



WHO: School Readiness & VPK Providers

WHAT: December 2018 Attendance Process

WHEN: **NOW**

Dear School Readiness and VPK providers,

You may have already received information regarding the process for December School Readiness and VPK attendance from your Financial Analyst. This email is being sent to ensure consistency in instructions related to the attendance reporting process. As always, please contact your Financial Analyst with any questions related to attendance or payment.

SCHOOL READINESS ATTENDANCE

As a reminder, there is a new process for School Readiness attendance. Please complete your December attendance in the workbook provided to you last month. When completing your workbook, refer to the emails you have received from the ELC Family Services team to complete the care level, schedule, and parent fee information for each child.

If you need assistance or have questions about completing your attendance workbook for December, **contact your Financial Analyst**. **Your Financial Analyst is the best person to assist you with the attendance process.**

VPK ATTENDANCE

VPK providers should complete attendance in the OEL Provider Portal as previously instructed. Please upload sign in/out sheets **or** VPK long forms for December 2018 to the “old” ELC Provider Portal.

REMINDER REGARDING OVERPAYMENTS

Due to the current limitations of the statewide Provider Portal, your payments are considered estimates. While the new process for School Readiness attendance and the review of sign in

and out information for VPK attendance provide a more accurate payment than the estimation method previously used, these payments will eventually need to be reconciled in the statewide system. Reconciliation of actual attendance may result in findings of overpayments to providers. 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. Providers are responsible for repaying any overpayments by July 16, 2019.

Please contact your Financial Analyst with any questions related to attendance or payment.