

Provider Portal User Guide

Version 6.1

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Document Overview

This document provides a step-by-step guide to navigate the Provider Portal.

Purpose of this Document

The purpose of this document is to provide Provider Portal users with a reference document to successfully navigate and perform business processes included in Release 6.1 of the Provider Portal.

Intended Audience

The intended audience for this document includes provider staff responsible for completing profiles, contracts, enrollments, and attendance.

What's New in this User Guide?

New text and screenshots for Department of Defense Contractor question, editing an SR/VPK Amendment, and Temporary Closures.

Assistance

If you have questions about any of the material in this user guide or about any processes not covered by this guide, please contact your local Early Learning Coalition.

Accessing the Provider Portal

The link to access the Provider Portal is <u>https://providerservices.floridaearlylearning.com</u>.

Creating a Provider Portal Account

First-time Provider Portal users must register for an account to access the Provider Portal. Provider Portal users with multiple provider sites should begin by registering only one site location. This could be the provider's primary, flagship or main location. Once a Provider Portal account registration request is approved for one provider site, the provider user will be able to create accounts for additional sites after logging on to the Provider Portal.

Provider Services Logon	
Account Information	
User name (must be a valid email address)	Not yet registered?
Enter User Name	Click here to register a new provider account.
Password	_
Enter Password	
Log On	
Forgot my password	
Change my password	

Click the <u>here</u> link to start the new account registration process and the following page will display:

Register for a New Provider Account	
License Details Taxpayer or Provider identification number* 0	Already registered? Click here to log in with your existing account information.
License/Registration/Exemption number, or EXEMPT* 3	
Verify License Details	

A Provider Portal user must enter the taxpayer identification number (from the provider), the provider identification number (from the early learning coalition) and the Department of Children and Families (DCF) license, registration, exemption number or type the word "EXEMPT". Providers may enter "EXEMPT" if they do not have an exemption number from DCF.

The Provider Portal user must click the <u>Verify License Details</u> button to complete step 1 of the Provider Portal account registration process.

If a match is found for the submitted information, the following message will display:

Provider Data Found	
entered. If we've correctly identifie	lata which corresponds to the license information that you ed your provider, click Yes to pre-fill sections of the No and try again with different license information.
Business name:	4 Kids Academy
Doing Business As name:	4 KIDS ACADEMY
Owner name:	SARINA
Is this your provider?	

If the information is not correct, click the <u>No</u> button and contact the local early learning coalition.

If the information is correct, click the <u>Yes</u> button. On the next screen, the registration information will be populated by the system, with the exception of User Information.

If a match is not found for the provider information, the following message will display:

No Matching Provider Data Found		
Taxpayer or Provider ID: License/Registration/Exemption #:	×	0000000000 EXEMPT
We were not able to find matching provide	r site or pi	

taxpayer/license information. If you are a new provider, this situation is to be expected.

If you have reason to expect that your information should be in our provider system, please re-enter your license information and try again or contact your early learning coalition for assistance.



After filling in the required information (noted with a red asterisk *), the Provider Portal user must click the **<u>Register</u>** button to complete the registration process.

Register for a New Provider Account
License Details Taxpayer or Provider identification number * 3
34534534545
License/Registration/Exemption number, or EXEMPT * 🕄
EXEMPT
Business Details
Business name associated with your taxpayer identification number *
Owner/Operator name *
Principal Address line 1 [#]
Principal Address line 2
Principal City*
Principal State *
~
Principal Zip code *

Location Details

Redlands Christian Migrant Association (RCMA) Provider (1)

Doing Business As name (DBA)*

Provider type*

Not Selected

Legal status*

~

 \sim

Ý

Contact person phone number*

Physical Address of Facility

□ Facility address is the same as principal address.

Address line 1*

Address line 2

City*

State

Florida

Zip code*

County of physical location*

--please select a value--

User Information

First name*

Middle name

Last name*

Account user name (must be a valid email address)*

Confirm account user name*

Password (must contain at least 8 characters)*

Confirm password*



After clicking the **<u>Register</u>** button, the following message may display:

Ac	ddress Verification		;
Prir	ncipal Address of Business		
USF	PS standardized address is:		
USF	Entered Address	USPS Address]
USF		USPS Address 100 EXAMPLE ST, TALLAHASSEE, FL 32399-0001	

Close	Apply	

Click the <u>Select this</u> radio button to accept the standardized United States Postal Service (USPS) address or the Entered Address if the USPS Address is not found. Then, click the <u>Apply</u> button to continue. If the Provider Portal user clicks the <u>Close</u> button, the user will be taken back to the previous screen to re-enter the address information.

Once the Provider Portal user submits an account request, the following page will display:

Account Request Confirmation

Your registration/activation request was sent to an administrator for processing. You will receive an email when your account is approved. Please click Continue to proceed to the logon page.

Continue

The Provider Portal user should access the email address used in the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

You are receiving this email because someone registered this email address for an account in Florida's statewide early learning Provider Portal. You will receive an email that will notify you how to proceed after your request is processed by your local early learning coalition.

ELC of the Big Bend Region (866) 973-9030 http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

If the registration request is approved, the following email will be sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter

The Provider Portal registration request you submitted for Jim's House of Learnin' 2 has been approved. You may now log on to the Provider Portal with the user name and password you registered with.

ELC of the Big Bend Region

(866) 973-9030 http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The Provider Portal user can log on to the Provider Portal at <u>https://providerservices.floridaearlylearning.com</u>.

Troubleshooting a Provider Portal Account Error Message

If the Provider Portal user receives the following message, contact the local early learning coalition to verify that the taxpayer identification number matches the DEL database.

The license number belongs to a provider/business that is associated with a different taxpayer identification number.

If the Provider Portal user receives either of the following messages, contact the local early learning coalition to determine if a provider portal account has already been created.

The license number belongs to a provider that is already associated with a registered account.

The taxpayer or provider identification number belongs to a business that is already associated with a registered account.

If the Provider Portal user receives the following message, contact the local early learning coalition to determine if the user name (email address) has been used in the Family Portal. The coalition may need to consult with DEL to make this determination. If a user name has been used in the Family Portal, even if an application was not created, DEL will have to remove the user name from the database so it can be used in the Provider Portal. If a provider has improperly used a user name to complete SR or VPK applications for a parent, the provider must contact that parent to get a replacement user name for that application so the provider's user name can be used in the Provider Portal. Another option is for the provider to pick another user name to use in the Provider Portal.

Account user name (must be a valid email address) 📅

oeldemonstration+pb@gmail.com

User name "oeldemonstration+pb@gmail.com" is not available.

Provider Portal Returning User

Log on Process

Provider Portal users who have already created a user account can log on from the Provider Services welcome page by entering the user name and password created during the account process. Click the <u>Log On</u> button to continue.

Provider Services Logon	
Account Information	
User name (must be a valid email address)	
Enter User Name	
Password	
Enter Password	
	Log On
Forgot my password	
Change my password	

Password Recovery

If the Provider Portal user cannot remember the password, the user can click the **Forgot my password** link.

Provider Services Logon	
Account Information	
User name (must be a valid email address)	
Enter User Name	
Password	
Enter Password	
Forgot my password Change my password	Log On

Clicking the **Forgot my password** link will display the following page:

Forgot Your Password?
Account Information
Please type the user name of your account and then click Continue. A password reset link will be sent to the email address associated with your account.
User name
< Back Continue

The Provider Portal user must know the email address used for the account. Once the Provider Portal user enters an email address and clicks the **Continue** button, the following page will display:



The Provider Portal user should then access the email account used for the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

DONOTREPLY@oel.myflorida.com 5:14 PM (0 minutes ago) ☆ 🔦	-
to me 👻	
This Message is from UAT Provider Portal	
You are receiving this message because you or someone else from this email address requested a new Provider Portal password. Please disregard this email if you did not request a new password.	
To reset your password you must complete the following steps. 1. Please reset your password by clicking here. 2. Enter your user name – it must be the compared ddress you registered for a provider account with. 3. Enter in your new password. 4. Confirm your new password. 5. Click the Reset Password button. A Reset Password Confirmation screen will display if the logon was successful. 6. Click the Continue button. The Provider Services Logon page displays and you are now ready to sign in with the new password.	
Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.	

Once the Provider Portal user clicks the <u>here</u> link, the following page will display:

Reset Your Password	
Account Information	
Please type the user name and new password for your account, and then click Reset Password.	
User name	
Enter User Name	
Password (must contain at least 8 characters)	
Enter Password	
Confirm password	
Enter Password	
Rese	et Password

The Provider Portal user must enter the user name (email address), new password and confirm the new password. After entering the required fields, click the **Reset Password** button to continue.

If the Provider Portal user successfully changes the password, the following page will display:

Reset Password Confirmation

The password for your account was successfully reset.

Please click Continue to proceed to the login page.

Continue

Change Password Process

A Provider Portal user can change the password at any point by clicking the **Change my password** link.

Provider Services Logon
Account Information
User name (must be a valid email address)
Enter User Name
Password
Enter Password
Log On
Forgot my password Change my password

Clicking the **Change my password** link will display the following page:

Change Password
Account Information
Please type your account information below and click Change Password.
User name
Enter User Name
Current password
Enter Current Password
New password (must be at least 8 characters)
Enter New Password
Confirm new password
Confirm New Password
Change Password

The Provider Portal user must enter the User Name (email address), current password, new password and confirm the new password. After entering the required fields, click the **<u>Change Password</u>** button to continue.

If the Provider Portal user successfully changes the password, the following page will display:

Password Change Completed

The password for your account was successfully changed.

Please click Continue to proceed to the login page.

Continue

Provider Dashboard

After logging on to the Provider Portal, the following page will display:

Attendance - Documents - Attendance - Document							
Common Tasks	Broadcast Messages		Coalition Messages				
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.				
Manage Users Manage All Users							
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract							
VPK Contract Amendment	Provider Site Summary		Frequently-Used Links				
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Jim's House of Smarties Jim's House of Smarties 8435 9999999999	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website				

Update Provider Portal User Account Information

Provider Portal users can update their user information – name and phone number – associated with their email address. If the name associated with an email address is blank, the user can add the first and last name. If a name associated with a standardized email address (e.g. Info@JimsHouseofSmarties.com) needs to be changed due to a director or other staff leaving, the first and last name can be changed as long as another user has access to that Provider Portal account. If no one has access to the Provider Portal account, contact your local early learning coalition to submit a ticket to the DEL Service Desk.

Click on the gear icon.

Hello jim.ledbetter@oel.myflorida.c	om! C+Log Off 🔅 🚯
The following will display. Click the Account	nformation button.
	Settings and Account Information
Hello jim.ledbetter@oel.myflo	rida.com! 🕒 Log Off 🔅 🔒
	L Account Information

Enter the additional information and click Save.

LUpdate User Account Information					
Please update your ac	count details to continue				
First Name*	Jim				
Middle Name	Enter Middle Name				
Last Name*	Ledbetter				
Suffix	~				
Phone Number*	(850) 717-8607				
	Cancel	Save			

Multiple Sites

If the Provider Portal user registered a provider site that shares a taxpayer identification number with multiple sites, all of the sites with a shared taxpayer identification number will appear in a dropdown list for that Business Administrator.

Si	ites	Jim's House of Smarties	~	Profile:	2018 - 2019 🗸	Hello ledbetter.kiwanis+10@gmail.com!	C→ Log Off	0

Manage Sites

Providers with multiple site locations can use this feature to manage additional sites. Click the <u>Manage All Sites</u> link to add new provider sites. Additional sites can only be added if the sites share the same taxpayer identification number. This function will only be needed if the provider site is not found in the DEL database. Sites that share the same taxpayer identification number will automatically be assigned to the Business Administrator who registered the first provider site with the same taxpayer identification number.

Home Business - Profile - Contracts - Enrollments - Attendance -	Profile: 2018 - 2019 V Helio ledbetter.kiwanis+10@gmail.com! C+ Log Off						
Common Tasks	Broadcast Messages		Coalition Messages				
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.				
Manage Users Manage All Users							
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract							
VPK Contract Amendment	Provider Site Summary		Frequently-Used Links				
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Jim's House of Smarties Jim's House of Smarties 8435 9999999999	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website				

Manage Sites

Use this page to add new provider sites and to edit or inactivate provider	ler sites for which you have the necessary administrative access.		
If a button is disabled, it means that you don't have sufficient access to	o use that function for that particular provider site. Please see your	site adminstrator if you need additional access.	
Location name	License number	Address	Actions
Jim's House of Learning 2	EXEMPT	250 MARRIOTT DR TALLAHASSEE, FL 32301	Edit Manage Users
Add Site			

After clicking the <u>Add Site</u> button, the following message will display:

Add New Site

To add a new site for your business, first type the license, registration, or exemption number of the new site, and then click Verify License to verify that the license number is available for use with the system.

License/Registration/Exemption number, or EXEMPT*

	Verify	License	
Sa	ve	Cancel	

If the new provider site matches, the location information will be pre-populated.

Edit Site

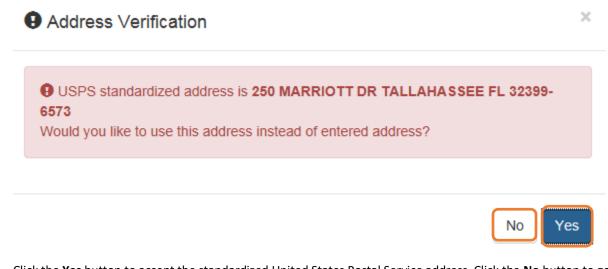
License/Registration/Exemption number, or EXEMPT*
X10POC
Legal status*
Exempt ~
Doing Business As (DBA) name*
HEAVEN'S LITTLE
Provider type *
Center 🗸
Address line 1*
620 N Ave
Address line 2
City *
Lakeland
State
Florida
Zip code*
33801
County of physical location *
Polk

Save Cancel

If the new provider site does not match, the location information must be entered by the Provider Portal user.

Add New Site	
To add a new site for your business, first type the license, registration number of the new site, and then click Verify License to verify that the available for use with the system.	i, or exemption e license number is
License/Registration/Exemption number, or EXEMPT*	
8	Verify Licens
Legal status*	
Doing Business As (DBA) name *	
Provider type*	
Address line 1*	
Address line 2	
City*	
State	
Florida	
Zip code*	
County of physical location*	
	Save Cance

After clicking the **<u>Register</u>** button, the following message may display:



Click the <u>Yes</u> button to accept the standardized United States Postal Service address. Click the <u>No</u> button to go back to the previous screen to re-enter the address information.

Manage Users

Click the <u>Manage All Users</u> link to edit, add, and inactivate provider site users.

Home Business - Profile - Contracts - Enrollments - Attendance -	Documents +		Profile 2018 - 2019 - Helio ledbetter.kiwanis+10@gmail.com! C+ Log Off
Common Tasks	Broadcast Messages		Coalition Messages
Manage Sites Manage AI Sites Manage Users Manage AI Users Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statlevide VPK Provider Contract	No messages to display.		No notifications or alerts to display.
VPK Contract Amendment	Provider Site Summary		Frequently-Used Links
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Jim's House of Smarties Jim's House of Smarties 8435 9999999999	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website

To edit the role of a Provider Portal user, click the **<u>Edit</u>** button.

Manage All Users			
Use this page to add, edit, and inactivate users of an If a button is disabled, it means that you don't have s		-	e access. ease see your site adminstrator if you need additional access.
Jim's House of Learning 2			
User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	Edit Inactivate
Add User			

Provider User Roles:

- Business Administrator Able to edit the provider profile and principal business information that is shared among associated provider sites; able to add provider sites and users; submit profiles and profile updates; and create contracts. This role would typically be assigned to an owner.
- Site Administrator Able to edit the provider profile associated to their site add provider users for a site but cannot create a new site. This role would typically be assigned to a principal or director.
- User Able to perform administrative tasks based on permissions granted by the Business
 Administrator or Site Administrator. This role would typically be assigned to teachers and aides.

After changing the role, click the **<u>Save</u>** button to continue.

Edit User Permissions

Make the desired changes to the user's role and permissions, and then click Save.

Role*

Business Administrator Site Administrator User		
	Save	Cancel

Adding a User

To add a user, click the <u>Add User</u> button.

Manage All Users

Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site adminstrator if you need additional access.

Jim's House of Learning 2			
User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	Edit Inactivate
Add User			

Add New User

To add a new user to your site, first type the user name (email address) of the new user, and then click Check User Name to see if the user is already registered with the system.

User name*

	Check Use	r Name
	Save	Cancel

In the user name field, the Provider Portal user will enter the email address of the new user. If the user already has an account in the Provider Portal, the user role must be selected. Click the <u>Save</u> button to continue.

Add New User	
To add a new user to your site, first type the user name (ema and then click Check User Name to see if the user is already	· · · · · · · · · · · · · · · · · · ·
User name*	
oeldemonstration+5@gmail.com	Check User Name
The specified user account already exists in the system, so n is needed. Select the role and permissions for the new user, Role*	
Business Administrator Site Administrator User	

r

In the user name field, the Provider Portal user will enter the email address of the new user. If the user does not exist in the system, the user's information and role must be entered. Click the **Save** button to continue.

Add New User	
To add a new user to your site, first type the user name (e and then click Check User Name to see if the user is alrea User name*	
oeldemonstration+7@gmail.com	Check User Name
The specified user account does not yet exist in the syste below, and then click Save.	m. Please complete the form
Password*	
Confirm password*	
First name*	
Middle name	
Last name*	
Role*	
Business Administrator Site Administrator User	
	Save

Once the new user has been added, an email will be sent to the new user by **DONOTREPLY@oel.myflorida.com**.

Hello Jamie Ledbetter,

You are receiving this message because you have been given permission to access Jim's House of Learning 2 with your user account in Florida's statewide early learning Provider Portal.

You may now log on to the Provider Portal with your user name and password to get started.

If you do not have your current user name or password, contact Jim Ledbetter at <u>oeldemonstration+3@gmail.com</u> for your log in information.

ELC of the Big Bend Region (866) 973-9030 http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The User role has a set of permissions that can be individualized for each User. Each option is unchecked by default and must be checked to add to the User. Click the **Save** button to continue.

Edit	Edit User Permissions		
	Make the desired changes to the user's role and permissions, and then click Save.		
Role	•		
Use	er 🗸 🗸		
Perm	issions		
*	Attach Profile Documents		
~	Create Banking Information		
*	Create Calendar		
•	Create Profile		
*	Create SR Contract		
•	Create VPK Contract		
	Edit Banking Information		
~	Edit Calendar		
~	Edit Profile		
	Edit Site		
~	Edit SR Contract		
	Edit VPK Contract		
~	Manage ASQ		
•	Manage Document Library		
•	Manage Messages and Notifications		
*	Manage Other		
~	Modify and Submit SR Attendance Rosters		
~	Modify and Submit VPK Attendance Rosters		
*	Reports		
~	Review Attendance Rosters		

Save	Cancel
------	--------

Adding a Business Administrator to Multiple Sites

To add a Business administrator to multiple provider sites, click the <u>Add User</u> button in the "Manage Multiple Providers" section.

NOTE: "Manage Multiple Providers" is only available to existing Provider Portal accounts with a Business Administrator role.

Ν	Manage All Users
	Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access.
	If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.
	Manage Multiple Providers
	Actions
	If you would like to add the business administrator role to a user for one or multiple providers, click the "Add User" Button.

In the user name field, enter an email address for the new Business Administrator account. Click the <u>Check User</u> <u>Name</u> button.

If the email address does not exist in the system, the Password and Name fields must be filled to create a Provider Portal Account.

Add New User	
To add a new user to your site, first type the user name (email address) of the new is already registered with the system.	v user, and then click Check User Name to see if the user
	Check User Name
	Save Cancel

Click the **<u>Select Providers</u>** dropdown arrow.

NOTE: The Role dropdown only disp	lays Business Administrator	and cannot be changed.
-----------------------------------	-----------------------------	------------------------

Add New User	
To add a new user to your site, first type the user name (email address) of the new us is already registered with the system.	ser, and then click Check User Name to see if the user
User name*	
	Check User Name
new user, and then click Save. Select Providers	
Role*	
Business Administrator ***	
	Save Cancel

Select the provider sites where the user will have a Business Administrator role, then click the <u>Save</u> button.

Add New User	
	Check User Name
The specified user account already exists in the system, so no further account i the new user, and then click Save. Select Providers	nformation is needed. Select the role and permissions for
Ken Test Center (23967), Ken Test Center Military (240	2
Q	Ken Test Center (2
Select all	
Ken Test Center (23967)	
Ken Test Center Military (24010)	
Kim's Test Daycare (19448)	
Ventura Prod Provider Test 2 (20619)	
	Save Cancel

The <u>Add User Confirmation</u> message will pop up verifying account access for the provider site.

Inactivating a User

To inactive a user, which will remove the user from the site, click the **Inactivate** button.

Manage All Users				
Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access. If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.				
Jim's House of Learning 2				
User name	Role	Name	Actions	
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	Edit	
Add User				

If the Provider Portal user discovers that an email address has an error after it has been entered, the user can add the correct email address by clicking the <u>Add User</u> button, entering the required information, and then click the <u>Save</u> button. Then, the user will click the <u>Inactive</u> button for the email address which has the incorrect email address. For example, from the above Manage All Users screen, if the Business Administrator's email address was incorrectly entered as oeldemonstation@gamaial.com, the process would be to click the <u>Add User</u> button and create oeldemonstration+3@gmail.com, click <u>Save</u>, and then click <u>Inactivate</u> for oeldemonstation@gamaial.com. It is important to create the correct email address first before inactivating the incorrect email address.

Provider Cost of Care Estimate

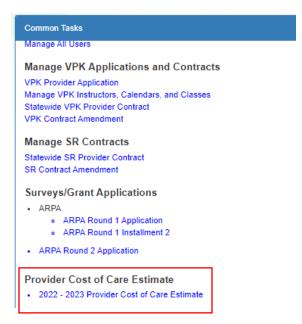
The Provider Cost of Care Estimate pop-up message will appear for all providers that have an incomplete or Active 2022-2023 provider profile in EFSM. The providers do not have to have School Readiness or VPK contracts to complete the cost of care estimate.

The pop-up message will appear on the provider dashboard after logging in and will continue to pop up until the provider completes and submits the estimate.

May 31, 2023 is the last day the provider will be able to submit the estimate. The pop-up message will not appear after the deadline.

10 F	Provider Cost of Care Estimate	
	Please take a moment to fill out this six-question survey. The data will be provided to the Early Learning Programs Estimating Conference and will be used to provide the Legislature with a report on the cost of care. This data will be collected in the annual provider profile as required by law under section 1002.92(4), Florida Statutes.	
	Proceed to Provider Cost of Care Estimate	ose

Click the **Proceed to Provider Cost of Estimate** button in the pop-up message OR click the link in the Common Tasks list.



The link will remain in the Common Tasks list after the May 31, 2023 deadline to allow the provider to view the data that was submitted, but the form will not be editable. The link will not display after May 31st if the estimate is not submitted.

NOTE:

- The provider cost of care estimate may be saved at any time by pressing the <u>Save for Later</u> button at the bottom of the application.
- The <u>Save for Later</u> button will return you to the provider dashboard where they can access the cost estimate at a future time by clicking the Provider Cost of Care Estimate link located under Provider Cost of Care Estimate on the left of the provider dashboard.
- All fields are required to be completed for the **<u>Submit</u>** button to appear.
- All applications must be submitted no later than May 31, 2023.

The Child Care Provider Cost of Care Estimate will appear in a **New** status. The status will remain **New** until the provider saves at least one answer.

	Sites: Along The Way Learning	Profile: 2022 - 2023 V Hello ngo	c.hardee@elcnwf.orgI 🕒 Log Off 🔅
Child Care Provider Cost of	Care Estimate	Status: New	
Create New Child Care Provider Cost of Car	e Estimate.		
nstructions			
istructions			^
Please take a moment to fill out this six-question		ograms Estimating Conference and will be used to provide the Legisla	 ure with a report on the cost of care.
Please take a moment to fill out this six-question This data will be collected in the annual provider	profile as required by law under section 1002.92(4), Florid	a Statutes.	vire with a report on the cost of care.
Please take a moment to fill out this six-question This data will be collected in the annual provider • The provider cost of care estimate may be • The Save for Later button will return you to	profile as required by law under section 1002.92(4). Florid saved at any time by pressing the Save for Later button a o the Provider Dashboard where you can access the cost	a Statutes.	
Please take a moment to fill out this six-question This data will be collected in the annual provider • The provider cost of care estimate may be	profile as required by law under section 1002.92(4), Floric saved at any time by pressing the Save for Later button a o the Provider Dashboard where you can access the cost bard.	a Statutes. I the bottom of the application.	

Provider Cost Of Care Estimate		
Provider Name	Provider ID	Licensing Capacity
Along The Way Learning	24585	24
Estimate		
 How much has your program(s) spent on materials and curriculum from July 1, 2022, through June 30, 2023? The Educational materials. Includes books, toys, puppets, wall posters, manipulatives, consumable items like paint, pap Curriculum - all print and electronic textbooks, instructional materials, lesson plans, teacher guides, workbooks, test instructional materials \$ 	er, crayons	
 2 How much has your program(s) spent on food/food preparation from July 1, 2022, through June 30, 2023? Thes reimbursed by the Florida Department of Health's Child Care Food Program or any other reimbursements received Meals and snacks, including drinks, formula Kitchen supplies Consumables such as dish soap, containers, foil, cling wrap, etc. 		
 3 How much has your program(s) spent on maintenance costs from July 1, 2022, through June 30, 2023? These c necessary for the safe delivery of early care and education services. Examples include, but are not limited to, the Maintenance staff or services Yard/playground maintenance Replacing or repairing furnishings, equipment, and buildings systems such as HVAC, electrical, and plumbing 		all buildings and equipment
 4 How much has your program(s) spent on regulatory fees from July 1, 2022, through June 30, 2023? These cost: Licensing Accreditation (for example, Gold Seal, national associations, and memberships) 	s could include but are not limited to the following i	tems:
 5 What is your average enrollment from July 1, 2022, through June 30, 2023? To calculate average enrollment, su in the calculation. For example, if you were open the entire time frame and enrollments were 12 monthly (July - December 2022) and 		
162. Take the total enrollments and divide by total months (12) or 162/12 = 13.5 rounded up to 14.	is monthly (Jan - June 2023), the total enrollments wol	id equal 72 (12x6) + 90 (15 x 6) =
Average Enrollment		
6 How much has your program(s) spent on operational costs from July 1, 2022 through June 30, 2023? Operation business. Examples of operational costs include but are not limited to:	al costs refer to the costs incurred to maintain the	day-to-day operations of your
 Payroll Benefits Rent or mortgage Facility expenses (utilities, insurance, maintenance) Training expenses Equipment and supplies 		
Other goods and services		
Note: The total operational cost reported in item #6 will be divided by average enrollment reported in item #5 to calculate a p	er-child operational cost from July 1, 2022, through Jun	e 30, 2023.
Save For Later		Cancel

h

After clicking the <u>Save For Later</u> button, a confirmation pop-up message will appear. Click <u>Yes</u> and the page will refresh displaying the Incomplete status as well as the datetime stamp and user that saved the answer(s).

ſ	• Confirm	×	
n(s) spent on regulatory fees f		a not lim	ited to the following iter
Gold Seal, national association	You have opted to save your progress in the estimate and exit. When you are ready to continue, click the Provider Cost of Care Estimate link located under Provider Cost of Care Estimate on the left of the Provider Dashboard.		
nent from July 1, 2022, throug		onth's en	rollment and divide by
pen the entire time frame and e ents and divide by total months	Yes Cance	2023), th	e total enrollments would

Once an answer is saved, the status changes to **Incomplete**.

Child Care Provider Cost of Care Estimate	Status: Incomplete	
Child Care Provider Cost of Care Estimate was modified on 1/20/2023 10:26:34 AM by ngoc.hardee@elcnw	l.org.	

pvider Name	Provider ID	Licensing Capacity
long The Way Learning	24585	24
imate		
1 How much has your program(s) spent on materials and curriculum from July 1, 2022, through June 30, 2023? These costs could include but are not lin	sited to the following items:	
From more the your present of materials and contrained more day 1, e.e., introduction of the yours interact outs of the total Education in habring and yours of the yours • Curriculum - all print and electronic textbooks, instructional materials, lesson plans, teacher guides, workbooks, tests, and other curriculum-telated materials, \$ 10.00	-	
2 How much has your program(s) spent on food/food preparation from July 1, 2022, through June 30, 2023? These costs include the total amount spent, eceived. These costs could include but are not limited to the following items: Meals and snacks, including dinks, formula Kitchen supplies Consumables such as dish scap, containers, foil, cling wrap, etc. 10.00	including those expenses that may have been reimbursed by the Florida De	epartment of Health's Child Care Food Program or any other reimbursements
How much has your program(s) spent on maintenance costs from July 1, 2022, through June 30, 2023? These costs include all expenses associated w of the following: Vaintenance staff or services Vaintenance Registing or requiring fuminishings, equipment, and buildings systems such as HVAC, electrical, and plumbing S 10.0	ith keeping all buildings and equipment necessary for the safe delivery of e	and education services. Examples include, but are not limited to, the c
 4 How much has your program(s) spent on regulatory fees from July 1, 2022, through June 30, 2023? These costs could include but are not limited to th Licensing Accreditation (for example, Gold Seal, national associations, and memberships) 5 10.00 	r following items:	
5 What is your average enrollment from July 1, 2022, through June 30, 2023? To calculate average enrollment, sum the total of each month's enrollment • For example, if you were open the entire time frame and enrollments were 12 monthly (July - December 2022) and 15 monthly (Jan - June 2023), the total en Average Enrollment 6		nd divide by total months (12) or 182/12 = 13.5 rounded up to 14.
How much has your program(s) spent on operational costs from July 1, 2022 through June 30, 2023? Operational costs refer to the costs incurred to n Payroll Benefits Rati or motgage Facility expenses (diffes, insurance, maintenance) Training expenses Equipment and supplies Other goods and services	aintain the day-to-day operations of your business. Examples of operations	al costs include but are not limited to:

NOTE: Negative numbers (-1.00) and letters will not save.

When all the questions are answered, the **<u>Submit Estimate</u>** button will appear at the bottom of the page.

Note: The total operational cost reported in item #6 will be divided by average enrollment reported in item #5 to calculate a per-child operational cost from July 1, 2022, through June 30, 2023.		
	•	
Save For Later Submit Estimate	Cancel	

After clicking the **<u>Submit Estimate</u>** button, a confirmation pop-up message appears. Click <u>Yes</u>.

ice costs from July	Confirm	×	l with keeping all bu
buildings systems su	You have opted to submit your estimate. Do you wish to continue?		
r fees from July 1, 2	Yes Canc	el ^{io}	the following items:
ociations, and members	iips)		

When the submission is complete, a Success pop-up message. Click OK.

	 Success 	×	ated with ke
stems such	Your provider cost of care estimate has been submitted successfully.		
July 1, 202 d members		ОК	to the follo
d members			

The page reloads and the status is **Complete.**

Child Care Provider Cost of Care Estimate	Status: Complete	
Child Care Provider Cost of Care Estimate was completed and submitted on 1/20/2023 10:33:57 AM by ngoc.hardee@eltmwf.org.		

If the provider has submitted the estimate and changes need to be made after the submission, the questions and button on the page will remain active until June 1, 2023 of this year. The previous answers are stored in the database.

Broadcast Messages (not yet available)

The Broadcast Messages section of the Provider Dashboard will display all messages sent by the local early learning coalition to all providers in the coalition service area. Click the message title to see the full text of the message.

Home Business - Profile - Contracts - Enrollments - Attendance -	Documents +	Profile: 2018 - 2019 V Hello ledbetter, kiwanis+10@gmail.coml C+ Log Off	
Common Tasks	Broadcast Messages	Coalition Messages	
Manage Sites Manage All Sites Manage Users Manage All Users Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract	No messages to display.	No notifications or alerts to display.	
VPK Contract Amendment Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Jim's House of Smartles Doing business as: Jim's House of Smartles Provider ID: 8435 License number: SSN / Federal ID number: 9999999999	Frequently-Used Links Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website	

Coalition Messages

The Coalition Messages section of the Provider Dashboard displays messages sent by the local early learning coalition to a specific provider. This is a one-way communication; the provider cannot email the coalition directly from the portal. Click the message title to see the full text of the message.

Home Business - Profile - Contracts - Enrollments - Attendance -	Profile: 2018 - 2019 V Hello ledbetter.kiwanis+10@gmail.com/ C+ Log Off		
Common Tasks	Broadcast Messages		Coalition Messages
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.
Manage Users Manage All Users			
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes			
Statewide VPK Provider Contract VPK Contract Amendment Manage SR Contracts	Provider Site Summary		Frequently-Used Links
Statewide SR Provider Contract	Business name:	Jim's House of Smarties Jim's House of Smarties	Bright Beginnings Core Competencies
SR Contract Amendment	Doing business as: Provider ID:	8435	DCF Provider Training
	License number:		Early Learning Performance Funding Project
	SSN / Federal ID number:	9999999999	Provider Portal User Guide VPK Provider Readiness Rate Website

Frequently Used Links

The Frequently Used Links section of the Provider Dashboard has links to web pages with information about statewide provider requirements, training and services.

✿ Home Business Profile Contracts Enrollments Attendance	Documents -		Profile: 2018 - 2019 V Hello ledbetter.kiwanis+10@gmail.co	om! C+ Log Off 🧲
Common Tasks	Broadcast Messages		Coalition Messages	
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.	
Manage Users Manage All Users				
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract				
VPK Contract Amendment	Provider Site Summary		Frequently-Used Links	
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Jim's House of Smarties Jim's House of Smarties 8435 9999999999	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website	

Completing the Provider Profile

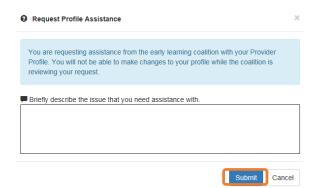
After registering as a provider, the next step is to complete the Provider Profile.

Request Assistance

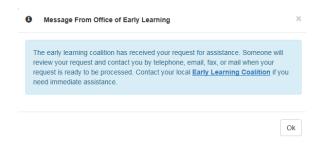
If a Provider Portal user needs assistance filling out any information in the Provider Profile, click the **<u>Request</u>** <u>Assistance</u> button.

THE GODDARD SCHOOL Profile 2020 - 2021 Program Year • Request Assistance • Request Assistance
General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review Sign & Certify
General
1. Do you want to have your program referred to families seeking child care listings? ● Yes ○ No
2. Do you want to complete a contract to participate in the School Readiness Program? ● Yes ○ No
2.1 Have you completed the Health & Safety Inspection by Department of Children and Families? ● Yes ○ No
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program? ● Yes ○ No
4. Do you want to complete a contract to receive local funding? ● Yes ○ No
5. Are you a Gold Seal provider? ᠿ 🛆 ◉ Yes ◯ No
5.1 Gold Seal Accreditation (select one)
Gold Seal for Birth to 5
6. Are you an accredited provider? A
6.1 Accreditation (select all that apply)
OTHERX

Then, complete the field, briefly describing the need for assistance. Click the **Submit** button to send the request.



After clicking **Submit**, the following message will display:

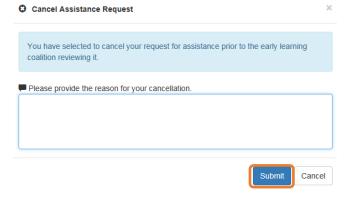


The Provider Portal user will not be able to edit the profile once the request for assistance is submitted; however, coalition staff will be able to edit information in a profile while providing assistance to a Provider Portal user.

The request for assistance can be cancelled by the Provider Portal user by clicking the <u>Cancel Assistance Request</u> button.



If a Provider Portal user cancels the assistance request, the following message will display and the user will complete the field, briefly describing the reason for cancelling the request. Click the **<u>Submit</u>** button to continue.



After cancelling the request, the following message will display:



Business

The Business Information page collects business information about the provider, including business name and address information, and it is shared among additional sites (if any). Only a Business Administrator may edit the information on this page.

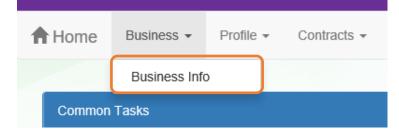
NOTE: This information was previously captured in the Business tab of the provider profile. Although the Business Information page is now separated from the provider profile, it must be completed before the profile may be submitted.

Tool tips, indicated by the ⁽¹⁾ symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the⁽³⁾ to see the message.

To complete the Business Info page, click the **<u>Business</u>** dropdown menu from the Provider Dashboard.

Home Business - Profile - Contracts - Enrollments - Attendance -	Documents 🕶		Profile: 2018 - 2019 V Hello ledbetter: kiwanis+10@gmail.comt C+ Log Off
Common Tasks	Broadcast Messages		Coalition Messages
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.
Manage Users Manage All Users	×		
Manage VPK Applications and Contracts VPK Provider Application			
Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract VPK Contract Amendment			
Manage SR Contracts	Provider Site Summary		Frequently-Used Links
Statewide SR Provider Contract	Business name:	Jim's House of Smarties	Bright Beginnings
SR Contract Amendment	Doing business as:	Jim's House of Smarties	Core Competencies
	Provider ID: License number:	8435	DCF Provider Training Early Learning Performance Funding Project
	SSN / Federal ID number:	999999999	Provider Portal User Guide
			VPK Provider Readiness Rate Website

Then, click Business Info.



iness Information				
uningen Name Angesisted with Your Toursus Identification Number 🕇 🖨				
usiness Name Associated with Your Taxpayer Identification Number* 🚯 mission of Learning 3				
is house of Learning 5				
axpayer Identification Number* 🚺				
3888888				
wner Information (
Owner Name*	Owner Telepho	ne Number*	•	
Jim Ledbetter	(555) 555-555			
Owner Email Address*	Owner Phone			
fake@foo.com	Mobile Phone			~
g				
wner's Designee or Contact Person Information ()				
Designee/Contact Name*	Designee/Cont	act Telephor	e Number*	
Jim Ledbetter	(555) 555-555			
Designee/Contact Email Address*	Designee/Cont		/pe *	
fake@foo.com	Unknown		-	~
-				
usiness Ownership Type* 🚺				
orporation				×
hysical Address Information 👔				
Address Line 1*				
250 MARRIOTT DR				
Address Line 2				
City*	State *		Zip Code*	
TALLAHASSEE	FL	~	32301	
lailing Address Information 🚯				
ailing Address Information 👔				
 ✓ Mailing address is the same as the principal address. Address Line 1[●] 250 MARRIOTT DR 				
Mailing address is the same as the principal address. Address Line 1* 250 MARRIOTT DR Altering this address may trigger USPS verification				
 ✓ Mailing address is the same as the principal address. Address Line 1[●] 250 MARRIOTT DR 				
Mailing address is the same as the principal address. Address Line 1 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2	State *		Zin Code*	
Mailing address is the same as the principal address. Address Line 1 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 City*	State*	~	Zip Code®	
Mailing address is the same as the principal address. Address Line 1 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2	State * FL	~	Zip Code® 32301	
Mailing address is the same as the principal address. Address Line 1 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 City*		~		
Mailing address is the same as the principal address. Address Line 1 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 City*		×		
C Mailing address is the same as the principal address. Address Line 1 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 City TALLAHASSEE		~		
Mailing address is the same as the principal address. Address Line 1 250 MARRIOTT DR Address Line 2 City TALLAHASSEE ayment Mailing Address Information		~		
☑ Mailing address is the same as the principal address. Address Line 1* 250 MARRIOTD DR * Altering this address may trigger USPS verification Address Line 2 City* TALLAHASSEE ayment Mailing Address Information ③ ☑ Payment address is the same as the mailing address.		~		
✓ Mailing address is the same as the principal address. Address Line 1* 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 City* TALLAHASSEE ayment Mailing Address Information ③ ✓ Payment address is the same as the mailing address. Address Line 1*		~		
 ✓ Mailing address is the same as the principal address. Address Line 1[●] 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 City[●] TALLAHASSEE ayment Mailing Address Information [●] ✓ Payment address is the same as the mailing address. Address Line 1[●] 250 MARRIOTT DR 		~		
 ✓ Mailing address is the same as the principal address. Address Line 1[●] 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 City[●] TALLAHASSEE ayment Mailing Address is the same as the mailing address. Address Line 1[●] 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 1[●] 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 	FL	~	32301	
☑ Mailing address is the same as the principal address. Address Line 1* 250 MARRIOT DR * Altering this address may trigger USPS verification Address Line 2 City* TALLAHASSEE ayment Mailing Address Information ③ ☑ Payment address is the same as the mailing address. Address Line 1* 250 MARRIOTT DR * Altering this address may trigger USPS verification		~		
 ✓ Mailing address is the same as the principal address. Address Line 1[●] 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 City[●] TALLAHASSEE ayment Mailing Address is the same as the mailing address. Address Line 1[●] 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 1[●] 250 MARRIOTT DR * Altering this address may trigger USPS verification Address Line 2 	FL	~	32301	

Profile

A Provider Portal user must fill out all information in each tab, and click the <u>Next</u> button to continue filling out the provider profile information. Click the <u>Back</u> button to return to the previous tab.

Tool tips, indicated by the ⁽¹⁾ symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the⁽¹⁾ to see the message.

To complete the Provider Profile, click the **Profile** dropdown menu from the Provider Dashboard.

The Business Profile Contracts - Enrollments - Attendance - Documents - Profile 2018 - 2019 - Helio ledbetter kiwanis+10@gmail.com! C-Log off				
Common Tasks	Broadcast Messages	Coalition Messages		
Manage Sites Manage All Sites	No messages to display.	No notifications or alerts to display.		
Manage Users Manage All Users	*			
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract				
VPK Contract Amendment	Provider Site Summary	Frequently-Used Links		
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Jim's House of Smartiles Doing business as: Jim's House of Smartiles Provider ID: 8435 License number: SSN / Federal ID number:	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website		

Then, click Provider Profile.

A Home	Business 👻	Profile 🗸	Contracts -	Enrollments 👻
		Provider F	Profile	
Common	Tasks			

Yellow Warning Symbols

Yellow warning symbols will appear on certain fields on the following tabs: General, Facility, Services, Curriculum, Staffing & Capacity, and Documents.

If the Provider Portal user hovers over the yellow warning symbol, the following message will display.

General	Facility	Services Warning!	Curriculum	Fees & Discounts		
Curriculum	select all		on is included in ication (VPK 10,			
Curriculur	n 🔺 <	application is	this information created will resu	ılt in an		
Baby Doll (Circle Tim	update to the forms. The Early Learning Coaltion will notify you to review the updated forms and re-				
Beyond Ce	nters & C					
Beyond Cr	bs & Ratt	submit as needed. t				

Complete Program for Early Literacy Success - Level Two

If a change is made, the coalition will review the change and change the profile status to **Incomplete** to allow the Provider Portal user to re-submit the VPK-APP. The user will receive the following email from **DONOTREPLY@OEL.myflorida.com**.

From: <<u>OELSystemTest@oel.myflorida.com</u>> Date: Wed, Aug 16, 2017 at 12:06 PM Subject: Signature Required - VPK Provider Application Updated To: alatham77@gmail.com Cc: <u>ME@nowhere.com</u>

Hello,

The VPK Provider Application (VPK 10,11A, 11B) forms have been updated for Maggie Mae Daycare. Your review and signature is required. Please log on the Provider Portal and go to the Contracts menu, and choose Manage Contracts. On this page, locate your VPK-APP and click Edit. Review the VPK Provider Application information and submit your signature on the Certify and Submit tab.

Please review and submit your signature as quickly as possible.

Thank you,

ELC of the Big Bend Region (866) 973-9030 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.

Step 1 – General

The General tab collects basic information about the provider, including provider types and whether or not there is interest in contracting with the early learning coalition to provide School Readiness or Voluntary Prekindergarten (VPK) Education services.

General			
 1. Do you want to have your program referred to families seeking child care listings? Yes No No 			
 2. Do you want to complete a contract to participate in the School Readiness Program? Yes No In the School Readiness Program is the school Readiness Program			
2.1 Have you completed the Health & Safety Inspection by Department of Children and Families? Yes No			
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program? Yes No			
 4. Do you want to complete a contract to receive local funding? Yes No Yes No Yes No Yes No 			
5. Are you a Gold Seal provider? () A ● Yes ● No			
5.1 Gold Seal Accreditation (select one) A			
Gold Seal for Birth to 5			
6. Are you an accredited provider? ▲ ● Yes ● No			
6.1 Accreditation (select all that apply)			
OTHER×			

Step 2 – Facility

The Facility tab collects contact information for the provider. The Provider Portal user is required to enter contact information for staff responsible for different aspects of the business. If the staff person is an Authorized Contract Representative or VPK Authorized Contract Representative, click the checkbox below each section (Director, VPK Director, etc.).

All VPK Providers: Each child enrolled in VPK must be assessed under the Coordinated Screening and Progress Monitoring Program (CSPM), known as the Florida Assessment of Student Thinking (FAST) using Star Early Literacy. Each provider must designate a primary contact to receive information regarding participation. A CSPM secondary contact is optional.

- CSPM primary and secondary contacts should not be the same.
- If both CSPM primary and secondary contacts are populated, the system compares the email addresses and will display an error if the primary and secondary contact emails are the same.

Facility				
1. Doing Business as Name (DBA) 🛕				
Ventura Day School				
2. Contact 🛕				
Telephone Number*		Phone Type*		
(850) 555-5555		Land Line		~
Fax Number		Email Address*		
		jennifer.ventura.prod+test	tprovidergeneralcontact@gmail.com	
3. Physical Address of Facility				
Address Line 1*		Address Line 2		
City*	State*		Zip Code*	
Tallahassee	Florida	~	32311	
County*				
KREPS ISLAND	-			
4. Director				
Director Name*		Director Email*		
		jennifer.ventura.prod+test	tprovider.director@gmail.com	
Director Telephone Number*		Director Phone Type*		
(850) 555-5555		Land Line		~
Is Authorized Contract Rep				

5. VPK Director

□ VPK Director information is the same as the Director information.	
VPK Director Name*	VPK Director Email*
	jennifer.ventura.prod+testprovider.vpkdirector@gmail.com
VPK Director Telephone Number*	VPK Director Phone Type *
(850) 555-5556	Land Line •
✓ Is VPK Authorized Contract Rep	
1. VPK Coordinated Screening and Progress Monitoring (CSPM) Contact	
CSPM Primary Contact information is the same as (select one):	
Owner	
Owner Designee	
VPK Director	
CSPM Primary Contact Name*	CSPM Primary Contact Email*
CSPM Primary Contact Telephone Number*	CSPM Primary Contact Phone Type *
	Select Type
CSPM Secondary Contact information is the same as (select one):	
□ Owner	
Owner Designee	
□ VPK Director	
CSPM Secondary Contact Name	CSPM Secondary Contact Email
CSPM Secondary Contact Telephone Number	CSPM Secondary Contact Phone Type
	Select Type

NOTE: If the childcare program is certified by the U.S. Department of Defense and is operating on a military installation, an additional question will display after question 8, but only if the provider meets one of the following conditions:

6. Legal Status	7. Exemption Reason	8. Provider Type
Licensed	N/A	Center
Licensed	N/A	Family Child Care Home
Licensed	N/A	Large Family Child Care Home
Registered	N/A	Family Child Care Home
Exempt	Military	Center
Exempt	Military	Family Child Care Home
Exempt	Military	Large Family Child Care Home

The additional question asks, "Are you an accredited childcare program certified by the United States Department of Defense AND operating on a military installation?". The Provider Portal User can select Yes or No. If the user selects Yes, a pop-up message will appear asking the user to verify their selection. After submitting the profile, this selection cannot be changed.

6. Legal Status	
Exempt	•
7. Exemption Details	
Exempt Number *1	Expiration Date
EXEMPT	12/31/2022
Exemption Reason*	
Military	•
8. Provider Type * 🚯	
Center	•
Are you an accredited child care program certified by the United St	tates Department of Defense AND operating on a military installation? $st {f 0}$

certification a	ES to this question if you have an Active U.S. Department of Defense a described in s.1002.881(1)(a), F.S. You will be required to upload a J.S. Department of Defense certification on the Documents page later
	continue your answer will remain as YES. If you select Cancel your changed to NO.

Additional Facility Contacts	
Add New Contact	

When the **<u>Add New Contact</u>** button is clicked, the Provider Portal user can create additional provider contacts for the profile.

dd New Contact	
Contact Type	
•	
Name	Email
Primary Telephone Number	Primary Telephone Extension
Primany Phone Type	
Primary Phone Type Select Type	~
Select Type	•
Secondary Telephone Number	Secondary Telephone Extension
Secondary Phone Type	
Select Type	~
Fax	
Authorized Contract Rep	
	Save Cancel
	Save

Contact Type

•
General Contact Information
SR Contact
CCRR Contact
Assistant Director
Facility Director
Operations Manager
Principal
Assistant Principal
Extended Day Contact

Contact Type

	•
Before School Contact	~
After School Contact	
Finance	
Food & Nutrition	
Attendance	- 1
Camp Contact	
Admissions	
Enrollment	
Administrator	~
Associate Director	
Other Contact	~

Step 3 – Services

The Services tab collects information on the ages of the children in provider care, as well as different provider services.

Services				
1. Age of Children for which Care is Provided				
Minimum Age®		Maximum Age [#]		
1 Months	•	2	Months	-
2. Programs Offered (select all that apply)				
Before School× Migrant Head Start× Playgroup×				•
3. About My Program (select all that apply) [®]				
Music lessons × Dance × Swim lessons ×				•
4. Languages Spoken by Staff (select all that apply)*				
English× Spanish× Haitian/Creole×				•
5. Other Spoken Languages 👔				
6. Meals (select all that apply)				
Morning Snack× Afternoon Snack×				•
7. Do you provide transportation services?				
● Yes ○ No				
8. Transportation (select all that apply)				
Transportation to/from local school ×				•
8.1 Transportation to/from Local School				
School	Transportation To	Transportation From		
Add school Mickey Mouse			Add	
MILKEY MOUSE			✓Edit ≭Remove	
9. Do you currently implement a character development program? *				
⊙ Yes ⊖ No				
9.1 Description of Character Development Program (250 characters max) blah				
וואמו				
10. Is your program equipped to care for children with special needs? [●] ○ Yes ④ No				
11. Is your facility wheelchair-accessible? [●] ● Yes 🔿 No				
12. Does your program/facility offer therapeutic services to children?*				
13. Do you participate in a quality rating system? *(1)				

Do you parti
 O Yes ○ No

14. Affiliation - Not for Profit*

15. Military Child Care[●]() ● Yes ○ No

Step 4 – Curriculum

The Curriculum tab collects information about the provider's curriculum. A provider may choose multiple curricula from the list. If the provider is a school readiness provider, an approved curriculum must be chosen. If no approved curricula are being used by the provider, the Provider Portal user should select "Other." If a provider does not see their curricula listed, choose "Other" as the curriculum.

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review Sign & Certify

Curriculum (select all that apply)		
Curriculum 🛆	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Beyond Centers & Circle Time		
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012

Step 5 – Fees & Discounts

The Fees & Discounts tab collects information about fees the provider assesses the parent. The Provider Portal user should enter all applicable fees. All amount fields must have either a dollar amount or zero entered. If a fee is not applicable, the amount entered must be "0." If there are no family discounts offered, the selection must be "None."

Description 🚺	Amo	unt	Frequency	Per Child / Per Family
Annual®	S	75	Monthly	Per Child •
Application/Registration*	S	150	Annual	Per Child •
Diapers [●]	S	0	•	•
Early Drop Off [®]	S	0	-	•
Extended Stay®	S	0	•	•
Insurance®	S	0	•	•
Late Payment [®]	S	5	Daily	Per Child •
Late Pick-Up*	S	15	Hourly	Per Child •
Meals/Snacks [®]	S	0	•	•
Returned Check*	S	25	As needed -	Per Family 🗸
School Age®	S	475	Monthly	Per Child •
Supplies/Materials*	S	0	•	•
Waiting List Registration [®]	s	0	•	•

3. Other Family Discounts 🕄

Step 6 – Hours of Operation

The Hours of Operation tab collects information on the type of schedules offered for care. The Provider Portal user must click the checkbox next to the desired day of the week before inputting hours of operation for that day. The default hours of operation for each day are 6:00 a.m. - 6:00 p.m. An Enhanced Schedule is available.

Facility Hours of Oper	ration						
1. Enhanced Schedu	ile (select all that apply)						
							•
24-hour Care							
Drop in Care							
Early/Extended Car	re						
Emergency/Tempo	rary						
Evening							
Full Year							
Full-time							
Overnight							\sim
Part time		open		01030		Total Hours	_
Tuesday	✓ 24 hours	12:00 AM	Ø	11:59 PM	0	23.98	
		Open		Close		Total Hours	
✓ Wednesday	✓ 24 hours	12:00 AM	٥	11:45 PM	Ø	23.75	
		Open		Close		Total Hours	
Thursday	24 hours	12:00 AM	0	12:00 AM	Θ	0	
		Open		Close		Total Hours	
Friday	24 hours	12:00 AM	0	12:00 AM	0	0	
		Open		Close		Total Hours	
Saturday	24 hours	12:00 AM	0	12:00 AM	0	0	

Step 7 – Staffing & Capacity

The Staffing & Capacity tab collects information on how many children the facility will or can care for. These questions are asked by age group. For each care level, the Provider Portal user should enter the highest number of teachers and children for all classrooms for each care level. This tab does not calculate staff-to-child ratios, but stores staffing and capacity numbers for local early learning coalition review.

Staff-to-child Ratio is the number of children that an individual teacher is responsible for. To reflect the actual ratio, the "Teachers in Classroom" column should always be 1. For example, if you have 2 teachers with one class of 20, you should list 1 "Teacher in Classroom" with 10 "Children in Classroom" and a "Group Size" of 20. If you follow the state mandated ratios for a center or facility, please see the example below. You can omit the age groups you do not serve.

Group Size is the maximum number of children, by age, that can be in a single classroom at any given time. If you follow the state mandated group sizes for a center or facility, please see the example below. You can omit the age groups you do not serve.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program 🕦

Care Level	Teachers in Classroom		Children in Classroom	Group Size 📵
< 12 Months	1) :	1	1
12 < 24 Months	0] :	0	0
24 < 36 Months	0) :	0	0
36 < 48 Months	0) :	0	0
48 < 60 Months	0) :	0	0
60 < 72 Months	0] :	0	0
In School	0) :	0	0
Special Needs	0) :	0	0
VPK Class	0	:	0	0

2. Training/Educational Credentials in Your Program

Training/Education Type	Number of Staff
FCCH 30 HOUR TRAINING	1
40/45 HR INTRO CHILD CARE	0
WAS NONCHILD RELATED	0
AVAS EARLY CHILDHOOD OR RELATED FIELD	0
IRECTOR CREDENTIAL ADV	0
IRECTOR CREDENTIAL LEVEL 1	0
IRECTOR CREDENTIAL LEVEL 2	0
A/BS NONCHILD RELATED	0
A EARLY CHILDHOOD OR RELATED FIELD	0
BEHAVIOR OBSERVATION	0
DIRECTOR (NON VPK)	0
SED/HIGH SCHOOL	0
ARLY (EMERGENT) LITERACY	0
CCPC/ECPC/CCAC/CDAE	0
MA DEGREE EARLY CHILDHOOD	٥
VA NONCHILD RELATED	0
VATL EARLY CHILDHOOD CERT	0
CHOOL-AGE CREDENTIAL	0
PK DIRECTOR CREDENTIAL	0
THER-LIST	0

Example: Child Care Center 1

This example uses the state mandated minimum staff-to-child ratios and maximum group sizes permitted for centers.

ffing and Capacity				
staff-to-Child Ratio in Your Prog	ram 🚺			
Care Level	Teachers in Cla	assroom	Children in Classroom	Group Size 👔
< 12 Months	1	:	4	12
12 < 24 Months	1	:	6	12
24 < 36 Months	1	:	11	22
36 < 48 Months	1	:	15	30
48 < 60 Months	1	:	20	40
60 < 72 Months	1	:	25	40
In School	1	:		50
Special Needs	0	:	0	0

Example: Child Care Center 2

This example uses more stringent staff-to-child ratios and group sizes that are smaller than the state mandate for centers.

Staff-to-Child Ratio in Your Progra				
Care Level	Teachers in Classro	oom	Children in Classroom	Group Size 🜖
< 12 Months	1	:	3	6
12 < 24 Months	1	:	5	10
24 < 36 Months	1	:	10	10
36 < 48 Months	1	:	12	12
48 < 60 Months	1	:	20	20 \$
60 < 72 Months	1	:		
In School	1	:		
Special Needs	1	:		
VPK Class	1	:		

For more information on staff-to-child ratios and group sizes for facilities, please visit the <u>School Readiness Health</u> and <u>Safety Standards Handbook</u>.

Example: Family Child Care Homes 1

A family day care home is allowed to provide care for one of the following groups of children, which includes household children under 13 years of age. Below are examples of how to fill out this table using the state mandated minimum ratios.

**The group size column should never exceed 10 for a family child care home.

This example uses the maximum of four children from birth to 12 months of age.

taff-to-Child Ratio in Your Program					
Care Level	Teachers in Class	room	Children in Classroom	Group Size	• 0
< 12 Months	1	:	4	4	4
12 < 24 Months	1	:			
24 < 36 Months	1	:			
36 < 48 Months	1	:			
48 < 60 Months	1	:			
60 < 72 Months	1	:			
In School	1	:			
Special Needs	0	:			

Example: Family Child Care Homes 2

This example uses the maximum of three children from birth to 12 months of age, and other children, for a maximum total of six children.

1. Staff-to-Child Ratio in Your Program 🚺

Care Level	Teachers in Classroom		Children in Classroom	Group Size 🚺				
< 12 Months	1	:	3	3				
12 < 24 Months	1	:	3	3 🗢				
24 < 36 Months	0	:	0	0				
36 < 48 Months	0	:	0	0				
48 < 60 Months	0	:	0	0				
60 < 72 Months	0	:	0	0				
In School	0	:	0	0				
Special Needs	0	:	0	0				
VPK Class	0	:	0	0				

Example: Family Child Care Homes 3

This example uses the maximum of six preschool children if all are older than 12 months of age.

aff-to-Child Ratio in Your Progra	m 🚯			
are Level	Teachers in Class	room	Children in Classroom	Group Size 🚺
12 Months	0	:	0	0
12 < 24 Months	1	:	2	2
24 < 36 Months	1	:	2	2
36 < 48 Months	1	:	2	2
48 < 60 Months	0	:	0	0
60 < 72 Months	0	:	0	0
n School	0	:	0	0
Special Needs	0	:	0	0
VPK Class	0	:	0	0

Example: Family Child Care Homes 4

This example uses the maximum of 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months of age.

aff-to-Child Ratio in Your Progra	im 🛐			
are Level	Teachers in Class	room	Children in Classroom	Group Size 🚺
12 Months	1	:	2	2
2 < 24 Months	1	:	2	2
4 < 36 Months	1	:	1	1
5 < 48 Months	0	:	0	0
3 < 60 Months	0	:	0	0
) < 72 Months	0	:	0	0
School	1	:	5	5 +
pecial Needs	0	:	0	0
PK Class	0	:	0	0

Example: Large Family Child Care Homes 1

A large family child care home is allowed to provide care for one of the following groups of children, which includes household children under 13 years of age.

**The group size column should never exceed 12 for a large family child care home.

This example uses the maximum of 8 children from birth to 24 months of age.

aff-to-Child Ratio in Your Progra	im 🚺			
are Level	Teachers in Classre	oom	Children in Classroom	Group Size 🚺
< 12 Months	1	:	3	3
12 < 24 Months	1	:	5	5
24 < 36 Months	0	:	0	0
36 < 48 Months	0	:	0	0
48 < 60 Months	0	:	0	0
50 < 72 Months	0	:	0	0
n School	0	:	0	0
Special Needs	0	:	0	0
VPK Class	0	:	0	0

Example: Large Family Child Care Homes 2

This example uses the maximum of 12 children, with no more than 4 children under 24 months of age.

taff-to-Child Ratio in Your Progra	im 🚯			
Care Level	Teachers in Class	sroom	Children in Classroom	Group Size 🚯
< 12 Months	1	:	1	1
12 < 24 Months	1	:	1	1
24 < 36 Months	1	:	2	2
36 < 48 Months	1	:	4	4
48 < 60 Months	1	:	4	4 \$
60 < 72 Months	0	:	0	0
In School	0	:	0	0
Special Needs	0	:	0	0
VPK Class	0	:	0	0

For more information on staff-to-child ratios and group sizes for family child care homes please visit the <u>School</u> <u>Readiness Health and Safety Standards</u>

<u>Handbook.http://www.floridaearlylearning.com/sites/www/Uploads/files/Statewide Initiatives/Health and</u> Safety/HS Handbook Facilities_OEL-SR-6202_ADA.pdf

Step 8 – Private Pay Rates

The Private Pay Rates tab collects information on the provider's private pay rate based on unit of care and care level. The Provider Portal user must enter in the private pay rates for each "Unit of Care" and "Care Level" offered by the provider. Shaded cells do not permit entry. If care is not provided for that Unit of Care and Care Level, no entry is needed.

Providers that indicate they want to complete a contract to participate in the school readiness program on the General tab will also have a section on the Private Pay Rates tab to enter the Daily Rates for the School Readiness Program. The Provider Portal user may edit the \$0.00 amount for each "Unit of Care" and "Care Level" offered by the provider or click on the **SR Daily Rate Helper** button. The Helper button will automatically calculate the rates based on the Full Time Monthly Rates or Full Time Weekly Rates, and the Part Time Weekly Rates entered in the Private Pay Rates section. The rates are also editable after calculation. These rates will be utilized in the contracting process if the provider enters into a School Readiness contract with an early learning coalition.

NOTE: With Release 3.5, School Readiness providers must now answer a question regarding the family's responsibility to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate.

	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4(1)	Preschool 5(3)	School Age	Special Needs 🚯
II Time Monthly Rate 🚯	\$ 0	S 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
mmer Camp Weekly Rate 🚯	\$ 0	S O	\$ 0	\$ 0	S 0	\$ 0	\$ 0	\$ 0
rop-In Daily Rate 👔	\$ 0	S 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
ull Time Weekly Rate ()	\$ 0	S 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
art Time Weekly Rate 🜖	S 0	S 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
PK Full Time Weekly Rate 🕄	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
PK Part Time Weekly Rate ()	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0 .	\$ 0	\$ 0	\$ 0.00	\$ 0
chool Age After School Weekly Rate 🚯	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
chool Age Before School Weekly Rate 🚯	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
chool Age - Both Before & After School Weekly Rate 🜖	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	S 0

							\$ SR Daily Rate Helps	3
	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4(1)	Preschool 5	School Age 🕦	Special Needs 👔
SR Full Time Daily Rate 🚯	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR Part Time Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR School Age - Both Before & After School Daily Rate ()	\$ 0.00	S 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	S 0

Step 9 – Closures Calendar

The Closures Calendar tab collects information on any days the provider will be closed. The Provider Portal user will select all closure days for the provider. Once selected, the date will change from white to blue. The local early learning coalition may define reimbursable holidays for the School Readiness program, which will be shaded gray. When a provider closure date and a coalition-defined reimbursable holiday are the same, the date will be shaded dark blue. A Provider Portal user does not need to include Saturdays and Sundays on the Closures Calendar if services are not provided on those days.

NOTE: Actual reimbursable holidays will be selected during the contracting process if the provider enters into a School Readiness contract with an early learning coalition.

												201	7 - 2018	Program	Year												_
			July 2017							August 201	7			-		Se	ptember 2	017					(October 20	17		
u	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	
	3	4	5	6	7	8	0	7	8	9	10	11	12	3	4	5	8	7	8	9	8	9	10	11	12	13	
	10	11	12	13	14	15	13	14	15	18	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	
6	17	18	19	20	21	22	20	21	22	23	24	25	28	17	18	19	20	21	22	23	22	23	24	25	28	27	
3	24	25	28	27	28	29	27	28	29	30	31			24	25	28	27	28	29	30	29	30	31				
0	31																										
		N	ovember 2	017					De	ecember 20)17						anuary 20	18					F	ebruary 20	18		
u	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	
5	6	7	8	0	10	11	3	4	5	8	7	8	9	7	8	9	10	11	12	13	4	6	6	7	8	0	
2	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	10	17	18	19	20	11	12	13	14	15	10	
9	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	28	27	18	19	20	21	22	23	
6	27	28	29	30			24	25	28	27	28	29	30	28	29	30	31				25	28	27	28			
							31																				
			March 201	8						April 2018					May 2018						June 2018						
u	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Ти	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Ти	We	Th	Fr	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	
	5	8	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	8	7	8	
1	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	
в	19	20	21	22	23	24	22	23	24	25	25	27	28	20	21	22	23	24	25	28	17	18	19	20	21	22	
5	28	27	28	29	30	31	29	30						27	28	29	30	31			24	25	28	27	28	29	

Available Se

Selected ELC Clo

ELC Closure Selected + ELC Closure

Step 10 – Documents

The Documents tab allows the Provider Portal user to upload documents for the local early learning coalition to review. Based on provider answers in the provider profile, the Documents tab will display types of documents that may be uploaded to support a contract to provide School Readiness or VPK services. Users may enter up to five documents for each document type. Documents uploaded in this tab will also populate in the Document Library and will be utilized during the contracting process.

Supporting Documents
Certificate of Accreditation 🛆 Upload Document
Certificate of Licensure Upload Document
Private Child Care Pay Rates Upload Document
IRS Form W-9 Upload Document

Step 11 – Review

After reviewing the information for each section, the Provider Portal user must click the **<u>Next</u>** button to continue.

Click the + to expand and the - to collapse each section below. Click the Button to navigate back to that section.

Review - Lef's make sure we have all your information.	
Click the headers or the + to expand and the - to collapse each section below. Click the Button to navigate to that section.	
+	Business
-	General
1. Do you want to have your program referred to families seeking child care listings?	Yes
2. Do you want to complete a contract to participate in the School Readiness Program?	Yes
2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?	Yes
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?	Yes
4. Do you want to complete a contract to receive local funding?	Yes
5. Are you a Gold Seal provider?	Yes
5.1 Gold Seal Accreditation 🛕	Gold Seal for preschool to 5
6. Are you an accredited provider?	Yes
6.1 Accreditations	OTHER

+		Private Pay Rates
-		Closures Calendar
	Closures Dates	
	7/4/2017	
	8/3/2017	
	8/4/2017	
	8/5/2017	
	8/10/2017	
	8/11/2017	
	8/12/2017	

Back

•••

Step 12 – Sign and Certify

To submit the Provider Profile, the Full Name must exactly match (and is case-sensitive) the name entered on the Manage Users page. The Provider Portal user must then check the "Check box to certify by electronic signature" check box and click the **Submit** button.

★ Profile Certification And Submittal	
By signing this form I certify that: • I have examined this application and, to the best of my knowledge and belief, the inform • If any of the information listed changes, I understand that I must log into my provider po • I understand that my provider profile information will be shared with the Department of (• I also understand that if I make changes prior to the coalition approving them, I may be a	ortal account and update my information within 14 days of the change. Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.
	Authorized Electronic Signature Full Name: Pull Name: Pull Name: Pull Name: Pull Name: Pull Name: Submission date: 6/26/2017 Submist

Once the Provider Portal user submits the Provider Profile, the following page will display:

You Have Successfully Completed and Submitted your Provider Profile! Your early learning coalition will process your profile. Please check your email for important information about your profile.

You can click on the button below to return to the home page.

Return to home page

The Provider Portal user should then find the email sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

The provider profile you completed for Jim's House of Learning 2 was submitted successfully. You will receive an email that will notify you how to proceed after your provider profile is reviewed and processed by your local early learning coalition.

ELC of the Big Bend Region (866) 973-9030 http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

Managing a Profile as a Provider Portal User

Provider Dashboard

On January 1 of each program year, a button will appear next to the current program year that will allow the Provider Portal user to migrate all profile information from the current program year to the next program year (except Closures Calendar dates). To migrate profile information to the next program year, the Provider Portal user

will click the other 2019 button. In this example, the provider is migrating profile information from the 2018 – 2019 program year to the 2019 – 2020 program year. All information from the 2018-2019 profile will migrate to the 2019-2020 profile, with the exception of the Closures Calendar. The provider can also skip a profile year and still be able to create a profile for the current year. For example, the provider had a 2017-2018 profile, but skipped the 2018-2019 profile. In order to create a 2019-2020 profile, the provider will go to the 2017-2018 profile, click the **Create 2018** button, then go to the 2018-2019 profile, and click the **Create 2019** button. The skipped profile 2018-2019 can remain Incomplete.

Florida Public School C Profile	2018	- 2019 Program Year	Create 2019
Home Business - Profile - Contracts - Enrollments -	Attendance + Documents +		Profile 2018 - 2019 V Helio ledbetter kiwanis+10@gmail.comt C+ Log Off
Common Tasks	Broadcast Messages		Coalition Messages
Manage Sites Manage All Sites Manage Users Manage All Users	No messages to display.		No notifications or alerts to display.
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract VPK Contract Amendment	Provider Site Summary		Frequently-Used Links
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Jim's House of Smartles Jim's House of Smartles 8435 9999999999	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website

After a provider is active, a Provider Portal User can edit the Provider Profile, by clicking the Profile dropdown menu and then clicking the **Provider Profile** button.

A Home	Business 👻	Profile 🔻	Contracts -	Enrollments -
		Provider F	Profile	
Common	Tasks			

Provider Portal users can manage School Readiness and VPK contracts from the Provider Dashboard.

Business 👻	Profile 👻	Contracts 👻	Enrollments -
		Manage Cont	tracts
Tasks			

file 🔻	Contracts -	Enrollments -	Attendance -		Contracts 👻	Enrollments -	Attendance	e 🗸 Documents 🗸
		Manage VPK Enr Manage SR Enro				Manage VPK I Manage SR E		Request/Change Enrollmen Bulk File Upload
				- 1	Contracts -	Enrollments -	Attendance	■ Documents ■
Profile 👻	Contracts -	Enrollments - Manage VPK E	Attendance -		Contracts -	Enrollments - Manage VPK En Manage SR Enr	nrollments >	Documents SR Enrollment Requests ge

Provider Portal users can manage School Readiness and VPK enrollments from the Provider Dashboard.

Provider Portal users can manage School Readiness and VPK attendance, as well as view reimbursement details for paid attendance rosters, SR Reimbursement Rates, and Temporary Closures, from the Provider Dashboard.

Enrollments 👻	Attendance 👻	Documents -	
	Manage VPK A	ttendance >	
	Manage SR Att	endance cast	Mes
	Reimbursemen		WIC.
	SR Reimburser	ment Rates essag	ges
	Temporary Clos	sures	

Provider Portal users can click the Documents dropdown menu to access the Document Library Management function and view and upload additional documents for coalition review.

Enrollments 👻	Attendance -	Do	cuments 👻	
	1000	Vie	ew/Update	
			Broadcast Mess	ages

Managing Contracts

Provider Portal users can view contract statuses and edit/download contracts through the Manage Contracts function.

Manage contracts for Jim's House of Canes & Gators	9 total records
--	-----------------

Show 10 entries	-									
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Coalition Reviewing	06/26/2017	Ø Edit		07/01/2017		
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	👁 View	Download	07/01/2017	06/30/2018	
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	👁 View		07/01/2017	06/30/2018	05/26/2017
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	👁 View		07/01/2017	03/02/2019	06/26/2017
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	👁 View		07/01/2017	06/30/2018	
26723	SR	Contract Lite	OEL	Terminated	04/05/2017		Download	01/10/2017	01/10/2018	04/04/2017
26731	SR	Contract Lite	OEL	Certified	03/15/2017		Ownload	01/01/2017	01/01/2018	
26788	VPK-SIS	Contract Lite	ELC of the Big Bend Region	Certified	04/04/2017		Ownload	04/04/2017	06/30/2017	
26804	VPK-SIS	Contract Lite	ELC of the Big Bend Region	Terminated	06/26/2017		Download	05/18/2017	06/30/2017	04/28/2017

Managing Documents

Documents can be added to the Document Library for coalition review. The folder list within the Document Library is standard for all providers, but coalitions have the ability to re-name or add new folders. Documents uploaded to the Documents tab of the provider profile will also populate in the Document Library; however, documents uploaded to the Document Library will not populate in the Documents tab of the provider profile.

Viewing/Uploading Documents

To view or upload documents in a folder, the provider portal user will click the <u>View Files</u> or <u>Upload New File</u> button, respectively.

Document Library Management							
		Folder List					
Folder Name	View	Unload	Date Updated	Updated By			
Accreditation and / or Gold Seal (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Contracts (1 files)	View Files	Upload New File	10/25/2016	OELAdmin			
Insurance Auto (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Insurance Liability (0 files)	View Files	Upload New File	08/22/2016	oel.fp.qa+01@gmail.com			
Insurance-Worker Comp (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			
License or Exemption (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Miscellaneous <i>(0 files)</i>	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Adjustment Request (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Classroom Transfer Forms (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Extended Absence Request (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Outstanding Parent Fee (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Reimbursement Report (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Sign in-out Sheet (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly VPK Child Withdrawal Forms (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Provider Public Rate Sheet (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Uncategorized (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Unemployment Insurance (1 files)	View Files	Upload New File	09/12/2016	OELAdmin			
VPK Affidavit of Good Moral Character (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Background Screenings (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Curriculum (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Director Credentials (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Enrollment Certificates (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Instructor's Credentials (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
W9 (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			

	Docu	_	ary Manageme	ent
Change Folder:	Contracts		×	
Total Files:	1			Date Created: 10/25/2016
Folder Detail - Co	ontracts			Rename File
File Name		Download	Date Uploaded	Uploaded By
Koala.jpg		Download	12/07/2016	ledbetter.kiwanis@gmail.com

Select a document to upload.

- · Select the folder from the drop down list to which you would like to upload a file to.
- · Click the Browse... button to browse your documents and select the one that you want to upload to the folder.
- · You may give a description to the file you are uploading.

Upload file to site:	Jim's House of Learning 2	
Select Destination Folder 🏶	Contracts	~
Select File *	Browse	

Attach your document.

Click the *Attach Selected Document* button below to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a *minute*, depending on the size of the document and the speed of you internet connection.

Attach Selected Document

Cancel

Provider Portal users can move within the Document Library by clicking the Change Folder dropdown menu. Files can also be renamed within each folder by clicking the **<u>Rename File</u>** button.

	Document Libr	ary Manager	nent
Change Folder: Contracts		~	
Total Files: 1			Date Created: 10/25/2016
Folder Detail - Contracts			Rename File
File Name	Download	Date Uploaded	Uploaded By
Koala.jpg	Download	12/07/2016	ledbetter.kiwanis@gmail.com

Enter the new file name in the New File Name field and click the **<u>Save Changes</u>** button to continue.

Rename File			×
Select Folder:	Contracts		~
Select File:	Koala.jpg		~
New File Name:			
		Cancel	e Changes

Archiving Documents

Click the **<u>Remove</u>** button to remove a document from the profile documents screen and archive it in the appropriate Document Library Management folder.

e Business - Profile - Contracts - Enrollments -	Attendance + Documents +	Sites	✓ Profile: 2020 - 2021 ✓ G+Log G
Request Assistance Profile	2020 - 2021 Program Year	Create 2021	Current Status: Pending Update
aral Facility Services Curriculum Fees & Discounts	s Hours of Operation Staffing & Capacity	Private Pay Rates Closures Calendar Documents F	Raview Sign & Centify
porting Documents			
ertificate of Licensure	1		
Document(s)	Begin Date	Expiration Date	
2019-2020 License pdf	View Remove Deleter 02/23/2019	Expiration Date 07/14/2019	
2019-2020 License pdf	View Removo Delste 02/23/2019	07/14/2019	
2019-2020 License pdf 2019-2020 New License pdf	View Remove Delete 02/23/2019 View Remove Delete 02/23/2019	07/14/2019 02/22/2020	

Document Library Management

A Frequently Asked Questions pop-up message is available for the Provider Portal user. Contact the local early learning coalition if additional help is needed.

Frequently Asked Questions

×

How do I create a new folder?

A: Folders can only be created by your Coalition. In case you need to add files that cannot be assigned to one of the pre-defined folders please put them in the 'Miscellaneous' folder. Call your coalition for further information.

How do I upload files to a folder?

A: Click 'Upload New File' button which will open a dialog box that allows you to upload a file to a folder you select.

If I misspelled a word when naming a file, how can I correct it?

A: Files can be renamed from the 'Folder Details' screen. Click on the 'View Files' button to navigate to the 'Folder Details' screen, here you have to click on the 'Rename File' button that would open a dialog box that allows you to select the Folder and the files within it that you wish to rename.

Note: You can only change the name of an existing file and not its type or extension.

What format does a document have to be in to be uploaded?

A: Any of the following formats are permitted: .bmp, .tiff, .pdf, .jpg, .gif, .png, .doc, .docx, .txt

Is there a size limit on the documents to be uploaded?

A: A file's size cannot exceed 2MB.

Who can I contact for technical assistance?

A: Please call your coalition office for any further assistance. 🔽 coalition map

How can I reduce the size of my document?

A: To reduce the file size of a PDF, print the file using Adobe PDF as the printer, select the smallest file size option under the Default Settings menu and click OK on all open dialog boxes. The PDF is then converted to a smaller file. Upon completion, save the new file.

Close

Provider Contracting

NOTE: Provider contracts are populated by information in the **Active** profile. As a result, the profile is read-only once the contract status is **Initiated**, **Incomplete**, or **Submitted**. If any changes need to be made to the **Active** profile after a contract is initiated or there is an error found in the profile once the contract is being edited (the contract status is **Incomplete**), contact your early learning coalition.

Jim's House of Smarties Profile	2019 - 2020 Program Year	Current Status: Active
Request Assistance		
Read Only Mode		
This profile is locked at this time because a contract is currently pending. If p	rofile changes are needed for the contract, please contact the coalition.	

SR Contract

After the coalition has initiated an SR contract, the user will navigate to **Contracts > Manage Contracts** from the Provider Dashboard.

A Home	Business -	Profile 🚽	Contracts -	Enrollments -
			Manage Con	tracts

The Manage Contracts page displays. Click the Edit button for the initiated DEL-SR 20.

w	10 🗸 entri	ies							Clear All Filters	Search:	
ļţ	Contract ID ↓	Type of Contract	Contract Name	Coalition 1	Status 🎝	Last Updated 👫	Action 1	View Contract \downarrow	Effective Date	Termination Date	Program Year
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
+	75810	SR	OEL-SR 20		Initiated	4/27/2021	🕑 Edit		7/1/2021		2021 - 202
F	71637	SR	OEL-SR 20		Certified	4/14/2021	👁 View		9/17/2020		2020 - 202

Provider Eligibility and Notification

After clicking the <u>Edit</u> button, the following page displays. Review the options in the dropdown menus and update the provider representative information, if needed.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Provider(s):		
1. Learning Center		
II. PROVIDER ELIGIBILITY		
II.8.a The Coalition participates in the Contracted Slots Program. Yes v		
II.8.c The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program. Yes v		
III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK		
III.30. If applicable, does the eligible PROVIDER, pursuant to paragraph 8, elect to participate in the Contracted Slots Program? * Select 🗸		
XI.NOTIFICATION		
XI.83.b The representative for PROVIDER for the purposes of this Contract is Angela * who can be contacted at	or by email at	
@gmail.com		
SIGNATURE AUTHORITY		
Select all signature authority candidates that apply:		
Select -		
Previous Step	ext Step 🗲	

Provider Responsibilities and Scope of Work

If the provider is eligible to participate in the contracted slots program, the provider must select if they want to participate in the program. If the contracted slots program is not applicable, the option to participate in the contracted slots program is not displayed.

If this question is displayed, make a selection, then click **<u>Next Step</u>** to continue.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Provider(s): 1. Learning Center II. PROVIDER ELIGIBILITY II.8.a The Coalition participates in the Contracted Slots Program. Yes v II.8.c The Coalition participates in the Contracted Slots Program. Yes v		
III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK III.30. If applicable, does the eligible PROVIDER, pursuant to paragraph 8, elect to participate in the Contracted Slots Program? * Yes		
XI.NOTIFICATION		
XI.83.b The representative for PROVIDER for the purposes of this Contract is Angela * who can be contacted at @gmail.com	or by email at	
SIGNATURE AUTHORITY		
Select all signature authority candidates that apply:		
Select -		
< Previous Step	Next Step 🗲	

Signature Authority

Providers must designate all users who are authorized to sign the SR contract for the listed provider(s). Provider portal users who have full permissions to manage SR contracts are included in the dropdown.

NOTE: Users who also have coalition portal access (e.g. ELC, RCMA, and DEL users) are excluded from the list as authorized provider signators.

Click the dropdown field to view all provider users who are eligible to electronically sign the SR contract. Select <u>all</u> users who should have authorization to sign the contract for the listed provider(s).

NOTE: In order for the user who is currently editing the contract to be able to electronically sign, their username must be selected.

When the authorized signator(s) are selected, click **<u>Next Step</u>**.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Provider(s): 1. Learning Center		
II. PROVIDER ELIGIBILITY II.8.a The Coalition participates in the Contracted Stots Program. Yes v II.8.c The COALITION has determined the PROVIDER eligible to participate in the Contracted Stots Program. Yes v		
III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK III.30. If applicable, does the eligible PROVIDER, pursuant to paragraph 8, elect to participate in the Contracted Slots Program? * Ves v		
XI.83.b The representative for PROVIDER for the purposes of this Contract is two can be contacted at	or by email at	
SIGNATURE AUTHORITY		
Select all signature authority candidates that apply:		
Select +		
Select all Carolyn (@gmail.com) Angela (@gmail.com) Angela (@gmail.com)	Next Step 🗲	

Exhibit 1: Program Assessments

After clicking the **<u>Next Step</u>** button, the Exhibit 1 page displays. If the provider is exempt from program assessment requirements, the provider must select if they want to waive the exemption. If the provider is not exempt, the option to waive exemption is not displayed.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Exhibit 1		
Provider Name:		
PROVIDER ELIGIBILITY		
The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, FA.C. Yes 🗸		
The PROVIDER waives the PROVIDER'S exemption and agrees to comply with requirements of Rules 6M-4.740, F.A.C. * Select -		

NOTE: If the provider is exempt from program assessments and selects "Yes" to waive the exemption, the contract will be sent back to the coalition for review.

Sites	Confirm	×	Hello
School Readiness (SR) Contract	You have indicated that you wish to waive the Provider's exemption from program assessments. The contract must now be reviewed by the Coalition before you may continue. Clicking "Yes" will send the contract back to the Coalition. You will not be signing or agreeing to any terms by performing this action. Do you wish to send the contract back to the Coalition for review?		Return for Edit
PROVIDER ELIGIBILITY The COALITION has determined the PROVIDER is exempt from the The PROVIDER waives the PROVIDER'S exemption and agrees		cel	

The Composite Program Assessment Score displays under Provider Eligibility. If the score is greater than or equal to 5.00, select whether the provider wants to waive their biennial status and receive an annual program assessment. If the composite program assessment score is below 5.00, the option to waive biennial status is not displayed.

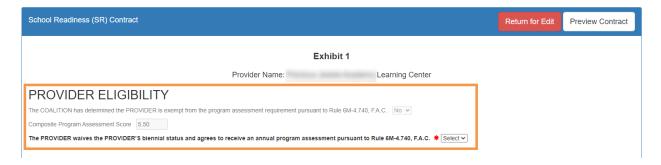


Exhibit 1: Child Assessments

On the Exhibit 1 page, select if the provider elects to conduct child assessments.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Exhibit 1		
Provider Name: Learning Center		
PROVIDER ELIGIBILITY		
The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, FA.C. No 💌		
Composite Program Assessment Score 5.50		
The PROVIDER waives the PROVIDER'S biennial status and agrees to receive an annual program assessment pursuant to Rule 6M-4.740, F.A.C. * Yes 🗸		
PROVIDER RESPONSIBILITIES AND SCOPE OF WORK		
If applicable, the eligible PROVIDER, agrees to conduct child assessments using a reliable assessor as defined by the child assessment tool, that meet the criteria desc per year and will submit valid and reliable data to the statewide information system. If the PROVIDER selects to conduct child assessments, PROVIDER understands the the child assessment differential.		
PROVIDER agrees to conduct child assessments in accordance with Rule 6M-4.500(11), F.A.C. using the selected as the assessment tool.		
< Previous Step	lext Step >	

If "Yes" is selected, a pop-up message appears for the provider to confirm that they have/will upload the reliability certification.

	Confirm Child Assessment ×	
School Readiness (SR) Contract	You selected yes to indicate you wish to implement child assessments. If you have not uploaded the required certificates of	Return for Edit Preview Contract
	reliability in the Quality Performance System (QPS) you must do so immediately in order to proceed with your SR contract.	
	By clicking "Yes" you certify that you have the reliability certification and will be required to upload.	
PROVIDER ELIGIBILITY		
The COALITION has determined the PROVIDER is exempt from the program	Yes Cancel	
Composite Program Assessment Score 5.50		
The PROVIDER waives the PROVIDER'S biennial status and agrees to re	eceive an annual program assessment pursuant to Rule 6M-4.740, F.A.C.	* Yes 🔻
PROVIDER RESPONSIBILITIES AN	ND SCOPE OF WORK	
	nts using a reliable assessor as defined by the child assessment tool, th tion system. If the PROVIDER selects to conduct child assessments, PR(
PROVIDER agrees to conduct child assessments in accordance with Ru	ile 6M-4.500(11), F.A.C. using the selected as the assessment tool.	

If the provider selects "Yes" to conduct child assessments, select a child assessment tool. Click <u>Next Step</u> to continue.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Exhibit 1		
Provider Name: Learning Center		
PROVIDER ELIGIBILITY		
The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, FA.C. No 💌		
Composite Program Assessment Score 5.50		
The PROVIDER waives the PROVIDER'S biennial status and agrees to receive an annual program assessment pursuant to Rule 6M-4.740, F.A.C. 🇚 Yes 🗸		
PROVIDER RESPONSIBILITIES AND SCOPE OF WORK If applicable, the eligible PROVIDER, agrees to conduct child assessments using a reliable assessor as defined by the child assessment tool, that meet the criteria descriper year and will submit valid and reliable data to the statewide information system. If the PROVIDER selects to conduct child assessment, PROVIDER understands the child assessment differential. * Yes v PROVIDER agrees to conduct child assessments in accordance with Rule 6M-4.500(11), FA.C. using the selected as the assessment tool.		
✓ Previous Step	Next Step >	

Exhibit 3: Quality Improvement Plan Selection

After clicking **Next Step**, the Exhibit 3 page only displays if the provider is required to participate in a quality improvement plan. Enter the user's initials in each box that has a check mark, then click **Next Step** to continue.

			Return for Edit	Preview Contrac
		Exhibit 3: Quality Improvement Plan Selection		
Provider Name:				
Selection	Strategy	Description (summary)		
Provider Initials Teacher Name(s):	COALITION approved strategy	Description included in QIP Notice.		
Provider Initials Teacher Name(s):	Certified Coaching Visits	Each selected classroom will participate in 20 hours of certified coaching provided by the ELC or its delegate.		
	CLASS Group Coaching (CGC) Training	Each selected instructor/director will complete either the CGC PreK 24-hour course or the CGC Infant/Toddler 24-hour course provided by the COALITION's or its delegate's CGC Specialist.		
Provider Initials Teacher Name(s):	Early Childhood Training System (ECTS) Courses	Each selected instructor/director will successfully complete two Early Childhood Training System courses facilitated by the ELC. Course options include taking an online course alone, with TA coaching support and/or as a member of a COALITIOI sponsored Community of Practice.		
Provider Initials Teacher Name(s):	20-hours of IACET- or OEL- approved training	Each selected instructor/director will register for and successfully complete 20 hours of International Association for Continuing Education & Training (IACET) approved training (or other OEL-approved CEU training) provided by the ELC or their delegate.		
Provider Initials Teacher Name(s):	Professional Development	Each selected instructor/director shall register in the Florida Early Care and Education Professional Development Registry generate a professional development plan in the registry and complete the required progression along the career pathway		

Exhibit 5: Provider Reimbursement Rates

If the provider charges an annual registration fee (**Profile > Provider Profile > Fees & Discounts**), the following page displays. Select the annual fee details, then click **Next Step** to continue.

NOTE: If "Month" is selected, another dropdown field appears for the provider to select a month. If "Other" is selected, the provider must provide a description.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Exhibit 5: Provider Reimbursement Rates Provider Name:		
If PROVIDER charges a registration fee please check one and provide the amount: \$.00		
One time fee upon enroliment.		
C Annual fee. * Select		
Conter Describe Select Month Month Upon Errollment Other		
✓ Previous Step	Next Step >	

Exhibit 6: Holiday Schedule

After clicking **Next Step**, the following displays. The dates are based on any coalition-defined holidays and the closure dates from the profile Closure Calendar.

If fewer dates are listed than the coalition maximum total paid closure dates, additional provider holidays can be added to the holiday schedule exhibit if applicable. Click the <u>Edit</u> button on the holiday table.

School Readiness (SR) Contract			Return for Edit	Preview Contract
	Exhibit 6: Holiday	Schedule		
	Provider Name:	Edit		
	Holiday	Date Observed	1	
1.	. Independence Day	7/5/2021		
2.	Labor Day	9/6/2021		
3.	. Veteran's Day	11/11/2021		
4.	. Thanksgiving Day	11/25/2021		
5.	Friday after Thanksgiving	11/26/2021		
6.	Christmas Eve	12/24/2021		
7.	Christmas Day	12/27/2021		
8.		12/31/2021		
9.	• · · ·	1/17/2022		
10	· · · · ·	2/21/2022	_	
11			_	
11	2.			
Previous Step			l	Next Step >

After clicking the <u>Edit</u> button, a pop-up window appears with an editable holiday table. On a blank row, enter the holiday name, then select a date from the dropdown in the Date column. Duplicate dates cannot be used. When done editing, click <u>Save</u>. Then, click <u>Next Step</u> to continue.

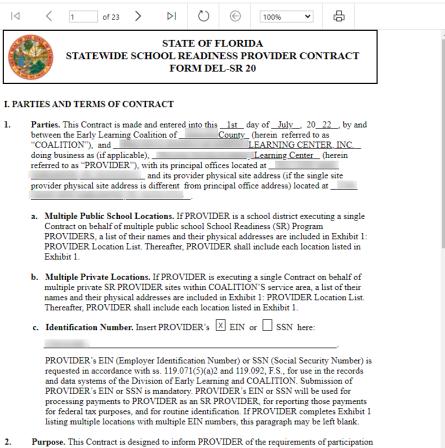
	Paid Holidays for Multiple Sites	×
School Readiness (SR) Contract	▼ All sites us	v Contract
	Provider Name:	
-	Holiday 1. Independence Day	Date 3/20/2022 3/26/2022
1.	2. Labor Day	3/26/2022
2.	3. Veteran's Day	4/3/2022 3 4/9/2022
3.	4. Thanksgiving Day	4/10/2022 4/15/2022
4.	5. Friday after Thanksgiving	4/16/2022 4/17/2022
5.	6. Christmas Eve	4/23/2022 4/24/2022
0. 7.	7. Christmas Day	4/30/2022 5/1/2022
8.	8. New Years Day	5/7/2022 5/8/2022
9.	9. Martin Luther King Jr. Day	5/14/2022 5/15/2022
10.	10. Presidents Day	5/21/2022 5/22/2022 -
11.	11. Good Friday	
12.	12.	~ `
Previous Step		Save Close

Preview Contract

Prior to executing the contract, click **<u>Preview Contract</u>** to view the contract. This allows the user to view all the information input into the contract and exhibits from the profile. Information added by the coalition and provider should be reviewed as well.

	STAT	E OF FLORIDA	
		ADINESS PROVIDER CONTRACT	
	FOR	M OEL-SR 20	
A GOD WE THE			
Preview Contract			
XIV. EXECUTION OF CONTRACT			
Signature of President/Vice Preside	nt/Secretary/Officer/Owner/Princip	al/or Print Name	
Other Authorized Representative	nt/Secretary/Officer/Owner/Princip	al/or Print Name	
	nt/Secretary/Officer/Owner/Princip	al/or Print Name	
Other Authorized Representative	nt/Secretary/Officer/Owner/Princip	al/or Print Name	
Other Authorized Representative By Electronic Signature	nt/Secretary/Officer/Owner/Princip	Print Name	
Other Authorized Representative By Electronic Signature Title Provider's Additional Signatory (If re		Print Name	
Other Authorized Representative By Electronic Signature Title		Date	
Other Authorized Representative By Electronic Signature Title Provider's Additional Signatory (If re		Date	

After clicking the **Preview Contract** button, the following displays in a new browser tab.



 Purpose. This Contract is designed to inform PROVIDER of the requirements of participation in the SR Program. Payment is not conveyed to PROVIDER through this Contract. Instead, PROVIDER must arere to comply with the terms and conditions of this Contract in order to

Ŧ

Contract Execution

To electronically sign the contract, check the **<u>By Electronic Signature</u>** checkbox.

NOTE FOR PUBLIC SCHOOLS: If a school board or school district needs to manually sign a contract, the contract can be downloaded as a .pdf and printed. An authorized representative should electronically sign and submit the contract.

STATE OF STATEWIDE SCHOOL READII FORM OL	NESS PROVIDER CONTRACT
Preview Contract	
EXECUTION OF CONTRACT	
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Authorized Representative Pectronic Signature	Print Name
Title	Date
Provider's Additional Signatory (If required by the Provider) By Electronic Signature	Print Name
Title	Date
COALITION has caused this Contract to be executed as of the date set for	orth in Paragraph 1.
Signature of Authorized Coalition Representative By Electronic Signature	Print Name

Previous Step

Next Step >

After clicking the checkbox, the following message displays. Enter the Title of Signator, then click Yes.

NOTE: The **Title of Signator** is not the provider's name, but the business title, e.g. Owner, Director, Principal.

Form OEL-SR 20 Electronic Signature	×
You are about to electronically sign the Form OEL-SR 20.	
Title of Signator: *	
Yes	Cancel

After clicking the <u>Yes</u> button, the electronic signature of the signatory, printed name, title, and the date/time will populate, highlighted in yellow. Click <u>Next Step</u> to continue.

NOTE: The electronic signature and printed name of the user is based on the user who is logged on to the portal. Please ensure that the proper user is logged on to electronically sign the contract. If the incorrect name is used for the electronic signature, the checkbox can be un-checked.

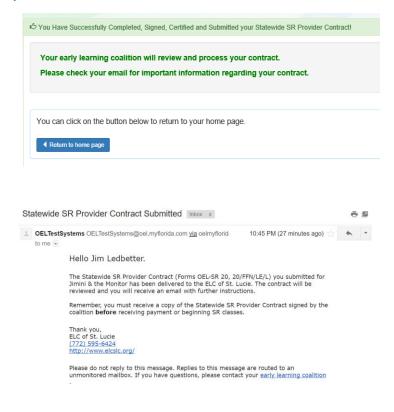
	Form OEL-VPK 20 Electronic Sig	gnature ×	
	You are about to remove your sig	nature from the Form OEL-VPK 20.	
	Click "Yes" to continue.		
		Yes Cancel	
I. Preview Contract			_
KIV. EXECUTION OF CON	RACT		
	(Electronic Signature)	Reality, Married	
Signature of President Other Authorized Repr By Electronic Signat		Print Name	
	Owner	4/6/2020 1:00:34 PM	
Title		Date	
Provider's Additional (Signatory (If required by the Provider)	Print Name	
By Electronic Signat			
		Date	
By Electronic Signat Title	ed this Contract to be executed as of the date set fo		
By Electronic Signat Title COALITION has caus	ed this Contract to be executed as of the date set fo d Coalition Representative		
By Electronic Signat Title COALITION has caus Signature of Authorize	ed this Contract to be executed as of the date set fo d Coalition Representative	orth in Paragraph 1.	

Contract Certification

After clicking the <u>Next Step</u> button, the following page displays. Enter the full name of the user who is logged on, title, and click the **Certified by electronic signature** checkbox. Click <u>Submit</u>.

BR Contract Certification	
In accordance with s. 1002.88(1)(p), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness Program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section X. Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.	
 By signing this form I certify that: I had the opportunity to review the Statewide School Readiness (SR) Provider Contract. I have examined this contract and, to the best of my knowledge and belief, the information provided is true and correct. I understand that upon the approval of my provider's contract, I will receive notification my contract is in force. I am duly authorized to sign and bind the respective party to the contract. 	
Submit Contract * Full Name * Title * Title * Ce tiffed by electronic signature Contract sign date 4/6/2020	

After clicking the <u>Submit</u> button, the following message will display and an email will be sent by **DONOTREPLY@OEL.myflorida.com**.



Navigate to the provider manage contracts page (**Contracts > Manage Contracts**). The SR contract will have a status of **Submitted** for the coalition to review.

w	10 🗸 entrie	es							Clear All Filters	Search:	
łt	Contract ID J.	Type of Contract	Contract Name	Coalition 1	Status 🥼	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
+	75810	SR	OEL-SR 20		Submitted	4/27/2021	Solution Stress Str		7/1/2021		2021 - 2022
+	71637	SR	OEL-SR 20		Certified	4/14/2021	♥ View		9/17/2020		2020 - 2021

VPK Contract

After the coalition has initiated a VPK contract, the user will navigate to **Contracts > Manage Contracts** from the Provider Dashboard.



The manage contract page displays. Click the **<u>Edit</u>** button for the initiated DEL-VPK 20.

🗏 Ma	nage Contracts										
Show	10 🗸 entri	es							Clear All Filters	Search:	
ţţ	Contract ID ↓	Type of Contract	Contract Name Iî	Coalition 🎝	Status 🎝	Last Updated 🎝	Action 🗍	View Contract	Effective Date	Termination Date	Program Year ↓†
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
+	76050	VPK	OEL-VPK 20		Initiated	4/27/2021	C Edit		7/1/2021		2021 - 2022
+	75220	SR	OEL-SR 20		Certified	4/27/2021	♥ View		3/8/2021		2020 - 2021

Compensation and Funding: Advance Pay Options

After clicking the <u>Edit</u> button, the following page displays. When the user's pointer hovers over the dropdown fields, a tool tip informs the user that the advance payment selections will apply to all sites on the contract.

Select an Advance Payment Option for the school year and summer programs. Click **Next Step** to continue.

Voluntary Prekindergarten (VPK) Contract	Preview Contract
Provider(s): 1. VII COMPENSATION AND FUNDING VII.40. Advance Payment Option school Year Program Select Advance payment option for School Program is required. Summer Program Select Advance payment option for Summer Program is required. Select Advance payment option for Summer Program is required. Select Select Advance payment option for Summer Program is required. Select	on the your act, m the ucuted
Previous Step	

School Year Program

Select	Ň
Select	-hz
PROVIDER elects to receive monthly advance payments for the school year program. PROVIDER elects not to receive monthly advance payments for the school year program. PROVIDER does not intend to offer the school year program.	-

Summer Program

Select	Ì
Select	-
PROVIDER elects to receive monthly advance payments for the summer program. PROVIDER elects not to receive monthly advance payments for the summer program. PROVIDER does not intend to offer the summer program.	

Exhibit 1: Provider Location List Attachment

After clicking the <u>Next Step</u> button, the following displays. Select the School Year and/or Summer checkbox if the session is offered. Click <u>Next Step</u> to continue.

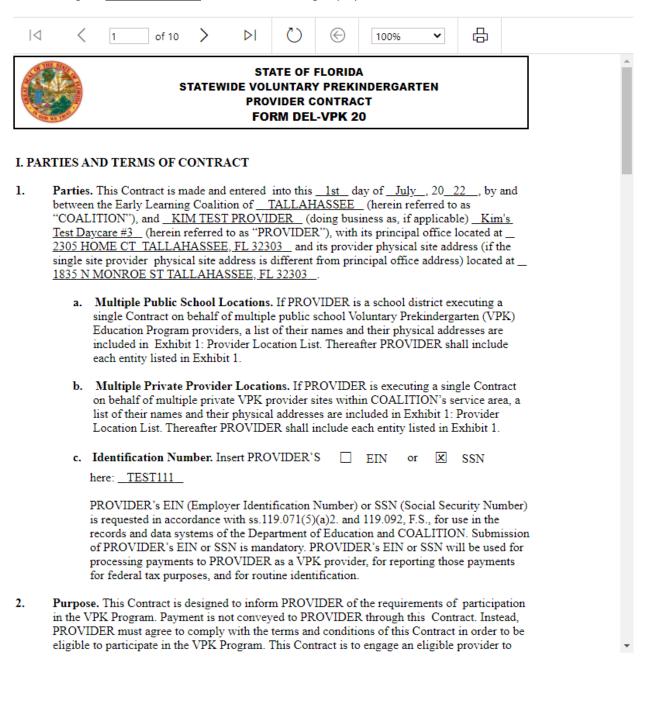
ndergarte	en (VPK) Contract						Pre
		Ext	hibit 1 : Provider Location List Attach	ment			
Location Number		Doing Business As	Physical Address	Employer ID Number(EIN)	School Year	Summer	Official Use Only

Preview Contract

Prior to executing the contract, click **Preview Contract** to view the contract. This allows the user to view all the information input into the contract and exhibits from the profile. Information added by the coalition and provider should be reviewed as well.

STATEWIDE VOLUNT	STATE OF FLORIDA ARY PREKINDERGARTE FORM OEL-VPK 20	EN PROVIDER CONTRA	ст
I. KV. EXECUTION OF CONTRACT			Preview Contract
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Othe Representative By Electronic Signature	r Authorized Print N	ame	

After clicking the **Preview Contract** button, the following displays in a new browser tab.



Contract Execution

To electronically sign the contract, click the **<u>By Electronic Signature</u>** checkbox.

NOTE FOR PUBLIC SCHOOLS: If a school board or school district needs to manually sign a contract, it can be downloaded as a .pdf and printed.

STATEWIDE VOLUNTARY PREKINI	F FLORIDA DERGARTEN PROVIDER CONTRACT EL-VPK 20
EXECUTION OF CONTRACT	Proview Contract
Signature of President/Vice President/Secretary/Officer/Owner/Principal/o Other Authorized Representative By Electronic Signature	Print Name
Title	Date
Provider's Additional Signatory (If required by the Provider) By Electronic Signature 	Print Name
Title	Date
Provider's Additional Signatory (If required by the Provider) By Electronic Signature	Print Name
Title	Date
COALITION has caused this Contract to be executed as of the date set	forth in Paragraph 1.
Signature of Authorized Coalition Representative By Electronic Signature	Print Name
Title	Date

After clicking the checkbox, the following message displays. Enter the Title of Signator, then click Yes.

NOTE: The **Title of Signator** is not the provider's name, but the business title, e.g. Owner, Director, Principal.

Form OEL-VPK 20 Electronic Signature	×
You are about to electronically sign the Form OEL-VPK 20.	
Signature Title for Form OEL-VPK 20. Title of Signator: Click "Yes" to confirm your electronic signature.	
Yes	ncel

After clicking the <u>Yes</u> button, the electronic signature of the signatory, printed name, title, and the date/time will populate, highlighted in yellow. Click <u>Next Step</u> to continue.

NOTE: The electronic signature and printed name of the user is based on the user who is logged on to the portal. Please ensure that the proper user is logged on to electronically sign the contract. If the incorrect name is used for the electronic signature, the checkbox can be un-checked.

	Form OEL-VPK 20 Electronic Sign	lature
	You are about to remove your sign	nature from the Form OEL-VPK 20.
	Click "Yes" to continue.	
		Yes Cancel
	STATE OF	FLORIDA
	STATEWIDE VOLUNTARY PREKINDE	RGARTEN PROVIDER CONTRACT
COD WE TRAN	FORM OEL	-vek zu
		Preview Contract
Signature of Pre	ECONTRACT (Electronic Signature) esident/Vice President/Secretary/Officer/Owner/Principal/or d Representative	
	ECONTRACT (Electronic Signature) esident/Vice President/Secretary/Officer/Owner/Principal/or d Representative	Preview Contract
Signature of Pre Other Authorize ☑ By Electronic	CONTRACT (Electronic Signature) esident/Vice President/Secretary/Officer/Owner/Principal/or d Representative Signature	Preview Contract
Signature of Pre Other Authorize Ø By Electronic Title Provider's Addi	CONTRACT (Electronic Signature) esident/Vice President/Secretary/Officer/Owner/Principal/or d Representative Signature Owner tional Signatory (If required by the Provider)	Preview Contract Print Name 4/6/2020 1:10:09 PM
Signature of Pre Other Authorize Ø By Electronic Title Provider's Addi By Electronic	CONTRACT (Electronic Signature) esident/Vice President/Secretary/Officer/Owner/Principal/or d Representative Signature Owner tional Signatory (If required by the Provider)	Preview Contract Print Name 4/6/2020 1:10:09 PM Date
Signature of Pre Other Authorize Ø By Electronic Title Provider's Addi By Electronic Title Provider's Addi	CONTRACT ClickProvide Signature) esident/Vice President/Secretary/Officer/Owner/Principalior d Representative signature Owner tional Signatory (If required by the Provider) Signature tional Signatory (If required by the Provider)	Preview Contract Print Name 4/6/2020 1:10:09 PM Date Print Name
Signature of Pro Other Authorize Ø By Electronic Title Provider's Addi By Electronic Title Provider's Addi By Electronic	CONTRACT ClickProvide Signature) esident/Vice President/Secretary/Officer/Owner/Principalior d Representative signature Owner tional Signatory (If required by the Provider) Signature tional Signatory (If required by the Provider)	Preview Contract Print Name 4/6/2020 1:10:09 PM Date Print Name Date
Signature of Pro Other Authorize 20 By Electronic Title Provider's Addi By Electronic Title Provider's Addi By Electronic	CONTRACT ClickProvide Signature) esident/Vice President/Secretary/Officer/Owner/Principalior d Representative signature Owner tional Signatory (If required by the Provider) Signature tional Signatory (If required by the Provider)	Preview Contract Print Name 4/6/2020 1:10:09 PM Date Print Name Date Print Name Date hi In Paragraph 1.
Signature of Pro Other Authorize 20 By Electronic Title Provider's Addi By Electronic Title Provider's Addi By Electronic Title COALITION ha	CONTRACT CENTRACT CENTRACT Sident/Vice President/Secretary/Officer/Owner/Principal/or d Representative Signature Owner Conner C	Preview Contract Print Name 4/6/2020 1:10:09 PM Date Print Name Date Print Name Date Print Name

Previous Step

Next Step >

Contract Certification

After clicking the <u>Next Step</u> button, the following will display. Enter the full name of the user who is logged on, title, and click the **Certified by electronic signature** checkbox. Click <u>Submit</u>.

PVPK Contract Certification								
In accordance with ss. 1002.55(3)(0), 1002.61(3)(b), and 1002.63(3)(b), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the VPK Program, which include the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALTTON, in accordance with Section XI. Warranty of Authority. Each person signing this contract warrants that he or she is dually authorized to do so and to bind the respective party to the contract.								
By signing this form I certify that:								
 I had the opportunity to review the Statewide Voluntary Prekindergarten (VPK) Provider Contract. I have examined this contract and, to the best of my knowledge and belief, the information provided is true and correct. I understand that upon the approval of my provider's contract, I will receive notification my contract is in force. I am duly authorized to sign and bind the respective party to the contract. 								
	Submit Contract							
	Full Name							
	* Tite							
	* ertified by electronic signature							
	Contract sign date 4/6/2020							
	Submit							

After clicking the <u>Submit</u> button, the following message will display and an email will be sent by **DONOTREPLY@OEL.myflorida.com**.

10 You Have Successfully Completed, Signed, Certified and Submitted your Statewide VPK Provider Contract	
Your early learning coalition will review and process your contract. You may not offer VPK services until you have received notification that your contract has been approved and fully execu Please check your email for important information regarding your contract.	ited by your coalition.
You can click on the button below to return to your home page.	
Return to home page	
Statewide VPK Provider Contract Submitted D mbox x	
OELSystemTest <0ELSystemTest@oel.myflorida.com> to ledbetter.kiwanis+10@gmail.com ▼	2:35 PM (0 minutes ago)
Hello Jim Ledbetter.	
The Statewide VPK Provider Contract (Forms OEL-VPK 20, 20PP/PS) you submitted for Jim's House of Smarties has been delivered to the ELC o contract will be reviewed and you will receive an email with further instructions.	of the Big Bend Region. The
Remember, you must receive a copy of the Statewide VPK Provider Contract signed by the coalition before receiving payment or beginning VPI	K classes.
Thank you, ELC of the Big Bend Region (866) 973-9030 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	r <u>early learning coalition</u> .

Navigate to the provider manage contracts page (**Contracts > Manage Contracts**). The SR contract will have a status of **Submitted** for the coalition to review.

🔳 Mar	Manage Contracts										
Show	Show 10 🗸 entries Search:										
ţţ	Contract ID ↓	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action 1	View Contract 🗍	Effective Date	Termination Date I	Program Year
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
+	76050	VPK	OEL-VPK 20		Submitted	4/27/2021	👁 View		7/1/2021		2021 - 2022
+	75220	SR	OEL-SR 20		Certified	4/27/2021	👁 View		3/8/2021		2020 - 2021

VPK-APP

The VPK-APP replaces forms DEL-VPK 10 (Provider Application), DEL-VPK 11A (Class Registration – Instructors), and DEL-VPK 11B (Class Registration – Calendars). The tabs must be done in order of appearance (Attendance Policy, then VPK Director, etc.); the answers in one tab populate information in the next tab.

After the coalition has initiated the provider application, the Provider Portal user will click **Manage Contracts** from the Provider Dashboard.

			rning	
A Home	Business -	Profile 🚽	Contracts 🚽	Enrollments 🚽
			Manage Con	tracts

The following will display. Click the **<u>Edit</u>** button to review the contract.

Manage coi	ntracts for Jim	ini & the Monit	OF 1 total records							
Show 10 er	ntries 🕶									
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
44	VPK-APP	VPK 10,11A,11B	ELC of North Florida/Episcopal Children's Services	Initiated	4/20/2017	CEdit		7/1/2017		

Step 1 – Attendance Policy

The Attendance Policy tab allows the Provider Portal user to upload the provider Attendance Policy. The document that is to be distributed to parents must be uploaded by clicking the **Browse** button, finding the document in the electronic files and clicking the **Upload** button.

's House of Canes & Gators (and Noles) 2017 - 2018 (Incomplete) >
ndance Policy 🥎 VPK Director 🛧 VPK Instructors 🎍 VPK Calendars 🋗 VPK Class(es) 🏦 Review 🚍 Certily and Submit 🌞
Attendance Policy Submission
A VPK Provider must
✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8 305, F.A.C.
Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
✓ Not amend its attendance policy for its VPK program duration of the VPK contract
Please Note
Section 1002 71, F.S., states a private prekindergarten provider or public school may not require payment of a fee or charge for services provided for a child enrolled in VPK during a period reported for funding purposes; or require a child to enroll for, or require the payment of any fee or charge for, supplemental services as a condition of admitting a child for enrollment in the VPK program.
Browse Choose VPK Attendance Policy file by clicking Browse button
File Name Uploaded On Size

Step 2 – VPK Director

The VPK Director tab allows the Provider Portal user to add information and upload documents for the primary VPK Director that will be listed on the DEL-VPK 10. Click the <u>Add New Director</u> button to begin.

Jim's House of	Smarties	2017 - 2018 (Incomplete	e) 🗸			
Attendance Policy 🍆	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮	Certify and Submit 🌞
+ Add New Director	Drs					

Click the <u>Save</u> button after all information is entered for the director.

ttendance Policy 🍆	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮	Certify and Submit
VPK Director Name:						
Telephone Number:	Enter Telephor	ne Number				
Email:	Enter Email					
Credential Type:	Select Credent	tial Type		~		
Credential Certificate Number:	Enter Credentia	al Certificate Number				
Credential Issue Date:	Enter or Select	Start Date				
Credential Expiration Date:	Enter or Select	End Date				

NOTE: The Credential Type, Credential Certificate Number, Credential Issue Date, and Credential Expiration Date will not appear for public schools.

Once the VPK Director is added, the supporting documents may be added by clicking Edit.

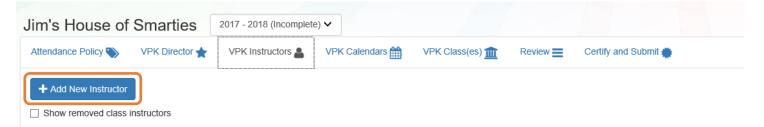
endance Policy 🍆 VPK Dire	ector 🚖 VPK Instructors 💄 VPK Calendars 🏥 VPK Class(es) 1	nt Review 🚍 Certify and Submit 🌞					
Add New Director							
show removed directors							
🛊 Jim Ledbetter 🛛 🗹 Edit	m Remove	Supporting Documer ts: 17 Edit					
		supporting bocuments. B Edit					
	555555555	File Name	Document Type	Issued On	Expires On	Uploaded On	Siz
Telephone Number:			Document Type	Issued On	Expires On	Uploaded On	Siz
Telephone Number: Email:	555555555		Document Type	Issued On	Expires On	Uploaded On	Siz
Telephone Number: Email: Credential Type:	5555555555 ledbetter.kiwanis+10@gmail.com		Document Type	Issued On	Expires On	Uploaded On	Siz
Telephone Number: Email: Credential Type: Credential Certificate Number: Credential Issue Date:	555555555 ledbetter.kiwanis+10@gmail.com VPK Director Credential		Document Type	Issued On	Expires On	Uploaded On	Siz

The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **<u>Upload</u>**. Then, click <u>**Save**</u>. At least one document should be uploaded.

Jim's House of	Smarties 2017 - 2018 (Incomplete) 🗸							
Attendance Policy 🍆	VPK Director 🚖 VPK Instructors 💄 VPK Calendars 🏥 🕔	VPK Class(es) 🟦 Review 🚍	Certify and Submit 🌞					
								×
VPK Director Name:	Jim Ledbetter ×	Document Type:	O Background Screening 3					
Telephone Number:	555555555		Affidavit of Good Moral Character Credential	0				
Email:	ledbetter.kiwanis+10@gmail.com		Additional Documentation					
Credential Type:	VPK Director Credential	Choose Files:	Growse Choose documents by	clicking Browse button				
Credential Certificate	11111111	Document Issued Date:	Enter or Select Date					
Number: Credential Issue Date:	12/01/2017	Document Expiration Date:	Enter or Select Date					
Credential Expiration Date:	12/03/2018	File Name		Document Type	Issued On	Expires On	Uploaded On	Size
	☑ Save ★ Cancel			booament Type	issued off	Expires Off	Spicial Off	5126

Step 3 – VPK Instructors

The VPK Instructors tab allows the Provider Portal user to add information and upload documents for each instructor. Click the <u>Add New Instructor</u> button to begin.



Click the <u>Save</u> button after all information is entered for each instructor.

im's House of	Smarties	2017 - 2018 (Incomplete				
Attendance Policy 🍑	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮	Certify and Submit 👹
Legal Name:						
SSN:	Enter SSN					
Degree:	Select Highest Deg	ree		~		
Туре:	Select Type			~		
Credential:	Select Credential			~		
C	Certified teacher					
ĺ	+ Save X Can	cel				

Once the VPK Instructor is added, the supporting documents may be added by clicking Edit.

🛔 Jim Ledbetter	🕑 Edit 🛛 🍿 Remove	Supporting Documents & Edit					
SSN:	000000000	File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree:	Received an M.A. or an M.S						
Type:	Lead						
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience						
Certified Teacher?	No						
Certified Teacher?	No						

The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **Upload**. Then, click **Save**. At least one document should be uploaded.

Jim's House o	f Smarties	2017 - 2018 (Incomplet	e) 🗸									
Attendance Policy 🥎	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review E Certify and S	ubmit (•					
												×
Legal Name:	Jim Ledbetter			×	Document Type:	0	Background Screening 🕄					
SSN:	00000000					0	Affidavit of Good Moral Character					
Degree:	Degree: Received an M.A. or an M.S.				0	Credential						
Туре:				0	Additional Documentation							
Credential:	M A or M S in an :	approved field with require	ad minimum hours and e	xperience 🗸	Choose Files:	2	Browse Choose documents I	by clicking Browse button				
		ipprotod nota martoquit		Apononico -	Document Issued Date:	Ente	er or Select Date					
	Certified teacher			Document Expiration Date:	Ente	er or Select Date						
					File Name			Document Type	Issued On	Expires On	Uploaded On	Size

NOTE: If a VPK Instructor achieves new certifications and moves from a sub to an aide, create a new record for that Instructor. If the Instructor Type is only changed from sub to aide, the maximum class size will not increase to 20 in a class that already has a Lead Instructor.

Step 4 – VPK Calendars

The VPK Calendars tab allows the Provider Portal user to provide information regarding each unique class calendar which will be offered at the VPK site. If classes are offered at identical times on identical dates, they utilize the same class calendar (e.g., all classes are scheduled from 8:00am to 11:00am, Monday through Friday, starting on January 11). If classes are not offered at identical times on identical dates, they utilize unique class calendars which must be created separately. Click the <u>Add New Calendar</u> button to begin.

Jim's House of	Smarties	2017 - 2018 (Incomplete	e) 🗸			
Attendance Policy 🌑	Attendance Policy 🍆 VPK Director 🚖		VPK Calendars 🋗	VPK Class(es) 🏦	Review	Certify and Submit 🌞
+ Add New Calendar	Jars					

The Calendar ID will automatically populate with a letter beginning with A. Each additional calendar will receive a sequential Calendar ID.

The Calendar Name is an optional field. It may be used for a short nickname such as "Fall AM."

The program type selection of School-Year (540 hours) or Summer (300 hours) is required. The program selected will determine the valid calendar date range. The Calendar Start Date and Calendar End Date must be within the valid calendar date range. The Calendar Start Date and Calendar End Dates should reflect the first day VPK instruction will be delivered and the final day VPK instruction will be delivered.

Next, the instructional days, start time and end time must be added by checking the box by the days of the week that VPK instruction will be delivered and entering the times of VPK instruction for the days of the week that VPK instruction will be delivered.

Calendar ID: 0		A								
Calendar Name:		Enter Calendar Name								
Program Type:		Select Program Type							*	
Calendar Start Date: 0		Enter Start Date	E Calenda	ar End Date: 0	Enter End Date	===				
			Please select a progam (Summer o	r School-Year) type to enable dat	te select.					
nstructional Days:	Day	Start Time	Chu Time	Olck a date to modify instruction	nal hours. Multiple days may	v be selected by clicking and	a dragging days. Iary 2018 >			month lie
	Monday	©	©	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Tuesday	0	٥	28				1	2	
	Wednesday	0	٥	4	5	6	7	8	9	
	Thursday	0	0	11	12	13	14	15	16	
	E Friday	0	٥	18	19	20	21	22	23	
	Saturday	O	Ō	25	26	27	28			
	Sunday	©	٥							
	Valid instruction	al day entries should be made								
Total Calculated Ho	urs: 0.00									
The Total Calculated Hou	rs are less than the l nal Days: 0	hours allotted for the VPK Program	Type selected. Please correct if neede	ed.						

After the instructional days, start time and end time are added, the Total Calculated Hours and Total VPK Instructional Days sections will populate.

structional Days:	Day	Start Time		End Time		Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.						
	Monday	08:00 AM	©	11:00 AM	0	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	I Tuesday	08:00 AM	O	11:00 AM	©					1	2	
	Wednesday	08:00 AM	O	11:00 AM	0	4	5	6	7	8	9	
	Thursday	08:00 AM	O	11:00 AM	0	11	12	13	14	15	16	
	🗷 Friday	08:00 AM	O	11:00 AM	O	18	19	20	21	22	23	
	Saturday		O		O	25	26	27	28			
	Sunday		©		©							
						<u></u>						
Total Calculated Ho	ours: 585.00											

Providers are to use the calendar to note any non-instructional days on which VPK instruction will not be delivered (such as vacations or holidays) and exceptions to normal instructional days that occur during the defined calendar start and end date. Entering Non-Instructional Days and Instructional Day Exceptions can increase or decrease the Total Calculated Hours.

For example, if the Total Calculated Hours exceed 300 hours for the summer program type or 540 hours for the school-year program type (as shown in the example above), the user may remove a day (or more) by labeling it a Non-Instructional Day. Each Non-Instructional Day entered will deduct the hours assigned to that day, thereby decreasing the Total Calculated Hours. Instructional Day Exceptions can be used to change the hours assigned to that day (to increase or decrease the hours). For example, if the calendar is a few hours short, an instructional day's hours may be extended to increase the Total Calculated Hours. To add a Non-Instructional Day or an Instructional Day Exception to the calendar, click on that date on the calendar. Multiple days can be selected by clicking and dragging across multiple days on the calendar.

structional Days:	Day	Start Time		End Time		Click a date to modify instruction	al hours. Multiple days ma	y be selected by clicking and COCC	d dragging days. nber 2017 >			month
	Monday	08:00 AM	0	11:00 AM	٩	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	🗷 Tuesday	08:00 AM	O	11:00 AM	©						1	
	■ Wednesday	08:00 AM	O	11:00 AM	O	3	4	5	6	7	8	
	🗷 Thursday	08:00 AM	©	11:00 AM	O	10	11	12	13	14	15	
	🗷 Friday	08:00 AM	©	11:00 AM	٢	17	18	19	20	21	22	
	Saturday		©		O	24	25	26	27	28	29	
	Sunday		O		٥	31				4		
							\rightarrow					
otal Calculated Ho	urs: 585.00											

After clicking on a date, a pop-up message will appear. The Provider Portal user must select the Event Type and enter a short description. When an Instructional Day Exception is selected, the user must also enter the time range for the day.

Modify VPK Instruction	onal Day	×
Event Type:	Select Event Type Non-Instructional Day	
Description:	Instructional Day Exception	
	Cancel Update Re	move

Click the <u>Update</u> button to save changes. Click the <u>Remove</u> button to remove an existing Non-Instructional Day or Instructional Day Exception created on the calendar.

	A									
endar Name:	Enter Calendar Na	ame								
gram Type:	Select Program T	уре								
ndar Start Date:	Enter Start Date Start date and end	Calendar End Date: •	Enter End Date							
uctional Days:	Day	Start Time	End Time	Click a date to modify instructional hou	rs. Multiple days may be selected i	by clicking and dragging days.	ember 2017 >			ma
	Monday	©	©	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Tuesday	©	0	26		28	29	30	1	
	Wednesday	0	0	3	4	5	6	7	8	
	Thursday	0	0	10	11	12	13	14	15	
	Friday	0	0	17	18	19	20	21	22	
	Saturday	0	0	24	25	26	27	28	29	
	Sunday	0	0	31	1			4	5	
	Valid instructional	day entries should be made								
	0.00									

When the Total Calculated Hours match the hours for the VPK program type, the user will click the <u>Save</u> button.

NOTE: The hours must equal, or be fewer than, 300 hours for the summer program type or 540 hours for the school-year program type for the calendar to save.

Step 5 – VPK Class(es)

The VPK Class(es) tab allows the Provider Portal user to build VPK classes and assign instructor(s) to them. Click the **Add New Class** button to begin.

Jim's House of Sm	narties	2017 - 2018 (Incomplete				
Attendance Policy 🍆 VP	K Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮	Certify and Submit 🌞
Add New Class						

The Class ID will automatically populate after the Class Calendar is selected. The Class ID is created using a sequential letter beginning with A. In the second space, either an "F" for school-year (fall) or "S" for summer will appear. The F and S is derived from the calendar's program type. The last two digits represent the last two numbers of the program year. Each additional class will receive a sequential Class ID.

The Class Name is an optional field. It may be used for a short nickname such as "Blue Room."

The Main Curriculum drop down is populated with selections made from the provider's profile.

The Class Start Date and Class End Date are populated with the Calendar Start Date and End Date.

The Instructors are populated with individuals from the VPK Instructors tab. Check the checkbox in front of the instructor to add them to the class, then enter the Instruction Start Date. If the class has not started, the Instruction Start Date defaults to the Class Start Date. For each class, one Lead Instructor must be selected. Click the **Save** button after all information is entered for each class.

Class ID: 🚯	CF17
Class Name:	Enter Class Name
Class Calendar: 🖲	A-1
Main Curriculum: 🖯	BABY DOLL CIRCLE TIME
Class Start Date: 0	01/01/2018
Class End Date: 🔒	06/29/2018
Instructors:	🗹 J m Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience)
	Instruction Start Date: 01/01/2018
	O Not Jim Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience)



Step 6 – Review

During the review process, the Provider Portal user can click the <u>Edit</u> button to make any changes to a section. After reviewing the information for each section, the user must click the <u>Certify and Submit</u> tab button to continue.

Review - Let's ma	ake sure we have all your infor	nation									
Attendance Po											
ttendance Policy Fi	ile Name					Uploaded On				Size	
rest DOCUMENT.de	ocx					01/02/2018				15 KB	
+ VPK Director	✓ Edit										
irector Name		Telephone Number	Email			Credential Type	Credential Certificate Number	Credential Issue	Date	Credential Expiration Date	Supporting Documen
ot Jim Ledbetter (Re	emoved)	555555555	ledbetter.kiwar	is+7@gmail.com		VPK Director Credential	22222222	12/01/2017		12/01/2018	1 Files uploaded
im Ledbetter		5555555555	ledbetter.kiwar	iis+10@gmail.com		VPK Director Credential	11111111	12/01/2017		12/03/2018	2 Files uploaded
	_										
VPK Instructors											
structor Name	SSN	Degree		Type	Credential				Is Certified?	Equivalent Credential	Supporting Documents
ot Jim Ledbetter	777777777	Received an M.A. or an M.		Lead		d field with required minimum hours and expe			No		1 Files uploaded
m Ledbetter	0000000000	Received an M.A. or an M.S.	5	Lead	M.A. or M.S. in an approve	d field with required minimum hours and exper	rience		No		1 Files uploaded
WPK Calendar	s 🖋 Edt										
Calendar ID	Calendar Name	Program Type	Start Date	End Date	Instructional Days			Non-Instructional Days	Site Closur	re Days Exceptional Instr	uctional Days
i	1	School Year (540 hours)	01/01/2018	08/29/2018	MON TUE WED THU FRI Total Calculated Hours:	06:00 AM-11:00 AM 00:00 AM-10:00 AM 00:00 AM-10:00 AM 00:00 AM-10:00 AM 00:00 AM-10:00 AM 540:00 AM-10:00 AM	-				AM-09:00 AM : fire department AM-07:00 AM : police department m-09:00 AM : DCF
B (Removed)	Beta	School Year (540 hours)	01/18/2018	05/31/2018	Total VPK Instructional I MON TUE WED THU FRI Total Calculated Hours: Total VPK Instructional I	06:00 AM-12:00 PM 06:00 AM-11:00 AM 06:00 AM-11:00 AM 06:00 AM-11:00 AM 06:00 AM-11:00 AM	_				
T VPK Class(es	i) <mark>/ Edil</mark>	Class Calendar Name			Main Curriculum		Class Start Date		Class End Date	Instru	efore.
		1			BABY DOLL CIRCLE TIN	IE	01/02/2018		01/02/2018	Not Ji	m Ledbetter
Removed)											
BF17 (Removed) AF17		1			BABY DOLL CIRCLE TIN		01/01/2018		01/02/2018		fate: 01/01/0001 m Ledbetter

Step 7 – Certify and Submit

To submit the VPK-APP, the Signer's Name must exactly match the name entered in the Provider Profile, the Provider Portal user must fill in the phone number, check the "Check box to certify by electronic signature" check box and click the <u>Submit VPK Provider Application</u> button.

Certify and Submit		
	of the change. nay result in noncompliance with VPK requirements. as provided documentation to be maintained in the files of the PROVIDER/DISTRICT and th , which demonstrates that the individual is not ineligible to act as a VPK instructor; and is n rogram.	
	Provider Signature Signer's Name * FirstName LastName Day Time Phone Number* Phone Number Electronic Signature * Check this box to certify by electronic signature Application Completion Date * 05/27/2017 Submit VPK Provider Application	
Congratulations, you have s Your early learning coalition	eted and Submitted your VPK Provider Applica successfully submitted your VPK Provide n will process your application. r important information about your applic	er application.
From here you can:		

Return to dashboard

Log off

Updating a VPK-APP

A Provider Portal user can edit a VPK-APP by clicking the <u>Edit</u> button on their Manage Contracts page. Clicking the <u>Download</u> button will export the information in the VPK-APP to a .pdf document.

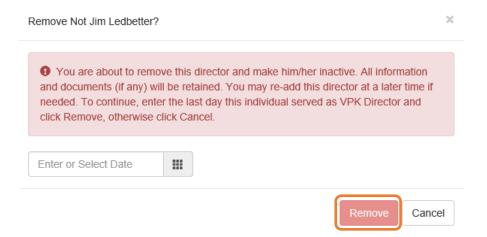
м	anage contrac	cts for Jim's Ho	ouse of Canes &	Gators (9 total records)							
	Show 10 entries	,									
	Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
	45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Certified	06/27/2017	ŒEdit	Download	07/01/2017	07/17/2018	Date

VPK Director

To edit the current director's information in the VPK Director tab, click the <u>Edit</u> button. To remove a director, click the <u>Add New Director</u> button. To edit the current supporting document, or add a new document, click the <u>Edit</u> button.

Jim's House of	Smarties	2017 - 2018 (Incomplete	e) 🗸								
Attendance Policy 🌑	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮	Certify and Submit 🌞					
+ Add New Director	rs										
🖈 Not Jim Ledber	tter 🕑 Edit	TRemove			Supporting	g Document : 🕑 Edit					
Telephone Number:	55555	55555			File Name		Document Type	Issued On	Expires On	Uploaded On	Size
Email:	ledbet	ter.kiwanis+7@gmail.com			TEST I	DOCUMENT.docx ODownload	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB
Credential Type:	VPK D	irector Credential									
Credential Certificate	Number: 22222	222									
Credential Issue Date:	12/01/	2017									
Credential Expiration I	Date: 12/01/	2018									

When the **<u>Remove</u>** button is clicked, the following message will display.



Once the director's last day is entered and the **<u>Remove</u>** button is clicked, the director will no longer appear on the VPK Director screen, unless the <u>**Show removed directors**</u> checkbox is checked. The director can be re-added by clicking the <u>**Re-add**</u> button.

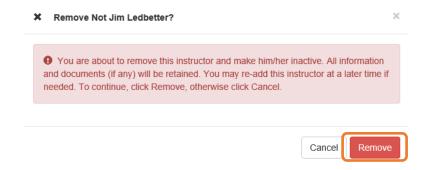
- Add New Director							
how removed directors							
Not Jim Ledbetter (Re	moved 🗑 Re-add	Supporting Documents:					
Telephone Number:	5555555555	File Name	Document Type	Issued On	Expires On	Uploaded On	Size
		TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 K
Email:	ledbetter.kiwanis+7@gmail.com						1010
	ledbetter.kiwanis+7@gmail.com VPK Director Credential						1011
Credential Type:							101
Email: Credential Type: Credential Certificate Number: Credential Issue Date:	VPK Director Credential						1011

VPK Instructors

To edit the current instructors' information in the VPK Instructors tab, click the <u>Edit</u> button. To add a new instructor, click the <u>Add New Instructor</u> button. To remove an instructor, click the <u>Remove</u> button. To edit the current supporting document(s), or add a new document, click the <u>Edit</u> button.

13 110030 01	Smarties	2017 - 2018 (Incomplete) ~							
ndance Policy 🍆	VPK Director 🚖	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮 Certify and Submit 🌞					
Add New Instructor										
Sot Jim Ledbe	etter 🕼 Edit 🗂	Î Remove			Supporting Document: 🕑 Edit					
SSN:	777777777				File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree:	Received an M.A.	or an M.S			TEST DOCUMENT.docx O Download	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KI
Type:	Lead									
Credential:	M.A. or M.S. in an	approved field with require	ed minimum hours and	experience						
Certified Teacher?	No									
Certified Teacher?		nove			Supporting Documents: 🕑 Edit					
Jim Ledbetter		поче			Supporting Documents: 💋 Edit File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Jim Ledbetter	🕑 Edit 📗 🛍 Ren					Document Type Background Screening	Issued On 12/01/2017	Expires On 12/01/2018	Uploaded On 01/02/2018	
Jim Ledbetter	C Edit				File Name					
	O Edit Image: Ref 000000000 Received an M.A. or Lead Lead		ed minimum hours and	experience	File Name					Size

If the instructor has not been assigned to a class, when the **<u>Remove</u>** button is clicked, the following message will display.



Once the <u>**Remove**</u> button is clicked, the instructor will no longer appear on the VPK Instructors screen, unless the <u>**Show removed class instructors**</u> checkbox is checked. The instructor can be re-added by clicking the <u>**Re-add**</u> button.

	Smarties 2017 - 2018 (Incomplete)							
endance Policy 🍆	VPK Director 🚖 VPK Instructors 🛔	VPK Calendars 🛗 VPK Class(es) 🏦	Review E Certify and Submit 🌞					
Add New Instructor								
Show removed class	instructors							
🛓 Not Jim Ledbe	etter (Removed) Re-add		Supporting Documents:					
SSN:			File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree:	Received an M.A. or an M.S		TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KI
Type:	Lead							
Credential:	M.A. or M.S. in an approved field with require	d minimum hours and experience						
Certified Teacher?	No							
Ledbetter	🖸 Edit 🛍 Remove		Supporting Documents: 🕑 Edit					
	000000000		File Name	Document Type	Issued On	Expires On	Uploaded On	Size
SSN:			TEST DOCUMENT.docx O Download	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KI
	Received an M.A. or an M.S							
Degree:	Received an M.A. or an M.S Lead							
SSN: Degree: Type: Credential:		d minimum hours and experience						

If the instructor has been assigned to a class, when the **<u>Remove</u>** button is clicked, the following message will display.

Ø Intructor is currently assigned \times 9 This action cannot be performed because the instructor is currently assigned to a class. Please remove the instructor from all classes first.

To remove an instructor from a class, go to the VPK Class(es) section and click the Edit button for the class.

ttendance Policy 🦠	VPK Director 🔶 VPK I	nstructors 🛔 VPK Calendars 🏥	VPK Class(es) m Review	E Certify and Submit 🌞				
Add New Class								
Show removed classe	s							
🏛 AF17 🖸 Edit	🛅 Remove			Jan	uary 2018 🔉			month
Class Name, Applia Class Calendar; 1		Sun	Mon	Tue	Wed	Thu	Fri	Sat
				2 6a Exception: fire department	3	4	5	
nstructors:		7	8	9	10	11	12	
Name	Туре		6a Exception: police department	6a Exception: DCF				
		14	15	16	17	18	19	
		21	22	23	24	25	26	

Ok

In the Instructors area, uncheck the instructor's name. Once un-checked, enter the Last Taught Date, or click the **Never began instruction of class** checkbox if the class has not started. Click **Save**.

Class ID: 0	• CF17	
Class Name:	Enter Class Name	
Class Calendar:	9 A - 1	~
Main Curriculum:	BABY DOLL CIRCLE TIME	~
Class Start Date: 🚯	01/01/2018	
Class End Date: 🚯	06/29/2018	
Instructors:		
	C Jim Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience)	
	Instruction Start Date: 01/01/2018	
	• Not Jim Ledbetter (Received an M.A. or an M.S., Lead, M.A. or M.S. in an approved field with required minimum hours and experience)	
	Last Taught Date: 02/22/2018	

Save Cancel

The VPK Classes tab will now show that the instructor is removed from the class.

🟛 CF17 🛛 🗹 Edit				Jar	uary 2018 >			month I
Class Name: N/A Class Calendar: 1		Sun	Mon	Tue	Wed	Thu	Fri	Sat
lain Curriculum: BABY DOLL CIRCLE TIN Nass Start Date: 01/01/2018 Nass End Date: 06/29/2018	IE		1	2 6a Exception: fire department	3	4	5	
nstructors:		7	8	9 6a Exception: DCF	10	11	12	
Name	Туре	68	a Exception: police department	6a Exception: DCF				
Jim Ledbetter	Lead	14	15	16	17	18	19	
Not Jim Ledbetter (Removed)	Lead							
		21	22	23	24	25	26	
		28	29	30	31	1	2	

Now that the instructor is no longer assigned to any class, the Provider Portal user may go to the VPK Instructors tab to remove the instructor by clicking **<u>Remove</u>**. The following message will display:

Remove Not Jim Ledbetter?	3
• You are about to remove this instructor and make him/her inactive. All and documents (if any) will be retained. You may re-add this instructor at needed. To continue, click Remove, otherwise click Cancel	
needed. To continue, click Remove, otherwise click Cancel.	
Cance	Remove

Once the <u>**Remove**</u> button is clicked, the instructor will no longer appear on the VPK Instructors screen, unless the <u>**Show removed class instructors**</u> checkbox is checked. The instructor can be re-added by clicking the <u>**Re-add**</u> button.

n's House of	Smarties 2017 - 2018 (Incomplete) V						
endance Policy 🍆	VPK Director 🚖 VPK Instructors 🛔 VPK Calendars 🏥 VPK Class(e	es) 🏦 Review 🚍 Certify and Submit 🌞					
Add New Instructor							
how removed class	instruct irs						
🔒 Not Jim Ledbe	etter (Remove)) 💼 Re-add	Supporting Documents:					
SSN:		File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree:	Received an M.A. or an M.S	TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 K
Type:	Lead						
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience						
Certified Teacher?	No						
Sim Ledbetter	び Edit	Supporting Documents: C Edit					
SSN:	000000000	File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree:	Received an M.A. or an M.S	TEST DOCUMENT.docx O Download	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 K
Туре:	Lead						
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience						

The Review tab is also updated with the Instructor removal information.

Level VPK Instructors							
Instructor Name	SSN	Degree	Туре	Credential	Is Certified?	Equivalent Credential	Supporting Documents
Jim Ledbetter	0000000000	Received an M.A. or an M.S	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded
Not Jim Ledbetter (Removed)	777777777	Received an M.A. or an M.S	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded

The VPK Class(es)	át -			
CF17	1	BABY DOLL CIRCLE TIME	01/01/2018	Jim Ledbetter Cled das 0400000 Leet Taught Date: 06/29/2018 Not Jim Ledbetter (Removed) Sind war 62-00000 card Height Date: 02/22/2018

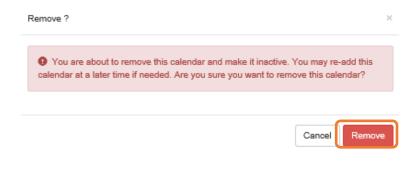
VPK Calendars

To edit the current calendar in the VPK Calendars tab, click the <u>Edit</u> button, make any necessary edits, and click the <u>Save</u> button. To remove a calendar, click the <u>Remove</u> button. To add a new calendar, click the <u>Add New Calendar</u> button.

	VPR Lifector T VPR	Instructors 🛔 VPK Calenda	rs 🛗 VPK Class(es) 🏦 Review 🗮 Cert	fy and Submit 🌒					
Add New Calendar	iars								
ale.	Î Remove		Non-Instructional, Site Closures and Exceptional	Instructional Days:		January 2018 >			month
rogram Type: School alendar Start Date: 0	1/01/2018		Sun	Mon	Tue	Wed	Thu	Fri	Sat
alendar End Date: 0	8/29/2018			1	2 Ga Exception: fire department	3		6	5
structional Days:	Start Time	End Time	7		sa exception: are department	10	11	1	
ay				aception: police department	6a Exception: DCF	10	1	1. 1.	2
onday	08:00 AM	11:00 AM	14	15	18	17	18	1	9
lesday	08:00 AM	10:00 AM							
lednesday	08:00 AM	10:00 AM	21	22	23	24	21	2	6
nursdøy	08:00 AM	10:00 AM	28	29	30	31			
iday	08:00 AM	10:00 AM	20	20	30	31			
aturday									
saturoay									
unday tal Calculated Hou									
Sunday otal Calculated Hou otal VPK Instruction B C'Edt II alendar Name: Beta	nal Days: 130		Non-Instructional, Site Closures and Exceptional	Instructional Days:		January 2018 🔉			month
Sunday otal Calculated Hou otal VPK Instruction	nal Days: 130		Non-Instructional, Site Closures and Exceptional Sun	Instructional Days: Mon	Tue	January 2018 >	Thu	Fri	mort
Sunday tal Calculated Hou tal VPK Instruction B Cieds II alendar Name: Bets rogram Type: School alendar Start Date: 0 alendar End Date: 0	nal Days: 130				Tue 2		Тна		
undey tal Calculated Hou tal VPK Instruction B Ci Edt fit lender Name: Bets gram Type: Schol lender Start Date: 0 lender End Date: 0 tructional Days:	nal Days: 130 Remove I Year (540 hours) 11/16/2018 5/31/2018	End Yes	Sun 31	Mon	2	Wed 3	,	6	Sat 5
undey Lat Calculated Hous Lat VPK Instruction B CrEdt If Render Name: Bets ogram Type: School Information (State) Information	al Days: 130 Remove I Year (540 hours) H1682018 Start Time	End Time	Sun		2	Wed 3	The s	6	Sat
undey Lat Calculated Hous Lat VPK Instruction B Crieds III for lendar Name: Beta gram Type: School Information State III for lendar End Date: 0 tructional Days: ay londay	hal Days: 130 If Remove If Year (\$40 hours) H1782018 Start Time 08:00 AM	12:00 PM	Sun 31	Mon	9	Wed 3	,	1	Sat 5
unday tal Calculated Hou tal VPK Instruction B Cratt UPK Instruction B Cratt UPK Index Name: Beta symmetry School Index S	Internet 120 If Remove If Remove If Year (540 hours) hr/162018 Start Time 08:00 AM 08:00 AM	12:00 PM 11:00 AM	Sun 31	Mon 1	9	Wed 3 10 17	4	1 1 1 1 1	Sat 5
andey al Calculated Hou al VPK Instruction B Cot al VPK Instruction B Cot al VPK Instruction Inder Shart Date: 0 Inder Shart D	International Days: 130 International Days: 130 International Days: 130 Start Time 08:00 AM 08:00 AM 08:00 AM 08:00 AM 08:00 AM	12:00 PM 11:00 AM 11:00 AM	Sun 31	- Mon 1	9	Wed 3 10 17	11	1 1 1 1 1	5 2 9
andey al Calculated Hou al VPK Instruction B C C d Ut and VPK Instruction B C C d Ut and V Anne: Beta gram Type: School and V Anne: Deta and V	IN Days: 130 If Remove IYear (540 hours) hr/r6/2018 Start Time 06:00 AM 06:00 AM 06:00 AM 06:00 AM 06:00 AM 08:00 AM	12:00 PM 11:00 AM 11:00 AM 11:00 AM	Sun 31	Mon 1	2 9 10 23	Wed 3 10 17 24	4	1 1 1 1 1	5 2 9
unday La Cacutated House La VPK Instruction B C Ext 2 Instruction B C Ext 2 Instruction B C Ext 2 Instructional Date: 0 Instructional Date: 0 Instructiona	Nal Days: 130 Fremove Vecr (540 hours) hr/162018 Start Time 08:00 AM 08:00 AM 08:00 AM 08:00 AM 08:00 AM	12:00 PM 11:00 AM 11:00 AM	5un 31 7 14 21	- Mon 1 8 19 22	2 9 10 23	Wed 3 10 17 24	4	1 1 1 1 1	5 2 9
unday La Cacutated House La VPK Instruction B C Ext 2 Instruction B C Ext 2 Instruction B C Ext 2 Instructional Date: 0 Instructional Date: 0 Instructiona	IN Days: 130 If Remove IYear (540 hours) hr/r6/2018 Start Time 06:00 AM 06:00 AM 06:00 AM 06:00 AM 06:00 AM 06:00 AM	12:00 PM 11:00 AM 11:00 AM 11:00 AM	5un 31 7 14 21	- Mon 1 8 19 22	2 9 10 23	Wed 3 10 17 24	4	1 1 1 1 1	Sat 5
tal Calculated Hou tal VPK Instruction B C Edit I Vendar Name: Bets Vendar Name: School Vendar Start Date: 0	IN Days: 130 If Remove IYear (540 hours) hr/r6/2018 Start Time 06:00 AM 06:00 AM 06:00 AM 06:00 AM 06:00 AM 06:00 AM	12:00 PM 11:00 AM 11:00 AM 11:00 AM	5un 31 7 14 21	- Mon 1 8 19 22	2 9 10 23	Wed 3 10 17 24	4	1 1 1 1 1	Sat 5



If there are no classes assigned to a calendar, when the **<u>Remove</u>** button is clicked, the following message will display.



If there are classes assigned to a calendar, the following message will display:

	tion cannot be pe			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<u> </u>
	class has not sta action again.	inted yet, you ma	ay remove the	calendar from th	ie class
1	5				

Once a calendar is removed, the calendar will no longer appear on the VPK Calendars screen, unless the **Show removed calendars** checkbox is checked. The calendar can be re-added by clicking the **<u>Re-add</u>** button.

Add New Calendar									
now removed calen	ndars								
lendar Name: 1	ÎÎ Remove		Non-Instructional, Site Closures and Exceptional	Instructional Days:	٦	January 2018 🔉			m
elender Start Date: (Sun	Mon	Tue	Wed	Thu	Fri	Sat
elender End Date: 0	06/29/2018			1	2 Exception: fire department	3	4	5	
tructional Days: ay	Start Time	End Time	7	8	8	10	11	12	
anday	05:00 AM	11:00 AM			a Exception: DCF				
isday	08:00 AM	10:00 AM	14	15	16	17	18	19	
dnesdav	06:00 AM	10:00 AM	21	22	23	24	25	28	
ursday	06:00 AM	10:00 AM							
iav	08:00 AM	10.00 AM	28	29	30	31			
	08:00 AM	10:00 AM	28	29	30	31			
aturday	08.00 AM	10:00 AM	28	29	30	31			
aturday anday al Calculated Hou al VPK Instruction B II Re-add	urs: 540.00 nal Days: 130 (Removed)	10.00 AM	Non-Instructional, Site Closures and Exceptional			31 January 2018 🔉			<u>m</u>
iday aturday anday al Calculated Hou al VPK Instructio B I Re-edd en Re-edd en Roma Dat gram Type: Schoo	urs: 540.00 nal Days: 130 (Removed) ol Year (540 hours)	10.00 AM					Три	2	rm Sat
turday II Calculated Hox II VPK Instructio II VPK Instructio Memo Dat Memo Dat Memo Dat Memo Dat Memo Date: 0	urs: 540.00 nal Days: 130 (Removed) 01 Year (540 hours) 01/10/2018	10:00 AM	Non-instructional, Site Closures and Exceptional	Instructional Days:		January 2018 🔉	Thu	2 Fei 5	
urday I Calculated Hos VPK Instruction VPK Instruction I Re-add Manas Bat ram Type: Schoo Indar Start Date: 0 Indar End Date: 0 uctional Days:	urs: 540.00 nal Days: 130 (Removed) 11 Yew (540 hours) 01/16/2018 00/31/2018		Non-Instructional, Bite Closures and Exceptional	Instructional Days: Mon t		January 2018 > Wed 3	4	5	
urday I Calculated Hoo I VPK Instruction I VPK Instruction I Re-add Monte Start Date: (undar Start Date: (undar End Date: (undar End Date: (undar Start Date: (und	urs: 540.00 mail Days: 130 (Removed) cl Yew (540 hours) 0/192018 05/31/2018 Start Time	End Time	Non-Instructional, Site Closures and Exceptional	Instructional Days:	Tue 2	January 2018 >	That		
I Calculated Hoo VPK Instruction I VPK I I VPK I I VPK	urs: 540.00 nal Days: 130 (Removed) 11 Yew (540 hours) 01/16/2018 00/31/2018		Non-Instructional, Bite Closures and Exceptional	Instructional Days: Mon t	Tue 2	January 2018 > Wed 3	4	5	
urday urday Calculated Hou VPK Instruction VPR Instruction I Re-ead I	ars: 540.00 (Removed) (Removed) (1/192018 56312018 56312018 56312018 0530.00 AM	End Time 12:00 PM	Non-Instructional, Bite Closures and Exceptional Sun 21 7	Instructional Days: Mon 8	Tue 2 0	January 2018 > Wed 3 10	4	5	
urday II Calculated Hoo VPK Instructio Type: Schoo and School Calculated Activity and Type: Schoo and School Calculated uctional Days: V anday esday dnesday	urs: 540 00 nand Days: 130 (Temoval) 01/19/2018 05/31/2018 05/31/2018 05/31/2018 05/31/2018 05/31/2018	End Time 12:00 PM 11:00 AM	Non-Instructional, Bite Closures and Ecceptional Sun 7 1 1 1 2 2 1 2 1 2 1 1 1 1 1 1 1 1 1 1	Instructional Days: Mon 1 1 15 22	Tue 2 0 10 23	January 2018 > Wed 3 10 17 24	4 11 18	5 12 19	
hurdey inday II Calculated Hool IV PK Instruction IV PK INSTRUCTIO	urs 56 00 Newwork Newwork Newwork Newwork Newwork Newwork Newwork Newwork Newwork New Ool New Ool N	End Time 1200 PM 1100 AM 1100 AM	Non-Instructional, Bite Closures and Exceptional Sun 21 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Instructional Days: Mon 1 0 15	Tue 2 0 10	January 2018 > Wed 3 10 17	4 11 18	5 12 19	
turday nday al Calculated Hou al VPK Instruction	urs: 560.00 Planet Days: 130 Planetost) Planetost) Start Time 0:000 AM 0:000 AM 0:000 AM	End Time 1200 PM 1100 AM 1100 AM 1100 AM	Non-Instructional, Bite Closures and Ecceptional Sun 7 1 1 1 2 2 1 2 1 2 1 1 1 1 1 1 1 1 1 1	Instructional Days: Mon 1 1 15 22	Tue 2 0 10 23	January 2018 > Wed 3 10 17 24	4 11 18	5 12 19	

NOTE: Calendar End Dates and Class End Dates are editable.

The Calendar End Date can be changed to reflect changes in Non-Instructional Days or holidays that are added after the calendar begins. Changing the Calendar End Date will update the Class End Date and the Instructor Last Taught Date.

	(Certified) V									
rector 🚖 VPK Instru	VPK Calendars	VPK Class(es) 🏦 Review 🗮	Certify and Submit 🌞						
	A	A								
alendar Name: 🕤			Enter Calendar Name							
	School-Year (5	40 hours)								
ilendar Start Date: ᠪ			08/13/2018 III Calendar End Date: •		nd Date:	04/21/2019				
						L				
Day	Start Time	ne		C	Click a date to modify instructional hours. N	lultiple days may be selected by c	licking and draggin			
Monday	08:00 AM	©	11:00 AM	©	Sup	Mon	Tue			
✓ Tuesday	08:00 AM	©	11:00 AM	©	29	30	, ac			
- Wedneeday	08-00 AM	0	14-00 AM	٩						
w weunesday	US:UU AM		TEOD AM							
Thursday	08:00 AM	©	11:00 AM	©						
🗹 Friday	08:00 AM	©	11:00 AM	©						
					-					
Saturday		©		©	5	6				
	Day ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday	A Enter Calendar School-Year (5 08/13/2018 Day Start Time Id Monday 08:00 AM Id Tuesday 08:00 AM Id Wednesday 08:00 AM Id Thursday 08:00 AM	A Enter Calendar Name School-Year (840 hours) 08/13/2018 Image: Start Time Monday 08:00 AM Image: Tuesday 08:00 AM Image: Wednesday 08:00 AM Image: Thursday 08:00 AM	A Enter Calendar Name School-Year (640 hours) 08/13/2018 08/13/2018 11 Ø Monday 08:00 AM Ø Tuesday 08:00 AM Ø Wednesday 08:00 AM Ø Wednesday 08:00 AM Ø Thursday 08:00 AM	A Enter Calendar Name School-Year (540 hours) 08/13/2018 Image: Calendar Participant School P	A Enter Calendar Name School-Year (340 hours) 08/13/2018 III Calendar End Date: Click a date to modify instructional hours. N Monday 08:00 AM 0 11:00 AM 0 Click a date to modify instructional hours. N III:00 AM 0 11:00 AM 0 1	A Enter Calendar Name School-Year (640 hours) 08/13/2018 Image: Calendar End Date: 08/00 AM 01/100 AM 0 11/00 AM 0 11/00 AM			

After the calendar is changed, if the provider needs to change the Instruction Start Date of an instructor, the provider will un-check and re-check the checkbox for each instructor and edit the date.

Jim's House of S	Smarties	2018 - 2019 (Certified)	~						
Attendance Policy 🍆	VPK Director 🚖	VPK Instructors	VPK Calendars	VPK Class	(es) 🏦	Review 🗮	Certify and Submit	•	
		Class ID: 0	AF18						
		Class Name: 0	Blah						
		Class Calendar: 🟮	A -						
		Main Curriculum: 0	BABY DOLL	CIRCLE TIME					
		Class Start Date: 0	08/13/2018	iii					
		Class End Date: 0	04/21/2019	ш					
		Instructors:	C Me (Reg	eived a B.S. or.a B.	A. Lead. 40-1	hour introduct	ory child care training o	xourse)	
					uction Start	_	08/13/2018	iii	
					action curr	butc.	10/13/2010	ш	
im's House of Sr Attendance Policy 📎 VF			(Calendars 🏥 🕚	/PK Class(es) 🏛	Review	Certify an	d Submit 🌒		
		Class ID: 0	AF18						
		Class Name: 0	Blah						
		Class Calendar: 0	A -						
	N	lain Curriculum: 0	BABY DOLL CIRCLE	TIME					
	c	Class Start Date: 0	08/13/2018	iii					
		Class End Date:	04/21/2019	iii					
		Instructors:	Me (Received a E	3.S. or a B.A, Lead, 4	0-hour introdu	ctory child car	training course)		
				Last Taug	ht Date:	02/28/2019	iii	Never be	gan instruction of class
		Y	ou must select at lea	ast one Lead instruc	tor or enter a	new class er	d date.		
	Save	Cancel							

The Calendar Name can be added if the provider did not add a Calendar Name when the calendar was created.

endance Policy 🥎	VPK Director 🛧 VPK I	nstructors 💄 VPK Calendars	VPK Class(es) 💼 Review 🚍 Certify and	Submit 🌰
Add New Calendar				
Show removed calendar	5			
🛗 A 🖸 Edit 🛍 F	lemove		Non-Instructional, Site Closures and Exceptional Instr	uctional Days:
Calendar Name:				
Calendar Start Date: 08/	car (540 hours) 13/2018		Sun	Mon
Calendar End Date: 04/2	21/2019		29	
Instructional Days:	Start Time	End Time		
Day				
Monday	08:00 AM	11:00 AM		
Tuesday	08:00 AM	11:00 AM		
Wednesday	08:00 AM	11:00 AM		
Thursday	08:00 AM	11:00 AM		
Friday	08:00 AM	11:00 AM		
			5	
Saturday				
Saturday Sunday				

VPK Class(es)

To edit the current class information in the VPK Class(es) tab, click the <u>Edit</u> button. To add a new class, click the <u>Add New Class</u> button. To remove a class, click the <u>Remove</u> button. After all edits have been made for each class, click the <u>Save</u> button.

tendance Policy 🥎	VPK Director 🛧 VPK Instr	uctors 🛔 VPK Calendars 🋗	VPK Class(es) Review	Certify and Submit 🌞				
Add New Class								
Show removed classes								
▲ AF17 🗹 Edit	ff Remove			Jan	uary 2018 >			month
Class Name: Alpha Class Calendar: 1		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Main Curriculum: BABY DOLL CIRCLE TIME Class Start Date: 01/01/2018 Class End Date: 06/29/2018				2 6a Exception: fire department	3	4	5	
Instructors:		7	8	9	10	11	12	
Name	Туре		6a Exception: police department	6a Exception: DCF				
		14	15	16	17	18	19	
		21	22	23	24	25	26	
		28	29	30	31	1	2	

Save Cancel

Classes that have started may not be removed. Limited editing is available.

🟛 CF17 🛛 🗹 Edit				Jar	nuary 2018 >			month lis
Class Name: N/A Class Calendar: 1		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Main Curriculum: BABY DOLL CIRCLE TIME Class Start Date: 01/01/2018 Class End Date: 06/29/2018 Instructors:			1	2 6a Exception: fire department	3	4	5	
		7	8	9	10	11	12	1
Name	Туре	6	a Exception: police department	6a Exception: DCF				
Jim Ledbetter	Lead	14	15	16	17	18	19	
Not Jim Ledbetter (Removed)	Lead	21				05	26	
		21	22	23	24	25	26	
		28	29	30	31	1	2	

If the class has not started, when the **<u>Remove</u>** button is clicked, the following message will display:

Remove ?		×
• Are you sure you want to remove this classroom?		
	Cancel	Remove

Once the **<u>Remove</u>** button is clicked, the class will no longer appear on the VPK Class(es) screen, unless the <u>Show</u> <u>removed classes</u> checkbox is checked.

ndance Policy 🦠 VPK Di	rector 🚖 VPK Instructors 🛔	VPK Calendars m VPK Class(es) m	Review E Certify and Subn	nit 🌞				
Id New Class								
BF17 lass Name: Beta(Removed)				Jar	nuary 2018 >			month I
lass Calendar: 1 Iain Curriculum: BABY DOLL C		Sun	Mon	Tue	Wed	Thu	Fri	Sat
am comcount, BABY DOLL C lass Start Date: 01/02/2018 lass End Date: 01/02/2018 istructors:	IRGLE TIME		1	2 Sa Exception: fire department	3	4	5	
Name	Туре	7	Exception: police department	9 Sa Exception: DCF	10	11	12	
		14	15	16	17	18	19	
		21	22	23	24	25	26	
		28	29	30	31	1	2	
LAF17 OGEdit ∎ Re	move			Jar	nuary 2018 >			month
lass Name: Alpha lass Calendar: 1		Sun	Mon	Tue	Wed	Thu	Fri	Sat
lais Calendar. 1 lain Curriculum: BABY DOLL C lass Start Date: 01/01/2018 lass End Date: 01/02/2018	IRCLE TIME		1	2 5a Exception: fire department	3	4	5	
structors:	Туре	7	8 Exception: police department	9 Sa Exception: DCF	10	11	12	
		14	15	16	17	18	19	
		21	22	23	24	25	26	
		28	29	30	31			

To end the class, click the <u>Edit</u> button and the change the Class End Date to reflect the last day that VPK instruction was provided. The Instructor Last Taught Date will be updated to the Class End Date after clicking the <u>Save</u> button.

Class ID: 🚯	CF17
Class Name:	Enter Class Name
Class Calendar:	A-1 V
Main Curriculum: 🚯	BABY DOLL CIRCLE TIME
Class Start Date: 🤀	01/01/2018
Class End Date:	02/22/2018
Instructors:	C Jim Ledbetter (Received an M.A. or an M.S., Lead, M.A. or M.S. In an approved field with required minimum hours and experience)
	Instruction Start Date: 01/01/2018
Save Cancel	

The Review tab will now reflect the updated class information.

m VPK Class(es)	i) 🖊 Edit				
CF17	1	BABY DOLL CIRCLE TIME	01/01/2018	02/22/2018	Jim Ledbetter Not Jim Ledbetter (Removed) Not Jim Ledbetter (Removed) otor Letter - 004/C/0049 Ledbettught Date: 02/22/2018

Editing an SR Contract Amendment

Navigate to **Contracts > Manage Contracts**.

	ttendance - Documents - Sites	✓ Profile: 2021 - 2022 ✓ Hello @yahoo.com/ C+Log Off Off	0
Common Tasks	Broadcast Messages	Coalition Messages	
Manage Sites Manage All Sites	No messages to display.	No notifications or alerts to display.	
Manage Users Manage All Users			
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes			

The Manage Contracts page for the provider site displays. Click the plus "+" sign to the left of the DEL-SR 20 contract to expand the amendment section. The <u>Edit</u> button is available when the amendment is in one of the following statuses:

- Initiated
- Rejected
- Incomplete

Click the <u>Edit</u> button.

					man de filmer									
🔳 Mar	nage Contract	5												
Show	10 🗸 entri	es										Clear All Filters	Search:	
łt	Contract ID ↓	Type of Contract	Contract Na	me "lį	Coalition	ţţ	Status	Last Last	Jpdated 🛛	Action	View Contract	Effective Date	Termination Date	Program Year
	Filter	Filter	Filter		Filter		Filter	Filt	er	Filter	Filter	Filter	Filter	Filter
-	97533	SR	OEL-SR 20		ELC of		Certified	5/26/2	2022	♥ View		7/1/2022		2022 - 20
	Show 10	✓ entries												
	Amendment	ID	41 5	Status	ļţ.	Effective	e Date		↓† View		Document		↓↑ Action	
	33870		1	nitiated					Set view				Edit	

NOTE: If the amendment status is **Initiated** or **Rejected**, the status changes to **Incomplete** while the amendment is being edited.

Review the Provider(s), Provider Eligibility, Notification, and Signature Authority sections.

- PROVIDER RESPONSIBILITIES AND SCOPE OF WORK If applicable, the contracted slots question displays. Select a response.
- NOTIFICATION Enter any changes to the provider contact information, if applicable.
- SIGNATURE AUTHORITY If any changes are needed to the existing signature authority selections, click the dropdown menu. Select all users who are authorized to sign contracts and amendments. To remove a Signator, deselect the user(s) to be removed.

NOTES:

- Any previously selected users should remain selected if they are still authorized signatories.
- Users with coalition portal aces will not be on the authorized signators list.

School Readiness (SR) Contract Amendment	Preview Amendment
Provider(s):	
1. 2.	
II. PROVIDER ELIGIBILITY	
II.8.a The Coalition participates in the Contracted Slots Yes	
II.8.c The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program. Yes	
III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK	
III.30. If applicable, does the eligible PROVIDER, pursuant to paragraph 8, elect to participate in the Contracted Slots Program? *	
XI.NOTIFICATION	
XI.83.b Previous Provider Contact Name:	
Phone:	
Email: @yahoo.com	
New Provider Contact (if applicable)	
Name:	
Phone:	
Email:	
SIGNATURE AUTHORITY	
IMPORTANT! If there are any changes, select all users who are currently authorized to sign contracts and amendments, including any previously selected names if they are still authorized signatories.	
@gmail.com) →	
Reason for modification:	
	li
	Save Next Step >

Click **<u>Next Step</u>** to proceed to the Exhibit 1 page.

Below is an example of an amendment for a multiple-site provider where a new site is being added to the contract. The page displays both providers currently on the contract and the new site being added to the contract.

Original Provider

- PROVIDER ELIGIBILITY If the provider's Composite Program Assessment Score is 5.00 or greater, the provider can change their selection for waiving their biennial status and enter a reason for modification. **NOTE**: If the provider is answering the question for the first time, a response (Yes or No) is required.
- PROVIDER RESPONSIBILITIES AND SCOPE OF WORK If a change is needed to the provider's selection to conduct child assessments (ONLY during the appropriate child assessment period) or the child assessment tool needs to be changed, make the new selections and enter the reason for modification.

Added Provider

If a provider is being ADDED to the contract:

- PROVIDER ELIGIBILITY
 - If the provider is exempt from Program Assessment requirements, select if the provider wants to waive their exemption and receive a program assessment.
 - If the provider has a Composite Program Assessment Score of 5.00 or greater, select if the provider agrees to waive their biennial status and agree to an annual program assessment.
- PROVIDER RESPOONSIBILITIES AND SCOPE OF WORK Select if the provider conducts child assessments. If yes, select the assessment tool.

School Readiness (SR) Contract Amendment	Provide the second s	review Amendment
	Exhibit 1	
PROVIDER ELIGIBILITY De COURDNA detended the PROVEE's example from the program execution of regularment to Rule OM 4780, FAC. You The PROVIDER values the PROVEE's exemption and agrees to couply with requirements of Rules SM4.740, FAC. The PROVEC's values their blennial status and agrees to receive an annual program assessment. The product SMA: YAA.	Provider Name: Original Provider	
PROVIDER RESPONSIBILITIES AND SCOPE OF WORK Change in PROVOENts selection to conduct tability assessments or eligibility to receive the Child assessment rate. The previous assessment total in: 17 000 v Change in PROVOENTs selection to conduct tability assessments or eligibility to receive the Child assessment rate. The seven selection in: 15000 v Research or modification:		
07600 The new assessment lool is: (<u>Sear</u> V) Reason for modification: 1		
x1240	Exhibit 1 Provider being added to the contract	<u> </u>
PROVIDER ELIGIBILITY The COULDN has determined by PROVOER is easing from the program assessment requirement pursuant to Rule 804-474; FA.C. (No. v) Composite Program Assessment Score 425 PROVIDER RESPONSIBILITIES AND SCOPE OF WORK assessment, PROVOER sprays to conduct child assessment using a reliable assessment and the explanation, the output of the child assessment total assessment, PROVOER sprays to conduct third assessment using a reliable assessment and thereeful.	boll, that meet the oriteria described in s. 1092.82(1), F.S., at least three times per year and will submit valid and reliable data to the statewide information system. If the PROVIDER selects to o	sonduct child
ISO1008 Rypens to conduct child assessments in accordance with Rule BM-4 S00(11), FA.C. using the selected as the assessment tool. C Previous Step		Next Step >

Click Next Step to continue.

The Exhibit 3: Quality Improvement Plan (QIP) Selection page displays if the coalition selected a new QIP strategy. If Exhibit 3 displays, initial the selected strategy. Then, click **Next Step**.

SR Amendment Quality Improvement	Plans			Preview Amendment
			Exhibit 3: Quality Improvement Plan Selection	
	Provider Name			
	Selection	Strategy	Description (summary)	
	Provider Initials Teacher Name(s):	COALITION approved strategy	Description included in QIP Notice.	
	Provider Initials Teacher Name(s):	Certified Coaching Visits	Each selected classroom will participate in 20 hours of certified coaching provided by the ELC or its delegate.	
	JV JV Provider Initials Teacher Name(s): See QIP Notice	CLASS Group Coaching (CGC) Training	Each selected instructor/director will complete either the CGC PreK 24-hour course or the CGC Infant/Toddler 24-hour course provided by the COALITION's or its delegate's CGC Specialist.	
	Provider Initials Teacher Name(s):	Early Childhood Training System (ECTS) Courses	Each selected instructor/director will successfully complete two Early Childhood Training System courses facilitated by the ELC. Course options include taking an online course alone, with TA coaching support and/or as a member of a COALITION- sponsored Community of Practice.	
	Provider Initials Teacher Name(s):	20-hours of IACET- or OEL- approved training	Each selected instructor/director will register for and successfully complete 20 hours of International Association for Continuing Education & Training (IACET) approved training (or other OEL-approved CEU training) provided by the ELC or their delegate.	
	Provider Initials Teacher Name(s):	Professional Development	Each selected instructor/director shall register in the Florida Early Care and Education Professional Development Registry, generate a professional development plan in the registry and complete the required progression along the career pathway.	
Previous Step				Save Next Step 🗲

The Exhibit 5 page for registration fee displays if the provider charges an <u>annual</u> registration fee. If a change is needed to the annual fee collection frequency, make a new selection (Month, Upon Enrollment, or Other).

If a new provider site is being added to the contract and they charge an <u>annual</u> registration fee, an annual collection frequency is required (Month, Upon Enrollment, or Other). Click <u>Next Step</u> to continue.

Exhibit 5: Provider Reimbur	sement Rates
Provider Name:	
If PROVIDER charges a registration fee please check one and provide the amount:	\$ 200.00
One time fee upon enrollment.	
C Annual fee. Upon Enrollment ~	
Other Describe:	

The Exhibit 6: Holiday Schedule page displays. Click the <u>Edit</u> button to add or remove holidays, if applicable. **NOTE:** Coalition paid holidays cannot be edited by the provider.

							Previ
	г	Exhi Provider Name:	bit 6: Holiday Schedule			-	
		Holiday			Edit Date Observed	-	
	ł	I. Day After Thanksgiving		11/28/2021	Date Observed	-	
		2. Christmas Eve		12/24/2021		_	
		Christmas Day Observed New Years Eve		12/27/2021		-	
		5. Good Friday		4/15/2022			
		8. Easter Observed 7. Memorial Day		4/18/2022 5/27/2022		_	
	1	8. Independence Day Observed		7/5/2021		-	
		Labor Day Thanksgiving Day		9/8/2021 11/25/2021			
	ŀ	11. Day Before Thanksgiving		11/24/2021		-	
	l	2.					
		Exhi	bit 6: Holiday Schedule				
	Γ	Provider Name:			Edit	1	
	t	Holiday			Date Observed	-	
		Independence Day Observed Labor Day		7/5/2021 9/6/2021		4	
		2. Labor Day 3. Thanksgiving Day		9/6/2021		-	
		k.]	
		5.				-	
	t					1	
	ł					-	
	t	10.				1	
		1				-	
	L	Rei					
		All sites use this holiday schedule?					
Prov	Provide	r Name:				Edit	
		Holiday	Date		Date Observed		
y After Thanksgiving	1.	Independence Day Observed	7/5/2021				
ristmas Eve	2.	Labor Day	9/6/2021	\Box [
ristmas Day Observed	3.	Thanksgiving Day	11/25/2021				
Warner From		Christman Evo					
	4.	Christmas Eve	12/24/2021	0			
od Friday	4. 5.	New Years Eve	12/24/2021 12/31/2021	0			
od Friday ster Observed				- I			
od Friday ster Observed morial Day	5.	New Years Eve	12/31/2021	0			
od Friday ster Observed imorial Day lependence Day Observed	5. 6.	New Years Eve Good Friday	12/31/2021 4/15/2022 5/30/2022	0			
ood Friday ster Observed emorial Day lependence Day Observed bor Day anksgiving Day	5. 6. 7. 8.	New Years Eve Good Friday	12/31/2021 4/15/2022 5/30/2022	0			
ood Friday ster Observed emorial Day lependence Day Observed bor Day anksgiving Day	5. 6. 7. 8. 9.	New Years Eve Good Friday	12/31/2021 4/15/2022 5/30/2022	0			
ood Friday ster Observed emorial Day lependence Day Observed bor Day anksgiving Day	5. 6. 7. 8.	New Years Eve Good Friday	12/31/2021 4/15/2022 5/30/2022	0			
ood Friday ster Observed emorial Day lependence Day Observed bor Day anksgiving Day	5. 6. 7. 8. 9.	New Years Eve Good Friday	12/31/2021 4/15/2022 5/30/2022	0			
ood Friday amorial Day dependence Day Observed bor Day anksgiving Day	5. 6. 7. 8. 9.	New Years Eve Good Friday	12/31/2021 4/15/2022 5/30/2022	0			
w Years Eve ood Friday ster Observed amorial Day Jependence Day Observed bor Day anksgiving Day sy Before Thanksgiving	5. 6. 7. 8. 9. 10.	New Years Eve Good Friday	12/31/2021 4/15/2022 5/30/2022	0			
ood Friday ster Observed emorial Day lependence Day Observed bor Day anksgiving Day	5. 6. 7. 8. 9. 10.	New Years Eve Good Friday	12/31/2021 4/15/2022 5/30/2022	0		Edit	
od Friday ster Observed amorial Day lependence Day Observed bor Day anksgiving Day y Before Thanksgiving	5. 6. 7. 8. 9. 10.	New Years Eve Good Friday	12/31/2021 4/15/2022 5/30/2022		Date Observed	Edt	

To save your changes, click <u>Save</u> in the edit window, then click <u>Close</u> to close the window. Click <u>Next Step</u> to proceed.

	Provider Name:	Edit	
l l	Holiday	Date Observed	
	1. Independence Day Observed	7/5/2021	
	2. Labor Day	9/6/2021	
	3. Thanksgiving Day	11/25/2021	
	4. Christmas Eve	12/24/2021	
	5. New Years Eve	12/31/2021	
1	6. Good Friday	4/15/2022	
•	7. Memoriall Day	5/30/2022	
	3.		
	9.		
	10.		
	11.		
	12.		

On the Amendment Signatures page, click the **<u>Preview</u>** button to review the DEL-SR 20A form to verify changes before signing and submitting the amendment. Click the "By Electronic Signature" box to electronically sign the amendment

School Readiness	(SR) Amendment		Preview Amendment
	Amendment Signatures		
	Click the check box to sign electronically. After signing, click Next to proceed to the submission	page.	
	Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative By Electronic Signature	Print Name	_
	Title	Date	-
	Provider's Additional Signatory (If required by the Provider) By Electronic Signature	Print Name	_
	Title COALITION has caused this Contract to be executed as of the date set forth in Paragraph	Date h 1.	_
	Signature of Authorized Coalition Representative By Electronic Signature	Print Name	_
	Title	Date	
Previous Ste	P		Submit >

Enter the Title of Signator (<u>NOT</u> the Signator's name), then click <u>Yes</u> to proceed with electronically signing the amendment. Click <u>Cancel</u> to close the window without signing.

		SR Amendment Electronic Signature	×	
School Read	iness (SR) Amendment	You are about to electronically sign the SR Amendment.		Preview Amendment
	Amendment Signatures	Signature Title for SR Amendment. Title of Signator: Director		
	Click the check box to sign electronically. After a	Click "Yes" to confirm your electronic signature.		
	Signature of President/Vice President/Secretar Authorized Representative By Electronic Signature		Yes Cancel	
	Title	Date		

NOTE: To add an additional signature, click Cancel and have the other Signator log in with their username to sign the amendment before submitting. To remove the provider's signature before submitting the amendment, deselect the "By Electronic Signature" box and click <u>Yes</u> in the confirmation pop-up window.

When <u>Yes</u> is clicked in the pop-up window, the signator's signature, printed name, title and the date are populated and saved. Click <u>Submit</u> to proceed.

School Readiness (SR) Amendment	Preview Amendment
Amendment Signatures Click the check box to sign electronically. After signing, click Next to proceed to the s	mission page.
(Electronic Signature) Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative By Electronic Signature	Print Name
Director Title	6/27/2021 8:48:24 PM Date
Provider's Additional Signatory (If required by the Provider) By Electronic Signature	Print Name
Title COALITION has caused this Contract to be executed as of the date set forth in	Date aragraph 1.
Signature of Authorized Coalition Representative By Electronic Signature	Print Name
Title Signature saved successfully.	Date
< Previous Step	Submit >

On the SR Amendment Certification page, enter Full Name and Title, then click the "Certified by electronic signature box." Click **Submit** to submit the amendment to the coalition.

SR Amendment Certification			
The effective date of the Amendment shall be the date that it is signed by Amendment. All provisions not in conflict with this Amendment are still in IN WITNESS WHEREOF, the parties have caused this Amendment to be	full force and effect in accordance	e with its terms and are to be performed at the le	t with this amendment shall be and are hereby changed to conform to this vel and in the manner specified in the contract.
Warranty of Authority. Each person signing this Amendment warrants t	hat he or she is dually authorized	to do so and to bind the respective party to the a	amendment.
By signin	g this form I certify that:		
Provio - I have provid - I unde amere	ler Contract. examined this amendment and, led is true and correct. rstand that upon the approval o fiment is in force.	endment to the Statewide School Readiness to the best of my knowledge and belief, the f my provider's amendment, I will receive not the respective party to the amendment.	information
	Sub	mit Amendment	
	♣ Full Name		
	* Title	Director	
	* 🗹 Ce	ertified by electronic signature	
	Amendment sign date	6/27/2021	
		Submit	
			-
< Previous Step			

A message that you have successfully completed, signed, certified, and submitted your SR amendment displays.

16 You Have Successfully Completed, Signed, Certified and Submitted your SR Amendment!	
Your early learning coalition will review and process your amendment.	
Please check your email for important information regarding your amendment.	
You can click on the button below to return to your home page.	
✓ Return to home page	

Navigate to **Contracts > Manage Contracts** to view the submitted amendment. Click the plus "+" sign to the left of the DEL-SR 20 contract to expand the amendment section. The amendment is in **Submitted** status. Click the <u>View</u> button to preview the amendment in a new browser tab.

Show	10 v entri	es							Clear All Filters	Search:	
łt	Contract ID ↓	Type of Contract	Contract Name	Coalition []	Status 🎝	Last Updated	Action 🕼	View Contract 🕼	Effective Date	Termination Date	Program Year
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
-	83406	SR	OEL-SR 20		Certified	6/27/2021	♥ View		7/1/2021		2021 - 20
	Show 10	✓ entries									
	Amendment	ID	12	Status	↓† View	1† E	Document		J† A	ction	
	18461			Submitted	♥ View						

Viewing a Certified SR Contract Amendment

After the coalition certifies the SR amendment, navigate to **Contracts > Manage Contracts**.

Manage Contracts		
ommon Tasks	Broadcast Messages	Coalition Messages
lanage Sites Ianage All Sites	No messages to display.	No notifications or alerts to display.
fanage Users Ianage All Users		
Ianage VPK Applications and Contracts		

The Manage Contracts page displays. Click the plus "+" sign to the left of the DEL-SR 20 contract to expand the amendment section. The amendment is in **Certified** status.

To download a PDF of the certified DEL-SR 20A and any associated exhibits, click the **Download** button.

Show	10 🗸 entrie	es							Clear All Filters	Search:	
ţ۱	Contract ID ↓₹	Type of Contract	Contract Name	Coalition 1	Status 🎝	Last Updated	Action	View Contract 1	Effective Date	Termination Date	Program Year
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	83406	SR	OEL-SR 20		Certified	6/27/2021	♥ View		7/1/2021		2021 - 202
	Show 10	✓ entries									
	Amendment	ID	↓i s	tatus	↓† View	11 Documen	it			Action	
	18461		c	ertified	♥ View	• Dow	vnload				

Editing a VPK Contract Amendment

Navigate to **Contracts > Manage Contracts**.

Home Business • Profile • Contracts • Enrollments • Manage Contracts Sites:	Attendance - Documents - Profile: 2020	0 - 2021 Y Hello
Common Tasks	Broadcast Messages	Coalition Messages
Manage Sites Manage All Sites	No messages to display.	No notifications or alerts to displ
Manage Users Manage All Users Manage VPK Applications and Contracts		

The Manage Contracts page for the provider site displays. Click the plus "+" sign to the left of the DEL-SR 20 contract to expand the amendment section. The <u>Edit</u> button is available when the amendment is in one of the following statuses:

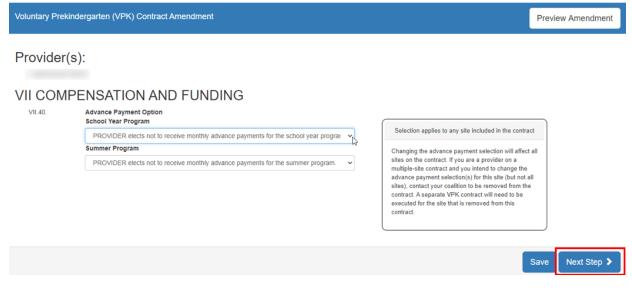
- Initiated
- Rejected
- Incomplete

Click the Edit button.

Show	10 v entr	ies							Clear All Filters	Search:	
ļţ	Contract ID	Type of Contract	Contract Name 🕼	Coalition 1	Status	Last Updated	Action	View Contract	Effective Date	Termination Date I	Program Year
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
+	58526	SR	OEL-SR 20		Certified	4/29/2021	View		7/21/2020		2020 - 202
+	39205	SR	OEL-SR 20		Certified	4/29/2021			7/1/2019		2019 - 202
	27626	SR	OEL-SR 20		Certified	5/24/2019	View	Download	7/1/2018		N/A
	53426	VPK	OEL-VPK 20		Certified	6/24/2020			7/1/2020		2020 - 202
	Show 10	✓ entries									
	Amendment	t ID	ļi	Status	.↓† Vi	BW	↓† Docume	nt	11	Action	1
	16867			Initiated 💿 View						Edit	

NOTE: If the amendment status is **Initiated** or **Rejected**, the status changes to **Incomplete** while the amendment is being edited.

The Compensation and Funding page displays. The advance payment selections default to the selections on the VPK contract or latest amendment. If a change is needed, select the new advance payment option for the school year and/or summer programs. Click **Next Step** to continue.



NOTE: For VPK contracts with multiple sites, changing the advance payment selection will affect all sites on the contract. If you are a provider on a multiple-site contract and you intend to change the advance payment selection(s) for specific sites, but not all, contact your coalition to remove those sites from the contract. A separate VPK contract will need to be executed for the provider sites that are removed from the contract.

If one or more provider is being added to the contract, the Exhibit 1: Provider Location List Attachment displays. Select the box for school year and/or summer if the provider will offer the session, then click **Next Step**.

Voluntary Prekindergarten	(VPK) Am	endment									Preview Amendment
Exhibit 1 : Provider Location List Attachment Location Location Legal Doing Business Physical Address Employer ID School Summer Conducts Assessment Assessment Assessment (Yes/No) Child Assessment Assessment Ass											
	Number			Physical Address		Year	Summer	Child Assessments	Assessment	Use	
Previous Step											Save Next Step 🗲

The Amendment Signatures page displays. To preview the DEL-VPK 20A form, click **Preview Amendment**.

tary Prekindergarten (VPK) Amendment		Preview Amendment
Amendment Signatures		
Click the check box to sign electronically. After signing, click Next to proceed to the submiss	sion page.	
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative	Print Name	
Title	Date	

The DEL-VPK 20A loads in a new browser tab.

$ \triangleleft$	<	1	of 3	>	\triangleright I	Ö	\bigotimes	100%	~	ß		
		A	MENDME	NT TO	STATE PR	WIDE V	F FLOR OLUNT CONT L-VPK	ARY PREP	INDER	GARTE	N	Í
I. Gener	al Ame	ndmer	nt Informa	ation								
Amend	ment N	umber	: 28718									
This AMI between t	ENDME he Early	NT to Learn		ide Volu on of	intary Prel			() Provider (
) <u>22_</u> the Ea VPK servic			lition of	Alachu	<u>a</u> entered i	nto the C	ontract v	vith	
			desires to the existing			act to rep	lace, dele	te, or supple	ement on	e of the		
			earning Co r Contract					end the Stat	ewide Vo	oluntary		
III. Amei	ıdment	s										
The Cont the modif			amended to	replace	the follow	ving as n	oted belo	w (check ea	ch applic	able box	for	
Locat	tion of t	he Pro	vider's Pr	incipal				s is: FL 32609-21	169			
The re	eplacem	ent add	fress is: GAINES	VILLE.	<u>, FL 3260</u>	9-2169						
	n for m noved d		tion: e Address 2	<u>. </u> .								
Drovi	dar Tur	o Mo	dification	to DET	VDK 201	DD) Tha	original	nrovidor tv	no coloct	od ic:		

To sign the amendment electronically, on the Amendment Signatures page, click the box for the provider authorized representative.

Voluntary P	ekindergarten (VPK) Amendment		Preview Amendment
Amendment Signatures Click the check box to sign electronically. After signing, click Next to proceed to the s Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative By Electronic Signature Title		page.	
	By Electronic Signature	Print Name Date	
	Provider's Additional Signatory (If required by the Provider) By Electronic Signature	Print Name	
	Title Provider's Additional Signatory (if required by the Provider) By Electronic Signature	Date Print Name	
	Title	Date	

When the electronic signature box is checked, a pop-up window displays. Enter the Signator's title (not the name), then click <u>Yes</u> to proceed with electronically signing the amendment, or click <u>Cancel</u> to close the window without signing.

Voluntary Prekindergarten (VPK) Amendment	• VPK Amendment Electronic Sign	nature ×	Preview Amendment
	You are about to electronically sign	the VPK Amendment.	
Amendment Signatures	Title of Signator: * Director Click "Yes" to confirm your electron	c signature.	
Signature of President/Vice President/Secretar Authorized Representative By Electronic Signature		Yes Cancel	
Title		Date	
Provider's Additional Signatory (If required by By Electronic Signature	the Provider)	Print Name	

When <u>Yes</u> is clicked, the signator's signature, printed name, title and the date/time are populated and saved. Click <u>Submit</u>.

Voluntary Prekindergarten (VPK) Amendment			Preview Amendment
	Amendment Signatures Click the check box to sign electronically. After signing, click Next to proceed to the submission p	ago.	
	(Decrave Speaker) Signature of PresidentWice President/Secretary/Officer/Owner/Principation Other Authorized Representative Ø By Electronic Signature	Print Name	
	Director Title Provider's Additional Signatory (If required by the Provider) By Electronic Signature By Clectronic Signature	S772021 8:14:50 PM	
	Title Provider's Additional Signatory (If required by the Provider)	Date Print Name	
	By Electronic Signature Title COALITION has caused this Contract to be executed as of the date set forth in Paragraph	Date 1.	
	Signature of Authorized Coalition Representative	Print Name	
	Title Signature saved successfully:	Date	
Previous Step	l		Submit >

To remove the provider's signature before submitting the amendment, unselect the By Electronic Signature box and click <u>Yes</u> in the confirmation pop-up window.

NOTE: To add an additional signature, have the other Signator log in to sign the amendment before submitting.

When the <u>Submit</u> button is clicked on the signatures page, the VPK Amendment Certification page displays. Enter Full Name and Title, and click the "Certified by electronic signature box." Click <u>Submit</u>.

VPK Amendment Certification				
this Amendment. All provisions not in conflict with this Amendment are s Warranty of Authority. Each person signing this Amendment warrants By signin - I had t (VPK) - I have provid - I unde amend	till in full force and effect in accord that he or she is dually authorized g this form I certify that: he opportunity to review the Am Provider Contract. examined this amendment and, ed is true and correct. rstand that upon the approval of iment is in force.	ance with its terms and are to be perf	e party to the amendment. htary Prekindergarten hd belief, the information ill receive notification my	
	* Full Name Title	nit Amendment Director tifled by electronic signature 5/25/2021 Submit		
Previous Step				

The successfully completed, signed, certified, and submitted message appears.

${ m I}{ m C}$ You Have Successfully Completed, Signed, Certified and Submitted your VPK Amendment!		
Your early learning coalition will review and process your amendment.		
Please check your email for important information regarding your amendment.		
You can click on the button below to return to your home page.		
Return to home page		

Navigate to **Contracts > Manage Contracts**.

A Home Business ▼ Prof	file - Contracts - Enrollments - Manage Contracts	Attendance Documents Sites:	• F	Profile: 2021 - 2022 V Hello	C+ Log Off 🔅 🚯
மீ You Have Successfully Con	mpleted, Signed, Certified and Subr	nitted your VPK Amendment!			
	alition will review and proces ail for important information	-			

The Manage Contracts page displays. Click the plus "+" sign to the left of the VPK contract that is being amended to expand the amendment section. The amendment is in **Submitted** status.

To preview the submitted DEL-VPK 20A form and any associated exhibits, click the <u>View</u> button.

🔳 Man	age Contracts	3														
Show	10 🗸 entrie	es										Clear All Filters	lear All Filters Search:			
łt	Contract ID ↓/	Type of Contract	Contract N	ame	Coalition	١t	Status 🕴	Last Updated	Jt	Action 1	View Contract	Effective Date	Termination Date	Prog Year		
	Filter	Filter	Filter		Filter		Filter	Filter		Filter	Filter	Filter	Filter	Filt	ter	
-	95013	VPK	OEL-VPK 2	10	ELC of Alachu	а	Certified	3/8/2022		Solution ● View		7/1/2022		2022	- 202	
	Show 10	✓ entries														
	Amendment I	ID	11	Status		Effective Date		↓† View		J† Docu	ment		11 Action			
	28718			Submitted				👁 View								
												F	rst Previous	1 Next	Last	

Viewing a Certified VPK Contract Amendment

↑ Home Business ▼ Profile ▼ Contracts ▼ Enrollments ▼ ▲ Manage Contracts Sites:	Attendance - Documents - Profile: 20	020 - 2021 👻 Hello
Common Tasks	Broadcast Messages	Coalition Messages
Manage Sites Manage All Sites	No messages to display.	No notifications or alerts to displ
Manage Users Manage All Users Manage VPK Applications and Contracts		

The Manage Contracts page displays. Click the plus "+" sign to the left of the VPK contract to expand the amendment section. The amendment is in **Certified** status.

To preview the certified DEL-VPK 20A form and any associated exhibits, click the <u>View</u> button, or click the <u>Download</u> button to download the amendment as a PDF.

show	how 10 v entries										Clear All Filters Search:		
lt	Contract ID ↓	Type of Contract	Contrac	t Name 🗍	Coalition	łt	Status II	Last Updated	Action 1	View Contract 🎝	Effective Date	Termination Date ↓†	Program Year
	Filter	Filter	Filter		Filter		Filter	Filter	Filter	Filter	Filter	Filter	Filter
-	95013	VPK	OEL-VP	K 20	ELC of Alac	hua	Certified	3/8/2022			7/1/2022		2022 - 202
	Show 10	✓ entries											
	Amendment	ID	1£	Status		Effective Dat	e	↓† View	.↓† Doc	ument		↓† Action	
	28718			Certified		07/01/2022		👁 View		Download			

NOTE: The amendment status changes from Initiated to Incomplete while the amendment is being edited.

Enrollments - VPK

VPK Providers may manage VPK enrollment online by going to **Enrollments > Manage VPK Enrollments**. Two options are available: Request/Change Enrollment and Bulk File Upload.

Contracts -	Enrollments -	Attendance	- Docu	ments 🗸	
	Manage VPK E	nrollments 🕨	Request/Change Enrollment		
	Manage SR En	rollments 🕨	Bulk File U	pload	s

Request/Change Enrollment

This feature allows VPK Providers to request or change enrollment for children in verified classes submitted through the VPK Provider Application. To begin, select the VPK Program Year, VPK Session, and VPK Class.

C Request/Change VPK Enrollment Duk VPK Enrollment										
VPK Program Year: -Select- v VPK Session: -Select- v VPK Class: -Select- v Class Start Date: Class End Date:										
Max Class Size: 0 VPK Children Count: 0 Non-VPK Children Count: Please Note: Based on the VPK session and instructors assigned, the maximum class size is 0. The class must have a minimum of 4 VPK children to start.										
Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY C Enroll to this Class										
Actions Certificate Number 🗄 Child First Name Child Last Name Child DOB Child Age Student ID Anticipated Start Date Actual Start Date Termination Effective Date Status										
Please choose valid program year, session and class from drop downs to see results.										

With the VPK Program Year, VPK Session, and VPK Class selected, the class start date and end date appear as well as the max class size. This information is directly tied to the VPK Provider Application. For example, if there is one lead instructor for the school-year session submitted and verified on the VPK Provider Application, the max class size will be 11; if there are two instructors for the school-year session submitted and verified and verified on the VPK Provider Application the VPK Provider Application, the max class size will be 20.

Next, the VPK children count and Non-VPK children count are displayed. These two counts (summed together) cannot exceed the max class size. The Non-VPK children count is used to anonymously indicate private pay children participating in the VPK class. The Non-VPK children count defaults to zero. When the Non-VPK children count is used, the number of VPK children permitted in the class is reduced to maintain the max class size limit.

C Request/Change VPK Enrollment	Bulk VPK Enrollme	nt									
VPK Program Year: 2018-2019 •	VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: AF18 - AM Redbirds V Class Start Date: 08/20/2018 Class End Date: 05/17/2019										
Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count: 3 Non-VPK Children Count updated successfully for this class. Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.											
• Please Note: Based on the VPK session	on and instructors assigned	, the maximum class size i	s 11. The class mu	ust have a minimu	m of 4 VPK childr	en to start.					
Certificate Number :	Child First Name :	Child	Last Name :		Child DOB :	MM/DD/YYYY C Enrol	I to this Class				
Actions Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status		
No records found for this class.											

The class roster records are also displayed. If there are no children enrolled in the class, a "No records found for this class" message displays.

'	ctions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
	lo records fo	ound for this class.									

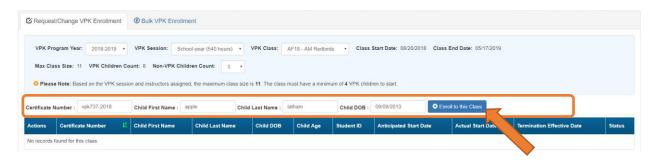
If there are/were children enrolled in the class, the records are listed with the current enrollment status (Enrolled, Enrolled-Change Requested, or Enrollment Ended (Terminated)).

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status 🔒
Class change Over Attended	VPK1471369-2019				4y		09/19/2019 🕑 Change		🕼 Terminate	Enrolled
Class change Never Attended	VPK1464599-2019		-		4y		09/05/2019 🕑 Change		🗹 Terminate	Enrolled
Class change Sever Attended	VPK1460740-2019		in the second se	-	4y		09/06/2019 Change		🕼 Terminate	Enrolled
🗹 Class change	VPK1452929-2019	100 C	Sec. 1		4y		08/28/2019	08/28/2019	🗹 Terminate	Enrolled
Class change	VPK1448191-2019		1000	-	4y		08/12/2019	08/13/2019	🗹 Terminate	Enrolled
Class change	VPK1445936-2019		1000		4y		08/13/2019	08/13/2019	🗹 Terminate	Enrolled
Class change	VPK1442765-2019		1000	-	4y		08/21/2019	08/21/2019	🗹 Terminate	Enrolled
Class change	VPK1435887-2019	100	ine .		4y		08/12/2019	08/12/2019	🖾 Terminate	Enrolled
Class change	VPK1427725-2019		100		4y		08/12/2019	08/12/2019	🗹 Terminate	Enrolled
Class change	VPK1426560-2019		100		4y		08/12/2019	08/12/2019	🗹 Terminate	Enrolled
🗹 Class change	VPK1402097-2019	1000	-		4y		08/12/2019	08/12/2019	🗹 Terminate	Enrolled
Class change	VPK1303954-2019		1000	-	4y		08/12/2019	08/12/2019	🗹 Terminate	Enrolled
Class change	VPK1303410-2019	in the second	-		4y		08/12/2019	08/14/2019	🗹 Terminate	Enrolled
Class change	VPK1288701-2019	1.00	100		4y		08/12/2019	08/12/2019	🗹 Terminate	Enrolled
Class change	VPK1239250-2019		100.00		4y		08/12/2019	08/12/2019	🖾 Terminate	Enrolled
Class change	VPK1224958-2019			-	4y		08/12/2019	08/12/2019	🗹 Terminate	Enrolled
Class change	VPK1219810-2019	print and	1990 - C. 1		4y		08/12/2019	08/12/2019	🖾 Terminate	Enrolled
Class change	VPK1211989-2019		100		4y		08/12/2019	08/12/2019	🗹 Terminate	Enrolled
Class change	VPK1175497-2019			-	4y		08/12/2019	08/12/2019	🕑 Terminate	Enrolled
	VPK1193793-2019				4y		10/01/2019	10/01/2019		Enrolled - Change Requested
	VPK1278073-2019	and the second se	inter and		4y		08/12/2019	08/12/2019	09/03/2019	Enrollment Ended (Terminated)
	VPK1249244-2019	1000			4y		08/26/2019	08/26/2019	09/03/2019	Enrollment Ended (Terminated)

Enrolling a VPK Child

Using the child's approved Certificate of Eligibility (COE) provided by the family, enter the Certificate Number, Child First Name, Child Last Name, and Child DOB. Then, click **Enroll to this Class**.

NOTE: The fields are not case sensitive; however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).



STATE OF FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM Child Certificate of Eligibility											
ILD CERTIFICATE OF ELIGI	BILITY (Issued by Early Learnin	g Coalition, through the Family	Portal)								
1. VPK program year	2. Certificate number	3. Certificate issue date	4. Parent email address								
2018-2019	VPK737-2018	7/7/2018									
5. Parent name	I	6. Primary contact number	7. Secondary contact numbe								
			10. County								
8. Child's full name		9. Child's date of birth	10. County								

The system verifies that the information entered matches a child with an approved COE for the VPK program year selected and that the child is not already enrolled (or in a non-eligible status for enrollment).

NOTE: The county on the COE does not have to match the provider's county because the child has been deemed eligible to participate in the VPK program. The enrollment process automatically updates the child's county for service to the provider's county so the corresponding early learning coalition may manage the child's enrollment with the provider.

When a matching child is found and validations checks are successful, a confirmation message appears. To continue, click <u>Yes</u>.

Early Learning A	Request Enrollment	×	der				
Home Business • Profile • Contracts • Enrollments • Attende	Child Found. Please Cor	nfirm Details.	Daisy Mae Daycare • Hello alatham77+0033@gmail.com	l G• Log Off 🚯			
	Certificate Number:	VPK737-2018					
Daisy Mae Daycare	Certificate Issue Date:	07/07/2018					
C Request/Change VPK Enrollment Bulk VPK Enrollment	Child First Name:	Apple					
C Request Change VPR Enrollment	Child Last Name:	Latham					
	Child Date Of Birth:	09/09/2013					
VPK Program Year: 2018-2019 • VPK Session: School-year (540)	Note - VPK providers are required to maintain hard-copie of Eligibility (COE) for all children enrolled in a provider's		iss End Date: 05/17/2019				
Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count:							
Please Note: Based on the VPK session and instructors assigned, the maxim		Ves O No.					
Certificate Number : vpk737-2018 Child First Name : apple	Child Last Name : latham	Child DOB : 09/09/2013	Enroll to this Class				
Actions Certificate Number 11 Child First Name Child Last	Name Child DOB Child Age St	tudent ID Anticipated Start Da	Actual Start Date Termination Effective Date	Status			
No records found for this class.							

Next, the system asks for the Anticipated Start Date. This is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins.

NOTE: An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date (as displayed on the child's COE and listed in the enrollment window).

The system validates each enrollment request to make sure the max class size is not exceeded (based on the number of instructors assigned, the VPK session type, and current class enrollment count). To continue, click **Enroll Child**.

Early Learning A	🗢 Request Enrollment	. ×	der				
LEARN EARLY, LEARN FOR LIFE.	🖍 Please Fill Form	and Click Enroll Child.	Daisy Mae Daycare •	fello alatham77+0033@gmail.com/	G-Log Off		
	Certificate Number:	VPK737-2018					
Daisy Mae Daycare	Certificate Issue Date:	07/07/2018					
C Request/Change VPK Enrollment	Child First Name:	Apple					
C Request/Change VPK Enrollment	Child Last Name:	Latham					
	Child Date Of Birth:	09/09/2013					
VPK Program Year: 2018-2019 VPK Session: School-year (540)	Class ID:	AF18 - AM Redbirds	iss End Date: 05/17/2019				
Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count:	Anticipated Start Date 🔶 🚯	08/20/2018					
Please Note: Based on the VPK session and instructors assigned, the maximum		intain nard-copies of signed and completed VPK Certificates d in a provider's VPK program for a period of 5 years.					
Certificate Number : vpk737-2018 Child First Name : apple			Enroll to this Class				
Actions Certificate Number		Child	Actual Start Date	Termination Effective Date	Status		
No records found for this class							

When the enrollment request is successful, the child appears on the class's enrollment roster as "Enrollment Submitted" and the coalition receives the enrollment request for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress.

C Request/Change	C Request/Change VPK Enrollment										
VPK Program Ye	VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: AF18 - AM Redbirds VPK Class Start Date: 08/20/2018 Class End Date: 05/17/2019										
Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count: 3 •											
9 Please Note: Ba	ased on the VPK session a	and instructors assigned, th	ne maximum class size	is 11. The class	must have a mir	nimum of 4 VPK	children to start.				
Certificate Number :	c	child First Name :	Child	Last Name :		Child DO	DB: MM/DD/YYYY	• Enroll to this Class			
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status	
• Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 🕼 Change			Enrollment Submitted	

While the enrollment request is being processed by the coalition, the status is updated on the enrollment roster. For example, the coalition has changed the status to Coalition Reviewing.

C Request/Change	est/Change VPK Enrollment OBulk VPK Enrollment										
Max Class Size:	VPK Program Year: 2018-2019 • VPK Session: School-year (540 hours) • VPK Class: AF18 - AM Redbirds • Class Start Date: 08/20/2018 Class End Date: 05/17/2019 Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count: 3 •										
Certificate Number :		Child First Name :	Child	Last Name :		Child DO	B: MM/DD/YYYY	• Enroll to this Class			
Actions	Certificate Number	L Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status	
• Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 🕑 Change			Coalition Reviewing	

If the coalition rejects or cancels the enrollment request, the child will no longer appear on the class roster. The VPK Director and family will receive an email notification. The family is instructed to download their child's COE from the Family Portal and re-start the enrollment process.

When the enrollment process is approved by the coalition, the child's status is Enrolled.

C Request/Change VPK Enrollmer	Bulk VPK Enrolli	ment								
VPK Program Year: 2018-2019 Max Class Size: 11 VPK Childre • Please Note: Based on the VPK s	n Count: 8 Non-VPK Ch		•	AF18 - AM Redb must have a mini		lass Start Date		te: 05/17/2019		
Certificate Number :	Child First Name :		Child Last Name :		Child DC	B: MM/DD/	YYYY O Enroll to this	Class		
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Class change O Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 C Change		C Terminate	Enrolled

Managing VPK Enrollment

The class roster has several features for managing enrollment. Providers may change the anticipated start date, request to move the child to another class, remove the child entirely from the roster because they never attended, or request a termination of services.

Change Anticipated Start Date

To change the child's anticipated state date, click **Change** within the Anticipated State Date column. A window displays. The current start date populates in the *From* field; enter the new start date in the *To* field. This feature does not require coalition approval. Click **Save** to commit the new date or click **Close** to abandon the date change and close the window. This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Change** button is no longer available.

Early Learning	Change Child Enrollment		ler		
LEARN EARLY. LEARN FOR LIFE.	Certificate Number: VPK737-2018	Certificate Issue 07/07/2018 Date:			
A Home Business - Profile - Contracts - Enrollments -	Atte Child Name: Apple Latham	Child Date Of Birth: 09/09/2013	aisy Mae Daycare •	Hello alatham77+0033@gmail.com)	C+Log Off
Daisy Mae Daycare	Anticipated Start 08/20/2018 Date:	Class ID: AF18 - AM Red	lbirds		
Request/Change VPK Enrollment Bulk VPK Enrollment VPK Program Year: 2018-2019 VPK Session: School-	From: 08/20/2018		End Date: 05/17/2019		
Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Please Note: Based on the VPK session and instructors assigned, t		C Save	Close		
Certificate Number : Child First Name :	Child Last Name :	Child DOB : MM/DD/YYYY	Enroll to this Class		
Actions Certificate Number 1	ld First Name Child Last Name Child	DOB Child Age Student ID Anticipat	ted Start Date Actual Start Da	te Termination Effective Date	Status
CF Class change O Never Attended VPK737-2018 Ap	le Latham 09/09	/2013 4y 08/20/201	18 G Change	C Terminate	Enrolled

Class Change

Once the child's status is *Enrolled*, a class change may be requested. To change the child's class, click <u>Class Change</u> within the Actions column. A window displays. The current class populates in the *From* field; select the new class in the *To* field and enter the Transfer Effective Date. The Transfer Effective Date should be the first day the child will attend the new class. This feature requires coalition approval. Click <u>Submit Request</u> to send the request to the coalition or click <u>Close</u> to abandon the class change and close the window.

NOTE: Once a class change request is submitted to the coalition, a subsequent class change request for the same child is not allowed until the initial class change request is processed by the coalition.

Early Learning Learn Early, Learn for Live.	Certificate Number: VPK737.2018 Certificate Issue Date: 07/07/2018	ler
Home Business • Profile • Contracts • Enrollments • J		aisy Mae Daycare • Helio atatham?7+6033@gmail.com/ C+ Log Off ()
Daisy Mae Daycare		
Request/Change VPK Enrollment Bulk VPK Enrollment VPK Program Year: 2018-2019 + VPK Session: School-yez Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Co Please Note: Based on the VPK session and instructors assigned, the	Transfer Effective Date: 08/20/2018	End Date: 05(17/2019
Certificate Number : Child First Name :	Child Last Name : Child DOB : MM/DD/YY	Enroll to this Class
Actions Certificate Number	First Name Child Last Name Child DOB Child Age Student ID Anticipate	Date Actual Start Date Termination Effective Date Status
Cf Class change Never Attended VPK737-2018 Apple	Latham 09/09/2013 4y 08/20/2018 G	Ci Terminato Enrolled

Now that the class transfer request is submitted, the child appears on the roster for both classes. In the *From* class, the child's status is Enrolled.

Daisy Mae Daycare										
C Request/Change VPK Enrollment	Bulk VPK Enroll	ment								
VPK Program Year: 2018-2019 Max Class Size: 11 VPK Childre Please Note: Based on the VPK t	en Count: 8 Non-VPK Ch		•	AF18 - AM Redbi must have a mini		lass Start Date		te: 05/17/2019		
Certificate Number :	Child First Name :		Child Last Name :		Child DC	B: MM/DD/	YYYY C Enroll to the	s Class		
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Class change O Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 G Change		@ Terminate	Enrolled

In the To class, the child's status is Enrolled - Change Requested.

C Request/Chang	e VPK Enrollment	Bulk VPK Enrollmen	t							
VPK Program Ye	ear: 2018-2019 •	VPK Session: School	year (540 hours)	VPK Class:	BF18 - PM Blu	ebirds 🔹	Class Start Date: 08/20/2018	Class End Date: 05/17	7/2019	
Max Class Size:	11 VPK Children Cour	nt: 11 Non-VPK Childr	en Count: 0 🔻							
🤨 Please Note: E	Based on the VPK session	and instructors assigned,	the maximum class size is	s 11 . The class r	must have a mi	nimum of 4 VPK	Cchildren to start.			
• Please Note: E Certificate Number :		and instructors assigned, Child First Name :		s 11. The class r Last Name :	must have a mi	nimum of 4 VPK		• Enroll to this Class		
				Last Name :	must have a mi			CEnroll to this Class	Termination Effective Date	Status

When approved, the *From* class has a termination effective date (same as the transfer effective date). If the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended. No further actions can be taken on this enrollment.

C Request	t/Change VPK Enrollment	Bulk VPK Enrollme	ent							
	ogram Year: 2018-2019 •			VPK Class:	AF18 - AM Redbir	rds v Class	Start Date: 08/20/2018	Class End Date: 05/17/2019		
0 Please	e Note: Based on the VPK session	on and instructors assigned	I, the maximum class size i	is 11 . The class n	nust have a minin	num of 4 VPK child	Iren to start.			
Please Certificate N		on and instructors assigned Child First Name :		is 11. The class n	nust have a minin	num of 4 VPK child Child DOB :		Enroll to this Class		
					nust have a minin Child Age			Cerroll to this Class Actual Start Date	Termination Effective Date	Status

When approved, the *To* class is Enrolled with an anticipated start date and actual start date (same as the transfer effective date).

C Request/Change VPK Enrolmen	S Request/Change VPK Enrollment										
VPK Program Year: 2016-2018 • VPK Session: School-year (\$40 hours) • VPK Class: 0/18 - PM Bluetorb Class Start Date: 06202016 Class End Date: 05172019 Max Class Star: 11 VPK Children Count: 0 • • • Presse Note: Item Start Date: 0.47% children to start. 0 •											
Certificate Number :	Child First Name :		Child Last Name :			e: Micon		Class			
Actions	Actions Certificate Number 🗄 Onlid First Name Child Last Name Child DOB Child Age Student ID Anticipated Start Date Actual Start Date Termination Effective Date Status										
C Case Sharpy O New Origination (Construction) (Con											

NOTE: A class transfer request cannot be submitted for a child if the transfer effective date overlaps an existing enrollment period for that child. If the transfer effective date is BEFORE the termination effective date of the last enrollment, an error message appears, "The class transfer effective date overlaps an existing enrollment period for this child."

When rejected, the request no longer appears in the To class. The child remains enrolled in the From class.

Class Change to a Full Class

If a provider wants to move a child from class BF18 to class AF18, but class AF18 is full, the class change can still be done.

Class BF18 is not full.

Z Request/Change VPK Er	Bulk VPK Enrollment				
VPK Program Year: 201	8-2019 VPK Session: School-year	(540 hours) VPK Class: BF18 -	Forest Room V Class Start Date: 0	08/13/2018 Class End Date:	05/03/2019
Max Class Size: 11 VPK	Children Count: 11 Non-VPK Children Co	ount: 0 V			
9 Please Note: Based on the second	e VPK session and instructors assigned, the m	aximum class size is 11. The class must h	ave a minimum of 4 VPK children to start.		
					_
ertificate Number :	Child First Name :	Child Last Name :	Child DOB : MM/DD/Y	• Enroll to this	Class
Actions	Certificate Number	H Child First Name	Child Last Name	Child DOB	Child Ag
Class change	VPK752-2018	Blue Fairy	Latham	08/08/2013	5y
Z Class change	VPK754-2018	Cinderella	Latham	07/07/2013	5у
	VPK758-2018	Cruella deVil	Latham	02/02/2013	5у
2 Class change					
	VPK823-2018	Snow White	Latham	01/01/2014	4у
ව් Class change	VPK823-2018 VPK830-2018	Snow White Doc	Latham	01/01/2014 09/08/2013	4y 5y
වී Class change වී Class change					-
ගි Class change ගි Class change ගි Class change ගි Class change	VPK830-2018	Doc	Latham	09/09/2013	5y

Class AF18 is full.

Daisy Mae Daycare					
C Request/Change VPK Enrollment Bulk VPK Enrollment	ment				
VPK Program Year: 2018-2019 VPK Session: Sol Max Class Size: 11 VPK Children Count: 11 Non-VPK C Please Note: Based on the VPK session and instructors assign	hildren Count: 0 V		art Date: 08/13/2018 Class End D en to start.	ate: 05/03/2019	
Certificate Number : Child First Name :	Child Last Name :	Child DOB :	MM/DD/YYYY	this Class	
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age
C' Class change	VPK748-2018	Ariel	Latham	02/02/2014	4y
C' Class change	VPK751-2018	Bambi	Latham	01/01/2014	4y
Class change • Never Attended	VPK753-2018	Pinocchio	Latham	12/12/2013	5y
C Class change • Never Attended	VPK820-2018	Turtle	Latham	04/04/2014	4y
C' Class change	VPK832-2018	Нарру	Latham	08/08/2013	5у
C' Class change ONever Attended	VPK833-2018	Bashful	Latham	01/01/2014	5у
Ciass change Over Attended	VPK834-2018	Grumpy	Latham	02/12/2014	4y
C' Class change	VPK835-2018	Dopey	Latham	02/14/2014	4y
	VPK838-2018	Sneezy	Latham	11/11/2013	5у
Class change • Never Attended	VPK883-2018	Seahorse	Latham	01/01/2014	4y
		Dolphin	Latham	01/01/2014	4y

The provider wants to move Blue Fairy Latham to AF18 from BF18.

Certifica	te Number:	VPK752-2018	Certi	ficate Issue Date:	07/29/2018	
c	hild Name:	Blue Fairy Latham	Ch	ild Date Of Birth:	08/08/2013	
nticipated	Start Date:	12/10/2018		Class ID:	BF18 - Fores	st Room
O Coalition	approval require BF18 - Fo	e rest Room	To:	Select	~	
Transfe	r Effective Da			/DD/////		111

The provider selects AF18 in the *To* field and enters the Transfer Effective Date. Once the **<u>Submit Request</u>** button is clicked, the provider receives a red message.

🔊 Change Child En	rollment		×
Certificate Number:	VPK752-2018	Certificate Issue Date:	07/29/2018
Child Name:	Blue Fairy Latham	Child Date Of Birth:	08/08/2013
Anticipated Start Date:	12/10/2018	Class ID:	BF18 - Forest Room
≓ Transfer Child Cl	ass 🚺		
Coalition approval require	d		
From: BF18 - Fo	rest Room	To: AF18 - Flower Ro	oom 🗸
Transfer Effective Da	ate:	02/27/2019	111
Swap spot with enro	lled child from selected	class.	
Target class is full. Pleas	e choose a valid class o	r select the swap child feature.	
		🗹 Subn	nit Request Close

Now, the provider can either select a class that is not full, or select a child to swap with in the full class. Click the <u>Submit Request</u> button to complete the class change.

Certificate Number:	VPK752-2018	Certificate Issue Date:	07/29/2018
Child Name:	Blue Fairy Latham	Child Date Of Birth:	08/08/2013
nticipated Start Date:	12/10/2018	Class ID:	BF18 - Forest Room
≓ Transfer Child Cl	ass 🚺		
Coalition approval require	d		
From: BF18 - Fo	rest Room	To: AF18 - Flower R	oom 🗸
Transfer Effective Da	ite:	02/27/2019	iii
	lled child from selected o	xlass.	

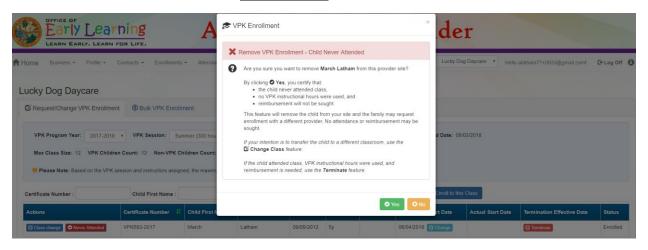


 \times

Never Attended

To remove a child from a class completely because they never attended, click <u>Never Attended</u> within the Actions column. A window displays. This feature does not require coalition approval. Click <u>Yes</u> to remove the child or click <u>No</u> to abandon the removal and close the window. Removing an enrollment changes the record's status to *Enrollment Cancelled* and the enrollment process starts over for the family. The provider's VPK Director will receive an email notification to inform them the enrollment is removed; no attendance or reimbursement may be sought. The child's record is no longer listed on the class enrollment roster or attendance roster in the Provider Portal. The family will receive an email notification to inform them the enrollment the enrollment for their child was cancelled; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Never Attended** button is no longer available.



NOTE: Be very careful with the **Never Attended** feature. If the intention is to transfer the child to a different classroom, use the **Class Change** feature. If the child attended class, VPK instructional hours were used, and reimbursement is needed, use the **Terminate** feature.

Terminate

To terminate a child's enrollment, click **Terminate** within the Termination Effective Date column. A window displays. Enter the last day that services will be/were rendered and select the reason for termination. The Termination Effective Date is displayed below the Last Day of Services as one day after the last day of services. Therefore, the Termination Effective Date is the first day the child is NOT attending class. This feature requires coalition approval. Click **Submit Request** to send the request to the coalition or click **Close** to abandon the termination request and close the window.

LEARN EARLY. LEARN FOR LIFE.	ALPHA Test ~ Prox	vider
Home Business + Profile + Contracts + Enrol	Certificate Number: VPK670-2018 Certificate Issue Date: 07/29/2018	Hello alatham77+0033@gmail.com! C+ Log Off
Lucky Dog Davcare	Child Name: Baloo Latham Child Date Of Birth: 02/02/2014	
, , ,	Anticipated Start Date: 11/16/2018 Class ID: BF18 - Tomorrowland Room	
Request/Change VPK Enrollment Bulk VPK E	K End Child Enrollment 1	
VPK Program Year: 2018-2019 * VPK Session:	Coalition approval required	/2018 Class End Date: 05/31/2019
Max Class Size: 11 VPK Children Count: 11 Non-V	Last Day of Services: 12/09/2018 ## Termination Effective Date: 12/10/2018	
Please Note: Based on the VPK session and instructors	Reason for Termination: 25-Parent Withdrew Child	
Certificate Number : Child First Nam		Enroll to this Class
Actions Certificate Number	C Submit Request Close	Actual Start Date Termination Effective Date Status
C Class change O Never Attended VPK670-2018	Baloo Latham 02/02/2014 4y 11/16/2018 C Change	C Terminate Enrolled

NOTE: A child's enrollment cannot be terminated before the class start date. If the provider enters a date in the Last Day of Services that is BEFORE the class start date, an error message appears, "Termination effective date cannot be prior to the class start date. If the child never attended, click the <u>Never Attended</u> button to cancel the enrollment." Either enter a termination date that is after the class start date (and on or after the COE issue date), or click <u>Close</u> to abandon the termination request and close the window.

When the termination request is submitted, the child appears on the class's enrollment roster as "Enrolled - Change Requested." The coalition will receive the termination request for review/approval/rejection.

C Request/Change VPK En	ollment 🖲 Bulk \	PK Enrollment									
VPK Program Year: 2018	VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: BF18 - Tomorrowland Room V Class Start Date: 08/13/2018 Class End Date: 05/31/2019										
	Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0 • • Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.										
Certificate Number :	Child Firs	t Name :	Chi	ld Last Name	:		Child DOB : MM/DD/	mm C	Enroll to this Class		
Actions	ctions Certificate Number Child First Child Last Name Child DOB Child Age Child Age Child Age Child Age Child DOB Child Age Child Dot Date Date Child Date Child C										
	VPK670-2018	Baloo	Latham	02/02/2014	4y		11/16/2018		12/10/2018	Enrolled - Change Requested	

When the termination request is approved and the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended. No further actions can be taken on this enrollment.

C Request/Change VPK Enro	Bulk VPK E	Enrollment								
VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: BF18 - Tomorrowland Room V Class Start Date: 08/13/2018 Class End Date: 05/31/2019										
Max Class Size: 11 VPK C	hildren Count: 11 Non-V	PK Children Count:	0 •							
• Please Note: Based on the	VPK session and instructors	assigned, the maximi	um class size is 11. T	The class must	have a minim	num of 4 VPK (children to start.			
• Please Note: Based on the Certificate Number :	VPK session and instructors Child First Nan	· ·	um class size is 11. T		have a minim	num of 4 VPK o		• Enroll to this Cl	ass	
		ne :		Name :						Status

When rejected, the child remains enrolled in the class.

C Request/Change VPK Enrollment	Request/Change VPK Enrollment Bulk VPK Enrollment									
Max Class Size: 12 VPK Children										
Certificate Number :	Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY O Entrol to this Class									
Actions	Actions Certificate Number 🕴 Child First Name Child Last Name Child DOB Child Age Student ID Anticipated Start Date Actual Start Date Termination Effective Date Status									
Class change Never Attended	VPK593-2017	March	Latham	09/09/2012	5y		06/04/2018 🕑 Change		C Terminate	Enrolled

VPK Bulk Enrollment Process

In addition to the enrollment method described in "Enrolling a VPK Child," providers may submit enrollment requests to the coalition via a file process. To begin, click the **Bulk VPK Enrollment** tab. The bulk file processing page displays.

C Request/C	hange VPK Enrollment	Bulk VPK Enrollin	nent							
Download CS	V file template, add child de	tails, and click the Upload t	outton. Note: The MS	BID column is for	public school use only. See the Prov	ider Portal User Guide for more information.	🚰 Upload			C Refresh
Actions	Uploaded On 4	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records fo	und.									

Next, click on the link to download the **CSV file template**. The file may appear at the bottom of the computer screen depending on the user's browser.

Open the file and expand the columns. Each column is explained below.

E	ي • و ا	· 📼 💡							VpkEnrollr	mentBulkUpload (28).cs	- Excel
Fil	le Hom	ie Insert	Page Lay	yout Formulas	Data Review	View LOAD TEST	🔉 Tell me what you	want to d	o		
	Cut	G	libri	- 11 - A A	· = = *	🗸 🐺 Wrap Text	General	•	F	Normal Ba	ad G
Past	te 💞 Forma	t Painter B	I <u>U</u> →	🗄 • 🔕 • 🗚	- = = = =	📑 📑 Merge & Center 👻	\$ - % * 50		onditional Format as matting • Table •	Check Cell E	planatory
	Clipboard	F ₂₀		Font	rsi -	Alignment	Number	Gi.			Styles
B 9		: ×	$\checkmark = f_X$								
	А	В		с	D	E	F	G		н	1
1	Provider ID	Certification	n Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start	Date(MM/DD/YYYY)	MSID(XX-XXXX)
2											
3											
4											

A. **Provider ID** = this is the provider ID for the site displayed on the Provider Portal home page/dashboard.

Provider Site Summary		Frequently-Used Links
Business name:	Growing Up Strong, LLC	Bright Beginnings
Doing business as:	Growing Up Strong	Core Competencies
Provider ID:	19449	DCF Provider Training
License number:		Early Learning Performance Funding Project
SSN / Federal ID number:		Provider Portal User Guide
		VPK Provider Readiness Rate Website

B. Certification Number = this is the child's certificate number listed on their COE. The field is not case sensitive, however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).

A LOU	STATE OF FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM Child Certificate of Eligibility						
і. Сн	1. VPK program year	2. Certificate number	3. Certificate issue date	ortal) 4. Parent email address			
	2017-2018 5. Parent name	VPK1095621-2017	6/30/2018 6. Primary contact number	7. Secondary contact number			
	8. Child's full name KitKat Latham		9. Child's date of birth 09/09/2012	10. County			
			and the second state of th				

- C. Child First Name = this is the child's first name listed on their COE. The field is not case sensitive.
- D. **Child Last Name** = this is the child's last name listed on their COE. Do not include a suffix (if any). The field is not case sensitive.
- E. **Child DOB (MM/DD/YYYY)** = this is the child's date of birth listed on their COE. The field will accept M/D/YYYY as well.
- F. **VPK Program Year** = this is the child's approved VPK program year listed on their COE. The field is looking for the first 4-digit year only. For example, if the VPK program year is 2017-2018, the entry would be

2017. Generally, the 4-digit VPK program year matches the year included at the end of the child's COE number.

G. Class ID = this is the desired class's 4-digit ID. The class ID must be entered as the 4-digit assigned ID. Do not include the class name (if any). Looking at the example below, the entry would be "AS17" not "Songbirds" or "AS17-Songbirds."

C Request/Change VPK Enrollment	Bulk VPK Enrollment
VPK Program Year: 2017-2018 •	VPK Session: Summer (300 hours) • VPK Class: AS17 - Songbirds • Class Start Date: 06/04/2018 Class End Date: 07/26/2018

- H. Anticipated Start Date (MM/DD/YYYY) = this is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins.
 NOTE: An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date. The field will accept M/D/YYYY as well.
- MSID (XX-XXXX) = this field is for public schools only. Public schools may enter their Master School Identification (MSID) number in a 6-digit format, where the first 2 digits are the district number followed by a hyphen and 4-digit school number. The MSID number can be used in lieu of the Provider ID in column A. Both IDs are accepted.

When the file is complete, name it and save it as a CSV file type.

NOTE: It may be helpful to include the provider name and class in the file name if troubleshooting is ever necessary.

XII Save As			×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare \rightarrow This PC \rightarrow Deskt	op	✓ [™] Search	n Desktop 🔎
Organize 🔻 New folder			!≡≡ ▼ (?)
🗸 🛄 This PC	Name	Date modified	Type Size
> 📃 Desktop	Questions Log	6/29/2018 4:42 PM	File folder
> Documents	VPK Enrollment Attendance	6/26/2018 1:36 PM	File folder
> 🚽 Downloads	Bulk Enrollment Files	6/25/2018 1:00 PM	File folder
> h Music	Security	6/25/2018 9:04 AM	File folder
•	Reimbursement	6/25/2018 9:03 AM	File folder
> E Pictures	Sprints	6/25/2018 8:58 AM	File folder
> 📑 Videos	system pics	6/25/2018 8:55 AM	File folder
> 🏪 Local Disk (C:)	Pay Rates	6/21/2018 3:59 PM	File folder
> 🔜 BLANK (E:)	Meeting Notes	5/9/2018 4:02 PM	File folder
> 🛖 andrea.latham (\\oel-dc4\users) (l	VPK SIS	4/30/2018 4:51 PM	File folder
> 🙀 unitdata (\\OEL-dc4) (S:)	VPK SR Manuals	4/9/2018 9:07 AM	File folder
T i iii	Contracts	3/29/2018 3:00 PM	File folder >
File name: AS17 Songbirds Uplo	ad		
Save as type: CSV (Comma delimit	ed) (*.csv)		,
Authors: Andrea Latham	Tags: Add a tag	Title: Add a title	
∧ Hide Folders		Tools 👻	Save

When changing the file format to CSV, Excel often displays a message to ask if you want to keep using that format. If this message appears, click <u>Yes</u>.

H	- ا	Ċ	- 🖸 ÷						AS17 Songbirds Upload.csv - E	xcel	
File	<u> </u>	Hom	e Insert Page Lay	out Formulas	Data Review	View LOAD TEST	♀ Tell me what you	ı want to d			
Paste		ору	Calibri B I ∐ →	• 11 • A A		♥ ▼ 📑 ₩rap Text	General \$ → % → 5.00	- 	nditional Format as matting + Table + ►		ood Ne
Ť	Clipbo			Font	G.	Alignment	Number	For	matting * Table *	Styles	
B7		Ŧ	: × ✓ fx								
	А		B	с	D	E	F	G	н	1	1
1 P		r ID	Certification Number					-	Anticipated Start Date(MM/DD/YYYY)	MSID(XX-XXXX)	,
2			VPK1095621-2017	KitKat	Latham		-	AS17	7/2/2018		
3				Hersey	Latham	9/9/2012		AS17	7/2/2018		
4					Latham	9/9/2012		AS17	7/2/2018		
5				Butterfinger	Latham	9/9/2012		AS17	7/2/2018		
6											
7											
8											
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14								rosoft Exce			×
15							Mic	rosott Exce	1		~
16								Som	ne features in your workbook might be lost if y	ou save it as CSV (Co	mma delimited).
17									you want to keep using that format?		
18								- Dog	you want to keep using that format?		
19									Yes No	Help	
20											

Click the **Upload** button. A window displays. Select your file and click **Open**.

🜍 Open							×	× Manage VP	K Enrollment X				θ - β	
← → × ↑ 🗖 > This PC > Desktop				~ õ	Search Desktop		P						오 ☆	13
Organize Vew folder						H • 🔳	•							
~ 🛄 This PC	Name		Date modified	Туре	Size		^							
> C Desktop	AS17 Songbirds Upload.c	sv	6/30/2018 2:39 PM	Microsoft Excel	C 1	KB								
> Documents	AS17 Songbirds Upload (1).csv	6/30/2018 2:38 PM	Microsoft Excel	C 1	KB								
> 🚽 Downloads	Questions Log		7/6/2018 4:20 PM	File folder										
> h Music	VPK Enrollment Attendar		6/26/2018 1:36 PM	File folder										
> Fictures	Bulk Enrollment Files		6/25/2018 1:00 PM	File folder										
> Wideos	Security		6/25/2018 9:04 AM	File folder										_
> Local Disk (C:)	Reimbursement		6/25/2018 9:03 AM	File folder File folder						Hello	alatham77+OELpro	vider@gmail.co	m! C+ Log Off	0
	Sprints		6/25/2018 8:58 AM 6/25/2018 8:55 AM	File folder File folder										
> BLANK (E:)	system pics Pay Rates		6/25/2018 8:55 AM 6/21/2018 3:59 PM											
> 🛫 andrea.latham (\\oel-dc4\users) (H:) 🗸 🗸	Pay hates		0/21/2010 3:39 PM	File folder			~							
File name: AS17 Songbirds Upload.c	csv			~	Microsoft Exce	l Comma Sepa	na 🗸							
					Open	Cance	۰.							
Download CSV file template, add child	details, and click the Up	bload button. Note: The MSID colum	nn is for public s	chool use only	See the Pro	vide	User	Guide for more in	nformati <mark>n</mark> . 🗁 Upl	load			C Refresh	
Actions Uploaded On	Document Type	File Name	File Size	Total Record	s Count	Commitee	~~~~	ords Count	Failed Records C	ount F	Processed Time	Status	Final Results	

The file upload will begin. The file details will populate on a row and turn green. Click the **<u>Refresh</u>** button to populate the results.

C Request/	Ø Request/Change VPK Enrollment Ø Bulk VPK Enrollment											
Download C	Download <u>CSV file template</u> , add child details, and click the Upload button. Note: The MSID column is for public school use only: See the Provider Portial User Guide for more information. Set Upload											
Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results		
	06/30/2018	VPK Roster	AS17 Songbirds Upload.csv	413 Bytes	0	0	0		Submitted	Not Available		

The file details will be updated. The file size, total records count, committed records count, failed records count, processed time, status, and final results are updated. The file results are also returned and can be downloaded by clicking on the **Download** button.

S Request/Chang	ge VPK Enrollment	Bulk VPK Enroll	iment							
Download CSV file template, add child details, and click the Upload button. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information 😭 Upload.										
Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results
	06/30/2018	VPK Roster	AS17 Songbirds Upload csv	429 Bytes					Completed	

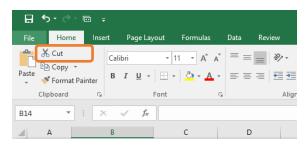
In this example, there is one failed record and three committed records. The file download will include the error message and status for each record submitted. The three committed records are now "Enrollment Submitted" and the failed record was not included because of an invalid date of birth. The same validations that occur with a manual child enrollment occur with the bulk enrollment file process.

H	ॸ ∂	· 🖸 🗧						AS17 Songbi	ds Upload (1).csv - I	Excel	
File	Hom	e Insert Page Lay	yout Formulas	Data Review	View LOAD TEST	♀ Tell me what you	want to de	0			
f	Cut	Calibri	- 11 - A /	, ≡ = = %	🖓 🕈 📴 Wrap Text	General	-		rmal Ba	d G	ood Neutral
Paste	Copy Formation	B 7 11	🗏 • 🔷 • 🗚	• = = = =	📑 🗮 Merge & Center 🔹	\$ - % • .00		nditional Format as Ch matting • Table •	eck Cell Ex	planatory Ir	Linked (
	Clipboard	r _a	Font	rs -	Alignment 5	Number	r _a	-		Styles	
D17	*	: × ✓ f _x									
	А	В	с	D	E	F	G	н		1	,
1 PI	rovider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start Date	e(MM/DD/YYYY)	MSID(XX-XXXX	Error or Status
2	19449	VPK1095621-2017	KitKat	Latham		2017	AS17		7/2/2018		Invalid Date of Birth
3	19449	VPK1095625-2017	Hersey	Latham	9/9/2012	2017	AS17		7/2/2018		Enrollment Submitted
1	19449	VPK1095626-2017	Baby Ruth	Latham	9/9/2012	2017	AS17		7/2/2018		Enrollment Submittee
5	19449	VPK1095627-2017	Butterfinger	Latham	9/9/2012	2017	AS17		7/2/2018		Enrollment Submittee

The three committed records are displayed on the class's enrollment roster as "Enrollment Submitted" and the coalition receives the enrollment requests for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress. The same processes that occur with a manual child enrollment occur with the bulk enrollment file process.

	2017-2018 VPK Set VPK Children Count: 12 sed on the VPK session and ins	Non-VPK Children Co	unt: 0 •		igen us	lass Start Date: /PK children to sta		07/26/2018		
Certificate Number :	Child F	irst Name :	Child Last Na	me :	Child	DOB : MM/DC	OVYYYY O Enroll to this	i Class		
Certificate Number :	Child F	Irst Name : Child First Name	Child Last Na Child Last Name	me : Child DOB	Child Age	I DOB : MW/DC	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Actions				Contrast and Contrast	Sector Contractor				Termination Effective Date	Status Enrollment Submitted
	Certificate Number 4	Child First Name	Child Last Name	Child DOB	Child Age		Anticipated Start Date		Termination Effective Date	

NOTE: When correcting records and re-uploading the file, be sure to remove the "Error or Status" column as it is not accepted for the upload. Also, it is best to NOT include records that have already been submitted successfully as they will now error as having been processed. When removing successful records and the Error or Status column, it is best to highlight the row/column and use the cut/delete option instead of just deleting the information. Excel often retains formats even if the cells are now empty.



VPK-20 Contract Verification

A provider must have a Certified VPK-20 contract on the Anticipated Start Date before an enrollment can be added. In the below example, the VPK application information is entered by the provider, and the <u>+ Enroll to this</u> <u>Class</u> button is clicked.

BOCC SOUTH COUNTY H	HEAD START CEN	ITER				
C Request/Change VPK Enrollment	Bulk VPK Enrollment					
VPK Program Year: 2020-2021 V Max Class Size: 20 VPK Children Co Please Note: Based on the VPK session	ount: 20 Non-VPK Children (lass End Date: 06/30/2021
Certificate Number : VPK -2020	Child First Name :	Child Last Name :	A	Child DOB :		C Enroll to this Class
Actions Certificate Num	ber Child First Nan	ne Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date

In this example, the provider does not have a Certified VPK-20 contract, so an error message displays, alerting the provider that the enrollment cannot be submitted.



Enrollments - SR

Pending Family Acceptance Status

When a new School Readiness enrollment is created for an eligible child, families must accept the terms and conditions, establish their consent for developmental screening and/or child assessment, and sign the payment certificate. Families receive an email notification from DEL every five days until these steps are completed and the enrollment status changes from **Pending Family Acceptance** to **Enrolled**.

New enrollments in **Pending Family Acceptance** will not be visible on provider attendance rosters and will only appear once the family signs the payment certificate; however, there are exceptions.

- New enrollments for at-risk children (BG1) or at-risk children in relative care (BG3R) billing groups in Pending Family Acceptance will populate on attendance rosters
- Existing enrollments in **Pending Family Acceptance** that have already been submitted for attendance in previous months will continue to populate on attendance rosters

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

If a provider has new enrollments in **Pending Family Acceptance**, when the provider accesses SR attendance, a pop-up window will display with a count of those new enrollments and a link to the Manage SR Enrollment queue.

Pro	Pending Payment Certificate(s)	
	There ar 3 hild enrollments that are still in Pending Family Acceptance. These children may not be included on the attendance roster.	tes: Altha Church of God D
	Please remind parents/guardians to log in to the Family Portal to electronically sign and accept their payment certificate in order to begin tracking attendance for those enrollments. Failure to sign the payment certificate will delay reimbursement payments for the enrollments.	
ol Readiness (SR) Date : 4/5/2021	To identify children in Pending Family Acceptance , view the encollment roster and filter the Status column.	C of Northwest Florida on 3/3
Summary	ок	

Viewing Enrollments in Pending Family Acceptance

To view enrollments in **Pending Family Acceptance**, navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**.

Home Business - Profile - Contracts -	Enrollments -	Attendance	• Documents •	Sites
Common Tasks	Manage VPK E Manage SR En		SR Enrollment Requests	
Manage Sites Manage All Sites Manage Users Manage All Users			View/Edit SR Enrollments Preschool Development Registration Fee Redeterminations	Active Enrollments Terminated Enrollments Pending Family Acceptance

Ending Enrollments in Pending Family Acceptance

Providers can end enrollments in **Pending Family Acceptance**. Navigate to **Enrollments > Manage SR Enrollments** > **View/Edit SR Enrollments > Pending Family Acceptance**. Find the enrollment, then click the <u>End Enrollment</u> button.

Clea	r All Filters	Ехро	ort Search:	
Attendance Start Date	Enrollment End Date	łt	Status 📑	Action
Filter	Filter		Pendir	
			Pending Family Acceptance	End Enrollment

A confirmation pop-up window displays. Click Yes to continue or No to stop the End Enrollment process.

End child SR enrollment

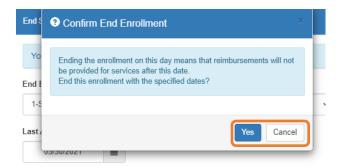
Do you want to end this Provider Enrollment?



After clicking the <u>Yes</u> button, the following pop-up window displays. Complete the required information and click <u>Save</u>.

End SR Enrollment
You have chosen to end enrollment for this child.
End Enrollment Reason*
Select a Termination Reason 🗸
Last Attendance Date*
MM/DD/YYYY
Is there a past due parent fee? [≢] ○ Yes ○ No
Past Due Parent Fee
Is there a payment plan in place? OYes ONo
Please attach payment plan document. Choose File No file chosen
Save Cancel

After clicking <u>Save</u>, a confirmation pop-up window displays. Click <u>Yes</u> to end the enrollment or <u>Cancel</u> to cancel the End Enrollment process.



After clicking the <u>Yes</u> button, a pop-up window displays a message that the enrollment is ended. Click <u>Ok</u> to continue.



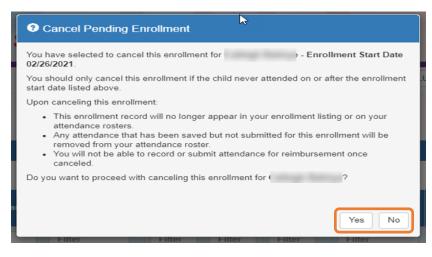
Cancelling Enrollments in Pending Family Acceptance

Providers can cancel enrollments in **Pending Family Acceptance**, but only if the enrollment is not for an at-risk child (BG1) or at-risk child in relative care (BG3R) and attendance has not been submitted for the enrollment.

Navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**. Find the enrollment, then click the **Cancel Enrollment** button.

	Clear All Filters	Export 5	Search:
Attendance Start Date	Enrollment End Date	Status	Action
Filter	Filter	pend	
		Pending Family	End Enrollment
		Acceptance	Cancel Enrollment
			Previous 1

A confirmation pop-up window displays. Click <u>Yes</u> to cancel the enrollment and remove it from the SR Enrollment queue. Click <u>No</u> to stop the Cancel Enrollment process.

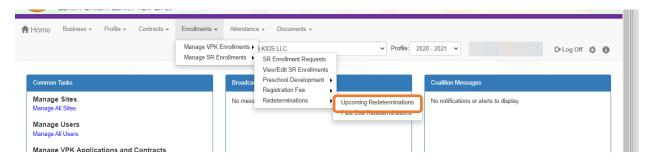


SR Eligibility Redeterminations

The SR Eligibility Redetermination menu allows providers to view enrollments with "upcoming" or "past due" redeterminations. These queues are for informational purposes only and aid providers in knowing when an enrolled child is reaching the end of their School Readiness eligibility.

Upcoming Eligibility Redeterminations

To see the enrollments with upcoming eligibility redeterminations, navigate to **Enrollments > Manage SR Enrollments > Redeterminations > Upcoming Redeterminations**.



Redetermination records will only appear in the Provider Portal Upcoming Redetermination queue when:

- Child eligibility status is Eligible
- Child enrollment status is Enrolled or Pending Family Acceptance
- The redetermination is within 45 days from the due date

Past Due Eligibility Redeterminations

To see the enrollments with past due eligibility redeterminations, navigate to Enrollments > Manage SR Enrollments > Redeterminations > Past Due Redeterminations.

		Attendance Documents KIDS LLC SR Enrollment Requests View/Edit SR Enrollments	✓ Profile: 2020 - 2021 ✓	🕒 Log Off 🔅 🚯
Common Tasks		Broadca: Preschool Development Registration Fee	Coalition Messages	
Manage Sites Manage All Sites	1	No mess Redeterminations	Past Due Redeterminations No notifications or al	erts to display.
Manage Users Manage All Users Manage VPK Applications and Contracts				

Redetermination records will only appear in the Provider Portal Past Due Redetermination queue when:

- Child eligibility status is Eligible
- Child enrollment status is Enrolled or Pending Family Acceptance
- The redetermination is at least one day past the redetermination due date

After clicking the **<u>Upcoming Redeterminations</u>** or **<u>Past Due Redeterminations</u>** link, the following appears.

Click Here For Filtering Tips						
Show 10 v entries Export Sear						
Child Name 🔛	Eligibility Assignment Start Date	Eligibility Assignment End Date	Payment Certificate			
Filter	Filter	Filter				
Etti	08/03/2020	03/11/2021	View			
Flo	12/05/2020	03/11/2021	View			
Ge	12/07/2020	03/08/2021	View			
Gia	09/03/2020	02/26/2021	View			
Jyc	02/26/2020	02/26/2021	View			
Na	11/09/2020	02/26/2021	View			
Showing 1 to 6 of 6 entries			Previous 1 Next			

Click the link for a child name in the Child Name column, and a pop-up message displays child eligibility and enrollment details for the child.

Click <u>View</u> in the Payment Certificate column, and a pop-up message displays the payment certificate for the enrollment. If the payment certificate does not exist, the <u>View</u> button will not be active, but hovering over the button displays a message: "The payment certificate is not viewable until signed by the parent."

NOTE: If the ELC changes the Household Eligibility Status from **Redetermination** to **Active** or **Inactive**, the child's eligibility will be removed from Redetermination status and the record(s) will be removed from the Provider Portal Redetermination queues.

ld Eligibility Details			
Child Information			
Name Et	Date of Birth	Age 1	
Parent Contact Information			
Name Address	Telephone (555) 555-5555		
City Mount Dora	State FL	Zip Code 32757	
Eligibility Information			
EV Number EV_0000437	Billing Group BG8	Co-Payment \$4.25	
Eligibility Status COALITION REVIEWING	Eligibility Start Date 08/03/2020	Eligibility End Date 03/11/2021	
Enrollment Status Enrolled	Redetermination Due Date 03/11/2021		

Close

Temporary Closures

Temporary closures must be created when the whole site or program or specific classroom is temporarily closed due to emergency circumstances. Provider and Coalition users can initiate temporary closures.

NOTE: Temporary closures must be created BEFORE attendance is submitted for the month in which the closure occurs.

To add a closure, navigate to **Attendance > Temporary Closures**

Home	Business -	Profile -	Contracts -	Enrollments -	Attendance 👻	Documents -
					Manage VPK A	ttendance >
Common	n Tasks				Manage SR Att Reimbursemen	ssades
Manage Manage					SR Reimburser Temporary Clos	to display.
	e Users All Users					
ise the Cli	ick here! link	on the SR or	⁻ VPK Attenda	nce Roster.		
	ick here! link Business →	on the SR or Profile -	VPK Attendar	nce Roster.	Attendance -	Documents -
Home					Attendance -	Documents -
Home	Business -	Profile 👻	Contracts -			Documents -
Home	Business -	Profile 👻	Contracts -	Enrollments -		Documents - School Readiness (SR)
Home	Business -	Profile -	Contracts - eate temporary e	Enrollments -		

Click the Add Temporary Closure button.

ow 10 🗸	entries.				(so	ear All Filters Searc	h:	Export to Excel
ctions	Closure ID	Date of Closure	Status	Coalition 1	Comments 1	Providers	Last Modified Date	Last Modified By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
/iew Remove	17730	11/09/2020 - 11/09/2020	Processed		We shut down due to state of		12/3/2020 10:33:28 AM	
/iew	10250	03/20/2020 - 05/15/2020	Processed		COVID-19		5/18/2020 4:18:26 PM	

The Report Temporary Closure pop-up window opens.

Report Temporary Closure				
Closed Provider Site(s) Select Providers*	•]		
Closure Details				
Closed From 🛛 *	Closed To*			
Closure Reasons (select all that apply) *				
Exposure to COVID-19 Scheduled deep-cleaning due to COVID-19 Lack of child attendance Lack of staff availability Declared state of emergency other than COVID-19 (such as a hurricane) Other Documentation Attach the documentation necessary to establish proof of site closure. Closure Documents Upload Document				
Comments (limit 1000 characters)				
			Save Cancel	Submit to Coalition

Creating a Temporary Closure for a Whole Site Closure

Complete the form. Hover over the information icons ¹ for additional information.

• **Closed Provider Site(s)** – Select the site(s) that were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with VPK or SR enrollments display in the dropdown list.

NOTE: If providers were closed for different dates, they should be unchecked and have separate closure events created.

• **Closure Details** – Enter the closure date range. The "Closed From" date is the first day of the closure and the "Closed To" date is the last day of the closure. A single day closure would have the same "Closed From" and "Closed To" date. No services are available on dates included in the closure date range.

NOTE: The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.

Report Temporary Closure										
Closed Provider Site(s) Select Providers*										
	Contract Second Vol. 1998.									
Closure Details		10								
Closed From 🚯 *	Closed To*									
08/03/2022	08/03/2022									
Providers	Containe Related TR (1939)	0.	INF August 2022							
Providers	Contrary Reducts The Others			INF 4	ugust 2	022				
No 🔁 Services Provider	VPK Classes (0 of 0) SR Care Levels (7 of 7)	Sun 31	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6		
	☑ INF - < 12 Months	7	8	9	CR 10	11	12	13		
	 TOD - 12 < 24 Months 2YR - 24 < 36 Months 		0	5	10		12	10		
	 PR3 - 36 < 48 Months PR4 - 48 < 60 Months 	14	15	16	17	18	19	20		
	 PR5 - 60 < 72 Months SCH - In School 	21	22	23	24	25	26	27		
		28	29	30	31					
						R) Days in P	-			
					Save	Cancel		it to Coalitie		

Clicking the No Services checkbox will select multiple providers with whole site closures and a pop-up will indicate that all classes and care levels are selected for all providers

Report Temporary Closure	All Classes and Care Levels Were Selected								
Reimbursement Requests For each provider, indicate whether all services were stopped, and then select of	By selecting "No Services" for all providers, all classes and care levels have been automatically selected for the closure.		sement reques	t per closure	e day. If VPK	classes w	ere involved	in the	^
closure, please review the corresponding VPK provider applications. Providers		ок		INF A	August 2	2022			
No O Services Provider	VPK Classes (0 of 0) SR Care Levels (7 of 7)	Sur	1 Mon 31 1	Tue 2	Wed 3 CR	Thu 4	Fri 5	Sat 6	
	INF - < 12 Months TOD - 12 < 24 Months ZYR - 24 < 36 Months		7 8	9	_	11	12	13	
	PR3 - 36 < 48 Months		14 15	16	17	18	19	20	

Unchecking the No Services checkbox will deselect all providers, but all classes and care levels for each provider are still selected. The user will need to deselect classes and care levels for each provider that should not be included in the closure.

	Class and Care Levels Selections Need Review											
Reimbursement Requests For each provider, indicate whether all services were stopped, and then select o closure, please review the corresponding VFK provider applications.	Although the "No Services" checkbox has been deselected for all providers, existing class and care level selections were not modified. Please deselect the classes and care levels that should not be included in the closure.			sement request per closure day. If VPK classes were involved in the								
Providers		ок			INF A	August	2022					
No 😉	VPK Classes (0 of 0) SR Care Levels (7 of 7)	Sun		Mon	Tue	Wed	Thu	Fri	Sat			
Services Provider				1	2	3 CR	4	5	6			
•	VINF - < 12 Months		7	8	9	10	11	12	13			
	 TOD - 12 < 24 Months 2YR - 24 < 36 Months 											
	PR3 - 36 < 48 Months		14	15	16	17	18	19	20			
	PR4 - 48 < 60 Months											
	PR5 - 60 < 72 Months		21	22	23	24	25	26	27			
	SCH - In School											

- **Closure Reasons** Select the applicable reason(s) for closure. If 'Other' is selected as the closure reason, then a comment is required.
- Documentation Click the Upload Document button to upload necessary documents (optional).
- **Comments** Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter "Closure added by provider user" in the comments.

Clicking the <u>Save</u> button on the Report Temporary Closure form saves the record in "Incomplete" status. Incomplete closure forms can be seen by the coalition for assistance. To edit a temporary closure record, click the <u>Edit</u> button on the incomplete record.

Closures								+ Add Temporary Closure
Show 10 🗸	entries.					Clear All Filters S	earch:	Export to Excel
Actions	Closure ID	Date of Closure	Status 🏢	Coalition	Comments	Providers	Last Modified Date	Last Modified By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Edit Remove	34974	08/29/2022 - 08/29/2022	Incomplete		Closure added by provider user	100 May 1000 May 1	8/25/2022 8:20:59 AM	
View Remove	27791	08/23/2021 - 08/27/2021	Processed	ter efferen	Closure added by provider user		9/7/2021 8:35:45 AM	And provide a

Edit the closure details and click <u>Submit to Coalition</u>. After clicking the <u>Submit to Coalition</u> button, the Sign and Certify message appears. Complete the authorized electronic signature fields, then click <u>Submit</u>.

Temporary Closure ~ Sign and Certify	
 By signing this form I certify that: I certify that the temporary closure was due to the circumstances as described a and the information provided is true and correct. I understand the coalition will determine reimbursement eligibility based on 6M-Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program. I understand child attendance records will not be collected for closure days. I understand the VPK Provider Application classroom calendars must be modifir restore instructional hours in excess of the allotted emergency closure days in o to receive reimbursement. 	-8.204 ed to
Authorized Electronic Signature	
Full Name*	
Certify by Electronic Signature *	
Submission Date 10/22/2020	
Submit	
Ca	ncel

The temporary closure is submitted to the coalition. The record appears in the Submitted closures queue in "Submitted" status.

Creating a Temporary Closure for all or some SR Care Levels.

	Closed To*									
From ❹ *	08/03/2022									
2022	08/03/2022									
sement Requests*										
provider, indicate whether all services were stopped, and then select one of	or more classes and care levels involved in the closure, along with the co	prresponding reimbursem	ent request	per closure	day. If VPK	classes we	re involved	in the		
please review the corresponding VPK provider applications.										
iders	Children Retaint 115 (1938)			PR5 A	August2	st 2022				
No 🤂	VPK Classes (0 of 0) SR Care Levels (5 of 7)	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
ces Provider		31	1	2	3	4	5			
	INF - < 12 Months				CR					
	TOD - 12 < 24 Months	7	8	9	10	11	12			
	2YR - 24 < 36 Months									
	PR3 - 36 < 48 Months	14	15	16	17	18	19			
	PR4 - 48 < 60 Months									
	PR5 - 60 < 72 Months	21	22	23	24	25	26			
	SCH - In School									
		28	29	30	31	1	2			
		Total Pro	cessed Clo	sure Reimh	ursable (CF	R) Days in P	rogram Yea	ar 0 🔒		
						losure Non-	-			
		CK	- 0103010 1	CITIDUISAD	ic. [eix] = C	103010 14011		Lie Lie		

Complete the form. Hover over the information icons **1** for additional information.

- Closed Provider Site(s) Select the site(s) that were completely, temporarily closed due to
 emergency circumstances. Each site that the user has access to is listed. Only providers with a
 certified contract display in the dropdown list.
 NOTE: If providers were closed for different dates, they should be unchecked and have separate
 closure events created.
- **Closure Details** Enter the closure date range. The "Closed From" date is the first day of the closure and the "Closed To" date is the last day of the closure. A single day closure would have the same "Closed From" and "Closed To" date. No services are available on dates included in the closure date range.

NOTE: The closure date range is limited to a single month. If the closure crosses into the next month, additional closure is needed to cover that time period.

• **Reimbursement Requests** – Select the care level(s) impacted by the closure. Check the checkbox for the care levels to include it in the closure.

Coldoges Reflaced	Dollar and Reflacols THE (TRIME)			PR5 August 2022								
VPK Classes (0 of 0)	SR Care Levels (5 of 7)		Sun	Mon	Tue	Wed	Thu	Fri	Sat			
			31	1	2	3 CR	4	5	6			
 INF - < 12 Months TOD - 12 < 24 Months 2YR - 24 < 36 Months 			7	8	9	10	11	12	13			
 □ PR3 - 36 < 48 Months ☑ PR4 - 48 < 60 Months 			14	15	16	17	18	19	20			
 PR5 - 60 < 72 Months SCH - In School 			21	22	23	24	25	26	27			
			28	29	30	31	1	2				
							R) Days in P Closure Non-	-				

NOTE: The days default to 'CR'.

- Clicking on CR changes the value to CN and vice versa.
- **Closure Reasons** Select the applicable reason(s) for closure. If 'Other' is selected as the closure reason, then a comment is required.
- Documentation Click the Upload Document button to upload necessary documents (optional).
- **Comments** Enter comments related to the closure.
- Clicking the <u>Submit</u> button submits the closure to the coalition. The record appears in the Closures grid with "Submitted" status. It is available in Coalition's 'Submitted' queue.
 NOTE: <u>Save</u> button saves the record in 'Incomplete' status.
- Complete the authorized electronic signature fields, then check the Certify by Electronic signature box, then click the <u>Submit</u> button.

Temporary Closure ~ Sign and Certify
 By signing this form I certify that: I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct. I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program. I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.
Authorized Electronic Signature
Full Name*
Certify by Electronic Signature
Submission Date
10/22/2020
Submit
Cancel

• Clicking the <u>Submit</u> button submits the closure to the coalition. The record appears in the grid with "Submitted" status. It is available in Coalition's 'Submitted' queue.

•	Xosures								+ Add Temporary Closure
:	how 10 🗸	entries.							
							Clear All Filters	Search:	Export to Excel
	Actions	Closure ID 🛛 🚛	Date of Closure	Status 🗦	Coalition	Comments	Providers	Last Modified Date	Last Modified By
		Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	View	34984	10/01/2022 - 10/02/2022	Submitted		Closure added by provider user		8/25/2022 4:55:43 PM	
1	View	34983	09/01/2022 - 09/30/2022	Submitted		Closure added by provider user		8/25/2022 4:55:21 PM	· · · · · · · · · · · · · · · · · · ·

Once the submitted record is processed by the coalition, the record changes to **Processed** status.

NOTE:

- When the status of the record is submitted, there is only a <u>View</u> button. The provider cannot edit or delete a temporary closure record that is in **Submitted** or **Coalition Reviewing** status.
- 2. Incomplete and Processed records can be deleted.
- **3.** If a coalition adds more providers to the closure that the provider user does not have access to, there will not be a **<u>Remove</u>** button.

Actions	Closure ID	ų,	Date of Closure	Status 👔	Coalition	Comments	Providers II	Last Modified Date	Last Modified By
	Filter		Filter	Filter	Filter	Filter	Filter	Filter	Filter
View	34984		10/01/2022 - 10/02/2022	Submitted		Closure added by provider user		8/25/2022 4:55:43 PM	
View	34983		09/01/2022 - 09/30/2022	Submitted		Closure added by provider user		8/25/2022 4:55:21 PM	
View	34982		08/22/2022 - 08/31/2022	Submitted		Closure added by provider user		8/25/2022 4:54:58 PM	
View Remov	ve 34475		08/01/2022 - 08/21/2022	Processed		Closure added by provider user		6/15/2022 12:02:34 PM	

4. Individual students, not affected by a temporary closure, may be edited in SR attendance. For example, a 2 Year Old class has 6 children showing a CR for the temporary closure, but 3 of them were present on the CR days. The provider can change the CR days to an X to mark the 3 children present.

Creating a Temporary Closure for all or some VPK Classes.

Edit Temporary Closure								
Closed Provider Site(s)								
	1000 100 - 100 -							
Closure Details		_						
Closed From 🚯 *	Closed To*							
11/09/2020	11/09/2020							
or each provider, indicate whether all services were stopped, and then select losure, please review the corresponding VPK provider applications.	t one or more classes and care levels involved in the closure, along with the correspor	nding reimbursem			day. If VPK		re involved	in the
No 🕄	VPK Classes (3 of 3) SR Care Levels (0 of 0)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Services Provider		1	2	3	4	5	6	
v	AF20 - Class A							
	BF20 - Class B CF20 - Class C	8	9 CR	10	11	12	13	1
		15	16	17	18	19	20	2
		22	23	24	25	26	27	2
		29	30	1	2		4	
			al Processed					
			4			1000110 11011		

Complete the form. Hover over the information icons ¹ for additional information.

- **Closed Provider Site(s)** Select the site where some or all VPK classes were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with enrollments display in the dropdown list.
- **Closure Details** Enter the closure date range. The "Closed From" date is the first day of the closure and the "Closed To" date is the last day of the closure. A single day closure would have the same "Closed From" and "Closed To" date. No services are available on dates included in the closure date range.

NOTE: The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.

- Classes and Reimbursement Requests Select the class(es) impacted by the closure using the checkbox.
 - The Missed Instructional Hours pop-up window opens.
 - Selecting 'Yes', marks the day as 'Closure Non-Reimbursable' (CN) in the calendar.
 - Selecting 'No', marks the days as 'Closure Reimbursable' (CR) in the calendar.

Report Temporary Closure	Missed Instructional Hours							
Closed Provider Site(s)	Do you plan to make up any of the missed instructional hours?							
Select Providers *	Yes No Canc	el						
Closure Details								
Closed From 🔮 *	Closed To*							
06/01/2021	06/03/2021							
Reimbursement Requests For each provider, indicate whether all services were stopped, and then select closure, please review the corresponding VPK provider applications. Providers	ene or more classes and care levels involved in the closure, along with the corresponding re EASTER SEALS- JACKSON DADE (17668)	eimburseme	ent request		day. If VPK		re involved	in the
No 🔁	VPK Classes (0 of 3) SR Care Levels (0 of 0)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Services Provider				1	2	3	4	5
•	AF20 - Class A BF20 - Class B CF20 - Class C	6	7	8	9	10	11	12
		13	14	15	16	17	18	19

EASTER SEALS- JACKSON DADE (17668)			AF20 June 2021							
(0 of 3) SP Care Levels (0 of 0)	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
SR Care Levels (0 0 0)			1	2	3	4	5			
В	6	7	8	9	10	11	12			
c										
	13	14	15	16	17	18	19			
	20	21	22	23	24	25	26			
	27	28	29	30						
	в	(0 or 3) SR Care Levels (0 or 0) 30 A 6 13 C 20 27 Tota Tota 10	(0 or 3) Sk Care Levels (0 or 0) 30 31 6 7 13 14 20 21 27 28 Total Processed Total Processed Total Processed	(0 or 3) SR Care Levels (0 or 0) 30 31 6 7 13 14 20 21 27 28 29 Total Processed Closure R	(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	30 31 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 1 Total Processed Closure Reimbursable (CR) Days	30 31 1 2 3 4 6 7 8 9 10 11 13 14 15 16 17 18 20 21 22 23 24 25			

- The days populate as CN Closure Non-Reimbursable or as CR Closure Reimbursable.
- Clicking on CN changes the value to CR and vice versa.

Report Temporary Closure								
Closed Provider Site(s) Select Providers*								
Closure Details								
Closed From 🚯 *	Closed To*							
06/01/2021	06/03/2021							
closure, please review the corresponding VPK provider a Providers	applications. U			AF20	June 2	021		
No 🚯	VPK Classes (1 of 3) SR Care Levels (0 of 0)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
No Services Provider		Sun 30	Mon 3	Tue 1 CN	Wed 2 CN	Thu 3 CN	Fri 4	Sat 5
Services Provider	✓ AF20 - Class A		Mon 3 7	1	2	3	Fri 4	
Services Provider	✓ AF20 - Class A □ BF20 - Class B	30	Mon 3 7	1	2	3 CN	4	5
Services Provider	✓ AF20 - Class A	30	Mon 3 7 14	1	2	3 CN	4	5
Services Provider	✓ AF20 - Class A □ BF20 - Class B	6	3 7 14 27	1 CN 8	2 CN 9	3 CN 10 17	4 11 18	5
Services Provider	✓ AF20 - Class A □ BF20 - Class B	30 6	3 7 14	1 CN 8	2 CN 9	3 CN 10	4	5
Services Provider	✓ AF20 - Class A □ BF20 - Class B	6	3 7 14 27	1 CN 8 15	2 CN 9 16	3 CN 10 17	4 11 18	5 12 19
Services Provider	✓ AF20 - Class A □ BF20 - Class B	30 6 13 20 27	3 7 14 21 28	1 CN 8 15 22 29	2 CN 9 16 23 30	3 CN 10 17	4 11 18 25 2	5 12 19 26 3
Services Provider	✓ AF20 - Class A □ BF20 - Class B	30 6 13 20 27 Tota	3 7 14 21 28 I Processed	1 CN 8 15 22 29 1 Closure Re	2 CN 9 16 23 30 eimbursable	3 CN 10 17 24 1	4 11 18 25 2 in Class: 2	5 12 19 26 3 3

- **Closure Reasons** Select the applicable reason(s) for closure. If "Other" is selected as the closure reason, then a comment is required.
- Documentation Click the <u>Upload Document</u> button to upload necessary documents (optional).
- **Comments** Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter "Closure added by provider user" in the comments.
- After clicking the <u>Submit to Coalition</u> button, the Sign and Certify message appears.
 NOTE: Clicking the <u>Save</u> button saves the record in "Incomplete" status. The coalition can view incomplete forms.

Report Temporary Closure								
	CF20 - Class C	13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30			
			I Processed = Closure R					
Closure Reasons (select all that apply) *								
Exposure to COVID-19 Scheduled deep-cleaning due to COVID-19 Lack of child attendance Lack of staff availability Declared state of emergency other than COVID-19 (such as a hurricane) Other	6							
Ocumentation Attach the documentation necessary to establish proof of site closure.								
Closure Documents Upload Document								
Comments (limit 1000 characters)								
								/
					Save	Cancel	Submit	to Coalitior

• Complete the authorized electronic signature information, then click the **<u>Submit</u>** button.

Temporary Closure ~ Sign and Certify	
 By signing this form I certify that: I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct. I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program. I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement. 	
Authorized Electronic Signature	
Full Name *	
□ Certify by Electronic Signature ●	
Submission Date	
10/22/2020	
Submit	
Cancel	

• Clicking the <u>Submit</u> button submits the closure to the coalition. The record appears in the grid with "Submitted" status. It is available in Coalition's 'Submitted' queue.

VPK Non-Reimbursable Temporary Closures

After the coalition approves a temporary closure that has <u>non-reimbursable</u> (CN) days, VPK providers must take additional steps to complete the process. When the temporary closure with non-reimbursable days is set to "Processed":

- 1. The provider's VPK provider application (VPK-APP) is changed to "Incomplete" status.
- 2. If the class(es) associated with the non-reimbursable closure shares a calendar with another class, the system separates the calendar so that each class that shared the calendar will have its own calendar. In other words, the original class calendar is cloned as many times as needed and each cloned calendar is assigned to a class so that all classes involved in the closure have its own calendar. (One of the classes will keep the original calendar.)
 - A new cloned calendar's name consists of the word "Revised:" followed by the original calendar's name and the associated class's name in parenthesis.
 - If the original calendar does not have a name, the cloned calendar's name will only consist of "Revised:" and the associated class's name in parenthesis.

Example:

Original Calendar:

Calendar Name: M - F 8:30 - 11:30 Program Type: School Year (540 hours)	Non-Instructional, Site C	losures and Exceptional		ust 2021 >
Calendar Start Date: 08/10/2021	Sun	Mon	Tue	Wed
Calendar End Date: 05/27/2022	1	2	3	4

Cloned Calendar assigned to class AF21:

Corendar Name: Revised: M - F 8:30 - 11:30 (AF21)	Non-Instructional, Site C	losures and Exceptional		ust 2021 >
Program Type: School Year (540 hours) Calendar Start Date: 08/10/2021	Sun	Mon	Tue	Wed
Calendar End Date: 05/27/2022	1	2	3	

3. The non-reimbursable temporary closures for each class are automatically written to the original and/or cloned calendar as "Non-Instructional: Temporary Closure Added" in the correct service period month.

NOTE: When non-instructional temporary closure days are added to a VPK calendar, the Total Calculated Hours are reduced, so the provider must adjust the calendar to restore the calculated hours to "540".

4. An email notification is sent to the provider advising that their VPK-APP is in non-certified status due to a temporary closure. The provider is instructed to log into the account to update and submit the VPK-APP to the coalition.

Update VPK Class Calendar

Providers must revise their VPK class calendar(s) in their VPK-APP to make up the hours for the noninstructional day(s) due to temporary closure (CN days). In the Provider Portal, navigate to the **Contracts** > **Manage Contracts.** Or, on the home page Common Tasks section, click the VPK Provider Application link.

st Messages	
st Messages	
ages to display.	
5 1 5	

On the Manage Contracts page, click the **Edit** button for the incomplete VPK-APP.

10 🗸	entrie	S							Clear All Filters	Search:	
Contract ID		Type of Contract	Contract Name	Coalition 1	Status	Last Updated	Action 1	View Contract	Effective Date 1	Termination Date	Progra Year
Filter		VPK-APP	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filte
29683		VPK-APP	VPK 10,11A,11B		Incomplete	8/29/2021	G Edit				2021 -
24341		VPK-APP	VPK 10,11A,11B		Certified	6/30/2021	C /Edit	Download	8/10/2020		2020 -
16030		VPK-APP	VPK 10,11A,11B		Certified	6/24/2020	GEdit	Download	8/12/2019		2019 -
7313		VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	GEdit	Download	8/13/2018		2018 -
7110		VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	€ /Edit	Download	5/29/2018		2017 -

Click the VPK Calendars tab to open the calendars page.

		2021 - 2022 ((Incomplete) 🗸
Attendance Policy 🌑	VPK Director ★	VPK Instructors	VPK Calendars 🏥 VPK Class(es) 🏦 Review 🚍 Certify and Submit 🌲
Nttendance	Policy Submiss	ion	
A VPK Provide	r must		
🗸 Adopt an atter	dance policy that alig	ns with VPK rules and s	statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
✓ Provide a copy	of its attendance pol	licy to the early learning	coalition before executing a contract by uploading to the portal (below)
✓ Provide a copy	of this policy to pare	nts of each VPK child a	admitted into the provider's VPK program (at the time of enrollment)
Not amend its	attendance policy for	its VPK program duration	ion of the VPK contract

Identify the calendar(s) with the non-instructional temporary closure days. Click the <u>Edit</u> button to make changes to a calendar. The system defaults to the first calendar month of the class. Click the forward arrow if needed to view the month with the closure.

Calendar Na			ours)	Non-Instructional, Site Clos	sures and Exceptional		ust 2021 🔉 🤞			month list
Calendar Sta			ioursy	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Calendar En	d Date: 05	27/2022		1	2	3	4	5	6	7
Instructiona	al Days:									
Day	Start Time	End Time	Total Hours							
Monday	08:15	11:15	3							
	AM	AM		8	9	10	11	12	13	14
Tuesday	08:15	11:15	3							

The Totaled Calculated Hours will be reduced for each non-instructional day based on the hours defined for the day.

	School-Yea	ar (540	hours)								~	
•	08/10/2021			Cal	endar End	Date:	05/27/2022					
Day	Start Time		End Time		Total Hours	Click a date to modif	y instructional hou			/ clicking and dragg	ing days.	month lis
Monday	08:15 AM	©	11:15 AM	©	3	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Tuesday	08:15 AM	©	11:15 AM	©	3	1	2	3	4	5	6	
Wednesday	08:15 AM	©	11:15 AM	©	3			10		10		
Thursday	08:15 AM	©	11:15 AM	©	3	8	9	10	11	12	13	1
Friday	08:15 AM	©	11:15 AM	©	3	15	10	47	10	10	20	
Saturday		©		©	0	15	10	17	10			-
Sunday		©		©	0	22	23	24	25	26	27	:
						reduced by the NonInstruction	he onal Day(s) due	31	1	2		
							ary closure.	J				
	Day Monday Tuesday Wednesday Thursday Friday Saturday	Day Start Time Monday 06:15 AM Tuesday 08:15 AM Wednesday 06:15 AM Thursday 06:15 AM Friday 06:15 AM Saturday 06:15 AM	Start Time Monday 08:15 AM Tuesday 08:15 AM Wednesday 08:15 AM Thursday 08:15 AM Thursday 08:15 AM Friday 08:15 AM	Start Time End Time Monday 08:15 AM 11:15 AM Tuesday 08:15 AM 11:15 AM Wednesday 08:15 AM 11:15 AM Thursday 08:15 AM 11:15 AM Thursday 08:15 AM 11:15 AM Thursday 08:15 AM 11:15 AM Friday 08:15 AM 11:15 AM	Start Time End Time Monday 08.15 AM 11.15 AM 0 Tuesday 08.15 AM 11.15 AM 0 Wednesday 08.15 AM 11.15 AM 0 Thursday 08.15 AM 11.15 AM 0 Thursday 08.15 AM 11.15 AM 0 Friday 08.15 AM 11.15 AM 0 Saturday 0 0 0 0	Day Start Time End Time Total Hours Monday 08:15 AM 11:15 AM 3 Tuesday 08:15 AM 11:15 AM 3 Wednesday 08:15 AM 11:15 AM 3 Thursday 08:15 AM 11:15 AM 3 Thursday 08:15 AM 11:15 AM 3 Friday 08:15 AM 11:15 AM 3 Saturday 08:15 AM 0 10	Day Start Time End Time Total Hours Click a date to modif Monday 08:15 AM 11:15 AM 3 1 Tuesday 08:15 AM 11:15 AM 3 1 Wednesday 08:15 AM 11:15 AM 3 1 Thursday 08:15 AM 11:15 AM 3 8 Thursday 08:15 AM 11:15 AM 3 8 Friday 08:15 AM 11:15 AM 3 15 Saturday Image: Colored and and and and and and and and and an	Day Start Time End Time Total Hours Click a date to modify instructional hours Monday 06:15 AM 11:15 AM 3 1 2 Tuesday 06:15 AM 11:15 AM 3 1 2 Wednesday 06:15 AM 11:15 AM 3 1 2 Thursday 06:15 AM 11:15 AM 3 1 2 Friday 08:15 AM 11:15 AM 3 1 2 Saturday 08:15 AM 11:15 AM 3 1 1 Saturday 08:15 AM 11:15 AM 3 1 1 Saturday 0 0 0 0 1 1	Day Start Time End Time Total Hours Monday 08:15 AM 11:15 AM 3 Tuesday 08:15 AM 11:15 AM 3 Wednesday 08:15 AM 11:15 AM 3 Friday 08:15 AM 11:15 AM 3 Friday 08:15 AM 11:15 AM 3 Saturday 08:15 AM 11:15 AM 3 Start Time 11:15 AM 3 Friday 08:15 AM 11:15 AM 3 Saturday 0 0 0 Sunday 0 0 0 Suday 0 0 0	Day Start Time End Time Total Hours Monday 08:15 AM 11:15 AM 3 I Tuesday 08:15 AM 11:15 AM 3 Wednesday 08:15 AM 11:15 AM 3 Friday 08:15 AM 11:15 AM 3 Friday 08:15 AM 11:15 AM 3 Saturday 08:15 AM 11:15 AM 3 Staturday 08:15 AM 11:15 AM 3 Saturday 08:15 AM 11:15 AM 3 Saturday 08:15 AM 11:15 AM 3 Triday 08:15 AM 11:15 AM 3 Total Calculated Hours are reduced by the reductional Day(s) due 31	Day Start Time End Time Total Hours Monday 08:15 AM 11:15 AM 3 1 Tuesday 08:15 AM 11:15 AM 3 Wednesday 08:15 AM 11:15 AM 3 Friday 08:15 AM 11:15 AM 3 Friday 08:15 AM 11:15 AM 3 Saturday 08:15 AM 11:15 AM 3 Start Time 11:15 AM 3 Total 11:15 AM 3 Saturday 08:15 AM 11:15 AM 3 Saturday 0 0 0 Sunday 0 0 0 Suday 0 0 0	Sun Monday Oli 11:15 AM Oli 01:11:15 AM Oli 11:15 AM Oli 11:15 AM Oli 11:15 AM Oli 11:15 AM Oli 01:11:15 AM Oli 01:11:12:12:11:11:15 AM Oli 01:11:15 AM <t< td=""></t<>

Make adjustments to the calendar to restore the hours to 540. This can be accomplished in a variety of ways such as:

- Canceling previously identified <u>future</u> non-instructional days
- Extending the class end date
- Extending the time on instructional days by creating Instructional Day Exceptions with different class hours

When the changes are done and the calculated hours are restored, click the **<u>Save</u>** button.

NOTE: These steps must be completed for each impacted calendar.

When all impacted calendars are updated, click on the **Certify and Submit** tab. Complete the signature information, then click the **Submit VPK Provider Application** button.

Attendance Policy 🌑 VPK Director 🚖 VPK Instructors	VPK Calendars ∰ VPK Class(es) ፹ Review ☴ Certify and Submit ♣	
Certify and Submit		
 Each VPK instructor listed has submitted an attesta that the individual has undergone a Level 2 backgro a VPK instructor; and is not ineligible to teach in a p Each credentialed VPK instructor listed has the creden	the COALITION within 14 days of the change. selpt of COALITION approval may result in noncompliance with VPK requirements. on of good moral character, has provided documentation to be maintained in the files of the ind screening within the pervious five (5) years in accordance with section 435.04, F.S., whic iblic school because the instructor's educator certificate has been suspended or revoked.	h demonstrates that the individual is not ineligible to act as
	Provider Signature	
	Signer's Name *	
	Day Time Phone Number*	
	555555555	
	Electronic Signature *	
	Application Completion Date *	
	08/29/2021	
	Submit VPK Provider Application	

After clicking **Submit VPK Provider Application**, the VPK-APP status changes to "Submitted" and the application is available for the coalition to review.

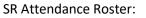
NOTE: Since reimbursable temporary closure (CR) days do not reduce the total class hours, they will <u>not</u> be added to the VPK calendar.

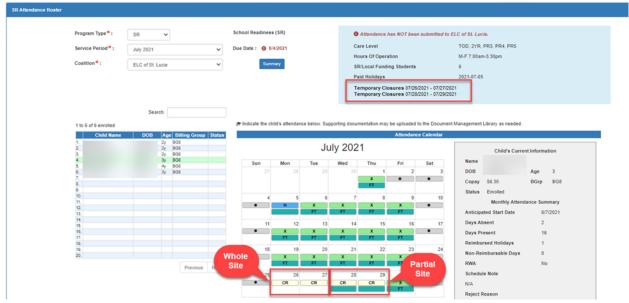
Attendance Rosters

After the temporary closure is processed by the coalition, the temporary closure days will show on SR and/or VPK attendance rosters as CR or CN.

NOTE: For VPK, if there were any CN days, the coalition must review the provider's updates to the VPK calendar and set the VPK-APP status to Certified before attendance can be done.

In the blue header, the temporary closure details display the closure dates.





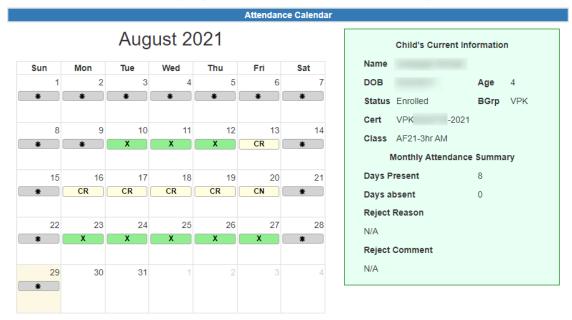
A "O" symbol indicates that the child's care level is impacted by a temporary closure during the service period.

_				-		
	Child Name	DOB	Care	Age	BG	Status
1.			PR4	5y	BG8	
2.			PR5 🧭	5y	BG8	
3.			PR4	4y	BG8	
4.			PR4	4y	BG8	
5.			2YR	2у	BG8	
6.			PR4	4y	BG8	
7.			2YR	2y	BG8	
8.			2YR	2y	BG8	
9.			TOD 🖉	1y	BG8	
10.			INF	1y	BG8	
11.			TOD 🧭	2y	BG8	
12.						
13.				In	dicates	the child
14.						
15.						
16						

VPK Attendance Roster:

PreKindergarten (VPK)	Class atter	ndance has NOT been sub	mitted to Coalition	at this time.
Due Date : 9/3/2021	Class	AF21-3hr AM	Max Class S	i ze 20
	Start Date	8/10/2021	End Date	5/27/2022
Summary	Curriculum	Mother Goose Time	Edition	2017
	Temporary Close	ure (ID: 25242) 08/13/2021	- 08/20/2021	

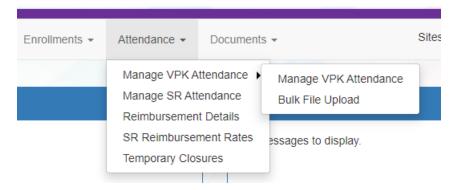
Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.



After each child's attendance for the month is reviewed, it can be submitted to the coalition.

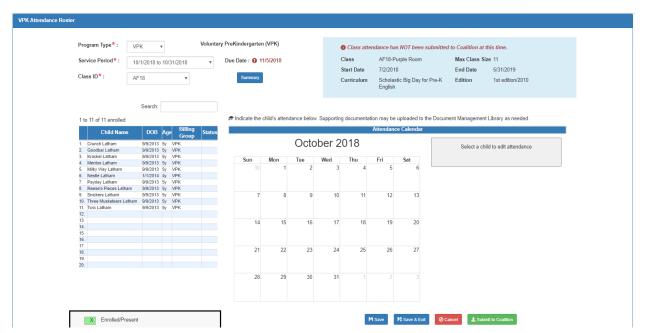
Attendance - VPK

Providers manage VPK attendance online by navigating to the Attendance menu item and selecting **Manage VPK Attendance**. Providers may submit their attendance through the web page or using a bulk file upload, similar to the bulk enrollment file upload. It is important to note that changes to enrollment, such as entering a termination date, or changes to the class schedule, such as reporting a site closure, cannot be performed in attendance. Enrollment information must be corrected in the Enrollments area. Class schedule information must be corrected in the **Contracts > VPK Provider Application** area. Any changes to source data should be done prior to submitting attendance. Coalitions may assist as needed.



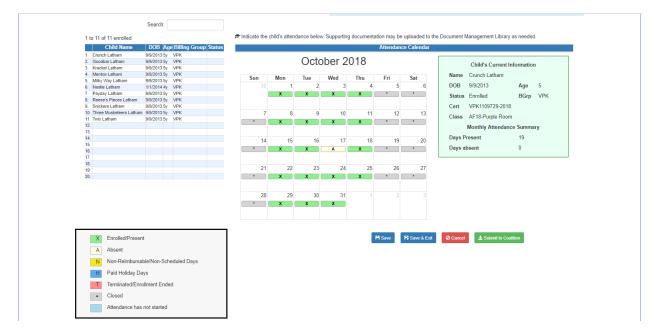
Submitting Attendance Online

Select the **Manage VPK Attendance** menu item. The VPK Attendance Roster displays, defaulting to the current service period and first class. The blue summary box to the right contains class details such as the class full name, start and end dates, and max class size. If necessary, use the dropdowns to select a different service period and/or class.



NOTE: A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition for payment. A due date is displayed for each service period. Providers with multiple classes must submit an attendance roster for each class for payment.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.



To record attendance, click on a child's name to view their attendance for the month.

- Days the site is closed are marked with an asterisk "*."
- Days the child is scheduled to attend are marked with an "X" for present.
- A legend is provided in the bottom right for more code descriptions.

To change a present day to absent, click on the "X." The "X" for present will now appear as an "A" for absent. Absences entered by mistake can be changed back to present by clicking on the "A."

NOTE: With Release 6.0, the Person ID is now included in the "Child's Current Information":

	Child's Current In	formation	
Name			
Person	ID 5624488		
DOB	7/21/2017	Age	5
Status	Enrollment Ended (Terminated)	BGrp	VPK
Cert	VPK2086329-2021		
Class	AF21-MSHS Pink Ro	oom	

While not required, it is recommended to click <u>Save</u> (below the calendar) before moving on to another child. When all child absences are marked for the month, click <u>Save</u> and then click the <u>Submit to Coalition</u> button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click <u>Continue</u>.

	• • • • • • • • • • • • • • • • • • •	attendance has NOT been subh	nitted to Coalition at this time.	
Service Period*: 10/1/2018 to 10/31/2018 •	Due Date : 11/5/2018 Class Start Da	AF18-Purple Room e 7/2/2018	Max Class Size 11 End Date 5/31/2019	
Class ID*: AF18 •	Summary			
Search:				
1 to 11 of 11 enrolled	Indicate the child's attendance below. Supporting docum	entation may be uploaded to the D	locument Management Library as needed.	
Child Name DOB Age Billing Group Status		Attendance Calendar		
Counch Latham 99(2013 5/ VPK Counch Latham 99(2013 5/ VPK Monose Latham 99(2013 5/ VPK Menose Latham 11/L014 4/ VPK Restle Latham 11/L014 4/ VPK	Submit Attendance	6	Child's Current Information Name Three Musketeers Latham DOB 9/9/2013 Age 5 Status Enrolled BGrp V	
8. Reset Proces Latham 99(2015 5/ VPK 9. Sockets Latham 99(2015 5/ VPK 10. Three Musiketers Latham 99(2015 5/ VPK 11. Two Latham 99(2015 5/ VPK 12. 13.	The due date for this service period has passed Late attendance records may be processed in the r period. Clicking Continue will move to Sign & Certify.	ext reporting 13	Cert VFK1109732-2018 Class AF18-Purple Room Monthly Attendance Summary Absences	
15. 16. 17. 18. 19. 20.	Cancel	Continue 27	10/11/2018 10/15/2018 Days Present 17 Days absent 2	
Enrolled/Present A Absent	28 29 30 31 • X X X	M Save M Save & Exit	Cancel ±Submit to Coulifon	
Non-Reimbursable/Non-Scheduled Days				
H Paid Holiday Days				

The *Sign and Certify* page displays the class summary with the total number of days absent and days present. At this point, providers may want to print this page using the browser print function. When ready, review the certification statements and complete the Authorized Electronic Signature portion by entering the user's **Full Name**, checking the box for **Certify by electronic signature**, and clicking **Submit**. To abandon the submission, click **Cancel**.

	Funder Type VF Provider ID 194 Class ID-Name	9	e Room		Site	Growi	iod 10. ng Up Si Date 7	trong	to 10/31	/2018				s	ue Date ite Addr lass End	oss 20	5 MARF		DR TALI		Coalitic SEE, FL					AND						
Crunch Latham 9/9/201		on Tue /1 10/2 X		Thu F 10/4 11 X		t Sun 6 10/7			Wed 10/10 X	Thu 10/11 X	Fri 10/12	Sat 10/13	Sun 10/14	Mon 10/15 X	Tue 10/16 X	Wed 10/17 A	Thu 10/18 X	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22 X	Tue 10/23 X	Wed 10/24 X	Thu 10/25 X	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29 X X	Tue 10/30 X	Wed 10/31 X X	Days Absent 1	Day Prese
Krackel Latham 9/9/201	35y VPK	X	x	x			x	X	x	x				x	x	x	x				x	x	x	x				x	x	x	0	
	35y VPK	X	X	X			X	X	X	X				X	X	X	X				X	X	X	X				X	X	X	0	
filky Way Latham 9/9/20 lestle Latham 1/1/20	44y VPK	. x	X	x			X	X	X	×				X	X	X	X				X	X	X	×				X	X	X	0	
		X	Х	х			х	х	Х	х				Х	Х	Х	x				X	x	x	x				X	x	x	0	
atham		x	х	x			х	х	х	х				Α	х	х	х				х	х	х	х				х	х	х	1	
nickers Latham 9/9/201	35y VPK	X	Х	х			Х	Х	Х	Х				Х	Х	Х	Х				Х	Х	Х	Х				Х	Х	Х	0	
atham	35y VPK	x	х	x			х	х	х	Α				Α	x	х	х				X	х	X A	X				х	х	х	2	
		X: Enrolle By signin		rm Icer • II c	lify that have expression	amined	this VP	< month	ly attend	lance fo	r payme				, to the b d may be			-			formation	n provid	ed is true	e and								
								AL	Ithorize	ed Ele	ctronic	c Sign	nature																			
								F	ull Name	e: *																						
										Certify	by elec	tronic	signat	ure [•]																		

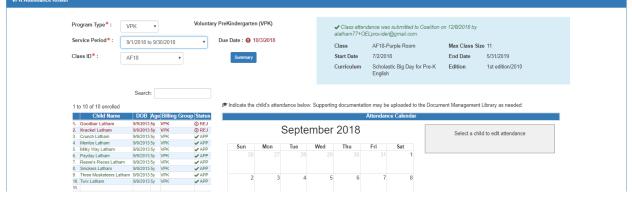
Submitted Attendance

Upon submission, the screen returns to the VPK Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

Attendance Roster													
Service Period*:	PK ▼ 0/1/2018 to 1 F18]	v Due Date :	11/5/2018				✓ Class atte alatham77+i Class Start Date Curriculum	OELprovic AF18 7/2/2	ler@gmail. I-Purple Ro 018 Iastic Big D	com.	ion on 12/8/2018 by Max Class Si End Date K Edition	ze 11 5/31/2019 1st edition/2010
1 to 11 of 11 enrolled Child Name	Search:	e Billing Group S		the child's	attenda	ince belo	w. Supportin	g documenta		be uploade		cument Managemen	t Library as needed.
1. Crunch Latham 2. Goodbar Latham 3. Krackel Latham 4. Mentos Latham	9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y	VPK @ VPK @ VPK @	SUB SUB SUB				ober 2					Select a ch	ild to edit attendance
5. Milky Way Latham 6. Nestle Latham 7. Payday Latham 8. Reese's Pieces Latham 9. Snickers Latham	9/9/2013 5y 1/1/2014 4y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y	VPK C VPK C VPK C	SUB SUB SUB SUB	30 30	n 1	Tue 2	Wed 3	Thu 4	Fri	5	6		
10. Three Musketeers Latham 11. Twix Latham 12.		VPK ©	SUB SUB	7	8	9	10	11	1	2	13		

Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.



To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click <u>Save</u>. Then, click the <u>Submit to Coalition</u> button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click Submit.

Attendance ~ Sign and Cert	ify												
	Funder Type VPK Provider ID 19449 Class ID-Name AF18-F	Site Growin	iod 9/1/2018 to 9/30/2018 ng Up Strong Date 7/2/2018		Due Date 10/3/2018 Site Address 205 M Class End Date 5/3	ARRIOTT DR T		ELC of TALLAF		PS ISLAND			
Child Name DOB A 1. Gootbar 9/9/20135y 2. Krackel 9/9/20135y 2. Latham	VPK · · · · · · · · · · · · · · · · · · ·	X X X X X X X X ed/Present A: Absent T: ing this form I certify that: - - I have examine provided is true - -		X · · · X · · · * Closed	X X X X Sement and, to the be purposes and may be	A X st of my knowled		x x x x	e Wed 9/26 X X X	9/27 9/28 X ·	Sat Sun 9/29 9/30	Days Absent 3 0	Days Present 12 15
				electronic signatur	re*								
			Submission Date	12/9/2018									
							Ø Cancel						

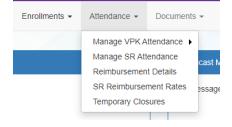
Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

Program Type*; VPK Voluntary PreKindergarten (VPK) Service Period *; Ø1/12018 to Ø3/31/2018 Due Dat :: 9/6/2018 Due Dat :: 9/6/2018 Class BID*: AF18 Due Dat :: 9/6/2018 Summar Class BID*: AF18 Due Dat :: 9/6/2018 Summar Search: Sammar Class AF18-Purple Room Max Class Size 11 Start Date 7/2/2018 End Date 5/31/2019 Curriculum Scholasid: Big Day for Pre-K Edition 1st edition/2010 English * * * * * Search: * * * * * * * Sododar Laham 98/2013/5 VPK APP * </th <th></th>															
Service Period*: @rtr2018 to @rt312018 Due Date: 966/2018 Class ID*: AF18 Due Date: 966/2018 Service Period*: @rtr2018 to @rtr32018 Due Date: 966/2018 Service Period*: AF18 Class AF18-Purple Room Max Class Size 11 Service Period*: Summary Class AF18-Purple Room Max Class Size 11 Service Period*: Summary Class AF18-Purple Room Max Class Size 11 Service Period*: Summary Class AF18-Purple Room Max Class Size 11 Service Period*: Service Period*: Find Class Interface Software End Date 501/2019 Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 End Date 501/2019 Search:															
Service Period •: Ør1/2018 to Ør31/2018 Due Date : 9/6/2018 Class ID •: AF18 Due Date : 9/6/2018 Class AF18-Purple Room Max Class Size 11 Start Date 7/2/2018 End Date 5/31/2019 Curriculum Scholastic Big Day for Pre-K End Date 5/31/2019 Search: End Class End Date 5/31/2019 Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 Search: End Class attendance below: Supporting documentation may be uploaded to the Document Management Library as needed. Max Way Lahbam Search: Attendance Calendar Search: Search: Search: Search: Search: Search: Search: Search: Search: Se	Program Type* :	VPK •		Volunta	ry PreKindergarte	n (VPK)						Coalition o	on 12/8/2018 by		
Class ID*: AF18-Purple Room Max Class Size 11 Summary Class AF18-Purple Room Max Class Size 11 Summary Class MF18-Purple Room Max Class Size 11 Sum Size 12019 Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Simmary I Io 10 of 10 encoled Max Class Size 11 Sum Size 12019 Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Simmary Size 2018 Sum Mon Tue Wed Thu Fri Sat Select a child to edit attendance Select a child to edit attendance Select a child to edit attendance	Service Period				Duo Dato - 9/6	2018			alatham77+0	ELprovider@	gmail.com.				
Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English Curriculum Scholastic Big Day for Pre-K Edition 1st edition/2010 English	Service renod .	8/1/2018 to 8/	31/2018	•	Due Date : 5/0	2010			Class	AF18-Pur	rple Room		Max Class S	Size 11	
English English English To 10 of 10 errolled If lot 10 of 10 errolled If lot 10 errolled Sum Mon Tue Wed Thu Fri Stacket Latham 99/20135/ VPK < APP Sonkers Latham 99/20135/ VPK < APP	Class ID* :	AF18	*		Summary				Start Date	7/2/2018			End Date	5/31/2019	
Search: 1 to 10 of 10 enrolled T chuck Latham 9920135, VPK → APP 6 May Vay Latham 9920135, VPK → APP 7. Resets Photos Latham 9920135, VPK → APP 9. Three Muskelers Latham 9920135, VPK → APP 9. Three Muskelers Latham 9920135, VPK → APP 10. Three Muskelers Latham 9920135, VPK → APP 10. Three Latham									Curriculum	Scholasti	ic Big Day fo	r Pre-K	Edition	1st edition/2010	
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Child Name DOB Age Billing Group Status Attendance Calendar 1. Cound. Lathan 99/20135, VPK APP 2. Goodbar Lathan 99/20135, VPK APP 3. Kookal Lathan 99/20135, VPK APP 4. Mentos Lathan 99/20135, VPK APP 5. May Way Lathan 99/20135, VPK APP 6. Mentos Lathan 99/20135, VPK APP 7. Resets Places Lathan 99/20135, VPK APP 8. Sockers Lathan 99/20135, VPK APP 9. Three Muskeleers Lathan 99/20135, VPK APP 9. Three		Search:													
Sunch Latham 99/01135, VPK // APP 6. Goodbar Latham 99/01135, VPK // APP 6. Monto Latham 99/01135, VPK // APP 6. Monto Latham 99/01135, VPK // APP 6. Monto Latham 99/01135, VPK // APP 7. May Vay Latham 99/01135, VPK // APP 7. Resets Photos Latham 99/01135, VPK // APP 8. Solckers Latham 99/01135, VPK // APP 9. Three Maxkeders Latham 99/01157, VPK // APP 10. Twick Latham 99/01157, VPK // APP	4 += 40 =6 40 ==== #= 4	Search:			🕿 Indicate the	child's atte	ndance belo	v Sunnorti	na documenta	tion may be u	inloaded to t	the Docum	ent Managemer	nt Library as needed	
2. Goodbar Latham 9820135, VPK VAPP 4. Monte Latham 9820135, VPK VAPP 5. Miky Wey Latham 9820135, VPK VAPP 6. Payley Latham 9820135, VPK VAPP 7. Reset Places Latham 982015, VPK VAPP 9. Three Muskelees Latham 982015, VPK VAPP 9. Three Muskelees Latham 982015, VPK VAPP 10. Twick Latham 9820						child's atte	ndance belov	v. Supporti	ng documenta			the Docum	ent Managemer	nt Library as needed.	_
3. Kacket Latham 98/20159, VPK VPK VAPP 4. Mento Latham 98/20159, VPK VPK VAPP 5. May Wy Latham 98/20159, VPK VPK VAPP 6. Payds Latham 98/20159, VPK VPK VAPP 7. Resets Places Latham 98/20159, VPK VPK VAPP 9. Three Musketers Latham 98/20159, VPK VPK VAPP 9. Three Musketers Latham 98/20159, VPK VPK VAPP 10. Twick Latham 98/20159, VPK VPK VAPP 10. Twick Latham 98/20159, VPK VPK VAPP	Child Name	DOB Ag				child's atte	ndance belov	v. Supporti	ng documenta			the Docum	ent Managemer	nt Library as needed.	
4. Mento Latham 9920135 yr VPK ✓ APP 5. Midy Vigo Latham 9920135 yr VPK ✓ APP 6. Payday Latham 9920135 yr VPK ✓ APP 7. Reset Phone Latham 9920135 yr VPK ✓ APP 8. Socikaria Latham 9920135 yr VPK ✓ APP 9. Thee Ukwistelers Latham 9920135 yr VPK ✓ APP 9. Thee Ukwistelers Latham 9920135 yr VPK ✓ APP 10. Twick Latham 9920135 yr VPK ✓ APP	Child Name 1. Crunch Latham	DOB Ag 9/9/2013 5y	VPK	✓ APP		child's atte						the Docum	ent Managemer	nt Library as needed.	
5 May Way Laham 99/20135, VPK App Sun Mon Tue Wed Thu Fri Sat 6 Payday Laham 99/20135, VPK APP 29 30 31 1 2 3 4 7. Resets Photos Laham 99/20135, VPK APP 29 30 31 1 2 3 4 9. Three Maxkeders Laham 99/20135, VPK APP 5 6 7 8 9 10 11	Child Name 1. Crunch Latham 2. Goodbar Latham	DOB Ag 9/9/2013 5y 9/9/2013 5y	VPK VPK	✓ APP ✓ APP		child's atte						the Docum			
6. Payday Latham 98020135y VPK ✓ APP 29 30 31 1 2 3 4 7. Resets Places Latham 98020135y VPK ✓ APP 5 6 7 8 9 10 11	Child Name 1. Crunch Latham 2. Goodbar Latham 3. Krackel Latham	DOB Ag 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y	VPK VPK VPK	✓ APP ✓ APP ✓ APP		child's atte						the Docum			
7. Resets Proces Latham 89/20135, VPK → APP 8. Solickers Latham 99/20135, VPK → APP 9. Three Muskeleers Latham 99/20135, VPK → APP 10. Third Latham 99/20135, VPK → APP 5. 6. 7. 8. 9. 10. 11	Child Name Crunch Latham Goodbar Latham Krackel Latham Mentos Latham	DOB Ag 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y	VPK VPK VPK VPK	✓ APP ✓ APP ✓ APP ✓ APP			Aug	ust 2	018	Attendance	e Calendar	the Docum			
8. Snickers Latham 9820135y VPK ✓ APP 9. Three Musketers Latham 992015y VPK ✓ APP 10. Twic Latham 992015y VPK ✓ APP 5 6 7 8 9 10 11	Child Name 1. Crunch Latham 2. Goodbar Latham 3. Krackel Latham 4. Mentos Latham 5. Milky Way Latham	DOB Ag 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y	VPK VPK VPK VPK VPK	✓ APP ✓ APP ✓ APP ✓ APP ✓ APP	Sun	Mon	Aug	ust 2	018	Attendance	e Calendar	the Docum			
9. Three Muskeleers Latham 99/2013 5/ VPK APP 5 6 7 8 9 10 11	Child Name Crunch Latham Goodbar Latham Goodbar Latham Mentos Latham Miky Way Latham Goodbar Latham Coodbar Latham	DOB Ag 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y	VPK VPK VPK VPK VPK VPK	✓ APP ✓ APP ✓ APP ✓ APP ✓ APP ✓ APP	Sun	Mon	Aug	ust 2	018	Attendance	e Calendar	the Docum			
10. Twix Latham 9/9/2013 5y VPK VAPP 5 6 7 8 9 10 11	Child Name Crunch Latham Goodbar Latham Goodbar Latham Miry Way Latham Mily Way Latham Payday Latham Rese's Pieces Latham	DOB Ag 9/9/2013 5y	VPK VPK VPK VPK VPK VPK	 APP APP APP APP APP APP APP APP APP 	Sun	Mon	Aug	ust 2	018	Attendance	e Calendar	the Docum			
	Child Name Crunch Latham Goodbar Latham Goodbar Latham Karakel Latham Karakel Latham Milky Way Latham Rese's Pieces Latham Rese's Pieces Latham Rese's Latham	DOB Ag 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y	VPK VPK VPK VPK VPK VPK VPK VPK	 APP 	Sun	Mon	Aug	ust 2	018	Attendance	e Calendar	the Docum			
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When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under **Attendance > Reimbursement Details**.



Providers can run a Payment Period or Service Period Reimbursement Report.

E Final Reimbursen	nent Report	
	Report Name	Action
	Payment Period Report	Run Report
	Service Period Report	Run Report

Uploading Bulk Attendance File

Providers may submit their attendance via a bulk file upload (similar to the enrollment bulk file upload process). To begin, go to the Attendance menu item, choose Manage VPK Attendance, and then select **Bulk File Upload**.

Enrollments -	Attendance -	Documents	Ş ▼	Site
	Manage VPK A Manage SR Att Reimbursemen SR Reimburset Temporary Clos	tendance It Details ment Rates	Manage VPK Attendance Bulk File Upload essages to display.	

The Bulk VPK Attendance page displays.

Bulk VPI	K Attendance										
			hild details, and click t for more information	he Upload butto	n. All files will I	be removed after 15 calendar	days. Note: The MSID column is for	public school use only.	Jpload		C Refresh
Actions	Uploaded On	łi	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results
No records	found										

Click the **CSV file template** link. A window appears. From this window, select the service month and year to generate a file for all of the enrollments (for all classes) at the site that month. Alternatively, multi-site providers may check the *"Include all providers for provider principal"* box to generate a file for all of the enrollments (for all classes) at all sites associated to the account for that month. Then, click the **Download** button.

Ë	arly Le	arning		Bulk VPK	Attendance File Uploa	d Template	×	ovi	ler		
LE/	ARN EARLY. LEA	RN FOR LIFE.	Enrollments +	Include All		pal	•	g Daycare 🔹	Hello alatham77+0	033@gmail.c	omi C+Log Off 🧲
• Bulk VP	< Attendance			Enter a Serv	ice year♥						
		child details, and click de for more informatior				Download	Cancel	ise only. 📂	Upload		${\cal G}$ Refresh
Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Reco	rds Count	Processed Time	Status	Final Results

Open the downloaded file. The enrollment information for each class is pre-populated. Each instructional day during the student's enrollment defaults to present (X).

	А	В		С			D	E	F			G			н			1		1	1	K	L	M	N	0	Р	Q	R	S
1 F	roviderID	MSID	Provi	derNar	ne	COEN	lumber	FLEID	ChildLas	tName	e Chi	ildFirstN	lame	Child	DateOf	Birth	Attend	anceMo	onth A	Attenda	nceYear	Day_1	Day_2	2 Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_
2	8433		Daisy	Mae D	aycare	VPK7	48-2018	3	Latham		Ari	el		2/	/2/2014	0:00			8		2018	*	*	*	*	*	*	*	*	*
3	8433		Daisy	Mae D	aycare	VPK7	51-2018	3	Latham		Bar	mbi		1/	/1/2014	0:00			8		2018	*	*	*	*	*	*	*	*	*
4	8433		Daisy	Mae D	aycare	VPK7	52-2018	3	Latham		Blu	e Fairy		8/	/8/2013	0:00			8		2018	*	*	*	*	*	*	*	*	*
5	8433				aycare				Latham		Pin	occhio		12/1	12/2013	0:00			8		2018	*	*	*	*	*	*	*	*	*
6	8433				aycare				Latham		Ala	din			/1/2014				8		2018							•		
7	8433				aycare				Latham		Chi	ip			/2/2013				8		2018		*	*	*	*	*	*	*	*
R	8433				aycare				Latham			derella			7/2013				8		2018		*	*	*	*	*	*	*	*
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11	8433				aycare				Latham			rcules			1/2014				8		2018		*	*	*	*	*	*	*	*
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	* *)	<	x	x	x	x	*	* Х	x		x x	<	x	*	*	x	x	х	x	х	1	130 AF	18		37		274		40
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	* *)	<	x	x	x	х	*	* X	x		х х	(x	*	*	x	х	х	x	х	1	131 BF:	18		37		275		44
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	* *)	<	x	x	x	x	*	* X	x		x x	<	x	*	*	x	x	x	x	x	1	131 BF:	18		37		278		44
1.1	• •)	<	х	x	х	x	•	• X	х		х х	<	х	•	•	X	x	x	X	x	1	131 BF1	18		37		284		45

- a. Legend: present (X), site closed (*), student not started (_), student terminated (T).
- Day_1 = first of attendance month, Day_2 = second day of attendance month, Day_3 = third day of attendance month, etc. In this example, Day_1 = August 1, Day_2 = August 2, and Day_3 = August 3.
- c. Regardless of the month/year, columns for Day_1 to Day_31 are included in the file and are necessary for the upload; none should be removed.
- d. It is critical that only the content of "Day_#" columns are changed (i.e. changing an X to an A). Attempting to add students or edit/remove system generated columns will cause errors. The file is a reflection of the enrollment information for the class when downloaded. If issues are identified, please contact the local early learning coalition for assistance.

Scroll over to the days and record absences by changing a present day (X) to absent (A). Tip: (In Excel) Open the **View** menu, select column H, and click **Freeze Panes**. This will keep the student's name and demographic information in view while scrolling through days.

	F	н	1	J	К	L	м	N	0	Р	Q	R	S	Т	U	V	w	x	Y	Z	AA	AB	AC
1	ChildFirstName	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	Day_1	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20
2	Crunch	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	x	х	х	х	*	*	х
3	Goodbar	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	х	х	х	х	х	*	*	х
4	Krackel	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	x	х	х	х	*	*	x
5	Mentos	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	х	x	х	х	х	*	*	х
6	Milky Way	8	2018	_	_	_	•	•	_	_	_	_	_	•	•	х	х	х	х	х	•	•	х
7	Payday	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	х	х	х	х	х	*	*	х
8	Reese's Pieces	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	х	х	х	х	*	*	х
9	Snickers	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	x	х	х	х	*	*	х
10	Three Musketeers	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	x	х	х	x	*	*	x
11	Twix	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	x	х	х	х	*	*	х

(In Excel) When complete, un-hide and/or un-freeze any columns. Click File > Save As. Re-name file and save locally. Be sure the file type is .csv.

File name:	August 2018 - AF18 - GrowingUpStrong	j.csv		~
Save as type:	CSV (Comma delimited) (*.csv)			~
Authors:	Andrea Latham	Tags: Add a tag	Title: Add a title	
∧ Hide Folders			Tools 🔻 Save	Cancel

On the Provider Portal, click the <u>Upload</u> button. A file manager window opens. Locate the saved file and click **Open**.

Developed COV RIS (والمرابعة والمعملة لواليام لوليت معما ومسمع	ويتعدينا ليحجاجا الحباديات	All files will be serviced offer 15 color days down. Notes: The N	ACID askuma is fas sublis askastu	en entre Constitue D	and the Destal Lines Co	
information	template, add child details, and ci	ck the Opload button.	All files will be removed after 15 calendar days. Note: The N	ISID column is for public school u	se only. See the F	fovider Portai Oser Gu	lide for more
🗁 Upload	📀 Open						>
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	📌 Quick access		🕼 August 2018 - AF18 - GrowingUpStrong.csv	11/29/2018 9:10 PM	Microsoft Excel C	3 KB	
	i OneDrive		Daisy Mae attendance 9-2018.csv	11/28/2018 1:06 PM	Microsoft Excel O	2 2 KB	
	This PC		🚯 remaining rate changes.csv	10/17/2018 8:27 PM	Microsoft Excel C	247 KB	
			GELAdminDataFix 8-22-2018.csv	8/22/2018 10:38 AM	Microsoft Excel C	11 KB	
	E Desktop	~	modulation intervention of Mar 2010 and	7/27/2010 5-00 044	M	1 1/0	

The uploaded file displays in the Bulk VPK Attendance log.

nformatic T Up						Note: The MSID column is t	or passic concertace entry			C Refre
Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results

Click the **<u>Refresh</u>** button to get final results.

	Miendance									
		d child details, and ide for more inforn	I click the Upload button. All files will be rem nation	oved after	15 calendar days. Note	The MSID column is for put	blic school use only.	Upload		C Refresh
Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results
Download	12/09/2018	VPK Roster	November 2018 - GrowingUpStrong.csv	2 KB	11	11	0		Completed	No Errors

The successfully submitted attendance is now reflected on the class attendance roster. Each record shows "SUB" for submitted.

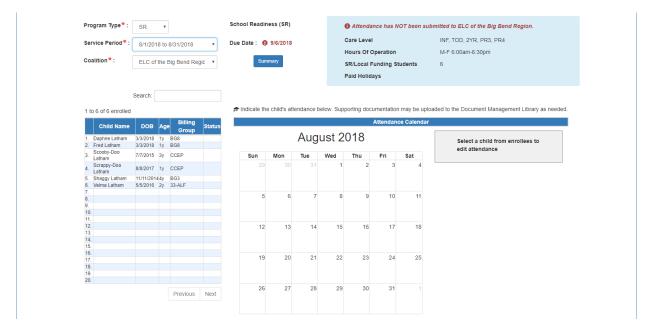
Attendance - SR

Providers manage SR attendance online by navigating to the Attendance menu item and selecting **Manage SR Attendance**. Providers may submit their attendance through the web page. It is important to note that changes to enrollment, such as entering a termination date, cannot be performed in the attendance module but rather the Manage SR Enrollment area. Also, when issues appear on the attendance roster (such as incorrect enrollment information, missing children, duplicate children, missing paid holidays, duplicate absences on the same day, etc.), the issues should be communicated to the coalition before submitting the attendance roster. Coalitions may assist in addressing the issues so that the attendance records have accurate information.

Enrollments -	Attendance -	Documents	•
	Manage VPK Attendance 🕨		
	Manage SR Attendance		cast Messages essages to display.
	Reimbursement Details SR Reimbursement Rates Temporary Closures		
	iomportary oros		

Submitting Attendance Online

Select the **Manage SR Attendance** menu item. The SR Attendance Roster displays, defaulting to the current service period. The blue summary box to the right contains provider details and paid holiday information for the service period.



NOTE: A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition. A due date is displayed for each service period. Providers that contract with multiple coalitions must submit an attendance roster to each coalition.

Children that are "Enrolled" are included on the SR attendance roster.

New enrollments in "Pending Family Acceptance" will not be visible on attendance rosters and will only appear once the family signs the payment certificate; however, there are exceptions.

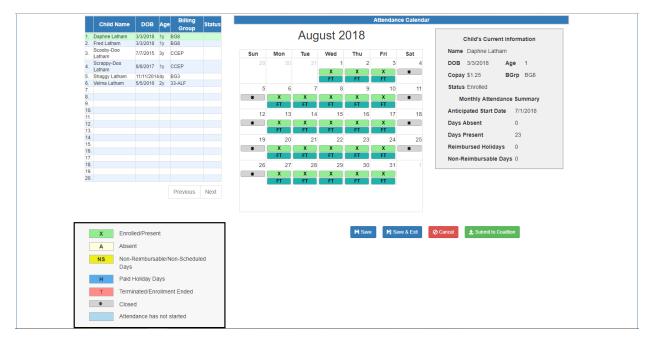
- New enrollments for at-risk children (BG1) or at-risk children in relative care (BG3R) billing groups in Pending Family Acceptance will populate on attendance rosters
- Existing enrollments in Pending Family Acceptance that have already been submitted for attendance in previous months will continue to populate on attendance rosters

If a provider has new enrollments in "Pending Family Acceptance", when the provider clicks the **Manage SR Attendance** menu item, a pop-up window will display with a count of those new enrollments and a link to the Manage SR Enrollment queue.

		_
Pro	Pending Payment Certificate(s)	
	There ar 3 hild enrollments that are still in Pending Family Acceptance. These children may not be included on the attendance roster. Please remind parents/guardians to log in to the Family Portal to electronically sign and accept their payment certificate in order to begin tracking attendance for those enrollments. Failure to sign the payment certificate will delay reimbursement payments for the enrollments.	tes: Altha Church of God D
ol Readiness (SR)	To identify children in Pending Family Acceptance , view the enrollment roster and filter the Status column.	C of Northwest Florida on 3/3
Summary	ок	

See the Pending Family Acceptance Status section in this user guide for more information.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.



To record attendance, click on a child's name to view their attendance for the month.

- Days the site is closed are marked with an asterisk "*"
- Days the child is not scheduled to attend are marked with "NS". If the entire month for a child is marked "NS", contact the local early learning coalition to correct the care days.
- Days the child is scheduled to attend are marked with an "X" for present along with his/her scheduled unit of care
- Paid holidays where a child is also scheduled to attend are marked with an "H"
- A legend is provided in the bottom right for more code descriptions

NOTE: The "Child's Current Information" displayed on the right is current as of today. When working prior months, the information displayed may not align. For example, if a child's enrollment was terminated in February 2019, the current enrollment status is *Enrollment Ended*. Each month (prior to February) will also display *Enrollment Ended* in the "Child's Current Information" area because it is the current enrollment status. This does not impact the ability to record attendance for those prior months. Enhancements are planned to address the display.

With Release 6.0, the Person ID is now included in the "Child's Current Information":

	Child's Curi	rent Informa	ation
Name			
Person	ID 3884	229	
DOB	9/19/2016	Age	6
Сорау	\$0.02	BGrp	BG8
Status	Enrolled		
Has Sp	ecial Needs	No)

To change a present day to absent, click on the "X." A pop-up message appears to collect more information.

a. Select an absent reason from the dropdown.

- b. Include a message to the coalition regarding the absence in the Note area. (optional for most reasons)
- c. Attach a file for supporting documentation by clicking **<u>Choose File</u>**. (optional)
- d. Click **<u>Save</u>** when done and the pop-up message will close.
- e. The "X" for present will now appear as an "A" for absent.

- f. Consecutive absences can be entered by using a date range. A document can be attached to the absence range and the document will be associated to every day entered in the date span.
- g. Absences entered by mistake can be changed back to present by clicking on the "A." The below pop-up message appears. To undo the absence, click the <u>Remove Absence</u> button. That day will show an "X", the absence reason is removed, and the attachment is removed.

Reason *	Military Deployment ~	
Note		
	Max length allowed is 500 characters: 500 remaining.	
Attach your o	locument	
BouSt	ib2.docx	Remove
FaySu	102.00CX	Remove

🗢 Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.





Note:

X - Enrolled/Present – Allows Date Span Absence

A - Absent – Allows Date Span Absence

CR - Reimbursable Temporary Closure Day - Partial – Allows Date Span Absence

CN -Non-Reimbursable Temporary Closure Day – Partial – Allows Date Span Absence

N - Non-Reimbursable Day – Does Not Allow Date Span Absence

NS- Non-Scheduled Day – Does Not Allow Date Span Absence

H - Paid Holiday – Does Not Allow Date Span Absence

T - Terminated/Enrollment Ended – Do Not Allow Date Span Absence

* Closed – Does Not Allow Date Span Absence

CR - Reimbursable Temporary Closure Day - Whole Site – **Does Not Allow Date Span Absence**

CN - Non-Reimbursable Temporary Closure Day - Whole Site – Does Not Allow Date Span Absence

Attendance has not started – Does Not Allow Date Span Absence

While not required, it is recommended to click <u>Save</u> (below the calendar) before moving on to another child. When all child absences are marked for the month, click <u>Save</u> and then click the <u>Submit to Coalition</u> button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click <u>Continue</u>.

Service Period*: 8/1/2018 to 8/31/2018 •	Due Date : 9/6/2018 Care Level Hours Of Operation	INF, TOD, 2YR, PR3, PR4 M-F 6:00am-6:30pm
Coalition*: ELC of the Big Bend Regik •	Summary SR/Local Funding Students Paid Holidays	6
Search:	imindicate the child's attendance below. Supporting documentation may be needed.	uploaded to the Document Management Library as
Child Name DOB Age Billing Group Status 1. Daphne Laham 3/3/2018 1y B68 2 2. Fred Laham 3/3/2018 1y B68 2 3. Scool-Ooo 7/7/2015 3y CCEP 2 4. Scool-Ooo 7/7/2015 3y CCEP 2 5. Snagey Laham 11/1/2014/4y B63 5 5 9 5 5/5/2016 2y 33-ALF 7 7. 6 6 6 6 6 9 6 6 6 6 6 10 1 6 6 6 6 6 11 12 6 6 6 6 6 6	Attendance Calend Submit Attendance The due date for this service period has passed. Late attendance records may be processed in the next reporting period. Clicking Continue will move to Sign & Certify.	Child's Current Information Name Velma Latham DOB 5/5/2016 Age 2 Copay \$1.25 BGrp 33-ALF Status Enrolled Monthly Attendance Summary Anticipated Start Date 7/1/2018
13. 14. 15. 16. 17. 18. 19. 20. Previous Next	Cancel Continue 19 20 21 22 23 24 25 FT FT FT FT FT FT 26 27 28 29 30 31 X X X X X X FT	Absences 8/21/2018 Days Absent 1 Days Present 22 Reimbursed Holidays 0 Non-Reimbursable Days 0

The Sign and Certify page summarizes the information for each child and an electronic signature is required.

	F	unde	er Type S	R				Ser	vice	e Perio	bd 8	8/1/20	18 to	0 8/31/	2018			D)ue Date	9/6/2	2018			c	palitio	n ELC	C of th	ie Big	Bend	Regio	n					
	P	rovie	der ID 95	04				Site	F	iorida (Child	dCare	Cen	nter A				s	ite Add	ress	6753 8	BRAD	FORD	VILLE	RD T/	ALLAH.	ASSE	E, FL	32309	9 c	ounty	Leor	1			
			Billing	Wed	Thu	Eri	Sat	Sun	Mo	on Tue	e W	ed Th	U F	Fri S	at S	un M	on T	ue W	/ed Thu	I Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Eri		
Child Name	DOB	Ag	e Group																15 8/10																	хн
Daphne Latham	3/3/2018	1у	BG8	x	x	x	*	•	x	x	×	< x	:			*	x D		x x	x	*	•	A	x	x	x	x	•	•	x	x	x	x	x	1	22 0
Fred Latham	3/3/2018	1y	BG8	х	х	х	•	•	Х	X	Х	(X	1	X		* 3	K J	()	хх	Х	•	•	Х	Х	Х	Х	х	•	*	Х	Х	Х	Х	Х	0	23 0
Latham	7/7/2015	Зу	CCEP	X	X	x	*	*	Х	x	×	< X	2	X		*	x)		x x	x	*	*	x	x	x	x	x	*	*	x	x	x	x	x	0	23 0
Scrappy-Doo Latham	8/8/2017	1у	CCEP	x	x	x	*	*	x	x	×	< x		x		*)	x D	ĸ ,	A X	x	*		x	x	x	x	x	*	*	x	x	x	x	x	1	22 0
Shaggy Latham	11/11/201	44y	BG3	х	x	x	•		x	x	×	(x	:	x		•	x 3	c)	x x	x	+	•	x	х	x	х	x	•	•	x	x	х	x	x	0	23 0
Velma Latham	5/5/2016	2у	33-ALF	x	x	x	*		x	x	×	(x		x		*	x)	()	x x	x			x	А	x	х	x			x	x	х	x	x	1	22 0
			x :	Enro	lled/P	rese	nt .	A: At	bser	nt	N: N		eimt ays	bursab	le	NS		-Sche	duled	H		l Holid ays	ay	T	Termi	nated/i Endeo		ment	*	Close	d					
				Enro			n I ce	ertify t I have corre	that: e ex	nt : :amine	ed thi	Di is SR I	ays mon	ithly at	enda	ance fo	D r payn	iays nent re	duled eimburse	menta	Da and, to	ays	est of	my kn	owledg	Endeo	d belief	, the i	nforma			d is tru	ie and			
							n I ce	ertify t I have corre	that: e ex	nt : :amine	ed thi	Di is SR I	ays mon	ithly at	enda t be n	ance fo maintai	r payn ned fo	nent re r moni	eimburse	ment a urpose	Da and, to	ays	est of	my kn	owledg	Endeo	d belief	, the i	nforma			d is tru	ie and			
							n I ce	ertify t I have corre	that: e ex	nt : :amine	ed thi	Di is SR I	ays mon	thly at ts mus Auth	enda t be n	ance fo maintai	r payn ned fo	nent re r moni	eimburse	ment a urpose	Da and, to	ays	est of	my kn	owledg	Endeo	d belief	, the i	nforma			d is tru	ie and			
							n I ce	ertify t I have corre	that: e ex	nt : :amine	ed thi	Di is SR I	ays mon	thly at ts mus Auth	t be n orizo Name	ance fo maintai ed El	r payn ned fo	nent re r moni	eimburse	ment a urpose	Da and, to s and	ays	est of	my kn	owledg	Endeo	d belief	, the i	nforma			d is tru	e and			
							n I ce	ertify t I have corre	that: e ex	nt : :amine	ed thi	Di is SR I	ays mon	thly at ts mus Auth Full	enda t be n oriz Name	ance fo maintai ed El	r payn ned fo lectro	eays nent re r moni onic S	elmburse itoring pu Signatu	ment a urpose	Da and, to s and	ays	est of	my kn	owledg	Endeo	d belief	, the i	nforma			d is tru	e and			
							n I ce	ertify t I have corre	that: e ex	nt : :amine	ed thi	Di is SR I	ays mon	thly at ts mus Auth Full	enda t be n oriz Name	ance fo maintai e: * Certif	r payn ned fo lectro	nent re r moni onic S	eimburse itoring pu Signatu pnic sigr	ment a urpose	Da and, to s and	ays	est of	my kn	owledg	Endeo	d belief	, the i	nforma			d is tru	ie and			
							n I ce	ertify t I have corre	that: e ex	nt : :amine	ed thi	Di is SR I	ays mon	thly at ts mus Auth Full	enda t be n oriz Name	ance fo maintai e: * Certif	r payn ned fo lectro	nent re r moni onic S	eimburse itoring pu Signatu pnic sign	ment a urpose	Da and, to s and	ays	est of	my kn	owledg	Endeo	d belief	, the i	nforma			d is tru	e and			

Submitted Attendance

Upon submission, the screen returns to the SR Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

Roster				
Program Type*:	SR •	School Readiness (SR)	 Roster was submitted to ELC of alatham77+testcenters@gmail.com 	the Big Bend Region on 3/9/2019 by
Service Period*	: 8/1/2018 to 8/31/2018	▼ Due Date : 9/6/2018	Care Level	INF, TOD, 2YR, PR3, PR4
Coalition*:	ELC of the Big Bend Regi	C T Summary	Hours Of Operation	M-F 6:00am-6:30pm
			SR/Local Funding Students	6
			Paid Holidays	
1 to 6 of 6 enrolle	Search:	☞ Indicate the child's attendance	below. Supporting documentation may be uplo	aded to the Document Management Library as needed.
	Dilling		Attendance Calendar	
Child Name	DOB Age Billing	Status	Attendance Calendar	
1. Daphne Latham 2. Fred Latham	3/3/2018 1y BG8		just 2018	Select a child from enrollees to edit attendance
1. Daphne Latham	BOB Age Group 3/3/2018 1y BG8 3/3/2018 1y BG8	o suB Auα		Select a child from enrollees to edit attendance
1. Daphne Latham 2. Fred Latham 2. Scooby-Doo	DOB Age Group 3/3/2018 1y BG8 3/3/2018 1y BG8 7/7/2015 3y CCEP 8/8/2017 1y CCEP	o sub o sub	JUST 2018 Wed Thu Fri Sat	

Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.

		School Readiness (SR)		
Program Type*:	SR •	School Readiness (SR)	This roster has rejected attend Attendance was last submitted or	ance from ELC of the Big Bend Region. 1 3/9/2019.
Service Period*:	8/1/2018 to 8/31/2018 •	Due Date : 🚯 9/6/2018	Care Level	INF, TOD, 2YR, PR3, PR4
Coalition*:	ELC of the Big Bend Regic 🔹	Summary	Hours Of Operation	M-F 6:00am-6:30pm
			SR/Local Funding Students	6
			Paid Holidays	
			Faid Holidays	
Se	earch:		Faid Holidays	
Se 1 to 6 of 6 enrolled	earch:	🕫 Indicate the child's attendance bel	, i	aded to the Document Management Library as needed.
1 to 6 of 6 enrolled	Dillian	₱ Indicate the child's attendance below	, i	ided to the Document Management Library as needed.
1 to 6 of 6 enrolled Child Name	DOB Age Billing Group Status		ow. Supporting documentation may be uploa Attendance Calendar	aded to the Document Management Library as needed.
1 to 6 of 6 enrolled Child Name 1. Fred Latham 3	DOB Age Billing Group Status 3/3/2018 1y BG8 © REJ		ow. Supporting documentation may be uploa	aded to the Document Management Library as needed.
1 to 6 of 6 enrolled Child Name 1. Fred Latham 3 2. Daphne Latham 3	DOB Age Billing Group Status	Augu	ow. Supporting documentation may be uploa Attendance Calendar	
1 to 6 of 6 enrolled Child Name 1. Fred Latham 3 3. Scoby-Doo Latham 7 Screeny Doo	DOB Age Billing Group Status 3/3/2018 1y BG8 © REJ 3/3/2018 1y BG8 ✓ APP	Augu	ow. Supporting documentation may be uploa Attendance Calendar st 2018	Select a child from enrollees to
1 to 6 of 6 enrolled Child Name 1. Fred Latham 3 2. Daphne Latham 3 3. Scooby-Doc 7 Latham 8 5. Shagy Latham 8	DOB Age Billing Group Status 3/3/2018 1y BG8 Q REJ 3/3/2018 1y BG8 ✓ APP 7/7/2015 3y CCEP ✓ APP	Augu Sun Mon Tue	ow. Supporting documentation may be uploe Attendance Calendar St 2018 Wed Thu Fri Sat	Select a child from enrollees to

To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click <u>Save</u>. Then, click the <u>Submit to Coalition</u> button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click <u>Submit</u>.

Attendance ~ Sign and Certify										
Funder	Type SR	Service Period 8/1/2018 to 8/3	1/2018	Due Date 9/6	2018	Coalition	ELC of the Big	Bend Region		
Provide	er ID 9504	Site Florida ChildCare Center A		Site Address	6753 BRADFOR	RDVILLE RD TALL	AHASSEE, FL	32309 Col	unty Leon	
Child DOB Age Billing Name Group	9 Wed Thu Fri Sat Sun 9 8/1 8/2 8/3 8/4 8/5	Mon Tue Wed Thu Fri Sat 8/6 8/7 8/8 8/9 8/10 8/11	Sun Mon Tue V 8/12 8/13 8/14 8	Ved Thu Fri S 1/15 8/16 8/17 8	at Sun Mon 18 8/19 8/20	Tue Wed Thu 8/21 8/22 8/23	Fri Sat 8/24 8/25		Tue Wed Thu 1/28 8/29 8/30	
1. Fred Latham 3/3/2018 1y BG8	x x x * *	X X A A X *	* X X	x x x	* * X	x x x	X *	* X	x x x	X 2 21 0 0
									7	
	X: Enrolled/Present	A: Absent N: Non-Reimbursa Days	ble NS: Non-S Da		I: Paid Holiday Days		ed/Enrollment ided	* Closed		
	By signing this form I of	certify that:								
		I have examined this SR monthly a correct.	attendance for payme	ent reimbursement	and, to the best o	of my knowledge a	ind belief, the i	nformation pro	ovided is true and	t
		I understand sign in/out sheets mu	st be maintained for	monitoring purpose	es and may be up	bloaded to the Doo	cument Library.			
		Au	thorized Electror	nic Signature						
		Fu	ll Name:*							
			Certify by el	ectronic signature	•					
		Su	bmission Date	3/9/2019						
				🛓 Submi						

Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

dance Roster				
Program Type* : Service Period* :	SR • 8/1/2018 to 8/31/2018 •	School Readiness (SR) Due Date : 🚯 9/6/2018	This roster has rejected attence Attendance was last submitted of Care Level	lance from ELC of the Big Bend Region. n 3/9/2019. INF TOD. 2YR. PR3. PR4
Coalition*:	ELC of the Big Bend Regic 🔹	Summary	Hours Of Operation	M-F 6:00am-6:30pm
			SR/Local Funding Students Paid Holidays	6
	Search:	 Indicate the child's attendance help 	w. Supporting documentation may be unlo	aded to the Document Management Library as needed.
1 to 6 of 6 enrolled	Billing	> malcate the child's attendance belo	Attendance Calendar	aded to the Document Management Library as needed.
2. Daphne Latham	DOB Age Billing Group Status 3/3/2018 1y BG8 © REJ 3/3/2018 1y BG8 ✓ APP 7/7/2015 3y CCEP ✓ APP	_	St 2018 Ved Thu Fri Sat	Select a child from enrollees to edit attendance
4. Scrappy-Doo Latham 5. Shaggy Latham	8/8/2017 1y CCEP APP 11/11/20144y BG3 APP 5/5/2016 2y 33-ALF APP		1 2 3 4	

When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under **Attendance > Reimbursement Details**.

Enrollments -	Attendance -	Documents -	
	Manage VPK A	ttendance >	
	Manage SR Att	endance cast I	Mes
	Reimbursemen		MCc
	SR Reimburser	ment Rates	les i
	Temporary Clos	sures	

Providers can run a Payment Period or Service Period Reimbursement Report.

Report Name Action Payment Period Report Run Report Service Period Report Run Report	al Reimbursement Report	
	Report Name	Action
Service Period Report Run Report	Payment Period Report	Run Report
	Service Period Report	Run Report

NOTE: These reports have been enhanced to include children who are dismissed to get the registration fee. A dismissed child will show as \$0.00 in the reports.

Request for Registration Fee Payment

Registration Fee Payments can only be requested by a provider. To request a Registration Fee, navigate to **Enrollments > Manage SR Enrollments > Registration Fees > Eligible for Payment**

Contracts -	Enrollments - Attenda	nce - Documents -	Sites:
	Manage VPK Enrollments Manage SR Enrollments	SR Enrollment Requests View/Edit SR Enrollments Preschool Development Registration Fee Redeterminations	rment

Eligibility Rules for Registration Fee payments:

- Children are/were enrolled during the 2020-2021 program year.
- Children have not been paid more than 2 times in 5 years (or three with a hardship). Payments from 2019-2020 are excluded.
- Children with the BG1-ESS billing group and eligibility code are not eligible.
- Children "dismissed" by the provider for payment for the program year are not eligible.
- Children enrolled 3 months or less with expulsion reasons (Safety of Other Children or Behavior Problems) are not eligible.

The Registration Fee Payments screen lists children who are eligible for Registration Fee payments. To request a payment, check the checkboxes and click **Request Payment** button.

Regist	ration Fee Payn	nents											
				Prog	ram Year: 20	20 - 2021			Payment Perio	od: March 2021			
:	The Provider has The child is in the The child has not	an online SR-20 contra e SR Program. t had more than two reg	on fee payments based on the f acl/amendment with a registration istration fee payments in the last s tration fee payment per eligible ch	fee greater than \$0.00 for the cu 5 years (or three with a hardship									
Show	10 v entries	S.								Clear All Filter	s Search:		
•	Child ID	lt	Child Name	11	Child Date of Birth		Household II) It	Parent Name	ţ	Assessed Fee		1t
	Filter		Filter		Filter		Filter		Filter		Filter		
											\$75.00		
											\$75.00		
	_										\$75.00		
0	_										\$75.00		
0	_										\$75.00		
0	_										\$75.00		
											\$75.00		
	-										\$75.00		
0	-										\$75.00		
	Total selected fe	ees: \$0.00									010.00		
Showin	g 1 to 10 of 40 ent										Previous 1 2	3 4 N	levt
SHOWIN	y 1 to 10 01 40 em	inga.										4_N	evi
										L L	Request Payment	Dismiss Childr	ren

On the Request Payment pop-up, check the <u>I certify</u> checkbox and click <u>OK</u>. The record will be available for the coalition to Approve, Reject, or mark Ineligible.

		registration fee payments based or	Do you wan	elected 1 children for a total of to request payment for the			riod: January 2021
•	program year. The child is in the SR Program	-20 contract/amendment with a regist an two registration fee payments in th	correspo	nding families for this progra		Cancel	Clear All Filters Search:
-	Child ID	Child Name	17	Child Date of Birth	Household ID	Parent Name	Assessed Fee
	Filter	mar		Filter	Filter	Filter	Filter
v	3877306		_	_	1254833	_	\$75.00
0	2732500				216519		\$75.00
0	1267337				351679		\$75.00
0	2573444				847730		\$75.00
	Total selected fees: \$75.00						
	a 1 to 4 of 4 entries. (filtered fro	m 33 total entries) 1 row selected					Previous 1 Nex

Dismiss Children

If the provider has collected the registration fee from the family, the child is not eligible for a registration fee payment. To dismiss children from the list of registration fee payments, check the checkbox and click <u>Dismiss</u> <u>Children</u> button. Hovering over the <u>Dismiss Children</u> button will display the following message: "Remove all selected children from this list and indicate that payment is not expected from the coalition."

Registration Fee Payments				
	Program Year: 2020 - 20	21	Payment Perio	od: January 2021
 The children below are eligible for registration fee payments based on the foll The Provider has an online SR-20 contract/amendment with a registration fee program year. The child is in the SR Program. The child has not had more than two registration fee payments in the last 5 years. 	e greater than \$0.00 for the current			
Show 10 🗸 entries.				Clear All Filters Search:
Child ID	1 Child Date of Birth	IT Household ID IT	Parent Name	Assessed Fee
Filter mar	Filter	Filter	Filter	Filter
				\$75.00
				\$75.00
0				\$75.00
				\$75.00
Total selected fees: \$75.00				
Showing 1 to 4 of 4 entries. (filtered from 33 total entries) 1 row selected				Previous 1 Next
				Request Payment Dismiss Children

The Dismiss Children pop-up window opens. Click the \underline{OK} button to confirm dismissing the child(ren) from the list of registration fee payments. The Provider won't be able to resubmit these children for registration fee payment.

Regis	stration Fee Pay	ments		Dismiss	Children							
	 The Provider had program year. The child is in the c	te SR Program. ot had more than	sgistration fee payments based on t 20 contract/amendment with a registrat two registration fee payments in the li	Do you war current pro he fo	elected 1 children. It dismiss these children fri gram year?	om receiving a	payment from the o	OK Can		nt Period: January	2021 Search:	
E	Child ID	li	Child Name	11	Child Date of Birth	li –	Household ID	lt	Parent Name		Assessed Fee	II
	Filter		mar		Filter		Filter		Filter		Filter)
V							-				\$75.00	
0											\$75.00	
0											\$75.00	
0											\$75.00	
	Total selected f	ees: \$75.00										
Showi	ing 1 to 4 of 4 entr	ies. (filtered from	33 total entries) 1 row selected							R	Previous equest Payment Dis	1 Next

SR Reimbursement Rate Plan

Providers can view their reimbursement rate plans in the Provider Portal. Navigate to **Attendance > SR Reimbursement Rates.**

Enrollments -	Attendance -	Documents -				
	Manage VPK A	ttendance 🕨				
	Manage SR Attendance					
	Reimbursement Details					
	SR Reimburser	ment Rates				
	Temporary Clos	Ű				

The Coalition dropdown shows all the coalitions the provider has a contract with. The Rate Plan Period dropdown displays all the rate plans available based on the selected coalition. Clicking the **Reimbursement Rates** button will navigate to the SR Reimbursement Rates screen.

SR Reimbursement Rates		
Coalition:	ELC of Palm Beach	~
Rate Plan Period:	07/01/2022 - 12/31/2022	~
	Reimbursement Rates	

After clicking **Reimbursement Rates**, the SR Reimbursement Rates show for the selected coalition and rate plan period. The rates show the rates and differentials used to calculate reimbursement for the provider as shown in Exhibit 5 of the contract. The provider can view the rates for different units of care by selecting an option from the Unit of Care dropdown menu. Clicking the **View Provider Rates** button will navigate to the Provider's Private Pay Rates.

nit of C	are Full-Tim	e Daily Rates	✓ Rates in	effect on 7/1/2022				1				
imburs egotiate	ement rate esta d rate will be b	ablished for infa ased on the lev	ant care by the coalition vel of care needed for		-4.500, F.A.C. Th		Provider Rates	View Different	ial Rates		Sample VPK \	Vrap Calculatio
		A	в	с	D	E	F	G	н	I.	J	к
Care Code	Description	Provider's Private Pay Rates	Coalition Maximum Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal	Gold Seal Differential (Column B × percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C + D)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	QPI Differential Rate (Column C × tier percentage)	Local QI Level Differential Rate (Column C × tier percentage)	Total Payment Rate (Column E + G + H)	Contracted Slots Differential Rate (per child flagged for contracted slots)	Child Assessment Differential Rate (Column C × tier percentage)
NF	<12 Months	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
TOD	12 <24 Months	\$0.00	\$40.24	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
2YR	24 <36 Months	\$45.00	\$37.45	\$37.45	\$7.49	\$44.94	-	\$3.75	\$0.00	\$48.69	\$4.00	\$1.8
PR3	36 <48 Months	\$40.00	\$30.00	\$30.00	\$6.00	\$36.00		\$3.00	\$0.00	\$39.00	\$4.00	\$1.5
PR4	48 <60 Months	\$40.00	\$28.55	\$28.55	\$5.71	\$34.26		\$2.86	\$0.00	\$37.12	\$4.00	\$1.4
PR5	60 <72 Months	\$40.00	\$27.00	\$27.00	\$5.40	\$32.40		\$2.70	\$0.00	\$35.10	\$4.00	\$1.3
SCH	In School	\$39.00	\$19.86	\$19.86	\$3.97	\$23.83	-	\$1.99	\$0.00	\$25.82		

The rates are read-only. The rates in the Provider's Pay Rates screen are the rates that display in Column A of the SR Reimbursement Rates screen. Clicking the **<u>Back</u>** button will navigate to the SR Reimbursement Rates screen.

Care Code	Description	FT	PT	PTL
INF	<12 Months	\$ 0.00	\$ 0.00	\$
TOD	12 <24 Months	\$ 0.00	\$ 0.00	\$
2YR	24 <36 Months	\$ 45.00	\$ 37.49	\$
PR3	36 <48 Months	\$ 40.00	\$ 33.00	\$
PR4	48 <60 Months	\$ 40.00	\$ 33.00	\$ 0.00
PR5	60 <72 Months	\$ 40.00	\$ 33.00	\$ 0.00
SCH	In School	\$ 39.00	\$ 15.00	\$ 12.50

From the SR Reimbursement Rates screen, clicking the <u>View Differential Rates</u> button will navigate to the Provider's Differential Rates screen. Clicking the <u>Back</u> button will navigate to the SR Reimbursement Rates screen.

imburs egotiate	needs rate will ement rate esta ed rate will be b	ablished for infa ased on the lev	ant care by the coalition vel of care needed for	cent above the maximu on pursuant to Rule 6M an individual child.	-4.500, F.A.C. Th		Provider Rates	View Different	ial Rates		Sample VPK 1	Wrap Calculation
Dare Dode	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal	D Gold Seal Differential (Column B × percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C × tier percentage)	H Local QI Level Differential Rate (Column C × tier percentage)	I Total Payment Rate (Column E + G + H)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C × tier percentage)
NF	<12 Months	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
TOD	12 <24 Months	\$0.00	\$40.24	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2YR	24 <36 Months	\$45.00	\$37.45	\$37.45	\$7.49	\$44.94	-	\$3.75	\$0.00	\$48.69	\$4.00	\$1.8
PR3	36 <48 Months	\$40.00	\$30.00	\$30.00	\$6.00	\$36.00	-	\$3.00	\$0.00	\$39.00	\$4.00	\$1.5
PR4	48 <60 Months	\$40.00	\$28.55	\$28.55	\$5.71	\$34.26	-	\$2.86	\$0.00	\$37.12	\$4.00	\$1.4
PR5	60 <72 Months	\$40.00	\$27.00	\$27.00	\$5.40	\$32.40		\$2.70	\$0.00	\$35.10	\$4.00	\$1.3
зсн	In School	\$39.00	\$19.86	\$19.86	\$3.97	\$23.83		\$1.99	\$0.00	\$25.82	-	

From the SR Reimbursement Rates screen, clicking the **Sample VPK Wrap Calculation** link opens a pop-up with a sample calculation. Clicking the **Back** button will navigate to the SR Reimbursement Rates screen.

	are Full-Time			ect on 1/1/2021		-	Provider Rates	View Differential Ra				
				ne provider's private pay rate ate reimbursement for this pro		unini i i	Provider Nates	view Differential Ra	105		Sample VPK Wra	p Calculation
		Α	В	С	D	E	F	G	н	L	J	к
Care Code	Description	Provider's Private Pay Rates	Coalition Maximum Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	Gold Seal Differential (Column C × percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C + D;amount cannot exceed column F)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	QPI Differential Rate (Column C × tier percentage)	Local QI Level Differential Rate (Column C × tier percentage)	Total Payment Rate (Column E + G + H; cannot exceed column F)	Contracted Slots Differential Rate (per child flagged for contracted slots)	Child Assessmen Differential Rate (Column C × tier percentage)
INF	<12 Months	\$0.00	\$40.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
TOD	12 <24 Months	\$38.00	\$32.30	\$32.30	\$5.81	\$38.11	\$45.60	\$1.29	\$0.00	\$39.40	\$0.00	\$1.6
2YR	24 <36 Months	\$38.00	\$31.41	\$31.41	\$5.65	\$37.06	\$45.60	\$1.26	\$0.00	\$38.32	\$0.00	\$1.5
PR3	36 <48 Months	\$38.00	\$27.00	\$27.00	\$4.86	\$31.86	\$45.60	\$1.08	\$0.00	\$32.94	\$0.00	\$1.3
PR4	48 <60 Months	\$38.00	\$27.00	\$27.00	\$4.86	\$31.86	\$45.60	\$1.08	\$0.00	\$32.94	\$0.00	\$1.3
PR5	60 <72 Months	\$38.00	\$27.00	\$27.00	\$4.86	\$31.86	\$45.60	\$1.08	\$0.00	\$32.94	\$0.00	\$1.3
SCH	In School	\$35.00	\$17.90	\$17.90	\$3.22	\$21.12	\$42.00	\$0.72	\$0.00	\$21.84	\$0.00	\$0.0
SPCR	Special Needs	\$38.00	\$40.42	\$38.00	\$6.84	\$44.84	\$45.60	*\$0.76	\$0.00	* \$45.60	\$0.00	*\$0.0

Sample VPK Wrap Calculation

This is an example of a VPK wrap calculation for a child enrolled in both SR and VPK. The VPK class is 3 hours long and the child has full time care.

NOTE: The calculations are to 4 decimal places until the Gross Payment Amount, where it is rounded.

How are wrap rates calculated?

- 1. Provider Contract Approved Rate
- 2. Hourly Rate = Daily Rate/Max SR Hours [calculated to 4 decimal places]
- 3. Payable Hours = Max SR Hours VPK Hours
- 4. SR Daily Rate = Payable Hours * Hourly Rate [calculated to 4 decimal places] 5. Gross Payment Amount = SR Daily Rate * Total Days Paid [calculated to 4 decimal places

Example:

- 1. Provider Contract Approved Rate (PR4): \$24.50 2. Hourly Rate: \$24.50/11 = \$2.2273
- 3. Payable Hours: 11-3 = 8
- 4. SR Daily Rate: 8 * \$2.2273 = \$17.8184 5. Gross Payment Amount: \$17.8184 * 20 = \$356.3680

For this record on the 5045, the provider is reimbursed for \$356.37.

Close