NEW ENROLLMENT:

4C has transitioned to a new statewide web-based system for School Readiness (SR) and VPK service delivery. *What does this mean for you?* This will allow you to complete your new enrollment for School Readiness funding through the new online system, the **Early Learning Family Portal**.

If you received a funding notification, you will need to Log In to your portal account by clicking here https://familyservices.floridaearlylearning.com/Account/LogOn.

First, you will receive an email from DONOTREPLY@oel.myflorida.com, with a message similar to the one shown below. This message is letting you know that you are now ready to log in to your Family Portal account – you can do so by clicking here: https://familyservices.floridaearlylearning.com/Account/LogOn.

Hello,

You have requested the ELC of the Big Bend Region to open your Family Portal account for you to make any necessary updates. If you did not make this request, please contact the ELC of the Big Bend Region as soon as possible. To access your family portal account, go to: https://familyservices.floridaearlylearning.com/

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

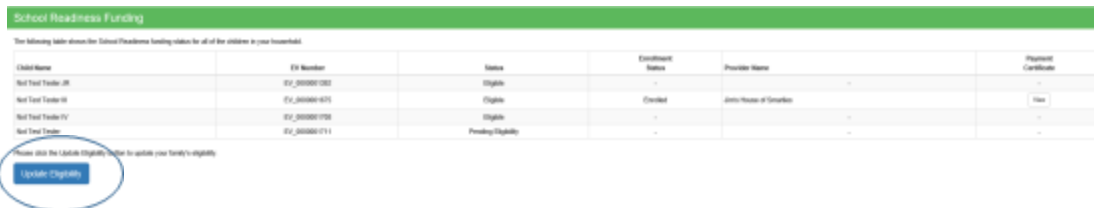If you have any questions you may contact the ELC of the Big Bend Region at the number listed below.

Thank you,

ELC of the Big Bend Region
8669739030
http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your early learning coalition.

PLEASE NOTE: The email address at which you receive this message is the email address to which your Family Portal account is connected. You will not be able to change your associated email without contacting 4C. Changing your email address could possibly delay the redetermination process.

Once logged in, scroll down all the way to the bottom and you will see the **Eligibility Verification Button;** click on this button to begin the process. You will be taken through the "Eligibility Verification Wizard".

Here is some "Helpful Hints" to successfully completing your new enrollment through the Family Portal:

Helpful Hint # 1
You must upload all documents such as a valid ID, birth certificates for all children included in your family size *(even children that are not being enrolled);* residency verification; proof of employment; proof of school enrollment; and/or any other source of income. For a complete list of acceptable and required documents, please click here: https://4cflorida.org/wp-content/uploads/2014/12/Document-required-list-20170630.pdf.

Helpful Hint # 2
For each section you will see a *Green "Yes" or Red "No" button;* this is to confirm if the information listed in each section is correct or not. To upload the required document for each section, you will have to click on the *Red "No" button* as shown below. Once the document is successfully uploaded and the information in the section is correct, you are ready to proceed to the next section. Click the *Green "Yes" button,* and then the '*Next' button* at the bottom right of the page. The '*Next' button* is disabled until each area is complete with supporting documentation uploaded.

Helpful Hint # 3

You must read each section *carefully* and answer all questions to the best of your knowledge. All supporting documents must be uploaded and each question answered accurately. The enrollment process may be delayed and your submission may be rejected until you upload all required information. Your eligibility is determined based on your most recent four (4) weeks of income. Please make sure that all income related sections are supported by documentation such as proof of Child Support, Social Security Income Award letter current for the year of application, and employment documentation with current and up-to date information (most recent 4 weeks of paystubs). If your employer does not provide you paystubs, please contact us for other options.

Helpful Hint # 4

You are able to search for child care providers in the next section and you must select the child care provider that you want your child(ren) to attend. Your chosen child care provider must have a valid contract for School Readiness Funding with the Early Learning Coalition of Orange County. If you need assistance choosing a child care provider, please contact us at 407-522-2252, ext 2900.

You must verify whether or not your child(ren) is/are currently attending or not. If you indicate that your child is not currently attending, an **Estimated Start Date** must be entered. *(Start Dates can only be future-dated by 30 days from the date of submission. You cannot back-date your start date; doing so may result in the application being rejected after submission).*

Helpful Hint # 5

Any additional supporting documentation such as proof of child support, Social Security income, proof of zero balance, *birth certificate for other children in the household who are not being enrolled*, etc. should be uploaded to the 'Additional Documents' Section.

Helpful Hint # 6

After completing all sections, it is time to review your application. At this point, you will have the opportunity to make any changes to the application by clicking on the 'Edit' button. Please make sure all information is accurate before proceeding to the last step.

Helpful Hint # 7

To submit your information for enrollment, the application must be certified by **Electronic Signature.** Click on the checkbox and enter your name EXACTLY as it appears on your application. Then, click **Submit Eligibility Verification**.

*Please make sure when typing your name, it must **match exactly** to your name as listed on the application. This function is very sensitive. If the signature is wrong, it will be indicated right below the signature box in *Red Letters*.

Submit Eligibility Verification and you are done!!

We will contact you within ten (10) business days via email or phone. Please make sure to keep your email account active and regularly check for messages from us, as this will now be the primary method of communication. If you close, your email account or change it without notifying us within 10 business days, your services may be terminated.

PLEASE NOTE: Once 4C has reviewed and approved your submission, you must log back in to the Family Portal and provide a final electronic signature. We will be emailing you additional guidance on *How to Sign Your Certificate*, so please be on the lookout for this. **Your enrollment is not final until you complete this step!**