

#### **6M-4.502 Records to be Maintained and Monitoring for Reimbursements.**

(1) Daily attendance documentation shall be maintained by each school readiness provider. At a minimum, this documentation shall include a “sign in/sign out” process, as approved by the coalition, maintained at the provider site to validate the attendance data.

(2) Each coalition is responsible for implementing a records retention policy ensuring that all documentation is maintained in accordance with the provisions set forth in their sub-grant awards.

(3) The coalition or its designee must conduct monitoring activities to ensure the accuracy of payments of the monthly reimbursement requests.

*Rulemaking Authority 411.01(4)(e) FS. Law Implemented 411.01(5)(d)4.a. FS. History—New 2-2-05, Formerly 60BB-4.502.*

#### **6M-4.503 Misrepresentation or Fraud Regarding Reimbursement.**

If a school readiness provider, after investigation and adjudication by a court of competent jurisdiction, has fraudulently misrepresented enrollment or attendance for funds related to the school readiness programs, the coalition shall permanently disengage services of that provider. This applies to either contracted reimbursement or voucher reimbursement.

*Rulemaking Authority 411.01(4)(e) FS. Law Implemented 411.01(5)(d)4.a. FS. History—New 2-2-05, Formerly 60BB-4.503.*

#### **6M-8.305 Recording and Certifying Child Attendance in the VPK Program.**

(1) Record of child attendance:

(a) A VPK provider in the VPK program shall keep a daily record of a child’s attendance in the program.

(b) If a VPK provider is also a school readiness provider, the provider may jointly record a child’s daily attendance for the VPK program with the child’s attendance for the school readiness program.

(2) Monthly Verification of Child Attendance. A VPK provider shall require the parent of a child enrolled in its VPK program to verify monthly the child’s attendance for the prior month, as follows:

(a) A child’s parent must verify the child’s attendance on Form OEL-VPK 03S (Child Attendance and Parental Choice Certificate Short Form), dated February 14, 2007, which is hereby incorporated by reference and may be obtained as described in Rule 6M-8.900, F.A.C., if the VPK provider records the child’s daily attendance using one of the following methods:

1. A paper sign-in or sign-out log that records the date, child’s name, and signature of the parent or other person dropping off or picking up the child to, or from, the VPK site; or

2. An electronic attendance-tracking system that records the date, child’s name, and electronic signature, card swipe, entry of a personal identification number, or similar daily action taken by the parent or other person dropping off or picking up the child to, or from, the VPK site.

(b) A child’s parent must verify the child’s monthly attendance on Form OEL-VPK 03L (Child Attendance and Parental Choice Certificate Long Form), dated February 14, 2007, which is hereby incorporated by reference and may be obtained as described in Rule 6M-8.900, F.A.C., if the VPK provider records the child’s daily attendance using a method other than the methods described in paragraph (a) (e.g. instructor records daily attendance using a roll book). Before a parent signs Form OEL-VPK 03L, the VPK provider must record the child’s monthly attendance on the form or attach documentation to the form which shows the child’s monthly attendance.

(3) Monthly certification of child attendance for payment.

(a) An early learning coalition shall give a VPK provider a monthly roster, prepared by using the statewide information system, that lists each child enrolled in the provider’s or school’s VPK program, and includes blank spaces for a private provider or public school to certify a child’s attendance for the calendar month.

(b) A VPK provider must certify the monthly attendance of a child enrolled in the provider’s VPK program. A VPK provider may certify monthly attendance by electronic means approved by the Deputy Director for Early Learning.

(c) After payment for the first calendar month that a VPK provider participates in the VPK program, the coalition may not pay the VPK provider for a subsequent month until the provider submits a monthly attendance roster to the coalition which certifies the attendance of each enrolled child from the prior month.

(d) The coalition may not pay the VPK provider the final payment for the program year until the provider submits a final verification of the annual cumulative attendance of each child enrolled in the provider’s VPK program, which certifies the paid hours of attendance of each child enrolled for the program year, in a manner prescribed by the Deputy Director for Early Learning.

(e) If a child arrives at a VPK provider’s VPK site but the provider or school refuses the child’s attendance (e.g., for disciplinary reasons, including tardiness or prohibited attire), the provider or school must record the instructional day as an absence.

*Rulemaking Authority 1002.79(2) FS. Law Implemented 1002.71(5)(b), (6)(b)1.-3., (6)(d), 1002.75(2)(f), (g), (h) FS. History—New 5-24-07, Formerly 60BB-8.305.*