

Adjustment Procedures:

The VPK and SR attendance must to be submitted to the Coalition by the close of the business day on or before the second day of the month. Some children will appear twice on your monthly attendance if they have a birthday during the month. If you have children enroll during the month; fax the VPK certificate the day of enrollment and write the VPK/ SR missing child's name on the attendance sheet for the month. Terminations for VPK and SR must to be faxed to the Coalition the last day the child attends and a T written on the attendance. Finally, after reviewing your reimbursement report an adjustment request form needs to be faxed to the Coalition and a copy of the attendance for any discrepancies in your VPK/SR payment. All forms can be found on our website www.elcirno.org.