

# HOW TO COMPLETE AND SUBMIT THE CHILD CARE APPLICATION & AUTHORIZATION FORM:

*The Florida Department of Education's Office and Early Learning along with local early learning coalitions throughout the state are prioritizing child care for first responders and health care workers. Child care services for these personnel will be provided regardless of income. The eligibility requirements include: the child is a U.S. citizen or lawful resident, the family resides in Florida, and one or both parents is employed as a first responder or health care worker. Please contact your local early learning coalition or human resources department for more information.*

## CHECKLIST

- Obtain the Child Care Application and Authorization Form from your employer's Human Resource Department.
- Create a Family Portal Account and complete the online application for the School Readiness Program and upload the Child Care Application and Authorization Form (referral) OR contact your local early learning coalition for assistance.
- Once the application is submitted, the local early learning coalition will review the application.
- Once the application has been approved, submit documentation requested by the coalition. If eligible, the coalition will approve services within 3 business days.
- Continue to check email, including your junk folder, for the approval of services.
- Select a child care provider through the Family Portal.
- The initial child care authorization period will be 3 months or less.
- If you need help finding a Child Care Provider, contact your local early learning coalition's Child Care Resource and Referral unit.



**Florida's Child Care Resource and Referral Services can help your family by providing:**



A customized list of local child care options from trained child care resource and referral specialists.



Information about quality child care and early learning programs.



Financial assistance strategies and opportunities.



Referrals to other community resources and programs.



**For more information about local early learning programs, community resources or to check on the status of your application, please contact:**



The Early Learning Coalition of Southwest Florida "Concerns & Questions" link at [www.ELCofSWFL.org](http://www.ELCofSWFL.org)