providers shall include reimbursements for up to twelve (12) recognized holidays per year.

Absences. Reimbursement shall be authorized for no more than three (3) absences per calendar month per child except in the event of extraordinary circumstances in which case the ELCMDM shall provide written approval for payment based on written documentation provided by the parent justifying the excessive absence for up to an additional seven (7) days. The written supporting documentation is required to be submitted no later than the third (3rd) working day following the month for which services were rendered. Total monthly reimbursed absences shall not exceed ten (10) calendar days.

Provider must notify the ELCMDM in writing if a child enrolled is absent for ten (10) consecutive days with no contact from the parent by the close of the fifth (5th) day. If the need for care cannot be re-established in accordance with subsection 1002.81(5) and 1002.87(7), of the Florida Statutes, then the ELCMDM will notify the provider and the parent that the Scholarship funding will be discontinued.

Monthly reimbursements are processed, released and paid to providers by the 20th of the month following the month services were performed.

Providers shall download and review their monthly reimbursement report. Monthly Reimbursement Reports will be available in the ELC Portal. Providers must report to the ELCMDM any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary.

ELCMDM must report any identified discrepancies to providers within thirty (30) days of discovery and (or) prior to the processing of any adjustments against providers' accounts.

Frequently Asked Questions (FAQs)

Q: What is the Families Forward Scholarship?

A: The purpose of The Families Forward Scholarship program is to provide high-quality early learning services to families who do not qualify for the School Readiness program but still cannot afford the high cost of quality child care. While School Readiness covers families with incomes up to 150 percent of the federal poverty level, TCT Scholarship covers families with income up to 300 percent of the federal poverty level.

Q: Who is eligible for the Families Forward Scholarship?

A: Families who were determined to be over-income for the School Readiness program at the time of eligibility review at either the redetermination, waiting list, or managed enrollment process. Children must be 0-5 years old, prior to entering kindergarten.

Q: What does the Families Forward Scholarship pay for?

A: If parents accept the Families Forward Scholarship, it includes payment of part of the monthly child care costs and will also pay one-time initial registration fee up to \$50 per qualifying child.

Q: How long do families have to register their child in an early learning program?

A: Families have up to 15 calendar days from their eligibility determination to inform ELCMDM staff of their acceptance of the scholarship. We encourage families to register with the early learning program as soon as possible. Slots are limited and will be filled by the program on a first-come-first-serve basis.

Q: What is the parent co-pay for the scholarship?

A:

- For child(ren) ineligible for VPK, the Child Scholarship parent co-payment fee will be \$14/daily (or \$70/weekly) for the first qualifying non-VPK

child. A 50% sibling discount will be applied for subsequent qualifying non-VPK child(ren) (\$7/daily or \$35/weekly).

- For child(ren) eligible for VPK, the Child Scholarship parent co-payment fee will be \$5/daily (or \$25/weekly) for the first qualifying VPK child. A 50% sibling discount will be applied for subsequent qualifying VPK child(ren) (\$2.50/daily or \$12.50/weekly). VPK eligible children are those who are 4 years old by September 1st of the current school year.

Q: Which programs are contracted to accept enrollments for Families Forward Scholarship children?

A: Early learning programs must be participating in the Thrive by 5 (TB5) program and performing at a Tier 4 or 5 to accept children with child scholarships.

If a child is currently attending a TB5 QIS program and it is performing at a Tier 3, the family will have the option to have the child remain at the current provider or transfer to a participating Tier 4 or 5 early learning program to receive this scholarship.

Q: Is parent/guardian required to pay the co-payment fee in its entirety regardless of attendance?

A: Yes, they are. Parent/guardian must pay assessed fee in advance of any calendar week, regardless of attendance. Child care service may be terminated if fees are not paid.

Q: What is the child care eligibility redetermination process for a Families Forward Child Scholarship?

A:

- Families Forward Scholarship redetermination will be assessed biennially (every two years).
- Families will be provided with a courtesy notice at (45) and (30) days prior to the end of the child scholarship authorization period. Families may apply for reconsideration of TCT funding by formally applying to the School Readiness program. If the family is still determined to be over-income for the School Readiness program and they continue to qualify for services, the family will continue to receive the scholarship if funds remain available.

Q: Who should parents contact if they have questions or concerns about the scholarship process?

A: If families have any questions or concerns, please refer them to ELCMDM at 305-646-7220 (for Spanish press 9, for Creole press 8 or via email: info@elcmdm.org)

Q: Who should providers contact if they have questions or concerns about the scholarship process?

A: Please refer them to contact the Specialist via email at classinfo@elcmdm.org

Q: Who should providers contact if they have questions or concerns about the scholarship payment?

A: Please refer them to contact the Payment Specialist via email at ndelvalle@elcmdm.org

Q: Who should providers or families contact if they have questions about TB5?

A: Please email The Children's Trust at Thriveby5@thechildrenstrust.org

Glossary of Terms

CLASS® – Classroom Assessment Scoring System: Observation tool developed as an objective way to measure and improve teacher-student interactions.

ELCMDM – Early Learning Coalition of Miami Dade/Monroe: A nonprofit organization dedicated to ensuring high-quality early education for children in Miami-Dade and Monroe. Through a community-based collaborative approach, we are committed to promoting high-quality early learning, advocating on behalf of children and preparing every child for success in both school and life.

FPL – Federal Poverty Level: According to the Department of Health and Human Services, "The poverty guidelines are sometimes loosely referred to as the 'federal poverty level' (FPL)." Following the Office of Management and Budget's (OMB) Statistical Policy Directive 14, the Census Bureau uses a set of money income thresholds that vary by family size and composition to determine who is in poverty.

Jump Start: The Jump Start ECC Program is a partnership between The Children's Trust of Miami- Dade County and, the University of Miami Mailman Center for Child Development. Jump Start ECC aims to increase the capacity of all early care and education providers to address young children's needs, reduce challenging behaviors that increase risk for preschool expulsion, and buffer the impact of current challenges on academic outcomes later in life. The program provides early care and education programs a Mental Health Consultant who learns about their goals and works directly with their staff for up to 10 months to offer personalized strategies based on individual need. For more information visit: <https://jumpstartecc.com/>

School Readiness: The School Readiness Program offers financial assistance to low-income families for early child education and care so families can become financially self-sufficient and their young children can be successful in school in the future.

SMI - State Median Income: Median household income indicates the relative wealth of a geographic area. Median household income reflects a household's ability to support a healthy lifestyle with quality food, housing, education, preventive medicine and curative care.

The Thrive by 5 Early Learning Quality Improvement System is a model to level the playing field for infant and toddler care in low-income neighborhoods. It will support improved program quality and teacher practices by offering among others, tiered

payment differentials and child scholarships. These incentives have been proven to encourage programs to improve and sustain their delivery of high-quality early learning services, which impacts young children's readiness to enter school.

The Children's Trust is a dedicated source of revenue derived from property taxes, established by voter referendum in 2002. Our mission is to partner with the community to plan, advocate for and fund strategic investments that improve the lives of all children and families in Miami-Dade County.

Questions/Contacts

- Questions regarding Families Forward, or technical assistance, please contact Quality Initiatives Department at classinfo@elcmdm.org or 305-646-7220 extension 2242 .
- General questions or concerns about Thrive by 5 including benefits and supports, please contact Thriveby5@thechildrenstrust.org.
- Questions or concerns regarding Families Forward Scholarship attendances/payments, please contact Payment Specialist Nelson Del Valle at 305-646-7220 ext. 2428 or via email NDelValle@elcmdm.org.
- Questions regarding Families Forward scholarship eligibility, please contact Early Learning Coalition at 305-646-7220.
- If you would like information about additional resources available in the community, please contact 211 or the Early Learning Coalition's Child Care Resource and Referral office at 305-646-7220.

Appendix A:

Parental Rights & Responsibilities

Provisions of Families Forward Scholarship is subject to availability of funding.

Parent has the right to:

- Not be discriminated against based on race, national origin, ethnic background, sex, religious affiliation, or disability.
- Quality services for child(ren)
- Participate in and observe their child(ren)'s activities at the early learning program.

Parent has the responsibility to:

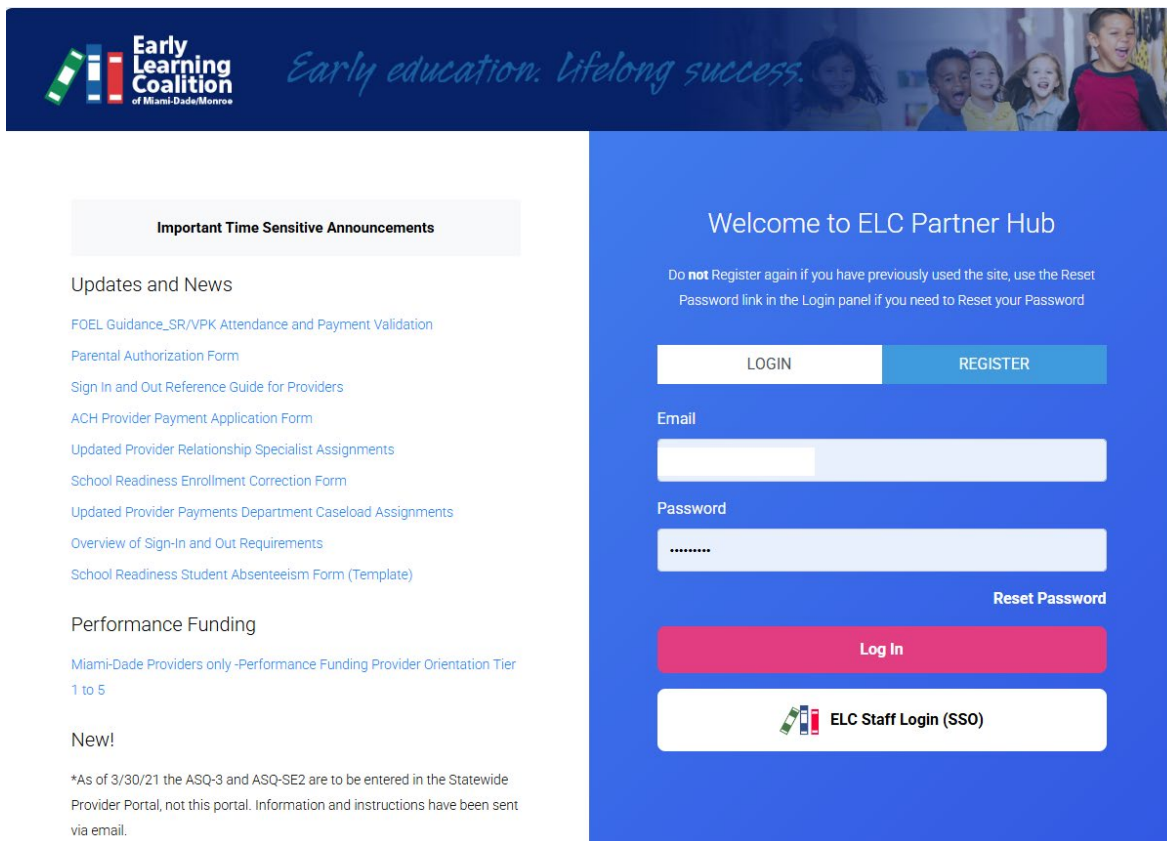
- Enroll child(ren) with his/her selected early learning program during the eligibility process or within 15 calendar days of the acceptance of the TCT TB5 child Scholarship. Failure to enroll within 15 days will require parent to complete the eligibility process again.
- Adhere to the hours of operation of the early learning program. The State of Florida Department of Children and Families and/or Police may be contacted, if late pick-up becomes a problem.
- Pay for any late pick-up fee that the program may charge.
- Know that service may be terminated if child(ren)'s medical records are not up-to-date.
- Keep the early learning program informed of any changes in living arrangements and current emergency contact number.
- Pay assessed fee in advance of any calendar week, regardless of attendance. Child care service will be terminated if fees are not paid. Future services will be prohibited until delinquent fees have been paid or a repayment plan has been established with the early learning program for the outstanding co-payment obligation. If the child assessed the larger fee is withdrawn from the program, the larger fee will then be assigned to your youngest remaining child.
- Notify and provide written documentation for all absences to child(ren)'s early learning program; if not, service will be terminated.
- Complete all requirements for redetermination prior to scholarship's expiration date to ensure continued eligibility for services.
- Know that The Children's Trust is not responsible for child care payment beyond the date of authorization that has been approved as a result of this redetermination.
- Confidentiality of the child information and the right to inspect and review the child's scholarship record and request copy.

Appendix B:

Provider Portal Scholarship Data Entry

Log in: Provider Portal

[HTTPS://PROVIDERS.ELCMDM.ORG](https://providers.elcmdm.org)



Early Learning Coalition
of Miami-Dade/Monroe

Early education. Lifelong success.

Important Time Sensitive Announcements

Updates and News

- [FOEL Guidance_SR/VPK Attendance and Payment Validation](#)
- [Parental Authorization Form](#)
- [Sign In and Out Reference Guide for Providers](#)
- [ACH Provider Payment Application Form](#)
- [Updated Provider Relationship Specialist Assignments](#)
- [School Readiness Enrollment Correction Form](#)
- [Updated Provider Payments Department Caseload Assignments](#)
- [Overview of Sign-In and Out Requirements](#)
- [School Readiness Student Absenteeism Form \(Template\)](#)

Performance Funding

- [Miami-Dade Providers only -Performance Funding Provider Orientation Tier 1 to 5](#)

New!

*As of 3/30/21 the ASQ-3 and ASQ-SE2 are to be entered in the Statewide Provider Portal, not this portal. Information and instructions have been sent via email.

Welcome to ELC Partner Hub

Do **not** Register again if you have previously used the site, use the Reset Password link in the Login panel if you need to Reset your Password

LOGIN **REGISTER**

Email

Password

Reset Password

Log In

 **ELC Staff Login (SSO)**

Sample Scholarship Letter



Families Forward Child Care Scholarship Letter for Over-Income Waiting List / Managed Enrollment (ME) Families (rev. 9/5/2025)

Dear

Congratulations! You are receiving this letter because you have shown interest in the Families Forward Child Care Scholarship Program for your child(ren):

CHILD'S NAME	DATE OF BIRTH

The Families Forward Child Care Scholarship is generously funded by The Children's Trust Thrive by 5 program and is administered by The Early Learning Coalition.

The purpose of the Families Forward Child Care Scholarship is to provide high quality early learning services to families who apply to receive School Readiness services and are considered to be above the Federal Poverty Level (FPL) or State Median Income (SMI) limits and are ineligible to receive School Readiness services. The Scholarship is available to children 0-5 years old who enroll at one of the participating early learning programs on the attached list. These early learning programs within the Thrive by 5 Early Learning Quality Improvement System (QIS) have been determined to offer high quality early learning services according to The Children's Trust guidelines based on the Classroom Assessment Scoring System (CLASS).

Families Forward Child Care Scholarship Agreement:

- Early learning programs must be participating in the Thrive by 5 QIS and performing at Tier 4 or 5. If your child is currently attending a non-participating early learning program, you have the option to transfer your child to a participating early learning program to receive this scholarship. If your child is currently attending a QIS program and it is performing at a Tier 3, you will have the option to have your child remain at the current program or transfer your child to a participating Tier 4 or 5 program to receive this scholarship.
- Please visit your selected early learning program to complete the registration process. You have 15 calendar days from () to complete the registration. This scholarship is on a first-come-first-serve basis and is available based on funding availability. The Early Learning Coalition of Miami-Dade/Monroe is not responsible for space availability within the early learning programs.
- If you accept this Scholarship, it will cover a portion of the monthly child care cost and a one-time initial registration fee of \$50 per child effective August 2019.
- If you accept this Scholarship and your child(ren) are ineligible for VPK, effective August 1st, 2019 you will be responsible for the parent's co-payment fee of \$14/daily (or \$70/week) for your first qualifying non-VPK child. A 50% sibling discount will be applied to subsequent qualifying non-VPK child(ren) (\$7/daily or \$35/weekly).
- If you accept this Scholarship and your children are eligible for VPK, effective August 19th, 2019 you will be responsible for the parent's co-payment fee of \$5/daily (or \$25/week) for your first qualifying VPK eligible child. A 50% sibling discount will be applied to subsequent qualifying VPK child(ren) (\$2.50/daily or \$12.50/weekly). VPK eligible children are those who are 4 years old by September 1st of the current school year and attending the Voluntary Prekindergarten Program.
- Weekly parent co-payment fee should be paid in its entirety, regardless of attendance.
- Should funding remain available, your eligibility for this Scholarship is authorized for up to two years or your child(ren)'s entry into kindergarten, whichever comes first. Scholarship redetermination will be assessed biennially (every two years).
- Siblings that are added-on to the initial child's scholarship are only eligible for the remaining eligibility period of 1st eligible sibling. A full 2 years will not be given to Sibling Add-Ons. Both siblings must redetermine when 1st sibling's eligibility expires.
- Beginning October 1st, 2020 attendance requirements are enforced again. Your child(ren) should not miss more than 10 days for the month. If your child(ren) missed more than the allotted 10 days for the month, your child(ren) will be placed on suspension, add them to a waitlist, and will not be eligible to utilize the scholarship until additional funding is available.
- If you accept this Scholarship and you decide to transfer to another Tier 4 or Tier 5 participating early learning



program, please contact your current early learning program to request a transfer. Your current program will terminate all applicable child enrollments if you have a zero balance with them and do not owe outstanding parent co-payments. This transfer process may take up to 3 business days to complete and will reflect in the early learning program portal database. Transfers to non-participating early learning programs are not permitted.

- To see the list of scholarship eligible programs, please click on the link below. Once there, click on Filters, then click on Program Supports and deselect Thrive by 5 QIS and make sure only Families Forward Child Scholarship is selected and then click Update Search.

<https://portal.elevat-ed.miami/map>

To accept this Families Forward Child Care Scholarship opportunity, you have 15 calendar days from () to select and register with an approved early learning program. A response is due no later than (). Please present this letter to your selected early learning program as proof of your eligibility. Your early learning program of choice will advise you on how to complete the final registration process.

Should you wish to decline this scholarship opportunity, or should you fail to register by the due date, your TCT Thrive by 5: Families Forward Child Care Scholarship eligibility will be terminated and you will be responsible for full payment after the last day of service. Contact our Child Care Resources & Referral (CCR&R) team at 305-646-7220 for alternative child care options.

Thank you,

ELC of Miami-Dade/Monroe

To add Scholarship Children, hover the mouse over CHILDREN and click on **MANAGE ALL CHILDREN**

The screenshot shows the website header with the logo and tagline "Early education. Lifelong success." The navigation bar includes "HOME", "MY PROFILE", and "CHILDREN". The "CHILDREN" menu is open, showing options: "ATTENDANCE", "ROSTER", "ASQ-3", "ASQ:SE-2", and "MANAGE ALL CHILDREN" (highlighted with a red box). A "Message Center" on the right indicates "You have 1 unread message(s)".

The Children List screen will appear. Click on the blue button on the right that says 'Add Parent'

The screenshot shows the "Children List" screen. It includes a "Filters" section with dropdowns for "Site" (All), "Funding Type" (All), and "Enrollment" (Enrollments). Below the filters is a table with columns: "Name", "Site Name", "DOB", "Funding Groups", and "Edit". The table lists three children: Luna Lovegood, Shana Stewart Lane Hamilton, and Jose Abreu. The "Add Parent" button is highlighted with a red box.

Name	Site Name	DOB	Funding Groups	Edit
› Luna Lovegood	WebinarSchool_Example	4/1/2016	TCT-PV	Edit
› Shana Stewart Lane Hamilton	WebinarSchool_Example	11/7/2014	TCT-PV	Edit
› Jose Abreu	WebinarSchool_Example	7/1/2018	TCT-PV	Edit

(List loaded by the Early Learning Coalition)

- Add Parent for Consent

Parent Information

Please fill out information for the parent to send email/text to request consent

Scholarship

Lookup (to select parent)

First Name *

Middle Name

Last Name *

Site *

1 World Learning Center

Address

City

State

Select

Zip Code

Send email

Consent in Person

Cancel

To find the parent in the system

- ✓ Enter First Name and/or Last Name
- ✓ The information of the parent will be pre-populated
- ✓ Select Parent

Select Parent ×

Filters

First Name: Last Name:

Application Type:

Email: Phone:

First Name	Last Name	Email	Phone	Child Initials	App Type	Actions
	Perez	@yahoo.com		An..y G	Waitlist	Select Parent
PARDO	YAH00.ES	Le..h A	Rede			Select Parent

The parent information will be pre-populated

- ✓ You are not required to enter any additional information at this point.
- ✓ Click Send Email to send consent to parent.

Add Parent for Consent ×

Parent Information
Please fill out information for the parent to send email/text to request consent

☒ Scholarship

[Lookup \(to select parent\)](#)

First Name *

Middle Name

Last Name *

Site *

Address

City

State

Zip Code

- ✓ The system will confirm that the consent was successfully sent to the parent.

The screenshot shows a web form titled "Add Parent for Consent". Under the "Parent Information" section, there are radio buttons for "Private Pay" and "Scholarship", with "Scholarship" selected. A "Lookup (to select parent)" link is present. Below this, there are input fields for "First Name" (containing "Adriana"), "Middle Name", and "Last Name". A "Site" dropdown menu is set to "WebinarSchool_Example". Further down are fields for "Address" (containing "135 sw 19 ave apt 10"), "City" (containing "miami"), "State" (containing "Florida"), and "Zip Code" (containing "33135"). A modal dialog box titled "Success" is overlaid on the form, displaying a globe icon and the message: "A request to the parent was sent asking consent to store data electronically." with an "OK" button.

Email received by the parent contains the link to complete the consent

Request of Parent Consent for Childcare

Hi Mr(s): **Adriana Callico**

LIMITED PARENTAL CONSENT TO SHARING PERSONAL INFORMATION FOR PARTICIPANTS WITH CHILD CARE FINANCIALLY SUPPORTED BY THE CHILDREN'S TRUST was sent to you. Please follow the link [Enrollment Consent](#) to complete the process..

Regards,
Enrollment team.

If parent has more than one child, an individualized email for each child that qualifies will be sent. Parent needs to consent for each child individually through each email.

Consent Form

- ✓ If the parent selects **I Agree**, the child information will be enabled for the parent to enter.
- ✓ Some of the parent information is already pre-populated.

*Do you agree?

...

Child Information

*First Name	Middle Name	*Last Name
*Gender		
...		
*Date of Birth		
mm/dd/yyyy		
*Primary Language	*Race	*Ethnicity
...	...	...

Parent Information

*First Name	Middle Name	*Last Name	
Email	*Phone	Other Phone	
*Gender	*Date Of Birth		
...	mm/dd/yyyy		
*Primary Language	*Race	*Ethnicity	
...	...	...	
*Address	*City	*State	*Zip Code
		Select	

☒ Sign up to receive free books monthly from The Children's Trust Book Club.

☐ * I understand that checking this box constitutes my signature confirming that I acknowledge the information above.

Consent submitted

- ✓ Information is saved and an automatic email is sent to the parent for his/her records.

Consent to store information electronically

*Do you agree?
I Agree

Child Information

*First Name: Adrian, Middle Name: , *Last Name: Perez
*Gender: Male
*Date of Birth: 4/18/2015
Primary Language: , Race: , Ethnicity:
Parent Information
*First Name: Adriana, Middle Name: , *Last Name: Calico
Email: , *Phone: , Other Phone:

The info was successfully sent

Checking the status of a parent consent

- ✓ Click on Manage consent responses to view all consents that have been sent.

Early Learning Coalition of Miami-Dade/Monroe

Early education. Lifelong success.

HOME MY PROFILE CHILDREN Log Out

Administrator Dashboard > Children List

Children List

Manage consent responses Add Parent

Filters

Site: All, Funding Type: SCLR, Enrollment: Enrollments

Name: , Personal ID:

Show: 50 entries

- ✓ The screen below will show, and you can manage the consents filtering by status

Parent Consent List

Filters

Site

All

 Funding Group

All

Status

Created

 Name

Show

Created

Accepted

Declined

All

 entries

If consent is in created status, provider will need to resend email or do it in person

[HOME](#) [MY PROFILE](#) [CHILDREN](#)[Log Out](#)

[Administrator Dashboard](#) > [Children List](#) > Parent Consent List

Import parents

Parent Consent List

Filters

Site

All

 Funding Group

All

Status

Created

 Name

Show

50

 entries

Name	Email	Status	Site	Funding Group	Manage Consent
C OI		Created		SCLR	Email In Person

Showing 1 to 1 of 1 entries (filtered from 8,189 total entries) [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

How to enter attendance

- ✓ When you log in, hover the mouse over Children and then click on Attendance.



Attendance should be entered daily in the system

ATTENDANCE Scholarship

Unread: 0 / Read: 0 Messages

Show Weekends: ☐ Yes ☒ No Show Redetermination Date: ☐ Yes ☒ No Show Other Details: ☐ Yes ☒ No Sort by funding group: ☐ Yes ☒ No Redetermination Period Reminder: ☐ Yes ☒ No

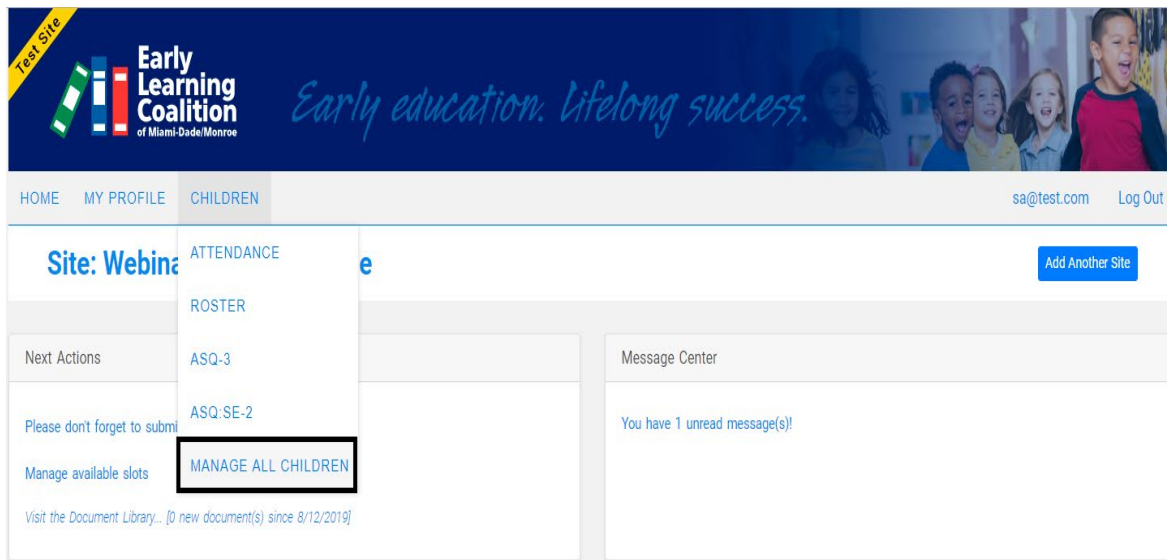
Aug - Scholarship

Lastname, Name	DOB	Redetermination	FG	Fees	01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
	12/23/2021	4/19/2025	SCLR [FT]	\$0.00	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	6/19/2021	2/5/2026	SCLR [FT]	\$0.00	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Children Total: 2

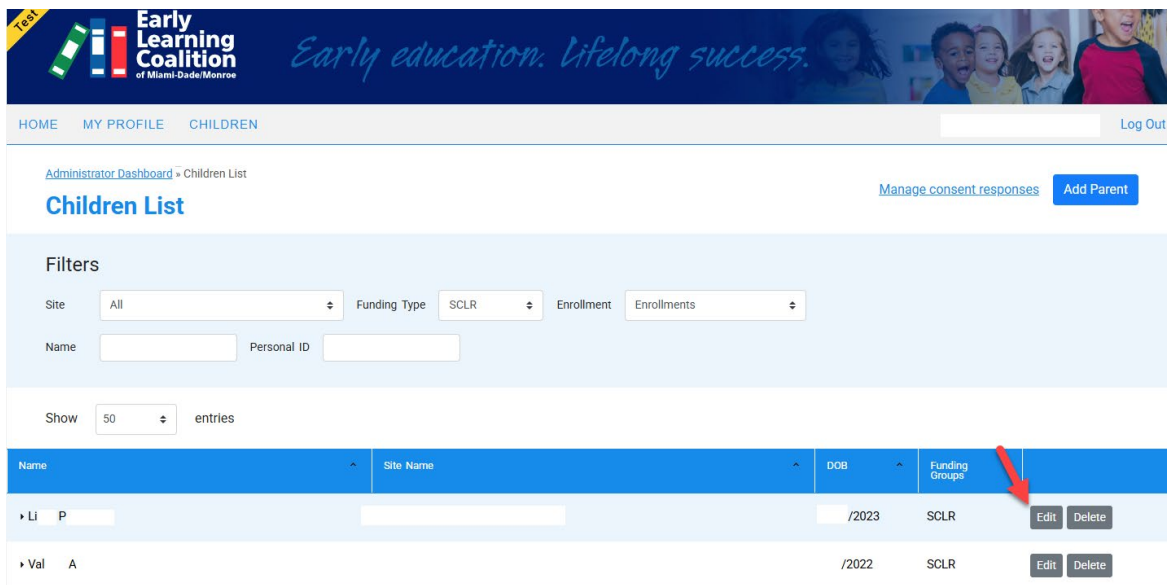
Closed Ticket: [\[e6deac490e\] Report](#) [Provider Report](#) [Processor Report](#) [Payment Report](#)

If you need to update the begin or end date, click on **MANAGE ALL CHILDREN** to open the Children List



Enrollment data can be found in the Children List

Click on **Edit** to open the Child's enrollment information



Click on edit for any of the sections below, update begin or add end date then save the information

Child Information (315841)

First Name *	Middle Name	Last Name *
Gender	Birthday *	Personal ID
Male		
Primary language	Race	
English		
Ethnicity		
Hispanic / Latino		

Edit**Parent Information**

First Name *	Middle Name	Last Name *
E-mail	Phone *	Other Phone
@gmail.		
Primary language	Race	
English	White	
Ethnicity	Address *	City *
State *	Zip Code *	
Florida	33035	

Edit**Enrollment Information**

Learning Center Inc		
Site *	Learning Center Inc	
Funding Type *	Scholarship	
Care Time Frame *	Begin Date *	End Date
Full Time	2026	'2028
This date needs to match the sign in and sign out forms.		

Edit

When to update enrollment dates

- If you are not sure whether or not you should be updating a begin or end date, please reach out to us for guidance at classinfo@elcmdm.org.