



WHO: VPK Providers

WHAT: VPK Attendance for July-October 2018 and January 2019

WHEN: January 31 AND February 5, 2019

You may have already received information regarding the process for VPK attendance from your Financial Analyst. If you have already submitted the items requested in this email, please disregard this communication. As always, please contact your Financial Analyst with any questions related to attendance or payment.

VPK ATTENDANCE

All VPK attendance must now be entered in the OEL Provider Portal. The state has stipulated that VPK attendance from July 2018 through January 2019 must be brought current and entered in the OEL Provider Portal as soon as possible.

VPK Attendance for July, August, September, and October 2018 must be entered in the OEL Provider Portal by close of business on Thursday, January 31, 2019.

You should have already completed your November and December VPK attendance in this portal.

January 2019 attendance must be entered in the OEL Provider Portal by Tuesday, February 5, 2019.

Please upload sign in/out sheets or VPK long forms for January 2019 to the "old" ELC Provider Portal. Failure to enter your VPK attendance in the OEL Provider Portal will indicate you had no VPK enrollments from July to January, and any estimated payment you received for attendance for those months must be paid back to the ELC. If this occurs the ELC will process repayment adjustments rather than payments and contact you regarding a repayment plan. While we must have your attendance by the deadline, providers will have until July 16, 2019 to repay any overpayment.

REMINDER REGARDING OVERPAYMENTS

Due to the current limitations of the statewide Provider Portal, your payments are considered estimates. While the current process for VPK attendance provides 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.