



WHO: VPK Providers

WHAT: VPK Attendance Deadlines and Payment Reminder

WHEN: Immediately

The ELC began processing VPK attendance in the Statewide Provider Portal in November 2018. VPK providers have been instructed to complete all VPK attendance in the Provider Portal each month, and the ELC has been reimbursing VPK providers based on actual attendance. This means that your VPK payment is not an estimate and is based solely on what you have entered in the Provider Portal. If you have not entered your VPK attendance, the ELC will not be able to reimburse you for that month. For example, if you do not enter your February attendance, you will not receive a payment for February VPK on March 18, 2019.

It is the provider's responsibility to enter correct VPK attendance in the Provider Portal in order to receive reimbursement for services. If your attendance is rejected in the Provider Portal, the portal will send you an automated email. This email is not sent by the ELC's Finance team, and is generated by the portal. You must log in to the portal and review your attendance to determine what needs to be corrected and resubmitted to the ELC.

If you offer both the School Readiness and VPK programs your monthly reimbursement for each program is paid together in one dollar amount. While your payment detail breaks down the payment, any overpayment or adjustment for either program can be deducted from the total payment amount. **It is the provider's responsibility to check the payment detail to ensure your payment is accurate. If there is a VPK overpayment, the ELC is authorized to correct the overpayment by offsetting future School Readiness and VPK payments pursuant to Section 5a of Rule 6M-8.205 F.A.C.:**

If the coalition determines that a private VPK provider or school district received payment in an amount greater than the amount earned by the private provider or school district, resulting in a negative reconciliation payment calculation, the coalition shall make reasonable efforts to collect the overpayment. Reasonable efforts include but are not limited to informing the private provider or school district of the full amount owed, making written requests for repayment, offering to negotiate a repayment schedule, and offsetting the overpayment against any future payments for early learning programs.

If you have questions or need assistance with your VPK attendance, please contact your Financial Analyst.