

# Rilya Wilson Reporting Requirements

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption.

A child enrolled in an early education or childcare program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department of the community-based care lead agency and the Early Learning Coalition by the end of the business day following the unexcused absence or seventh consecutive excused absence.

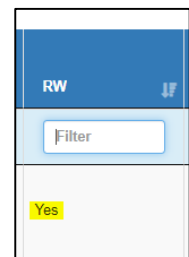
## OEL PROVIDER PORTAL

### Identifying child enrollments subject to Rilya Wilson Act

Log into the OEL Provider Portal – [www.providerservices.floridaearlylearning.com](http://www.providerservices.floridaearlylearning.com)

From main menu select: Enrollments> Manage SR Enrollments> View/Edit SR Enrollments

Enrollments that are part of the Rilya Wilson Reporting Requirements will have a “YES” in the RW Column of the SR Enrollment screen.



### Requirements:

- Children **MUST** be enrolled to participate 5 days a week.
- Children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- If Child has 7 consecutive excused absences or any Unexcused absence, the childcare Provider **MUST** notify the referring agency and the Early Learning Coalition.
- If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and education staff, and educational surrogate, if appointed, to determine the best setting for the child.

### 1. Contact information for Reporting Absences to Referring Agency:

ChildNet Palm Beach County  
4100 Okeechobee Blvd  
West Palm Beach, FL 33409

 **561-352-2500 press 3**



### 2. Notification of absences to ELC:

Upload Completed **Absence and Rilya Wilson Reporting** Form to <https://cs.elcpalmbeach.org>

\*Suspicious of the abuse or neglect of a child **MUST** be reported to **1-800-96-ABUSE\***