

# SR / VPK REIMBURSEMENT (POLICIES & GUIDANCE)



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## MONTHLY PROCESS

- **When Should You Close Your Monthly Attendance?**  
Attendance must be closed by the 3<sup>rd</sup> business (work) day of each month (See Monthly Reminders).
- **VPK Advance Payment:**  
The VPK Roster (Enrollee/Dis-Enrollee entries) must be entered/submitted on or before the 5<sup>th</sup> of each month to ensure advance payment. If the 5<sup>th</sup> falls on a Saturday or Sunday, please enter and submit by close of business on the Friday before the 5<sup>th</sup>.
- **What Should be Completed and Retained at Your Facility?**
  - ✓ **VPK:** The student attendance and parental choice certificate form needs to be completed/signed by each VPK parent/guardian and kept at your facility for monitoring purposes.
  - ✓ **SR:** Daily parent/guardian sign in/out forms/logs.
- **When Should You Expect to Receive Your Monthly Direct Deposit?**
  - ✓ School Readiness (SR) by the 20<sup>th</sup> of each month.
  - ✓ Voluntary Pre-Kindergarten (VPK) by the 29<sup>th</sup> of each month.

**If the payment date falls on a Saturday, payment will be made the preceding Friday.**  
**If the payment date falls on a Sunday, payment will be made the following Monday.**

## CONTACT INFORMATION

- If you have SR or VPK provider questions, need to update banking information or VPK class questions, contact the Provider Services Department at 904-208-2044.
- If you have questions concerning SR/VPK child enrollment or student attendance call (904) 208-2044, please contact your Systems Specialist.
- **VPK & SR Reimbursement Staff:**

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  - ✓ Roger Malphurs – Ext. 512
  - ✓ Rosa Burgos – Ext. 138
  - ✓ Tina Jenkins – Ext. 258
  - ✓ Aa'Keiyah Sanford – Ext. 170
  - ✓ Marsha Sampson – Ext. 211
- **Finance Staff:**
  - ✓ Jeannette Garcia – Ext. 215

## SR & VPK REIMBURSEMENT POLICIES

### 1. **ATTENDANCE SUBMISSION DATES:**

All required attendance must be at “submitted” status on the provider portal no later than the 3<sup>rd</sup> working day of each month.

### 2. **REIMBURSEMENT “PAYMENT” DATES:**

- a. Direct deposits will be wired:
  - SR – 20<sup>th</sup> of the month
  - VPK – 29<sup>th</sup> of the month
- b. Attendance entered into “submitted” status after the 3<sup>rd</sup> business (working) day, but before the 10<sup>th</sup> day (grace period) could/may be processed in the following month (NO EXCEPTIONS).
- c. If a center’s current month attendance is not in “submitted” status by the 3<sup>rd</sup> business (working) day of the following month, but before the 10<sup>th</sup> day, the VPK advance payment amount for the current month will be deducted from the upcoming months pre-payment.

### 3. **NON-REIMBURSABLE ATTENDANCE:**

**ATTENDANCE ENTERED INTO “SUBMITTED” STATUS AFTER THE 10TH DAY WILL BE CONSIDERED NON-REIMBURSABLE (NO EXCEPTIONS).**

### 4. **RECONCILING REIMBURSEMENT PAYMENTS:**

- a. It is the provider’s responsibility and very imperative that each month, you review the reimbursement summary reports provided located in the Provider Portal under Attendance>Reimbursement Details.
- b. Providers that are unable to review and reconcile their reports, on a month-to-month basis, may wish to consider opting out of the VPK advance payment option. To obtain more information on opting out of advance payments, please contact the Provider Services Department at (904) 208-2044.
- c. If providers fail to report underpayments or names of children that have been omitted from the reimbursement summary within 15 calendar days of the receipt of the reimbursement summary, the underpayment may be considered non-reimbursable.
- d. Providers are also required to report any overpayment to ELC Finance staff.
- e. Providers are required to submit SR/VPK child enrollment documents for ELC/OEL audit requests.

### 5. **VPK KINDERGARTEN READINESS VERIFICATION:**

All providers who receive VPK funds must verify the annual cumulative attendance of each child enrolled in the provider’s VPK program. This process certifies the paid hours of attendance for each child enrolled during the program year. Providers are required to return the Coalition’s completed verification letter on or before the deadline before final program payment will be made/deposited.

## SR & VPK PROVIDER ATTENDANCE CODES & REMINDERS

- **SR Coalition Approved Holidays:** If you are open on a Coalition approved holiday, you must enter an “X” instead of the pre-populated “H.”
- **SR – Attendance Codes:**
  - ✓ **X** - preset for present for all children.
  - ✓ **E/A** - absent, you must select a reason for the absence. If a note is needed, you must upload with the attendance.
  - ✓ **Terminations:** If a child is no longer enrolled in your program, provider should terminate the child's enrollment before submitting attendance  
**Example:** Select Enrollment Tab > Manage SR Enrollments > View/Edit SR Enrollments. Locate child and press the gold End Enrollment button. Enter the termination information.
- **SR Temporary Closure:** Provider must call (904) 208-2044 and notify the ELC Provider Services Department to approve each provider’s disaster closure.
- **SR Private Schools:** If you are a private school and do not follow the Duval public school calendar, you should submit your school calendar/schedule ASAP to ensure that you are paid correctly. You can fax your school schedule/calendar to (904) 394-1230.
- **SR Child/Children Not Listed on your Attendance:** Do you have a parent/child SR certificate? If yes, call (904) 208-2044 and speak with Reimbursement Staff.
- **VPK – Attendance Codes:**
  - ✓ **X** - Present
  - ✓ **A** - Absent
  - ✓ **Terminations:** If a child is no longer enrolled in your program, provider must terminate the child's enrollment before submitting attendance.  
**Example:** Select Enrollment Tab > Manage VPK Enrollments > Request/Change Enrollments. Select VPK class, locate child and press the red Terminate button. Enter the information to submit termination request.
- **VPK Temporary Closure:** Provider must call (904) 208-2044 and notify the ELC Provider Services Department to approve each provider’s disaster closure.
- **VPK Certificates/Enrollment:** On the day a child enrolls in your VPK program, you must enter the VPK certificate information on the Provider Portal roster. Not doing so, will delay payment to a future enrollment start date if a VPK transfer certificate is needed.
- **VPK - Child or Children Not Listed on Your Attendance:** Do you have a parent/child VPK certificate? Did you enter the VPK certificate information in the Provider Portal?

## SR HOLIDAYS, ABSENCES & VPK ABSENCES/ NON-INSTRUCTIONAL DAYS

- **SR Holidays:** See your SR Provider Agreement for the 12 Coalition approved holidays and one (1) approved professional development day.
- **SR Absences:** Three (3) absences are allowed each month and ten (10) additional absences can be paid with a doctor/hospital note (13 absences total per month). Providers must submit the doctor/hospital note with the attendance and must upload the note to the Provider Portal, when editing the child's attendance for the month.
- **VPK Absences:** The VPK 80/20 monthly attendance applies and a doctor/hospital note is **not** required.
- **VPK Non-Instructional Days:** See your VPK Provider Agreement for your scheduled non-instructional calendar days.
- **Questions?** Call the Provider Services Department at (904) 208-2044.

## VPK CERTIFICATE

Please be advised that when a child is enrolling in your VPK program, a SIGNED VPK certificate is required for each child. If a child leaves your VPK program **DO NOT** give the VPK certificate back to the parent.

If a parent left another VPK program to enroll in your program, then a SIGNED VPK transfer certificate is required and should be obtained before the child enrolls in your VPK program.

- **Certificates/Enrollment:** On the day a child enrolls in your VPK program, you must enter the VPK certificate information on the Provider Portal roster. Not doing so, will delay payment to a future enrollment start date if a VPK transfer certificate is needed.
- The VPK certificate issue date is the first day payment can begin.
- The VPK certificate issue dates cannot be back dated.
- **Questions?** Call (904) 208-2044 and speak with the Reimbursement Staff.

## VPK DAILY/MONTHLY SIGN IN/OUT PROCEDURES

### VPK - Certificate Option – Short or Long:

1. **Short Form:** If the provider retains a daily sign in and sign out form for each VPK student then the parent/guardian is required to complete/update the short form of the student attendance and parental choice certificate monthly. The provider may use an electronic system to record this attendance documentation in lieu of a paper sign in and out form. The system, however, must record an electronic signature, card swipe, entry of a personal identification number (PIN), or similar daily.
2. **Long Form:** If the provider uses a method other than a daily sign in and sign out form for VPK students then parents are required to complete a long form of the student attendance and parental choice certificate monthly. Before the parent signs this long form, the provider must either enter the student's attendance on the form or attach documentation to the form which includes the student's attendance for the month.

## SCHOOL READINESS (SR) DAILY SIGN IN/OUT PROCEDURES

### **SCHOOL READINESS (SR)**

The rules require the parent, legal guardian or authorized person (18 or older) to sign each child in and out from the child care facility using a valid signature, date and time for each day present.

## VPK CLASS ENROLLMENT POLICY

A VPK Class entry in the Provider Portal is required for each child to be enrolled in your VPK Program.

To select a VPK Class, log into the Provider Portal and navigate to Enrollments > Manage VPK Enrollments > Request/Change Enrollments and select the VPK Program Year, the VPK Session and the VPK Class. Enter the child's certificate number, first name, last name and date of birth and click the "Enroll to this class" button.

**Provider Portal Attendance:** If children are not listed on your VPK attendance, double check that you completed the VPK Class Enrollment step above.



STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM

Child Certificate of Eligibility

**I. CHILD CERTIFICATE OF ELIGIBILITY** (Issued by Early Learning Coalition, through the Family Portal)

1. VPK program year 2023-2024	2. Certificate number VPK0000-2023	3. Certificate issue date	4. Parent email address
5. Parent name	6. Primary contact number	7. Secondary contact number	
8. Child's full name	9. Child's date of birth	10. County Duval	

**II. ADMISSION BY PROVIDER OR SCHOOL** (Jointly Prepared by Provider or School AND Parent or Guardian)

11. Name of provider or school		12. Telephone	
13. Address of VPK site		14. VPK class	15. Date child will begin attendance
The provider or school certifies that it admits the child (item 8) for enrollment in the VPK program and agrees to deliver the program for the child.		I certify that I choose the provider or school (item 11) to deliver the VPK program for my child and direct that program funds be paid to the provider or school for my child.	
16. Signature of authorized representative for provider or school	17. Date	18. Parent signature	19. Date

**III. ENROLLMENT SUBMISSION AND CONFIRMATION** (Submitted by Provider or School)

<p><b>TO PROVIDER OR SCHOOL:</b> Contact the coalition upon enrollment of the child for payment. The Early Learning Coalition may issue a confirmation number for payment (below).</p>	<p><b>TO CONTACT THE COALITION FOR PAYMENT:</b> ELC of Duval (904) 228-2044 <a href="http://elc.duval.org">http://elc.duval.org</a></p>
YOUR CONFIRMATION NUMBER (IF APPLICABLE)	

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep each original signed form for at least 5 years. A private provider must permit the early learning coalition and a public school must permit the school district, to inspect the original signed forms during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.





STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN  
EDUCATION PROGRAM

## Child Attendance and Parental Choice Certificate

**(LONG FORM)**

1. Child's first name	Middle name	Last name	Jr./III	2. Child's date of birth
3. Name of private provider or public school				4. VPK class
5. Attendance month <Select One>		6. Year		7. Child's attendance is: <input type="checkbox"/> Entered below <input type="checkbox"/> See attached document

SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

= Days attended

### PARENTAL CERTIFICATION

I swear (or affirm) that my child (*whose name appears above in item 1*) attended the Voluntary Prekindergarten Education Program on the days entered above, or included in the documentation attached to this form, and certify that I continue to choose the private provider or public school (*whose name appears above in item 3*) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

8. First name of parent or guardian	Middle name	Last name	Jr./Sr./III	
9. Signature of parent or guardian				10. Date signed

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep this original signed form for at least 2 years. A private provider must permit the early learning coalition, and a public school must permit the school district, to inspect this original signed form during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.



**SR / Voluntary Pre-Kindergarten  
Enrollment Termination Notice**

**Client Name** \_\_\_\_\_

**If care is still needed please contact our Child & Family Services department at  
904-208-2040 option 1**

**Provider** \_\_\_\_\_

**During our SR/VPK reimbursement process for the month of \_\_\_\_\_ your  
child/children's last day of care was/or is \_\_\_\_\_.**

**Reason:**

\_\_\_\_\_ **SR / VPK Provider did not notate the child's return (Loss of contact).**

\_\_\_\_\_ **VPK 540/300 hours will be completed on.**

\_\_\_\_\_ **Child's care terminated due to his/her behavior.**

**SR / VPK payment for the following children will be affected by this action.**

- 1. \_\_\_\_\_ **DOB** \_\_\_\_\_
- 2. \_\_\_\_\_ **DOB** \_\_\_\_\_
- 3. \_\_\_\_\_ **DOB** \_\_\_\_\_
- 4. \_\_\_\_\_ **DOB** \_\_\_\_\_
- 5. \_\_\_\_\_ **DOB** \_\_\_\_\_

**This notice was sent by your VPK Reimbursement Specialist at 208-2044.**

## SR/VPK TEMPORARY CLOSURES FOR ATTENDANCE

Please do not submit SR or VPK attendance for the temporary closure(s) month until the temporary closure(s) has been processed/approved by ELC.

### **SR Providers**

1. Please login to the Provider Portal and enter/submit a temporary closure for your center closed dates.
2. The Closure Reason will be: Declared state of emergency other than COVID-19 (such as a hurricane).
3. The Closure Comment will be for example: "*Tropical Storm Idalia*" or what ever disaster has been declared.

### **VPK Providers**

VPK providers are allowed 5 emergency closures per VPK class/program year.

1. Please login to the Provider Portal and enter/submit a temporary closure for your center closed dates.
2. The Closure Reason will be: Declared state of emergency other than COVID-19 (such as a hurricane).
3. The Closure Comment will be for example: "*Tropical Storm Idalia*" or what ever disaster has been declared.

VPK Providers, Please read the attached Provider Portal User Guide pages 166 – 183 before completing the temporary closures.

#### ***Special Notes:***

Once you enter a temporary closure for a VPK class this Missed Instructional Hours pop up will appear on the screen.

#### **If you answer Yes:**

Selecting Yes, marks the day(s) as Closure Non-Reimbursable (CN) in the calendar/on VPK attendance.

After ELC approves the temporary closure for the CN (non-payment) days, VPK providers must take additional steps to complete the process.

Once Yes is selected your VPK-APP will be changed to Incomplete status and the non-reimbursable closure days are automatically written to the original and/or cloned calendar so you can enter/update the make up day(s) and submit to ELC for approval.

This must be completed before attendance can be submitted.

#### **If you answer No:**

Selecting No, marks the day as Closure Reimbursable (CR) (paid) in the calendar/on VPK attendance. This must be completed before attendance can be submitted.