

Know the



Monthly Zoom Session

TOPIC: Pending Family Acceptance “PFA”



WELCOME TO FLORIDA'S EARLY LEARNING PROVIDER SERVICES PORTAL

Release 4.7 was deployed to production January 28, 2021.

- Families will begin receiving email notifications every five days for enrollments in the Pending Family Acceptance status until the payment certificate is signed.



- The provider reimbursement report is now able to be run by Service Period or Payment Period. A link to the [EFS Mod Quick Tips Provider Reimbursement Report](#) can be found here.

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Parent Acceptance and Consent

When a new School Readiness enrollment is created for an eligible child, families must:

- a. Accept the terms and conditions,
- b. Establish their consent for developmental screening and/or child assessment, and
- c. Sign the payment certificate

Too often, families are not completing these steps and the child's enrollment remains in the "Pending Family Acceptance" status.

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In February, OEL initiated an automated email notification to families that is sent every five days until these steps are completed and the enrollment status changes from “Pending Family Acceptance” to “Enrolled.”

At the end of this month (March 2021), new enrollments in the “Pending Family Acceptance” status will not be allowed to be included on provider attendance rosters. **This means that families need to complete all of the enrollment steps before attendance for affected children can be submitted and reimbursed.**

It is important to know, providers **will** be able to process attendance and be paid for these enrollments, **but not until the payment certificate is signed by the family.** It is important to monitor SR enrollments and encourage families with enrollments in the “Pending Family Acceptance” status to log in to their statewide Family Portal account and complete the necessary enrollment steps by clicking the “Sign” button for the payment certificate.

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There are a few exceptions:

- a. New enrollments with the BG1 or BG3R billing group and the “Pending Family Acceptance” status will populate on attendance rosters,
- b. Existing enrollments with the “Pending Family Acceptance” status that have been already been submitted for attendance in previous months will continue to populate on attendance rosters.

****Note: if the child has a BIRTHDAY or Care Level change, they will then have to sign the paperwork before the child will populate to the Attendance screens in the new care level.**

Again; providers **will** be able to process attendance and be paid for these enrollments, **but not until the payment certificate is signed by the family.**

Once signed, the record status changes to “Enrolled” and the record will appear on the SR provider attendance roster for reimbursement.

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What does the parent need to do?

How can I assist the parent in completing the requirement?

Hello parent,

You **must** accept your children's enrollments so the ELCNWF can pay your provider.

As soon as possible, complete the steps below.

Soon, the State will update the Family Portal. After it does, child care providers cannot request ELCNWF payment for children whose parents have not accepted their enrollments.

This means that if you do NOT accept your children's enrollments, then your provider can ask YOU to pay the private pay rate or STOP your child from attending the provider.

Please accept the terms and conditions of your child's enrollment today!

Please log in to your Family Portal account at

<https://familyservices.floridaeearlylearning.com/account/login> using your email address (email) as your user name.

When you are logged in, scroll down to the green **School Readiness Funding** section. You will see your children's names listed. When you get down to your children's name, scroll your screen aaaaaaaaaaaa the way to the right until you see the blue **"Sign"** buttons.

To e-sign your certificates, you will click on the blue **"Sign"** button. Your Rights and Responsibilities will pop up. Make sure that you read through them carefully before checking the box. After you have checked all the boxes, you will click **"Accept"** at the bottom.

Then your Payment Certificate will pop up. Pay special attention to how your name is written on the certificate. When you type your name in the box, it will need to match **EXACTLY** as it is written on the certificate when you type it in the box. Click in the box under the top line on the certificate, and the box where you type your name will appear (if you are on your phone, you may have to scroll around the screen to find the box). Then type your name **EXACTLY AS IT APPEARS ON THE CERTIFICATE**. Then click **"Submit."** You will need to do this for each child who has a blue **"Sign"** button.

Thank you!

Know the Next Steps . . .



1. Monitor New Enrollments for completed Payment Certificates in the Enrollment queue.
2. DO NOT ACCEPT CHILDREN who have not fully signed the required documents



Looking forward to Contract Year 2021-2022. . .

2021 Provider Update

2020 - 2021 Program Year

+ Create 2021

The Button is in the portal...

We are ready to use it.

Providers can sign-up for PROFILE Assistance ZOOM Meetings

Please follow the link below to reserve your time slot NOW! ZOOM Meetings where screens are shared are not compatible with mobile devices, so we recommend using your computer. If you have questions about ZOOM or how these meetings will work, please email the Redline with “ZOOM” in the subject line.

The sign up link is located here:

<https://www.signupgenius.com/go/60B094DA4AB2FAAFC1-202122>

As a reminder, ALL PROVIDERS are required to update their PROFILE prior to May 31, 2021.



As a reminder, **ALL** Providers are required to annually submit:

1. W-9 Completed – signed and dated AFTER January 1, 2021
2. Current screenshot of the SUNBIZ website showing ACTIVE and having borders which show the website address and date the information was pulled down from the system (On or After January 1, 2021)
3. Private Rate Statement on NEW Contract page (Sorry, the page # did change)

These documents should be uploaded in the PROFILE-Documents tab to the corresponding folders.

If you have questions or concerns, please email redline@elcnwf.org



E-Verify Requirements in place for ALL Contracts after January 1, 2021

Beginning with the 2021-2022 Contract Year, Providers will need to document compliance with E-Verify prior to executing the SR and/or VPK Contract with ELCNWF.

Please see below for information regarding setting up an E-verify account, and the Affidavit that **must** be completed and uploaded into the PROFILE-Document E-Verify Folder.

Attachment: [E-Verify Information](#) and [Affidavit](#)