



VPK – Selection of Payment Option

By completing this form, you are requesting to receive payment for the VPK program either on an advance payment schedule, or a reimbursement schedule. Advance payments are based on the number of children enrolled in your program at the time of payment processing (the 3rd of the month, for following month's advance payment). Reimbursements are based on actual physical attendance of the children attending your VPK program. Just a reminder, requests to enroll in advance payments must be received by 4C no later than 12:00 noon on the 3rd day of each month. For example, to receive a September advance payment, this form must be received by 4C before August 3rd. Changes requested after the deadline will be effective the following month.

To receive an advance payment, the child's Certificate of Eligibility must be received by 4C no later than 12:00 noon on the 3rd day of the month before the advance payment month. For example, to receive a December advance payment for a child, the Certificate must be received by 4C on or before November 3rd.

- Sign me up for VPK Reimbursements. Reimbursements will be made by the 15th of each month for the preceding month's attendance.
- Sign me up for VPK Advance payments. I understand that each month I will be required to reconcile any outstanding balance (advance payment greater than actual reimbursement). Accounts must be in good standing in order to continue receiving advance payments.

Authorized Signature

Date

VPK Provider Name and Address

You may return this form to 4C, Attention: Reimbursement Supervisor via:

- Fax at 239-935-6188
- Drop-off box- 4C, 2675 Winkler Ave, Ft. Myers, FL 3390 or 4C, 201 8th Street South, Naples, FL 34102.
- Postal Service – 4C, Attn: Reimbursement Supervisor, 2675 Winkler Ave, Suite 300, Ft. Myers, FL 33901

Please contact 4C if you have any questions regarding VPK payments. You may reach us by phone at (239) 935-6154. Thank you for supporting our community and our children through your VPK program.