A Step by Step APPLICATION GUIDE
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If you do not have an email account you will need to create an account – **each customer must have their own individual email account**

Start by clicking on the **Chrome** icon
Click on “Create account”
Create your Google Account

One account is all you need
One free account gets you into everything Google.

Take it all with you
Switch between devices, and pick up wherever you left off.
Applying for VPK

Parents apply for their child to attend VPK online on the Family Portal at https://familyservices.floridaearlylearning.com/.
In the application parents must provide documentation to prove their child meets the VPK age and Florida residency requirements.

Age Requirements

A child must be 4 years of age on or before Sept. 1 to be eligible for VPK. Parents whose children are born from Feb. 2 through Sept. 1 in a calendar year may choose to enroll their child in VPK that year or the next, when they are 5 as long as they do not enroll in kindergarten. You will have to submit one of the following approved supporting documents that shows the child’s name and date of birth:

- Original or certified copy of the child’s birth record.
- Original or certified copy of the child’s certificate of baptism or other religious record accompanied by an affidavit sworn to by the child’s parent that the certificate is correct.
- Insurance policy on the child’s life in force for at least two years.
- Passport or certificate of arrival in the United States.
- Immunization record signed by a health officer or doctor.
- Valid military dependent identification card or federal, state or local government identification card.
- If none of the documents listed above are available, a parent may submit a notarized affidavit of the child’s age accompanied by a letter on official letterhead signed by a public health officer or physician stating that the child’s age shown in the affidavit is true and correct.
Residency Requirements

Parents must provide documentation to prove their child lives in Florida when they complete the VPK application. A child living in Florida is eligible for VPK with the proper documentation.

You have to submit one of the following supporting documents showing the name and residential address of the parent with whom the child resides:

- Utility, cable or home phone bill dated within 12 months of the child application.
- Pay stub dated within 12 months of the child application.
- Residential rental agreement or receipt for rental payment dated within 12 months of the child application.
- Government-issued document (e.g., driver’s license).
- Military order issued to the parent, if the parent is a service member of the United States Armed Forces, showing that the parent will reside in Florida when the child attends VPK.
- Federal government order showing that the child’s parent is a federal employee assigned to work in Florida when the child attends the VPK program.
- Florida Migrant Education Program Certificate of Eligibility (COE) form.
- COE form from the Florida Department of Education.
- Notarized affidavit by the parent of the child’s residential address accompanied by a letter from landlord, property owner or property lessee confirming the child resides at the same address shown in the parent’s affidavit.
- Documentation of residency for a homeless child based on other documents (e.g., letter from a homeless shelter).

If you have questions about VPK age or residency requirements, contact your local early learning coalition or the Office of Early Learning toll free at 1-866-447-1159.
Now Offering FULL DAY Care for Florida VPK Students

Introducing VPK All Day
Full-Time Care for Full-Time Families

For more information, visit www.ckcnotes.net/VPK

Now Offering FULL DAY CARE
For VPK children
Click to learn more

School Readiness
Voluntary PreKindergarten
Childcare Resource & Referral
Professional Development Institute
Screening & Intervention
If you have already established a VPK account then log in. If you have not established a VPK account choose “Click Here” and create a VPK account
You must have your own individual email account. Your password is only known to you. ELC is not able to recover any individual’s password.
Family Portal Account Activation
DONOTREPLY@oel.myflorida.com

Sent: Tue 2/23/2016 8:27 AM
To: Beth Walker

You are receiving this message because you or someone else requested a user account for the Family Portal from this email address. Please disregard this email if you did not request an account.

To activate your account, click the **Activate My Account** link to complete the registration process.

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**.

The email account must be activated before proceeding with the VPK application process. To complete this you will need to return to your email account. Once you have activated the account you will need to follow the instructions as shown on the screen.
Register for a Family Portal Account - Step 3

Congratulations, bwalker@elcpinellas.net! You have successfully activated your Family Portal account.

Click Continue to create an application for the Voluntary Prekindergarten Education or School Readiness Program.

Continue >

Please contact your early learning coalition for immediate assistance.

This site is best viewed with Internet Explorer version 10 or higher. Download the latest version of Internet Explorer here.

Select Continue
Select “Create a new VPK application”
VPK Prequalification

Please enter your child’s date of birth.

Please make sure the birthdate you entered for your child is correct and entered in the following format: MM/DD/YYYY.

Child’s Date of Birth

Submit

Select “Submit”
Apply for VPK – OEL-VPK 01-SPEE (08/2014), Rule 6M-8.201, FAC

Complete the online application steps below to apply for the Voluntary Prekindergarten Education Program.

Introduction and Instructions

If you are seeking VPK services in one of the following counties please select the appropriate link:

For all other counties please select Continue below.

The online application allows you to apply for the VPK program for children who live in Florida and are 4 years old on or before Sept. 1 of the current school year.

Your child must meet the Florida residence and age eligibility requirements mentioned above in order to be approved for the program.

IMPORTANT NOTE: You are required to upload documentation to establish your child’s eligibility to participate in VPK. This includes:

- Proof of Florida Residence - Required to determine program eligibility
- Proof of Child’s Age - Required to determine program eligibility
- Individual Educational Plan (IEP) - Required only if you are applying for VPK Specialized Instructional Services (VPK-SIS)

You will not be able to submit the application without uploading all required documents, so have an electronic copy of the required documentation available when beginning the application process. The following is a list of acceptable electronic formats: BMP, TIFF, PDF, JPG, GIF, PNG, DOC, DOCX, TXT.

You can close your application at any time and the information you entered will be saved. When you return to complete this application, you need to log on as a returning user.

If you want to apply for more than one child, you will be able to do so after you submit the first application.

If you would like more information about VPK in the state of Florida, the following guides are available:

- Parent Handbook
- Parent Guide

Select Continue
Complete Parent general information – Any fields marked with a red asterisk must be completed in order to advance to the next step.
Complete Child’s general information – Any fields marked with a red asterisk must be completed in order to advance to the next step

** Note you will see a pop up indicating your child is either eligible or not eligible based on the date of birth entered on screen**

**Make sure when completing the county for services section You choose Pinellas County--if any other county is selected ELC of Pinellas will not be able to view application**
Complete general information – Any fields marked with a red asterisk must be completed in order to advance to the next step.
Must compete any section marked with a red asterisk before proceeding onto the next step*
You are about to upload your documentation...

**Please be sure you are scanning the FULL DOCUMENT or FULL LICENSE/CARD**

**Please review your SCANS and make sure THEY ARE LEGIBLE**

Scanning from your Phone

It is best to use a scanner app when scanning from your phone to ensure legibility and accuracy.

For **Android devices**, you can use the **PHOTOSCANNER** app in the Play Store. It is linked with your google account and will automatically download into Google Photos.

For **Apple devices**, you can use the **GENIUS SCAN** app in the App Store. You can export as pdf or jpegs.
How to Scan your Documents at ELC Kiosks

1. Double click the **Epson** Scanner icon to open it
   a. If it does not open turn it off and back on from the button in the back of it
2. Insert your papers in the scanner top down and backwards. Click on the **Scan** button when you see this screen.

3. Click **OK** when you see this screen.
4. The screen will look like this while scanning

5. When this screen opens you can verify that your document has been scanned. Click the red X close button in the top right corner

6. Close the scanner dialog box

7. You will see your document as a PDF on the desktop. Click the Internet Explorer icon or the Google Chrome icon to begin your VPK Online process
8. Click the **middle tab** to go to the VPK Online application and log in or register

9. Click the **Log On** link at the upper left corner
10. Here you can choose to register, change your password, log in or have a new password sent to your email

11. **IMPORTANT!** Don’t forget to drag your documents into the Recycle bin

12. Right click and choose Empty Recycle Bin

13. Shutdown or restart the computer and turn off the scanner
Must upload both Proof of Residence and Proof of Child’s Age before proceeding on to next step. When you upload a document you will receive a pop up stating Upload in progress.

Please click on “View” and review the documents you attached.
**Please ensure that the NAME on your application EXACTLY MATCHES the name on your DOCUMENTATION and SIGNATURE**
Review application continued.

### EDIT STEP 3 - CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent 1 Residential Address</td>
<td>5755 Rio Vista Dr</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>apt D-302</td>
</tr>
<tr>
<td>County</td>
<td>Pinellas</td>
</tr>
<tr>
<td>City</td>
<td>Clearwater</td>
</tr>
<tr>
<td>Zip Code</td>
<td>33750</td>
</tr>
<tr>
<td>State</td>
<td>FLORIDA</td>
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</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact Number</td>
<td>(727) 400-4437</td>
</tr>
<tr>
<td>Secondary Contact Number</td>
<td>(727) 420-0904</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:bwalker@etcpinellas.net">bwalker@etcpinellas.net</a></td>
</tr>
<tr>
<td>Preferred Method of Contact</td>
<td>Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
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</tr>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
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</table>

### EDIT STEP 4 - VPK PROGRAM PREFERENCES

<table>
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<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Desired VPK Session</td>
<td>School year (540 hours)</td>
</tr>
<tr>
<td>Preferred Program Setting</td>
<td>Prefer not to Answer</td>
</tr>
<tr>
<td>How did you hear about VPK?</td>
<td>Other</td>
</tr>
<tr>
<td>Would you like to receive information about other early learning programs or services?</td>
<td>No</td>
</tr>
</tbody>
</table>
VPK Application Certification

By signing this form I certify that:

- I had the opportunity to review the VPK parent handbook and parent guide.
- I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct.
- Upon enrollment of my child in the VPK program, I understand that my child will participate in the statewide kindergarten screening to determine readiness for kindergarten.
- I understand that transportation for the VPK program is my responsibility.
- I also understand that it is my responsibility to locate an eligible VPK provider or school and enroll my child with the provider or school.
- I understand that I may enroll my child in a school-year program (350 instructional hours), a summer program (350 instructional hours) or VPK-SIS program, if applicable.
- I further understand that I must follow the provider’s or school’s attendance policy and verify my child’s attendance each month.
- I understand that my child may re-enroll only once in a VPK program, unless granted a good cause exemption (Section 1002.71, Florida Statutes).
- I understand that my child will not receive the full number of program hours, when I enroll my child in the VPK program after instruction has begun.
- I understand that upon the approval of my child’s application, I will receive notification my certificate of eligibility is available.

Parent Signature

Parent 1 Full Name

[ ] Check box to certify by electronic signature

Application completion date: 4/20/2016

Submit Application

Please contact your early learning coalition for immediate assistance.

Sign and submit application
Confirmation #
VPK322048-2016

Please note that the confirmation is for your records to identify the application. Confirmation number does not guarantee provider reimbursement – Provider must have VPK certificate to ensure reimbursement
Below is the message the parent will receive after they submit their VPK application

[Family Services] VPK Application Status
DONOTREPLY@oel.myflorida.com
Sent: Wed 4/20/2016 9:57 AM
To: Beth Walker

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This Message is from Family Services

Congratulations Minnie Mouse.
The VPK application you submitted for Chip Chipmunk has been delivered to the ELC of Pinellas. Your application will be reviewed and you will receive an email with further instructions. You may contact the early learning coalition at the numbers listed below.

ELC of Pinellas
(727) 400-4411
http://www.elcpinellas.net/parent-vpk.php

You may also log on to your account at https://familyservices.floridaearlylearning.com to review your application and obtain your Certificate of Eligibility when it is available.
If client logs back into the Family Portal they can view the status of their application they will see one of the following:

- Submitted
- Incomplete
- Rejected
- Approved

**Standard processing time is 10 business days**
If application is rejected this is the email they will receive

At that time client will log back into the Family Portal and Choose “Edit application” (highlighted in blue) once corrections have been made they will resubmit the application.
If application is approved this is the email they will receive

[Coalition Services] VPK Application Status
DONOTREPLY@oel.myflorida.com
Sent: Wed 4/20/2016 10:20 AM
To: 

This Message is from Coalition Services

Hello

The VPK application you submitted for has been approved.

Please log on to your account at https://familyservices.floridaearlylearning.com to download your Certificate of Eligibility. As a parent, you now have the right to enroll your 4-year-old in a VPK program (subject to the provider’s or school’s agreement to admit your child). When you go to a provider, take this certificate with you.

This certificate can only be used for one enrollment and may not be duplicated. If you need a replacement, please contact your early learning coalition at the link below.

Thank you,
ELC of Pinellas
(727) 400-4411
http://www.elcpinellas.net/parent-vpk.php

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.
Client will need to log back into Family Portal

**** If they do not remember the password they created they will need to apply for “Forgot My Password”
Select the child (if they have completed more than one application)

Then select “Download Eligibility Certificate” and **print the certificate**