



WHO: School Readiness and VPK Providers

WHAT: March 2019 Attendance

WHEN: **April 3, 2019**

SR Attendance-March 2019

The March 2019 attendance workbook must be submitted by Wednesday, April 3, 2019.

While the School Readiness function has been activated in the portal, ELC Big Bend is **NOT** using this function at this time. The ELC is currently working through the backlog of School Readiness child enrollments. Until these enrollments are entered, your School Readiness attendance will not be accurate and cannot be completed in the portal. Please continue to submit your School Readiness attendance workbooks until you receive further instruction from the ELC regarding entering School Readiness attendance in the Provider Portal.

VPK Attendance-March 2019

March VPK attendance must be entered and submitted in the Statewide Provider Portal by Wednesday, April 3, 2019.

March Reimbursement Payment Date

Friday, April 19, 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.