VPK Reimbursement Tips for Providers

1. All VPK Providers who receive VPK funding from the Coalition are required to upload their VPK Program's **OEL-VPK03L (Long Form) Or OEL-VPK03S (Short Form) and Sign In Sign Out (SISO) sheets, which is required with the use of the Short Form.**

2. The completed **Long Form** or **Short Form and the SISO sheets must be** uploaded each month to the document library folder titled: ***Monthly VPK Long / Short form & SISO.*** The **Long Form** or **Short Form with the SISO Sheets** are **required** to be uploaded to the Monthly VPK Long/Short form & SISO sheet folder of the provider's document library folder at the **same** time the VPK attendance roster is due. The submission due date for each month's attendance is stated on the VPK attendance roster in the Provider's Portal.

3. Providers should review their provider portal attendance roster on the first day of every month. This will help providers identify any attendance issues and get them resolved prior to recording or submitting the attendance.

4. Scheduled VPK non-instructional days are shown as an **asterisk (*)** on the electronic attendance roster. It is the provider's responsibility to make sure that the asterisks are on the correct dates. We do recommend that when VPK providers choose their non-instructional days at the beginning of the VPK Program Year; that if the center is also a School Readiness (SR) provider that the VPK non-instructional dates coincide with their SR closure dates whether one of the 12 reimbursable holidays or whether there are additional closure dates that are non-reimbursable. Reimbursable holidays, per the provider's certified SR contract, appear as an H and the additional non-reimbursable closure dates appear as an asterisk (*).

5. Providers need to verify that children are enrolled with the correct start date and that they are enrolled to the correct VPK classroom. The VPK Enrollment Team approves all VPK enrollments. Any changes that may be needed **should be completed prior to submitting the electronic attendance** through the Provider Portal. This will help to avoid any delay in the provider's reimbursement.

6. Enrollment terminations should be entered in the Provider Portal at the time they occur. This will help prevent any overpayment as well as keep the terminated child's name from appearing on the next month's roster. Providers must not wait to terminate enrollments until the attendance is due. Enrollment terminations must be approved by the VPK Enrollment Team so they need to be submitted as soon as the provider is aware of the need for a child's enrollment to be terminated. All terminations need to be submitted and approved **prior to submitting the electronic attendance for the month**. **Failure to do so may cause a delay in the provider's reimbursement.**

7. The Reimbursement Team does not enter, correct or terminate VPK Enrollments. Issues or questions about VPK eligibility and child enrollments should be directed to the <u>VPK Enrollment Team/Family Services' staff at 727-400-4411 and not the Reimbursement Specialists.</u> If you have to leave a message, please be sure to provide as much detailed information as you can, so that the VPK Enrollment Team can be prepared to answer your question thoroughly when they respond back to you. This is very helpful and much appreciated.

8. It is best practice for providers to record attendance **daily** rather than wait to record the whole month's attendance at the end of the month. This will avoid the provider rushing through the recording of attendance and eliminate mistakes that could lead to the attendance being rejected. Rejected attendance can lead to a delay in the provider's monthly reimbursement.

9. Providers are required to submit their site's electronic attendance and the Long Form Or Short Form with the required SISO sheets for all claimed children by **close of business on the stated attendance due date that is in the Provider Portal** or they risk their site's VPK reimbursement being delayed until the next payment period.

10. An **X** automatically populates on the attendance roster on <u>every scheduled VPK instructional day</u> per the provider's current approved VPK calendar. The **X** means a child was present. If a child is absent, the provider must click on the **X** on the date of the absence and **choose absent which will record an A on the electronic attendance for that day**. Children who are not returning to your site need to be terminated instead of recording absences. It is the provider's responsibility to make sure that the terminations are submitted and approved in a timely manner. This will avoid the need for attendance to be rejected and/or adjustments to be processed due to an overpayment.

11. The Provider Portal will not allow providers to record attendance into the future. As an example, if recording attendance today then the rest of the month would be blank. This means that today would be the last day a provider could record attendance.

12. It is suggested that providers regularly review all prior months' of VPK classroom attendance to locate any children who were enrolled in the Provider Portal with a start date in a month that has already been reimbursed. These enrollments are referred to as "late enrollments". The name of any child that was enrolled late will appear at the top of all of the affected monthly attendances for which the child's attendance had not been submitted. The children who are enrolled late will have a blank status to the left of their name.

13. If a VPK provider has to close their whole site or a VPK classroom unexpectedly for any reason on a **scheduled VPK instructional day**, they are required to submit a Temporary **Closure (TC) Request** on the first day of the temporary closure. <mark>**AFTER**</mark> the TC is

approved, providers will need to submit the related calendar change. TCs affect the VPK Contract and the VPK instructional hours.

- The Reimbursement Team, prior to the provider making the calendar change, **MUST approve the TC so that the correct code populates to the VPK attendance roster**. CN = Closed Non Reimbursable or CR = Closed Reimbursable
- Both the Temporary Closure Request and the Contract/Calendar change **MUST** be completed and approved prior to the provider submitting attendance.
- Please do not include prescheduled non-instructional days within the Temporary Closure Request. Enter a Temporary Closure Request for the closed day/s prior to the non-instructional day/s and add an additional Temporary Closure Request for the closed days after the non-instructional day/s.
- If the unexpected closure goes into the next service period month then a separate Temporary Closure Request must be entered for the next month's closure days.

14. Once the Reimbursement Specialists have completed the monthly reimbursement process and the payment period is officially closed, the Provider Reimbursement Detail Report will be available by clicking on the **Attendance** tab and choosing **Reimbursement Details**. Providers needs to switch their view to the VPK report if they serve SR & Local funded children as well.

15. EFT receipts for VPK are uploaded on or before the last business day of every month to the document library folder titled: ***Monthly Reimbursement Report***.

16. **Reimbursement Specialists do not send an email or make telephone calls to providers to remind them that their VPK attendance roster has not been submitted. It is a provider's responsibility make certain that their site's attendance has been submitted if they want to be reimbursed on time.**

How do I know if my attendance was submitted?

Prior to the attendance roster being submitted, the **blue** class summary box in the upper right corner of the roster states:
Class attendance has NOT been submitted to the Coalition at this time.

Once the attendance is submitted, providers will see the following message in the **blue** class summary box: **Class attendance was submitted to the Coalition on "date" by "email of provider".**

> ✔ Class attendance was submitted to Coalition on 12/8/2018 by alatham77+OELprovider@gmail.com.
>
> | | | | |
> |---|---|---|---|
> | Class | AF18-Purple Room | Max Class Size | 11 |
> | Start Date | 7/2/2018 | End Date | 5/31/2019 |
> | Curriculum | Scholastic Big Day for Pre-K English | Edition | 1st edition/2010 |

This is confirmation that your site's attendance was received by the established deadline shown on the Provider Portal attendance screen. The status column box for each child on the attendance roster will state **"SUB"** (Submitted).

1 to 11 of 11 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Crunch Latham	9/9/2013	5y	VPK	⊘ SUB
2.	Goodbar Latham	9/9/2013	5y	VPK	⊘ SUB
3.	Krackel Latham	9/9/2013	5y	VPK	⊘ SUB
4.	Mentos Latham	9/9/2013	5y	VPK	⊘ SUB
5.	Milky Way Latham	9/9/2013	5y	VPK	⊘ SUB
6.	Nestle Latham	1/1/2014	4y	VPK	⊘ SUB

As the Reimbursement Specialists process the submitted attendance, the individual child records move through the reimbursement process. Once the attendance has been verified and approved, the status changes to **"APP"** (approved) or if there was any rejected attendance, there will be a red "**REJ" (rejected)** next to the child(ren)'s name who were rejected.

1 to 10 of 10 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Goodbar Latham	9/9/2013	5y	VPK	⊗ REJ
2.	Krackel Latham	9/9/2013	5y	VPK	⊗ REJ
3.	Crunch Latham	9/9/2013	5y	VPK	✔ APP
4.	Mentos Latham	9/9/2013	5y	VPK	✔ APP
5.	Milky Way Latham	9/9/2013	5y	VPK	✔ APP
6.	Payday Latham	9/9/2013	5y	VPK	✔ APP

17. Questions pertaining to VPK Reimbursement should be directed to your site's assigned Reimbursement Specialist. Emails and telephone calls to the Reimbursement Supervisor should only be made if the assigned Reimbursement Specialist is unavailable for more than one day, is unable to answer your question or if the issue regarding VPK reimbursement cannot be resolved and needs to be escalated to the Supervisor.

18. Please do not send client/child personal information via email. There are confidentiality and security policies in place including Florida Sunshine Laws that must be adhered to; please be sure to comply with these 100% of the time.

19. **Please be sure to check your site's email regularly and read all ENews thoroughly.** It is the provider's responsibility to know what is in every ENews. Be sure to click on the **links** to read resources or attachments. This will help your site stay informed and help your site to understand what is being requested. We also post information on our website at **www.elcpinellas.net**. This is a good place to find general information for all providers and we suggest looking there for answers to frequently asked questions.

20. **OEL Portal System Requirements – Your site's computer must use Chrome or Internet Explorer Version 10 or higher or some tasks and functions will not work display or work properly.**

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