



## Instructions for VPK Providers September 2018 Sign In/Out Sheets or Long Forms

1. Between October 1 and October 3, 2018, please scan and upload your September sign in/out sheets **or** VPK long forms to the **OLD ELC Provider Portal**.
  - a. Remember, if you are using the VPK Short Form, you must also use sign in/out sheets.
  - b. The VPK Long Form tracks daily attendance, so you do not need to submit sign in/out sheets if you are using this form.
2. These forms will be used to determine the number of VPK children you are serving and the number of VPK instructional days that each child attended in September.

*The total number of children multiplied by the total number of hours each child attended multiplied by the hourly rate = the amount that will be deposited for your center for September 2018.*

The 80/20 attendance calculation will not be applied at this time.

3. This deposit will be made as usual on October 15, 2018.

Please be sure to have included the correct dates/times and that all parent signatures are dated after the month has ended. Contact your reimbursement specialist if you have any questions.