

# Attendance Processing

Hello, by now, you have received your first payment for the fiscal year and some of you probably have a few questions. We also want to refresh and update you on changes you may or may not see with this upcoming year's paperwork. Please take the time to review this document and if you have questions please feel free to contact:

\*Carla Eatmon 386-961-0137 [ceatmon@elcgateway.org](mailto:ceatmon@elcgateway.org)

\*Van Brown 386-961-0133 [vbrown@elcgateway.org](mailto:vbrown@elcgateway.org)

## Completing the Attendance Sheet

### 1. Please use the codes on the attendance sheet:

X = Enrolled/Present	(SR & VPK)
A = Authorized Absence beyond 3 Days	(SR only day 4-7)
T = Terminated (disenrolled)	(SR & VPK)
E = Excused Absence	(first three days SR only)
H = Reimbursable Holiday	(SR only)
N = Enrolled Non Reimbursable	(SR only)

### 2. Count all X's, E's and A's (if you have notes), and place that amount in the DAYS ATTND column on the Attendance Sheet (SR Only)

### 3. Make sure your attendance is signed at the bottom right corner before submission (SR & VPK)

### 4. Any child that you noticed that is left off the attendance, please add and notate the days (SR&VPK)

### 5. If a child no longer attends your facility, please mark T on the last day he/she attended (SR&VPK)

### 6. Please use **BLACK** or **BLUE** ink when completing attendance and for sign in/out rosters. Make sure all notations are **legible** and **coded correctly** before submitting to the ELCFG.

### 7. SR Only – your receive 3 unexcused absences without notes. These days should be marked with an E. On the fourth day that a child is absent, an A should be used to mark the attendance. In addition, a note must be included in order for those days to be paid. You can have up to 4 additional A days for a TOTAL of 7 absences in all. 3 excused + 4 with notes = 7

### 8. Attendance is due on the 3<sup>rd</sup> business day of the month. If the 3<sup>rd</sup> falls on a holiday, it is due on the previous business day. (SR&VPK)

### 9. Notate all absences for VPK with an A; No notes are required for VPK

# Reimbursement Adjustments

(Form included with this packet)

Believe it or not, there can be payment errors. The **Final Reimbursement Report** that is uploaded to CUBBY can help you in reconciling payments. If you should happen to notice a payment error, please use the following steps in submitting your adjustment.

1. Complete every section of the Provider Prior Period Adjustment form. All sections marked with an (\*) must be completed in order for the PPA to be processed.
2. When submitting a PPA please provide backup. Here are some examples.
  - a) When requesting a payment for missed “A” days (authorized absences), please provide the appropriate absence documentation with the PPA (Prior Period Adjustment Form)
  - b) When requesting a payment for missed days, please provide a completed attendance form for the month in question. For instance, if John was not paid for 5 days in August, you will need to mark the days on an August attendance sheet. This can be done by making a copy of your existing sheet or just adding him to a blank space on an August sheet. Submit the updated attendance with the PPA for payment.
3. If submitting a PPA to take away days that were paid in error, only the PPA Form is needed.

## Absence Documentation

(Form included with this packet)

**Reminder: A provider may claim up to three (3) consecutive excused absences without any supporting documentation. Once a fourth-(4) consecutive absence days four through seven (4-7) must include supporting documentation.**

### Here are some tips to keep in mind:

1. In order to be paid for the 4 additional absences, the attendance must be coded properly. Once again, please use the “A” code when notating days that require absence documentation.
2. Only the codes listed on the Absence Documentation form can be paid. This information comes straight from the Florida Administrative Code 6M-4.5. Those reasons are listed on the Absence Documentation form provided with this packet.
3. The ELC must receive the absence documentation with the attendance sheet in order to pay for the “A” days. If you fail to submit the absence documentation, you will not be reimbursed for those days. In this case, you will have to wait and submit the documentation with a PPA form in the next reimbursement cycle.

# Fiscal Compliance Reviews/Monitoring

## SR&VPK

### ELCFG Internal Compliance Review

During the fiscal year, each provider is asked to submit sign in/out sheets for auditing purposes. Please understand that this is a requirement of our grant agreement with the state. In the event you are asked to submit your sign in/out sheets to our office, please do so in a timely manner.

If there are discrepancies, you will be notified and possibly have an adjustment in the form of a deduction performed to correct the issue. If you are able to produce the proper documentation, you may avoid the deduction.

**\*\*Please remember that you are required to have 5 years of sign in/out sheets and parent payment records on hand, for monitoring purposes.**

### State Audit

The ELCFG conducts audits several times throughout the fiscal year. A portion of these audits requires us to submit your sign in/out sheets with payment backup to the Office of Early Learning. Once again, if you are asked to submit your sign in/out paperwork, do so in a timely manner. In addition, if you are asked questions due to a noted discrepancy, please make the corrections and resubmit in a timely manner.

Sometimes, a provider is only asked to submit sign in/out sheets on one occasion. However, there are other times when you will be asked to submit paperwork for multiple audits. Please be patient and understand that you are not being singled out. The ELC does not select the audit samples and must pass on the auditor's requests. This has happened to a couple of providers and we appreciate your patience and cooperation.

In the event, the State requests your sign in/out sheets prior to your local monitoring, we will make every effort to use those documents for the local compliance review. Please be advised this will not pertain to everyone.

## New Business

### Holiday Payments

1. Rule changes and guidance by Florida's Office of Early Learning (OEL) were revised to address provider reimbursement for holidays and breaks of school-age children. As a result, school-age children enrolled in a facility or program on a holiday(s) that the provider is closed the provider will receive a PT rate, not FT rate.
  - School age children will be paid PT on holidays on which the provider is closed. For example, if your facility or program is closed on Labor Day, the provider will be reimbursed a PT rate for school age children.

### Changes in schedules

If a child normally attends your facility as part of a part time schedule but attends for a FT day, please circle that day on your attendance sheet. ELCFG will review the child's schedule to determine if the FT payment is allowable.

## Final Reports

All reports to include VPK and SR are available on Cubby. Cubby is a system that is independent of the ELC. If you experience any issues in using the system, it could be down for maintenance or you need to reset your password.

Below is a tentative schedule of when reports and attendance rosters (sheets) are uploaded to Cubby. Keep in mind that these days may fluctuate.

Report	Uploaded
VPK Final Reimbursement Reports	Between the 10 <sup>th</sup> and 13 <sup>th</sup> of the month
VPK Check Stubs	Between the 10 <sup>th</sup> and 13 <sup>th</sup> of the month
VPK Provider Verifications	Between the 10 <sup>th</sup> and 13 <sup>th</sup> of the month
VPK Attendance Sheets	Between the 22 <sup>nd</sup> and the 25 <sup>th</sup> of the month
SR Final Reimbursement Reports	Between the 22 <sup>nd</sup> and the 25 <sup>th</sup> of the month
SR Check Stubs	Between the 22 <sup>nd</sup> and the 25 <sup>th</sup> of the month
Redetermination Notices	Between the 22 <sup>nd</sup> and the 25 <sup>th</sup> of the month
SR Attendance Sheets	Between the 22 <sup>nd</sup> and the 25 <sup>th</sup> of the month

## FAQs

### 1. Who do I contact with questions regarding the Provider Cubby, VPK or SR provider contracts or provider payments?

Van Brown 386-961-0133 or [vbrown@elcgateway.org](mailto:vbrown@elcgateway.org)

- Payment questions

Carla Eatmon 386-961-0137 or [ceatmon@elcgateway.org](mailto:ceatmon@elcgateway.org)

- Cubby questions
- Payment questions

Cheryl Madeiros 386-961-0130 or [cmadeiros@elcgateway.org](mailto:cmadeiros@elcgateway.org)

- VPK or SR Contract questions

### 2. Can I email my attendance sheet to the finance department?

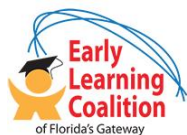
No, this may result in a breach of confidentiality and should not be emailed to ELCFG. Please consider other modes of communication (i.e. faxed, cubby)

### 3. I faxed my attendance in for payment, should I call the coalition or email them to make sure they were received.

Yes, in fact, you can choose to email or call Van Brown or Carla Eatmon to ensure the facsimile was received and in its entirety.

### 4. A parent said that he/she has re-determined or receives coalition financial assistance and wants to enroll a child(ren). You don't have any paperwork from the parent at this time. Should you enroll the child(ren)?

No, do not enroll the child(ren) without the authorized enrollment paperwork from ELCFG. Feel free to contact Family Services Coordinator Renae Fountain at 386-961-0134 or Program Director Carrie Skinner (386) 961-0126 to assist with any questions or concerns.



## Provider Prior Period Adjustment Request Form

\*Provider name \_\_\_\_\_ \*Date Submitted to Coalition \_\_\_\_\_  
 \*PPA Request for Period \_\_\_\_\_ \*Phone Number \_\_\_\_\_

**The provider agrees to notify ELC-FG in writing within fifteen (15) days of reimbursement regarding any discrepancies requiring resolution and/or adjusted reimbursement payment. The provider agrees that no adjustments will be submitted for payment after sixty (60) days.**

\* \_\_\_\_\_

**Provider Signature**

Child's Name PLEASE PRINT *	Age *	Child SS#/last 4-digits *	Funder *	Parent Fee *	Classroom Letter/VPK Only *	VPK Absences (# of days x hours of program) *	Total Days(SR) *	Reason for PPA-Please use code(s) *

### PPA Codes:

- |                        |                            |                                  |                            |                           |
|------------------------|----------------------------|----------------------------------|----------------------------|---------------------------|
| 1. Provider not Paid   | 3. Incorrect provider rate | 5. Child did not attend but paid | 7. Parent fee not deducted | 9. Incorrect Provider     |
| 2. Incorrect carelevel | 4. Incorrect parent fee    | 6. Child not on attendance sheet | 8. Incorrect schedule      | 10. Absences not recorded |

### Reason for Denial:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Exceeded absence limit w/no proper docs | <input type="checkbox"/> Child not enrolled with provider                | <input type="checkbox"/> Child terminated/Not re-determined          |
| <input type="checkbox"/> Provider paid in previous month(s)      | <input type="checkbox"/> No VPK cert at time of enrollment with provider | <input type="checkbox"/> Exceeds 15 day limit (needs other approval) |

### Action Taken

**PPA Amount \$** \_\_\_\_\_

*Reviewed and Processed by* \_\_\_\_\_

*Date* \_\_\_\_\_

**\*\*Executive Director or Designee**

**Date**

**\*\*Needed if PPA is 15-30 days past the actual payment month**



**Approved**

## Child Absence Documentation

Provider Name: \_\_\_\_\_ Date \_\_\_\_\_

Child Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

*Please circle the days the child was absent*

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31  
\_\_\_\_ Temporary Closure (Weather etc) \_\_\_\_\_ Death in Family  
\_\_\_\_ Hospitalization \_\_\_\_\_ Court Ordered Visitation  
\_\_\_\_ Child Illness \_\_\_\_\_ Military Deployment

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