



Early Learning Coalition of Southwest Florida, Inc.

<u>Subject:</u> Voluntary PreKindergarten Provider Reimbursement and Post Attendance Audits		
<u>Policy #: 510.1</u> ELCSWF-VPK0018-11	<u>Category:</u> Enrollment and Attendance	<u>Reference #</u> OEL-VPK-510
<u>Approval:</u> October 12, 2011	<u>Effective Date:</u> October 12, 2011	<u>Replaces (policy # and date):</u> ELCSWF-VPK0018-06 8/1/06 9/25/07, 9/26/08. 6/22/11

GENERAL REQUIREMENTS

Provider shall ensure that each location at which the provider offers the VPK program, meets all the qualifications and requirements for offering the VPK program established by statute, rule, and the current VPK agreement with the Coalition (VPK 20) and as amended, at all times the provider offers the VPK program.

Provider Eligibility: Prior to receiving reimbursement, each provider must be approved by the Coalition as a VPK Provider per ELC policy 508.1.

Fiscal Monitoring: The Coalition is responsible for monitoring the fiscal integrity of enrollment and attendance in the VPK Program and therefore will ensure each VPK provider is audited a minimum of once a fiscal year.

Payment Limits: The Coalition is not responsible for payment of any child who is not approved for services. Authorization for payment is based on the issuance of a valid, current VPK certificate VPK-02.

Rate of Reimbursement: Reimbursement rates are subject to funding availability and may be increased or decreased by the legislature, and adjusted by the Office of Early Learning. The actual amount of reimbursement may vary by county. The allocation per child for each county is determined annually by the state through an analysis of factors such as estimated VPK children, administrative allocation and cost differential of county.

PROVIDER RESPONSIBILITIES

Classroom attendance: The Provider is to ensure that each classroom has a daily, current and “real time” attendance list at all times.

Child Eligibility Status: To be eligible for the VPK program, a child must reside in Florida and be 4 years old, but not yet 5 years old, on September 1st of the school year. A child remains eligible for the VPK program until the beginning of the school year for which the child is eligible for admission to kindergarten in a public school. Proof of the child’s residency and verification of the child’s birth must be submitted prior to bring approved to receive VPK services.

Access to Records: The Provider is required to keep and maintain all records and forms on site, including enrollment and attendance records for VPK children, and reimbursement summaries and other fiscal records for a period of no less than five (5) years from the date the child leaves the program.

VPK Transfer: In the event of a VPK transfer, all of the child's attendance data from the former facility must be submitted for reimbursement within 30 days of the date the Provider was notified by the Coalition, designee of the transfer.

Daily Attendance Records: Provider must maintain daily attendance records (AWI-VPK03S OR AWI-VPK03L) as established in the current provider agreement and pursuant to 60BB-8.305 FAC. Originals of all attendance records must be submitted upon Coalition request or as directed by the Coalition.

Submission for Reimbursement: Providers must obtain and complete the monthly enrollment/attendance certificate form in accordance with Coalition or designee instructions. Providers must submit accurate monthly enrollment/attendance certificate forms to the Coalition/designee by the 3rd of the month following the month of service, signed by the VPK facility director in order to receive reimbursement for the requested VPK services. Child care services over and beyond the VPK hours established on the current provider AWI-VPK11 are the financial responsibility of the parent. All original monthly enrollment/attendance certificate forms must be submitted to the Coalition/designee no later than 7 days following the end of the month of the child's VPK service. **NOTE: Any request for reimbursement submitted more than 30 days after the last day of the previous month of service, will NOT be honored.**

Inaccurate or Unsupported Attendance Reports: If attendance records are inaccurate or unsupported, reimbursement payments will be affected. Records that fail to substantiate the reimbursement will result in a disallowed payment which may be deducted from any future reimbursement payment or required to be repaid.

Reconciling Payments: It is the Provider's responsibility to review the pre-payment or reimbursement summary provided by the Coalition or designee each month with the reimbursement check. The Provider must report any discrepancies or underpayment within 30 days from the date the reimbursement was deposited or mailed. Any underpayments reported after 30 days will not be honored.

Direct Deposit: All Providers must comply with direct deposit of all child care reimbursements made to the Provider by the Coalition or designee. Any exceptions must be approved by the Coalition.

Funding Is Not Transferable: Providers may not transfer or assign funds to any other person or business. New owners of an existing facility must be Coalition approved prior to receiving payment.

Enrollment: Providers may not enroll any child with the expectation of receiving reimbursement without a Coalition approved VPK certificate (VPK-02) from the parent. Any child care services provided without proper authorization will not be eligible for reimbursement. The VPK certificate must be submitted to the Coalition/designee within ten (10) days of the child's enrollment. VPK reimbursement will not be issued retroactively for any time longer than ten (10) days prior to receipt of the VPK certificate from the provider.

COALITION RESPONSIBILITIES

Advance Payment and Reconciliation of VPK program will be provided pursuant to Rule 60BB-8.205 F.A.C.

Attendance and Child Absences; and temporary closures of the provider will be addressed, documented and reimbursed pursuant to Rule 60BB-8.204 F.A.C.

Attendance Audits: The Coalition is responsible for conducting auditing activities to ensure the accuracy of the payments of the monthly pre-payment or reimbursement requests. The Coalition or designee may audit attendance records at any time. The Provider is responsible for maintaining original records of each child's daily attendance at facility and cooperating with any requests for documentation related to auditing of fiscal compliance with VPK funding. Failure to produce original documents when requested may result in disallowed payments.

Associated Documents:

Forms: AWI-VPK-03S, AWI-VPK-03L, AWI-VPK-20, AWI-VPK-02, and Statewide Provider Agreement

Citation History: Rule 60 BB-8, FAC, and Chapter 1002.55-79 F.S.