



WHO: School Readiness and VPK Providers

WHAT: February 2019 Attendance

WHEN: March 5, 2019

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

SR Attendance-February 2019

The February 2019 attendance workbook must be submitted by Tuesday, March 5, 2019.

VPK Attendance-February 2019

February VPK attendance must be entered and submitted in the Statewide Provider Portal by Tuesday, March 5, 2019.

Payment Date

The scheduled payment date for February 2019 reimbursement is Monday, March 18, 2019.

REMINDER REGARDING OVERPAYMENTS

Due to the current limitations of the statewide Provider Portal, your payments are considered estimates. While the current process for School Readiness 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.

Please contact your Financial Analyst with any questions.