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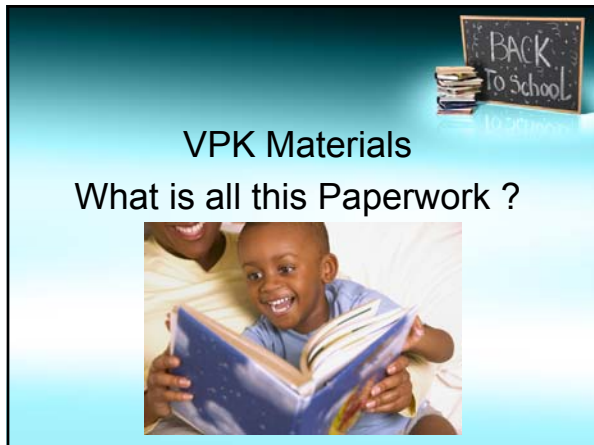
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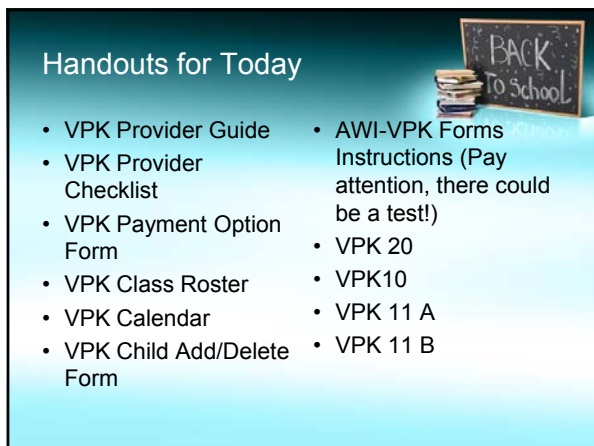
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## VPK Application Submission Deadlines



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## Timeline for Submittal of VPK Packets & Enrollment Forms

**Summer:**

- You may submit your application packet for the Summer 2011 VPK beginning immediately, but no later than six weeks prior to the first of your program.
- If you are requesting Advance Payment, all documents including a minimum of 4 enrollment certificates must be submitted by 5pm on 4/1/11.

**Fall:**

- You may submit your application packet for the 2011-2012 Fall VPK beginning immediately following completion of this training, but no later than 5pm on 5/5/11.
- If you are requesting Advance Payment, all documents including a minimum of 4 enrollment certificates must be submitted by 5PM on 4/15/11.

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## VPK Provider Reference Guide



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### Provider Qualifications



- Provider Type and Requirements
- Background Screening
- Director's Requirements
  - VPK Endorsement
- Staff Requirements
  - Lead VS. Assistant Instructor
  - School Year VS. Summer VPK Program differences

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### Program Requirements



- Curriculum Requirements
- School Year/Summer Requirements
- Your VPK Calendar
- Things to remember:
  - Notification of Change Requirements
  - Eligibility, Enrollment and Attendance Tidbits
  - No fees may be charged in conjunction with VPK

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### Provider Application Process



For Glades, Hendry and Lee County,  
all documents must be returned to:  
**Community Coordinated Care for  
Children, Inc (4C)**  
VPK Enrollment Dept.  
2675 Winkler Ave., Ste. 300  
Fort Myers, FL 33901

For Collier County, all documents  
must be returned to:  
**Community Coordinated Care for  
Children, Inc (4C)**  
VPK Enrollment Dept.  
201 8<sup>th</sup> St. S., Ste. 200  
Naples, FL 34102

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## REQUIRED VPK FORMS STATE (AWI) AND LOCAL (ELCOFSWFL)

*In depth review of new forms to follow  
presentation*

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## Where do I find the forms?

**ELC of SWFL Website**



**NAVIGATION:**

**Site:**  
[www.elcofswfl.org](http://www.elcofswfl.org)

**Menu Options:**

- "Download Central"
- "VPK Information"

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## VPK Forms Important Points to Remember

- Complete forms using the downloadable Electronic Version from the website
- Handwritten forms may be returned if not 100% complete and easily read – even when copying or faxing
- USE DROP DOWN MENUS WHEN COMPLETING FORMS
- Use the AWI-VPK 11A for multiple classes and to list substitutes
- Refer to the AWI directions if you have questions regarding the forms **prior** to calling 4C

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# AWI-VPK 20 Provider Agreement



- This is a binital agreement between the provider and The Early Learning Coalition of Southwest Florida
- Read and initial each page
- Understand everything you are agreeing to when you sign this document
- Failure to adhere to this agreement may result in non-compliance/non-payment situations

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## Form Hint

### Drop Down Menus



- To avoid errors and consequent delay in processing your VPK application, use the drop down menus that have been programmed into the new forms.

[illegible]

- All the correct options are listed; **do not** fill out a box with an option that isn't present. A key may be found in the instructions.

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## Form Hint

### Box Identification



You can see what a box is referring to by rolling your mouse over to and on top of the section:

Agency for Voluntary Pre-Kindergarten Class Registration

Provider Name:

	1. Class ID:	2. Legal Name:
1.		

1. Class (1. Class ID) Legal Name

- » The **blue arrow** shows the cursor position
- » The **red arrow** shows the yellow ID box that pops up
- » This section of the form refers to the "Class ID"

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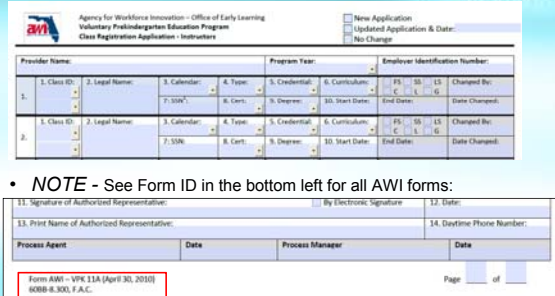
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## Form AWI-VPK 11A

- Looks like:



Agency for Workforce Innovation - Office of Early Learning  
Voluntary Preschool/Prekindergarten Education Program  
Class Registration Application - Instructors

☐ New Application  
☐ Updated Application & Date  
☐ No Change

1. Class ID	2. Legal Name	3. Calendar	4. Type	5. Credential	6. Curriculum	7. Start Date	8. End Date	9. Changed By
1.								
2.								

11. Signature of Authorized Representative: \_\_\_\_\_ 12. Date: \_\_\_\_\_  
13. Print Name of Authorized Representative: \_\_\_\_\_ 14. Daytime Phone Number: \_\_\_\_\_

Process Agent: \_\_\_\_\_ Date: \_\_\_\_\_ Process Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Form AWI - VPK 11A (April 30, 2010)  
600B & 303, F.A.C. Page \_\_\_\_ of \_\_\_\_

- NOTE - See Form ID in the bottom left for all AWI forms:

## Form AWI-VPK 11B

- Looks Like:



Agency for Workforce Innovation - Office of Early Learning  
Voluntary Preschool/Prekindergarten Education Program  
Class Registration Application - Calendars

☐ New Application  
☐ Updated Application & Date  
☐ No Change

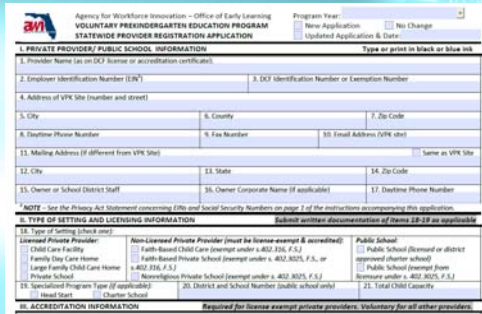
Class Calendar (enter letter)	Start Date	End Date	Class Calendar (enter letter)	Start Date	End Date
Program Type			Program Type		
School Year (240 hours)			School Year (240 hours)		
Summer (120 hours)			Summer (120 hours)		
VPK Days Per Week			VPK Days Per Week		
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Sunday			Sunday		
Non-Instructional Dates Between Class Start and End Dates			Non-Instructional Dates Between Class Start and End Dates		

Class Calendar (enter letter) Start Date End Date Class Calendar (enter letter) Start Date End Date

Program Type School Year (240 hours) Summer (120 hours)

## Form AWI-VPK 10

- Looks like:



Agency for Workforce Innovation - Office of Early Learning  
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM  
STATEWIDE PROVIDER REGISTRATION APPLICATION

☐ New Application  
☐ Updated Application & Date  
☐ No Change

1. Provider Name (as on DCY license or accreditation certificate) \_\_\_\_\_

2. Employer Identification Number (EIN) \_\_\_\_\_ 3. DCY Identification Number or Exemption Number \_\_\_\_\_

4. Address of VPK Site (number and street) \_\_\_\_\_

5. City \_\_\_\_\_ 6. County \_\_\_\_\_ 7. Zip Code \_\_\_\_\_

8. Daytime Phone Number \_\_\_\_\_ 9. Fax Number \_\_\_\_\_ 10. Email Address (VPK site) \_\_\_\_\_

11. Mailing Address (if different from VPK Site) \_\_\_\_\_ Same as VPK Site

12. City \_\_\_\_\_ 13. State \_\_\_\_\_ 14. Zip Code \_\_\_\_\_

15. Owner or School District Staff \_\_\_\_\_ 16. Owner Corporate Name (if applicable) \_\_\_\_\_ 17. Daytime Phone Number \_\_\_\_\_

NOTE - See the Privacy Act Statement concerning EEO and Social Security Numbers on page 7 of the instructions accompanying this application.

8. TYPE OF SETTING AND LICENSING INFORMATION Submit written documentation of items 8B-8F as applicable

8A. Type of Setting (check one)	8B. Licensee Information	8C. Accreditation Information
<input type="checkbox"/> Licensed Private Provider	<input type="checkbox"/> Non-Licensed Private Provider (must be license-exempt & accredited): <input type="checkbox"/> Faith-Based Child Care (exempt under s. 402.236, F.S.) <input type="checkbox"/> Faith-Based Private School (exempt under s. 402.2025, F.S., or s. 402.236, F.S.) <input type="checkbox"/> Private School	<input type="checkbox"/> Public School (licensed or district agreement charter school) <input type="checkbox"/> Public School (exempt from licensure under s. 402.2025, F.S.) <input type="checkbox"/> Total Child Capacity

8D. ACCREDITATION INFORMATION Required for license-exempt private providers. Voluntary for all other providers.

## How will I know I am approved to begin my VPK Program?



- The Early Learning Coalition will mail a letter, certificate, decal and a full copy of the signed agreement (AWI-VPK 20).
- 4C will email providers to notify them when their class(es) have been approved for payment.
- **PLEASE NOTE:** the date of the agreement signature is not necessarily the date your VPK class(es) are approved to begin.

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## Additional VPK Forms



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## VPK Child Delete Form

 **VPK CHILD DELETE FORM**

Provider Name: \_\_\_\_\_ Class Letter: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Vendor No: \_\_\_\_\_ W

**The following child(ren) have been terminated OR withdrawn from our VPK Program:**

1. Child's Name \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address: \_\_\_\_\_  
Last day of attendance (must match attendance roster): \_\_\_\_/\_\_\_\_/\_\_\_\_  
Reason for drop (check only):  
☐ ease of contact ☐ moved out of area ☐ never attended, no show  
☐ parent withdrew child ☐ provider dropped child ☐ Other \_\_\_\_\_

2. Child's Name \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address: \_\_\_\_\_  
Last day of attendance (must match attendance roster): \_\_\_\_/\_\_\_\_/\_\_\_\_  
Reason for drop (check only):  
☐ ease of contact ☐ moved out of area ☐ never attended, no show  
☐ parent withdrew child ☐ provider dropped child ☐ Other \_\_\_\_\_

3. Child's Name \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address: \_\_\_\_\_  
Last day of attendance (must match attendance roster): \_\_\_\_/\_\_\_\_/\_\_\_\_  
Reason for drop (check only):  
☐ ease of contact ☐ moved out of area ☐ never attended, no show  
☐ parent withdrew child ☐ provider dropped child ☐ Other \_\_\_\_\_

**MAIL, HAND DELIVER or FAX THIS FORM PROMPTLY TO:**  
Community Coordinated Care for Children, Inc. (4C)  
2675 Winkler Avenue, Suite 202 Fort Myers, FL 33901  
GLADIS, HENDRY AND LEE FAX: 239-455-4151  
Or  
In Collier County: 201 8<sup>th</sup> St. South, Naples, FL 34102  
COLLIER FAX: 239-213-3366

For 4C office use only:  
Received on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received By: \_\_\_\_\_

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## Child Delete Form



- **WHERE TO GET IT**
  - [www.elcofswfl.org](http://www.elcofswfl.org)
- **WHEN TO USE IT**
  - Complete this form when a child has been terminated or withdrawn from your program. If your VPK classroom is at capacity, we can NOT add a new child if you don't return this form.
- **HOW TO USE IT AND WHO GETS THE FORM**
  - Complete the form promptly (within 5 days of the child leaving) and submit it to the Fort Myers 4C office for Lee, Hendry and Glades programs or to the Naples 4C office for Collier programs. This form may be faxed or scanned.

[illegible]

## VPK Classroom Enrollment Roster

[illegible]

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## Enrollment Roster



- Use this to maintain a list of children in your VPK class(es)
- Begin using this when your class begins. All VPK child certificates turned in with your application should be listed
- When additional children are added, add their names and resubmit updated roster with accompanying documents
- When children are deleted from the class, line through their names and initial
- You may need to add additional sheets for each class as children come and go throughout the year
- Submit to the Ft. Myers or Naples office depending on the location of your program
- Maintenance of this list keeps us all "on the same page"

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## Attendance Sheets



- Attendance sheets are due by the third day of the month by 12:00 pm (noon).
- Attendance sheets can be dropped off, mailed, or faxed. If faxing, you must submit the original.
- When filling out the attendance sheet, please use codes in the legend in bottom left-hand corner. (X,E,A,H,C,T)

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## Advanced Payment



- Advanced Payment is based on VPK calendar for each child enrolled that month.
- Advanced Payment is calculated at 95% of the hourly rate.
- Advanced Payment is disbursed the last day of the month prior. For example: November's payment will be disbursed October 31<sup>st</sup>.

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## Reconciliation



### How it Works

- Actual attendance is calculated at 100% of the VPK rate.
- Differences between Actual and Advanced payment is reconciled monthly when actual attendance is received.

### When it Happens

- Differences are netted out each month with Actual attendance by 15<sup>th</sup> of the month.

### How Impacts Payment

- Overage is paid with 15<sup>th</sup> deposit.
- Deficit is subtracted from next Advance payment at end of the month.

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## Post Attendance Audit



- Every VPK provider will be audited at least one time during the fiscal year.
- The audit compares the reimbursement with the provider's attendance documentation.
- Documentation of daily attendance is to be submitted, upon request, within the specified time frame.
- An Initial Notice of Non-Compliance action will be issued to providers who fail to respond timely.

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## Post Attendance Audit



Providers should require the parent of each VPK student to verify the student's attendance during the month, as follows:

- If the provider or school uses a daily sign in record, the parent certifies the student's attendance using the short form, **Student Attendance and Parental Choice Certificate (Form AWI-VPK 03S)**.
- If the provider or school uses a method to document attendance other than a daily sign in record, the parent certifies the student's attendance using the long form, **Student Attendance and Parental Choice Certificate (Form AWI-VPK 03L)**. Before the parent signs the long form, the provider or school either enters the student's attendance on the form or attaches documentation to the form that includes the student's attendance.
- Student attendance and parent choice certificates (short or long) must be maintained by the VPK provider for 2 years.

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## VPK 80/20 Absences



- Over the course of the VPK year, providers will be paid for the entire annual student allocation, unless a child misses more than 20% of the program.
- 20% absences are calculated monthly and during last VPK month of the year for the entire year.
- Deduction of hours due to the 80/20 absence rule will be marked as "adjustments" on the monthly actual reimbursement report.
- Payment for absences is no longer based on valid "excuses", so it is not necessary to submit excuse notes.

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