



EARLY LEARNING COALITION OF BREVARD RIGHTS & RESPONSIBILITIES

CLIENT RIGHTS

YOU HAVE THE RIGHT:

- To a translator. One will be provided if requested.
- To submit a written appeal if your services are decreased, fees increased, or if your services are terminated or denied.
- To be notified in writing of any changes in your child care services.
- To receive a termination notice if you are found ineligible for services during your re-determination appointment.
- To choose your child care provider. If you need assistance in choosing quality child care services, please contact the Early Learning Coalition’s Child Care Resource & Referral Department: 321-637-1800 Ext. 8573.
- To transfer providers at any time.
- To visit your child (ren) any time they are in the care of the provider.
- To be given your start and end eligibility dates in writing.
- To confidentiality of your child’s information and the right to inspect, review and request a copy of his or her child’s School Readiness record.
- To not be discriminated against due to race, color, creed, national origin, ethnic background, sex, religious affiliation, nor disability.
- To receive a receipt of copayment fees from my child care provider and to be notified in writing of any delinquencies.

CLIENT RESPONSIBILITIES

IT IS YOUR RESPONSIBILITY:

- To report changes affecting your eligibility **within 14 calendar days**. This includes changes in address, temporary/non-temporary work or education status, family size, failure to maintain attendance at a job training or education program and if income exceeds 85% of the state median income (SMI).
- To disclose all information about everyone living in my household.
- To redetermine services prior to your eligibility end date.
- **To immediately provide your child care provider with a copy of the child care certificate you received today.** You understand that if you do not provide the certificate and changes to your schedule or parent fee have occurred, you may be held financially responsible for any difference in fees or for charges for days not authorized.
- To pay the family fees before services are used and the provider may have additional charges you may be responsible to pay. You also understand that if fees are not paid your services will be terminated or transfer denied. It is required to submit written verification from the current provider that the School Readiness fees have been paid in full or an established repayment arrangement with the current provider has been established and is submitted in writing to the Coalition.
- To make sure your child (ren) attends the program all days authorized. You also understand that excessive unexplained absences that exceed 10 calendar days during a total month of absences may result in dismissal from the program.
- To understand all School Readiness services are dependent upon funding availability and Early Learning Coalition’s placement priorities.

By signing below, I acknowledge that I have read and understand the above statements. I further understand that providing false information to the Early Learning Coalition, or failing to report required changes, could result in termination of services, and/or referral to the Florida Department of Financial Services for investigation. In addition, I understand Florida’s Division of Early Learning and the Early Learning Coalition has the right to initiate 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 records, unemployment benefits, TANF, Child Support, etc.). In accordance with 6M-4.200 (3)(a)(3), I certify that my family’s total assets do not exceed \$1,000,000. Finally, I understand that I am responsible for reimbursing the Early Learning Coalition if my child (ren) receive services for which they were not eligible.

Parent/Caretaker Signature

Date

Family Services Specialist – Eligibility

Date