



School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) Payments and Fiscal Processes

A reference tool for understanding the basics of payments, attendance audits, EPPS and other fiscal matters.



Presentation Overview



- This presentation will review the basics of School Readiness (SR) and VPK Payments.
- You may use this as a convenient desktop reference tool to answer common questions.
- The information contained here is based on procedures and guidance as of April 2010. Any new Coalition or State guidance issued will take precedence.



What is EPPS?



- EPPS is 4C's Electronic Provider Payment System

- A free, secure website to access pertinent information:
 - ❑ Payment details and payment history
 - ❑ Direct deposit amounts



Benefits of EPPS



- View/Print reimbursement details at any time.
 - School Readiness Reimbursement
 - VPK Actual Payment
 - VPK Advance Payment
- Free on-line storage (historical information).
- View direct deposit transaction 24 hours prior to receiving funds.
- Ability to convert payment details into Excel.



How to use EPPS



- Each provider has a vendor ID and a secure, case sensitive password for logging in
- Go to www.4CFlorida.org
- Click on the appropriate county on the map
- Click on “Providers” at the top
- Click on “piggy bank” labeled EPPS Login-Provider Payments
- Enter vendor ID and password
- View and print information as needed



How to use EPPS




4C - - Windows Internet Explorer

http://www.4cflorida.org/

File Edit View Favorites Tools Help

4C 4C -

 Community Coordinated Care for Children, Inc.
Florida's Family & Children's Resource

Please click your county on the map.

Loading Flash movie.

Seminole
Orange
Osceola
Glades
Lee
Hendry
Collier Southwest Florida Portal

http://www.4cflorida.org/Southwest-Florida.aspx

start 4C - - Windows Inter... Internet 100% 10:09 AM

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How to use EPPS



The screenshot shows a web browser window with the following content:

- Browser Title Bar:** 4C - Southwest Florida Home - Windows Internet Explorer
- Address Bar:** http://www.4cflorida.org/Southwest-Florida.aspx
- Page Header:** Southwest Florida Area Community Coordinated Care for Children, Inc. with a map of Florida highlighting Glades, Lee, Hendry, and Collier counties.
- Navigation Menu:** Home, About Us, Programs, Providers, Families, Donors, Volunteer, News, Downloads & Links, Careers, Contact Us
- Main Content Area:**
 - Influenza Virus Information:** New Law Affecting Child Care Facilities, Family Day Care Homes and Large Family Child Care Homes
 - Financial Assistance:** Apply for financial assistance with child care or schooling (with image of a woman and child)
 - Donate Now!** We need your support to thrive. (with image of a piggy bank)
 - Welcome:** A message from Colleen Gallagher, stating: "We feel so fortunate to be able to serve so many children and families through all of our programs and services. While families juggle the responsibilities of work and home they reach out for 4C's hand in order to manage it all. This past year has been a difficult one for those we serve as the economy has shifted. Government, businesses and families alike have all been affected. Unfortunately, much too often layoffs are hitting household incomes hard, increasing the need for child care services even more. 4C will hold steadfast in remaining a resource in times of need. Our partnerships and community relationships allow us to provide referrals, resources, and information to families and child care providers in Central and Southwest Florida. As always, thank you for supporting 4C as we offer quality early learning services. Thank you for being a Friend of 4C." Below the text is the name Colleen Gallagher.

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How to use EPPS



The screenshot shows a web browser window titled "4C - Providers - Windows Internet Explorer". The address bar shows the URL "http://www.4cflorida.org/Southwest-Florida/Providers.aspx". The website content includes a header with the "4C" logo, a map of the Southwest Florida Area highlighting Glades, Lee, Hendry, and Collier counties, and the text "Community Coordinated Care for Children, Inc. Providers". A navigation menu includes links for Home, About Us, Programs, Providers, Families, Donors, Volunteer, News, Downloads & Links, Careers, and Contact Us. The main content area is titled "Home :: Providers" and features several sections: "CDC: Smoking & Tobacco Use", "Legislative Update: Influenza Bill (House Bill 1405)", "Environment Rating Scales (ERS)", a photo of a baby and a woman, a piggy bank icon labeled "EPPS", and text explaining that EPPS provides information on starting a child care center or family child care business, as well as resources for getting help with food and nutrition. Other text mentions downloading forms for daily business, checking for certification information, and viewing a training calendar for trainings and workshops. A footer contains the text "Need to stop by our offices? Click here for phone numbers and locations." The browser's taskbar at the bottom shows the Start button, open windows for "4C - Providers - Wind...", "Microsoft Excel - Book1", and the system clock showing "10:12 AM".

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How to use EPPS



South Florida 4C Community Coordinated Care for Children, Inc. - Windows Internet Explorer

http://72.243.245.212/fourcSF/

File Edit View Favorites Tools Help

South Florida 4C Community Coordinated Care for Chi...

Community Coordinated Care for Children, Inc.

4C Login

Vendor ID:

Password:

Login

Done

start South Florida 4C Com... Microsoft Excel - Book1 Internet 100% 10:12 AM

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VPK Advance Payment



- New ruling as of August 2009- 60BB-8.205
Advance Payment and Reconciliation for the VPK Program
- Providers select whether to receive Advance payment (formerly called prepayment)
- Advance payments are calculated at 95% of the regular VPK hourly rate
- Actual payments are calculated at 100% rate using the 80/20 attendance rule (see future slides)
- Payments are reconciled monthly and at the end of each class



SR and VPK Reimbursement



- School Readiness and VPK attendance sheets are mailed out between the 18th and 20th of each month. If you do not receive your attendance sheet by the last week of the month, please notify the 4C office right away.
- Complete in ink using the legend at the bottom left corner of your attendance sheet



Attendance Sheet Marking



School Readiness	VPK
X= Enrolled/Present (Child in attendance and authorized for SR)	X= Enrolled/Present (Child in attendance and authorized for VPK)
E= Excused Absence (first three absences - which are payable)	E= Absent Day 1-3 (No documentation required) <u>NOTE: Excuse notes no longer need to be submitted</u>
A= Authorized Absence (beyond three absences)	A= Absence beyond 3 days (Documentation required-See next page) <u>NOTE: Excuse notes no longer need to be submitted</u>
T= Terminated (Child no longer attending)	T= Terminated (Child no longer attending)
H= Holiday (Up to 12 based holiday sheet)	C= Temporary Closure Beyond Provider's Control
N= Enrolled, Non-reimbursable (Child not authorized for SR services)	

No other marks will be recognized for reimbursement purposes.



VPK Absences



- New ruling as of August 2009- 60BB-8.204
Uniform Attendance Policy for Funding the VPK Program
- Providers are paid for entire annual student allocation, unless child misses more than 20% of the program
- Providers are not paid for any absent hours over 20% threshold - regardless of the reason
- Excuse notes no longer need to be submitted



VPK Absences



- The 80/20 formula is applied monthly and at the end of the class.
- Maximum of 20% of the provider payment per student can be for days the child is absent.
- If a child exceeds the 20% threshold for absences, hours are deducted to bring the absences to the allowable 20%.
- These deductions will be marked as “adjustments” on the reimbursement reports.



VPK Absences



- Adjustments may be for portions of an hour or full days.
- The 80/20 formula will be applied to the entire year during the last month of class.
- If a child's over-all absences are less than 20% for the entire year, the provider may receive a reconciliation payment to return funds deducted in previous months.



SR and VPK Attendance Tips



- Children not pre-printed should be hand written on attendance sheet and marked.
- Do not alter names, ID's or classroom codes.
- Leave the "Days Attn'd" column blank.
- Sign each page in blue or black ink.
- Keep a copy for your records.
- Submit original attendance sheets to 4C by the 3rd of each month. This applies even if the 3rd is on a weekend or a holiday.



Monthly Attendance Submittal



Mail-

- Ft. Myers Office-2675 Winkler Ave., Suite 300, Ft. Myers, FL 33901
- Naples Office-201 8th St. South, Suite 200, Naples, FL 34012

Hand Deliver-

- Ft. Myers Office-2675 Winkler Ave., Suite 300, Ft. Myers, FL 33901
- Naples Office-201 8th St. South, Suite 200, Naples, FL 34012

Drop Box-

- Ft. Myers Office-2675 Winkler Ave., Suite 300, Ft. Myers, FL 33901
- Naples Office-201 8th St. South, Suite 200, Naples, FL 34012



Reimbursement Reports



- Reimbursement reports are available on-line or mailed by the 15th for the previous month.
- Review the reimbursement report each month and report any discrepancies within thirty (30) days from the date the reimbursement was deposited.
- School Readiness and VPK underpayments reported after thirty (30) days will not be honored.



Reading Reimbursement Reports



- The report title is at the top
 - School Readiness Reimbursement Report
 - VPK Actual Payment Report
 - VPK Advance Payment Report
- The top left of the report shows the provider's information (name, address).
- The top right shows the provider's vendor ID, as well as the reporting period.



Reimbursement Report Legend



Column Title	SR-Details	VPK-Details
Billing Group	Funding contract- internal tracking	Funding stream- internal tracking
Class Code	N/A	Classroom child is enrolled in
Elig Code	Funding stream- internal tracking	Funding stream- designates summer (VPKS) or fall (VPK)
Child ID	Child's unique identifier	Child's unique identifier
Child Name	Child's legal name	Child's legal name
Care Level (Age of child)	INF-Infant; TOD-Toddler; 2YR-2 years; PR3- 3 years; PR4-4 years; PR5-5 years (not in school); SCH- School age	PR4-4 years; PR5-5 years



Reimbursement Report Legend



Column Title	SR-Details	VPK-Details
Unit of Care (Care authorized)	FT=Full time; PT=Part time; FTV=Full time wrap around; PTV=Part time wrap around (See future slides for info on wrap around)	HR= Hourly
Daily Rate	Amount paid per day	N/A
Hourly Rate	N/A	Amount paid per hour
Gold Seal Rate	Additional daily payments for Gold Seal Providers	N/A
Daily Fee	Daily assessed fee for child	N/A
Hours Paid	N/A	Total hours paid



Reimbursement Report Legend



Column Title	SR-Details	VPK-Details
Days Attend	Number of days paid	Number of days paid
Gross Reimb	Reimbursement total, including parent fee	N/A
Total Fees	Total parent fees for child (collected by provider)	N/A
Net Reimb	Total paid to provider (Gross Reimbursement - Total Fees)	Total paid to provider (Hours paid x Hourly rate)
Payment Start Date	Date payment begins for child	Date payment begins for child
Adj. (Adjustment flag)	Y=Prior period adjustment; N=Payment for current month	Y=Prior period adjustment; N=Payment for current month
Adjustment Comments	Brief explanation of adjustments	Brief explanation of adjustments



Wrap Around Payments



- Applies to children enrolled in VPK and SR
- SR payments will be reduced by the length of the VPK class.
- As daily length of VPK class *increases*, the SR wrap payment *decreases*.
- To illustrate, see chart on next page.



Wrap Around Payments



- The following examples are based on a SR child authorized for Full Time care (11 hrs/day) and also enrolled in VPK.
- In this example, the SR daily rate is \$21/day.

Full Time SR Rate (Non VPK child)	VPK Class Length (Hrs)	SR "Wrap" Length (11 hrs-VPK hrs)	SR Wrap Payment
\$21.00	3	8	\$15.27
\$21.00	5	6	\$11.45
\$21.00	7	4	\$7.64



VPK Annual Verification



- Before the coalition can send the final VPK payment, providers need to verify each child's information is correct. A report will be prepared for each provider that shows:
 - ❑ Each child you served (name DOB, gender);
 - ❑ The amount you were paid, based on the monthly attendance you submitted for payment;
 - ❑ The number of days/hours absent
 - ❑ Each child's actual attendance; and
 - ❑ Percentage of absences.
- Discrepancies with any information on the report need to be reported to the 4C VPK payment office.
- Providers are responsible for submitting supporting documentation to 4C for any requested change.



SR & VPK Attendance Audits



- As a contract requirement, 4C must audit provider's daily sign-in documentation to validate payment.
- Each day claimed as present on the attendance sheet must have a corresponding parent signature.
- Providers may be chosen for an attendance audit at anytime during the year. Selection may be made by 4C, the local Coalition, or the State.



SR & VPK Attendance Audits



- A random sample of paid providers is selected monthly.
- Letters are sent to selected providers each month requesting daily sign in documentation.
- Documentation is due back to 4C, as requested.
- Expect a call if documentation is not received by the requested due date.



Attendance Audits-Documents



Early childhood SR and VPK providers are responsible for maintaining documentation of each child's daily attendance.

School Readiness

- Daily parent sign-in/sign-out logs
- Child's name should be entered as it appears on Attendance sheets.
- Record time-in and time-out.
- Parent signatures:
 - Use full signature (not "Mom", "Dad", "Grandma", etc.)
 - Hard copy- daily sign in
 - Electronic copy- sign monthly report
- Maintain records on-site as directed in Provider Agreement

VPK

- VPK Long form, AWI-VPK 03L or VPK Short form, AWI-VPK 03S
- Daily parent sign-in/sign-out logs if using VPK Short form
 - Child's name should be entered as it appears on Attendance sheets.
 - Record time-in and time-out.
 - Parent signatures:
 - * Use full signature (not "Mom", "Dad", "Grandma", etc.)
 - * Hard copy- daily sign in
 - * Electronic copy- sign monthly report
- Maintain records on-site as directed in State-wide VPK Provider Agreement



Attendance Audits-Process



- 4C staff will review documentation of the child's daily attendance.
 - Parent full signatures (no "Mom", "Dad", etc.)
 - Dates and Time-in/Time-out
 - Date VPK forms are signed (last VPK day of the month or first week of following month)
- Daily documentation (parent signatures) is compared to markings on Attendance Sheet.
 - Each day's attendance is verified
 - Discrepancies are noted as errors



Attendance Audits-Results



- Adjustments are made based on validation of daily attendance.
- Providers are notified by mail and phone of audit results
 - Pass (Best practices and adjustment amounts noted)
 - Fail (Explanation and adjustment amounts noted)
- Technical Assistance and Corrective Action Plans are provided as needed
- Re-audits may be performed in two to three months to assure compliance



Other Resources



- AWI/OEL website

www.floridajobs.org/earlylearning/oel_state_fed.html#proposedrules

- 4C website

- www.4CFlorida.org

- Early Learning Coalition

- www.elcofswfl.org