



**WHO:** VPK Providers

**WHAT:** October 2018 Attendance & Payment

**WHEN:** November 2018

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

Providers should upload sign in/out sheets **or** VPK long forms for October 2018 to the old ELC Provider Portal by **November 5, 2018**. **Please refer to the attached document for additional information on this process.**

**If you are unable to submit documents electronically due to internet or technical issues related to Hurricane Michael, please contact your Financial Analyst for assistance.**

The ELC will deposit your October VPK estimated reimbursement to your bank account on November 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 October 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.

Providers who receive a payment that is larger than a typical monthly reimbursement should be mindful that any overpayment must be repaid during the 2018-2019 fiscal year which ends June 30, 2019. Using any overpayment as additional funds may cause issues when actual reimbursements are reconciled. If needed, providers with overpayments will be given the option of a three-month repayment plan. The ELC will work with providers on a case by case basis to extend repayment plans to six months if necessary.

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.