



Early Learning
Coalition of the
Big Bend Region

Questions and Answers from September 7, 2018 Provider Webinar

General Questions

Q: Is there a way to download the PowerPoint?

A: The PowerPoint presentation from the webinar will be available on the ELC's website after the webinar is complete.

Statewide Provider Portal Questions

Q: I have a student VPK certificate and I am not able to enter it, how do I fix it?

A: Please contact the ELC for assistance in troubleshooting your specific issue.

Attendance and Payment Questions

Q: Do you need doctor's notes with everything else on the last day of the month?

A: As we are issuing an estimated payment for School Readiness you do not need to submit sign in/out sheets or absence documentation. Please hold on to these as you are required to keep attendance records for a period of 5 years, and you will need to submit these to us later when payment reconciliation occurs.

Q: Do we need to submit short and long forms for VPK or one or the other?

A: You should upload your VPK sign in/out sheets OR your VPK Long Form.

Q: In the past we have been submitting these forms once the next month begins. As in we submit September's stuff in October. Now we need to submit everything at the end of September instead of the beginning of October?

A: You will still be submitting documents for attendance processing at the beginning of each month.

Q: Do short forms need to be uploaded at the end of each month or at end of school year?

A: You do not need to upload VPK Short Forms unless the ELC requests that you do so. You are required to keep these forms for 5 years in accordance with the records retention requirement of your VPK contract.

Q: Once the attendance is completed on the paper forms should they be uploaded in the portal? Is this the correct place to submit them?



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A: Please upload documents to the ELC's "old" provider portal.

Q: Do we send in sign in sheets for SR?

A: As we are issuing an estimated payment for School Readiness you do not need to submit sign in/out sheets or absence documentation. Please hold on to these as you are required to keep attendance records for a period of 5 years, and you will need to submit these to us later when payment reconciliation occurs.

Q: I only have after school care. Am I supposed to be giving my sign in/out sheets to you now? If so, who do we give them to?

A: As we are issuing an estimated payment for School Readiness you do not need to submit sign in/out sheets or absence documentation. Please hold on to these as you are required to keep attendance records for a period of 5 years, and you will need to submit these to us later when payment reconciliation occurs.

Q: Do we submit doctor's notes for VPK?

A: Not at this time.

Q: Any updates on how to upload School Readiness attendance?

A: No. We thank you for your patience as we work with the state to work through the issues with the new system.

Q: Is this the payment we received in June or June's reimbursement that was paid in July?

A: We are discussing payment for August attendance that will be processed and paid in September.

Q: If we are not submitting VPK forms right will we be notified?

A: Your Financial Analyst will contact you if we do not receive documentation requested.

Q: Will the August payment include new students?

A: The payment you will receive in August is for services provided in July. As it is an estimated payment, it will not include new students.

Q: Can you send us how the VPK payment will be calculated again?

A: Your sign in/out sheets or VPK Long 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



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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.

Q: Was there a rate increase for VPK?

A: The state did not approve a rate increase for VPK for the 2017-2018 program year. Current VPK rates can be found on the ELC's website at <https://www.elcbigbend.org/site/Providers/Voluntary-PreKindergarten-VPK-Program/Payment-for-Services>

Q: Can't we just use the old portal for SR sign in/out sheets, so that we won't be so far behind?

A: The old portal does not have a way to import accurate child enrollment information to compare to sign in/out sheets for accurate payment. This would result in a longer processing time and a payment delay.