



WHO: VPK Providers

WHAT: September 2018 Attendance & Payment

WHEN: October 2018

OEL is still working through issues with the statewide Provider Portal that affect VPK attendance for September 2018.

Providers should upload sign in/out sheets **or** VPK long forms for September 2018 to the old ELC Provider Portal by October 3, 2018. **Please refer to the attached document for additional information on this process.**

The ELC will deposit your September VPK estimated reimbursement to your bank account on October 16th. Once we know that the attendance function in the statewide system is working properly, we will provide training and then request that you submit your actual September 2018 VPK attendance electronically. We will then process the submitted electronic attendance and reconcile the actual reimbursement against the VPK estimated reimbursement that you received. The ELC will then deposit any monies owed and retain any overpayments, if applicable.

The ELC strongly recommends that providers who receive a payment that is larger than a typical monthly reimbursement are mindful of the overpayment and that it will eventually need to be repaid. Using this overpayment as additional funds may cause issues later in the fiscal year as the provider will be responsible for repayment. Any providers who have overpayments will be given the option of a repayment plan for a period of three months. If needed, the ELC will work with providers to extend repayment plans to six months.

We know that the issues with the transition to the OEL Provider Portal have created a great burden on our providers in many ways, and we apologize for the inconvenience. Please know

that we are working very closely with the State to correct the issues and hope for a resolution soon.

Please check your email often for updates. Your patience is greatly appreciated as we continue the transition process to the new OEL system.