



Early Learning
Coalition of the
Big Bend Region

Instructions for VPK Providers

October 2018 Document Submission and Payment Calculation

1. October 2018 Sign In/Out Sheets or Long Forms
 - Between November 1 and November 5, 2018, scan and upload your October sign in/out sheets **or** VPK long forms to the OLD ELC Provider Portal.
 - Remember, if you are using the VPK Short Form, you must also use sign in/out sheets.
 - The VPK Long Form tracks daily attendance, so you do not need to submit sign in/out sheets if you are using this form.
 - Please be sure to have included the correct sign in & out dates/times and that all parent signatures are dated after the month has ended.
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 October. Your VPK payment will be calculated as follows:
 - 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 October 2018.
 - The 80/20 attendance calculation will not be applied at this time.
3. Your payment will be deposited to your bank account on November 16, 2018.

Contact your ELC Financial Analyst if you have any questions.