



Coalition Portal User Guide

Version 7.3

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Document Overview

This document provides a step-by-step guide for Coalition staff who are assisting families to navigate the Family Portal and providers to navigate the Provider Portal.

Purpose of this Document

The purpose of this document is to provide coalition users with a reference document to successfully navigate and perform business processes included in Release 7.2 of EFS Mod.

Intended Audience

The intended audience for this document includes staff responsible for processing School Readiness Program and/or VPK Program applications, as well as staff responsible for providing technical assistance to parent users of the Family Portal, in addition to staff responsible for processing Provider Portal profiles, contracts, enrollments, attendance, and reimbursement, as well as staff responsible for providing technical assistance to Provider Portal users.

What's New in this User Guide?

Updated screenshots for the new SSO login redirect addressed with the latest Hot Fix.

Assistance

If you have questions about any of the material in this User Guide or about any processes not covered by this guide, please contact the Division of Early Learning Service Desk at Service.Desk@oel.myflorida.com or (850) 717-8600.

Logging on to the Coalition Services Portal with Single Sign-On

Coalition users can access the Coalition Services Portal at <https://coalitionservices.floridaeearlylearning.com>.

Navigate to the Coalition Portal. The following page will display.



Click **Hosted / Self-Registered Login**




The sign in page will display. Enter your username and click **Sign in**.



The following page will display. Enter your password and click **Continue**.



You will be prompted to send a one-time verification code at your established multi-factor authenticator. Click **Send Code.**



We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

Phone Number
XXX-XXX-

[Send Code](#) [Call Me](#)

[Cancel](#)

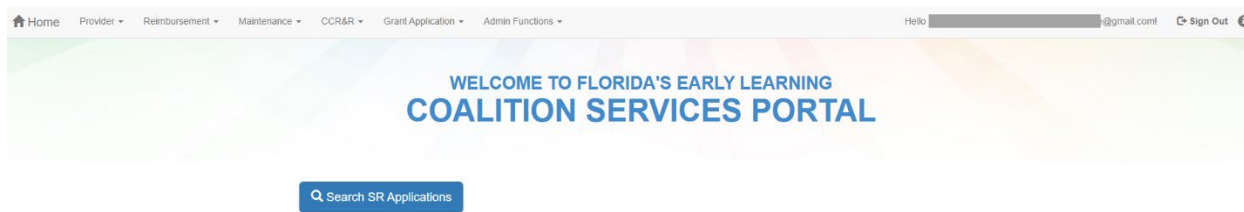
[Home](#) [Privacy](#) [Support](#)

Note: Phone number was chosen as the multifactor authenticator for this account. Screens pertaining to multifactor authentication through email and/or authenticator application may differ.

A code will be sent to you. Enter the code you receive and click **Verify Code.**



The Coalition Portal will display.



Note: The menus and/or links on your home page will vary depending on your assigned role in the portal.

Creating a New Coalition Services Portal Account

To access the Coalition Services Portal, the coalition user must contact their LEA Admin to register an account.

Re-Adding a Coalition User

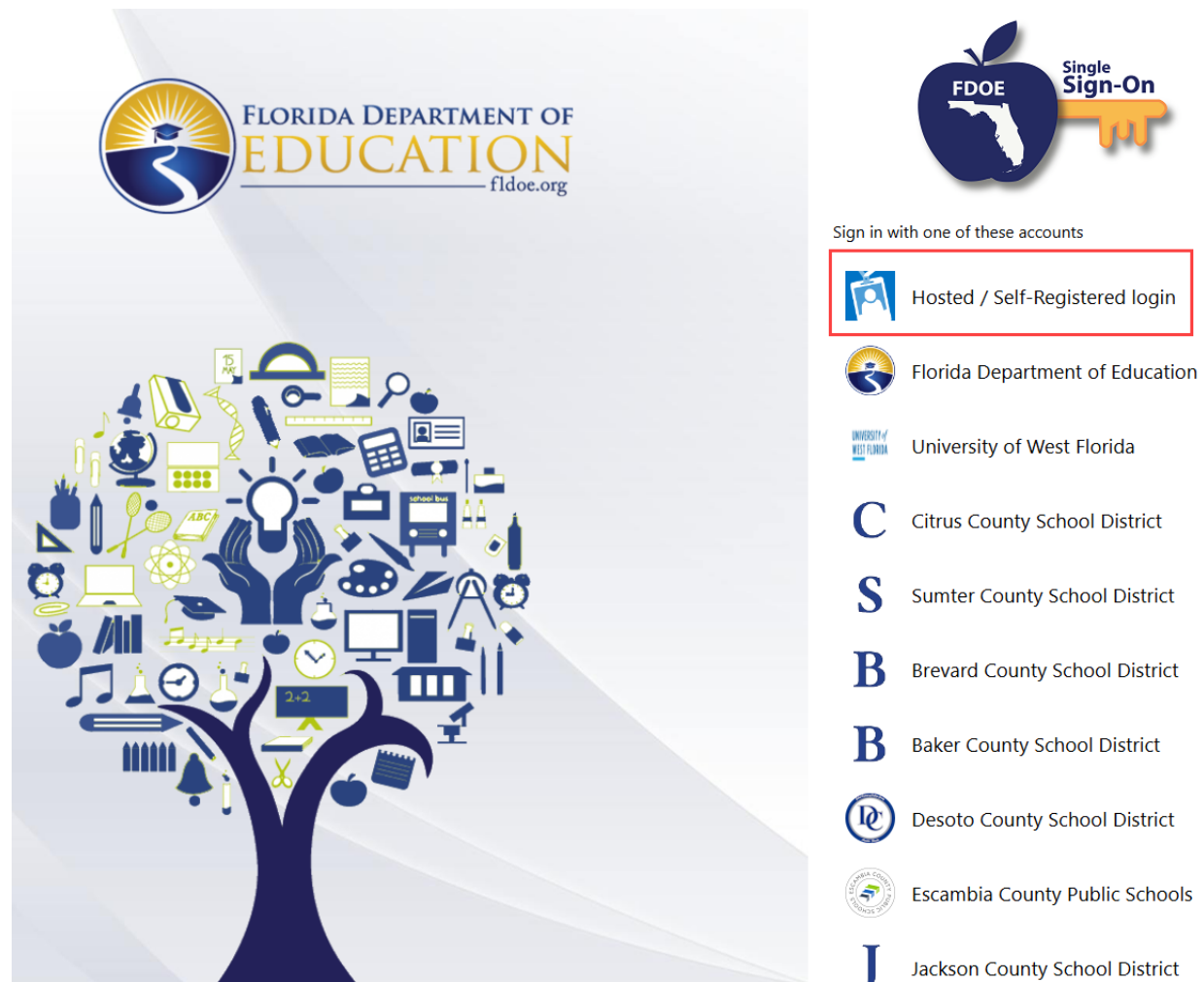
For changes to username, password, password recovery, MFA, refer to your LEA Admin(s). Account management will be handled in the FDOE Single Sign On (SSO) portal.

Forgot Sign-in Name Process

Contact your LEA Admin(s) if you need assistance with your Sign-In Name.

Forgot Password Process

Navigate to Coalition Portal. The FDOE Single Sign-On sign in page will display. Click **Hosted / Self-Registered login.**

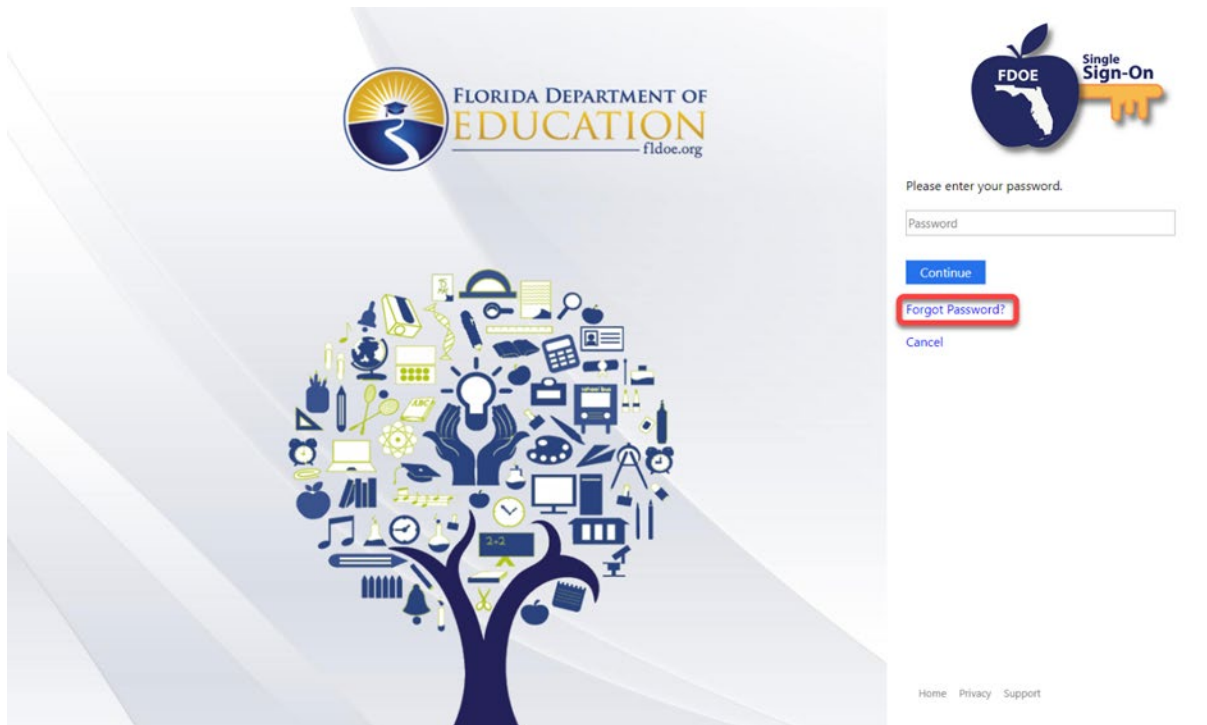


Enter your SSO username. Click **Sign In**.



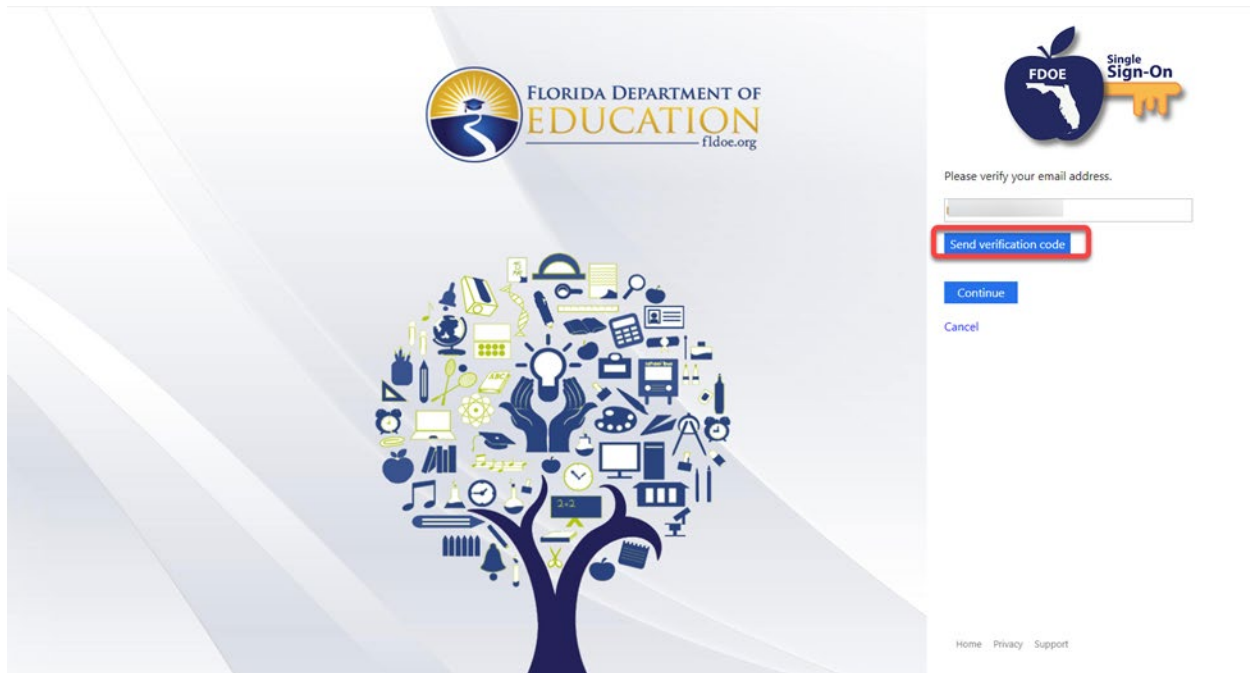
The image shows the Florida Department of Education (FDOE) Single Sign-On (SSO) login page. The page features the FDOE logo at the top left, which includes a sun rising over a path leading to a graduation cap, with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org" below it. To the right of the logo is a large, stylized tree composed of various educational icons. On the right side of the page, there is a "Single Sign-On" section with a blue apple icon containing the FDOE logo and a yellow key icon. Below this, the text "Sign in using your username" is displayed. A red arrow points to a text input field labeled "Username" with the placeholder text "ex: 99-someone@edu.com". Below the input field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is highlighted with a red rectangle. Below the button are links for "Forgot Sign in Name" and "Cancel". At the bottom right, there are links for "Home", "Privacy", and "Support".

Click the **Forgot Password?** Link.

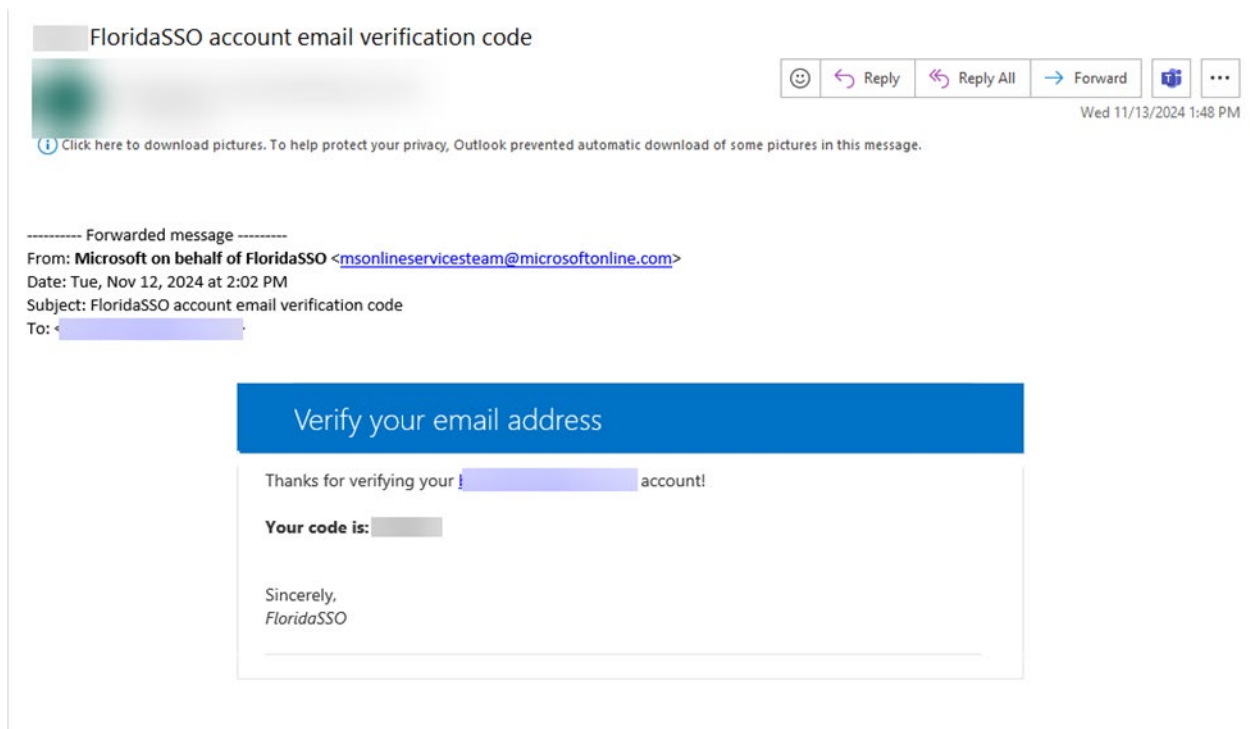



The image shows the Florida Department of Education (FDOE) Single Sign-On (SSO) password page. The page features the FDOE logo at the top left, which includes a sun rising over a path leading to a graduation cap, with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org" below it. To the right of the logo is a large, stylized tree composed of various educational icons. On the right side of the page, there is a "Single Sign-On" section with a blue apple icon containing the FDOE logo and a yellow key icon. Below this, the text "Please enter your password." is displayed. A text input field labeled "Password" is shown. Below the input field is a blue "Continue" button. A "Forgot Password?" link is highlighted with a red rectangle. Below the link is a "Cancel" link. At the bottom right, there are links for "Home", "Privacy", and "Support".

Verify the email address listed. Click **Send verification code**.




An email will be sent to the email address listed. Enter the code you received and click **Verify code**.






FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



Please verify your email address.


Verification code has been sent. Please copy it to the input box below.

[Verify code](#) [Send new code](#)
[Continue](#)
[Cancel](#)




Home Privacy Support

Once the code has been verified, click **Continue**.




FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



Please verify your email address.

The code has been verified. You can now continue.

[Change](#)
[Continue](#)
[Cancel](#)



Home Privacy Support

Enter and reenter your new password. Click **Continue**.



The screenshot shows the Florida Department of Education (FDOE) Single Sign-On interface. On the left, there is a large graphic of a tree where the foliage is composed of various educational icons like books, a lightbulb, a microscope, and a laptop. Above the tree is the FDOE logo, which includes a sun rising over a path and the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". On the right side, the "Single Sign-On" logo features an apple with the FDOE logo inside and a key. Below this, the text "Please enter your new password." is followed by two input fields: "New Password" and "Reenter Password". Red arrows point to these fields. Below the fields are two buttons: "Continue" (highlighted with a red box) and "Cancel". At the bottom right, there are links for "Home", "Privacy", and "Support".

You will be prompted to send a code for multi-factor authentication. Click **Send Code**.



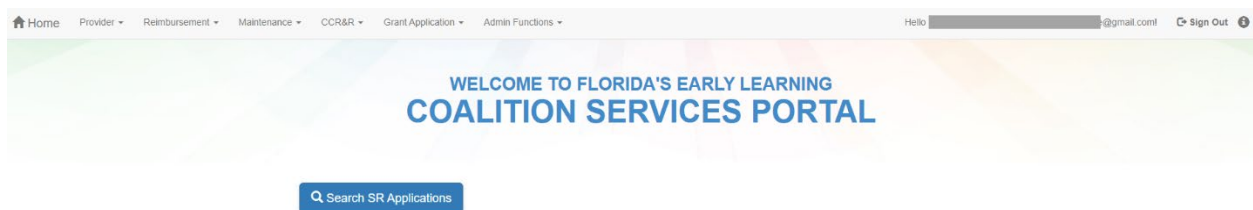
This screenshot shows the next step in the FDOE Single Sign-On process. The layout is identical to the previous screen, with the FDOE logo and the educational tree graphic on the left. On the right, the "Single Sign-On" logo is present. The text now reads: "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." Below this, the "Phone Number" is displayed as "XXX-XXX-9039". There are two buttons: "Send Code" (highlighted with a red box) and "Call Me". A "Cancel" link is also present. At the bottom right, the "Home", "Privacy", and "Support" links are visible.

Enter the code sent to you. Click **Verify code**.



The screenshot shows the Florida Department of Education (FDOE) Single Sign-On interface. On the left, there is a large graphic of a tree composed of various educational icons. The FDOE logo is at the top left. On the right, the 'Single Sign-On' logo features a blue apple with a white outline of Florida and an orange key. Below the logo, a message states: 'We have the following number on record for you. We can send a code via SMS or phone to authenticate you.' A 'Phone Number' field displays 'XXX-XXX-XXXX' with a red arrow pointing to an adjacent input box. Below this are links for 'Send a new code', 'Verify Code' (highlighted with a red box), and 'Cancel'. At the bottom right, there are links for 'Home', 'Privacy', and 'Support'.

The Coalition Portal will display.



Note: The menus and/or links on your home page will vary depending on your assigned role in the portal.

Coalition User Roles

Coalition Services Portal User Types:

- CP Admin: CP Admins can manage Provider Registrations, Funding details/Surveys, Temp Closures, Rates, Calendars, and CCR&R Searches.
- CP CCAA User: External Users (CCAA Users) can create CCAA intake forms through the Coalition Portal.
- LEA Admin*: **SSO Role*** LEA Admins can create and manage user roles.
- CP Dev Screening Manager: Dev Screening Managers can manage screenings and view related SR adhoc reports and eligibility details.
- CP SR Application Manager: SR Application Managers can manage and view SR application eligibility assignments and manage the wait list.
- CP SR Application Viewer: SR Application Viewers can view SR application eligibility assignments and view the wait list.
- CP VPK Application Manager: VPK Application Managers can manage and view VPK applications and enrollments.
- CP VPK Application Viewer: VPK Application Viewers can view VPK applications and enrollments.
- CP SR Contract Manager: SR Contract Managers can manage and view SR contracts, provider profiles, and documents.
- CP SR Contract Viewer: SR Contract Viewers can view SR contracts, provider profiles, and documents.
- CP VPK Contract Manager: VPK Contract Managers can manage and view VPK contracts, provider profiles, and documents.
- CP VPK Contract Viewer: VPK Contract Viewers can view VPK contracts, provider profiles, and documents.
- CP SR Reimbursement Manager: SR Reimbursement Managers can manage and view SR attendance, SR reimbursements, and have access to SR adhoc, provider and payment period reports.
- CP SR Reimbursement Viewer: SR Reimbursement Viewers can view SR attendance, SR reimbursements, Temporary Closures, and SR adhoc reports.
- CP VPK Reimbursement Manager: VPK Reimbursement Managers can manage and view VPK attendance, VPK reimbursements and have access to VPK adhoc and provider reports.
- CP VPK Reimbursement Viewer: VPK Reimbursement Viewers can view VPK attendance, VPK reimbursements and have access to VPK adhoc and Provider reports.
- CP VPK Fast Manager: VPK Fast Managers provide access to external services available to users. This may include integration with third-party applications, external databases, or APIs, allowing users to interact with external data sources or services seamlessly.

Note: Role(s) allocation will be handled by the LEA Admin(s) of each coalition. Users may be assigned more than one role.

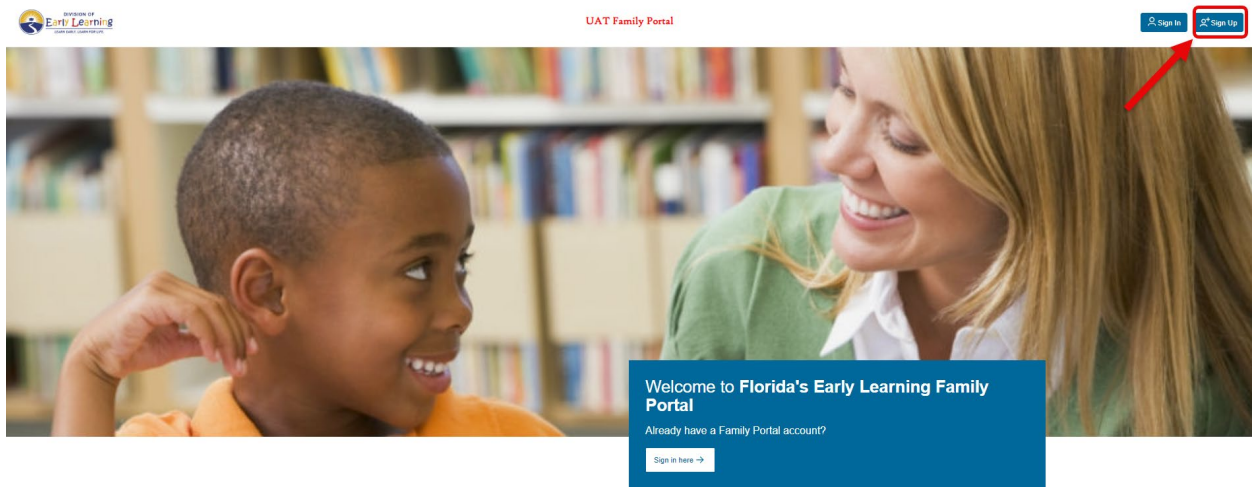
FAMILY PROCESSES

With the latest update, the Family Portal is now Mobile-friendly.

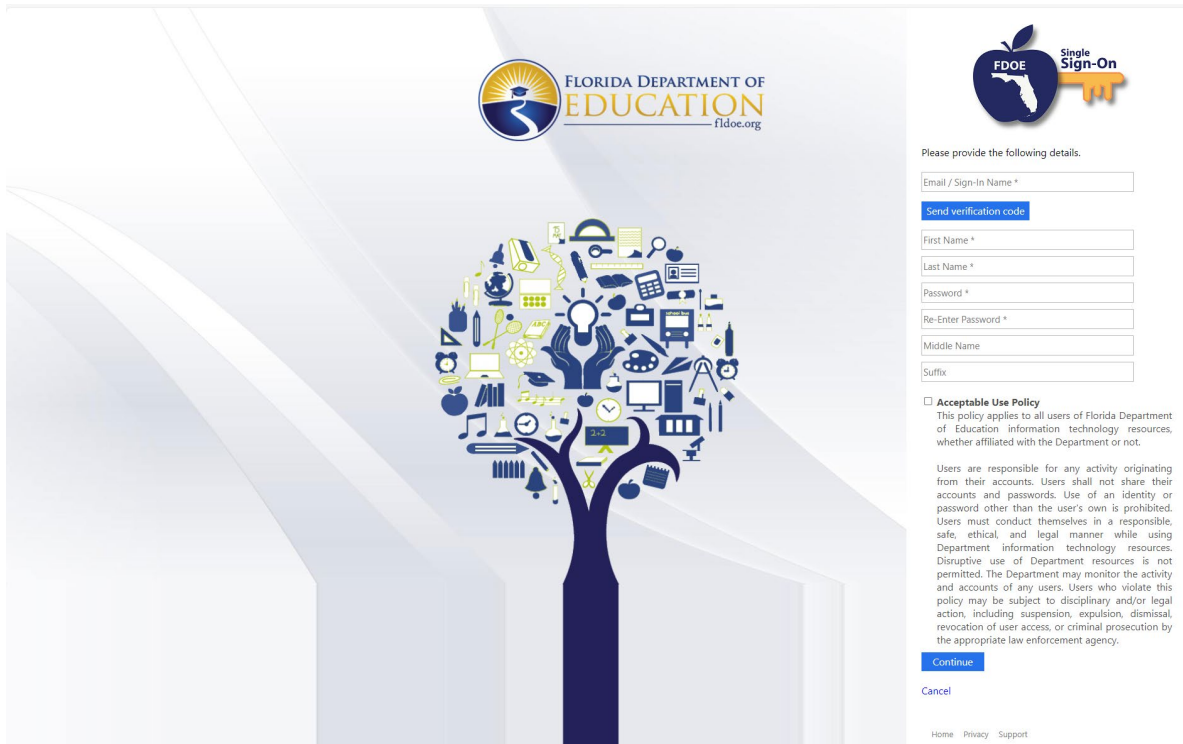
Creating a Family Portal Account and Setting up Single Sign-On

First-time users must register for an account with Single Sign-on to access the Family Portal.

For a guided demonstration of this process, check out our “Family Portal Signing Up and Signing In” video at the following url: <https://www.youtube.com/watch?v=KexU97joF8>



Click the **Sign up** button to start the new account registration process and the following page will display:



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Single Sign-On

Please provide the following details.

Email / Sign-In Name *

[Send verification code](#)

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

☐ **Acceptable Use Policy**

This policy applies to all users of Florida Department of Education information technology resources, whether affiliated with the Department or not.

Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

[Continue](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

Enter your valid email address and click the **Send Verification Code** button.



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Please provide the following details.


Send verification code

The following email with your one-time verification code will be sent to the email address entered in the previous step:

FloridaSSO account email verification code



 Wed 11/13/2024 1:48 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

----- Forwarded message -----

From: **Microsoft on behalf of FloridaSSO** <msonlineservicesteam@microsoftonline.com>
Date: Tue, Nov 12, 2024 at 2:02 PM
Subject: FloridaSSO account email verification code
To: <[redacted]>

Verify your email address

Thanks for verifying your [redacted] account!

Your code is: [redacted]

Sincerely,
FloridaSSO

Enter the verification code in the text box that says “VerificationCode.” Click **Verify code**.



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Please provide the following details.

Verification code has been sent. Please copy it to the input box below.

Verify code **Send new code**

If you do not receive your one-time code, click **Send new code**, and a new one-time verification code will be sent to your email.



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Please provide the following details.

Verification code has been sent. Please copy it to the input box below.

validemail@test.com

VerificationCode

[Verify code](#) [Send new code](#)

Note: Though emails are expected within 1-2 minutes, in rare instances, please note that it may take up to 3-5 minutes to arrive. If you receive multiple codes in one verification attempt, the newest email will contain the valid code.

Once you have verified your code, “The code has been verified. You can now continue” will display.



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Please provide the following details.

The code has been verified. You can now continue.

S:

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

☐ Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

[Continue](#)

Complete the relevant remaining fields.



The image shows the Florida Department of Education (FDOE) Single Sign-On login page. The header features the FDOE logo and the text "FLORIDA DEPARTMENT OF EDUCATION fdoe.org". Below the header is a large graphic of a tree composed of various educational icons. On the right side, there is a "Single Sign-On" logo featuring an apple and a key. Below this, a message states: "Please provide the following details. The code has been verified. You can now continue." A small input field for a code is shown. The main form area contains several fields: "First Name *" (required), "Last Name *" (required), "Password *" (required), "Re-Enter Password *" (required), "Middle Name" (optional), and "Suffix" (optional). A checkbox below the fields indicates that users are responsible for any activity originating from their accounts and must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. A "Continue" button is at the bottom right of the form.

Fields containing an asterisk (*) indicate that a field is required. The following fields are required:

- First Name
- Last Name
- Password
- Re-enter password

Fields not containing an asterisk (*) are not required, and may not be applicable. The following fields are not required:

- Middle Name
- Suffix

Passwords must be at least 8 characters in length and contain at least one of each character type:

- Uppercase letter
- Lowercase letter
- Number
- Special Character

If your password does not contain one of each of the listed character types, the following error will display above the password field:

Last Name *

The password must contain all of the following:

- a lowercase letter
- an uppercase letter
- a number
- a special character

...

Once all the required fields have been completed, review the acceptable use policy. Check the box to indicate you have read and understood the information provided to you.

Test

Test

.....

.....

Middle Name

Suffix

☒ **Acceptable Use Policy**

This policy applies to all users of Florida Department of Education information technology resources, whether affiliated with the Department or not.

Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

Continue

Cancel

Click **Continue**.

Test

Test

.....

.....

Middle Name

Suffix

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Continue

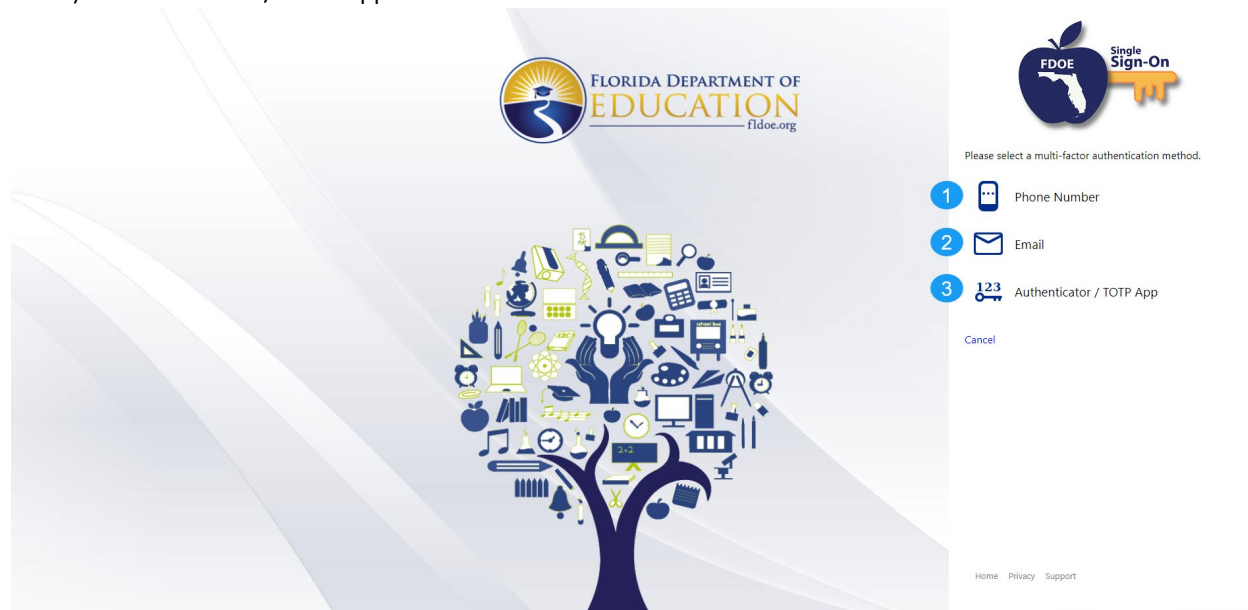
Cancel

The following page will display:



This page indicates the three options available to you for your multi-factor authentication.

- 1) Phone Number
- 2) Email
- 3) Authenticator / TOPP App



Select your desired mode of multi-factor authentication for your Family Portal account.

Note: The selection you make will hold for all future sign in attempts. For instance, if you selected email for your multi-factor authentication, any time you attempt to log in to your Family Portal account, you will receive your one-time verification code as an email. [For information on and for changing your multifactor authentication settings, please see your LEA Administrator.](#)

Once you select your preferred mode of contact for the Multi-factor authentication and entered the respective required information, click **Send Verification Code.**

Send Code

A one-time verification code will be sent to you. Enter the Code and click **Verify Code.**

[Send a new code](#)

Verify Code

[Cancel](#)

The following page will display with your SSO login. An email will be sent with the same information.

Note: Your SSO login will be in the format of 0-[your email address], as displayed in the images below.



FLDOE SSO LoginID for Family Test (Self-Registered)



Wed 11/13/2024 1:08 PM

----- Forwarded message -----

From: <DONOTREPLY@fldoe.org>

Date: Tue, Nov 12, 2024 at 3:33 PM

Subject: FLDOE SSO LoginID for Family Test (Self-Registered)

To: <[redacted]>

Welcome!

You are receiving this email because a Florida Department of Education Single Sign-On (FLDOE SSO) account was created on your behalf. With one username and password, you will be able to access multiple FLDOE SSO resources from the Department's portal at (<https://fissoportal.fldoe.org/>) as authorized by your sponsoring organization.

Your username is: 0-[redacted]:@gmail.com

Your password was set during your account registration.

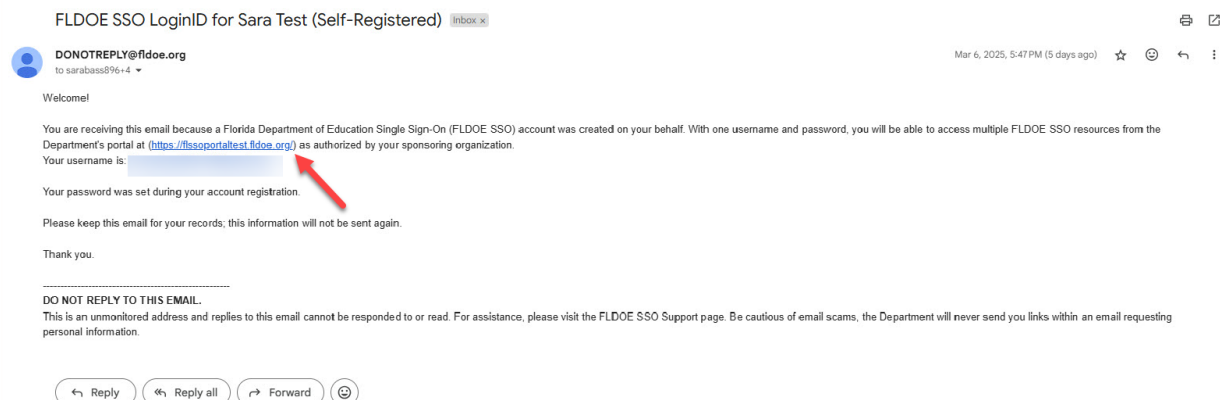
Please keep this email for your records; this information will not be sent again.

Thank you.

DO NOT REPLY TO THIS EMAIL.

This is an unmonitored address and replies to this email cannot be responded to or read. For assistance, please visit the FLDOE SSO Support page. Be cautious of email scams, the Department will never send you links within an email requesting personal information.

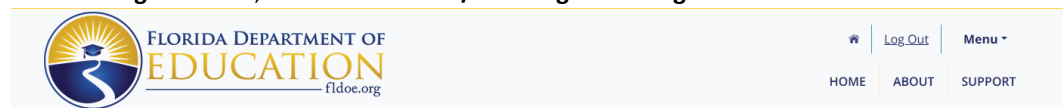
Click the link for the FLDOE SSO portal in the email



The FLDOE SSO home page will display. Click the **Guest Access** link.



Click the **Log In** button, then click **Hosted / Self-Registered login**.



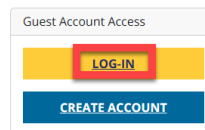
Guest Access

Guest accounts are for those **NOT** employed by a Florida public school district, college, university, or educational organization; and **NOT** K-12 students.

Resources available to guest accounts are limited.

If you are employed by a Florida public school district, college, university, or educational organization and you attend a college or university as a student, it's preferable to use your professional account over a guest account.

Click the Log-In button to enter your credentials or click the Create Account button to register for a guest account.



The following page will display:



Click **Hosted / Self-Registered login**.




Enter the SSO Login provided to you. Click **Sign In**.



If you forgot your SSO login/username, click **Forgot Sign In Name**. An email will be sent to the email address provided during account creation.

Enter your password and click **Continue**.



You will now be prompted to send an authentication code to your selected mode of authentication. Click **Send Code**.

The screenshot shows the Florida Department of Education (FDOE) Single Sign-On interface. On the left is a large graphic of a tree composed of various educational icons. The top left features the FDOE logo and the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". On the right, the "Single Sign-On" logo is displayed. Below it, a message states: "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." This is followed by a "Phone Number" field containing "XXX-XXX-". Below the field are three buttons: "Send Code" (highlighted with a red box), "Call Me", and "Cancel". At the bottom right, there are links for "Home", "Privacy", and "Support".

Note: The image above depicts the screen displayed for authentication through Phone Number. Authentication prompting screens for email and/or Authenticator/ TOTP app may vary.

Enter the code sent to you. Click **Verify Code**.

This screenshot shows the same FDOE Single Sign-On interface as the previous one, but at the "Verify Code" step. The "Phone Number" field now contains "XXX-XXX-XXXX" and is highlighted with a red arrow. Below the field is a "Send a new code" link. The "Verify Code" button is now highlighted with a red box. The "Cancel" button remains at the bottom. The rest of the page layout, including the tree graphic and footer links, is identical to the previous screenshot.

You will see the following page. Click the **Family Portal** button.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

[Log Out](#) | [Menu](#) ▾
[HOME](#) | [ABOUT](#) | [SUPPORT](#)


MENU
[User Profile](#)
[Applications](#)

Welcome Sara Test

The resources below are available for your use based on your role and permissions. To access the resource, click the tile below:

Family Portal

The home page of the Family Portal will display.



UAT Family Portal

Sign Out

Welcome back,

[Home](#) > [Family Portal](#) > [Family Profile](#)

Household at a Glance

HH_00C

Parents	Other Household Members	Children Needing Care	Total Household Size
			0

VPK Applications

There are no saved VPK applications associated with this account. Click the Create a new VPK application button to create a new VPK application.

+ Create a new VPK application

School Readiness Applications

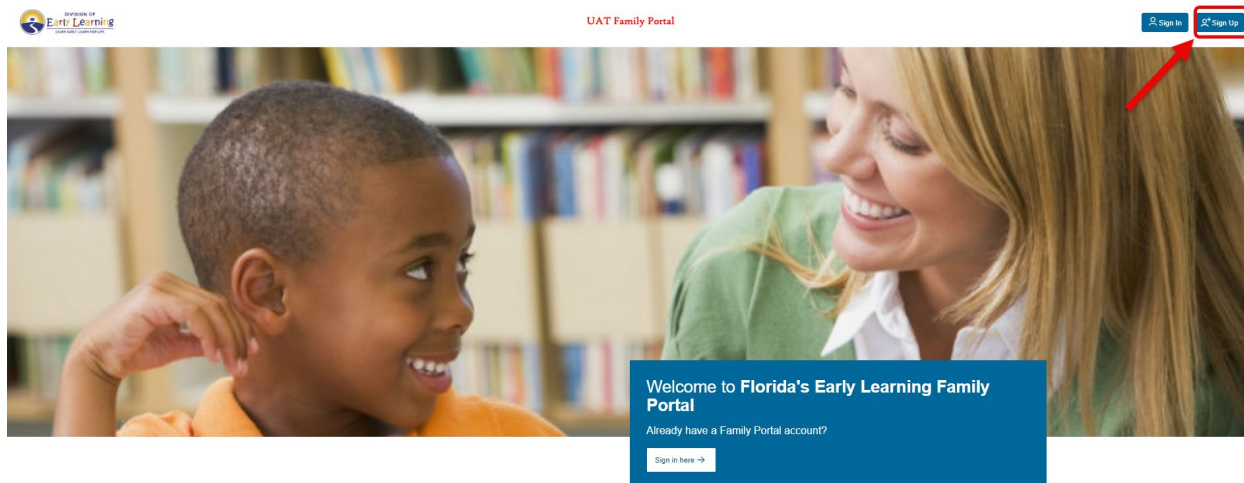
There are no saved School Readiness applications associated with this account.
Click the Create a new School Readiness application button to create a new SR application.

+ Create a new School Readiness application

Family Portal Returning User- Setting up Single Sign-On*

Users who already have an existing account who are returning for the first time must register for an account with Single Sign-on to access the Family Portal.

For a guided demonstration of this process, check out our “Family Portal Signing Up and Signing In” video at the following url: https://www.youtube.com/watch?v=_KexU97joF8



Click the **Sign up** button to start the new account registration process and the following page will display:

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Single Sign-On

Please provide the following details.

Email / Sign-In Name *

Send verification code

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

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Continue

Cancel

[Home](#) [Privacy](#) [Support](#)

Enter the email address associated with your existing Family Portal account and click the **Send Verification Code** button.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

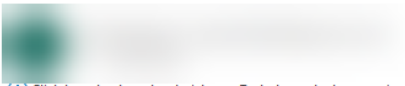



Please provide the following details.

Send verification code


The following email with your one-time verification code will be sent to the email address entered in the previous step:

FloridaSSO account email verification code





Wed 11/13/2024 1:48 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

----- Forwarded message -----

From: **Microsoft on behalf of FloridaSSO** <msonlineserviceteam@microsoftonline.com>
Date: Tue, Nov 12, 2024 at 2:02 PM
Subject: FloridaSSO account email verification code
To: <[redacted]>

Verify your email address

Thanks for verifying your [redacted] account!

Your code is: [redacted]

Sincerely,
FloridaSSO

Enter the verification code in the text box that says "VerificationCode." Click **Verify code**.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Please provide the following details.

Verification code has been sent. Please copy it to the input box below.

Verify code **Send new code**

If you do not receive your one-time code, click **Send new code**, and a new one-time verification code will be sent to your email.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Please provide the following details.

Verification code has been sent. Please copy it to the input box below.

validemail@test.com

VerificationCode

[Verify code](#) [Send new code](#)

Note: Though emails are expected within 1-2 minutes, in rare instances, please note that it may take up to 3-5 minutes to arrive. If you receive multiple codes in one verification attempt, the newest email will contain the valid code.

Once you have verified your code, “The code has been verified. You can now continue” will display.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



Please provide the following details.

The code has been verified. You can now continue.

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

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[Continue](#)

Complete the relevant remaining fields.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Single Sign-On

Please provide the following details.

The code has been verified. You can now continue.

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

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Continue

Fields containing an asterisk (*) indicate that a field is required. The following fields are required:

- First Name
- Last Name
- Password
- Re-enter password

Fields not containing an asterisk (*) are not required, and may not be applicable. The following fields are not required:

- Middle Name
- Suffix

Passwords must be at least 8 characters in length and contain at least one of each character type:

- Uppercase letter
- Lowercase letter
- Number
- Special Character

If your password does not contain one of each of the listed character types, the following error will display above the password field:

Last Name *

The password must contain all of the following:

- a lowercase letter
- an uppercase letter
- a number
- a special character

...

Once all the required fields have been completed, review the acceptable use policy. Check the box to indicate you have read and understood the information provided to you.

Test

Test

.....

.....

Middle Name

Suffix

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Continue

Cancel

Click **Continue**.

Test

Test

.....

.....

Middle Name

Suffix

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Continue

Cancel

The following page will display:



This page indicates the three options available to you for your multi-factor authentication.

- 1) Phone Number

- 2) Email
- 3) Authenticator/ TOTP app

Select your desired mode of multi-factor authentication for your Family Portal account.

Note: The selection you make will hold for all future sign in attempts. For instance, if you selected email for your multi-factor authentication, any time you attempt to log in to your family portal account, you will receive your one-time verification code as an email. For information on and for changing your multifactor authentication settings, please see your LEA Administrator.



Once you have selected your preferred mode of contact for the multi-factor authentication and entered the respective required information, click **Send Code.**

Send Code

A one-time verification code will be sent to you. Enter the Code and click **Verify Code.**

Send a new code

Verify Code

Cancel

The following page will display with your SSO login. An email will be sent with the same information.



FLDOE SSO LoginID for Family Test (Self-Registered)



Wed 11/13/2024 1:08 PM

----- Forwarded message -----

From: <DONOTREPLY@fldoe.org>

Date: Tue, Nov 12, 2024 at 3:33 PM

Subject: FLDOE SSO LoginID for Family Test (Self-Registered)

To: <0-t@gmail.com>

Welcome!

You are receiving this email because a Florida Department of Education Single Sign-On (FLDOE SSO) account was created on your behalf. With one username and password, you will be able to access multiple FLDOE SSO resources from the Department's portal at (<https://flssoportal.fldoe.org/>) as authorized by your sponsoring organization.

Your username is: 0-t@gmail.com

Your password was set during your account registration.

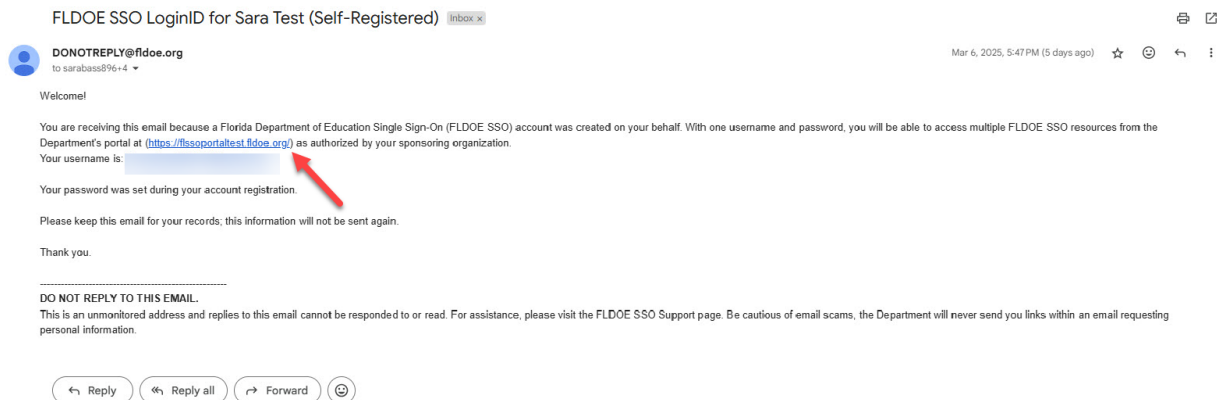
Please keep this email for your records; this information will not be sent again.

Thank you.

DO NOT REPLY TO THIS EMAIL.

This is an unmonitored address and replies to this email cannot be responded to or read. For assistance, please visit the FLDOE SSO Support page. Be cautious of email scams, the Department will never send you links within an email requesting personal information.

Click the link for the FLDOE SSO portal in the email



The FLDOE SSO home page will display. Click the **Guest Access** link.



Click the **Log In** button, then click **Hosted / Self-Registered login**.

Guest Access

Guest accounts are for those **NOT** employed by a Florida public school district, college, university, or educational organization; and **NOT** K-12 students.

Resources available to guest accounts are limited.

If you are employed by a Florida public school district, college, university, or educational organization and you attend a college or university as a student, it's preferable to use your professional account over a guest account.

Click the Log-In button to enter your credentials or click the Create Account button to register for a guest account.

Guest Account Access

[LOG-IN](#)

[CREATE ACCOUNT](#)



FLORIDA DEPARTMENT OF
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fldoe.org





Sign in with one of these accounts

[Hosted / Self-Registered login](#)

[Florida Department of Education](#)

[Alachua County School District](#)

[Baker County School District](#)

[Bradford County School District](#)

[Brevard County School District](#)

[Broward County School District](#)

[Charlotte County School District](#)

[Citrus County School District](#)

[Clay County School District](#)

Enter the SSO Login provided to you. Click **Sign In**.



If you forgot your SSO login/username, click **Forgot Sign In Name**. An email will be sent to the email address provided during account creation.

Enter your password and click **Continue**.



You will now be prompted to send an authentication code to your selected mode of authentication. Click **Send Code**.

The screenshot shows the Florida Department of Education (FDOE) Single Sign-On interface. On the left is a large graphic of a tree composed of various educational icons. The top left features the FDOE logo and the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". On the right, the "Single Sign-On" logo is displayed. Below it, a message states: "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." This is followed by a "Phone Number" field containing "XXX-XXX-". Below the field are three buttons: "Send Code" (highlighted with a red box), "Call Me", and "Cancel". At the bottom right, there are links for "Home", "Privacy", and "Support".

Note: The image above depicts the screen displayed for authentication through Phone Number. Authentication prompting screens for email and/or Authenticator/ TOTP app may vary.

Enter the code sent to you. Click **Verify Code**.

This screenshot shows the same FDOE Single Sign-On interface as the previous one, but at the "Verify Code" step. The "Phone Number" field now contains "XXX-XXX-". Below the field is a text input box for the code, with a red arrow pointing to it. Below the input box are two buttons: "Send a new code" and "Verify Code" (highlighted with a red box). The "Cancel" button remains at the bottom. The rest of the page layout, including the tree graphic and footer links, is identical to the previous screenshot.

You will see the following page. Click the **Family Portal** button.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

[Log Out](#) | [Menu](#)

[HOME](#) | [ABOUT](#) | [SUPPORT](#)

MENU

[User Profile](#)


[Applications](#)

Welcome Sara Test

The resources below are available for your use based on your role and permissions. To access the resource, click the tile below:

Family Portal

The home page of the Family Portal will display.



UAT Family Portal

Log Out

Welcome |

[Home](#) > [Family Portal](#) > [Family Profile](#)

Household at a Glance

HH_001548385

Parents	Other Household Members	Children Needing Care	Total Household Size
Del Test Parent (adult, female)	Del Test Other Member (adult, female)	Del Test Child 1 (00M, female, age 5) Del Test Child 2 (00M, male, age 5) Del Test Child 3 (00M, male, age 5) Del Test Child 4 (00M, female, age 5)	6

VPK Applications

There are no saved VPK applications associated with this account. Click the [Create a new VPK application](#) button to create a new VPK application.

[Create a new VPK application](#)

School Readiness Applications

Use the form below to view or update any previously created school readiness applications or to create a new school readiness application for your household.

Parent Name	Confirmation Number	Status	Last Updated	Action	View Application
DEL Test Parent	SH_00148047	active	10/2024	View application	Download Application
DEL Test Parent	SH_00148046	active	10/2024	View application	Download Application
DEL Test Parent	SH_00148035	active	10/2024	View application	Download Application

School Readiness Funding

[Download Consumer Education Statement](#)

The following table shows the School Readiness funding status for all of the children in your household.


Child Name	Screenings and Assessments	EY Number	Status	Enrollment Status	Provider Name	Payment Certificate
DEL Test Child 1	Screening History	EY_000100093	Eligible	-	-	-
DEL Test Child 2	Screening History	EY_000100094	Eligible	-	-	-
DEL Test Child 3	Screening History	EY_000100092	Pending Eligibility	-	-	-
DEL Test Child 4	Screening History	EY_000100095	Pending Eligibility	-	-	-

TO VIEW HISTORICAL PAYMENT CERTIFICATES AND/OR TERMS & CONDITIONS [CLICK HERE](#).

Please click the [Update Eligibility](#) button to update your family's eligibility.

[Update Eligibility](#)

Helpful Links



Baby Navigator - Resources to support your child's learning and development.
The Division of Early Learning invites you to join Baby Navigator to access resources that will help you support your child's early learning. Join Baby Navigator from pregnancy until your baby is 18 months old. Everything is free for families. To join Baby Navigator, text ELC to 855-862-2301 or scan our QR code.

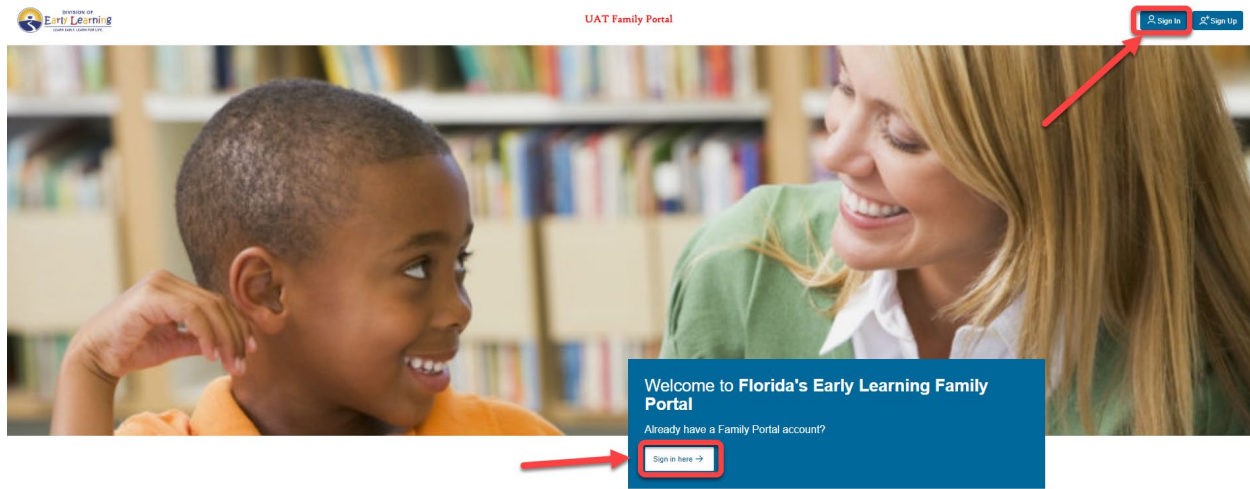
Please contact your [early learning coalition](#) for immediate assistance.

This site is best viewed with Microsoft Edge. Download the latest version of [Microsoft Edge](#).

Returning User with Single Sign-on

Log on Process

Family Portal users who have already created a Family Portal account can log on from the Family Portal welcome page by clicking one of the **Sign in** buttons.



Clicking either button will direct to Single Sign-On. The Following page will display:



Enter the username you received during the Single Sign-On set up process. Click **Sign in**.





The login page features the Florida Department of Education logo at the top left, which includes a sun rising over a path and the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". Below the logo is a large, stylized tree composed of various educational icons. On the right side, there is a "Single Sign-On" logo featuring an apple with the FDOE logo and a key. The main content area prompts the user to "Sign in using your username" with a text input field containing "00-username". Below the input field is a checkbox labeled "Keep me signed in" and a blue "Sign in" button, which is highlighted with a red rectangle. A "Cancel" link is located below the button. At the bottom right, there are links for "Home", "Privacy", and "Support".

The Password page will display. Enter your password and click **Continue**.



The password page features the same Florida Department of Education logo and educational tree icon as the login page. On the right side, there is a "Single Sign-On" logo. The main content area prompts the user to "Please enter your password." with a text input field labeled "Password". Below the input field is a blue "Continue" button, which is highlighted with a red rectangle. A "Forgot Password?" link is located below the button, and a "Cancel" link is at the bottom. At the bottom right, there are links for "Home", "Privacy", and "Support".

You will be prompted to send a one-time verification code at your established multi-factor authenticator. Click **Send Code**.



We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

Phone Number
XXX-XXX-

[Send Code](#) [Call Me](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

Note: Phone number was chosen as the multifactor authenticator for this account. Screens pertaining multifactor authentication through email and/or authenticator application may differ.

A code will be sent to you. Enter the code you receive and click **Verify Code**



We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

Phone Number
XXX-XXX-

Send a new code

[Verify Code](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

The home page of the Family Portal will display.

The screenshot shows the UAT Family Portal home page. At the top left is the Florida Department of Education logo. The header includes the text "UAT Family Portal" and a "Logout" button. Below the header, a welcome message reads "Welcome back, sara.bassoff-familyprod@gmail.com!". A breadcrumb trail shows "Home > Family Portal > Family Profile". The main content area is titled "Household at a Glance" and includes a table with columns for "Parents", "Other Household Members", "Children Needing Care", and "Total Household Size". Below this are sections for "VPK Applications" and "School Readiness Applications", each with a "Create a new" button. At the bottom is a "Helpful Links" section featuring the "Baby Navigator" link.

Password Recovery

If the Family Portal user cannot remember the password or wishes to change their password, the user will need to follow the forgot password process in the FDOE Single Sign-On Portal.

To begin the forgot password process in Single Sign-On, click one of the **Sign In** buttons on the Family Portal home page.

This screenshot shows the Family Portal home page with a background image of a smiling woman and a young boy. Two red arrows highlight the "Sign In" buttons. One arrow points to the "Sign In" button in the top right corner of the page header. The other arrow points to the "Sign in here" button in a blue overlay box at the bottom center. The overlay box also contains the text "Welcome to Florida's Early Learning Family Portal" and "Already have a Family Portal account?".

The FDOE Single Sign-On sign in page will display. Enter your SSO username. Click **Sign In**.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Sign in using your username

Username ex: 99-someone@edu.com

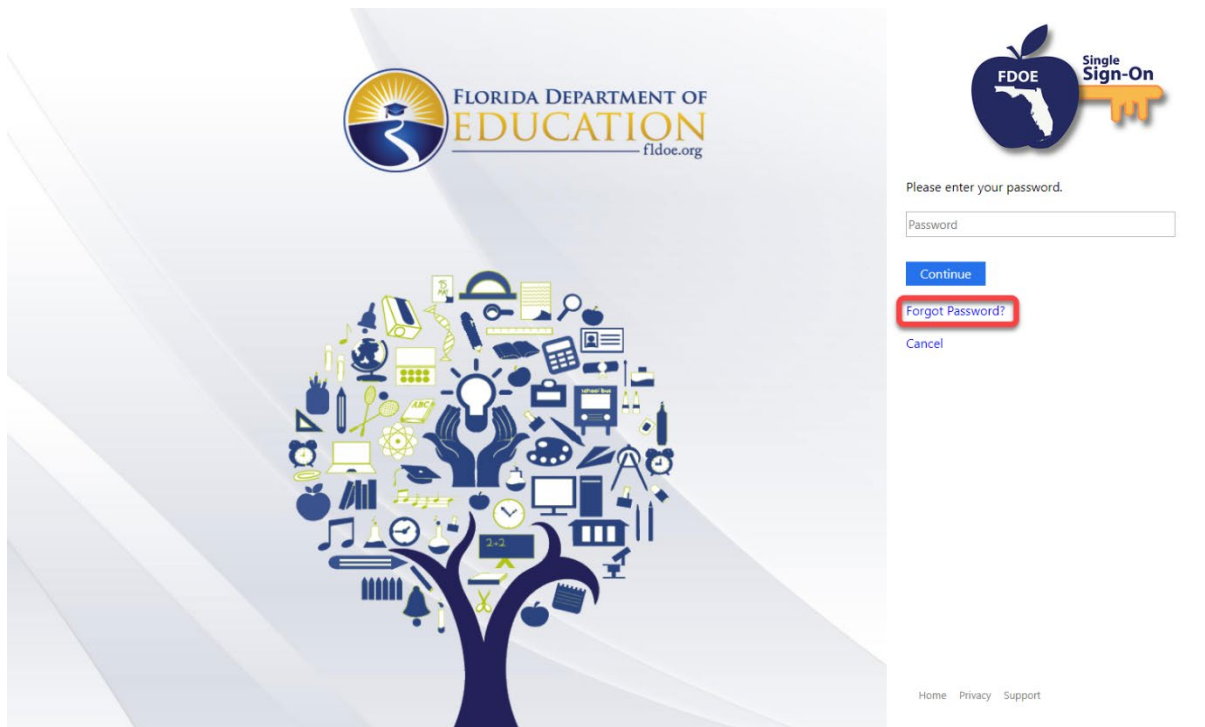
☐ Keep me signed in

Sign in

[Forgot Sign In Name](#) [Cancel](#)

[Home](#) [Privacy](#) [Support](#)

Click the **Forgot Password?** link.



FLORIDA DEPARTMENT OF
EDUCATION
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Please enter your password.

Password

Continue

Forgot Password?

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

Verify the email address listed. Click **Send verification code**.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



Please verify your email address.

Send verification code


Continue






Cancel

[Home](#) [Privacy](#) [Support](#)


An email will be sent to the email address listed. Enter the code you received and click **Verify code**.

FloridaSSO account email verification code



  Reply  Reply All  Forward  ...

Wed 11/13/2024 1:48 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

----- Forwarded message -----

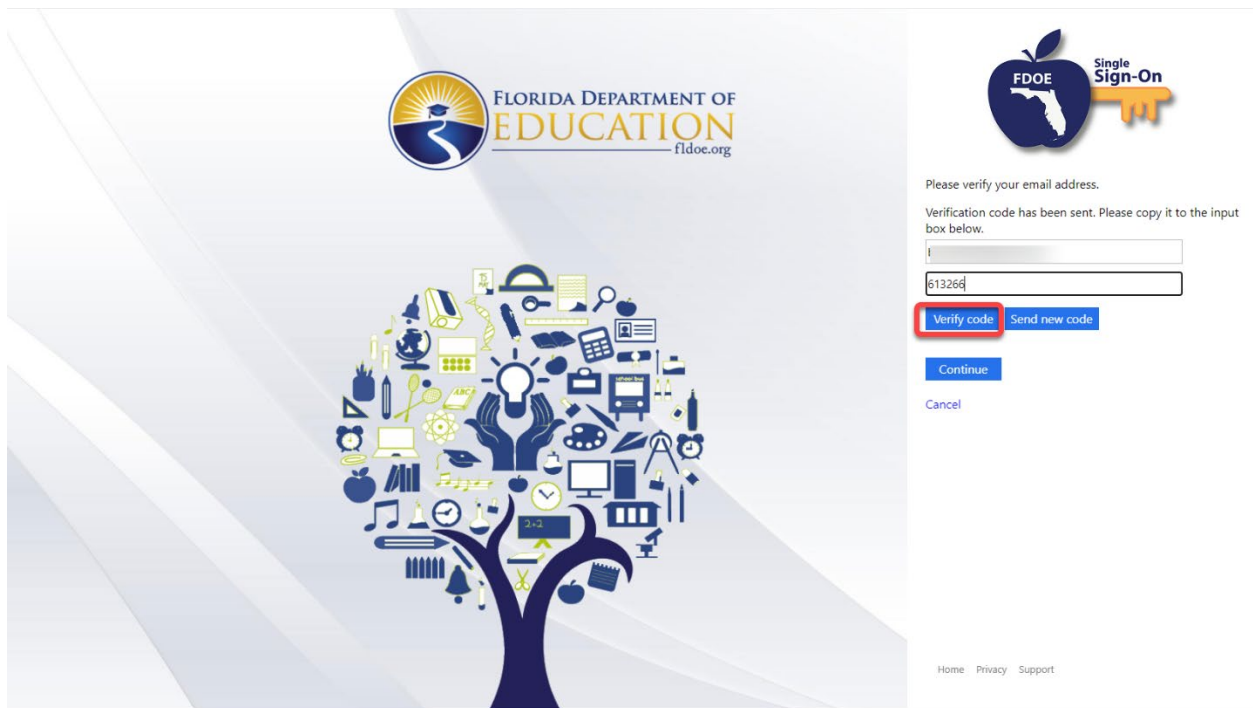
From: **Microsoft on behalf of FloridaSSO** <msonlineservicesteam@microsoftonline.com>
Date: Tue, Nov 12, 2024 at 2:02 PM
Subject: FloridaSSO account email verification code
To: <[redacted]>

Verify your email address

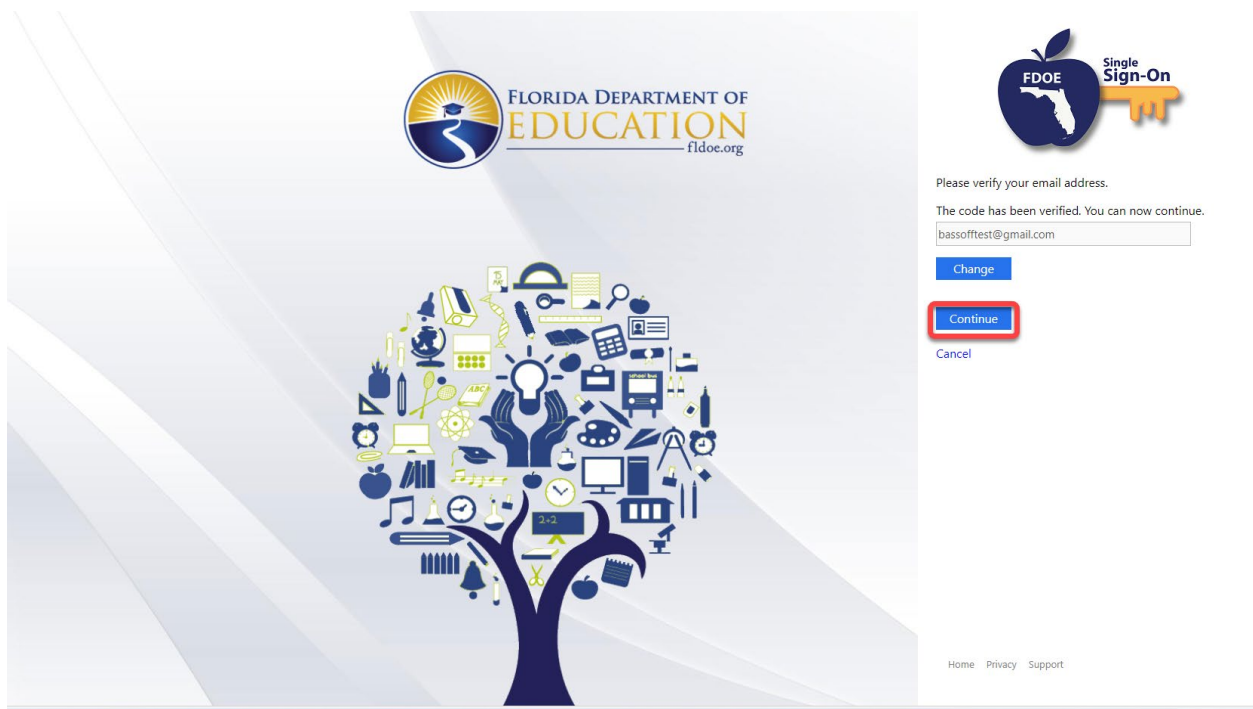
Thanks for verifying your [redacted] account!

Your code is: [redacted]

Sincerely,
FloridaSSO



Once the code has been verified, click **Continue**.



Enter and reenter your new password. Click **Continue**.



Please enter your new password.

New Password

Reenter Password

Continue

Cancel

Home Privacy Support

You will be prompted to send a code for multi-factor authentication. Click **Send Code**.



We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

Phone Number
XXX-XXX-9039

Send Code Call Me

Cancel

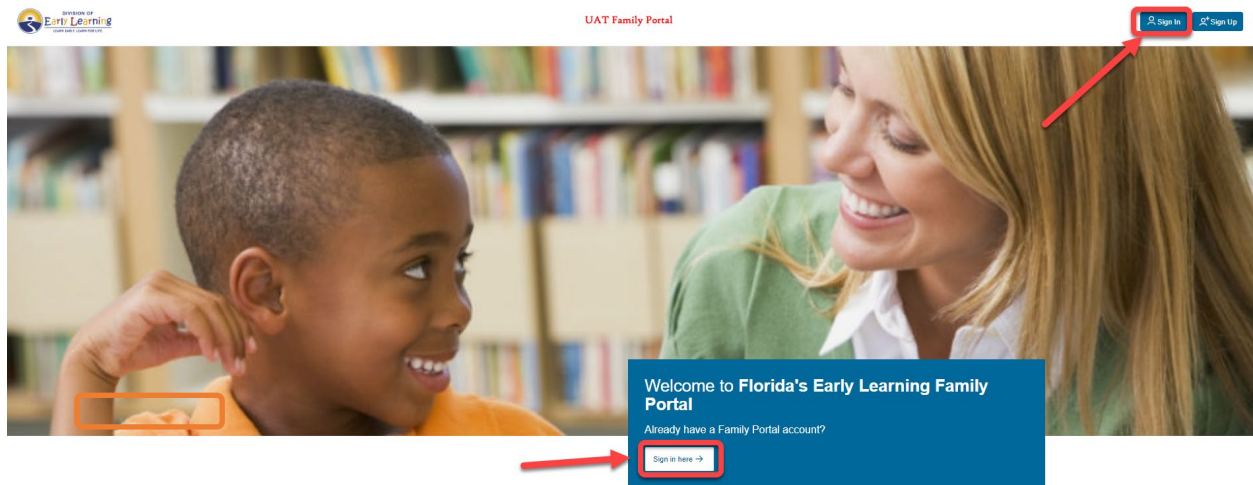
Home Privacy Support

Enter the code sent to you. Click **Verify code**.



Forgot Sign In Name Process

To begin the Forgot Sign In Name process in Single Sign-On, click one of the **Sign In** buttons on the Family Portal home page.



The FDOE Single Sign-On sign in page will display. Click **Forgot Sign In Name**.

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Sign in using your username

Username: ex: 99-someone@edu.com

☐ Keep me signed in

[Sign in](#)

[Forgot Sign In Name](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

Enter your SSO email address. Click **Continue**.

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Enter your email address

SSO Email Address



[Continue](#)

[Cancel](#)

Enter your email address above and, if we can find it, we will send you your sign-in name.

[Home](#) [Privacy](#) [Support](#)

The following message will display. If a sign in name associated with the email address provided is found, an email will be sent.









If a sign-in name associated with this email address can be found, we will send an email containing that sign-in name.

Please give a few minutes for the email to arrive and don't forget to check your junk mail in case it is delivered there.

Home Privacy Support

Florida DOE: Registered SSO Usernames

 Reply Reply All Forward

Thu 11/14/2024 2:28 PM

From: <DONOTREPLY@fldoe.org>
Date: Thu, Nov 14, 2024 at 2:26 PM
Subject: Florida DOE: Registered SSO Usernames
To: <[\[REDACTED\]](#)>

Per your request, we have provided the username(s) registered with our service.

Registered username(s):

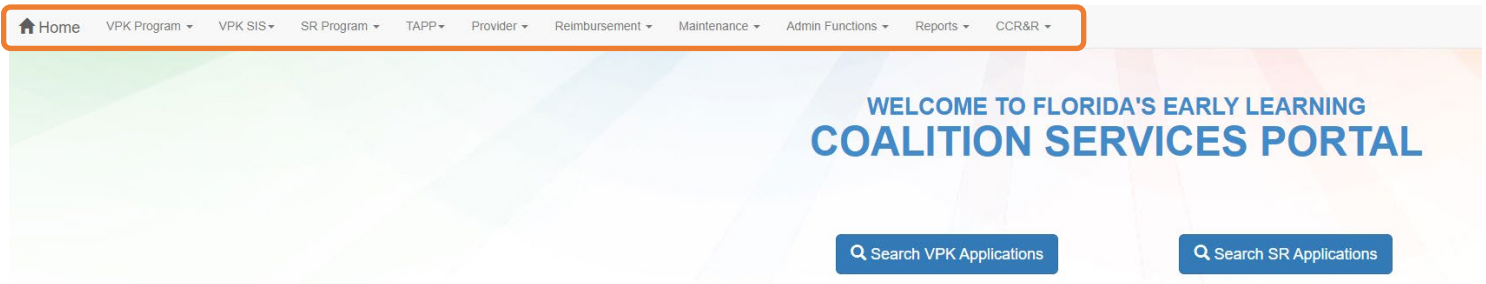
- Family [\[REDACTED\]](#) ([0-t \[REDACTED\]](#) [@gmail.com](#)): Self-Registered

If you didn't request this information, please change your password, and report it to your administrator.

Thank you for choosing our services.

Coalition Services Portal Main Page Navigation

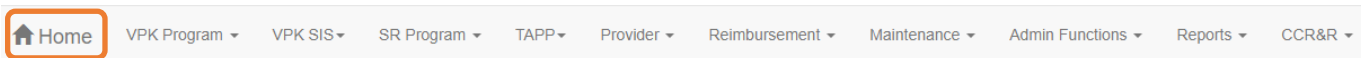
The Navigation Bar is near the top of the page.



Note: The menus and submenus available to a Coalition user is dependent on the user's role.

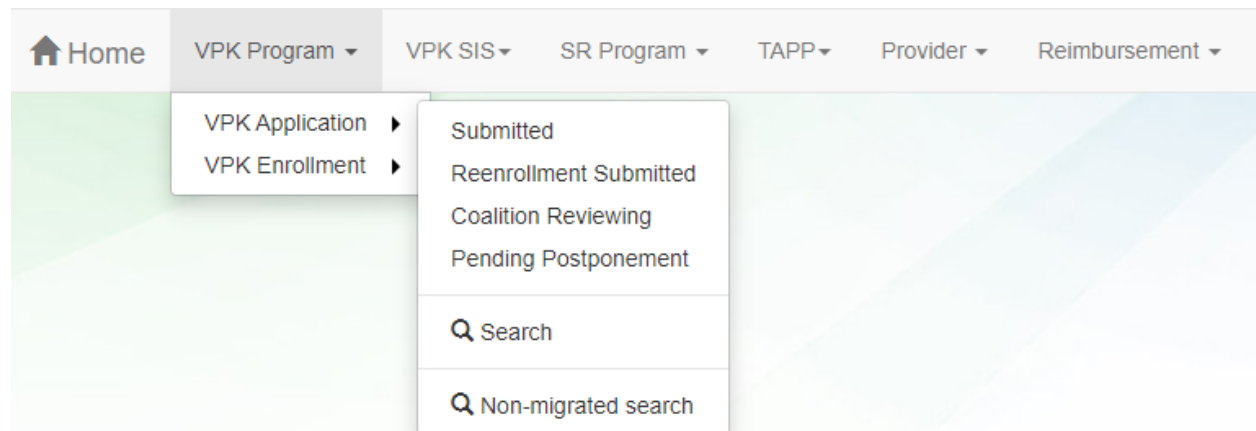
Home Button

The **Home** button will take the coalition user to the Coalition Services Portal main page.



VPK Program Tab

Click the *VPK Program* tab to activate the dropdown menu.

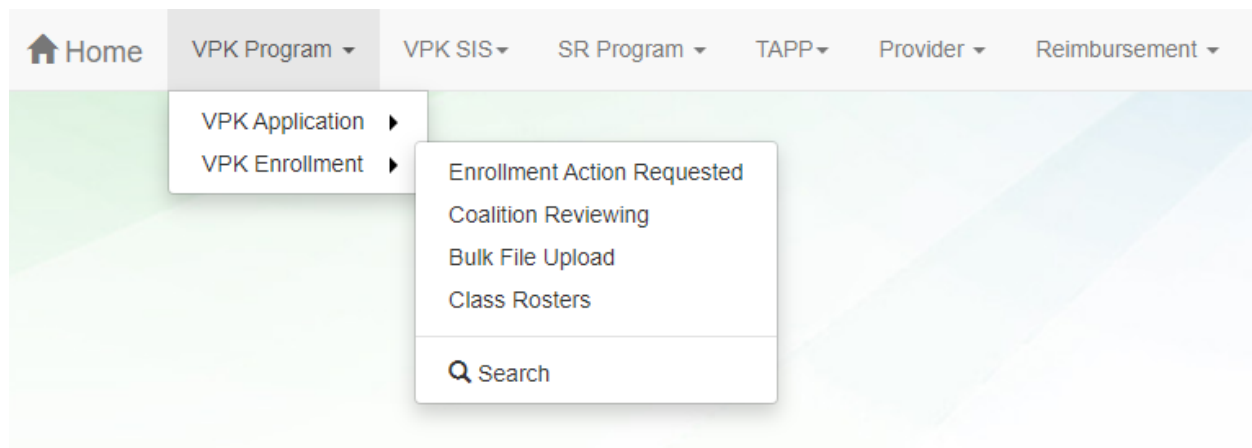


VPK Application > Submitted – Display all active VPK applications in Submitted status.

VPK Application > Reenrollment Submitted – Search for all VPK reenrollment applications in submitted status.

VPK Application > Coalition Reviewing – Search for all submitted VPK applications marked **Coalition Reviewing**.

VPK Application > Pending Postponement – Search for all VPK pending postponement applications.



VPK Enrollment > Enrollment Action Requested – Display all VPK enrollments that need coalition action.

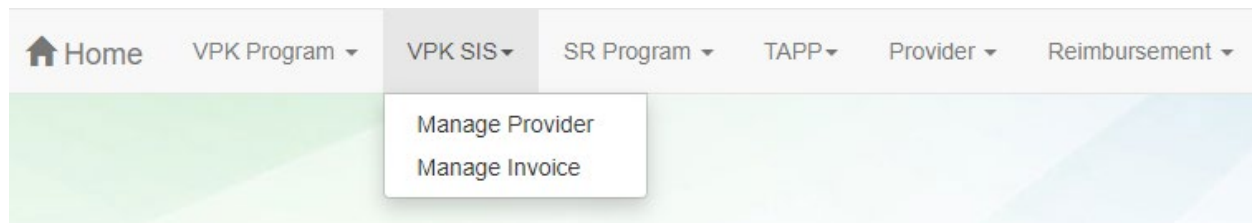
VPK Enrollment > Coalition Reviewing – Display VPK enrollments that need to be approved or rejected.

VPK Enrollment > Bulk File Upload – Upload VPK enrollment data for providers.

VPK Enrollment > Class Rosters – Allow a search for a provider’s class roster.

VPK SIS Tab

Click the *VPK SIS* tab to activate the dropdown menu.

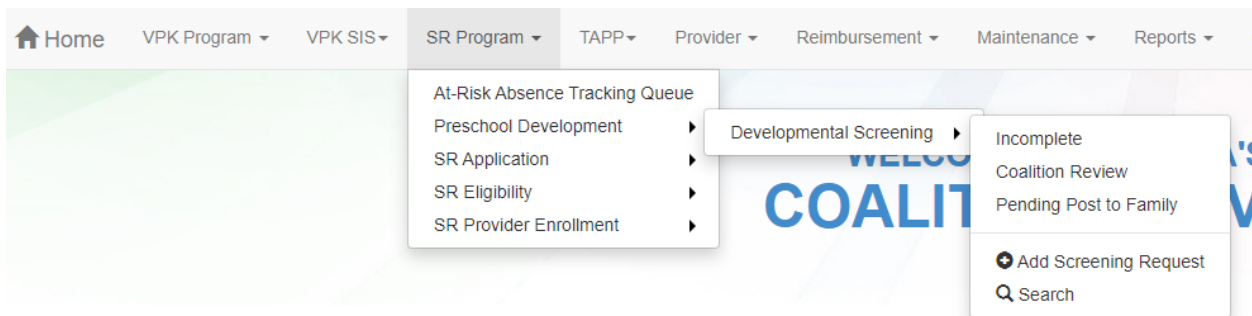
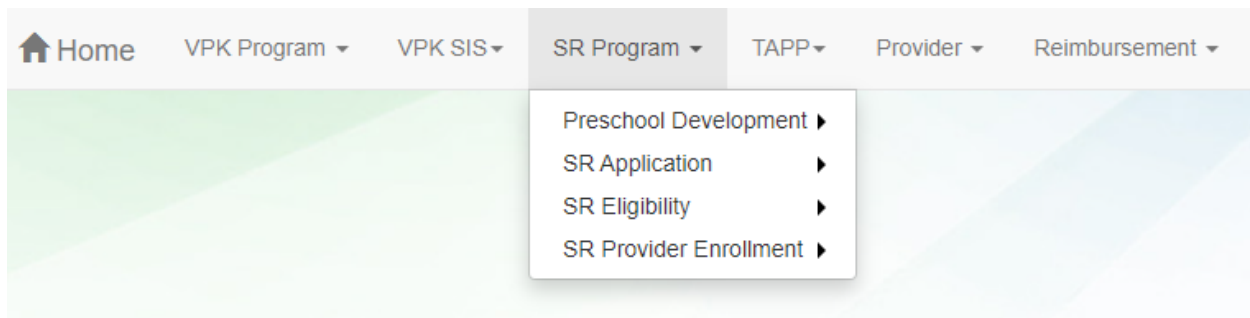


VPK SIS > Manage Provider – Add or edit existing VPK SIS providers.

VPK SIS > Manage Invoice – Create, manage, and process a VPK SIS invoice.

SR Program Tab

Click the *SR Program* tab to activate the dropdown menu.



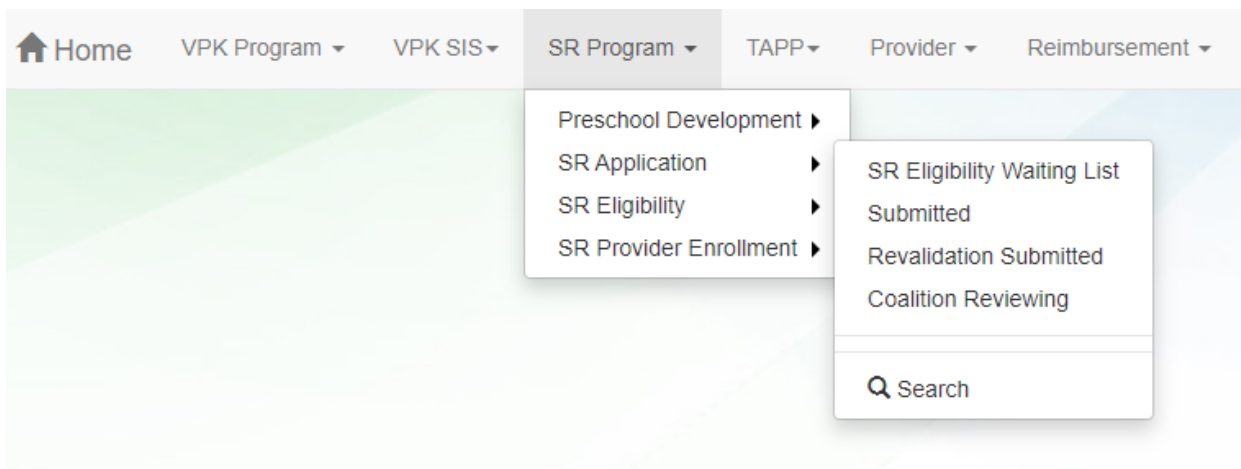
Preschool Development > Developmental Screening – Display all outstanding screening requests to be completed.

Preschool Development > Developmental Screening > Incomplete – Display the screenings that are incomplete.

Preschool Development > Developmental Screening > Coalition Review – Display all outstanding screening responses to be processed.

Preschool Development > Developmental Screening > Pending Post to Family – Display all approved screenings that need to be posted to the Family Portal.

Preschool Development > Developmental Screening > Add Screening Request – Allows coalition to initiate a screening.

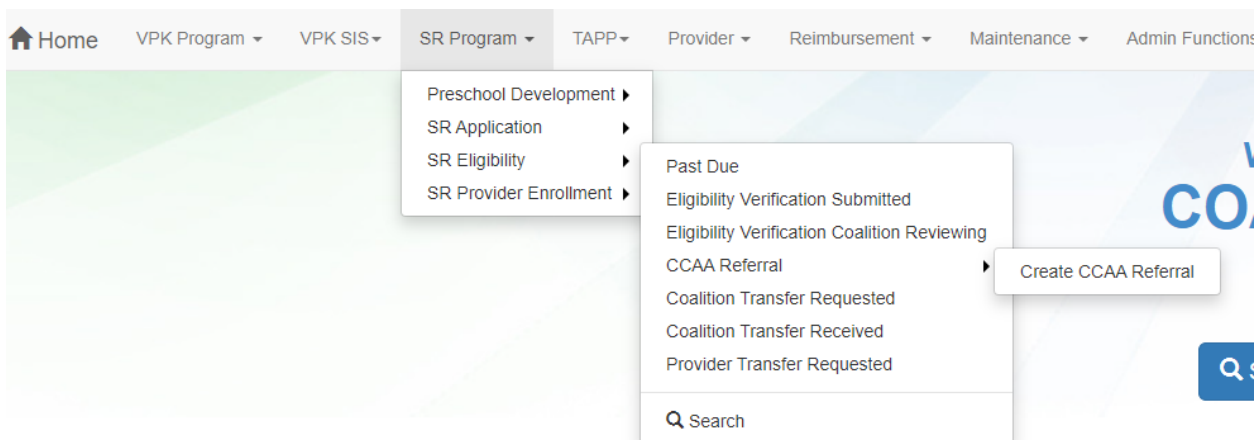


SR Application > SR Eligibility Waiting List – Display all applications in **Active** status that are awaiting funding notification. This was formerly the Waiting List that contained **Active-Waiting** applications.

SR Application > Submitted – Display all SR applications in **Submitted** status.

SR Application > Revalidation Submitted – Display all SR applications in **Revalidation Submitted** status.

SR Application > Coalition Reviewing – Display all SR applications awaiting coalition action.



SR Eligibility > Past Due – Display eligibility verifications with a **Past Due** status.

SR Eligibility > Eligibility Verification Submitted – Display eligibility verifications with a **Submitted** status.

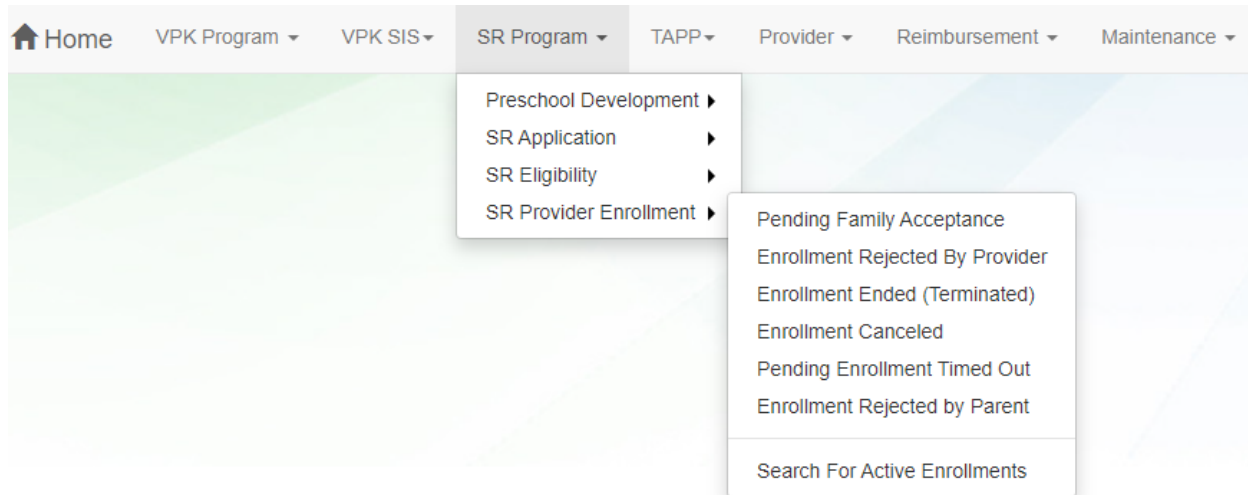
SR Eligibility > Eligibility Verification Coalition Reviewing – Display eligibility verifications with a **Coalition Reviewing** status.

SR Eligibility > CCAA Referral > Create CCAA Referral – Create a referral by completing an intake form.

SR Eligibility > Coalition Transfer Request – Display requests to transfer eligibility out of and into the coalition.

SR Eligibility > Coalition Transfer Received – Display requests to transfer eligibility out of the coalition or to another provider within the coalition with a status of **Transfer Received**.

SR Eligibility > Provider Transfer Requested – Display requests to transfer eligibility to another provider.



SR Program > SR Provider Enrollment - Display enrollments awaiting action from the Parent, Provider and/or Coalition:

- Pending Family Acceptance
- Enrollment Rejected By Provider
- Enrollment Ended
- Enrollment Canceled
- Pending Enrollment Timed Out (**NOTE:** after 5 days for the provider)
- Enrollment Rejected by Parent

Click Here For Filtering Tips

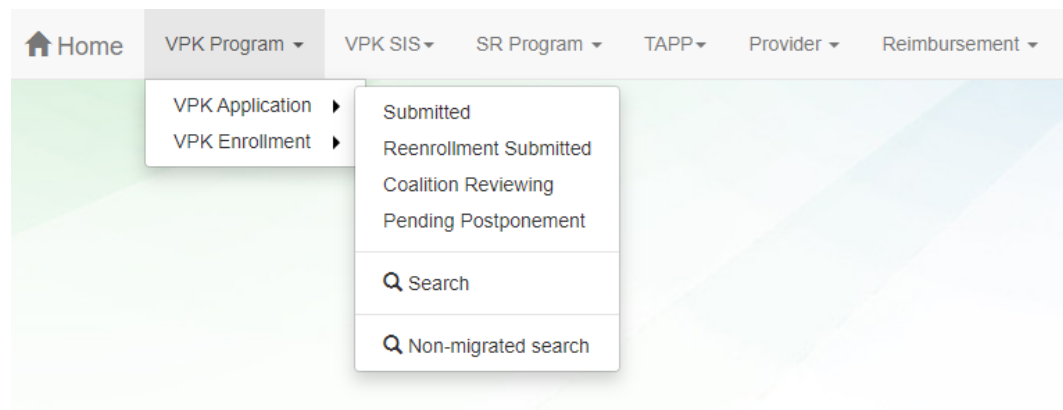
Show 10 entries

Clear All Filters Search:

Child Name	Eligibility Verification Number	Provider Site	Status	Days in Status	Parent(s)	Zipcode	Billing Group	Eligibility Code	Care Level	Eligibility Start Date	Redetermination Due Date	Acknowledge
	EV_0000160719	Boys & Girls Clubs of Bay County (Margaret K. Lewis EL.)	Rejected by Provider	196		32401	BG8	SRMT	SCH	07/14/2021	07/14/2022	Acknowledge
	EV_0000611083	Little Butterflies Childcare and Learning Center	Rejected by Provider	174		32401	BG1	11	TWOYR	08/24/2021	02/25/2022	Acknowledge
	EV_0000607314	Little Butterflies Childcare and Learning Center	Rejected by Provider	174		32401	BG1	11	INF	08/24/2021	02/25/2022	Acknowledge
	EV_0000647406	BEACH KIDS ACADEMY	Rejected by Provider	167		32408	BG8	ECON	TWOYR	07/21/2021	07/21/2022	Acknowledge

NOTE: Clicking the Eligibility Verification Number link will open the child's eligibility details. Clicking **Acknowledge** will remove the record from this queue.

The **Search** function allows a coalition user to quickly search for VPK child applications/enrollments or School Readiness applications/eligibilities in any status.



VPK Application Search

By Person Info

Person Type ☒ Child ☐ Primary Parent

First Name
(starts with)

Last Name
(starts with)

Date of Birth

Parent Phone Number Enter 10 digits phone number

By Application Info

Certificate Number

County for Services

Program Year

VPK Session

Record Phase ☒ VPK Application ☐ VPK Reenrollment

Application Status

Reset

Search

VPK Enrollment Search

By Person Info

Person Type ☒ Child ☐ Primary Parent

First Name
(starts with)

Last Name
(starts with)

Date of Birth

Parent Phone Number Enter 10 digits phone number

By Enrollment Info

Enrollment ID

Certificate Number

County for Services

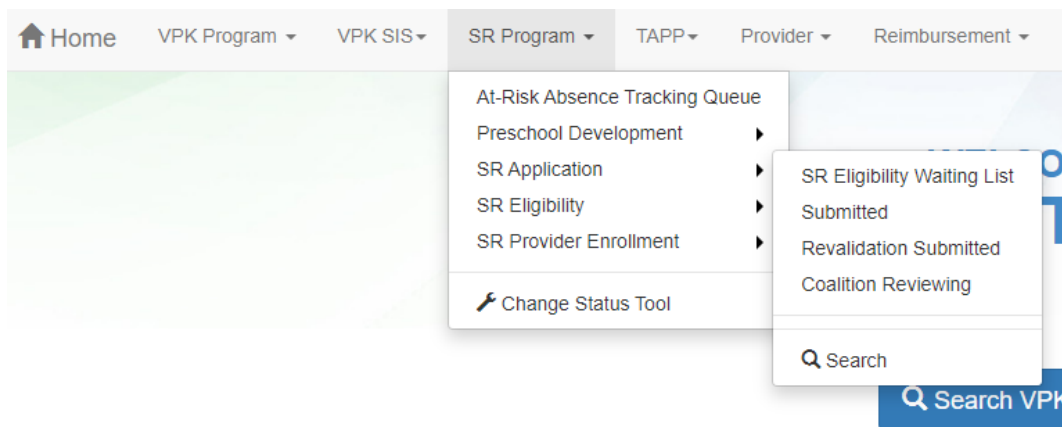
Program Year

VPK Session

Enrollment Status

Reset

Search



Search For A School Readiness Application

Search Type: ☒ Child ☐ Parent

First Name:

Last Name:

SSN:

Zip:

County:

Confirmation Number:

Child Status:

Application Status:

Parent Phone Number:

Search For A School Readiness Eligibility Verification

Coalition:

Priority:

Eligibility Verification Number:

Funding Type: ☐ SR ☐ Local

Household Process Code:

CCAA: ☐ Yes ☐ No

Household Status Code:

Assigned Counselor:

Child Status Code:

Assigned Date: to

Include Past Due?: ☐ Yes ☐ No

County:

Zip Code:

Parent Name: First Name Last Name

Last Updated Date: to

Child Name: First Name Last Name

Coalition Transfer: ☐ Requested ☐ In ☐ Out

Child Age: to

Family Requested for Provider Transfer: ☐ Yes ☐ No

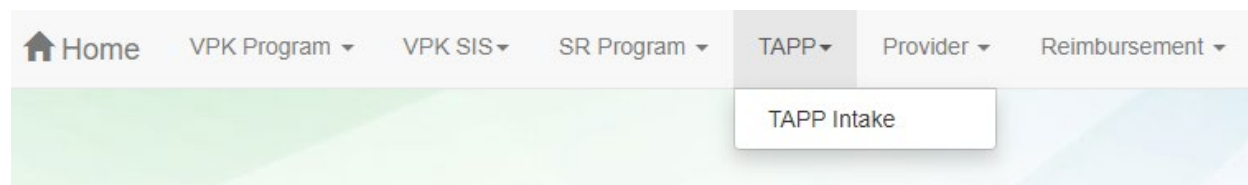
Child Date of Birth: to

Parent Phone Number:

NOTE: To ensure accurate searches, click the work queues dropdown menu when changing search terms (child name, confirmation numbers, etc.) or starting a new search. Do not use the Back button on the internet browser.

TAPP Tab

Click the *TAPP* tab and then click **TAPP Intake** to capture Teenage Parent Program (TAPP) information.



Provider Tab

Click the *Provider* tab to display a dropdown menu. More information on *Provider* tab options is in the “Provider Portal User Guide.”

Reimbursement Tab

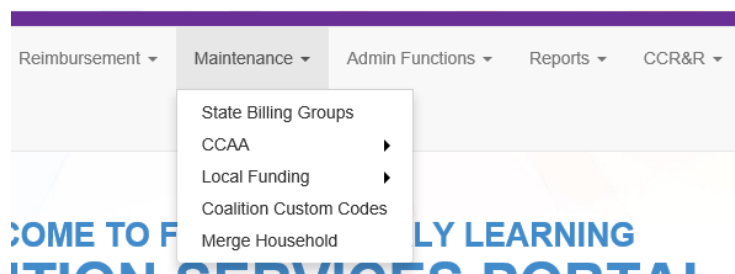
Click the *Reimbursement* tab to display a dropdown menu. More information on *Reimbursement* tab options is in the “Provider Portal User Guide.”

Maintenance Tab

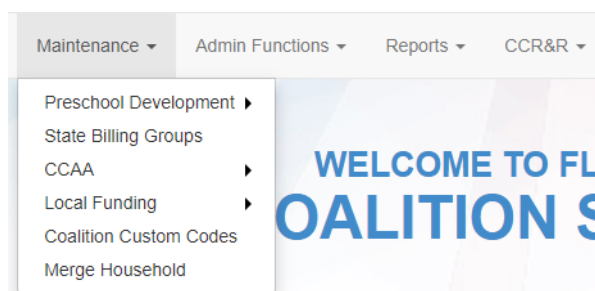
Click the *Maintenance* tab to display a dropdown menu.

State Billing Groups – Display available billing groups.

CCAA > Referring Agencies – Display local referring agencies in the coalition.



Coalition Custom Codes – Create custom codes for case notes, status records, and provider notes.



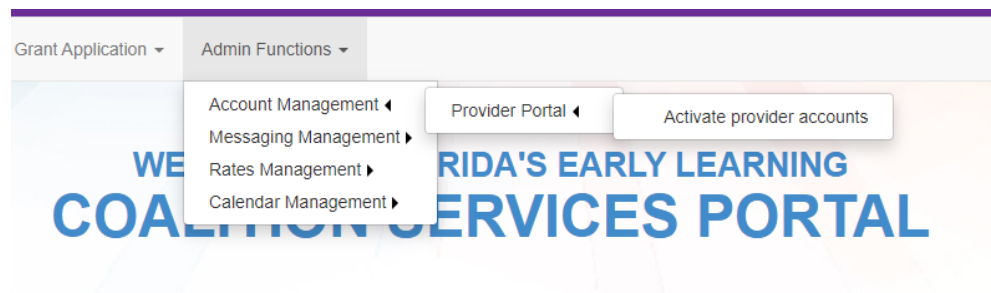
Local Funding > Local Funding Agencies – Display local and match funders within the coalition.

Local Funding > Local Funding County Settings – Display counties in a coalition with local funding opportunities for families that do not qualify for SR funding.

Account Management Tab

Coalition User Managers and DEL Admins will have access to the Account Management screen. Coalition User Managers will have no other access in the system. The Coalition Manager Role will be assigned to a user (requires an email address not currently active in EFSM) via a Cherwell ticket submitted to Production Support. The user account will not have to be registered. Once created, an email is sent from DONOTREPLY@oel.myflorida.com to the new email address on the Cherwell ticket with a password to login to the Coalition Portal as the Coalition User Manager.

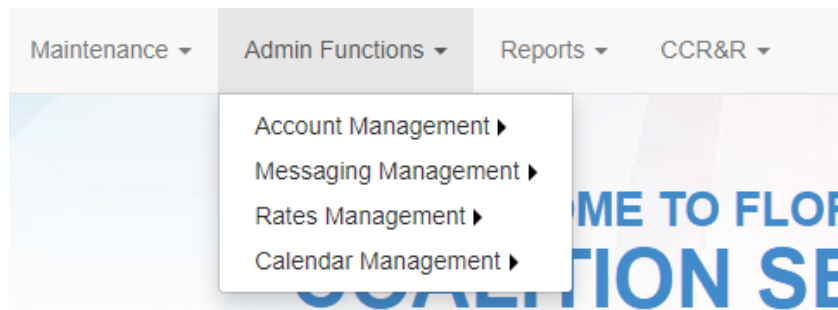
Account Management > Provider Portal > Activate provider accounts.



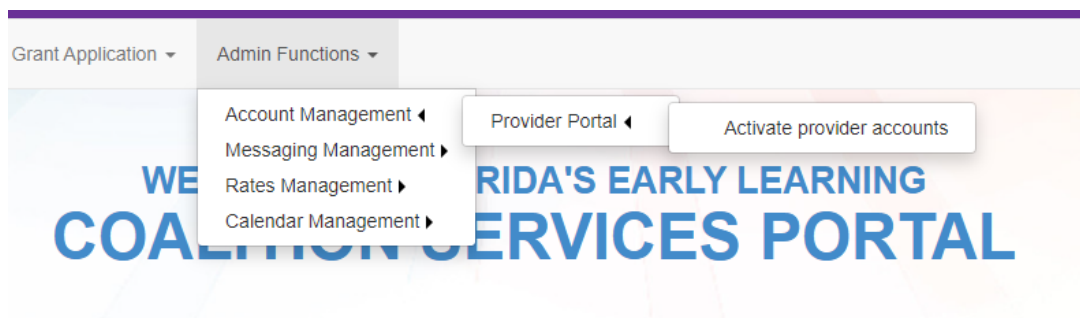
Admin Functions Tab

CP Admins and DEL admins will be able to view and access the *Admin Functions* tab.

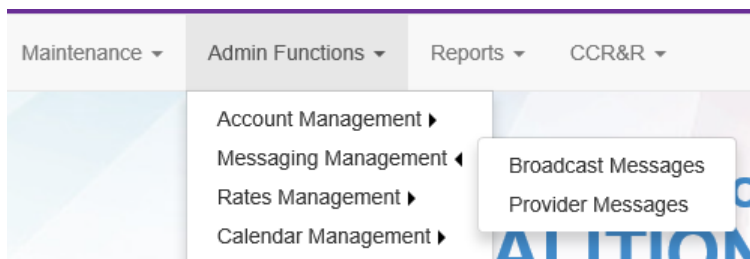
Note: Additional user roles may have access to one or more of the submenus under the *Admin Functions* tab. Only CP Admins and DEL admins will have access to all submenus.



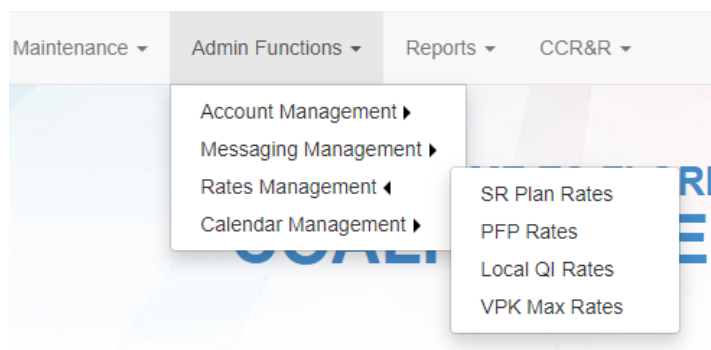
Account Management > Provider Portal > Activate provider accounts – Activate provider accounts.



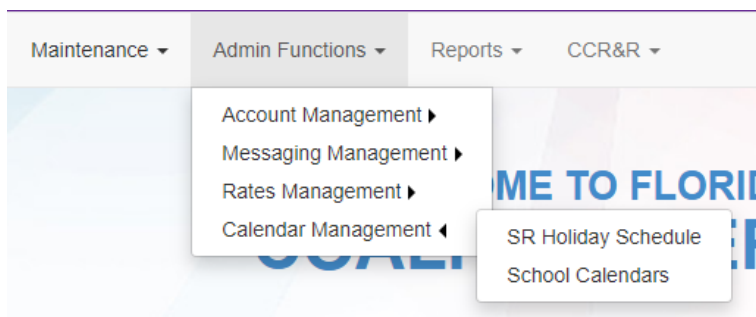
Messaging Management – Send messages to individual providers (Provider Messages), providers based on services (SR, VPK, CCR&R), or all providers in the coalition service area (Broadcast Messages).



Rates Management – Manage SR Plan, PFP, Local QI, and VPK rates.

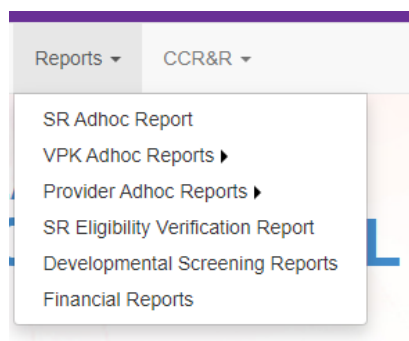


Calendar Management – Set reimbursable closure days for providers within the coalition service area and school district calendars.



Reports Tab

Click the *Reports* tab to display the list of available reports.



SR Adhoc Report – Create a detailed report of SR applications, using several filters.

VPK Adhoc Reports – Create a detailed report of VPK applications and VPK payments, using several filters.

Provider Adhoc Reports – See Provider Processes section.

SR Eligibility Verification Report – Create a detailed report of Eligibility Verifications.

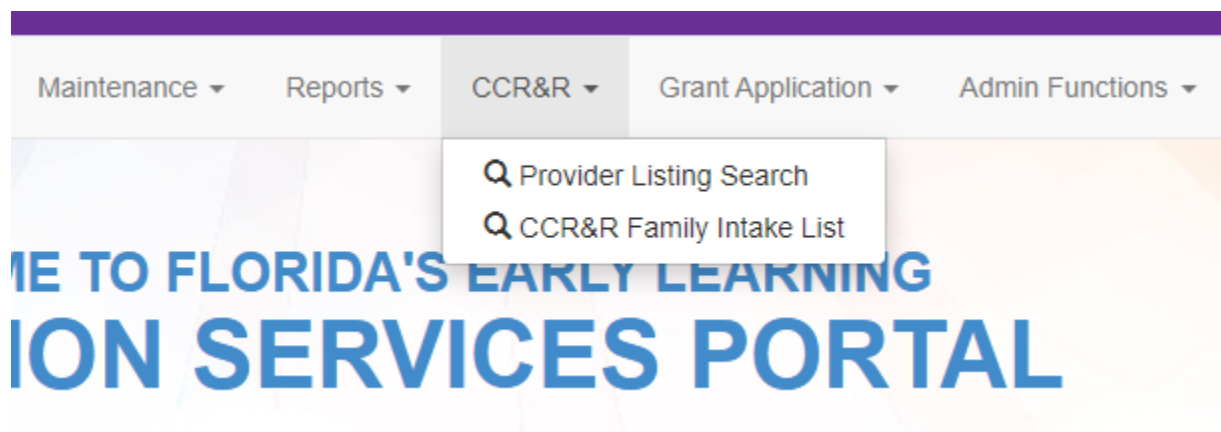
Developmental Screening Reports – Create a detailed report of developmental screenings and follow ups.

Financial Reports – Create a 5045 report and coalition invoices from current and past service/payment periods, using several filters.

CCR&R Provider Listing

When a family completes the Eligibility Verification (EV) process, a provider can be selected. The list of providers available to the family comes from the CCR&R Provider Listing. For a provider to appear in a provider listing search, the profile status must have been Active at one point. If the provider has not had an Active profile, the provider will not appear in a provider listing search. For example, a provider completing a profile for the first time will have an Incomplete, then a Submitted profile, and then a Coalition Reviewing profile, but will not appear in the provider listing search until the profile status is Active. A provider who has an Active profile status but then makes edits to the profile, causing it to change to an Incomplete status, will still display in the provider listing search.

To view the CCR&R Provider Listing Search, click **CCR&R**, then **Provider Listing Search**.



Select search parameters and click **Search**. Click **+ advanced search** for more search parameters.

A screenshot of the 'Provider Listing Search' form. The form has a blue header with the title 'Provider Listing Search'. Below the header, there is a 'Basic Search' section. At the top right of this section is a link '+ advanced search'. The form contains several input fields: 'Provider Program Type' with checkboxes for 'VPK', 'SR', 'VPK&SIS Only', and 'CCRR Only'; 'Coalition' with a dropdown menu; 'County' with a dropdown menu; 'City' with a dropdown menu; 'Zip Code' with a dropdown menu; 'Doing Business As' with a text input field; 'Program Year' with a dropdown menu; and '# of Providers' with a text input field containing the number '10'. At the bottom right of the form, there are two buttons: 'Reset' and 'Search'.

Print

CCR&R Provider Details

Top Center Multicultural Preschool

Provider Type: Center

10000 N. 1st Ave.

URL:

Email:

Phone:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
x	✓	✓	✓	✓	✓	x

Hours of Operation	Early Dropoff	Extended Stay	Ages served
M-F 7:00am-6:00pm ;	✓	✓	6 Weeks - 5 Years

SR	VPK	Not for Profit	Faith based	Transportation																
✓	✓	✓	✓	Near public transportation																
				<table><tr><th>Programs offered</th><th>Meals provided</th></tr><tr><td>› Gold Seal</td><td>› Summer Care</td></tr><tr><td>› Character Development Program</td><td>› Afternoon Snack</td></tr><tr><td>› Therapeutic services offered</td><td>› Morning Snack</td></tr><tr><td>› Military Childcare offered</td><td></td></tr><tr><td>› Program equipped to care for children with special needs</td><td></td></tr><tr><td>› Is facility wheelchair accessible</td><td></td></tr><tr><td>› Program participates in a Quality Rating System</td><td></td></tr></table>	Programs offered	Meals provided	› Gold Seal	› Summer Care	› Character Development Program	› Afternoon Snack	› Therapeutic services offered	› Morning Snack	› Military Childcare offered		› Program equipped to care for children with special needs		› Is facility wheelchair accessible		› Program participates in a Quality Rating System	
Programs offered	Meals provided																			
› Gold Seal	› Summer Care																			
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› Therapeutic services offered	› Morning Snack																			
› Military Childcare offered																				
› Program equipped to care for children with special needs																				
› Is facility wheelchair accessible																				
› Program participates in a Quality Rating System																				
Enhanced Schedule		Languages Spoken	Accreditation	Curriculum																
› Full-time		› English		› Learn Every Day & Nemours																
› Full Year				BrightStart! Superset Preschool																
› Part time				Curriculum (3 to K)																
› Early/Extended Care				› Learn Every Day for Infant, Toddler & Twos (Birth to 3)																
My Program Type Description																				
› Faith-Based																				
› Fenced Yard																				
› Limited TV viewed																				
› On-site screenings																				
› School System Weather Days																				
› Smoke Free																				

Weekly rates and fees								VPK Rates	
	Infant	1 year old	2 year old	3 year old	4 year old	5 year old	School Age	VPK Weekly	
Full Time	\$199.77	\$185.91	\$169.75	\$151.27	\$151.27	\$151.27	\$0.00	Full Time	\$118.94
Part Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Part Time	\$80.83

Additional Fees				Discounts	
> Application Registration	One time	Per Child	\$200.00	> Scholarships	
> Early Drop Off	Monthly	Per Child	\$50.00	> Sibling Discount	
> Extended Stay	Monthly	Per Child	\$50.00		
> Late Payment	Weekly	Per Child	\$10.00		
> Late Pickup	Per minute	Per Child	\$2.00		
> Returned Check	As needed	Per Family	\$25.00		
> Supplies/Materials	Annual	Per Child	\$100.00		
> Waiting List Registration	One time	Per Child	\$200.00		

Training / Education	Staff to Child Ratio							
> 40/45 HR INTRO CHILD CARE	Infant	1 year old	2 year old	3 year old	4 year old	VPK	5 year old	
> AA/AS EARLY CHILDHOOD OR RELATED FIELD	1:4	1:6	1:9	1:12	1:15	1:11	1:15	
> BA EARLY CHILDHOOD OR RELATED FIELD								

> DIRECTOR CREDENTIAL ADV
 > DIRECTOR CREDENTIAL LEVEL 1
 > EARLY (EMERGENT) LITERACY
 > FCCCH 30 HOUR TRAINING
 > FCCPC/ECPC/CCAC/CDAAE
 > GED/HIGH SCHOOL
 > MA DEGREE EARLY CHILDHOOD
 > NATL EARLY CHILDHOOD CERT
 > VPK DIRECTOR CREDENTIAL

SR CLASS®
Composite Score

5.29

out of 7.00

This provider is a School Readiness (SR) Program provider. All School Readiness providers are required to have an annual program assessment using CLASS®.

CLASS® is an observation-based tool that measures the quality of teacher-child interactions in the classroom. Using trained, certified observers, the CLASS® tool measures how classroom interactions and experiences help children develop language and learn new concepts, how the classroom is organized to manage children's attention, time and behavior, and the responsiveness and sensitivity of the classroom environment to children's emotions, which helps develop their ability to interact with others. For more information about CLASS® and your School Readiness provider's composite score, please contact your local early learning coalition.

Participates in School Readiness Child Assessment: No

View Provider Inspection Report: <https://caressearch.myffamilies.com/PublicSearch>

Close

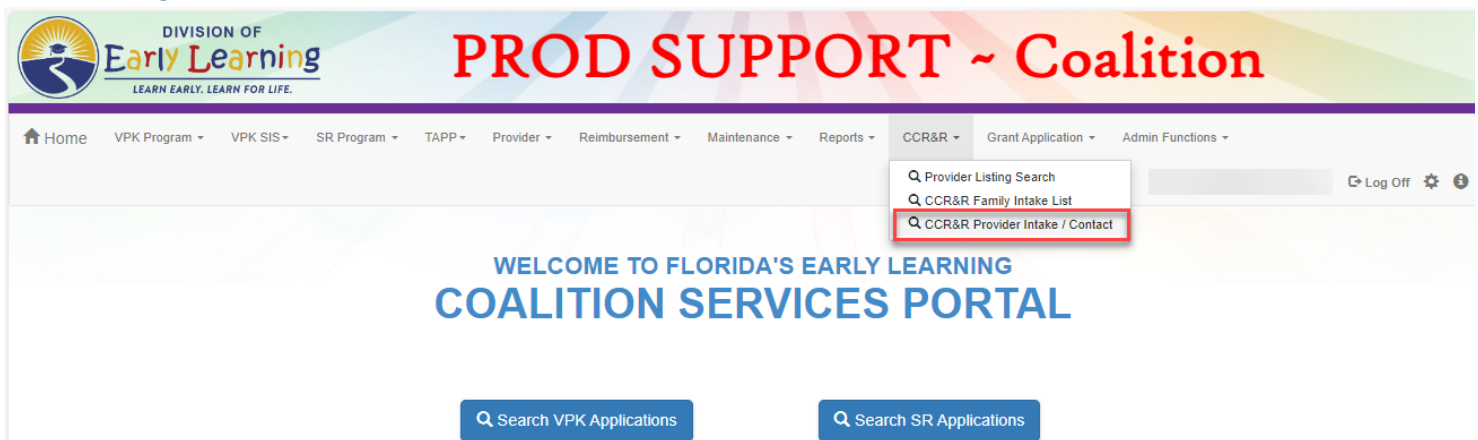
CCR&R Provider Intake Process

As a CCR&R Specialist, you will have the ability to capture and report call details from providers that exist in EFSM, potential providers and other organizations that contact CCR&R for information or services.

There are 6 sections of the CCR&R Provider Intake/Contact Process:

- Navigation
- CCR&R Provider Intake / Contact Home Page
- Provider Search
- Contact Details
- Adding a New Provider
- Viewing Business Call Log History
- Editing Call Log Notes

Navigation



Provider Intake/Home Page

The Provider Intake/Home Page is comprised of two sections.

- Provider Search: Searches for a provider in EFS Mod or a business that was previously created using the CCR&R Intake / Contact Process (see Add New Provider section below for additional details)
- Contact Details: Captures who is contacting CCR&R and why

CCR & R Provider Intake / Contact

Look for providers that match your desired search criteria.

County

--please select a value--

Provider Name

Provider Search Section

Click to view history

+ Add new provider

Details of Selected Childcare Provider

Name

Provider ID

Location

Provider Type

County

Contact Name

Contact Phone Number

Contact Email Address

Contact details

Contact Name

Contact Number

Method of Contact

--- select ---

Contact Email

Reason for call

Notes

0 / 500

Contact Details section

Reset

Save

Provider Search

1. Enter the county where the provider is located
2. Start typing the name of the provider or business. A list of providers will appear. Hovering over a provider name will display the details in the Details of Selected Childcare Provider section to help the user select and verify the provider
3. Scroll through the provider names until the desired provider is displayed. In this example, "A Child's Academy 2" is the desired provider
4. Verify the provider name and address in the Details of Selected Childcare Provider to ensure the correct provider is selected
5. Click the Provider Name on the selection list to select that provider and proceed to the Contact Details section

NOTE: If the provider is not found and is willing to provide business details, proceed to the Adding New Provider section of this document. If the Provider is not willing to provide business details, proceed to the Contact Details section.

Once a provider is selected, complete the Contact Details section.

CCR & R Provider Intake / Contact

Look for providers that match your desired search criteria.

County

Alachua

Step 1

Provider Name

ACA

Step 2

A Child's Academy

A Child's Academy 2

A to Z Professional Child Care Academy LLC

Angel's Christian Academy LLC

Angel's Christian Academy LLC (2)

BEGINNING PRECIOUS STEPS LEARNING ACADEM

Bhaktivedanta Academy

BUSY BEE AND BUTTERFLY CHRISTIAN ACADEMY

Central Kids Learning Academy

Step 5

Details of Selected Childcare Provider

Name

A Child's Academy 2

Provider ID

11503

Location

5240 NW 8TH AVE

Provider Type

PROVIDER

GAINESVILLE, FL, 32605

County

Alachua

Step 4

Contact Name

Gabriel Graves

Contact Phone Number

(352) 548-4899

Contact Email Address

info@achildsacademy.com

Contact Details Only

This section captures why the provider contacted CCR&R. Contact details are to be entered at each provider interaction.

The examples below cover 3 scenarios:

- The provider is found via the Provider Search (see Example 1)
- The provider is not willing to provide business details and could not be found in the provider search, nor is it a legally operating company and can't be created as a new provider (see Example 3)
- A new provider record is needed (see Creating New Provider)

CCR&R must enter a Contact detail record to receive credit for the customer interaction.

1. Enter Contact Name of the person requesting information (non-required field)
2. Enter Contact Number of the person requesting information (non-required field)
3. Enter Method of Contact from drop down menu (required field)
4. Enter Contact Email of the person requesting information (non-required field)
5. Reason For Call: A drop down list where the user may select one or more values. If the user selects "Other" or includes "Other" with additional values, the notes field is required
6. Notes may be entered for any contact detail created, not only when "Other" is selected as a Reason For Call
7. Click **Save**

NOTE: Steps 1, 2, and 4 are not required, but users should make every effort to obtain and enter the requested information

Example 1

Provider found via search, and the Contact Detail Record is completed.

CCR & R Provider Intake / Contact

Look for providers that match your desired search criteria.

County

Alachua

Provider Name

A Child's Academy 2

[Click to view history](#)

[+ Add new provider](#)

Details of Selected Childcare Provider

Name

A Child's Academy 2

Provider ID

11503

Location

5240 NW 8TH AVE

Provider Type

PROVIDER

GAINESVILLE, FL, 32605

County

Alachua

Contact Name

Gabriel Graves

Contact Phone Number

(352) 548-4899

Contact Email Address

info@achildsacademy.com

Contact details

Contact Name

Mike Jones

Contact Number

(850)850-8594

Method of Contact

Phone

Contact Email

mj@emails.com

Reason for call

CHILD CARE TRAINING/DCF REQUIREMENTS, COMMUNICABLE DISEASE

Notes

Up to 500 characters can be entered.

36 / 500

[Reset](#)

[Save](#)

Example 2

Provider is not willing to provide contact information and therefore cannot be searched for, or they are not a legally operating company. In these cases, only the Contact Detail section is to be completed.

CCR & R Provider Intake / Contact

Look for providers that match your desired search criteria.

County

--please select a value--

Provider Name

Click to view history

+Add new provider

This section is not completed

Details of Selected Childcare Provider

Name	Provider ID
Location	Provider Type
County	
Contact Name	
Contact Phone Number	
Contact Email Address	

Contact details

Contact Name

Contact Number

Method of Contact *

Phone

Contact Email

Reason for call *

SR GENERAL INQUIRY

Notes

Did not want to provide Business Information

44 / 500

CCC&R User attempts to get as much information as possible

Mandatory entries are: Method of Contact, Reason For Call and Notes if "Other" is selected

No contact history will be available for this call however,

Reset

Save

80

Add New Provider

Only create a new provider if the search returns no results, the caller is a legally operating provider/business, **AND** is willing to provide business organization details.

The add new Business section only appears on the home page when the **Add New Provider** button is selected.

1. From the Home Page Click the **+Add new provider** button
2. A new section in the middle of the home page displays, titled Add New Business
3. To create a new provider, the CCR&R user must enter the Business Organization Name, Contact #, Email Address, and Contact Name. The remaining fields are optional, but effort should be made to capture all information
4. Complete the Contact Details section
5. Click **Save**

NOTE: The new provider will not exist in EFS Mod, as there is no provider profile.

CCR & R Provider Intake / Contact

Look for providers that match your desired search criteria.

County

Provider Name

[Click to view history](#)

Step 1 [+ Add new provider](#)

Step 2 [Add new Business](#)

Details of Selected Childcare Provider

Name	Provider ID
Location	Provider Type
County	
Contact Name	
Contact Phone Number	
Contact Email Address	

Business / Organization Name
Jane's Angels

Contact Number
(904)569-2365

Email Address
jane@email.com

Contact Name
Jane

Business Type
Provider

Address line 1
1123 Jane Street

Address line 2

City
Jacksonville

State
FL

Zip Code
31145

County
Duval

CCR&R User to capture Business/Organization Name, Contact Phone Number, Email Address and Contact Name at a minimum.

By capturing the above the New Provider becomes searchable in the Prover Search Section above

Always attempt to complete all fields

Contact details

Contact Name
Mike

Contact Number
(904)852-1365

Method of Contact
Phone

Contact Email
mike@email.com

Reason for call
CHILD CARE TRAINING/DCF REQUIREMENTS

Notes

0 / 500

[Reset](#) [Save](#)

Business Call Log History

To view the last 10 contact details for a provider, click the **History** button. Details are available for existing providers and those created with the Add New Provider process.

1. Search for a provider by entering the County and Provider Name and click the provider
2. Select the **Click to view History Button** and the Business Call Log History window displays

CCR & R Provider Intake / Contact

Look for providers that match your desired search criteria.

County

Alachua

Provider Name

A Child's Academy

Click to view history

+ Add new provider

Step 1

Step 2

Details of Selected Childcare Provider

Name

A Child's Academy

Provider ID

11605

Location

3401 NW 34TH ST

Provider Type

PROVIDER

GAINESVILLE, FL. 32605

County

Alachua

Contact Name

Rebecca Patrick

Contact Phone Number

(352) 371-3360

Contact Email Address

office@achildsacademy.com

Contact details

Contact Name

Contact Number

Method of Contact

--- select ---

Reason for call

Notes

0 / 500

Reset

Save

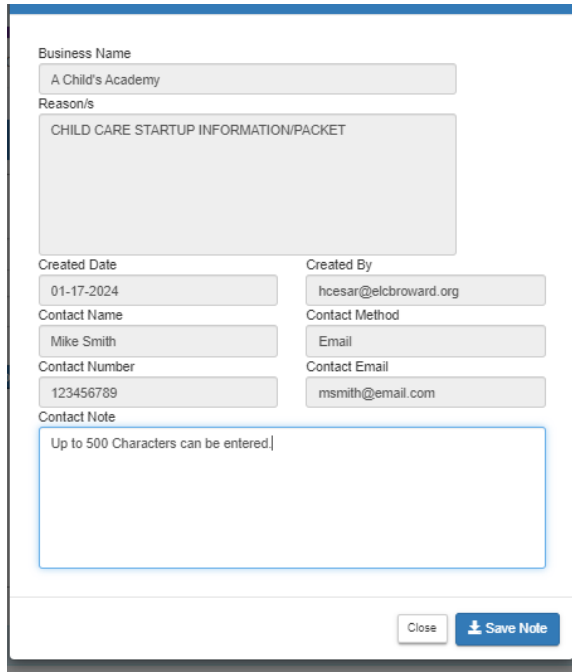
Notes for a contact record may be updated by clicking the **Edit Note** button.

Business Call log history						
Created Date	Reason For Call	Call Contact Name	Call Notes	CCR&R User	Last Modified Date	
01-18-2024	CHILD CARE STARTUP INFORMATION/PACKET.CHILD CARE TRAINING/DCF REQUIREMENTS,COMMUNICABLE DISEASE,FAMILY ENGAGEMENT/CONSUMER EDUCATION,OTHER/UNKNOWN	John Smith	Emergency Closures		01-18-2024	Edit Note
01-17-2024	CURRICULUM,INCLUSION SERVICES,OTHER/UNKNOWN	Brian	Brian does not want contact		01-18-2024	Edit Note

Editing a Call Log Note

After clicking the **Edit Note** button, the Edit Call Log note screen will appear. The details of the call log display.

1. Click in the Contact Notes field to update
2. Click **Save Note** button



The screenshot shows a web form for editing a call log note. The form is titled "Edit Call Log Note" and contains several input fields and buttons. The fields are organized into two columns. The left column contains: "Business Name" (A Child's Academy), "Reason/s" (CHILD CARE STARTUP INFORMATION/PACKET), "Created Date" (01-17-2024), "Contact Name" (Mike Smith), "Contact Number" (123456789), and "Contact Note" (Up to 500 Characters can be entered). The right column contains: "Created By" (hcesar@elcbroward.org), "Contact Method" (Email), and "Contact Email" (msmith@email.com). At the bottom right, there are two buttons: "Close" and "Save Note".

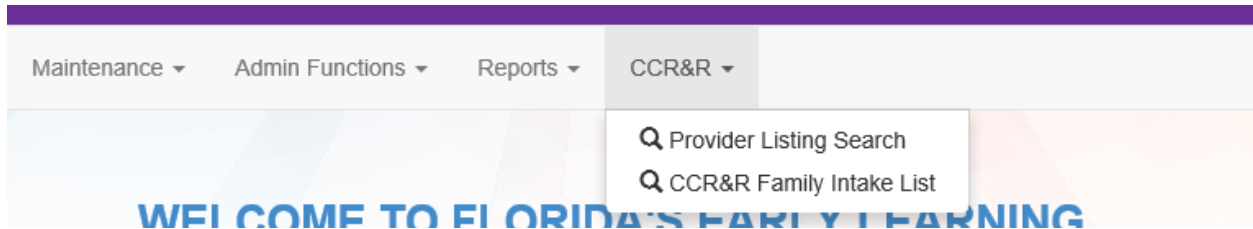
Business Name	A Child's Academy
Reason/s	CHILD CARE STARTUP INFORMATION/PACKET
Created Date	01-17-2024
Created By	hcesar@elcbroward.org
Contact Name	Mike Smith
Contact Method	Email
Contact Number	123456789
Contact Email	msmith@email.com
Contact Note	Up to 500 Characters can be entered

Close Save Note

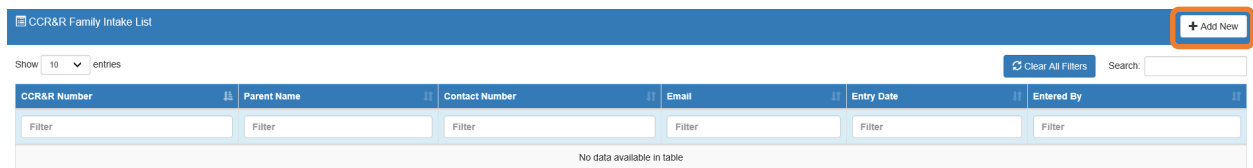
CCR&R Intake Process

CCR&R staff capture family data when contacted by families who are not yet being served. The coalition user is able to capture family information and child care request information for a family when the family contacts the coalition for information, but the family has not, and may not, complete an SR or VPK application.

To capture family information, click **CCR&R Family Intake List**.



The following screen will display. Click the **Add New** button.



Complete the form and click **Save**. The **Add Another Child** button allows additional children to be added to the household.

CCR&R Intake Form

Contact Details	
Primary Contact Number *	5555555555
Example: (850) 555-1234	
Primary Contact Email *	test@test.com
Primary Parent's Details	
Primary Parent's First Name *	Test
Primary Parent's Middle Name	
Primary Parent's Last Name *	Tester
Primary Parent's Ethnicity	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input checked="" type="radio"/> Prefer not to answer
Primary Parent's Race(s) <small>Check those that apply.</small>	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input type="checkbox"/> White <input checked="" type="checkbox"/> Prefer not to answer
Primary Parent's Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Primary Parent's Marital Status	Select ▼
Primary Parent's Date of Birth	
<small>[MM/DD/YYYY]</small>	

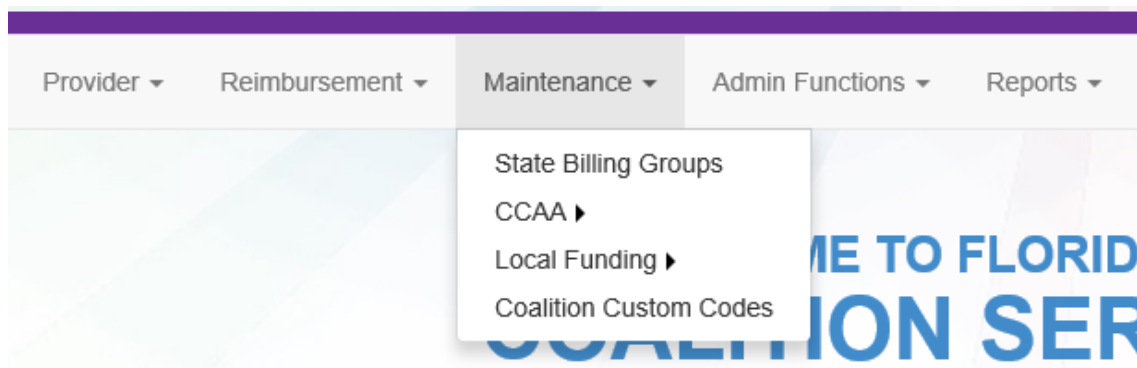
Click the **Edit** button at the bottom of the page to make edits, then click **Save**. Children can also be added and removed when editing a CCR&R record.

Child Needing Care Details	
Child's First Name	<input type="text"/>
Child's Middle Name	<input type="text"/>
Child's Last Name	<input type="text"/>
Child's Ethnicity	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Child's Race(s) <small>Check those that apply.</small>	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Child's Gender	<input type="radio"/> Male <input type="radio"/> Female
Child's Date of Birth * <small>[MM/DD/YYYY]</small>	<input type="text" value="07/01/2018"/>
Parent Relationship to Child *	<input type="text" value="Parent/Step Parent"/>
<input type="button" value="Remove Child"/>	

Coalition Custom Codes

Custom codes can be created by a CP Admin to allow flexibility in case notes, status records, and provider notes.

In the *Maintenance* tab, click **Coalition Custom Codes**.



The following screen will display. Select a **Code Type** and click **Add Custom Code** to create a new code.

Coalition Custom Codes

Show entries


Code Type:

Select One
 Provider Custom Code
 Parent Custom Code
 Child Custom Code

Search:

Code	Description	Active	Start Date	End Date	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
No data available in table					

Complete the **Code** and **Description** fields and enter a **Start Date**. An **End Date** is not required. Click **Save**.

 Add a Custom Code ✕

Code Type *
Parent Custom Code ▼

Code *
Test

Description *
Test

Text
Test

Start Date * MM/DD/YYYY
07/09/2018

End Date MM/DD/YYYY

Cancel

Save

The new code is available. An **Edit** button and **Delete** button are displayed.

Coalition Custom Codes

Code Type: Parent Custom Code ▼ Add Custom Code

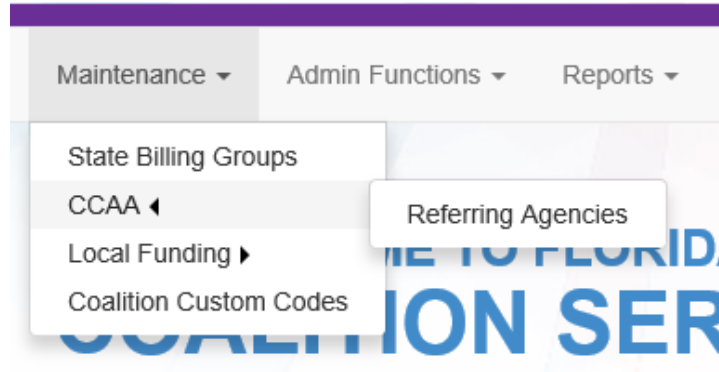
Show 10 ▼ entries Search:

Code	Description	Active	Start Date	End Date	Action
Filter	Filter	Filter	Filter	Filter	
Test	Test	Yes	7/9/2018		Edit Delete

Child Care Application and Authorization (CCAA) Referring Agencies

Active referring agencies will appear in a dropdown list of referring agencies on the CCAA referral intake form.

In the *Maintenance* tab, click **CCAA**, then click **Referring Agencies**.



The following screen will display. Click **Create New Referring Agency**.

Local Referring Agencies List 13 Total Records			
Create New Referring Agency			
Show : 10 entries			First < 1 2 > Last
Edit	Authorization Code	Name	Active
<input type="checkbox"/>	33-12321	Teen Parent Program 2	✓
<input type="checkbox"/>	33-123456	ELC of Big Bend	✓
<input type="checkbox"/>	33-123TAPP	Testing2	✓
<input type="checkbox"/>	33-12521	Tallahassee Technical College	✓
<input type="checkbox"/>	33-2344	test	✓
<input type="checkbox"/>	33-333	friday	✓
<input type="checkbox"/>	33-3757588	tuesday	✗
<input type="checkbox"/>	33-DFDF454	wednesday	✓
<input type="checkbox"/>	33-N/A	Jay J Mack	✓
<input type="checkbox"/>	33-TEST	Test 4	✓
Edit Referring Agency			

Select the Agency Category and complete the fields marked with a red asterisk. Click **Save**.

Referring Agency - Create Record

Agency Category *
Agency Name *
Authorization Code * ⓘ
Address Line 1 *
Address Line 2
City *
State *
Zip Code *
Agency Phone *
Agency Fax
Agency Email *

COORD - Coordinating Agency
DCF - DCF
WT - WT Contracted Provider
PRIV - Privatization Provider
TAPP - Teenage Parent Plan
LOC - Local Referring Agency

Additional Contacts	
Primary Contact	<input type="checkbox"/>
Contact Person	
Primary Phone Number	
Secondary Phone Number	
Email	
Primary Contact	<input type="checkbox"/>
Contact Person	
Primary Phone Number	
Secondary Phone Number	
Email	

Type of Referral *
☐ AT-RISK
☐ DOMESTIC VIOLENCE
☐ HOMELESS
☐ RELATIVE CARE GIVER
☐ TANF
☐ TCC
☐ TAPP
☐ LOCAL

Is Active ☒

Save Cancel

Created By: ledbetter.kiwanis+7@gmail.com
Last Modified By: ledbetter.kiwanis+7@gmail.com

Created Date: 7/6/2018
Last Modified Date: 7/6/2018

NOTE: The **Is Active** checkbox is automatically checked. If the referring agency is no longer active, uncheck the checkbox.

To edit an existing referring agency, check the **Edit** checkbox for an agency and click **Edit Referring Agency** to edit the agency.

Local Referring Agencies List 13 Total Records

Create New Referring Agency

Show : 10 entries

First « 1 2 » Last

Edit	Authorization Code	Name	Active
<input type="checkbox"/>	33-12321	Teen Parent Program 2	✓
<input type="checkbox"/>	33-123456	ELC of Big Bend	✓
<input type="checkbox"/>	33-123TAPP	Testing2	✓
<input type="checkbox"/>	33-12521	Tallahassee Technical College	✓
<input type="checkbox"/>	33-2344	test	✓
<input type="checkbox"/>	33-333	friday	✓
<input type="checkbox"/>	33-3757588	tuesday	✗
<input type="checkbox"/>	33-DFDF454	wednesday	✓
<input type="checkbox"/>	33-N/A	Jay J Mack	✓
<input type="checkbox"/>	33-TEST	Test 4	✓

Edit Referring Agency

Once edits are complete, click **Save**.

Referring Agency - Edit Record

Agency Category ● LOC - Local Referring Agency ▼

Agency Name ● Teen Parent Program 2

Authorization Code ● ⓘ 33-12321

Address Line 1 ● 458 Drone Avenue

Address Line 2

City ● Tallahassee

State ● FL ▼

Zip Code ● 32308

Agency Phone ● (850)678-1234

Agency Fax

Agency Email ● test.test@gmail.com

Additional Contacts

Primary Contact	<input type="checkbox"/>
Contact Person	
Primary Phone Number	
Secondary Phone Number	
Email	
Primary Contact	<input type="checkbox"/>
Contact Person	
Primary Phone Number	
Secondary Phone Number	
Email	

Type of Referral ● ☐ AT-RISK ☐ DOMESTIC VIOLENCE ☐ HOMELESS ☐ RELATIVE CARE GIVER ☐ TANF ☒ TCC ☐ TAPP ☐ LOCAL

Is Active ☒

Save Cancel

Created By: cmoneyb2+911@gmail.com
Last Modified By: cmoneyb2+911@gmail.com

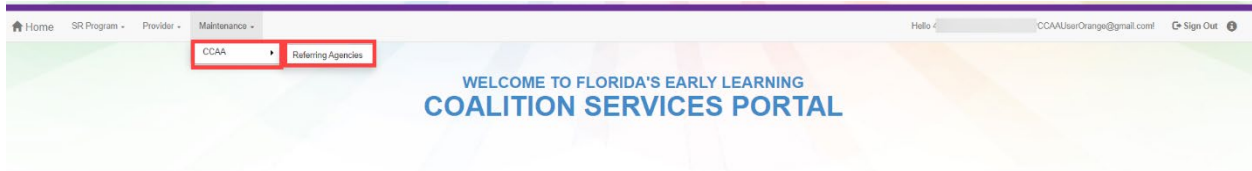
Created Date: 5/23/2018
Last Modified Date: 5/23/2018

CCAA Users

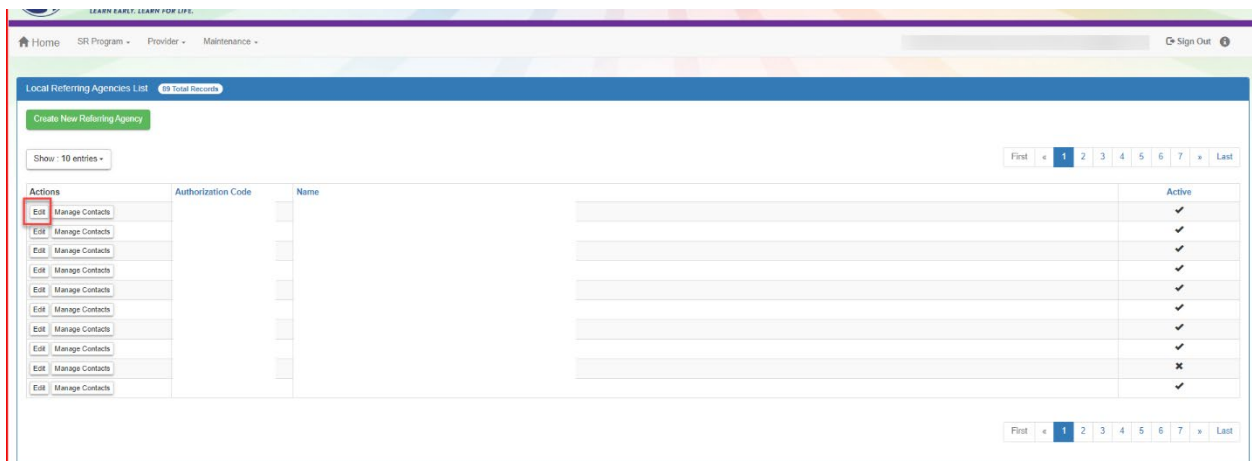
Coalition Users in CCAA User Role must be a contact for the local agency or agencies for which they need to create referrals.

For agencies where the CCAA user is not a contact but should be, the CCAA user must add themselves as a contact before attempting to create a referral.

To add a new contact, navigate to Maintenance > CCAA > Referring Agencies.



The Local Referring Agencies List will be displayed. Locate the appropriate agency. Click **Edit**.



The Edit screen for the agency will display. Click **Manage Contacts**.

Referring Agency - Edit Record

Agency Category *

COORD - Coordinating Agency

Agency Name *

Authorization Code *

Address Line 1 *

Address Line 2

City *

State *

FL

Zip Code *

32177

Agency Phone *

Agency Fax

Agency Email *

Require Manager Approval on External User Referrals

☐

Manage Contacts

Type of Referral *

☒ AT-RISK
 ☐ DOMESTIC VIOLENCE
 ☐ HOMELESS
 ☐ RELATIVE CARE GIVER
 ☐ TANF
 ☐ TCC
 ☐ TAPP
 ☐ LOCAL

Is Active

☒

Save

Cancel

Created By: malicea@4cflorida.org
 Last Modified By: malicea@4cflorida.org

Created Date: 4/9/2021
 Last Modified Date: 4/9/2021

Click **Add Contact**. Enter the required fields and click **Continue**.

Home

SR Program

Provider

Maintenance

Sign Out

Manage Contacts for

0 Total Records

Add Contact

Return to Agency List

Show 10 entries

Clear All Filters

Search

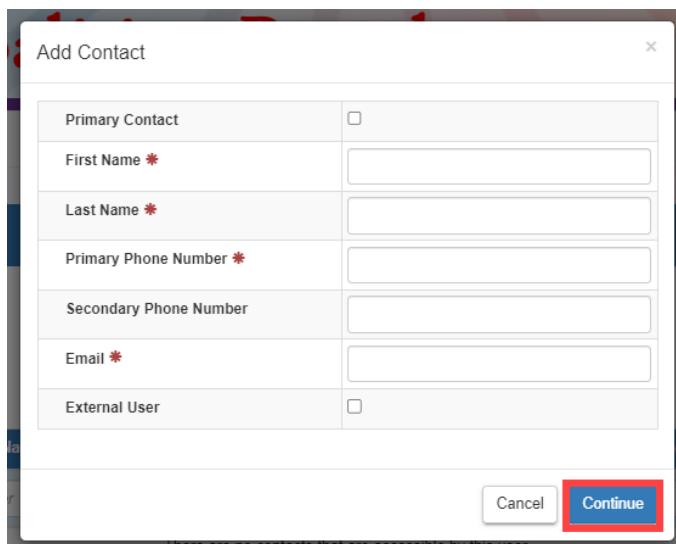
Actions	Primary Contact	First Name	Last Name	Primary Phone Number	Secondary Phone Number	Email	External User
	Filter	Filter	Filter	Filter	Filter	Filter	Filter

There are no contacts that are accessible by this user.

Showing 0 to 0 of 0 entries

Previous

Next

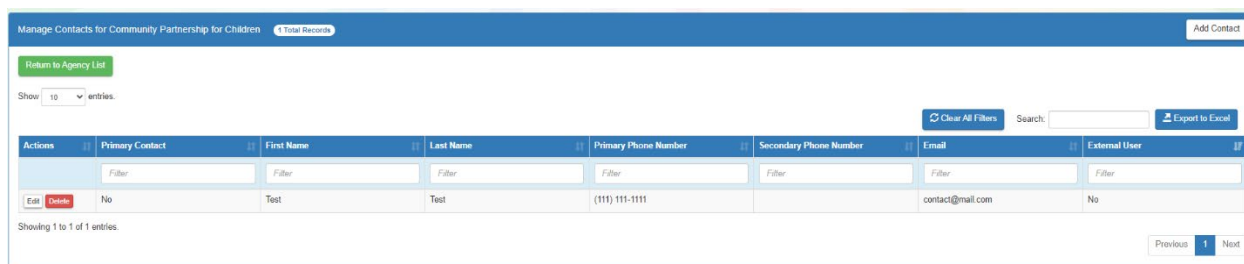


The 'Add Contact' modal form contains the following fields and controls:

- Primary Contact:** A checkbox.
- First Name ***: A text input field.
- Last Name ***: A text input field.
- Primary Phone Number ***: A text input field.
- Secondary Phone Number**: A text input field.
- Email ***: A text input field.
- External User**: A checkbox.
- Buttons:** 'Cancel' and 'Continue' (highlighted with a red border).

Below the modal, a message states: "There are no contacts that are accessible by this user."

The contact will display in the grid.



The 'Manage Contacts' grid displays the following data:

Actions	Primary Contact	First Name	Last Name	Primary Phone Number	Secondary Phone Number	Email	External User
Edit Delete	No	Test	Test	(111) 111-1111		contact@gmail.com	No

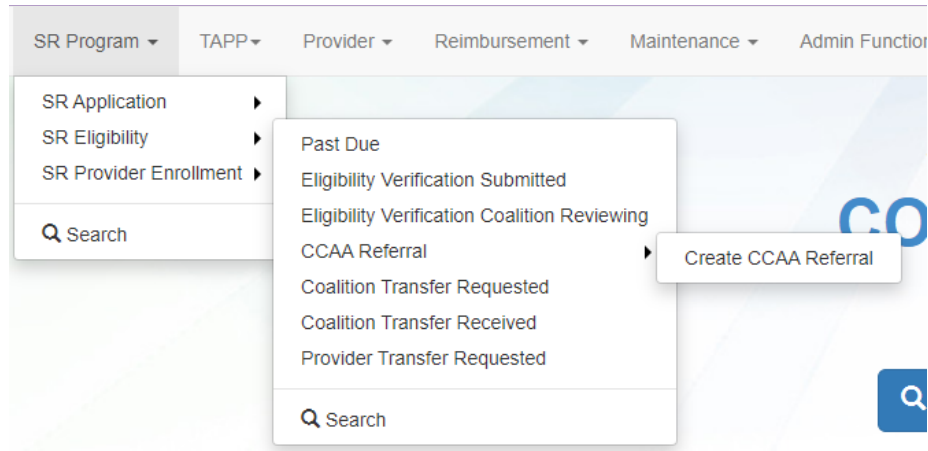
Grid controls include: 'Return to Agency List', 'Show 10 entries', 'Clear All Filters', 'Search', 'Export to Excel', and pagination (Previous, 1, Next).

Child Care Application and Authorization (CCAA) Intake Process

The CCAA Data Entry by Coalition feature is used in situations where the coalition receives a referral document from a referring agency on behalf of a family that does not have a profile in the EFS Modernization system. This is most common in At-Risk referral cases; however, this functionality can be used in any CCAA Referral scenario to create a household and assign eligibility for referred children and families.

NOTE: The CCAA intake process allows coalition users to identify the physical county of residence and families receiving RCMA services.

In the *SR Program* tab, click **SR Eligibility**, then **CCAA Referral**, and then **Create CCAA Referral**.



Select the **Agency Category** and complete the fields marked with a red asterisk. Click **Continue**.

Create CCAA Referral - Intake Form

Referring Agency Details	
Agency Category *	<div> <div>Select Agency Category *</div> <div> <div>COORD - Coordinating Agency</div> <div>DCF - DCF</div> <div>WT - WT Contracted Provider</div> <div>PRIV - Privatization Provider</div> <div>TAPP - Teenage Parent Plan</div> <div>LOC - Local Referring Agency</div> </div> </div>
Agency Name *	
Referral Number	
FAHS Investigation Intake number [Florida Abuse Hotline Information System]	
Referral Start Date *	MM/DD/YYYY
Referral End Date *	MM/DD/YYYY
DCF Placement & Care / Custody *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Authorizing Worker From Referring Agency *	
Comments	

Primary Parents Details	
Primary Parent's First Name *	
Primary Parent's Middle Name	
Primary Parent's Last Name *	
Primary Parent's Ethnicity *	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Primary Parent's Race(s) <i>Check those that apply.</i> *	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Primary Parent's Gender *	<input type="radio"/> Male <input type="radio"/> Female
Primary Parent's Marital Status *	<div>-- select --</div>
Primary Parent's Date of Birth *	MM/DD/YYYY

Primary Parent's Address	
Address Line 1 *	<input type="text"/>
Address Line 2 (Apt, Suite, etc)	<input type="text"/>
City *	<input type="text"/>
County *	--please select a value--
State	FLORIDA
Zip Code *	<input type="text"/>

Child Needing Care Details	
Child's First Name *	<input type="text"/>
Child's Middle Name	<input type="text"/>
Child's Last Name *	<input type="text"/>
Child's Ethnicity *	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Child's Race(s) Check those that apply. *	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Child's Gender *	<input type="radio"/> Male <input type="radio"/> Female
Child's Date of Birth *	<input type="text"/>
[MM/DD/YYYY]	

Eligibility Details For Child	
Billing Group Code *	-- select eligibility group --
Eligibility Code *	-- select eligibility code --
Priority *	01
Purpose for Care *	BOTH EMPLOYMENT AND EDUCATION/TRAINING

[Add Another Child](#)

[Previous](#)

[Continue](#)

The Household at a Glance screen displays. Click **Upload Document** and select a file.

Eligibility Verification
Active

Eligibility Verification Number: 175

Assign Counselor
Change Household Status

Case Notes
Add Note

Household at a Glance

Children Needing Care
Child First CCAA Child Last CCAA (child, male, age 1)

Parents
Parent First CCAA Parent Last CCAA (adult, male)

Other Household Members

Total Household Income Calculations
Employment income: \$0
Alimony and child support income: \$0
Other income: \$0
Alimony and child support deductions: \$0
Total annual gross income: \$0

Household ID: 1488

Contact Information

Primary Address
250 Marriott Drive
Tallahassee, Florida 32399
Leon County

Primary Parent
Email: Not On File
Primary phone: (999) 999-9999

Family Portal Account
Account Not Found

History
Update Account
Edit

Children Needing Care

Child First CCAA Child Last CCAA (child, male, age 1)
Change

Eligibility status: Eligible
Enrollment status: Not Enrolled
Date of birth: 07/10/2017
Ethnicity: Prefer not to answer
Race: Prefer not to answer
Care days: (no care days selected)
Care types: (no care types selected)
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Current Authorization Period: 07/10/2018 - 07/09/2019
Required information is missing or invalid

History
Change Status
Eligibility
Enroll
Edit

Add Child...

Household at a Glance
Contact Information
Children Needing Care
Parents
Other Household Members
CCAA Referral Information
Employment
School/Training
Alimony and Child Support Income
Other Income
Deductions
Totals
Documents

Parents

Parent First CCAA Parent Last CCAA (adult, male, primary parent)
Date of birth: 07/10/1998
Ethnicity: Prefer not to answer
Race: Prefer not to answer
Marital status: Single
Email: Fake.Parent First CCAA.Parent Last CCAA13719982016710@oel.admin
Primary phone: (999) 999-9999
Disabled: No
Disability documentation: No documents available.
Required information is missing or invalid.

History
Edit

Add Parent...

Other Household Members

Your application contains no people listed as other household members.

Add Other Household Member...

CCAA Referral Information

Child Last CCAA Child First CCAA
Referring Agency: test
Referral Number:
Referral Start Date: 07/10/2018
Referral End Date: 07/10/2019
Referring Agency Staff Name: test test
Comments:

Edit Remove

Do you have a form from another agency titled Child Care Application and Authorization? No

CCAA Referral Documentation
There are no attached documents of this type.

Upload Document...

Employment

Parent First CCAA Parent Last CCAA
Parent First CCAA is not currently employed.

Add Job...

History

School/Training

Parent First CCAA Parent Last CCAA
Parent First CCAA is not currently attending a school or training facility.

Add School or Training Facility...

History

Alimony and Child Support Income

Parent First CCAA Parent Last CCAA
No alimony or child support income.

Edit

☐ Omit Alimony
☐ Omit Child Support

History

Other Income

No one in the household is receiving additional income.

Add Other Income... History

Deductions

Parent First CCAA Parent Last CCAA
No alimony or child support payments.

Edit

☐ Omit Alimony
☐ Omit Child Support

History

Totals

Totals information goes here...

Documents

Additional Documentation
There are no attached documents of this type.

Upload Document...

Career Source Regional Workforce Welfare Transition Program Participant
There are no attached documents of this type.

Upload Document...

After a document is uploaded, an **Associate Children** button is displayed to enable additional children to be linked to the referral.

NOTE: Children added on the CCAA referral cannot be removed. Children added to the EV with an Eligibility status of “(new)” can be removed.

CCAA Referral Information

Child Last CCAA Child First CCAA Referring Agency: test Referral Number: Referral Start Date: 07/10/2018 Referral End Date: 07/10/2019 Referring Agency Staff Name: test test Comments:	Edit Remove
--	---

Do you have a form from another agency titled Child Care Application and Authorization? No

CCAA Referral Documentation TEST.docx View	Associate Children
Upload Document...	

School Readiness Application Status Definitions

With the deployment of Release 3.0, School Readiness application and child statuses have changed. Also, the child status, not the application status (as in the past), indicates if the family is waiting for services or receiving services.

Here is a chart of the old and new statuses:

OLD SR APPLICATION STATUS	NEW SR APPLICATION STATUS
Active - Waiting	ACTIVE
Active - Pending Documents	
Active - Eligible	
Active - Pending Update	Active - Pending Update
Coalition Reviewing	Coalition Reviewing
Inactive	Inactive
Incomplete	Incomplete
Rejected	Rejected
Submitted	Submitted
Revalidation Submitted	Revalidation Submitted
Revalidation Incomplete	Revalidation Incomplete

OLD CHILD STATUS	NEW CHILD STATUS
Active - Waiting	Waiting
Active - Pending Documents	Pending
Active - Eligible	Eligible
Terminated	Terminated

Application Statuses

Incomplete

The application is not complete. The parent has to complete the required fields, upload the required document, certify, sign and submit the application.

Coalitions cannot change the status of an **Incomplete** application; however, coalition users have read-only access to look at an incomplete school readiness application to assist the parent in completing the application if needed.

No child status is assigned to a child listed on an application that is in **Incomplete** status.

Revalidation Incomplete

The parent has started an application to revalidate their eligibility to remain on the waiting list. The parent has to complete the required fields, upload the required document, certify, sign and submit the application.

Coalitions cannot change the status of a **Revalidation Incomplete** application; however, they have read-only access to look at an incomplete application to assist the parent in completing the application if needed.

The child status assigned to a child listed on an application that is in **Revalidation Incomplete** status will default to the child status that is assigned to the child on the **Active** application.

Submitted

The application has been completed and submitted by the parent for the coalition to review. The application is not editable by the parent while in **Submitted** status.

No child status is assigned to a child listed on an application that is in **Submitted** status.

Revalidation Submitted

The application has been completed and submitted by the parent for the coalition to review. The application is not editable by the parent while in **Revalidation Submitted** status.

The status of the child will carry over from the previous application.

When the status of this application is changed, the previous application status will automatically change to **Inactive**.

Coalition Reviewing

Upon opening a **Submitted** application, the system will automatically change the status of the application to **Coalition Reviewing**.

No child status is assigned while the application is in a **Coalition Reviewing** status.

Active (Previously Active – Waiting, Active – Pending Documents, Active – Eligible)

The **Active – Waiting** application status is no longer needed, as this occurs when the child status is set to **Waiting**.

The **Active – Eligible** application status is no longer needed, as this occurs when the child status is set to **Eligible**.

The **Active – Pending Documents** application status is no longer needed, as this occurs when the child status is set to **Pending**.

Active – Pending Update

Active – Pending Update is used when a change needs to be made to the application by the family.

If a parent calls the coalition to report they have changed jobs or moved, the coalition can manually change the status of the application to **Active – Pending Update**, and this will allow the parent to update their application. If the coalition manually changes the application status to **Active – Pending Update**, the family has 15 days to make changes, and after 15 days, the application will become **Coalition Reviewing**.

When an application status is set to **Active**, the system will calculate a revalidation notification date of 180 days.

On day 150, the system will change the status of the **Active** application to **Active – Pending Update** and will send the parent an email notifying them they have 30 days to update their application to remain on the waiting list.

When the parent submits an updated application, the status will change to **Revalidation Submitted**.

Inactive

The application is no longer active. Inactivating an application should only occur when an application has been placed in **Active** status.

Prior to the changing the status of an application to **Inactive**, the child status must be changed to **Terminated**.

Rejected

The application is missing information that is necessary to make a decision regarding a customer's potential eligibility. Upon rejection, the application is editable only by the parent.

After 30 days, a **Rejected** application will automatically be set to **Inactive** and the children **Terminated**.

Rejected status is used to return the application to the parent for edits prior to placing the application in one of the **Active** statuses.

Child Statuses

Waiting

The coalition has reviewed the application and determined that the family may meet eligibility requirements based on the information submitted, but the coalition does not have funding to authorize eligibility for the family; therefore, the application is placed on a list of families who are waiting for funding.

A nightly automated process at DEL checks for 13-year-olds with a **Waiting** child status and automatically sets the child status to **Terminated**.

Pending

Authorization of eligibility can be established without placing a child on the waiting list for funding, pending the parent submitting the required documents in an eligibility interview.

Eligible

The coalition has reviewed the application and supporting document(s), and determined the family meets program requirements and eligibility can be authorized.

A nightly automated process at DEL checks for 13-year-olds with an **Active** child status and automatically sets the child status to **Terminated**.

Terminated



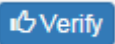




If the parent fails to revalidate the application, the system will automatically change the child status to **Terminated** on day 181 and will change the application status to **Inactive**.

After 30 days, a **Rejected** application will automatically be set to **Inactive** and the children **Terminated**.

A nightly automated process at DEL checks for 13-year-olds with an **Active** child status and automatically sets the child status to **Terminated**.

Coalition User Task Bar

At the top and bottom of the application is a list of buttons used to maintain and process School Readiness applications.

	Click to add a case note.
	Click to log an application owner contact attempt.
	Click to verify user uploaded documents.
	Click to change the status of an application.
	Click to view all case notes regarding the application.
	Click to view all contact attempts.
	Click to download the family's SR application.

Adding a Case Note

The coalition user must click the **Add Note** button to add a Case Note.



The Case Note entry window will pop up, allowing the coalition user to add a description and a note up to 1,000 characters. Select a **Custom Code Type** and **Custom Code**. If no custom codes are available in the dropdown, see the Custom Codes section. Click the **Save** button to add the Case Note.

Case Note

Description:
Select code...

Custom Code Type
Select

Custom Code
Select a Custom Code Type

Note:

(Up to 1000 characters. 1000 characters remaining.)

Close Save

Case Note

Description:
Select code...

Custom Code Type
Select
Parent
Child


Custom Code
Select a Custom Code Type

Note:

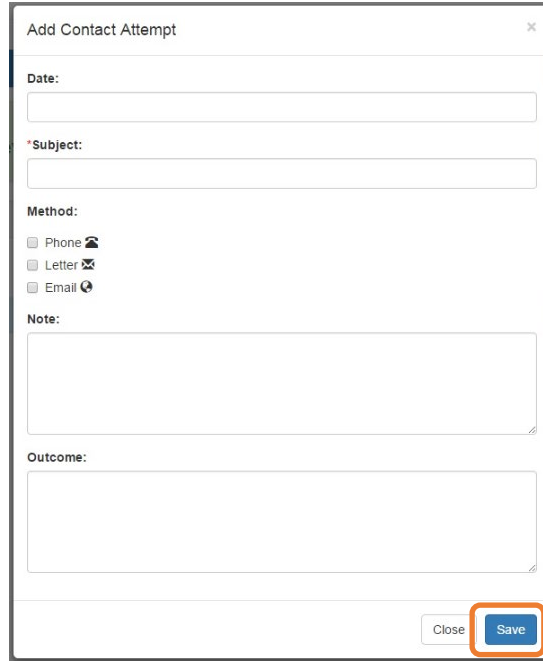
(Up to 1000 characters. 1000 characters remaining.)

Close Save




Adding a Contact Attempt

The coalition user must click the **Add Contact Attempt** button to add a Contact Attempt entry. 


The contact attempt entry window will pop up, allowing you to add a date, subject, method, note and outcome. Click the **Save** button to add the Contact Attempt.



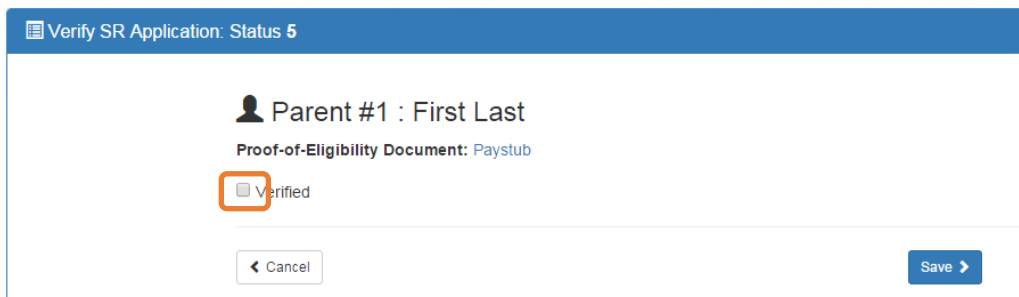
The 'Add Contact Attempt' modal form contains the following fields and controls:

- Date:** A text input field.
- Subject:** A text input field.
- Method:** A section with three radio button options:
- Phone 
- Letter 
- Email 
- Note:** A large text area for notes.
- Outcome:** A large text area for the outcome.
- Buttons:** 'Close' and 'Save' buttons at the bottom right. The 'Save' button is highlighted with an orange border.

Verify Attached Documents

The coalition user can view and verify attached documents by clicking the **Verify** button. 


To view the Proof-of-Eligibility Document, click the link to open the document in a new browser tab. The coalition user will also have the option to click the **Verified** checkbox.




The 'Verify SR Application: Status 5' modal displays the following information and controls:

- Header:** Verify SR Application: Status 5
- User:** Parent #1 : First Last
- Document:** Proof-of-Eligibility Document: [Paystub](#)
- Verification:** A checkbox labeled 'Verified' is highlighted with an orange border.
- Buttons:** '< Cancel' and 'Save >' buttons at the bottom.

Once verified, the date and time of the verification, as well as the coalition user will appear. Once the coalition user is finished, click the **Save** button to return to the application.




Proof-of-Eligibility Document: [School Enrollment Form](#)

☒ **Verified**

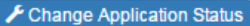
— Verified by : jim.ledbetter@oel.myflorida.com Verified Date: 7/29/2016 5:30:20 PM

← Cancel

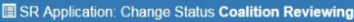
Save →

Change Application Status

Once the coalition user is ready to update the status of an application, click the **Change Application Status** button.



Once the new status is selected, the coalition has the ability to add a comment and click the **Save** button.



Application Status: *

Coalition Reviewing

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the parent

← Cancel

Save →

View Case Notes

The coalition user can view Case Notes by clicking the **View Case Notes** button.



To get back to the School Readiness Application, the coalition user will click the **<Application** button. Do not use the Back button on the internet browser.

Case Note Details				
Date	Event	Description	Notes	User
2/15/2016 1:13:22 PM	Application Status Changed	Application status changed to : Coalition Reviewing		nilesh.amin@oel.myflorida.com
2/15/2016 12:54:13 PM	Submitted By Parent	Submitted		oel.tp.qa+10@gmail.com
2/15/2016 12:09:19 PM	Application Status Changed	Test		nilesh.amin@oel.myflorida.com
2/10/2016 10:25:41 AM	Application Status Changed	Funding Opp Testing		nilesh.amin@oel.myflorida.com
2/9/2016 3:35:34 PM	Application Status Changed	Application status changed to : Active - Waiting		nilesh.amin@oel.myflorida.com
2/9/2016 3:35:12 PM	Application Status Changed	Application status changed to : Coalition Reviewing		nilesh.amin@oel.myflorida.com
2/9/2016 3:35:05 PM	Submitted By Parent	Submitted		oel.tp.qa+10@gmail.com
2/9/2016 3:24:33 PM	Application Status Changed	The Documentation was not Valid. Please Update and Resubmit. -Coalition User Joe Bob		nilesh.amin@oel.myflorida.com
2/9/2016 11:47:48 AM	Application Status Changed	Application status changed to : Coalition Reviewing		nilesh.amin@oel.myflorida.com
2/9/2016 11:15:11 AM	Submitted By Parent	Submitted		oel.tp.qa+10@gmail.com
2/8/2016 4:44:07 PM	Application Status Changed	need more screenshots		nilesh.amin@oel.myflorida.com
2/8/2016 4:43:47 PM	Application Status Changed	Application status changed to : Coalition Reviewing		nilesh.amin@oel.myflorida.com
2/1/2016 11:11:48 AM	Submitted By Parent	Submitted		oel.tp.qa+10@gmail.com



View Contact Attempts

The coalition user can view Contact Attempts by clicking the **View Contact Attempts** button.



Once on the Contact Attempt Details page, click the **View Note** button to view any notes regarding the contact attempt. To get back to the School Readiness application, the coalition user will click the **<Application** button. Do not use the Back button on the internet browser.

Contact Attempt Details				
Date	Subject	Method	Outcome	Notes
2/16/2016 2:39:00 PM	Test	Phone,	Test	View Note



Clicking the **View Note** button should display the following:

Case Note

Note:

Test Reports

Close

Download SR-01

The coalition user can view the family's SR application by clicking the **Download SR-01** button.

 Download SR-01

Processing a School Readiness Application

The first step in processing a School Readiness Application is to search for **Submitted** applications. To begin the review, the coalition user will click the **Confirmation Number** link of the record assigned to review.

Search Results - Status: Submitted 1 Total Records					
Show : 10 entries ▼					
Confirmation Number	Parents	Original Submission Date	Application Status	Date Last Updated	Updated By
SR_0000000026	First Last	2/1/2016	Submitted	2/15/2016	oel.fp.qa+10@gmail.com

The following page will display:

Review Application - Status

Coalition Reviewing

Household

0000000026

Confirmation Number #

SR_0000000026

✔ The application is complete. Please review the application before approving or rejecting.

➕ Add Note

➕ Add Contact Attempt

➕ Non SR Funding

➕ Verify

➔ Change Application Status

➔ View Case Notes

➔ View Contact Attempts

➔ Download SR-01

Parents

➕ Add a Parent

Parent #1 :

Ethnicity : Non-Hispanic

Races : White

Gender : Female

Marital Status : Single

Date Of Birth : 07/13/2000

SSN : ██████████

Person ID : ██████████

Primary

Are you currently homeless or located at a Domestic Violence Shelter? : ❌ No

Primary Residence Address

Is this a RCMA family? : ☐

Fort Myers, Florida 33907

County: Lee

Family is not displaced.

Edit

Email : ██████████

Preferred Method of Contact : Primary Contact Number

Primary language spoken at home: English

Do you have a form from another agency titled Child Care Application and Authorization? : ❌ No

Are you currently working at least 20 hours per week, or if there are two parents in the household, are both of you working for a combined 40 hours per week? : ❌ No

Are you currently searching for a job? : ❌ No

Are you currently employed but working less than 20 hours per week? : ✔ Yes

Are you currently enrolled and attending school? : ❌ No

In School and Working? : ❌ No

Are you disabled or unable to work as documented by a physician or a letter from the Social Security Administration awarding you disability benefits? : ❌ No

Are you currently active duty (serving full-time) in the US Military? : ❌ No

Are you a member of either a National Guard Unit or Military Reserve Unit? : ❌ No

Employer : J

How often do you get paid? : Bi-weekly

Rate of Pay : \$10.00

Number of hours per week worked : 10 hrs/week

Annual Income : \$5,200.00

Employer Address

Florida

Phone : ██████████

Child support and/or alimony that is deducted from your paycheck : ❌ No

➕ Add a Parent

Children Needing Care

➕ Add a Child Information

test double email

Ethnicity : **Prefer not to answer**

Races : **Prefer not to answer**

Gender : Female

Date Of Birth : 10/25/2010

SSN : ██████████

Parent #1's Relationship to child: Parent/Step Parent

Citizen or lawfully entered alien for permanent residence? : ✔ Yes

Have an Individual Educational Plan (IEP) or Individual Family Service Plan (IFSP)? : ❌ No

Have a 504 designation? : ❌ No

Participated in a Head Start program? : ❌ No

Child Care is needed on the following days : Monday, Tuesday, Wednesday, Thursday, Friday

Type of care is needed : Full-time

Remove test from Application

Child Status

Child Status : Active - Waiting

Eligibility : WRC-RCI

Priority : 9

Status Change Date : 01/18/2017

Reason : N/A

Original Waiting List Date : N/A

Revalidation Notification Date : 02/23/2017

Revalidation Due Date : N/A

➕ Add a Child Information

Eddie Munster

Ethnicity : Non-Hispanic

Races : **Prefer not to answer**

Gender : Male

Date Of Birth : 12/08/2012

SSN : ██████████

Parent #1's Relationship to child: Parent/Step Parent

Citizen or lawfully entered alien for permanent residence? : ✔ Yes

Have an Individual Educational Plan (IEP) or Individual Family Service Plan (IFSP)? : ❌ No

Have a 504 designation? : ❌ No

Participated in a Head Start program? : ❌ No

Child Care is needed on the following days : Monday, Tuesday, Wednesday, Thursday, Friday

Type of care is needed : Full-time

Remove Eddie from Application

Child Status

Child Status : Active - Waiting

Eligibility : BG5-TCC

Priority : 9

Status Change Date : 01/18/2017

Reason : N/A

Original Waiting List Date : N/A

Revalidation Notification Date : 02/23/2017

Revalidation Due Date : N/A

➕ Add a Household Member

➕ Add Note

➕ Add Contact Attempt

➕ Verify

➔ Change Application Status

➔ View Case Notes

➔ View Contact Attempts

➔ Download SR-01

Coalition Reviewing Status

Confirmation Number	Parents	Original Submission Date	Application Status	Date Last Updated	Updated By
SR_0000000026	First Last	2/1/2016	Submitted	2/15/2016	oel.fp.qa+10@gmail.com

106

Once the coalition user clicks the **Confirmation Number** link, the status of the application is systematically changed to **Coalition Reviewing**. An automated email message from **DONOTREPLY@oel.myflorida.com** is sent to the Family Portal user's email address, notifying them that the application is being reviewed by the early learning coalition.

Also, an automated Case Note will be recorded to reflect the status change and user name of the user who is reviewing the application.

The application can be changed to **Rejected** or set to one of the **Active** statuses, based on local application processes. If the application does not have the information needed to determine if the family is potentially eligible for funding, the application should be **Rejected**. If the application appears to meet eligibility requirements and no funding is available in the coalition services area, the child status should be changed to **Waiting**. If funding is available but additional documents are needed to authorize eligibility during an eligibility interview, the child status should be changed to **Pending**. If funding is available and eligibility and enrollment have been entered, the child status should be changed to **Active**.

NOTE: Coalition users can select families receiving RCMA services with an "Is this a RCMA family" checkbox under Primary Residence Address.

Rejected Status

To reject an application, the coalition user must click the **Change Application Status** button.

Once on the Change Application Status page, select **Rejected** in the Application Status dropdown menu.

Application Status: *

Coalition Reviewing	▼
Coalition Reviewing	
Active - Waiting	
Active - Pending Documents	
Active - Eligible	
Rejected	

Enter the reason for the rejection in the comments section; the comment will be included in the automated email sent to the Family Portal user from **DONOTREPLY@oel.myflorida.com**. After entering all required fields, click **Save** to proceed.

Application Status: *

Rejected	▼
----------	---

Comments:

Invalid Document - The Document is outdated. Please upload a more recent documents.

Note: In case of rejection this comment will be included in the Email Notification to the parent

◀ Cancel

Save ▶

The status has been updated at the top of the application.

School Readiness Application
Status
Rejected

Confirmation Number # SR_0000000026

The School Readiness application Status : Rejected

Once in **Rejected** status, the SR Application Manager will not be able to edit the application until the application is resubmitted by the family.

Inactive Status

To change an application status from **Inactive** to **Active** or **Coalition Reviewing**, the coalition user must click the **Change Application Status** button.

Once on the Change Application Status page, select **Active** or **Coalition Reviewing** in the Application Status dropdown menu.

Change SR Application and Child Status

Application Status

Inactive

Application Status

Active

Inactive

Coalition Reviewing

Inactivation Reason

Other

Comments

Note: In the case of rejection or inactivation, this comment will be included in the email notification that is sent to the parent.

Save

Cancel

Click **Save** to proceed.

Active Statuses

To activate services for a child, the coalition user must click the **Change Household Status** button.

Select one of the **Active** child status types:

- **Waiting:** Puts the children listed in need of care on the application on the waiting list until funding is available.
- **Pending:** Contact has been made to the parent that funding is available and additional documentation is required during an eligibility interview to authorize services.
- **Active:** Eligibility has been authorized and child enrollment(s) have been made.

Changing Child Statuses

When a child is removed from the waiting list due to authorization of eligibility, the child status should be changed from **Waiting** to **Active**.

When a child is removed from the waiting list due to non-compliance or ineligibility, the child status should be changed from **Waiting** to **Terminated**.

If a child's eligibility and enrollment are terminated, the child status must be **Terminated** and the application status changed to **Inactive**.

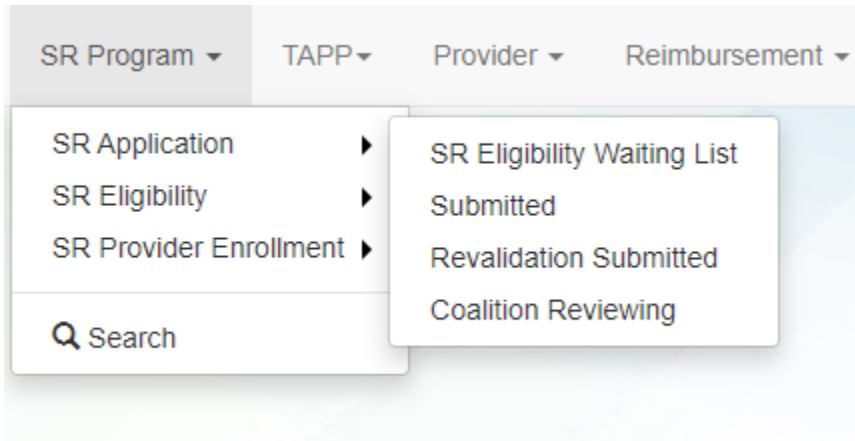
The Revalidation Notification Date will system-populate based on the original waiting list date entered when the application status was changed to **Waiting**. This process should display 150 days from the original waiting list date entered and will change to reflect a new 150-day period each time a revalidation occurs.

SR Eligibility Process

Once funding becomes available for a child, the coalition user will send a funding notification to the family.

Generate Funding Notification

Under the **SR Program** dropdown menu, select **SR Application**, then **SR Eligibility Waiting List**.



NOTE: All household statuses will display, but the child status must be **Waiting** for the application to display on the Waiting List. A funding notification can be sent to household statuses of **Coalition Reviewing**, **Active**, and **Active – Pending Update**. Household statuses of **Inactive**, **Revalidation Incomplete**, or **No Status** (see below with a grayed-out status and a grayed-out checkbox) will display on the waiting list but cannot be sent a funding notification.

<input type="checkbox"/>	SR_0000001883	P1 CT03	C1 CT03	Leon	Revalidation Incomplete
<input type="checkbox"/>	SR_0000001883	P1 CT03	C2 CT02	Leon	Revalidation Incomplete
<input type="checkbox"/>	SR_0000001873	Jamie York	Clarence york	Leon	inactive
<input type="checkbox"/>	SR_0000001881	Thomas Scott	Michael Carter	Leon	inactive
<input type="checkbox"/>	SR_0000001853	Pamela Smith	Jamie Smith	Leon	Active
<input type="checkbox"/>	SR_0000001839	P1 TS04	C2 TS04	Leon	Active
<input type="checkbox"/>	SR_0000001836	Brick City	Onion Latham	Leon	Active

The SR Waiting List will display. For each child that has available funding, check the **Send Funding Notification** checkbox, and check the **Generate PDF** box, if a physical copy of the notification is needed. Then, click the **Generate Funding Notification** button. The **Show entries** dropdown displays 10, 25, 50, 100, 1000, or all records.

School Readiness Waiting List
40 Total Records

Show 10 entries.
Clear All Filters
Search:

Send Funding Notification
Select All
Generate PDF
Select All

Confirmation Number	Household ID	Parent First Name	Parent Last Name	Child First Name	Child Last Name	County	Status	Date of Birth	Age	Priority	Billing Group	Eligibility	Original Wait List Date
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> <input type="checkbox"/> SR_00010	786520					Leon	Inactive		4y 5m	4	BG8	ECON	01/04/2022
<input type="checkbox"/> <input type="checkbox"/> SR_00010	1897798					Leon	Active		2y 4m	4	BG8	ECON	03/23/2022
<input type="checkbox"/> <input type="checkbox"/> SR_00010	1897798					Leon	Active		2y 4m	4	BG8	ECON	03/23/2022
<input type="checkbox"/> <input type="checkbox"/> SR_00010	1897570					Leon	Active		2y 7m	4	BG8	ECON	03/23/2022
<input type="checkbox"/> <input type="checkbox"/> SR_00010	1888402					Taylor	Active		2y 4m	4	BG8	ECON	03/23/2022
<input type="checkbox"/> <input type="checkbox"/> SR_00010	1888402					Taylor	Active		7y 2m	4	BG8	ECON	03/23/2022
<input type="checkbox"/> <input type="checkbox"/> SR_00010	1888402					Taylor	Active		3y 8m	4	BG8	ECON	03/23/2022
<input type="checkbox"/> <input type="checkbox"/> SR_00010	1685517					Leon	Active		9y 0m	4	BG8	ECON	03/23/2022
<input type="checkbox"/> <input type="checkbox"/> SR_00010	1685517					Leon	Active		9y 0m	4	BG8	ECON	03/23/2022
<input type="checkbox"/> <input type="checkbox"/> SR_00010	1685517					Leon	Active		10y 9m	4	BG8	ECON	03/23/2022

Showing 1 to 10 of 40 entries.

Previous
1
2
3
4
Next

Generate Funding Notification

Once a funding notification has been generated for a child, the child will be removed from the School Readiness Waiting List screen.

The parent will receive an email from DONOTREPLY@oel.myflorida.com.

NOTE: Due to continuing updates, the email text displayed below may differ from the email the parent receives.

Notice of School Readiness Funding From The ELC of the Big Bend Region

Hello,

The ELC of the Big Bend Region would like you to know they now have funding to assist you with paying for child care.

IMPORTANT NOTE: You must respond by **08/05/2018** or your application will expire and you will have to reapply for the waitlist.

You will need to provide the following documents to determine your eligibility as well as your parent copayment. Please remember, you may be asked for additional documents to support your eligibility for services.

Identity

Please provide one of the following documents to verify your identity:

- Florida Driver's License
- Valid picture identification (must be government issued)

Child Documentation

Provide at least one of the following documents to verify the child's age:

- An original or certified copy of the child's birth record,
- An original or certified copy of the child's certificate of baptism or other religious record of the child's birth, with an affidavit stating that the certificate is true and correct,
- An insurance policy on the child's life which has been in force for at least 2 years,
- A passport or certificate of the child's arrival in the United States,
- An immunization record signed by a public health officer or licensed practicing physician, or A valid military dependent identification card.
- Proof of guardianship – court ordered documents (if applicable)

Family Size

Please provide at least one of the following documents to verify your family size:

- Documentation of civil status (proof of separation/divorce), if applicable.
- Child Care Authorization form from referring agency
- Food Stamp Award Letter

Residency

Provide at least one of the following documents to verify residency:

- Utility bill (electric, gas, water), cable, internet or home phone bill dated within 12 months of the date the child application is submitted.
- Current and signed residential rental agreement or receipt from rental payment dated within 12 months of the date the child application is submitted.
- Government-issued document (e.g., Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption), or
- Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty and resides in Florida when the child attends the school readiness program (e.g., permanent change of station).
- Current proof of residence with your name (examples: lease/mortgage statement signed by all parties, property taxes, current utility bill, current mail from FOOD Stamps/Medicaid (within the last 30 days), paystubs).
- If living with someone - Provide their residency document and a notarized statement written by homeowner confirming their address and that you and child(ren) live in their home, if applicable

Education/Academic Activity

If you are currently enrolled in school, please provide the following documents:

- Current school schedule with your name on official school letterhead
- Proof of enrollment from an accredited educational institution.

Employment

If you are currently employed, please provide the following (as applicable):

Current and consecutive paystubs from employment income (must be working at least 20 hours per week):

- four (4) weekly paystubs, or
- two (2) biweekly paystubs, or
- two (2) semi-monthly paystubs, or
- one (1) monthly paystub, or
- Self-Employment-
 - Business account ledgers, or
 - Written documentation from customers or contractors, or
 - Federal tax returns

Verification of Employment (VOE) and Loss of Income form completed by your employer. Verification of Employment may be submitted if applicant has been working less than 4 weeks with current employer.

State employees may submit a printout of hours worked from People First website.

Earned/ Unearned Income

Please provide the following documents as applicable:

- Proof of all other earned and unearned income within the last four (4) weeks (child support, alimony, social security, veterans' benefits, unemployment, or adoption subsidy, etc.)
- Social security letter must be dated for current year and give a description of the reason the income is awarded (i.e. disabled child; dependent of wage earner; survivors' benefits, etc)
- Physician disability statement confirming the parent is exemption from work requirement and providing recommendation for child care (MUST be dated and signed by the physician only).
- If income such as child support or alimony is ordered but not received, submit current documentation/printout confirming non-receipt.
- Proof of Relative Caregivers/Relative Caretaker (TANF) funds by obtaining the current printout from DCF Access web account (must print detail pages that show the names of the children served)
- For self-employment and cash payment jobs ? call the office and ask to speak with a specialist for more information.

If the above documents are not available, you have any questions about the required documents, or need assistance with uploading the documents, please call the ELC of the Big Bend Region and ask to speak with a specialist for more information.

If you have any questions about the required documents or need assistance uploading documents, please contact the early learning coalition at the number listed below. The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care options and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

Thank you,

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

The child status changes to **Pending Eligibility**. The family has 30 days to respond to the funding notification by completing the Eligibility Verification Wizard or the notification will expire, and the coalition will determine if the child should be placed back on the waiting list or terminate the SR Application.

Child Name	Screenings and Assessments	EV Number	Status	Notification Expiration Date	Enrollment Status	Provider Name	Payment Certificate
DEI Test Child 1	Screening History	EV_000106383	Pending Eligibility	10/30/2024	-	-	-
DEI Test Child 2	Screening History	EV_000106384	Pending Eligibility	10/30/2024	-	-	-

TO VIEW HISTORICAL PAYMENT CERTIFICATES AND/OR TERMS & CONDITIONS [CLICK HERE](#)

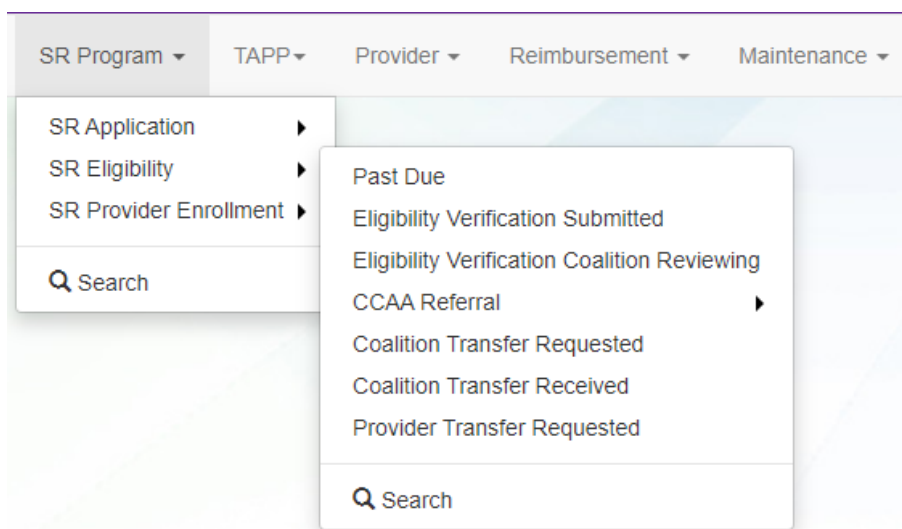
Please click the Verify Eligibility button to begin (or continue) the process of verifying your family's eligibility.

[Verify Eligibility](#)

Eligibility Verification

Once a parent responds to the funding notification, the eligibility must be verified.

From the *SR Program* tab, select **SR Eligibility**, then **Search**.



Enter the first and/or last name of the parent or child, and click **Search**.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number

Household Process Code

Household Status Code

Child Status Code

Include Past Due?

☐ Yes
☐ No

Parent Name

First Name

Enter Parent First Name

Last Name

Enter Parent Last Name

Child Name

First Name

Enter Child First Name

Last Name

Enter Child Last Name

Child Age

to

Child Date of Birth

MM/DD/YYYY

to

MM/DD/YYYY

Priority

Select One

Funding Type

☐ SR
☐ Local

CCAA

☐ Yes
☐ No

Assigned Counselor

Select One

Assigned Date

MM/DD/YYYY

to

MM/DD/YYYY

County

Zip Code

Last Updated Date

MM/DD/YYYY

to

MM/DD/YYYY

Coalition Transfer

☐ Requested
☐ In
☐ Out

Family Requested for Provider Transfer

☐ Yes
☐ No

Search

Reset

Click the **Eligibility Verification (EV) Number** of the child for whom the funding notification was sent.

Search Results										
Click Here For Filtering Tips										
Show <input type="text" value="10"/> search results. Assign Counselor Clear All Filters										
Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status	Days in SR Status	SR Status Change Date	
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
<input type="checkbox"/> EV_0000		Unassigned		4			Active	0	04/26/2019	

...

Return to Search														
Assign Counselor Clear All Filters Search: <input type="text"/>														
Child Status	Billing Group	Eligibility Code	Priority	Assigned Date	Past Due	CCAA	Last Updated Date	Zip Code	County	Coalition Transfer Requested	Coalition Transferring In	Coalition Transferring Out	Provider Transfer	
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
Terminated	BG1	FAM	1	N/A	No	No	N/A	33145	Miami-Dade	False	False	False	False	

The EV status is **Submitted – Eligibility Verification**, and the child status is **Pending Eligibility**.

Eligibility Verification

Submitted – Eligibility Verification

Eligibility Verification Number: 1344

Assign Counselor

Change Household Status

Case Notes

Add Note

Household at a Glance

Contact Information

Children Needing Care

Parents

Other Household Members

CCAA Referral Information

Employment

School/Training

Alimony and Child Support Income

Other Income

Deductions

Totals

Documents

Household at a Glance...

Children Needing Care

Test Tester JR (child, male, age 0)

Parents

Test Tester (adult, male)

Test Tester (adult, female)

Other Household Members

Total Household Income Calculations

Employment income: \$41,600

Alimony and child support income: \$0

Other income: \$0

Alimony and child support deductions: \$0

Total annual gross income: \$41,600

Contact Information

Primary Address

Primary Parent

Email: ledbetter.kivans+8@gmail.com

Primary phone: (555) 555-5555

Family Portal Account

ledbetter.kivans+8@gmail.com

History

Edit

Children Needing Care

Test Tester JR (child, male, age 0)

Eligibility status: Pending Eligibility

Enrollment status: Not Enrolled

Date of birth: 05/10/2018

Ethnicity: Prefer not to answer

Races: Prefer not to answer

Care days: Monday-Friday

Care types: Fulltime

Citizenship: US Citizen or Qualified Alien

Age verifications: Verified

Medicaid eligibility: Not eligible

History

Change Status

Edit

Add Child

Parents

Not Test Tester (adult, male, primary parent)

Date of birth: 05/10/2000

Ethnicity: Prefer not to answer

Races: Prefer not to answer

Marital status: Divorced

Email: ledbetter.kivans+9@gmail.com

Primary phone: (777) 777-7777

Disabled: No

Disability documentation: No documents available

History

Edit

Add Parent

Other Household Members

Your application contains no people listed as other household members.

Add Other Household Member

CCAA Referral Information

Tester Not Test

Referring Agency: test

Referral Number: 123

Referral Start Date: 05/10/2018

Referral End Date: 05/10/2019

Referring Agency Staff Name:

Comments:

Edit

Remove

Do you have a form from another agency titled Child Care Application and Authorization? No

CCAA Referral Documentation

There are no attached documents of this type.

Upload Document

Children Needing Care

Parents

Other Household Members

CCAA Referral Information

Employment

School/Training

Alimony and Child Support Income

Other Income

Deductions

Totals

Documents

School/Training

Alimony and Child Support Income

Other Income

Deductions

Totals

Documents

Employment

Not Test Tester

OEL

Location: Florida
Schedule: 40 hours per week, Monday-Friday
Pay: \$10.00 per hour, paid monthly

Edit

Remove

☐ Omit

Add Job...

History

School/Training

Not Test Tester

Not Test is not currently attending a school or training facility.

Add School or Training Facility...

History

Alimony and Child Support Income

Not Test Tester

No alimony or child support income.

Edit

☐ Omit Alimony

☐ Omit Child Support

History

Other Income

No one in the household is receiving additional income.

Add Other Income...

History

Deductions

Not Test Tester

\$100 per month paid in alimony, \$122 per month paid in child support.

Edit

☐ Omit Alimony

☐ Omit Child Support

History

Totals

Totals information goes here...

Documents

Additional Documentation

There are no attached documents of this type.

Upload Document...

Career Source Regional Workforce Welfare Transition Program Participant

There are no attached documents of this type.

Upload Document...

NOTE: Coalition users can determine if families receive RCMA services with an “RCMA Family” Yes or No answer under Primary Address.

Add a Child to an Eligibility Verification

Scenario 1

To add a new child, the coalition can trigger the Eligibility Verification Wizard for the family to complete. Click the **Add Child...** button to add a child to the Children Needing Care section.

Children Needing Care

DEL Test Child 1 (child, female, age 5)	History
Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 02/10/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: US Citizen or Qualified Alien Age verification: Unknown Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494034 Eligibility verification ID: EV_0001096983	Change Status Edit

[Add Child](#)

DEL Test Child 2 (child, male, age 5)	History
Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 02/10/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: None Age verification: Unknown Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494035 Eligibility verification ID: EV_0001096984	Change Status Edit

Enter the required child information and click **Save**.

Add Child Needing Care

First Name *

Middle Name

Last Name *

Suffix

Ethnicity * ☐ Hispanic ☐ Non-Hispanic ☒ Prefer not to answer

Races (select all that apply) * ☐ Asian ☐ Hawaiian / Pacific ☐ Black ☐ US Indian / Alaskan ☐ White ☒ Prefer not to answer

Sex * ☒ Male ☐ Female

Date of Birth *

SSN

Days on which childcare is needed (select all that apply) *

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☐ Saturday
- ☐ Sunday

Types of care needed (select all that apply) *

- ☒ Fulltime
- ☒ Parttime
- ☐ Before School
- ☐ After School
- ☐ Days School is out

[Save](#) [Cancel](#)

he child now has a status of **Added**.

Children Needing Care

DEL Test Child 3 (child, male, age 5) Added Eligibility status: (new) Date of birth: 03/01/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime, Parttime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494078	History Change Status Edit Remove
DEL Test Child 1 (child, female, age 5) Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 02/10/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: US Citizen or Qualified Alien Age verification: Unknown Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494034 Eligibility verification ID: EV_0001096983	History Change Status Edit
DEL Test Child 2 (child, male, age 5) Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 02/10/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: None Age verification: Unknown Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494035 Eligibility verification ID: EV_0001096984	History Change Status Edit

Add Child

Children Needing Care

DEL Test Child 3 (child, male, age 5) Added Eligibility status: (new) Date of birth: 03/01/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime, Parttime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494078	History Change Status Edit Remove
DEL Test Child 1 (child, female, age 5) Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 02/10/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: US Citizen or Qualified Alien Age verification: Unknown Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494034 Eligibility verification ID: EV_0001096983	History Change Status Edit
DEL Test Child 2 (child, male, age 5) Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 02/10/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: None Age verification: Unknown Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494035 Eligibility verification ID: EV_0001096984	History Change Status Edit

Add Child

Click **Change Status** for the child.

Not Test Tester (child, male, age 8) Changed

Eligibility status: (new)
Date of birth: 07/01/2010
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Before School, After School, Days School is out
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown

History
 Change Status
 Edit Remove

Change the New Status to **Pending Eligibility** and click **Save**.

Current Status (new)

New Status* Pending Eligibility

Save Cancel

Children Needing Care

DEL Test Child 3 (child, male, age 5) Added

Eligibility status: Pending Eligibility
Enrollment status: Not Enrolled
Date of birth: 03/01/2019
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime, Parttime
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Terms and Conditions: N/A
Allow Developmental Screening: N/A
Allow Child Assessment: N/A
Person ID: 7494078
Eligibility verification ID: EV_0001096992

Required information is missing or invalid.

History
 Change Status
 Edit

To allow the family to update the EV, set the EV Household Status to **Pending Update**. Click **Change Household Status**.

Eligibility Verification **Active**

[Assign Counselor](#) [Change Household Status](#)

Select **Pending Update** for the New Status, enter Comments, and click **Save**.

Change Household Eligibility Status

Current Status

Active

New Status*

Pending Update

Review Period

☐

Comments*

Complete the Eligibility Wizard for the new child.

Save

Cancel

The EV Household Status is now **Pending Update – Update**.

Eligibility Verification **Pending Update - Update**

[Assign Counselor](#) [Change Household Status](#)

The family will receive an email from **DONOTREPLY@oel.myflorida.com**.

Hello,

You have requested the ELC of the Big Bend Region to open your Family Portal account for you to make any necessary updates. If you did not make this request, please contact the ELC of the Big Bend Region as soon as possible. To access your family portal account, go to: <https://familyservices.floridaeearlylearning.com/>

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

If you have any questions you may contact the ELC of the Big Bend Region at the number listed below.

Thank you,

ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your early learning coalition.

The family will see an **Update Eligibility** button on their Family Portal Profile page.

School Readiness Funding

[Download Consumer Education Statement](#)

The following table shows the School Readiness funding status for all of the children in your household.


Child Name	Screenings and Assessments	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
DEL Test Child 1	Screening History	EV_0001010803	Pending Eligibility	-	-	-
DEL Test Child 2	Screening History	EV_0001010804	Pending Eligibility	-	-	-

TO VIEW HISTORICAL PAYMENT CERTIFICATES AND/OR TERMS & CONDITIONS [CLICK HERE](#)

Please click the Update Eligibility button to update your family's eligibility.

Update Eligibility

When the family clicks **Update Eligibility**, the Eligibility Verification Wizard is launched.

 UAT Family Portal Logout

Home > Family Portal > Eligibility Verification Wizard

Welcome To The Eligibility Verification Wizard

The Early Learning Coalition may have funding available to assist in paying for child care. But first, we need your help in confirming that your child is still eligible.

This Eligibility Verification Wizard will guide you through the processes of:

1. Verifying your existing information (and updating whatever may have changed), and
2. Uploading documents that validate the information you've provided.

When you're ready to begin, click **Start**.

Previous Step

Start

The family will click the green **Yes** or red **No** button in each section.

Home > Family Portal > Eligibility Verification Wizard

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit

Household Address

Our records indicate the following primary address for your household:

☐ Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1*
3151 N University Dr

Address Line 2 (Apt, Suite, etc)

City*
Coral Springs

County*
Broward

Are you a RCMA family?

State*
Florida

Zip Code*
33065

Proof of Residency*
Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency*

test doc .docx

Is this information accurate and complete?

☒ **Yes** It is accurate and complete.

☐ **No** I need to update the information.

Previous Step

The **Next Step** button is disabled until the family chooses a **Yes** or **No** button.

Home > Family Portal > Eligibility Verification Wizard

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit

Household Address

Our records indicate the following primary address for your household:

☐ Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1*
3151 N University Dr

Address Line 2 (Apt, Suite, etc)

City*
Coral Springs

County*
Broward

Are you a RCMA family?

State*
Florida

Zip Code*
33065

Proof of Residency*
Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency*

test doc .docx

Is this information accurate and complete?

☒ **Yes** It is accurate and complete.

☐ **No** I need to update the information.

Previous Step

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit

Children Needing Care

Our records indicate that the following people reside in your household as children needing care.

DEL Test Child 3 (Child, Male, Age 5)

Eligibility status

Pending Eligibility

Enrollment status

Not Enrolled

Date of birth

03/01/2019

Ethnicity

Prefer not to answer

Races

Not Enrolled

Additional information is needed.

Care days

Monday-Friday

Care types

Fulltime, Parttime

Terms and Conditions

N/A

Allow Developmental Screening

N/A

Allow Child Assessment

N/A

DEL Test Child 1 (Child, Female, Age 5)

Eligibility status

Pending Eligibility

Enrollment status

Not Enrolled

Date of birth

02/10/2019

Ethnicity

Prefer not to answer

Races

Not Enrolled

Care days

Monday-Friday

Care types

Fulltime

Terms and Conditions

N/A

Allow Developmental Screening

N/A

Allow Child Assessment

N/A

DEL Test Child 2 (Child, Male, Age 5)

Eligibility status

Pending Eligibility

Enrollment status

Not Enrolled

Date of birth

02/10/2019

Ethnicity

Prefer not to answer

Races

Not Enrolled

Care days

Monday-Friday

Care types

Fulltime

Terms and Conditions

N/A

Allow Developmental Screening

N/A

Allow Child Assessment

N/A

Is this information accurate and complete?

Yes

It is accurate and complete.

No

I need to update the information.

Previous Step

Next Step

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit

Children Needing Care

Use the **Add** and **Remove** buttons to update the list of children needing care. When everything looks good, click **Yes**.

DEL Test Child 3 (Child, Male, Age 5)

Eligibility status

Pending Eligibility

Enrollment status

Not Enrolled

Date of birth

03/01/2019

Ethnicity

Prefer not to answer

Races

Not Enrolled

Additional information is needed.

Care days

Monday-Friday

Care types

Fulltime, Parttime

Terms and Conditions

N/A

Allow Developmental Screening

N/A

Allow Child Assessment

N/A

DEL Test Child 1 (Child, Female, Age 5)

Eligibility status

Pending Eligibility

Enrollment status

Not Enrolled

Date of birth

02/10/2019

Ethnicity

Prefer not to answer

Races

Not Enrolled

Care days

Monday-Friday

Care types

Fulltime

Terms and Conditions

N/A

Allow Developmental Screening

N/A

Allow Child Assessment

N/A

DEL Test Child 2 (Child, Male, Age 5)

Eligibility status

Pending Eligibility

Enrollment status

Not Enrolled

Date of birth

02/10/2019

Ethnicity

Prefer not to answer

Races

Not Enrolled

Care days

Monday-Friday

Care types

Fulltime

Terms and Conditions

N/A

Allow Developmental Screening

N/A

Allow Child Assessment

N/A

+ Add Child

Is this information accurate and complete?

Yes

It is accurate and complete.

No

I need to update the information.

Previous Step

Next Step

Edit

Edit

Edit

124

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Children Needing Care

Please update the child information for DEL Test Child 3, and then click **Save** to save your changes. Or click **Cancel** to discard your changes.

First Name*

DEL Test

Middle Name

Last Name*

Child 3

Suffix

Ethnicity*

☐ Hispanic

☐ Non-Hispanic

☒ Prefer not to answer

Races (select all that apply)*

☐ Asian

☐ Hawaiian / Pacific

☐ Black

☐ U.S. Indian / Alaskan

☐ White

☒ Prefer not to answer

Gender*

☒ Male

☐ Female

Date of Birth*

03/01/2019

SSN

Days on which childcare is needed (select all that apply)*

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Sunday

Types of care needed (select all that apply)*

☒ Fulltime

☒ Parttime

☐ Before School

☐ After School

☐ Days School is out

Proof of Age and Citizenship*

Attach the documentation necessary to establish the child's proof of age and U.S. citizenship.

Proof of Age * ⓘ

Upload Document

Proof of U.S. Citizenship Or Qualified Alien * ⓘ

Upload Document

A proof-of-age document is required.

A proof-of-citizenship document is required.

Save

Cancel

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Children Needing Care

Please update the case information for DEL Test Case 1, and then click **Save** to save your changes. Or click **Cancel** to discard your changes.

First Name*	DEL Test
Middle Name	
Last Name*	Child 1
Suffix	
Ethnicity*	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input checked="" type="radio"/> Prefer not to answer
Race (select all that apply)*	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input type="checkbox"/> White <input checked="" type="checkbox"/> Prefer not to answer
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth*	03/01/2019
SSN	
Days on which childcare is needed (select all that apply)*	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Types of care needed (select all that apply)*	<input checked="" type="checkbox"/> Fulltime <input checked="" type="checkbox"/> Parttime <input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> Days School is out
Proof of Age and Citizenship*	Attach the documentation necessary to establish the child's proof of age and U.S. citizenship.
Proof of Age *	<div>test doc .docx View Delete</div> <div>Upload Another Document</div>
Proof of U.S. Citizenship Or Qualified Alien *	<div>test doc 1.docx View Delete</div> <div>Upload Another Document</div>

A proof-of-age document is required.
A proof-of-citizenship document is required.

Save	Cancel
------	--------

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Children Needing Care

Use the **Add** and **Remove** buttons to update the list of children needing care. When everything looks good, click **Yes**.

DEL Test Child 3 (Child, Male, Age 5)	Edt
Eligibility status Pending Eligibility	Care days Monday-Friday
Enrollment status Not Enrolled	Care types Fulltime, Parttime
Date of birth 03/01/2019	Terms and Conditions N/A
Ethnicity Prefer not to answer	Allow Developmental Screening N/A
Races Not Enrolled	Allow Child Assessment N/A
<hr/>	
DEL Test Child 1 (Child, Female, Age 5)	Edt
Eligibility status Pending Eligibility	Care days Monday-Friday
Enrollment status Not Enrolled	Care types Fulltime
Date of birth 02/10/2019	Terms and Conditions N/A
Ethnicity Prefer not to answer	Allow Developmental Screening N/A
Races Not Enrolled	Allow Child Assessment N/A
<hr/>	
DEL Test Child 2 (Child, Male, Age 5)	Edt
Eligibility status Pending Eligibility	Care days Monday-Friday
Enrollment status Not Enrolled	Care types Fulltime
Date of birth 02/10/2019	Terms and Conditions N/A
Ethnicity Prefer not to answer	Allow Developmental Screening N/A
Races Not Enrolled	Allow Child Assessment N/A
<hr/>	
+ Add Child	
Is this information accurate and complete?	
<input checked="" type="radio"/> Yes It is accurate and complete.	<input type="radio"/> No I need to update the information.
<hr/>	
← Previous Step	Next Step

[Home](#) > [Family Portal](#) > [Eligibility Verification Wizard](#)

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Parents

Our records indicate that the following people reside in your household as parents.

DEL Test Parent (Adult, Female, Primary Parent)	
Date of birth 09/30/2000	Marital status Single
Ethnicity Prefer not to answer	Email sara.bassoff-familyprod@gmail.com
Races	Primary phone (010) 101-0101
	Disabled No
	Disability documentation No documents available.
<hr/>	
Is this information accurate and complete?	
<input checked="" type="radio"/> Yes It is accurate and complete.	<input type="radio"/> No I need to update the information.
<hr/>	
← Previous Step	Next Step

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Other Household Members

In addition to the parents who have children needing care, our records indicate that the following people reside in your household, either as adults or as children not needing care.

DEL Test Other Member (Adult, Female)	
Date of birth 03/15/1999	Relationship to primary parent Sibling
Ethnicity Prefer not to answer	
Races	
<hr/>	
Is this information accurate and complete?	
<input checked="" type="radio"/> Yes It is accurate and complete.	<input type="radio"/> No I need to update the information.
<hr/>	
← Previous Step	Next Step

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit!

Child Care Application And Authorization Referral

Child Care Application and Authorization Form⁺
Do you have a form from another agency titled Child Care Application and Authorization (CCAA)?
☐ Yes ☒ No

Is this information accurate and complete?

☒ Yes It is accurate and complete. ☐ No I need to update the information.

Previous Step

Next Step

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit!

Employment Information

Excellent! Now let's make sure we've got current employment information for the adults in your household.
In this section, we'll have you confirm or update the following information for each adult.

- Their current list of employers.
- Their weekly schedule for each job.
- Their income for each job.

When you're ready to continue, click Next.

Previous Step

Next Step

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit!

Employment Information

Our records indicate that the adults in your household currently hold the following jobs.

DEL Test Other Member
DEL is not currently employed.
DEL Test Parent
DEL
Location
1313 SAN LUIS RD, TALLAHASSEE, Florida 32304
Schedule
20 hours per week, Tuesday-Friday
Pay
\$15.00 per hour, paid bi-weekly
Industry
Government

Is this information accurate and complete?

☒ Yes It is accurate and complete. ☐ No I need to update the information.

Previous Step

Next Step

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit!

School/Training Information

Wonderful! Now let's make sure we've got current school/training information for the adults in your household.
In this section, we'll have you confirm or update the following information for each adult.

- The list of schools and training facilities that they are currently attending.
- Their weekly class schedule for each school or facility.

When you're ready to continue, click Next.

Previous Step

Next Step

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit!

School/Training Information

Our records indicate that the adults in your household currently attend the following schools and training facilities.

DEL Test Other Member
DEL is not currently attending a school or training facility.
DEL Test Parent
School
Location
0000 N University Dr, Coral Springs, Florida 33071
Schedule
12 hours per week, Wednesday-Friday
Educational Hours Calculation
Quarter

Is this information accurate and complete?

☒ Yes It is accurate and complete. ☐ No I need to update the information.

Previous Step

Next Step

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Other Income

Perfect! You're half way there. Now let's make sure we've got current information about any unearned income that your household receives.

In this section, we'll have you confirm or update the following information.

- The household members that receive unearned income.
- The amount and source of the unearned income.

When you're ready to continue, click Next.

Previous Step

Next Step

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Other Income

Our records indicate that your household members receive the following unearned income.

No one in the household is receiving additional income.

Is this information accurate and complete?

☒ Yes
 It is accurate and complete.

☐ No
 I need to update the information.

Previous Step

Next Step

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Alimony And Child Support

Great! Now let's make sure we've got current information about your alimony and child support payments.

In this section, we'll have you confirm or update the following information.

- The adults in your household that are making alimony and child support payments.
- The amounts of the payments.

When you're ready to continue, click Next.

Previous Step

Next Step

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Alimony And Child Support

Payments

Our records indicate that the parents in your household pay the following amounts in alimony and child support.

DEL Text Parent

No alimony or child support payments.

Income

Our records indicate that the parents in your household receive the following amounts in alimony and child support.

DEL Text Parent

No alimony or child support income.

Is this information accurate and complete?

☒ Yes
 It is accurate and complete.

☐ No
 I need to update the information.

Previous Step

Next Step

When the parent clicks **Yes**, the following confirmation message will display. Click **Save**.

Certify Alimony Child Support

Do you certify that this household does not receive Alimony Payments?

☒ Yes
 ☐ No

Do you certify that this household does not receive Child Support Payments?

☒ Yes
 ☐ No

Save

Cancel

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Provider Selections

Wonderful! You're in the home stretch. Now let's make sure we know your childcare provider preferences.

In this section, we'll have you select childcare providers for your children. The Early Learning Coalition will refer to your selections when enrolling your children with School Readiness childcare providers.

If you need help finding a child care provider, the early learning coalition provides Child Care Resource and Referral (CCR&R) services. A CCR&R Specialist will ask you a series of questions regarding your children and family and will help you locate a School Readiness provider in your area. CCR&R staff can also let you know about community resources, child care options and other information.

If you would like a CCR&R Specialist to contact you with more information, please contact your local [early learning coalition](#).

When you're ready to continue, click Next.

Previous Step

Next Step

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Provider Selections

For each child listed below, you may specify up to three providers for your Early Learning Coalition to consider when placing your child.

Our records indicate the following provider selections. If these are still the ones you want, simply click **Yes**; otherwise click **No**.

DEL Test Child 3

A provider selection is required.

Additional information is needed.

DEL Test Child 1

Assistance in selecting a provider has been requested for DEL.

DEL Test Child 2

Assistance in selecting a provider has been requested for DEL.

Is this information accurate and complete?

☒ Yes

It is accurate and complete.

☐ No

I need to update the information.

Previous Step

Next Step

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Provider Selections

Use the **Add** and **Remove** buttons to update your provider selections, making up to three selections per child. When everything looks good, click **Yes**.

DEL Test Child 3

A provider selection is required.

Add Provider Selection

or

☐ I need help selecting a childcare provider.

Additional information is needed.

DEL Test Child 1

Assistance in selecting a provider has been requested for DEL.

Add Provider Selection

or

☒ I need help selecting a childcare provider.

DEL Test Child 2

Assistance in selecting a provider has been requested for DEL.

Add Provider Selection

or

☒ I need help selecting a childcare provider.

Is this information accurate and complete?

☒ Yes

It is accurate and complete.

☐ No

I need to update the information.

Previous Step

Next Step

- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Provider Selections

Use the **Add** and **Remove** buttons to update your provider selections, making up to three selections per child. When everything looks good, click **Yes**.

DEL Test Child 3

A provider selection is required.

Add Provider Selection

or

☐ I need help selecting a childcare provider.

Additional information is needed.

DEL Test Child 1

Assistance in selecting a provider has been requested for DEL.

Add Provider Selection

or

☒ I need help selecting a childcare provider.

DEL Test Child 2

Assistance in selecting a provider has been requested for DEL.

Add Provider Selection

or

☒ I need help selecting a childcare provider.

Is this information accurate and complete?

☒ Yes

It is accurate and complete.

☐ No

I need to update the information.

Previous Step

Next Step

The family can enter a search parameter and click **Search** to find a provider.

Provider Selections
Please select a childcare provider for DEL Test Child 3, and then click Save.

1. Household
2. Employment
3. School/Training
4. Other Income
5. Alimony and Child Support
6. Child Provider Information
7. Documents
8. Review and Submit

Loading...

Step 1: Search the Childcare Provider Listing
Type all or part of the childcare provider's name and address, then click **Search**.

County
Broward

Provider Name*
please enter a provider name

Or Enter Provider

Details of Selected Childcare Provider

Name

Location

Please contact the provider for more information on any additional fees and charges that may be applied once your child is enrolled.

Save Cancel

Provider Selections
Use the **Add** and **Remove** buttons to update your provider selections, making up to three selections per child. When everything looks good, click **Yes**.

DEL Test Child 3
A provider selection is required.
Add Provider Selection or I need help selecting a childcare provider.

Additional information is needed.
DEL Test Child 1
Assistance in selecting a provider has been requested for DEL.
Add Provider Selection or I need help selecting a childcare provider.

DEL Test Child 2
Assistance in selecting a provider has been requested for DEL.
Add Provider Selection or I need help selecting a childcare provider.

Is this information accurate and complete?
Yes It is accurate and complete. No I need to update the information.

Previous Step Next Step

Request Help with Provider Selection

Do you want to request help with provider selection for DEL Test Child 3?

Yes No

Provider Selections
Use the **Add** and **Remove** buttons to update your provider selections, making up to three selections per child. When everything looks good, click **Yes**.

DEL Test Child 3
Assistance in selecting a provider has been requested for DEL Test.
Add Provider Selection or I need help selecting a childcare provider.

DEL Test Child 1
Assistance in selecting a provider has been requested for DEL.
Add Provider Selection or I need help selecting a childcare provider.

DEL Test Child 2
Assistance in selecting a provider has been requested for DEL.
Add Provider Selection or I need help selecting a childcare provider.

Is this information accurate and complete?
Yes It is accurate and complete. No I need to update the information.

Previous Step Next Step

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Attach Supporting Documents

One last step! Let's make sure that we can verify the information that you've provided.

In this final section, we'll have you upload documentation that validates the information in your application. Here are some examples.

- Identification: birth certificate, driver's license, etc.
- Proof of residency: current utility bill, paystub, etc.
- Proof of employment: paystubs, employment/income verification form, etc.

The actual list of documents that we need will depend on the information you have provided.

When you're ready to continue, click **Next**.

Previous Step

Next Step

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Attach Supporting Documents

When you've completed all the sections and everything looks good, click **Yes**.

Additional Documentation ⓘ

test doc.docxViewDelete

Upload Another Document

Career Source Regional Workforce Welfare Transition Program Participant ⓘ

test doc 1.docxViewDelete

Upload Another Document

Is this information accurate and complete?

Yes

It is accurate and complete.

Previous Step

Next Step

1. Household
2. Employment
3. School/Training
4. Other Income
5. Alimony and Child Support
6. Child Provider Information
7. Documents
8. Review and Submit

Review And Household Totals Verification

And now it's time to review and verify your responses to ensure accuracy. Review the household size and income totals at the bottom of page.

If anything looks accurate, click **Yes** to continue to the Submit page where you can sign and submit your Eligibility Application. Or, if you need to make corrections to your information, use the corresponding **Edit** buttons to go back and edit your information.

Household Address

[Edit](#)

3151 N University Dr
Coral Springs, Florida 33066
Broward County
RCMA Family: No

Has CCAA Form

[Edit](#)

Do you have a form from another agency titled Child Care Application and Authorization? No

Children Needing Care

[Edit](#)

DEL Test Child 3 (Child, Male, Age 5)

Eligibility status

Pending Eligibility

Enrollment status

Not Enrolled

Date of birth

03/10/2019

Ethnicity

Prefer not to answer

Races

Not Enrolled

Care days

Monday-Friday

Care types

Fulltime, Parttime

Terms and Conditions

N/A

Allow Developmental Screening

N/A

Allow Child Assessment

N/A

DEL Test Child 1 (Child, Female, Age 5)

Eligibility status

Pending Eligibility

Enrollment status

Not Enrolled

Date of birth

03/10/2019

Ethnicity

Prefer not to answer

Races

Not Enrolled

Care days

Monday-Friday

Care types

Fulltime

Terms and Conditions

N/A

Allow Developmental Screening

N/A

Allow Child Assessment

N/A

DEL Test Child 2 (Child, Male, Age 5)

Eligibility status

Pending Eligibility

Enrollment status

Not Enrolled

Date of birth

03/10/2019

Ethnicity

Prefer not to answer

Races

Not Enrolled

Care days

Monday-Friday

Care types

Fulltime

Terms and Conditions

N/A

Allow Developmental Screening

N/A

Allow Child Assessment

N/A

Parents

[Edit](#)

DEL Test Parent (Adult, Female, Primary Parent)

Date of birth

09/30/2000

Ethnicity

Prefer not to answer

Races

Marital status

Single

Email

van.kassoff-familyjornal@gmail.com

Primary phone

(910) 101-0101

Disabled

No

Disability documentation

No documents available.

Other Household Members

[Edit](#)

DEL Test Other Member (Adult, Female)

Date of birth

03/10/1999

Ethnicity

Prefer not to answer

Races

Relationship to primary parent

Sibling

Employment

[Edit](#)

DEL Test Other Member

DEL is not currently employed.

DEL Test Parent

DEL

Location

1313 SAN LUIS RD, TALLAHASSEE, Florida 32304

Schedule

20 hours per week, Tuesday-Friday

Pay

\$15.00 per hour, paid bi-weekly

Industry

Government

School/Training

[Edit](#)

DEL Test Other Member

DEL is not currently attending a school or training facility.

DEL Test Parent

School

Location

0000 N University Dr, Coral Springs, Florida 33071

Schedule

12 hours per week, Wednesday-Friday

Educational Hours Calculation

Quarter

Alimony and Child Support Paid

[Edit](#)

DEL Test Parent

No alimony or child support payments.

Alimony and Child Support Received

[Edit](#)

DEL Test Parent

No alimony or child support income.

Other Income

[Edit](#)

No one in the household is receiving additional income.

Provider Selections

[Edit](#)

DEL Test Child 3

Assessment or screening or provider has been requested for DEL Test.

DEL Test Child 1

Assessment or screening or provider has been requested for DEL.

DEL Test Child 2

Assessment or screening or provider has been requested for DEL.

Household Size and Income Totals

Size and Annual Income Calculations

Household size: 6

Employment income: \$15,000

Alimony and child support income: \$0

Other income: \$0

Alimony and child support deductions: \$0

Total annual gross income: \$15,000

Children Needing Care

DEL Test Child 1 (child, female, age 5)

DEL Test Child 2 (child, male, age 5)

DEL Test Child 3 (child, male, age 5)

Parents

DEL Test Parent (adult, female)

Other Household Members

DEL Test Other Member (adult, female)

Is the household size, total household income, and related household information accurate and complete?

☒ **Yes** It is accurate and complete.

[Previous Step](#)

[Next Step](#)

To submit the Eligibility Verification, the family must check the **Certify by Electronic Signature** checkbox, enter a parent name, and click **Submit Eligibility Verification**.

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Submit

Ready to submit your Eligibility Verification? Perfect! Here's what you need to do:

Step 1: Read the certification statement.

Please read through the following certification statement, and be sure that you agree with it.

By signing this form, I certify that:

- I have examined this verification and, to the best of my knowledge and belief, the information provided is true and correct.
- I give consent to the Division of Early Learning and/or the Department of Financial Services to request all information relating to my eligibility and to make inquiry into all statements of information given.
- I understand that if I give false information, sign inaccurate attendance documents or fail to report changes in my circumstances that would affect my eligibility for services or the level of my services, my case may be referred to law enforcement for investigation and possible prosecution.
- I give consent to the Division of Early Learning to use computer matches with other government agency systems pursuant to interagency agreements to verify the information that I've presented.
- I understand information on this form may be shared with other state and local agencies for the purposes of program administration and public assistance fraud prevention.
- I understand that upon the submission of my verification, the early learning coalition will review it and send me instructions on how to proceed.
- I certify that my family's total assets do not exceed \$1,000,000.

Step 2: Sign and submit the verification.

In the Parent Signature box below, select the check box labeled **Certify by Electronic Signature**, type the primary parent's full name into the **Signature** field, and then click the **Submit Eligibility Verification** button to submit your verification.

Parent Signature

I hereby certify that the household income information I provided is true and complete to the best of my knowledge. I understand that if I knowingly give wrong information, I may be liable for prosecution under state law and that School Readiness services may be terminated. I also understand that if any changes occur to the information on this worksheet, I will notify the coalition of those changes within ten (10) calendar days.

☒ **Certify by Electronic Signature**

Signature*

Del Test Parent

(Parent's Full Name)

Verification Completion Date

10/07/2024

Submit Eligibility Verification

Previous Step

Division of
Early Learning

UAT Family Portal

Logout

Home > Family Portal > Eligibility Verification Wizard

1. Household

2. Employment

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6. Child Provider Information

7. Documents

8. Review and Submit!

Congratulations! You Have Successfully Submitted Your Eligibility Verification.

Your early learning coalition will now review your verification and contact you soon about your child's eligibility for funding.

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The family will receive an email from **DONOTREPLY@oel.myflorida.com**.

Hello,

The ELC of the Big Bend Region has received the documents you submitted in the Family Portal to assist you with child care payments.

The ELC will review these documents and notify you on the status of your application within in 10 calendar days through the Family Portal account or your preferred contact method listed in your application.

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

If you have any questions please contact the ELC of the Big Bend Region at the number listed below.

Thank you,

ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

Scenario 2

If the SR application was set to **Pending Update**, the household was updated by the family, the child was added to the Waiting List by the coalition, and then a Funding Notification was sent, the Eligibility Verification Wizard has been skipped. To update the EV, there are two options: the family comes in to the coalition to update the EV, or the coalition sets the EV Household Status to **Pending Update** to allow the family to update the EV.

To update the EV at the coalition, click the **Edit** button for the new child.

Children Needing Care

Child Information	Buttons
DEL Test Child 3 (child, male, age 5) Changed Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 03/01/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime, Parttime Citizenship: None Age verification: Not verified Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494078 Eligibility verification ID: EV_0001096992	History Change Status Edit
DEL Test Child 4 (child, female, age 5) Added Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 01/01/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer SSN: _____ Care days: Monday-Thursday Care types: Fulltime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494079 Eligibility verification ID: EV_0001096996 Required information is missing or invalid.	History Change Status Edit
DEL Test Child 1 (child, female, age 5) Changed Eligibility status: Eligible Enrollment status: Not Enrolled Date of birth: 02/10/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: US Citizen or Qualified Alien Age verification: Verified Medicaid eligibility: Unknown Current authorization period: 10/08/2024 - 10/07/2025 Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494034 Eligibility verification ID: EV_0001096983	History Change Status Eligibility Edit
DEL Test Child 2 (child, male, age 5) Changed Eligibility status: Eligible Enrollment status: Not Enrolled Date of birth: 02/10/2019 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: None Age verification: Verified Medicaid eligibility: Not eligible Current authorization period: 10/08/2024 - 10/07/2025 Terms and Conditions: N/A Allow Developmental Screening: N/A Allow Child Assessment: N/A Person ID: 7494035 Eligibility verification ID: EV_0001096984	History Change Status Eligibility Edit

Then, complete the missing required information in red and click **Save**.

Edit Child Needing Care

First Name *

DEL Test

Middle Name

Last Name *

Child 4

Suffix

Ethnicity *

☐ Hispanic ☐ Non-Hispanic ☒ Prefer not to answer

Races (select all that apply) *

☐ Asian ☐ Hawaiian / Pacific ☐ Black ☐ US Indian / Alaskan ☐ White ☒ Prefer not to answer

Sex *

☐ Male ☒ Female

Date of Birth *

01/01/2019

SSN

__-__-__

Days on which childcare is needed (select all that apply) *

☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Types of care needed (select all that apply) *

☒ Fulltime
☐ Parttime
☐ Before School
☐ After School
☐ Days School is out

Proof of Age and Citizenship *

Attach the documentation necessary to establish the child's proof of age and U.S. citizenship.

Proof of Age *

There are no attached documents of this type.

Upload Document

Proof of U.S. Citizenship Or Qualified Alien *

There are no attached documents of this type.

Upload Document

A proof-of-age document is required.
A proof-of-citizenship document is required.

Citizenship *

Is the child a U.S. Citizen or Qualified Alien?
☐ Yes ☐ No
The U.S. Citizen or Qualified Alien field is required.

Age Verification *

Has the child's age been verified?
☐ Yes ☐ No
The Verification of Age field is required.

Save

Cancel

To allow the family to update the EV, set the EV Household Status to **Pending Update**. Click **Change Household Status**.

The screenshot shows the 'Eligibility Verification' system interface. At the top, there's a header with 'Eligibility Verification' and 'Active' status. Below this, a navigation bar contains 'Assign Counselor' and 'Change Household Status' buttons, with the latter highlighted by an orange box. The main content area is divided into several sections: 'Household at a Glance...' (containing 'Children Needing Care' and 'Total Household Size: 6'), 'Parents' (listing 'DEL Test Parent'), 'Other Household Members' (listing 'DEL Test Other Member'), and 'Total Household Income Calculations' (showing employment income of \$15,600.00 and total annual gross income of \$15,600.00). A sidebar on the left lists 'Household at a Glance', 'Contact Information', 'Children Needing Care', and 'Parents'.

Select **Pending Update** for the New Status and click **Save**.

The screenshot shows a modal dialog titled 'Change Household Eligibility Status'. It has two main sections: 'Current Status' and 'New Status'. The 'Current Status' is set to 'Active'. The 'New Status' section has a dropdown menu with 'Inactive' and 'Pending Update' options, where 'Pending Update' is selected. To the right of the dropdown are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by an orange box.

The EV Household Status is now **Pending Update – Update**.

The screenshot shows the 'Eligibility Verification' system interface after the status change. The header now displays 'Eligibility Verification' and 'Pending Update - Update' status. Below this, the navigation bar contains 'Assign Counselor' and 'Change Household Status' buttons.

The family will receive an email from **DONOTREPLY@oel.myflorida.com**.

Hello,

You have requested the ELC of the Big Bend Region to open your Family Portal account for you to make any necessary updates. If you did not make this request, please contact the ELC of the Big Bend Region as soon as possible. To access your family portal account, go to: <https://familyservices.floridaearlylearning.com/>

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

If you have any questions you may contact the ELC of the Big Bend Region at the number listed below.

Thank you,

ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your early learning coalition.

The family will see an **Update Eligibility** button on their Family Portal Profile page.

School Readiness Funding						
The following table shows the School Readiness funding status for all of the children in your household.						
Child Name	Screenings and Assessments	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
DEL Test Child 1	Screening History	EV_0001090803	Eligible	-	-	-
DEL Test Child 2	Screening History	EV_0001090804	Eligible	-	-	-
DEL Test Child 3	Screening History	EV_0001090802	Pending Eligibility	-	-	-
DEL Test Child 4	Screening History	EV_0001090805	Pending Eligibility	-	-	-
TO VIEW HISTORICAL PAYMENT CERTIFICATES AND/OR TERMS & CONDITIONS CLICK HERE						
Please click the Update Eligibility button to update your family's eligibility.						
Update Eligibility						

When the family clicks **Update Eligibility**, the Eligibility Verification Wizard is launched.

Home > Family Portal > Eligibility Verification Wizard

Welcome To The Eligibility Verification Wizard

The Early Learning Coalition may have funding available to assist in paying for child care. But first, we need your help in confirming that your child is still eligible.

The Eligibility Verification Wizard will guide you through the processes of:

1. Verifying your existing information (and updating whatever may have changed), and
2. Uploading documents that validate the information you've provided.

When you're ready to begin, click **Start**.

Previous Step

Start

Home > Family Portal > Eligibility Verification Wizard

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Household Information

Let's begin by making sure we've got current information about your household.

In this section, we'll have you confirm or update the following information:

- The primary address for your household.
- The list of children in your household who need care.
- The list of parents in your household, along with their contact information.
- The list of other people in your household, including adults and children not needing care.
- The required CCAA documentation (if applicable).

When you're ready to continue, click **Next**.

Previous Step

Next Step

Home > Family Portal > Eligibility Verification Wizard

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Household Address

Our records indicate the following primary address for your household.

☐ Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 *

3151 N University Dr

Address Line 2 (Apt, Suite, etc)

City *

Coral Springs

County *

Broward

Are you a RCMA family? ⓘ

☐

State *

Florida

Zip Code *

33065

Proof of Residency *

Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency *

test doc.doc

View

Is this information accurate and complete?

☒ Yes

It is accurate and complete.

☐ No

I need to update the information.

Previous Step

Next Step

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- 1. Household
- 2. Employment
- 3. School/Training
- 4. Other Income
- 5. Alimony and Child Support
- 6. Child Provider Information
- 7. Documents
- 8. Review and Submit

Children Needing Care

Our records indicate that the following report exists in your household as children needing care.

DEL Test Child 3 (Child, Male, Age 5) Eligibility status Pending Eligibility Enrollment status Not Enrolled Date of birth 03/01/2019 Ethnicity Prefer not to answer Races Not Enrolled	Care days Monday-Friday Care types Fulltime, Parttime Terms and Conditions N/A Allow Developmental Screening N/A Allow Child Assessment N/A
DEL Test Child 4 (Child, Female, Age 5) Eligibility status Pending Eligibility Enrollment status Not Enrolled Date of birth 01/01/2019 Ethnicity Prefer not to answer Races Not Enrolled	SSN ____-____-____ Care days Monday-Thursday Care types Fulltime Terms and Conditions N/A Allow Developmental Screening N/A Allow Child Assessment N/A
Additional information is needed.	
DEL Test Child 1 (Child, Female, Age 5) Eligibility status Eligible Enrollment status Not Enrolled Date of birth 02/10/2019 Ethnicity Prefer not to answer Races Not Enrolled	Care days Monday-Friday Care types Fulltime Current authorization period 10/06/2024 - 10/07/2025 Terms and Conditions N/A Allow Developmental Screening N/A Allow Child Assessment N/A
DEL Test Child 2 (Child, Male, Age 5) Eligibility status Eligible Enrollment status Not Enrolled Date of birth 02/19/2019 Ethnicity Prefer not to answer Races Not Enrolled	Care days Monday-Friday Care types Fulltime Current authorization period 10/06/2024 - 10/07/2025 Terms and Conditions N/A Allow Developmental Screening N/A Allow Child Assessment N/A
Is this information accurate and complete? <div><input checked="" type="radio"/> Yes It is accurate and complete.</div> <div><input type="radio"/> No I need to update the information.</div>	
<div>Previous Step</div> <div>Next Step</div>	

DEL Test Child 4 (Child, Female, Age 5) Eligibility status Pending Eligibility Enrollment status Not Enrolled Date of birth 01/01/2019 Ethnicity Prefer not to answer Races Not Enrolled	SSN ____-____-____ Care days Monday-Thursday Care types Fulltime Terms and Conditions N/A Allow Developmental Screening N/A Allow Child Assessment N/A
Additional information is needed.	

Edit

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit

Children Needing Care

Please update the **DOB** information for **DEL Test Child 4**, and then click **Save** to save your changes. Or click **Cancel** to discard your changes.

First Name*

DEL Test

Middle Name

Last Name*

Child 4

Suffix

Ethnicity*

☐ Hispanic
☐ Non-Hispanic
☒ Prefer not to answer

Races (select all that apply)*

☐ Asian
☐ Hawaiian / Pacific
☐ Black
☐ US Indian / Alaskan
☐ White
☒ Prefer not to answer

Gender*

☐ Male
☒ Female

Date of Birth*

8/18/2019

SSN

Days on which childcare is needed (select all that apply)*

☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Types of care needed (select all that apply)*

☒ Fulltime
☐ Parttime
☐ Before School
☐ After School
☐ Days School is out

Proof of Age and Citizenship*

Attach the documentation necessary to establish the child's proof of age and U.S. citizenship.

Proof of Age*

test doc.docx

View Delete

Upload Another Document

Proof of U.S. Citizenship Or Qualified Alien*

test doc 1.docx

View Delete

Upload Another Document

A proof-of-age document is required.

A proof-of-citizenship document is required.

Save

Cancel

After the family completes and submits the Eligibility Verification Wizard, the EV Household Status is **Submitted – Update**.

Eligibility Verification

Submitted - Update

Counselor : Herbie Lovebug

Change Household Status

The family will receive an email from **DONOTREPLY@oel.myflorida.com**.

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Hello,

The ELC of the Big Bend Region has received the documents you submitted in the Family Portal to assist you with child care payments.

The ELC will review these documents and notify you on the status of your application within in 10 calendar days through the Family Portal account or your preferred contact method listed in your application.

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

If you have any questions please contact the ELC of the Big Bend Region at the number listed below.

Thank you,

ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

Use the search feature and enter the first and last name of the parent or child or the EV Number. Click the **EV Number**.

Search Results										
Click Here For Filtering Tips										
Show	10	search results.		Assign Counselor		Clear All Filters				
Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status	Days in SR Status	SR Status Change Date	
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
<input type="checkbox"/> EV_0000		Unassigned		4			Active	0	04/26/2019	

Eligibility Verification Review

Once the family has completed the EV Wizard, the coalition must review the EV. Click **Change Household Status**.

Eligibility Verification

Submitted - Update

Counselor : Herbie Lovebug

Change Household Status

Select Active, or Coalition Reviewing if more review is needed. Click **Save**.

Change Household Eligibility Status

Current Status

Submitted

New Status

Active

Coalition Reviewing

Inactive

Rejected

Save

Cancel

Assign Eligibility

Set the Household Status to **Active**. The **Eligibility** button will then display. Click the **Eligibility** button.

Not Test Tester IV (child, male, age 0) Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 07/01/2018 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown	<div>History</div> <div>Change Status</div> <div>Eligibility</div> <div>Edit</div>
---	---

Click **Add Eligibility Assignment...**

Update Eligibility

Eligibility Assignments

There are no eligibility assignments for this child.

Add Eligibility Assignment...

Current Eligibility Map

Save

Cancel

Complete the Add Eligibility Assignment screen, and click **OK**.

Add Eligibility Assignment

Funding Details

Funder Type*
☒ SR ☐ Local

Billing Group*
BG8

Eligibility Code*
ECON

Match Funder*

Eligibility Begin Date*
07/08/2018

Eligibility End Date*
07/05/2019

Purpose-for-Care Review Date

Care Information

Priority*
03

Level of Care*
< 12 Months

Purpose for Care*
EMPLOYED

☐ Rilya Wilson Reporting Requirements

Authorized Unit of Care*
FULL TIME DAILY RATE

Co-Payment Recalculate

Total Household Members
4

Full time Co-payment Amount
\$ 2.5

Part time Co-payment Amount
\$ 1.25

Full Time Co-payment Waiver or Reduction

☐ Full Time Co-payment is Waived or Reduced

Reduction Amount*
\$ 0

Co-payment Reduction or Waiver Reason*

Additional Waiver or Reduction Details

Part Time Co-payment Waiver or Reduction

☐ Part Time Co-payment is Waived or Reduced

Reduction Amount*
\$ 0

Co-payment Reduction or Waiver Reason*

Additional Waiver or Reduction Details

Resulting Full Time Co-payment Amount
\$ 2.50

Resulting Part Time Co-payment Amount
\$ 1.25

OK **Cancel**

The Full-Time and Part-Time co-payment amounts are calculated based on the number of people in the household and the total annual household income. If changes are made to either the household size or the annual income, click the **Recalculate** button to update the assessed co-payment amounts.

If a co-payment waiver or reduction is approved, enter the Reduction Amount, and select the reduction or waiver reason for both the Full-Time and Part-Time amounts. Click **OK**.

NOTE: The amount entered in the Reduction Amount field is not the new total for the co-payment, but the actual amount of the reduced co-payment. Amounts that result in a negative full-time and part-time copayment amount (ex: -1.00) cannot be saved. Resulting copayment amounts that are greater than the highest approved full-time and part-time amounts for the program year cannot be saved. Resulting copayment amounts must be between \$0.00 and the highest approved amount in the coalition sliding fee schedule.

Co-Paymen Recalculate

Total Household Members

Full time Co-payment Amount

\$ 2.5

Part time Co-payment Amount

\$ 1.25

Full Time Co-payment Waiver or Reduction

☒ Full Time Co-payment is Waived or Reduced

Reduction Amount ^{*}

\$ 1.00

Co-payment Reduction or Waiver Reason ^{*}

NEGOTIATED LOWER FEE

Additional Waiver or Reduction Details

Part Time Co-payment Waiver or Reduction

☐ Part Time Co-payment is Waived or Reduced

Reduction Amount ^{*}

\$ 0

Co-payment Reduction or Waiver Reason ^{*}

Additional Waiver or Reduction Details

Resulting Full Time Co-payment Amount

\$ 1.50

Resulting Part Time Co-payment Amount

\$ 1.25

OKCancel

After the **OK** button is clicked, the Update Eligibility screen will display. Click **Save**, or click the **Update** button to continue making edits.

Update Eligibility

Eligibility Assignments

Eligibility Code	Begin Date	End Date	Billing Group	Match Funder	Actions
Current Authorization Period (07/06/2018 - 07/05/2019)					Update
ECON	07/06/2018	07/05/2019	BG8	Any	Update End Eligibility

Add Eligibility Assignment... Add Next Authorization Period...

Current Eligibility Map

Current Authorization Period
07/06/2018 - 07/05/2019

Eligibility Assignment
07/06/2018 - 07/05/2019

Save Cancel

Assign Eligibility- SR Plus

When a household's income falls within an eligible range for SR Plus, the **SR Plus** Funder type will display on the Add Eligibility Assignment page.

To proceed with SR Plus for an eligible household, select the option from the Funder Type section. **SRPLS** will populate as the Billing Group, and **SRPL** will populate as the Eligibility Code.

NOTE: The SR Plus selection will be made available based solely on income. However, this funding type should only be used when the SR family is no longer eligible for SR due to being over income.

SR Plus will become available with release **R7.1**. SR Plus will only be applicable to eligibility assignments created on or after the **R7.1** release date.

Add Eligibility Assignment

Funding Details

Funder Type*
☐ SR ☐ Local ☐ E-TAPP ☐ P-TAPP ☒ SRPlus

Billing Group*
SRPLS

Eligibility Code*
SRPL

Match Funder

Eligibility Begin Date*
06/21/2025

Eligibility End Date*
06/20/2026

Purpose-for-Care Review Date

Care Information

Priority*

Level of Care ⓘ*
In School

Purpose for Care*

☐ Rilya Wilson Reporting Requirements

Copay in Effect*

Co-Payment

Total Household Members
3

Full time Co-payment Amount
\$ 21.53

Part time Co-payment Amount
\$ 16.25

Full Time Co-payment Waiver or Reduction

☐ Full Time Co-payment is Waived or Reduced

Reduction Amount*
\$ 0

Co-payment Reduction or Waiver Reason*

Additional Waiver or Reduction Details

Complete the Add Eligibility Assignment Screen, and Click **Ok**

Add Eligibility Assignment

Funding Details

Funder Type*

☐ SR
☐ Local
☐ E-TAPP
☐ P-TAPP
☒ SRPlus

Billing Group*

SRPLS

Eligibility Code*

SRPL

Match Funder

Eligibility Begin Date*

06/21/2025

Eligibility End Date*

06/20/2026

Purpose-for-Care Review Date

Care Information

Priority*

Level of Care ⓘ*

In School

Purpose for Care*

☐ Rilya Wilson Reporting Requirements

Copoly in Effect*

Co-Payment

Recalculate

Total Household Members

3

Full time Co-payment Amount

\$ 21.53

Part time Co-payment Amount

\$ 16.25

Full Time Co-payment Waiver or Reduction

☐ Full Time Co-payment is Waived or Reduced

Reduction Amount*

\$ 0

Co-payment Reduction or Waiver Reason*

Additional Waiver or Reduction Details

OK
Cancel

Like traditional SR, the Full-Time and Part-Time co-payment amounts are calculated based on the number of people in the household and the total annual household income. If changes are made to either the household size or the annual income, click the **Recalculate** button to update the assessed co-payment amounts.

Decreases in SR Plus co-payments can only be made at the time of redetermination. If a co-payment reduction is approved, enter the Reductions Amount, and select the reduction reason for both the Full-Time and Part-Time amounts. Waivers are not permissible during SR Plus. Click **OK**.

NOTE: The amount entered in the Reduction Amount field is not the new total for the co-payment, but the actual amount of the reduced co-payment. Amounts that result in a negative full-time and part-time copayment amount (ex: -1.00) cannot be saved. Resulting copayment amounts that are greater than the highest approved full-time and part-time amounts for the program year cannot be saved. Resulting copayment amounts must be between \$0.00 and the highest approved amount in the coalition sliding fee schedule.

Co-Paymen

Recalculate

Total Household Members

3

Full time Co-payment Amount

\$

2

Part time Co-payment Amount

\$

1

Full Time Co-payment Waiver or Reduction

☐ Full Time Co-payment is Waived or Reduced

Reduction Amount *

\$

0

Co-payment Reduction or Waiver Reason *

▼

Additional Waiver or Reduction Details

Part Time Co-payment Waiver or Reduction

☐ Part Time Co-payment is Waived or Reduced

Reduction Amount *

\$

0

Co-payment Reduction or Waiver Reason *

▼

Additional Waiver or Reduction Details

Resulting Full Time Co-payment Amount

\$

0.00

Resulting Part Time Co-payment Amount

\$

0.00

OK

Cancel

Archiving Eligibility Documents

An Archive button is available for all Eligibility documents on the Eligibility Verification screen.

Eligibility Documents Sections

- Contact Information – Proof of Residency
- Child Edit Info – Proof of Age and Citizenship
- Parent Edit Info – Required Document
- Other Household Member – Proof of Identify
- Employment – Proof of Employment
- School Training – Proof of School/Training
- Other Income – Proof of Other Household Income
- Documents – All types

Users are able to click **Archive** and remove the document from the documents listed on the EV. When the user hovers over **Archive**, a Tool Tip displays stating: **“Document will be removed from this list and stored in the Household Document Hub.”** Archiving the document will also create a household case note.

Proof of Residency*

Attach the documentation necessary to establish the household's proof of residency.

The screenshot displays the 'Proof of Residency*' section of the Eligibility Verification interface. It includes a header with the title and a red asterisk, followed by a descriptive instruction: 'Attach the documentation necessary to establish the household's proof of residency.' Below this, there is a list of three documents, each with a 'View', 'Verify', and 'Archive' button. The 'Archive' buttons for the first two documents are highlighted with red boxes. The third document has a 'Delete' button instead of 'Verify'. At the bottom of the list is an 'Upload Document...' button.

Document Name	View	Verify	Archive	Delete
REFERRAL-.pdf	View	Verify	Archive	
HOMELESS VERIFICATION LETTER.pdf	View	Verify	Archive	
Fake Proof Of Address.docx	View	Verify		Delete

Upload Document...

Reactivating a Household

An **Inactive** household can be reactivated to allow the creation of a new eligibility verification number, eligibility assignment, and SR enrollment for children needing care.

From the Eligibility Verification screen, click **Change Household Status**.

The screenshot shows the 'Eligibility Verification' screen with the status 'Inactive'. The 'Change Household Status' button is highlighted with an orange box. The left sidebar contains links: 'Household at a Glance', 'Contact Information', 'Children Needing Care', 'Parents', and 'Other Household Members'. The main content area shows a 'Household at a Glance...' summary with sections for 'Children Needing Care', 'Parents', 'Other Household Members', and 'Total Household Income Calculations'. The 'Total Household Income Calculations' section shows: Employment income: \$0.00, Alimony and child support income: \$0.00, Other income: \$0.00, Alimony and child support deductions: \$0.00, and Total annual gross income: \$0.00. The 'Total Household Size' is 3.

The only household status option is **Coalition Reviewing**. Enter a Comment, and click **Save**.

The screenshot shows the 'Change Household Eligibility Status' form. The 'Current Status' is 'Inactive'. The 'New Status' dropdown is set to 'Coalition Reviewing'. The 'Comments' text area contains the word 'Test'. At the bottom right, the 'Save' button is highlighted with an orange box, next to a 'Cancel' button.

The status is now **Coalition Reviewing – Eligibility Verification**. After review, click **Change Household Status** to change the status.

The screenshot shows the 'Eligibility Verification' screen with the status 'Coalition Reviewing - Eligibility Verification'. The 'Change Household Status' button is highlighted with an orange box. The left sidebar is the same as the previous screenshot. The main content area shows the 'Household at a Glance...' summary. The 'Total Household Size' is now 3, and there is a small icon next to it. The 'Total Household Income Calculations' section shows the same values as before.

Each child's Eligibility Verification status is **Inactivated**, so the applicable child(ren) in the Children Needing Care section must be reactivated. Click **Change Status**.

(child, female, age 5)

Eligibility status: **Terminated**

Enrollment status: Not Enrolled

Date of birth: 0

Ethnicity: Prefer not to answer

Races: Prefer not to answer

Care days: Monday-Friday

Care types: Fulltime

Citizenship: Unknown

Age verification: Unknown

Medicaid eligibility: Unknown

Current authorization period: 05/14/2020 - 02/15/2021

Terms and Conditions: N/A

Allow Developmental Screening: N/A

Allow Child Assessment: N/A

Person ID: 1755733

Eligibility verification ID: EV_0000420684 **Inactivated**

History

Change Status

Eligibility

Enrollments

Edit

Remove

Select **Pending Eligibility** under New Status and click **Save**.

Current Status: Terminated

New Status: Pending Eligibility

Save Cancel

The child's status is now **Pending Eligibility**. A new EV number is generated for the child. Repeat the process for any additional children who are eligible for services.

JANE DOE (child, female, age 5) **Changed**

Eligibility status: **Pending Eligibility**

Enrollment status: Not Enrolled

Date of birth: 01/02/2017

Ethnicity: Prefer not to answer

Races: Prefer not to answer

Care days: Monday-Friday

Care types: Fulltime

Citizenship: Unknown

Age verification: Unknown

Medicaid eligibility: Unknown

Terms and Conditions: N/A

Allow Developmental Screening: N/A

Allow Child Assessment: N/A

Person ID: 1755733

Eligibility verification ID: EV_0000723501

History

Change Status

Eligibility

Enrollments

Edit

Now, the available household statuses are **Active**, **Inactive**, and **Rejected**. Select the new status and click **Save**.

Change Household Eligibility Status

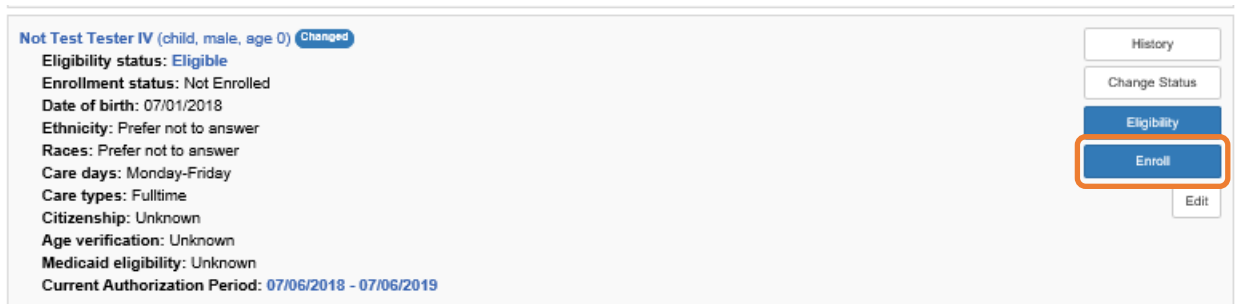
Current Status: Coalition Reviewing

New Status: Active

Save Cancel

SR Enrollment Process

Now, an **Enroll** button is displayed for the child. Click **Enroll**. The Enrollments window will display. This window displays all the child's provider enrollments.



Not Test Tester IV (child, male, age 0) Changed

Eligibility status: **Eligible**

Enrollment status: Not Enrolled

Date of birth: 07/01/2018

Ethnicity: Prefer not to answer

Races: Prefer not to answer

Care days: Monday-Friday

Care types: Fulltime

Citizenship: Unknown

Age verification: Unknown

Medicaid eligibility: Unknown

Current Authorization Period: 07/06/2018 - 07/06/2019

History

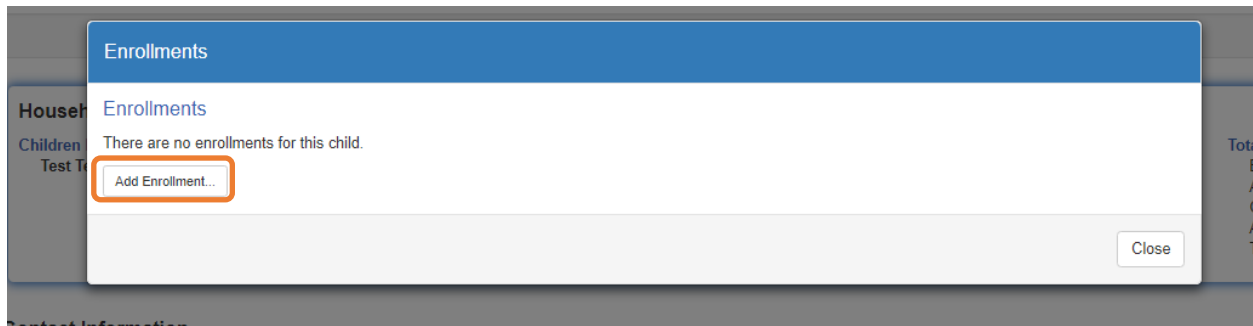
Change Status

Eligibility

Enroll

Edit

Click **Add Enrollment...**



Enrollments

Enrollments

There are no enrollments for this child.

Add Enrollment...

Close

The Add Enrollments window will display. If the family selected a provider when on the Eligibility Verification Wizard, the provider selection will display. If the family did not select a provider, the coalition user is able to search and select a provider on behalf of the family.

Add Enrollment

Select a Provider for Cristiano Ursei

There are no provider selections for this child.

☐ Other:

Browse...

Details of Selected Provider

Name	Provider ID	Hours of Business
Location	Provider Type	Child Ages
Contact Phone Number	Profile Status	View Provider Profiles
Contact Email Address	Program Year	View Provider Rates
	Gold Seal Type	View Provider Contracts

Enrollment Start Date

Continuation of Services
Is this enrollment a continuation of services with the selected provider?
☐ Yes ☐ No

Eligibility Information

Eligibility Begin Date	Eligibility End Date	Level of Care
Full time Co-payment	Part time Co-payment	Copay in Effect
\$	\$	

Override Copay in Effect

Save Cancel

The enrollment start date cannot be prior to the child's eligibility start date. The enrollment start date is the first day the provider will be able to record attendance for the child on the provider attendance roster.

Non-school age children do not require a school calendar to be assigned. The child's Childcare Enrollment Schedule is what sets the child's attendance schedule at the provider. Every day marked with a unit of care will be considered as an authorized day of care at that provider location. All days not marked with a unit of care will be considered as non-reimbursable days.

Enrolling a Special Needs Child

The Special Needs indicator will be available on the Add Enrollment page for enrollments with eligibility assignments that start 7/1/2022 or later. When enrolling a child that is deemed to have special needs, select the “Has Special Needs” checkbox. Then, select the special needs rate (10%, 15%, or 20%) that was negotiated with the provider.

The screenshot shows a web form for adding an enrollment. The 'Special Needs' section is highlighted with an orange box, showing the checkbox 'Child has special needs.' is checked, and the 'Special Needs Rate' is set to 20%. The 'Childcare Enrollment Schedule' section shows a grid for days of the week (Monday through Sunday) with dropdown menus for each day, all set to 'FT'. The 'Enrollment Schedule Note' field is empty. The 'Initial Enrollment Action' section has two radio buttons: 'Assign to provider for confirmation or rejection.' (unselected) and 'Enroll on behalf of provider.' (selected). The 'Save' button is highlighted with an orange box at the bottom right of the form.

Override Copay in Effect

School Calendar Apply Holiday Unit of Care Flip? ☒ Yes ☐ No

School Holiday Unit of Care

School Day Unit of Care

Special Needs ☒ Child has special needs.
Special Needs Rate*

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text"/>	<input type="text"/>

Enrollment Schedule Note

Initial Enrollment Action*

☐ Assign to provider for confirmation or rejection.
☒ Enroll on behalf of provider.

NOTES:

- If the provider indicated on their profile Services tab that they are not equipped to care for children with special needs, a message pops-up notifying the user of this; however, it is informational only and does not stop the enrollment. The user can proceed with the enrollment with that provider or select a different provider.

The screenshot shows the 'Add Enrollment' form with a modal warning. The modal is titled 'Specials Needs Not Supported By Provider' and contains the text: 'The provider has indicated that their program is not equipped to care for children with special needs. You may continue with the enrollment or select a different provider.' An 'OK' button is highlighted with an orange border. The background form is partially visible, showing fields for 'Eligibility Information' (Begin Date: 07/26/2022, Full time Co-payment: \$2.00), 'Override Copay in Effect', 'School Calendar' (12 - DCPS), 'School Holiday Unit of Care' (FT), 'School Day Unit of Care' (FT), 'Special Needs' (checked: Child has special needs), and 'Special Needs Rate'.

Add Enrollment

Eligibility Information

Eligibility Begin Date
07/26/2022

Full time Co-payment
\$2.00

Specials Needs Not Supported By Provider

The provider has indicated that their program is not equipped to care for children with special needs.

You may continue with the enrollment or select a different provider.

OK

Override Copay in Effect

School Calendar
12 - DCPS

School Holiday Unit of Care
FT

School Day Unit of Care
FT

Special Needs
☒ Child has special needs.

Special Needs Rate

Apply Holiday Unit of Care Flip? ☒ Yes ☐ No

- Special needs rates are calculated using the coalition infant care reimbursement rates. If there is not an SR reimbursement rate plan for the period that coincides with the enrollment start date, a rate plan needs to be created.

Initial Enrollment Action

In the Initial Enrollment Action section, there are two options.

- **Option 1 – Assign to the provider for confirmation or rejection.** This option places the enrollment request in the provider's queue to accept or reject the enrollment. The provider has 5 calendar days to complete the enrollment or rejection or the system will automatically terminate the enrollment request and the coalition user will be required to submit another enrollment request.
- **Option 2 – Enroll on behalf of provider.** This option allows the coalition user to accept the enrollment on behalf of the provider without sending an enrollment request and waiting up to 5 calendar days for response.

After selecting Option 1 or 2, click **Save**.

Add Enrollment

Select a Provider for Cristiano Urse*

☒ Other: FAMILY DAY CARE HOME, LLC [Browse...](#)

Details of Selected Provider

Name FAMILY DAY CARE HOME, LLC	Provider ID 10057	Hours of Business M-F 7:00am-6:00pm ;
Location Duval	Provider Type Family Child Care Home	Child Ages 12 MO - 12 YR
Contact Phone Number (904) [REDACTED]	Profile Status Incomplete	View Provider Profiles
Contact Email Address hfd daycare.learningcenter@gmail.com	Program Year 2022 - 2023	View Provider Rates
	Gold Seal Type Not a Gold Seal provider	View Provider Contracts

Enrollment Start Date * 07/26/2022

Continuation of Services * Is this enrollment a continuation of services with the selected provider?
☐ Yes ☒ No

Eligibility Information

Eligibility Begin Date 07/26/2022	Eligibility End Date 07/26/2023	Level of Care In School
Full time Co-payment \$2.00	Part time Co-payment \$1.00	Copay in Effect FT

Override Copay in Effect [Dropdown]

School Calendar 12 - DCPS **Apply Holiday Unit of Care Flip? *** ☒ Yes ☐ No

School Holiday Unit of Care FT [Dropdown]

School Day Unit of Care FT [Dropdown]

Special Needs ☒ Child has special needs.
Special Needs Rate * 20% [Dropdown]

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FT [Dropdown]	FT [Dropdown]	FT [Dropdown]	FT [Dropdown]	FT [Dropdown]	[Dropdown]	[Dropdown]

Enrollment Schedule Note [Text Area]

Initial Enrollment Action *

☐ Assign to provider for confirmation or rejection.
☒ Enroll on behalf of provider.

Save **Cancel**

Enrollment Option 1

The coalition user has the ability to override the enrollment request and complete the enrollment on the provider's behalf in the event the provider is not able to do so. The coalition user is also able to cancel the enrollment request if the provider requests not to have the enrollment or the family changes their mind prior to the enrollment being completed.

Enrollments

Enrollments for Cristiano Ursei (4 years old)

Current Enrollments

Pending Provider Approval

FAMILY DAY CARE HOME, LLC

Level of Care In School	Full Time Copayment \$2.00	School Calendar	Calendar Applied	Provider ID 10057 (View Profile)	Cancel
Has Special Needs Yes	Special Needs Rate 20%	Part Time Copayment \$1.00	12 - DCPS	Location	End
Age at Enrollment Start 4 years	Copayment in Effect FT	School Holiday Unit of Care FT	Care Days M T W R F Sa Su FT FT FT FT FT	Duval County	Repair
Enrollment Period 07/26/2022 - N/A	Billing Group / Eligibility BG8 / ECON	Match Funder ID 911 (04-BG8, BG8)	Enrollment Schedule Note N/A	Contact Phone (904) 781-4640	History
Attendance N/A - N/A				Contact Email @gmail.com	Payment Certificate

Past Enrollments

There are no past enrollments for this child.

Add Enrollment...

Close

Enrollment Option 2

The completion of the enrollment is now dependent on the family verifying the Terms and Conditions and signing the Payment Certificate on the Family Portal. The child's enrollment will not be completed and the provider will not be able to begin marking attendance for the child until the family completes the enrollment.

Enrollments

Enrollments for Cristiano Ursei (4 years old)

Current Enrollments

Pending Family Acceptance

FAMILY DAY CARE HOME, LLC

Level of Care In School	Full Time Copayment \$2.00	School Calendar	Calendar Applied	Provider ID 10057 (View Profile)	Cancel
Has Special Needs Yes	Special Needs Rate 20%	Part Time Copayment \$1.00	12 - DCPS	Location	End
Age at Enrollment Start 4 years	Copayment in Effect FT	School Holiday Unit of Care FT	Care Days M T W R F Sa Su FT FT FT FT FT	Duval County	Repair
Enrollment Period 07/26/2022 - N/A	Billing Group / Eligibility BG8 / ECON	Match Funder ID 911 (04-BG8, BG8)	Enrollment Schedule Note N/A	Contact Phone (904) 781-4640	History
Attendance N/A - N/A				Contact Email @gmail.com	Payment Certificate

Past Enrollments

There are no past enrollments for this child.

Add Enrollment...

Close

Additional SR Enrollment Functionality

Enrollments

Enrollments for (5 years old)

Current Enrollments

Enrolled ST THOMAS CHILD DEVELOPMENT CENTER

Level of Care

60 < 72 Months

Age at Enrollment Start

5 years

Enrollment Period

01/17/2019 - N/A

Attendance

01/17/2019 - N/A

Full Time Copayment

\$4.00

Part Time Copayment

\$2.00

Copayment in Effect

FT

Billing Group / Eligibility

BG8 / ECON

Match Funder ID

N/A

School Calendar

63 - DCPS - Sch & Non-Sch Days

School Holiday Unit of Care

N/A

Care Days

M	T	W	R	F	Sa	Su
FT	FT	FT	FT	FT		

Provider ID

(View Profile)

Location

Duval County

Contact Phone

Contact Email

2 Cancel

3 End

1 Repair

Update

History

Payment Certificate

Past Enrollments

Level of Care Change (Admin Termination) ST THOMAS CHILD DEVELOPMENT CENTER

Level of Care

48 < 60 Months

Age at Enrollment Start

4 years

Enrollment Period

06/29/2018 - 01/16/2019

Attendance

06/29/2018 - N/A

Termination Reason

Full Time Copayment

\$4.00

Part Time Copayment

\$2.00

Copayment in Effect

FT

Billing Group / Eligibility

BG8 / ECON

Match Funder ID

N/A

School Calendar

63 - DCPS - Sch & Non-Sch Days

School Holiday Unit of Care

N/A

Care Days

M	T	W	R	F	Sa	Su
FT	FT	FT	FT	FT		

Provider ID

(View Profile)

Location

Duval County

Contact Phone

Contact Email

History

Payment Certificate

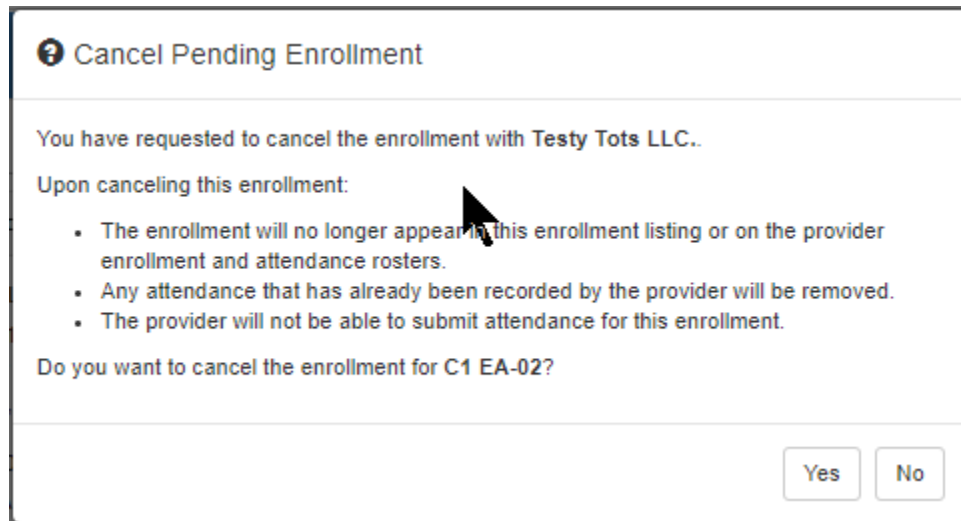
Close

Notes:

- 1) IF THE REPAIR FEATURE DOES NOT LOOK CORRECT, PLEASE PRESS 'CTRL+F5' TO REFRESH THE PAGE. YOU SHOULD ONLY NEED TO DO THIS ONCE.
- 2) **Cancel** will remove the record from the listing.
- 3) Last Attendance Date will no longer be user entered when ending enrollment. It will now be populated when the provider submits their final attendance roster.

Cancel

Click the **Cancel** button to initiate the Cancel process.



? Cancel Pending Enrollment

You have requested to cancel the enrollment with **Testy Tots LLC..**

Upon canceling this enrollment:

- The enrollment will no longer appear in this enrollment listing or on the provider enrollment and attendance rosters.
- Any attendance that has already been recorded by the provider will be removed.
- The provider will not be able to submit attendance for this enrollment.

Do you want to cancel the enrollment for **C1 EA-02?**

Yes **No**

- 1) (Coalitions) The enrollment will no longer appear under the enrollment listing page.
- 2) (Providers) The enrollment will no longer appear under provider enrollments or attendance roster. Any attendance recorded that have not been submitted will be removed. The Provider will no longer be able to submit attendance for this enrollment record.
- 3) If the provider has already submitted attendance for this enrollment record, then they will not get the option to cancel it.

Repair

Click the **Repair** button to initiate the Repair process.

Repair Mode

Repair Mode will result in changes to an existing enrollment record without ending the existing enrollment and creating a new one. As such, it is intended only for correcting issues with an existing enrollment record, and not for addressing routine changes that can occur during the enrollment period. Use the Update feature for routine changes.

Repair Mode may only be used on enrollment records for which attendance has not yet been submitted.

- 1) In Repair mode you will be able to overwrite an existing enrollment record in the event an error has occurred.
- 2) Repair mode should NOT be used to address routine changes. For example, a Funding Transfer or a change in copay.
- 3) Repair mode should only be used to fix errors. For example, data was entered incorrectly or ended incorrectly.
- 4) If the Copayment Amount has been modified after the family has signed their Payment Certificate, then a new Payment Certificate will be generated and the family will need to re-sign it. The Enrollment Status should be in Pending Family Acceptance and you should notify the parent.

Anticipated Start Date *	<input type="text" value="06/05/2018"/>	
Last Day of Service *	<input type="text" value="06/03/2018"/>	<input type="button" value="Undo Termination"/>
Enrollment Status *	<input type="text" value="Enrollment Ended (Termina"/> ▼	
Eligibility Information		
Eligibility Begin Date 06/04/2018	Eligibility End Date 06/04/2019	Level of Care 60 < 72 Months
Full time Co-payment \$9.98	Part time Co-payment \$4.99	Copay in Effect FT
Full time Copayment Amount *	<input type="text" value="\$ 9.98"/>	Repair Mode will allow you to fix incorrect Co-payment values on the enrollment level
Part time Copayment Amount *	<input type="text" value="\$ 0"/>	
Override Copay in Effect	<input type="text"/>	
School Calendar	<input type="text"/>	
School Holiday Unit of Care	<input type="text"/>	
School Day Unit of Care	<input type="text"/>	
Childcare Enrollment Schedule	Monday <input type="text"/>	Tuesday <input type="text"/>
	Wednesday <input type="text"/>	Thursday <input type="text"/>
	Friday <input type="text"/>	Saturday <input type="text"/>
	Sunday <input type="text"/>	
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

End Enrollment

Click the **End Enrollment** button to initiate the End Enrollment process.

End Enrollment

End Enrollment Reason*

48-Funding Transfer

Last Day of Service*

12/01/2018

Is there a past due parent fee?*

☐ Yes ☒ No

Past Due Parent Fee Amount

\$

Is there a payment plan in place?

☐ Yes ☒ No

Please attach payment plan document.

Choose File

No file chosen

Save

Cancel

'Last Day of Service' should be considered the last day you will allow the provider to mark attendance and get paid for.

Confirm Confirm End Enrollment

Ending the enrollment on this day means that reimbursements will not be provided for services after this date.
End this enrollment with the specified dates?

Yes

Cancel

Change SR Termination Effective Date

If attendance has not been submitted for the month of the current termination date, click the **View Termination Details** button on the enrollment.

Provider ID 24536	Cancel
Location Home Court Tallahassee, 32303 KREPS ISLAND County	End
Contact Phone (111) 123-1234	Repair
Contact Email msschool@krepsisland.edu	Update
	View Termination Details
	History
	Payment Certificate

Then, click **Change termination effective date.**

SR Enrollment Termination Details

Termination details for School age Child.

Termination Reason:	2-Over Stimulation	
Effective Date:	08/26/2023	Change termination effective date
Last Attendance Date:	N/A	
Past Due Parent Fee:	None	

Close

In the Change Termination Effective Date pop-up window, enter the new Termination Effective Date and enter a comment in the Termination Date Change Reason field. Click **Save.**

Change Termination Effective Date

Termination Effective Date*

Termination Effective Date is last day of service + 1 day. Ex. If the child's last day of service is 01/15/2023, the Termination Effective Date is 01/16/2023.

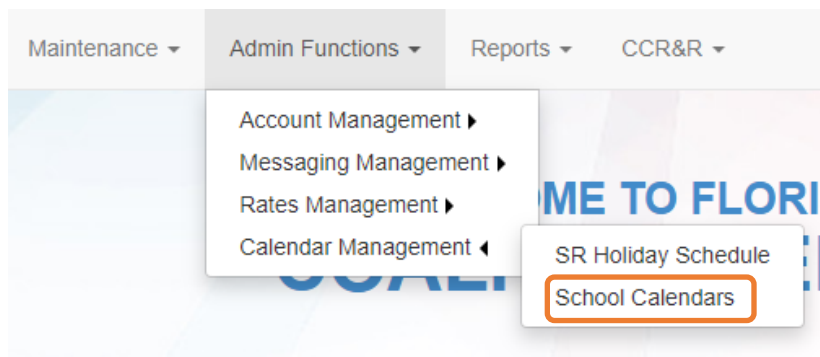
Termination Date Change Reason*

Save Cancel

School Calendar

The School Calendar is created by the coalition, based on the school board/school district academic calendar. The dates on the School Calendar are used in enrollment and provider attendance to show care levels for school-age children. For example, a child may receive PT care during the school year, but FT care during the summer. The date that the care level changes from PT to FT and back to PT is based on the school calendar.

To create a School Calendar, go to **Admin Functions > Calendar Management > School Calendars**.



Click **+ Create New Calendar**.



Fill in the School Name field, select the County, and select the First Day and Last Day of instruction. Click **Save**.

Create School Calendar for ELC of Northwest Florida

School Name*

Select County*

Calendar Instruction Dates

First Day* Last Day*

Calendar Instructional Days*

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

School Name*

Select County*

Calendar Instruction Dates

First Day*

Last Day*

Calendar Instructional Days*

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Save

Cancel

Click **+ New Closed Date** to select the days school is closed.

School Name*

Select County*

Calendar Instruction Dates

First Day*

Last Day*

Calendar Instructional Days*

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Search:

School Closed Dates

+ New Closed Date

No data available in table

Showing 0 to 0 of 0 entries

Previous

Next

Save

Cancel

An individual day can be selected, or check the Date Range checkbox, and select multiple days.

📅 School Closed Date(s) ✕

Select Closed Date or * Date Range ☐

📅

Save

Cancel

📅 School Closed Date(s) ✕

Select Closed Date or * Date Range ☒

📅

Save

Cancel

Once all closed dates are entered, click **Save**.

📅 Create School Calendar for ELC of Northwest Florida ✕

School Name *

Select County *

Bay

Calendar Instruction Dates

First Day * Last Day *

Calendar Instructional Days *

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Search:

	School Closed Dates		+ New Closed Date
1.	1/18/2022		<div>Remove</div>
2.	1/19/2022		<div>Remove</div>
3.	1/20/2022		<div>Remove</div>

Showing 1 to 3 of 3 entries

Previous

1

Next

Save

Cancel

167

Click the **Show Calendars** button to see all School Calendars under the Master School Calendar.

Enrollment School Calendars

Create New Calendar

Show10entries

Search:

Show All Coalitions

Show Removed Calendars

Calendar Information

School ID	Coalition	County	Name			
43	ELC of Hillsborough	Hillsborough	Hillsborough County Public Schools	<div>Show CalendarsAdd Calendar</div>		
220	ELC of Hillsborough	Hillsborough	2021-2022	<div>Hide CalendarsAdd Calendar</div>		
Calendar ID	Start	End	Instructional Days	Open	Closed	
720	9/1/2021	5/31/2022	Mon, Tue, Wed, Thu, Fri	189	6	<div>EditRemove</div>

Showing 1 to 2 of 2 entries

Previous1Next

Enrollment School Calendars

Create New Calendar.

Show10▼entries

Search

Show All Coalitions

Show Removed Calendars

Calendar Information

School ID	Coalition	County	Name						
43	ELC of Hillsborough	Hillsborough	Hillsborough County Public Schools	<div>Hide Calendars</div> <div>+ Add Calendar</div>					
Calendar ID	Start	End	Instructional Days	Open	Closed				
550	8/24/2020	5/28/2021	Mon, Tue, Wed, Thu, Fri	172	28	<div>Edit</div>	<div>Remove</div>		
160	8/12/2019	5/29/2020	Mon, Tue, Wed, Thu, Fri	176	36	<div>View</div>	<div>Remove</div>		
1	8/10/2018	5/31/2019	Mon, Tue, Wed, Thu, Fri	180	37	<div>View</div>	<div>Remove</div>		
220	ELC of Hillsborough	Hillsborough	2021-2022	<div>Show Calendars</div> <div>+ Add Calendar</div>					

Showing 1 to 2 of 2 entries

Previous

1

Next

In this example, the Master School Calendar 43 has Calendar IDs 1, 160, and 550 for each year.

Enrollment School Calendars

Show 10 entries

■ Show All Coalitions		■ Show Removed Coalitions	
School ID	Coalition	County	
43	ELC of Hillsborough	Hillsborough	
Calendar ID	Start	End	
550	8/24/2020	5/28/2021	
160	8/12/2019	5/29/2020	
1	8/10/2018	5/31/2019	
220	ELC of Hillsborough	Hillsborough	

Showing 1 to 2 of 2 entries

Pending Family Acceptance Emails

SR families who have child records in Pending Family Acceptance status will receive an email notification with instructions to log in to the Family Portal to sign their payment certificate. The email notification will continue to be sent every five days until the payment certificate is signed and the child record is in the Enrolled, Canceled or Terminated status.

Hello,

Your child's enrollment with the child care provider you selected requires your electronic signature on the payment certificate in order to complete the enrollment. The payment certificate authorizes payment for services from the state to the child care provider. Failure to sign the payment certificate could result in the child's enrollment being ended and out-of-pocket expenses to accrue.

Please log into your family portal account to review and sign the payment certificate. Once logged in, scroll down to the School Readiness Funding section and click the "Sign" button in the Payment Certificate column.

<ELC NAME> also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care options and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

Sign SR Enrollment Payment Certificate and Terms & Conditions

After the provider approves the enrollment, the family will receive the following email from DONOTREPLY@oel.myflorida.com.

OELSystemTest@oel.myflorida.com

7:15 PM (21 minutes ago) ☆

to me

Hello,

The application you submitted for assistance in paying for child care has been approved by the ELC of the Big Bend Region.

Please log into your family portal account to review the Parental Rights and Responsibilities/Terms and Conditions. Once you have agreed to the terms and conditions you must electronically sign your child's payment certificate in order to confirm your child's enrollment with the child care provider.

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care options and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

Thank you,

ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have question, please contact your [early learning coalition](#).

When the Family Portal user logs on to the Family Services Portal, click the **Sign** button for the Payment Certificate.

School Readiness Funding

The following table shows the School Readiness funding status for all of the children in your household.


Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
	EV_	Eligible	Pending Family Acceptance		Sign

The following screen will display.


I understand I have the right to be notified of decisions made regarding my services and the right to appeal any decision, including reductions to or termination of services.	<input type="radio"/>
I understand that services will be provided based on placement priorities (sections 1002.37 and 1002.39, F.S.), and availability of funding. I must notify on or before my last day of authorized care or my services will be terminated. If termination occurs, I will be fully responsible for my child care costs. To qualify for services, I must submit a new application to the Family Portal.	<input type="radio"/>
I understand my information may be shared with other state and local agencies for the purposes of program administration and public assistance fraud prevention.	<input type="radio"/>
SR - I understand that if this is my first 12-month-eligibility determination, or subsequent 12-month-eligibility determination where my income remains at or below 100% of the federal poverty level (FPL), it is my responsibility to report within 14 calendar days of any change of circumstances related to: <ul style="list-style-type: none">AddressTemporary/Non-temporary work or educationFamily sizeFailure to maintain attendance at a job training or education programIncome exceeds 80% of the state median income (SMI)	<input type="radio"/>
SR - I understand that after my first eligibility determination for subsequent 12-month-eligibility periods, where my income exceeds 100% federal poverty level and I am considered to be in graduated phase out from the program, it is my responsibility to report within 10 calendar days of any change of circumstances related to: <ul style="list-style-type: none">AddressTemporary/Non-temporary work or educationFamily sizeFailure to maintain attendance at a job training or education programIncome exceeds 80% of the state median income (SMI)Any changes in income	<input type="radio"/>
SR PLUS - I understand that I am responsible for the payment of all child care expenses in excess of the amount of the subsidy and that at any time within my 12-month-eligibility determination where my income remains above 80% state median income (SMI) and below or at 100% SMI, it is my responsibility to report within 14 calendar days any change to: <ul style="list-style-type: none">AddressWorkFamily sizeFamily income	<input type="radio"/>
I understand that the coalition or contractor will not discriminate against my family on the basis of race, national origin, ethnicity, background, sex, religious affiliation or disability.	<input type="radio"/>
I understand that if I am assessed a parent copy by the coalition or contractor for participation in the School Readiness (SR) Program, I must satisfactorily fulfill my engagement obligation before I will be allowed to transfer to another SR Program provider. Satisfactory fulfillment of the engagement obligation is defined as immediate payment of the outstanding engagement obligation or establishment of a repayment plan for the outstanding engagement obligation.	<input type="radio"/>
I understand that I have the right to unedited access to my child during normal hours of child care provider operation and whenever the child is in the provider's care.	<input type="radio"/>

I understand that I have the right to confidentiality of my child's or children's information and the right to inspect, review and request a copy of my child's or children's SR records.	<input type="radio"/>
I understand that as a parent, I have the right to choose from a variety of child care categories, including center-based care, faith-based care, family child care and informal child care to the extent authorized in the state's Child Care and Development Fund State Plan that the United States Department of Health and Human Services approved pursuant to 45 CFR s. 98.36.	<input type="radio"/>
I accept the coalition's/contractor's determination of my income and household size used to assess my parent copy.	<input type="radio"/>
I understand that if I give false information, sign inaccurate attendance documents or fail to report changes in my circumstances that would affect my eligibility for services or the level of my services, my case may be referred to law enforcement for investigation and possible prosecution.	<input type="radio"/>
I certify that the information given in my application is true and complete to the best of my knowledge.	<input type="radio"/>

After the parent reads each statement, and clicks the checkbox for each statement, the statement box will collapse, and a green checkmark will appear.



I understand that services will be provided based on placement priorities (section 1002.87, F.S.), and availability of funding. I must recertify on or before my last day of authorized care or my services will be terminated. If termination occurs, I will be fully responsible for my child care costs. To reapply for services, I must submit a new application in the Family Portal.



Once all boxes have been checked, a pop-up window will display for developmental screening and child assessment authorizations. After clicking **Yes** or **No**, the parent will click the **Save** button.

Update Needed

Authorization For Developmental Screening

We encourage you to complete the developmental screening of your child. It is an important step to determine if he/she is developing typically or may need extra support.

Want to know more about screening? [Click here](#)

I give my permission to screen my child. I also give permission to share the results with my child care provider and other agencies to make a plan to help my child in the classroom.

☐ Yes
☐ No

Authorization For Child Assessment

Child assessments help you and your child care provider know how your child grows and changes over time and whether your child meets the typical developmental milestones in playing, learning, speaking, behaving, and moving. Providers conduct this assessment by observing your child over time during their typical day. This information can be used to provide personalized education planning supports for your child.

I give permission to assess my child. I also give permission to share the results with my child care provider and other agencies for the purpose of developing intervention plans or program improvement.

☐ Yes
☐ No

Save

After clicking **Save**, the parent will click **Accept** to accept the terms and conditions and continue or click **Decline** to submit terms and conditions and decline the enrollment.

✓	+
✓	+
✓	+
✓	+
✓	+
✓	+
✓	+
✓	+
✓	+
✓	+
✓	+



If Accept is clicked a pop-up window is displayed to capture the parent's electronic signature. Once the full name is entered, click **Yes** and the Payment Certificate will be displayed.

Terms and Conditions Electronic Signature

You are about to electronically sign the Parental Rights and Responsibilities/Terms and Conditions.

Full Name: *

Click **Yes** to confirm your electronic signature.

Yes

Cancel

A case note will be created with a link that when clicked, will generate a PDF for the Terms and Conditions Accepted

Household Case Notes							
Show 10 entries.		Search:					
Date	Code	Custom Code	Event	Description		Notes	User
10/26/2023 7:31:11 AM	ENRSACPT		Family Accepted SR Enrollment	SR enrollment was accepted by family. Child: Hale A'Nye Porfirio (ID: 7052705). Enrollment status: Enrolled, Provider ID: 839, Enrollment (anticipated) start date: 10/26/2023.			kalebs925@gmail.com
10/26/2023 7:24:44 AM	ENRSTERMS		Family Accepted SR Enrollment Terms & Conditions	SR enrollment terms & conditions were accepted by family.			kalebs925@gmail.com

Parental Rights and Responsibilities/Terms and Conditions

Child Name: [REDACTED]

Child Date of Birth: [REDACTED]

Accepted By: [REDACTED]

Signed by Parent/Guardian: [REDACTED]

Signed by Date: [REDACTED]

Terms ID: [REDACTED]

1. I understand I have the right to be notified of decisions made regarding my services and the right to appeal any decision, including reductions in or termination of services.
 2. I understand that services will be provided based on placement priorities (sections 1002.87 and 1002.935, F.S.), and availability of funding. I must recertify on or before my last day of authorized care or my services will be terminated. If termination occurs, I will be fully responsible for my child care costs. To reapply for services, I must submit a new application in the Family Portal.
 3. I understand my information may be shared with other state and local agencies for the purposes of program administration and public assistance fraud prevention.
 4. SR - I understand that if this is my first 12-month eligibility determination, or subsequent 12-month eligibility determination where my income remains at or below 150% of the federal poverty level (FPL), it is my responsibility to report within 14 calendar days of any change of circumstances related to:
 - Address
 - Temporary/Non-temporary work or education
 - Family size
 - Failure to maintain attendance at a job training or education program
 - Income exceeds 85% of the state median income (SMI)
 5. SR - I understand that after my first eligibility determination for subsequent 12-month eligibility periods, where my income exceeds 150% federal poverty level and I am considered to be in graduated phase-out from the program, it is my responsibility to report within 10 calendar days of any change of circumstances related to:
 - Address
 - Temporary/Non-temporary work or education
 - Family size
 - Failure to maintain attendance at a job training or education program
 - Income exceeds 85% of the state median income (SMI)
 - Any changes in income
 6. SR PLUS - I understand that I am responsible for the payment of all child care expenses in excess of the amount of the subsidy and that at any time within my 12-month eligibility determination where my income remains above 85% state median income (SMI) and below or at 100% SMI, it is my responsibility to report within 14 calendar days any change to:
 - Address
 - Work
 - Family size
 - Family income
 7. I understand that the coalition or contractor will not discriminate against my family on the basis of race, national origin, ethnic, background, sex, religious affiliation or disability.
 8. I understand that if I am assessed a parent copay by the coalition or contractor for participation in the School Readiness (SR) Program, I must satisfactorily fulfill my copayment obligation before I will be allowed to transfer to another SR Program provider. Satisfactory fulfillment of the copayment obligation is defined as immediate payment of the outstanding copayment obligation or establishment of a repayment plan for the outstanding copayment obligation.
-

9. I understand that I have the right to unlimited access to my child during normal hours of child care provider operation and whenever the child is in the provider's care.
10. I understand that I have the right to confidentiality of my child's or children's information and the right to inspect, review and request a copy of my child's or children's SR records.
11. I understand that as a parent, I have the right to choose from a variety of child care categories, including center-based care, faith-based care, family child care and informal child care to the extent authorized in the state's Child Care and Development Fund State Plan that the United States Department of Health and Human Services approved pursuant to 45 CFR s. 98.30.
12. I accept the coalition's/contractor's determination of my income and household size used to assess my parent copay.
13. I understand that if I give false information, sign inaccurate attendance documents or fail to report changes in my circumstances that would affect my eligibility for services or the level of my services; my case may be referred to law enforcement for investigation and possible prosecution.

14. I certify that the information given in my application is true and complete to the best of my knowledge.

If the parent clicks **Decline**, a pop-up window will display.

Decline SR Enrollment Terms & Conditions

Declining Terms & Conditions of enrollment in the School Readiness Program (SR).

Are you sure want to decline this SR enrollment for [redacted]?

Continue

Cancel

The parent can click **Cancel** and then click **Accept** to accept the terms and conditions.

After **Continue** is clicked, the Enrollment Status will be blank and the **Sign** button for the payment certificate is no longer visible.

School Readiness Funding

Download Consumer Education Statement

The following table shows the School Readiness funding status for all of the children in your household.

Child Name	Screenings and Assessments	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
[redacted]	Screening History	EV [redacted]	Eligible	-	-	-

On the EV, the Eligibility Status will remain **Eligible**, but the Enrollment Status will change to **Enrollment Ended (Terminated)**.

Eligibility status: **Eligible**

Enrollment status: Enrollment Ended (Terminated)

Date of birth: [redacted]

Ethnicity: Prefer not to answer

Races: Prefer not to answer

Care days: Monday-Friday

Care types: Fulltime

Citizenship: US Citizen or Qualified Alien

History

Change Status

Eligibility

Enrollments

Edit

After clicking **Accept**, the payment certificate will display.

Non-transferable Child Care Certificate School Readiness (SR)/SR Plus Program		Certificate Number: HouseholdID: 														
* This certificate is not valid for care arranged after: <u>8/21/2025</u>																
PARENT INFORMATION																
Name: 	Home Phone: 	Contact Email: 														
Home Address: 	City: 	State: FL Zip: 														
ENROLLED CHILD INFORMATION																
Name: 	Date of Birth: 	Age at Enrollment: 4 Child Person ID: 														
PROVIDER INFORMATION																
Provider: 	Phone: 	Provider Site Address: 														
ENROLLMENT INFORMATION																
Eligibility Start Date: 8/22/2024		Eligibility Redetermination Due Date: 7/16/2024														
Rilya Wilson Reporting Requirement: No		Referring Agency Phone: N/A														
Assigned ELC Counselor: 		Referring Agency Email: N/A														
Provider Daily Reimbursement Rates: Full-Time: \$38.00		Part-Time: \$28.50 Special Needs Rate: \$0.00														
Parent Daily Co-Pay**: Full-Time: \$20.68		Part-Time: \$10.34														
Enrollment Start: 8/22/2024		Enrollment End: 8/21/2025														
Billing Group: SRPLS		Eligibility: SRPL														
Care Level: PR4		School Calendar Name: School Holiday Unit of Care:														
Enrollment Schedule Note:																
<small>** Parent co-payment is what the parent is responsible for paying (today). Additional fees may also be applied; contact your provider for more details.</small>																
Unit of Care / Day of Care:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><td style="width: 12.5%;">Monday</td><td style="width: 12.5%;">Tuesday</td><td style="width: 12.5%;">Wednesday</td><td style="width: 12.5%;">Thursday</td><td style="width: 12.5%;">Friday</td><td style="width: 12.5%;">Saturday</td><td style="width: 12.5%;">Sunday</td></tr><tr><td>FTFT</td><td>FTFT</td><td>FTFT</td><td>FTFT</td><td> </td><td> </td><td> </td></tr></table>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	FTFT	FTFT	FTFT	FTFT				
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday										
FTFT	FTFT	FTFT	FTFT													
<p>I certify by use of this certificate that I am exercising my choice of provider for my child. Other placement options in licensed, license-exempt, and registered facilities and homes have been explained to me. DEL, the early learning coalition, and its contracted subrecipient, if applicable, are indemnified from all possible liability for payments to the provider that I select and from liability for the quality of care my child receives. I understand that I have access to my children and may visit the provider's setting at any time during care hours.</p> <table style="width: 100%;"><tr><td style="width: 35%;">Signature of Parent:</td><td style="width: 35%;"><div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div><div style="text-align: center; font-size: 0.8em;">By Electronic Signature</div></td><td style="width: 30%;">Date: <u>8/22/2024</u></td></tr><tr><td>Signature of Provider:</td><td><div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div><div style="text-align: center; font-size: 0.8em;">By Electronic Signature</div></td><td>Date: <u>8/22/2024</u></td></tr><tr><td>Signature of Early Learning Coalition Counselor:</td><td><div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div><div style="text-align: center; font-size: 0.8em;">By Electronic Signature</div></td><td>Date: <u>8/22/2024</u></td></tr></table>			Signature of Parent:	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: center; font-size: 0.8em;">By Electronic Signature</div>	Date: <u>8/22/2024</u>	Signature of Provider:	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: center; font-size: 0.8em;">By Electronic Signature</div>	Date: <u>8/22/2024</u>	Signature of Early Learning Coalition Counselor:	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: center; font-size: 0.8em;">By Electronic Signature</div>	Date: <u>8/22/2024</u>					
Signature of Parent:	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: center; font-size: 0.8em;">By Electronic Signature</div>	Date: <u>8/22/2024</u>														
Signature of Provider:	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: center; font-size: 0.8em;">By Electronic Signature</div>	Date: <u>8/22/2024</u>														
Signature of Early Learning Coalition Counselor:	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: center; font-size: 0.8em;">By Electronic Signature</div>	Date: <u>8/22/2024</u>														

The parent will check the By **Electronic Signature** checkbox and sign the full name as it appears on the SR application and click **Yes**.

Payment Certificate Electronic Signature

You are about to electronically sign the SR Enrollment Payment Certificate.

Full Name:

Click "Yes" to confirm your electronic signature.

Yes

Cancel

Then, click **Submit**.

Privacy Act Statement: Social security numbers are requested on this form under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Office of Early Learning (OEL) and Early Learning Coalitions. Social security numbers will be used for routine data requests, state and federal reporting requirements, identification, and to verify eligibility for the School Readiness Program including, but not limited to, family income. Submission of social security numbers on this form is voluntary and not a condition of enrollment in the School Readiness Program.

I certify that by use of this certificate that I am exercising my choice of caregiver for my child. Other placement options in licensed and subcontract facilities and homes have been explained to me. OEL, the early learning coalition, and its contracted provider, if applicable, are indemnified from and its contract provider are indemnified from all possible liability for payments to the caregiver that I select and from liability for the quality of care my child receives. I understand that I have access to my children at any time and that I may visit the provider's setting at any time during care hours.

Signature of Parent:	<div><div></div><div>(E-Signed)</div></div> <div><input checked="" type="checkbox"/> By Electronic Signature</div>	Date: 3/24/2022
Signature of Provider:	<div><div>Bernice Rodriguez (E-Signed, On Behalf of Provider)</div><div><input type="checkbox"/> By Electronic Signature</div></div>	Date: 3/22/2022
Signature of Early Learning Coalition Counselor:	<div><div>Bernice Rodriguez (E-Signed)</div><div><input type="checkbox"/> By Electronic Signature</div></div>	Date: 3/22/2022

Submit

After clicking **Submit**, the following confirmation message will display. The parent will click **Accept** or **Decline**.

Accept Enrollment/Payment Certificate

You are about to accept the conditions of enrollment and payment responsibility. Once signed and submitted, you will be able to print your SR Enrollment Payment Certificate.

Would you like to accept the current enrollment for ?

Accept

Decline

Once **Accept** is clicked, the parent may print the certificate by clicking the **Print** button.

Print

ELC of Pinellas
Non-transferable Child Care Certification
School Readiness Program

Certificate Number: 00020433

* This certificate is not valid for care arranged after: 4/22/2023

PARENT INFORMATION

Name: [REDACTED] Date of Birth: [REDACTED] Social Security Number: [REDACTED]

Home Address: [REDACTED] City: [REDACTED] State: FL Zip: [REDACTED]

Home Phone: [REDACTED] Work Phone: [REDACTED] Employer: [REDACTED]

The Enrollment Status on the Family Portal profile page is now **Enrolled**.

School Readiness Funding					
The following table shows the School Readiness funding status for all of the children in your household.					
Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
[REDACTED]	[REDACTED]	Eligible	Enrolled	[REDACTED]	View

Once the parent has signed the payment certificate, the answers to the screening and assessment questions on the terms and conditions are displayed for the child.

(child, male, age 1) **Changed**

Eligibility status: Eligible

Enrollment status: Enrolled

Date of birth: [REDACTED]

Ethnicity: Non-Hispanic

Races: White

SSN: [REDACTED]

Care days: Monday-Friday

Care types: Fulltime

Citizenship: US Citizen or Qualified Alien

Age verification: Verified

Medicaid eligibility: Eligible

Current authorization period: 04/23/2021 - 04/22/2022

Next authorization period: 04/23/2022 - 04/22/2023

Terms and Conditions: 03/24/2022

Allow Developmental Screening: Yes

Allow Child Assessment: Yes

Person ID: [REDACTED]

Eligibility verification ID: EV_[REDACTED]

History

Change Status

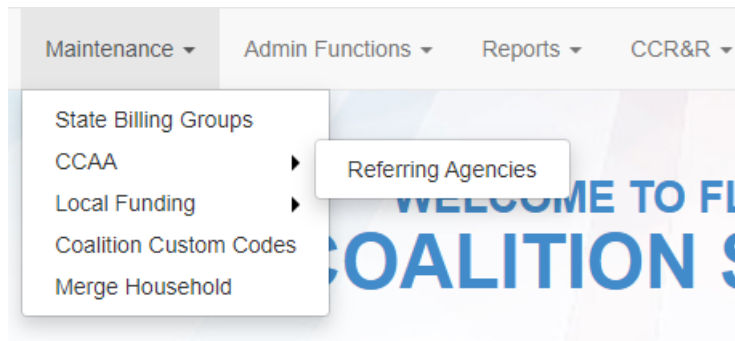
Eligibility

Enrollments

Edit

Teenage Parent Program (TAPP) Setup and Referral Entry

1. TAPP Providers must have a profile in EFS-Mod before they will be available for selection during child enrollment.
2. Navigate to **Maintenance > CCAA > Referring Agencies**.
 - a. Create New Referring Agency
 - b. Agency Category: Select TAPP – Teenage Parent Plan
 - c. Enter All Required Data
 - d. Select TAPP as the Type of Referral. Click **Save**.



Local Referring Agencies List 19 Total Records

Create New Referring Agency

Show : 10 entries

F

Referring Agency - Edit Record

Agency Category *	TAPP - Teenage Parent Plan ▼
Agency Name *	Teen Parent Program 2
Authorization Code * ⓘ	33-12321
Address Line 1 *	458 Drone Avenue
Address Line 2	
City *	Tallahassee
State *	FL ▼
Zip Code *	32308
Agency Phone *	(850)678-1234
Agency Fax	

Agency Email *

test.test@gmail.com

Additional Contacts

Primary Contact	<input type="checkbox"/>
Contact Person	<input type="text"/>
Primary Phone Number	<input type="text"/>
Secondary Phone Number	<input type="text"/>
Email	<input type="text"/>
Primary Contact	<input type="checkbox"/>
Contact Person	<input type="text"/>
Primary Phone Number	<input type="text"/>
Secondary Phone Number	<input type="text"/>
Email	<input type="text"/>

Type of Referral *

☐ AT-RISK ☐ DOMESTIC VIOLENCE ☐ HOMELESS ☐ RELATIVE CARE GIVER ☐ TANF ☐ TCC ☒ TAPP ☐ LOCAL

Is Active

☒

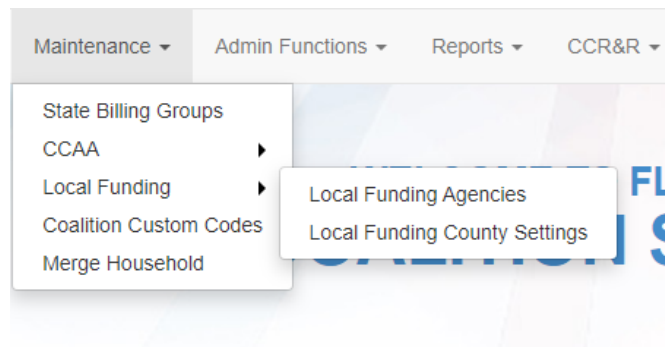


Save

Cancel

3. Local Funding > Local Funding Agencies


- a. Create new Local/Match Funding Agency
- b. Enter All Required Data
- c. Select Local Funder Type **E-TAPP** (Track TAPP Enrollments) for TAPP Enrollments that will only populate the Provider enrollment roster). Set up TAPP Local Funding Billing Group; or
- d. Select Local Funder Type **P-TAPP** (Track TAPP Enrollment and Payment) for TAPP Enrollments that will populate the Provider Attendance roster and be submitted for Reimbursements
- e. **View Local Funding Allocation > Create New Local Funding Allocation**
 - i. Set the Match Percent to 100%
 - ii. **Set Use Approved SR Rates for Provider to = NO**
 - iii. Backdate the Begin Date to the earliest enrollment that should be funded by the provider
 - iv. Set the End Date if applicable

A screenshot of a software interface for 'Local/Match Funding Agency - Edit Record'. The form is titled 'Create New Local/Match Funding Agency'. It contains several fields: 'Name *' (Teenage Parent Plan), 'Address *', 'Coalition *' (ELC of the Big Bend Region), 'Suite/Appt.', 'Local Billing Code *' (TP351), 'City *', 'Local Funding Type *' (dropdown menu), 'State *' (FL), 'Zip Code *', 'Telephone *', 'Fax', and 'Email *'. The 'Local Funding Type' dropdown menu is open, showing options: '-Please select an item-', 'BGB Match', 'CCEP Match', 'E-TAPP', 'P-TAPP', and 'Primary Local'. A red arrow points to the 'E-TAPP' option. At the bottom of the form are 'Save' and 'Cancel' buttons.


Local/Match Funding Agency - Edit Record

Local/Match Funding Agency ID - 47

Name *	Teenage Parent Plan	Address *	Test Road
Coalition *	ELC of the Big Bend Region	Suite/Appt.	
Local Billing Code * ⓘ	33-TP351	City *	Tallahassee
Local Funding Type *	E-TAPP	State *	FL ▼
		Zip Code *	32301
		Telephone *	(850)555-5555
		Fax	
		Email *	test.test@gmail.com


Save Cancel

Local Funding Allocation Maintenance 0 Total Records

Create New Local Funding Allocation 


Funding Agency: Teenage Parent Plan 33-TP351


No data available to display

Local Funding Allocation - Edit Record

Create New Local Funding Allocation

* MATCH PERCENT OR DOLLAR AMOUNT IS REQUIRED.

Local/Match Funding Agency Name	Teenage Parent Plan		
Local Funding Type	E-TAPP		
Local/Match Funding Agency ID *	47	Match Percent (%)	100 
Coalition *	ELC of the Big Bend Region	Dollar Amount	00000.00
Local Billing Code *	33-TP351	Begin Date *	11/01/2018
		End Date	


Save Cancel

Local Funding Allocation Maintenance 1 Total Records

Create New Local Funding Allocation

Show : 10 entries ▼

Funding Agency: Teenage Parent Plan 33-TP351

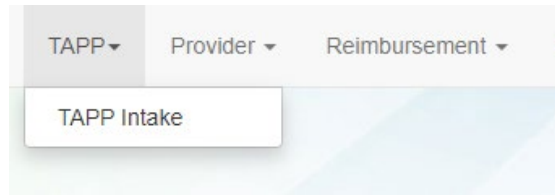
Edit	Local Funding Allocation ID ⓘ	Local Billing Code	Match Percent (%)	Begin Date	End Date	Active
	36	33-TP351	100	11/1/2018		✓

Edit Funding Allocation

4. TAPP Intake

- Select the TAPP Agency from the Agency Category. This dropdown only displays the TAPP Referral Agencies that have been entered.
- Enter All Required Data
- Enter the TAPP Enrollment Details
- Select E-TAPP to see only the local E-TAPP billing codes
- Select P-TAPP to see only the local P-TAPP billing codes
- Make the eligibility start and end dates the TAPP enrollment start and end dates
- Add the child(ren) data. Click **Save**.

NOTE: The TAPP intake process allows coalition users to identify the physical county of residence and families receiving RCMA services.



Teenage Parent Program (TAPP) – Intake Form	
Referring Agency Details	
Agency Category *	Teenage Parent Plan
Agency Name *	12 - Teen Parent Program 2
Information Supplied By (School District Personnel) *	Test School Provider
Contact Number * Example: (850) 555-1234	850-850-8500
Referral Date *	11/03/2018
Teenage Parent Information	
Primary Parent's First Name *	TAPPMother
Primary Parent's Middle Name	
Primary Parent's Last Name *	Testing
Primary Parent's Ethnicity *	<input type="radio"/> Hispanic <input checked="" type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Primary Parent's Race(s) Check those that apply. *	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input checked="" type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Primary Parent's Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Primary Parent's Marital Status *	Single
Primary Parent's Date of Birth * [MM/DD/YYYY]	08/22/2002
Primary Parent's Address	
Address Line 1 *	Newton Ave
Address Line 2 (Apt, Suite, etc)	
City *	Tallahassee
County *	Leon
State	FLORIDA
Zip Code *	32301

Additional Information	
Primary Language *	English
Homeless	<input type="checkbox"/> Select if parent is currently homeless or located at a Domestic Violence Shelter
Military	<input type="checkbox"/> Is parent currently active duty (serving full-time) in the US Military? OR <input type="checkbox"/> Is parent a member of either a National Guard Unit or Military Reserve Unit?
TAPP Eligibility Details	
Funding Type *	<input checked="" type="radio"/> E-TAPP <input type="radio"/> P-TAPP
Local Billing Code *	33-TP351
Eligibility Code	ETPP
Eligibility Begin Date * <small>[MM/DD/YYYY]</small>	11/05/2018
Eligibility End Date (last day of eligibility) * <small>[MM/DD/YYYY]</small>	06/03/2019

Child Needing Care Details	
Child's First Name *	TAPPInfant
Child's Middle Name	
Child's Last Name *	Testing
Child's Ethnicity *	<input type="radio"/> Hispanic <input checked="" type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Child's Race(s) <i>Check those that apply.</i> *	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input checked="" type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Child's Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Child's Date of Birth * <small>[MM/DD/YYYY]</small>	01/01/2018
Is Child Disabled?	<input type="checkbox"/>
Level of Care	< 12 Months
<div>Remove Child</div>	

[Add Another Child](#)

[Cancel](#)
[Save](#)



5. TAPP EV opens.
 - a. Verify all the data input into the TAPP Intake form is correct
 - b. Upload the TAPP Referral Document in the Additional Documents section
 - c. There is no TAPP Referral Section
 - d. Click **Eligibility**
 - i. Verify the eligibility information that was entered into the TAPP Intake form is correct
 - ii. Priority is not required
 - iii. Purpose for care is not required
 - iv. Zero (0.00) copay is allowed
 - e. Click **Enroll** - The TAPP Provider must have a profile in EFS-Mod before they will be available for selection during child enrollment
 - i. Search for TAPP Provider
 - ii. Enter Anticipated start date (the date as the eligibility start date)
 1. Verify that the eligibility information populates the UI
 - iii. Enter Copay in Effect
 - iv. Select school calendar if applicable
 - v. Select school holiday unit of care if applicable
 - vi. Select school day unit of care if applicable
 - vii. Select Enrollment Schedule days
 - viii. Enroll on behalf of the provider and click **Save**
 - ix. The enrollment is complete
 - x. The payment certificate is created without the parent signature
 1. Print the Payment Certificate and have the parent sign it
 2. Upload the signed payment certificate to the EV in the Additional Documents section of the Household Review screen

The screenshot shows the 'Children Needing Care' section of the TAPP EV interface. On the left is a sidebar with navigation links: Household at a Glance, Contact Information, Children Needing Care (selected), Parents, Other Household Members, CCAA Referral Information, Employment, School/Training, Alimony and Child Support Income, Other Income, Deductions, Totals, and Documents. The main area displays two child profiles. The first child, 'TAPPInfant Testing (child, male, age 0)', has an 'Eligibility' status of 'Eligible' and an 'Enrollment status' of 'Not Enrolled'. The second child, 'TAPPInfantTwo Testing (child, female, age 0)', also has an 'Eligibility' status of 'Eligible' and an 'Enrollment status' of 'Not Enrolled'. Both profiles show demographic information like race (White), ethnicity (Non-Hispanic), and age verification (Unknown). A red arrow points from the 'Eligibility' button of the first child to the 'Enroll' button of the second child. At the bottom of the first child's profile is an 'Add Child...' button.

Household at a Glance

Contact Information

Children Needing Care

Parents

Other Household Members

CCAA Referral Information

Employment

School/Training

Alimony and Child Support Income

Other Income

Deductions

Totals

Documents

Parents

TAPPMother Testing (child, female, age 16)

Date of birth: 08/22/2002

Ethnicity: Non-Hispanic

Race: White

Marital status: Single

Email: Fake.TAPPMother.Testing228200220181111@oel.admin

Primary phone: (999) 999-9999

Disabled: No

Disability documentation: No documents available.

Required information is missing or invalid.

History

Edit

Add Parent...

Other Household Members

Your application contains no people listed as other household members.

Add Other Household Member...

CCAA Referral Information

No Referrals

Do you have a form from another agency titled Child Care Application and Authorization? No

CCAA Referral Documentation

There are no attached documents of this type.

Upload Document...

Update Eligibility

Eligibility Assignments

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (11/05/2018 - 11/04/2019) Update					
ETPP	ETAPP	11/05/2018	06/03/2019	47 (33-TP351, E-TAPP, Teenage Parent Plan)	Update End Eligibility

Add Eligibility Assignment...

Add Next Authorization Period...

Current Eligibility Map

Current Authorization Period	
11/05/2018 - 11/04/2019	
Eligibility Assignment	
ETPP ETAPP (33-TP351)	
11/05/2018 - 06/03/2019	

Save

Cancel

Edit Eligibility Assignment

Funding Details

Funder Type*

☐ SR ☐ Local ☒ E-TAPP ☐ P-TAPP

Local Billing Code*

33-TP351

Eligibility Code

ETPP

Match Funder

Teenage Parent Plan

Eligibility Begin Date*

11/05/2018

Eligibility End Date*

08/03/2019

Purpose-for-Care Review Date

Care Information

Priority*

01

Level of Care*

< 12 Months

Purpose for Care*

EDUCATION/TRAINING

☐ Rilya Wilson Reporting Requirements

Copay in Effect*

PART TIME DAILY RATE

Co-Payment

[Recalculate](#)

Total Household Members

4

Full time Co-payment Amount

\$ 0.00

Part time Co-payment Amount

\$ 0.00

Full Time Co-payment Waiver or Reduction

☐ Full Time Co-payment is Waived or Reduced

Reduction Amount*

\$ 0.00

Co-payment Reduction or Waiver Reason*

Additional Waiver or Reduction Details

Part Time Co-payment Waiver or Reduction

☐ Part Time Co-payment is Waived or Reduced

Reduction Amount*

\$ 0.00

Co-payment Reduction or Waiver Reason*

Additional Waiver or Reduction Details

Resulting Full Time Co-payment Amount

\$ 0.00

Resulting Part Time Co-payment Amount

\$ 0.00



OK

Cancel

Search for a Provider

Look for providers that match your desired search criteria.

Provider Name

Test

Street Address

City

Zip Code

County

Leon

Search

Select the desired provider from the search results below.

Search Results

15214TEST [Tallahassee]

Provider Test [TALLAHASSEE]

TEST ONE [TALLAHASSEE]

Testing [TALLAHASSEE]

Details of Selected Childcare Provider

Name Testing	Provider ID 8415	Hours of Business Su-Sa 6:00am-6:00pm ;
Location 501 BLAIRSTONE RD APT 301 TALLAHASSEE, Florida 32301 Leon	Provider Type Family Child Care Home	Child Ages 1 MO - 16 MO
Contact Phone Number (850) 201-1111	Profile Status Active	Part Time Rates Yes
Contact Email Address cmoneyb2+006@gmail.com	Program Year 2018 - 2019	Full Time Rates Yes
	Gold Seal Type Gold Seal for preschool to 5	

OK

Cancel

Add Enrollment

Select a Provider for TAPPI Infant Testing*

☒ Other:

Testing

Browse...

Details of Selected Provider

Name Testing	Provider ID 8415	Hours of Business Su-Sa 6:00am-6:00pm ;
Location 501 BLAIRSTONE RD APT 301 TALLAHASSEE, Florida 32301 Leon	Provider Type Family Child Care Home	Child Ages 1 MO - 16 MO
Contact Phone Number (850) 201-1111	Profile Status Active	Part Time Rates Yes
Contact Email Address cmoneyb2+006@gmail.com	Program Year 2018 - 2019	Full Time Rates Yes
	Gold Seal Type Gold Seal for preschool to 5	

Anticipated Start Date *

11/06/2018

Eligibility Information

Eligibility Begin Date 11/05/2018	Eligibility End Date 06/04/2019	Level of Care < 12 Months
Full time Co-payment \$0.00	Part time Co-payment \$0.00	Copay in Effect FT

Override Copay in Effect

FT

School Calendar

135 - Florida State Univers

School Holiday Unit of Care

FT

School Day Unit of Care

FT

Childcare Enrollment Schedule

Monday

FT

Tuesday

FT

Wednesday

FT

Thursday

FT

Friday

FT

Saturday

Sunday

Initial Enrollment Action*

- ☐ Assign to provider for confirmation or rejection.
☒ Enroll on behalf of provider.

Save

Cancel

Enrollments

Enrollments

Child Enrollment Status: Enrolled

Provider Name: Testing

Contact Phone: (111) 222-3333

Location: 501 BLAIRSTONE RD
APT 301
TALLAHASSEE, 32301
Leon County

Enrollment Start Date: 11/06/2018

First Attendance Date: N/A

Provider ID: 8415 [View Profile](#)

Contact Email: cmoneyb+006@gmail.com

Parent Fee (Copay): \$0.00

Enrollment End Date: N/A

Last Attendance Date: N/A

View Payment Certificate

Cancel

Repair

Update

End Enrollment

Add Enrollment...

Close

Parental Payment Certificate

ELC of the Big Bend Region

Non-transferable Child Care Certification

School Readiness Program

Certificate Number: 680

* This certificate is not valid for care arranged after: 6/3/2019

PARENT INFORMATION

Name: Tappmother Testing

Date of Birth: 8/22/2002

Social Security Number:

Home Address: Newton Ave

City: Tallahassee

State: FL

Zip: 32301

Home Phone: (999) 999-9999

Work Phone:

Employer:

ENROLLED CHILD INFORMATION

Name: Tappinfant Testing

Date of Birth: 1/1/2018

Social Security Number:

PROVIDER INFORMATION

Provider: Testing

Phone: (225) 478-2966

Address: 501 BLAIRSTONE RD APT 301 TALLAHASSEE, FL
32301

ENROLLMENT INFORMATION

Eligibility Start: 11/5/2018

Eligibility End*: 6/3/2019

Counselor: N/A

Case Worker: N/A

* No reimbursements made after this date

Gold Seal Rate: \$0.00

Reimbursement Rate: \$0.00

Parent Full-time Co-Pay*: \$0.00

Parent Part-time Co-Pay*: \$0.00

Enrolled On: 11/11/2018

Enrollment Start: 11/5/2018

Enrollment End: 6/3/2019

Unit of Care: FT

Billing Group: ETAPP

Eligibility: ETPP

** Parent co-payment is what the parent is responsible for paying (copy)

Unit of Care / Day of Care:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FT	FT	FT	FT	FT		

Privacy Act Statement: Social security numbers are requested on this form under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Office of Early Learning (OEL) and Early Learning Coalitions. Social security numbers will be used for routine data requests, state and federal reporting requirements, identification, and to verify eligibility for the School Readiness Program including, but not limited to, family income. Submission of social security numbers on this form is voluntary and not a condition of enrollment in the School Readiness Program.

I certify that by use of this certificate that I am exercising my choice of caregiver for my child. Other placement options in licensed and subcontract facilities and homes have been explained to me. OEL, the early learning coalition, and its contracted provider, if applicable, are indemnified from and its contract provider are indemnified from all possible liability for payments to the caregiver that I select and from liability for the quality of care my child receives. I understand that I have access to my children at any time and that I may visit the provider's setting at any time during care hours.

Signature of Parent:

Signature of Provider: Jevan Mac (E-Signed, On Behalf of Provider)

Signature of Early Learning Coalition Counselor: Jevan Mac (E-Signed)

By Electronic Signature

By Electronic Signature

By Electronic Signature

Date:

Date: 11/11/2018

Date: 11/11/2018

189

[illegible]

[Home](#) [Business ->](#) [Profile ->](#) [Contracts ->](#) [Enrollments ->](#) [Attendance ->](#) [Documents ->](#)

Slt Attendance Roster

Program Type *:

Service Period *:

Coalition *:

Search:

1 to 19 of 19 enrolled

Child Name	DOB	Age	Billing Group	Status
No matching records found.				

Previous Next

School Readiness (SR)

Due Date: 12/5/2018 [Summary](#)

⚠ Attendance has NOT been submitted to ELC of the Big Bend Region.

Care Level	INF, 2YR, PR3, PR4, PR5, SCH
Hours Of Operation	Su-Sa 6:00am-6:00pm
SRL Local Funding Students	19
Paid Holidays	

☞ Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select a child from enrollees to edit attendance

X Enrolled/Present

[Save](#) [View & Edit](#) [Cancel](#) [Submit to Creation](#)

[illegible]

SR Attendance Roster

Program Type *

SR

Service Period *

11/1/2018 to 11/30/2018

Coalition *

ELC of the Big Bend Region

School Readiness (SR)

Due Date : 12/5/2018

Summary

Attendance has NOT been submitted to ELC of the Big Bend Region.

Care Level

INF, 2YR, PR3, PR4, PR5, SCH

Hours Of Operation

Su-Sa 6:00am-6:00pm

SR/Local Funding Students

20

Paid Holidays

Search: TAPPinfantThree

1 to 1 of 20 enrolled

	Child Name	DOB	Age	Billing Group	Status
20.	TAPPinfantThree Testing	1/1/2018	0y	PTAPP	
		Previous		Next	

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
		X FT	X FT	X FT	X FT	NS
11	12	13	14	15	16	17
NS						
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Child's Current Information

Name

TAPPinfantThree Testing

DOB

1/1/2018

Age

0

Copay

\$0.00

BGrp

PTAPP

Status

Enrolled

Monthly Attendance Summary

Anticipated Start Date

11/6/2018

Days Absent

0

Days Present

4

Reimbursed Holidays

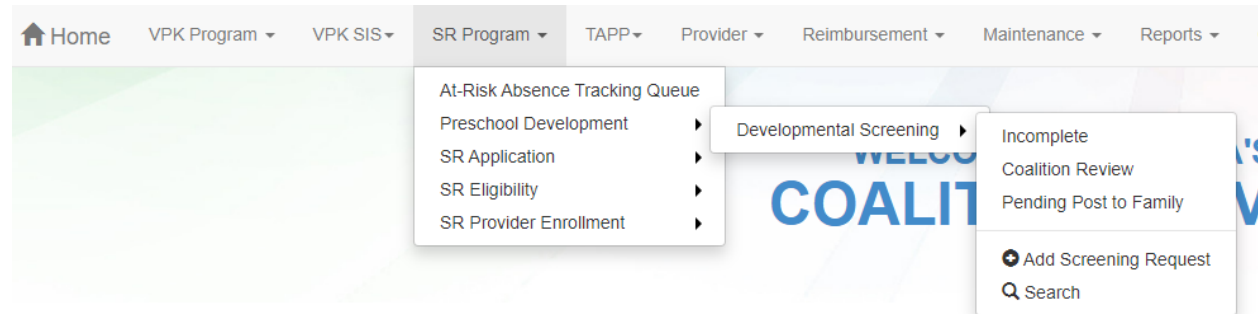
0

Non-Reimbursable Days

2

Developmental Screening

Developmental Screening menu is available at **SR Program > Preschool Development > Developmental Screening**.



Search

The search function allows coalition users to search by multiple criteria:

- Screening ID – the ID assigned after a screening is started.
- Child ID
- First Name – of child
- Last Name – of child
- Screener Type – Coalition, Family or Provider
- Screening Status – Approved, Incomplete, Coalition Reviewing
- Begin Date
- End Date

To see all children with screenings in a coalition, click the **Search** button without entering any search criteria.

A screenshot of a search form titled 'Search For A Developmental Screening'. At the top left is a magnifying glass icon. Below the title is a checkbox labeled 'Include Previously Served Children'. The form contains eight input fields arranged in two columns. The left column has: 'Screening ID' (text box), 'First Name' (text box), 'Screener Type' (dropdown menu with 'Any' selected), and 'Begin Date' (calendar icon and 'MM/DD/YYYY' text). The right column has: 'Child ID' (text box), 'Last Name' (text box), 'Screening Status' (dropdown menu with 'Any' selected), and 'End Date' (calendar icon and 'MM/DD/YYYY' text). At the bottom center are two buttons: a 'Reset' button with a circular arrow icon and a blue 'Search' button with a magnifying glass icon.

Incomplete Queue

SR Program > Preschool Development > Developmental Screening > Incomplete

The Incomplete queue displays the screenings for children in a coalition that are incomplete. The queue displays 10 records on a page. If more than 10 records display, then multiple pages will display below the grid. Each column can be sorted and filtered.

- A. Clicking on the **Child ID** link navigates to the screening history for the child.
- B. Clicking on the **Screening ID** link navigates to the child's screening results for that screening.
- C. Clicking on the **Screening** link in the Vendor Link column opens the questionnaire so the coalition can complete the screening.

Preschool Developmental Screening Work Queue									
The page displays all outstanding screening request that need to be completed. Selecting Child ID takes you to the child's Screening History. Selecting Screening ID takes you to the child's screening information. Selecting the Vendor link takes you vendor's site to complete the questionnaires.									
Click Here For Filtering Tips									
Show 10 entries		Clear All Filters		Search:					
Child ID	Child Name	DOB	Assigned Counselor	Provider ID	Provider Name	Screening ID	Request Date	Questionnaire	Vendor Link
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
3857190				1096	HONEY BEE'S EDUCATIONAL CENTER II	34017	5/10/2021	ASQ-3 & ASQ:SE-2	Screening
5175407				16528	Brian's Technology Daycare LLC	34077	5/10/2021	ASQ-3 & ASQ:SE-2	Screening
Showing 1 to 2 of 2 entries									
								Previous	Next

Coalition Review Queue

The Coalition Review queue displays all outstanding responses that need to be processed.

- A. Clicking on the **Child ID** link navigates to the screening history for the child.
- B. Clicking on the **Screening ID** link navigates to the child's screening results for that screening.

Preschool Developmental Screening Coalition Review Queue

The page displays all outstanding screening responses that need to be processed. Selecting Child ID takes you to the child's Screening History. Selecting Screening ID takes you to the child's screening information.

Click Here For Filtering Tips

Show 10 entries

Clear All Filters

Search:

Child ID	Child Name	DOB	Assigned Counselor	Provider ID	Provider Name	Screening ID	Request Date	Screeener	Status	Completed Date	Questionnaire
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
5166748				20574	Aim High Academy, Umatilla Campus	37700	05/17/2021	Family	Coalition Reviewing		ASQ:3 & ASQ:SE2
2351659				717	WOODLANDS LUTHERAN CHURCH AND EARLY LEARNING CENTER	19334	05/01/2021	Provider	Coalition Reviewing		ASQ-3
4394364				4630	CARE 4 KIDS DAYCARE, INC	37585	05/17/2021	Family	Coalition Reviewing		ASQ-3
4531505				18420	Harley's Angels Child Care Center 2	37709	05/17/2021	Family	Coalition Reviewing		ASQ:3 & ASQ:SE2
5276009				19176	Stepping Stones Christian Academy	38029	05/17/2021	Family	Coalition Reviewing		ASQ:3 & ASQ:SE2

Showing 1 to 5 of 5 entries

Previous1Next

Screening Results

The screening results screen display the results for the child's screening. There are buttons at the top of the page. The light blue buttons indicate functionality that is not yet available in EFS Mod. The dark blue buttons indicate coalition user actions.

- Add New DSR – add a new developmental screening request
- Change Status – change the status of the screening
- View Screening History – view the screening history of the child
- Cancel Screening – cancel the screening. This functionality is coming soon.
- Post to Family Portal – share the results of the screening on the Family Portal
- View Screening Notes – view any screening notes entered by the screener, provider or coalition
- Assign Counselor – This functionality is coming soon.
- Add Screening Notes – add a new screening note
- Status Change History – view the status changes for the screening
- Screener Change History – view the screener changes
- Change Screener – change the screener for an incomplete screening

The details on the screening display in the Screening Info box:

- Status
- Screener
- Provider
- Request Date
- Completed Date

The results of the screening(s) display with scores.

- Typical – the child's scores are on or above the typical cutoff range
- Monitoring – the child's scores are below the typical cutoff range but above the concern cutoff range
- Concern – the child's scores are below or at the concern cutoff range

Child Screening Result for

Household

Add New DSR

Change Status

View Screening History

Cancel Screening

Post to Family Portal

View Screening Notes

Assign Counselor

Add Screening Notes

Status Change History

Screener Change History

Screening Info

Screening ID

StatusCoalition ReviewingRequest Date5/17/2021

ScreenerFamilyCompleted Date5/17/2021

ProviderAim High Academy, Umatilla Campus

ASQ-3 Screening Result42 Months

Domain	Cutoff 1	Cutoff 2	Score	Results
Communication	27.06	38.54	60.00	Typical
Gross Motor	36.27	45.15	60.00	Typical
Fine Motor	19.82	33.68	60.00	Typical
Problem Solving	28.11	39.82	60.00	Typical
Personal - Social	31.12	41.25	60.00	Typical

ASQSE-2 Screening Result36 Months

Domain	Cutoff 1	Cutoff 2	Score	Results
Social-Emotional	105.00	75.00	10.00	Typical

Adding a Screening Request

From the Screening Results screen, clicking **Add New DSR** opens the Add Screening Request pop-up window. Clicking the **Select Enrollment** button navigates to the Add Development Screening Request page.

Add Screening Request

Developmental Screening – Child SR Enrollment Listing

This page displays a list of current SR Enrollments by provider. Once you identified which provider you wish to associate the new screening record with, click the Select Enrollment button. Clicking the Select Enrollment button will take you to the Add Screening Request page.

[Click Here For Filtering Tips](#)

Show 10 entries [Clear All Filters](#) Search:

	Enrollment ID	Coalition ID	Provider ID	Provider Name	Enrollment Start	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Select Enrollment					04/06/2021		FT	FT	FT	FT	FT		

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

[Cancel](#)

Select the Screener Type, Questionnaire Type and Start Date. Then click **Add Screening**.

Add Development Screening Request

Coalition ID

Provider ID

Enrollment ID

Screener Type

Questionnaire Type

Start Date

[Cancel](#) [Add Screening](#)

The Confirm Successful Insert pop-up window opens. The screening will now appear in the queue for the selected screener.

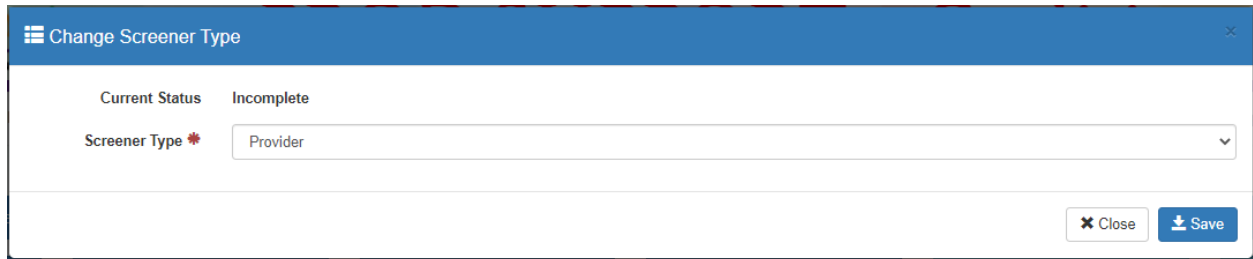
Confirm Successful Insert

The requested developmental screening was successfully created.

[OK](#)

Change Screener

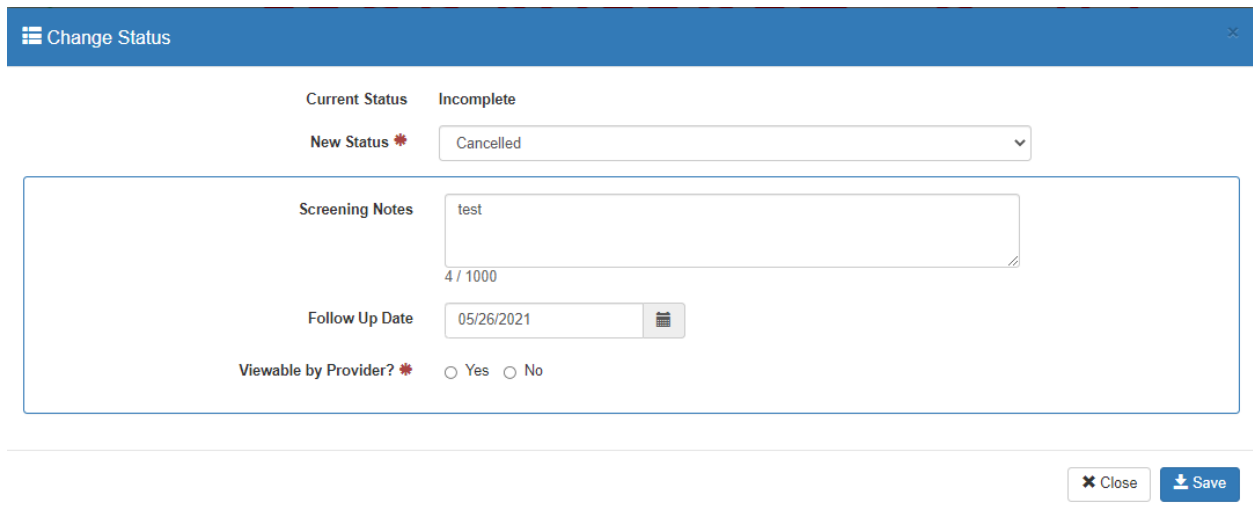
From the Screening Results, clicking the **Change Screener** button opens the Change Screener Type pop-up window. This button is only available for Incomplete screenings.



The 'Change Screener Type' pop-up window has a blue header bar with a hamburger menu icon and a close button. The main content area shows 'Current Status' as 'Incomplete'. Below this, 'Screener Type' is marked with a red asterisk and has a dropdown menu currently showing 'Provider'. At the bottom right, there are 'Close' and 'Save' buttons.

Change Status

From the Screening Results, clicking the **Change Status** button opens the Change Status pop-up window. This button is not available for Approved screenings.



The 'Change Status' pop-up window has a blue header bar with a hamburger menu icon and a close button. The main content area shows 'Current Status' as 'Incomplete'. Below this, 'New Status' is marked with a red asterisk and has a dropdown menu currently showing 'Cancelled'. A large text area for 'Screening Notes' contains the text 'test' and has a character count '4 / 1000'. Below the notes, 'Follow Up Date' is shown as '05/26/2021' with a calendar icon. At the bottom, 'Viewable by Provider?' is marked with a red asterisk and has two radio buttons, 'Yes' and 'No'. At the bottom right, there are 'Close' and 'Save' buttons.

Screening History

The screening history displays all the screening results for the child over time. The screening history can be shown by clicking the:

1. **View Screening History** button on the Screening Results page
2. Child ID link from the queue

On the Screening History page:

- A. Clicking on the **Screening ID** link navigates to the child's screening results for that screening.
- B. The screening history can be exported to Excel.

Screening History for Household												
Show 10 entries												
Screening ID	Screener	Status	Status Change Date	Provider	ASQ3 Interval Completed	Communication Results	Gross Motor Results	Fine Motor Results	Problem Solving Results	Personal - Social Results	ASQ-SE2 Interval Completed	Social - Emotional Results
34017	Coalition	Incomplete	5/17/2021	HONEY BEE'S EDUCATIONAL CENTER II	24 Months	Typical	Typical	Typical	Typical	Typical	N/A	N/A
Showing 1 to 1 of 1 entries												
Previous 1 Next												

View Screening Notes

From the Screening Results, clicking the **View Screening Notes** button navigates to the Screening Case Note History page. The Screening Notes can be exported to Excel.

Screening Case Note History for Household						
Show 10 entries						
Child Info	Event	Note	Follow Up Date	Viewable By Provider	Created By	Created Date
<div>Screening ID7112</div> <div>ASQ3 Interval18 Months</div> <div>ASQ SE2 Interval18 Months</div> <div>Provider ID</div> <div>Provider Name</div>	Coalition Approved	Developmental screening has been completed by parent. Screening results for effect as "Monitor". Screening results have been shared with the parent, via Family Portal. A follow up email was shared with helpful tools that further support child's learning and growing.	-	Yes		4/12/2021 1:51:47 PM
Showing 1 to 1 of 1 entries						
Previous 1 Next						

Add Screening Note

From the Screening Results, clicking the **Add Screening Note** button navigates to the Add Screening Case Note screen.

- Enter the case note for the screening.
- Optionally, a follow-up date can be selected using the calendar. Selecting a follow-up date is for reporting purposes only.
- Select whether the note will be viewable by the provider.

Add Screening Case Note for Household

DSR ID: 10705
Child ID:
Provider ID:
Provider Name:
ASQ3 Interval: 16 Months
ASQ SE2 Interval: 18 Months

0 / 1000

B Follow Up Date:
C Viewable by Provider? ☐ Yes ☐ No

Save Screening Note Cancel

Status Change History

From the Screening Results, clicking the **Status Change History** button opens the Status Change History pop-up window. The most recent status displays at the top of the grid.

Status Change History

Show 10 entries Search:
Changed From Changed To Changed Date Changed By

Coalition Reviewing	Approved	2021-04-12 13:51:46	
Incomplete	Coalition Reviewing	2021-04-07 15:46:43	API
n/a	Incomplete	2021-04-06 12:27:40	

Showing 1 to 3 of 3 entries Previous 1 Next

Close

Screener Change History

From the Screening Results, clicking the **Screener Change History** button opens the Screener Change History pop-up window.

Screener Change History

Show 10 entries Search:
Changed From Changed To Changed Date Changed By

n/a	Family	2021-04-06 12:27:40	
-----	--------	---------------------	--

Showing 1 to 1 of 1 entries Previous 1 Next

Close

Bulk Billing Group Transfer

Coalitions can apply for and receive from the state a match allocation based on a dollar-for-dollar match. Once awarded, the match allocation can be applied at the participant level in the manner determined by the coalition to represent the most efficient expenditure of the coalition's awarded SR dollars. In order to access the awarded match dollars, coalitions should invoice DEL through the BG8 SRMAT eligibility code and should expect to receive the amount equal to the local match received to complete the balance of the monthly payment. Coalitions should not invoice DEL for any records that include CCEP for any period in the 2019-2020 fiscal year.

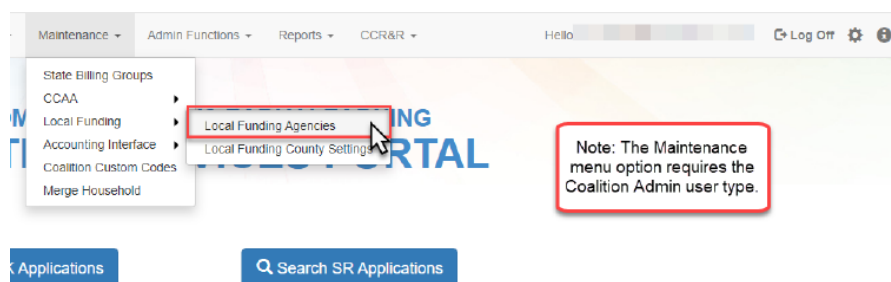
In an attempt to assist coalitions through the transition of the match process, DEL developed a bulk billing group transfer tool within EFS Mod that allows coalition to transfer records, on a monthly basis, to the appropriate category to best utilize the needed match for that payment period. This tool was provided to allow coalitions additional time to make eligibility and enrollment changes to child records, as needed, to accurately reflect the actual match application. **The tool only makes the changes for the current month and for payment purposes only. If eligibility and enrollment data is not made at the child level, the tool would need to be used again in the next month to accurately assess the match as determined by the coalition.** This process would continue until the eligibility and enrollment records were changed at the child level.

Beginning with the July 2019 service period, children with the CCEP match billing group must be updated with the Bulk Billing Group Transfer feature while in Closed Attendance to an appropriate billing group. Children eligible for the new SR Match program need to be updated with the Bulk Billing Group Transfer feature so that their billing group is BG8 and their eligibility code is SR MATCH, provided that the coalition has SR Match funds to use. This will apply a 50% default match assessment calculation that can be increased, decreased, or zeroed out with the Run Match Assessment feature, if needed, as determined by the coalition. This also associates the records to the new SR Match OCA Payment Code, SRMAT. Children may remain in the BG8 billing group with the ECON eligibility code. With the release of 4.1.6, the default match assessment calculation will be 0%. The calculation can be increased, as needed, using the Run Match Assessment feature. This associates the records to the current 97P00 OCA Payment Code. Separate match funding agencies and allocation plans for BG8 ECON and BG8 SRMAT must be created.

NOTE: This process is a temporary solution required each service period until new match funders are created and enrollment records are updated.

SR Match Funder Allocation for BG8-SRMAT

To use the BG8 SRMAT eligibility code, a new BG8 match funder must be set up. Go to **Maintenance > Local Funding > Local Funding Agencies**.



Make sure that a SRMAT funder is created with an allocation.

Local/Match Funding Agency Maintenance 17 Total Records

Create New Local/Match Funding Agency

Show 10 entries

Clear All Filters Search:

Edit Agency	View Allocations	Local/Match Funding Agency ID	Name	Local Billing Code	Local Funding Type	City	Phone
<input type="checkbox"/>	<input type="checkbox"/>	1555	CHSP - Leon	33-CHSPLEO	BG8 Match	Tallahassee	(850) 606-1948
<input type="checkbox"/>	<input type="checkbox"/>	209	Leon County - 37IK8	33-37IK8	BG8 Match	Tallahassee	(850) 606-1900
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1561	SR Match	33-23-SRMT	BG8 Match	Tallahassee	(123) 543-5345
<input type="checkbox"/>	<input type="checkbox"/>	1292				Tallahassee	(850) 606-1900
<input type="checkbox"/>	<input type="checkbox"/>	210				Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	236				Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	237				Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	238				Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	239	United Way of the Big Bend - Taylor	33-62IK8	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	240	United Way of the Big Bend - Wakulla	33-65IK8	BG8 Match	Tallahassee	(850) 414-0844

Showing 1 to 10 of 17 entries

Edit Funding Agency View Funding Allocation

Previous 1 2 Next

In This example, A BG8-SRMT funding agency exists.

Check the View Allocations box and click the View Funding Allocation button to ensure the allocation is setup as well

Local Funding Allocation Maintenance 0 Total Records

Create New Local Funding Allocation

Funding Agency: SR Match 23-SRMT

No data available to display

In this example, the funding allocation does not exist and needs to be created.

If no BG8 SRMAT funder exists, click the **Create Local/Match Funding Agency** button and complete the required fields.

Local/Match Funding Agency - Edit Record

Create New Local/Match Funding Agency

Name * SRMAT2 Address * 123 Main Street

Coalition * ELC of Palm Beach

Local Billing Code * SRMAT2

Local Funding Type * BG8 Match State * FL

Zip Code * 33428

Telephone * (555)555-5555

Fax *

Email * sample@nowhere.com

Create a Name and Local Billing Code that can easily be identified with SRMAT.

The Local Billing Code must be 7 or fewer characters.

Locate the newly created funding agency. Check the **View Allocations** box and click the **View Funding Allocation** button.

Local/Match Funding Agency Maintenance 18 Total Records

Create New Local/Match Funding Agency

Show 10 entries

Clear All Filters Search:

Edit Agency	View Allocations	Local/Match Funding Agency ID	Name	Local Billing Code	Local Funding Type	City	Phone
<input type="checkbox"/>	<input type="checkbox"/>	1555	CHSP - Leon	33-CHSPLEO	BG8 Match	Tallahassee	(850) 606-1948
<input type="checkbox"/>	<input type="checkbox"/>	209			BG8 Match	Tallahassee	(850) 606-1900
<input type="checkbox"/>	<input type="checkbox"/>	1561			BG8 Match	Tallahassee	(123) 543-5345
<input type="checkbox"/>	<input type="checkbox"/>	1292			BG8 Match	Tallahassee	(850) 606-1900
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1562	SRMAT2	33-SRMAT2	BG8 Match	Tallahassee	(123) 543-5345
<input type="checkbox"/>	<input type="checkbox"/>	210	United Way of the Big Bend - Gadsden	33-20IK8	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	236	United Way of the Big Bend - Jefferson	33-33IK8	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	237	United Way of the Big Bend - Liberty	33-39IK8	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	238	United Way of the Big Bend - Madison	33-40IK8	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	239	United Way of the Big Bend - Taylor	33-62IK8	BG8 Match	Tallahassee	(850) 414-0844

Showing 1 to 10 of 18 entries

Edit Funding Agency View Funding Allocation

Previous 1 2 Next

If no BG8 SRMAT allocation exists, click the **Create New Local Funding Allocation** button.

Local Funding Allocation Maintenance 0 Total Records

Create New Local Funding Allocation

Funding Agency: SRMAT2 23-SRMAT2

No data available to display

Complete the required fields.

Local Funding Allocation - Edit Record

Create New Local Funding Allocation

* MATCH PERCENT OR DOLLAR AMOUNT IS REQUIRED.

Local/Match Funding Agency Name SRMAT2

Local Funding Type BG8

Local/Match Funding Agency ID * 1283 Match Percent (%) 6.00

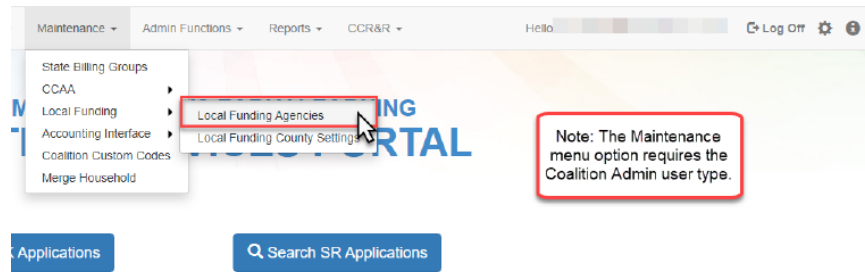
Coalition * ELC of Palm Beach Dollar Amount 00000.00

Local Billing Code * 23-SRMAT2 Be sure to change the Begin Date to July 1, 2019 (or the service period begin date that will start to use SRMAT). Begin Date * 07/01/2019

End Date

SR Match Program Changes for 2019-2020

Go to **Maintenance > Local Funding > Local Funding Agencies > Edit Agency**.



For Local Funding, the same questions for CCEP will display for BG8. CCEP can only have a start date prior to July 1, 2019.

- Federally Eligible
- Match Funding Type
- Business Type

Local/Match Funding Agency - Edit Record

Create New Local/Match Funding Agency

Name *	19 20	Address *	
Coalition *	ELC of the Big Bend Region	Suite/Appt.	
Local Billing Code *	1920	City *	
Local Funding Type *	BG8 Match	State *	FL
Use Approved SR Paid Holidays for Provider	<input type="radio"/> Yes <input type="radio"/> No	Zip Code *	
Federally Eligible *	<input type="radio"/> Yes <input type="radio"/> No	Telephone *	
Match Funding Type *	<input type="radio"/> Employee Benefit <input type="radio"/> Community Benefit	Fax	
Business Type *	<input type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Non-Profit	Email *	

Save Cancel

Funding Allocation

After creating a new Local/Match Funding Agency, click the View Allocations checkbox. Then click the **View Funding Allocation** button.

Local/Match Funding Agency Maintenance 20 Total Records

Create New Local/Match Funding Agency

Show entries Clear All Filters Search:

Edit Agency	View Allocations	Local/Match Funding Agency ID	Name	Local Billing Code	Local Funding Type	City	Phone
		Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8	Andrea's Foundation	37-ALF1	BG8 Match	TALLAHASSEE	(185) 032-1528
<input type="checkbox"/>	<input type="checkbox"/>	9	Andrea's Foundation	37-ALF2	CCEP Match	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	10	Andrea's Foundation	37-ALF3	Primary Local	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	11	Andrea's Fun Foundation	37-ALF4	Primary Local	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	1384	Casey Sunshine	37-KC-SUN	Primary Local	TALLAHASSEE	(850) 123-4567
<input type="checkbox"/>	<input type="checkbox"/>	1383	Casey's Match	37-1234	CCEP Match	TALLAHASSEE	(850) 123-4567
<input type="checkbox"/>	<input type="checkbox"/>	7	JDM Prod Testing Local Funding	37-JDM	Primary Local	Tallahassee	(850) 112-3252
<input type="checkbox"/>	<input type="checkbox"/>	370	Kim's BG8	37-KTBG8	BG8 Match	Tallahassee	(444) 444-4444
<input type="checkbox"/>	<input type="checkbox"/>	16	Kim's Test	37-12345	Primary Local	Tallahassee	(850) 123-4567
<input type="checkbox"/>	<input type="checkbox"/>	252	KREPSISLAND	37-JCCEP	CCEP Match	Tallahassee	(850) 588-5555

Showing 1 to 10 of 20 entries Edit Funding Agency View Funding Allocation

Previous 1 2 Next

Create New Local Funding Allocation

Clicking the **Create New Local Funding Allocation** button opens the Local Funding Allocation – Edit Record screen.

Local Funding Allocation Maintenance

0 Total Records

Create New Local Funding Allocation

Funding Agency: 19 20 33-1920

No data available to display

Previous

Local Funding Allocation – Edit Record

For BG8 records, the Match Percent defaults to 50%. The Begin Date can only be on the first day of the month. If a date other than the first day of the month, clicking the **Save** button will change the date to the first day of the month. The End Date can only be the last day of the month. If a date other than the last day of the month, clicking the **Save** button will change the date to the last day of the month.

Local Funding Allocation - Edit Record

Create New Local Funding Allocation

* MATCH PERCENT OR DOLLAR AMOUNT IS REQUIRED.

Local/Match Funding Agency Name	19 20		
Local Funding Type	BG8		
Local/Match Funding Agency ID *	70	Match Percent (%)	50.0
Coalition *	ELC of the Big Bend Region	Dollar Amount	00000.00
Local Billing Code *	33-1920	Begin Date *	12/01/2019
		End Date	

Save

Cancel

Primary Local Funders

For Primary Local agencies where Local Funding Type = Primary:

- Select **Yes to Use Approved SR Rates for Provider** if School Readiness reimbursement rates are to be used.
- Select **No to Use Approved SR Rates for Provider** if local rates need to be entered. When “No” is selected, the local rates table displays. Enter local full time and part time rates for each care level. Then, click **Save**.

Local Funding Allocation - Edit Record

Create New Local Funding Allocation

* MATCH PERCENT OR DOLLAR AMOUNT IS REQUIRED.

Local/Match Funding Agency Name

Local Funding Type

Local/Match Funding Agency ID * Match Percent (%)

Coalition * "/> Dollar Amount

Local Billing Code * Begin Date *

End Date

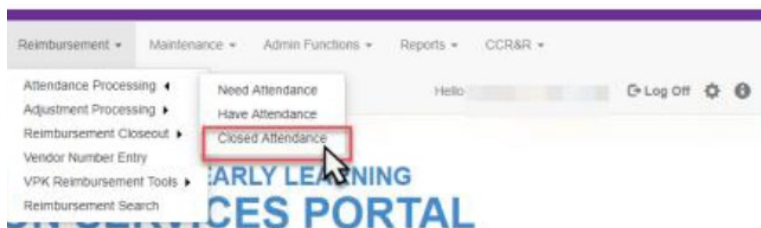
Use Approved SR Rates for Provider * ☒ Yes ☐ No

	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4	Preschool 5	School Age
Local Full Time Daily Rate	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>
Local Part Time Daily Rate	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>

NOTE: If the local rates from this page are being used, instead of approved SR rates, they are not subject to the reimbursement rules and differentials under the School Readiness program.

Closed Attendance Check

Once the new funder and funding allocations are created, at the end of the payment period, go to **Reimbursement > Attendance Processing > Closed Attendance**.



Select the Funder Type (SR) from the funder type drop down menu and click **Submit**. Then, click on the Review link to open a provider's Closed Attendance records for a service period.

"Closed Attendance" Work Queue Return to Search

[Click Here For Filtering Tips](#)

County: All Funder Type: SR Submit

Show: 10 search results Clear All Filters Search:

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status
Review	16	SUNCOAST CHRISTIAN ACADEMY, INC.	Palm Beach	October 2019	SR		Closed Attendance
Review	20	PROCHILD EARLY LEARNING CENTER INC	Palm Beach	October 2019	SR		Closed Attendance
Review	21	PLANET KIDS AT WELLINGTON	Palm Beach	October 2019	SR		Closed Attendance
Review	23	Salem Child Learning Center	Palm Beach	October 2019	SR		Closed Attendance

Review the records. Are there are CCEP records? If so, STOP!

PLANET KIDS AT WELLINGTON - Nov - 2019

Reimbursement Record for PLANET KIDS AT WELLINGTON 103 Total Records

Funder Type: SR

Status: Closed Attendance

Vendor Number:

Site Address: 9135 LAKE WORTH RD LAKE WORTH, FL 33467

Payment Period: Nov - 2019

Provider Type: Center

Provider Name: PLANET KIDS AT WELLINGTON

County: Palm Beach

Service Period: 10/01/2019 to 10/31/2019

Provider ID: 21

Phone: (561) 434-9098

Provider Rates

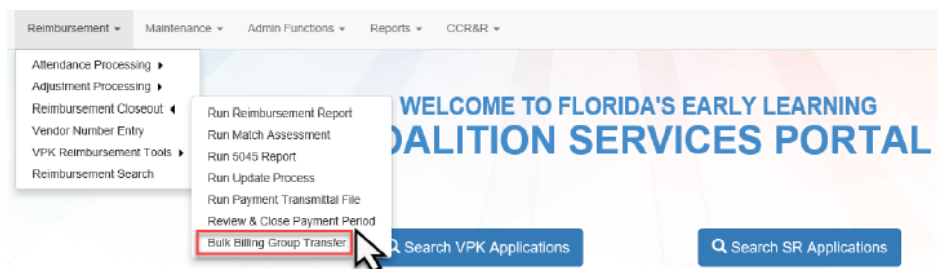
Refresh Calculations

Move All to 'Have'

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Net Amount	Gold Seal Amount	PFP Amount	PFP CA Amount	QI Amount	CS Amount	Status	Action	
1.		3/27/2019	CCEP	P1	INF	FT	23	\$38.92	\$27.83	\$0.00	\$0.00	\$0.00	Verified		Adjust	Back to 'Have'	
2.		12/10/2018	CCEP	P1	INF	FT	23	\$38.92	\$27.83	\$0.00	\$0.00	\$0.00	Verified		Adjust	Back to 'Have'	
3.		4/19/2019	BGB	ECON	INF	FT	4	\$24.16	\$4.04	\$0.00	\$0.00	\$0.00	Verified		Adjust	Back to 'Have'	
INF TOTALS									\$302.00	\$60.50	\$0.00	\$0.00	\$0.00				
4.		3/17/2018	CCEP	P1	TOD	FT	4	\$32.87	\$21.64	\$4.24	\$0.00	\$0.00			Verify	Adjust	Back to 'Have'

The CCEP records must be changed with the bulk billing group transfer process before verifying.

Go to **Reimbursement > Reimbursement Closeout > Bulk Billing Group Transfer**.



The Bulk Billing Group Transfer Search screen displays. Select the *Funder Type*, *Billing Group*, *Eligibility Code*, and *Service Period* that need to be updated and click the Search button.

Note: Each selection is a filter that must be selected (in order) before the search can be initiated.

The Billing Group dropdown menu displays all of the billing group codes that are associated with the selected funder type.

The Eligibility Code dropdown menu displays all of the eligibility codes that are associated with the selected funder type and billing group code.

The Service Period dropdown menu displays all service periods that are associated with the selected funder type, billing group, and eligibility code AND are in the Closed Attendance status.

The results display all records in Closed Attendance that have the funder type, billing group, and eligibility combination for the service period selected. Use the Search feature and column filters to narrow results. Scroll to the right to see more. The **Update** button is disabled until a record is selected.

Bulk Billing Group Transfer Search

Service Period May 2019

Search Results

Show 10 entries

Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended	Rate	Parent Fee	
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
<input type="checkbox"/>	19449	19449	Growing Up Strong	BG8	ECON	07/03/2018	07/03/2019	1.87	FT	9	0	33.66	1
<input type="checkbox"/>	19449	19449	Growing Up Strong	BG8	ECON	12/09/2018	12/09/2019	0.63	FT	9	0	11.25	1
<input type="checkbox"/>	19449	19449	Growing Up Strong	BG8	ECON	12/23/2018	12/23/2019	0.63	FT	5	0	3.15	1
<input type="checkbox"/>	19449	19449	Growing Up Strong	BG8	ECON	02/23/2019	09/25/2019	0.63	FT	9	0	5.67	2
<input type="checkbox"/>	19449	19449	Growing Up Strong	BG8	ECON	03/06/2019	07/17/2019	0.63	FT	7	0	8.75	1
<input type="checkbox"/>	19449	19449	Growing Up Strong	BG8	ECON	03/12/2019	11/25/2019	0.63	FT	9	0	5.67	1
<input type="checkbox"/>	19449	19449	Growing Up Strong	BG8	ECON	03/23/2019	04/01/2019	0.63	FT	9	0	11.25	1

Showing 1 to 7 of 7 entries

Previous 1 Next

Update Cancel

Select each row that needs to be updated by clicking the row. The row becomes highlighted blue and the total number of rows selected display at the bottom of the screen. A Select All feature is also available, to the left of the Child Name header. The **Update** button is now enabled. Click the **Update** button.

Bulk Billing Group Transfer Search

Service Period May 2019

Search Results

Show 10 entries

Search:

<input type="checkbox"/>	Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended	Rate	Parent Fee
<input checked="" type="checkbox"/>	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input checked="" type="checkbox"/>	19449	19449	19449	Growing Up Strong	BG8	ECON	07/03/2018	07/03/2019	1.87	FT	9	0	33.66
<input type="checkbox"/>	19449	19449	19449	Growing Up Strong	BG8	ECON	12/09/2018	12/09/2019	0.63	FT	9	0	11.25
<input type="checkbox"/>	19449	19449	19449	Growing Up Strong	BG8	ECON	12/23/2018	12/23/2019	0.63	FT	5	0	3.15
<input type="checkbox"/>	19449	19449	19449	Growing Up Strong	BG8	ECON	02/23/2019	09/25/2019	0.63	FT	9	0	5.67
<input type="checkbox"/>	19449	19449	19449	Growing Up Strong	BG8	ECON	03/06/2019	07/17/2019	0.63	FT	7	0	8.75
<input type="checkbox"/>	19449	19449	19449	Growing Up Strong	BG8	ECON	03/12/2019	11/25/2019	0.63	FT	9	0	5.67
<input type="checkbox"/>	19449	19449	19449	Growing Up Strong	BG8	ECON	03/23/2019	04/01/2019	0.63	FT	9	0	11.25

Showing 1 to 7 of 7 entries 1 row selected

Previous 1 Next

Update Cancel

The Update Billing Group Assignments pop-up displays. The Current Information area displays the current funder type, billing group, eligibility code and match funder name. Coalition users input the changes needed in the New Information area. Then, click the **Run** button.

Update Billing Group Assignments

Current Information

Funder Type	Billing Group Code	Eligibility Code	Match Funder
SR	CCEP	P1	P1

New Information

Funder Type*	Billing Group Code*	Eligibility Code*	Match Funder*
<input checked="" type="radio"/> SR <input type="radio"/> Local	BG8	ECON - Economically Disadvantage SRMT - SR Match Program	

Choose BG8-Econ or BG8-SRMT; separate match funders must be set up.

Run Cancel

The Results window displays a preview of the updated reimbursement records. Notice the changed billing group, eligibility code. If correct, click the **Save** button. Otherwise, click the **Cancel** button to abandon the changes.

Results											
Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended	Rate
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	05/22/2019	03/30/2020	0.00	FT	23	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2018	10/28/2019	2.45	FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2018	10/28/2019	2.45	PT	17	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/2019			PT	17	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/2019			FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	PT	21	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	01/22/2019	01/22/2020	2.76	FT	23	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	1	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	4	0

Confirm the changes made.
Click the Save button to continue.

Save Cancel

Next, a confirmation message displays. Click the **Yes** button to commit the changes. Otherwise, click the **Cancel** button to abandon the changes.

Confirm Submit Reimbursement Updates

This will save all changes and make the reimbursement updates final.
Are you sure you want to continue?

Yes

Cancel

Then, a success message displays with the total number of records that were updated. Click the **OK** button.

Bulk Billing Group

31 Reimbursements were updated successfully.

OK

Create a Review Period

A SR Application Manager can set up a review period for a child by setting the household status to **Pending Update**. Check the **Review Period** checkbox and select the child.

NOTE: Creating a Review Period has requirements:

- There must be a least one day between the review period start and end dates.
- The start date must fall within the current authorization period and must be within the existing eligibility assignment.
- If the review period extends past the current authorization period, the next authorization period is created.
- If the current eligibility assignment corresponds to a TANF billing group, a new eligibility assignment is created.

Change Household Eligibility Status

Current Status

Active

New Status [■]

Pending Update ▼

Review Period

☒

Child Selection [■]

☐ Not Test Tester JR

☐ Not Test Tester III

☐ Not Test Tester IV

☒ Not Test Tester

Review Period Reason [■]

▼

Review Period Start Date [■]

MM/DD/YYYY

Review Period End Date [■]

MM/DD/YYYY

Comments [■]

Save

Cancel

Select the **Review Period Reason**.

Change Household Eligibility Status

Current Status: Active

New Status: Pending Update

Review Period: ☒

Child Selection: ☐ Not Test Tester JR
☐ Not Test Tester III
☐ Not Test Tester IV
☒ Not Test Tester

Review Period Reason: End of school year transfers due to parents placing children in summer camp
Family moved
Parents do not like the provider
Provider closed

Review Period Start Date:

Review Period End Date: MM/DD/YYYY

Comments:

Save Cancel

Select the **Review Period Start Date** and **Review Period End Date**. Enter Comments and click **Save**.

Change Household Eligibility Status

Current Status: Active

New Status: Pending Update

Review Period: ☒

Child Selection: ☐ Not Test Tester JR
☐ Not Test Tester III
☐ Not Test Tester IV
☒ Not Test Tester

Review Period Reason: Family moved

Review Period Start Date: 07/09/2018

Review Period End Date: 07/27/2018

Comments: Please complete the update to the Eligibility Verification. |

Save Cancel

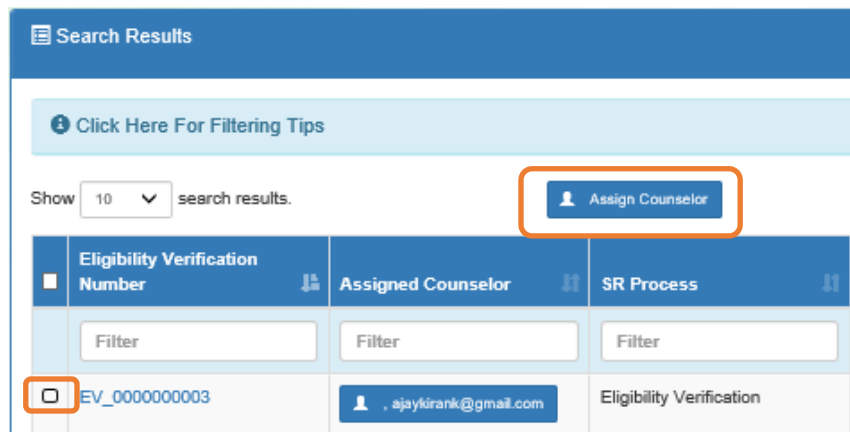
Eligibility Verification Pending Update - Review Period

Assign Counselor Change Household Status

The family will then update and submit the Eligibility Verification as shown above.

Assign a Counselor

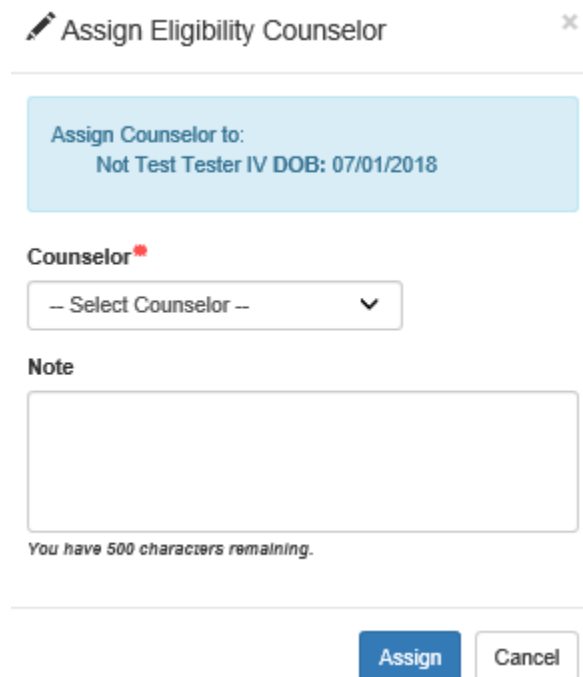
A counselor is not required but may be assigned to an EV. Select an Eligibility Verification Number and click **Assign Counselor**.



The screenshot shows a 'Search Results' interface. At the top, there is a blue header with 'Search Results'. Below it, a light blue bar contains a link 'Click Here For Filtering Tips'. A 'Show' dropdown is set to '10' with the text 'search results.' to its right. An orange box highlights a blue button labeled 'Assign Counselor' with a person icon. Below this is a table with three columns: 'Eligibility Verification Number', 'Assigned Counselor', and 'SR Process'. Each column has a 'Filter' input field below its header. The first row of the table has an orange box around the checkbox in the first column, followed by the text 'EV_0000000003' in the first column, a person icon and the email 'ajaykirank@gmail.com' in the second column, and the text 'Eligibility Verification' in the third column.

Eligibility Verification Number	Assigned Counselor	SR Process
Filter	Filter	Filter
<input type="checkbox"/> EV_0000000003	ajaykirank@gmail.com	Eligibility Verification

The following screen will display.



The screenshot shows a form titled 'Assign Eligibility Counselor' with a close button (X) in the top right corner. Inside the form, there is a light blue box with the text 'Assign Counselor to:' followed by 'Not Test Tester IV DOB: 07/01/2018'. Below this, the label 'Counselor' is followed by a red asterisk. A dropdown menu is shown with the text '-- Select Counselor --' and a downward arrow. Below the dropdown is a text area labeled 'Note'. At the bottom of the text area, it says 'You have 500 characters remaining.' At the bottom of the form, there are two buttons: 'Assign' (blue) and 'Cancel' (white with a blue border).

Assign Eligibility Counselor

Assign Counselor to:
Not Test Tester IV DOB: 07/01/2018

Counselor*

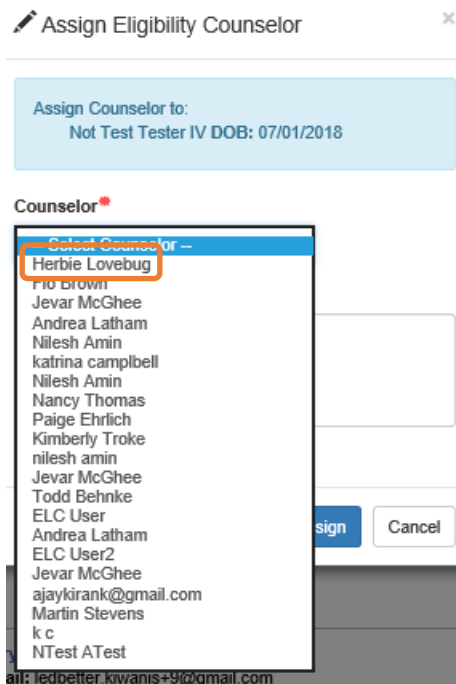
-- Select Counselor --

Note

You have 500 characters remaining.

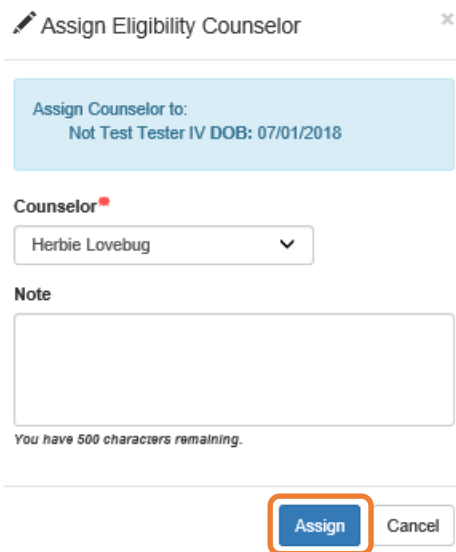
Assign Cancel

Select a counselor from the **Counselor** dropdown. The list of counselors is generated from coalition users who are given the SR Application Manager role.



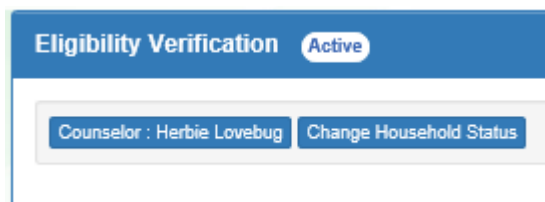
The screenshot shows the 'Assign Eligibility Counselor' form. At the top, there is a header with a pencil icon and the text 'Assign Eligibility Counselor' followed by a close button (X). Below this is a light blue box containing the text 'Assign Counselor to:' and 'Not Test Tester IV DOB: 07/01/2018'. Underneath is a label 'Counselor' with a red asterisk. A dropdown menu is open, showing a list of names: 'Herbie Lovebug' (highlighted with an orange box), 'Flo Brown', 'Jevan McGhee', 'Andrea Latham', 'Nilesh Amin', 'katrina campbell', 'Nilesh Amin', 'Nancy Thomas', 'Paige Ehrlich', 'Kimberly Troke', 'nilesh amin', 'Jevan McGhee', 'Todd Behnke', 'ELC User', 'Andrea Latham', 'ELC User2', 'Jevan McGhee', 'ajaykirank@gmail.com', 'Martin Stevens', 'k c', and 'NTest ATest'. To the right of the dropdown are 'Assign' and 'Cancel' buttons.

Click **Assign** to assign the counselor.



The screenshot shows the 'Assign Eligibility Counselor' form. The header and the 'Assign Counselor to:' box are the same as in the previous screenshot. The 'Counselor' dropdown now shows 'Herbie Lovebug' with a downward arrow. Below the dropdown is a 'Note' section with a text area. At the bottom, there is a message 'You have 500 characters remaining.' and 'Assign' and 'Cancel' buttons. The 'Assign' button is highlighted with an orange box.

The counselor is assigned.



The screenshot shows the 'Eligibility Verification' section. It has a blue header with the text 'Eligibility Verification' and a status 'Active' in a white box. Below the header is a light gray box containing two buttons: 'Counselor : Herbie Lovebug' and 'Change Household Status'.

Change an Assigned Counselor

From the EV Search page, select the current Assigned Counselor from the dropdown.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number

Household Process Code

Household Status Code

Child Status Code

Include Past Due?

☐ Yes ☐ No

Parent Name

First Name

Last Name

Child Name

First Name

Last Name

Child Age

Child Date of Birth

Priority

Select One

Funding Type

☐ SR ☐ Local

CCAA

☐ Yes ☐ No

Assigned Counselor

Select One

Assigned Date

MM/DD/YYYY

to

MM/DD/YYYY

County

Zip Code

Last Updated Date

MM/DD/YYYY

to

MM/DD/YYYY

Coalition Transfer

☐ Requested ☐ In ☐ Out

Family Requested for Provider Transfer

☐ Yes ☐ No

Search

Reset

From the Search Results list, put a check in each checkbox for 50 of the results. Don't use the select all feature (in red). Then, click the **Assign Counselor** button.

Search Results

Click Here For Filtering Tips

Show 10 search results.

Assign Counselor

	Eligibility Verification Number	Child Name	Assigned Counselor
	Filter	Filter	Filter
<input type="checkbox"/>	EV_0000		Jim Ledbetter
<input type="checkbox"/>	EV_00003		Jim Ledbetter

Showing 1 to 2 of 2 search results.

Select the new Counselor from the dropdown and click **Assign**.

The screenshot shows the 'PROD' system interface for the 'OFFICE OF Early Learning'. The header includes the logo and the tagline 'LEARN EARLY. LEARN FOR LIFE.'. A navigation bar contains links: Home, VPK Program, SR Program, TAPP, Provider, Reimbursement, and Maintenance. Below this is a 'Search Results' section with a 'Click Here For Filtering Tips' link. A 'Show 10 search results.' dropdown is present, along with an 'Assign Counselor' button. The main table has columns: Eligibility Verification Number, Child Name, Assigned Counselor, and Date of Birth. Two rows are selected, both showing 'Jim Ledbetter' as the assigned counselor. A modal titled 'Assign Eligibility Counselor' is open on the right. It contains a text field for 'Assign Counselor to:', a 'Counselor*' dropdown menu (currently showing '-- Select Counselor --'), a 'Note' text area, and a character count 'You have 500 characters remaining.'. At the bottom of the modal are 'Assign' and 'Cancel' buttons.

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth
EV_00001		Jim Ledbetter	
EV_00002		Jim Ledbetter	

Showing 1 to 2 of 2 search results. 2 rows selected

Remove an Assigned Counselor

If a new Assigned Counselor is not known, or has not been determined, all cases from the current Assigned Counselor can be marked unassigned.

From the EV Search, select the current Assigned Counselor from the dropdown.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number	<input type="text"/>	Priority	<input type="text" value="Select One"/>
Household Process Code	<input type="text"/>	Funding Type	<input type="radio"/> SR <input type="radio"/> Local <input type="button" value="↺"/>
Household Status Code	<input type="text"/>	CCAA	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↺"/>
Child Status Code	<input type="text"/>	Assigned Counselor	<input type="text" value=""/>
Include Past Due?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↺"/>	Assigned Date	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
Parent Name	First Name: <input type="text" value="Enter Parent First Name"/> (starts with) Last Name: <input type="text" value="Enter Parent Last Name"/> (starts with)	County	<input type="text"/>
Child Name	First Name: <input type="text" value="Enter Child First Name"/> (starts with) Last Name: <input type="text" value="Enter Child Last Name"/> (starts with)	Zip Code	<input type="text"/>
Child Age	<input type="text"/> to <input type="text"/>	Last Updated Date	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
Child Date of Birth	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>	Coalition Transfer	<input type="radio"/> Requested <input type="radio"/> In <input type="radio"/> Out <input type="button" value="↺"/>
		Family Requested for Provider Transfer	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↺"/>

From the Search Results list, put a check in each checkbox for 50 of the results. Don't use the select all feature. Then, click **Assign Counselor**.

Search Results Return to Search

Click Here For Filtering Tips

Show: 10 search results **Assign Counselor** Search:

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	1	6	Nc	Update	Rejected
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	C	5	W		Active
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	1	6	Nu		Active
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	1	3	Ni		Active
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	C	2	La		Active
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	C	6	La		Active
<input checked="" type="checkbox"/> EV_00002	S	<input type="button" value="R"/>	1	3	St		Active
<input checked="" type="checkbox"/> EV_00000	A	<input type="button" value="R"/>	C	6	Nc		Active
<input checked="" type="checkbox"/> EV_00001	I	<input type="button" value="R"/>	C	5	Ar		Active
<input checked="" type="checkbox"/> EV_00001	I	<input type="button" value="R"/>	1	4	Jo		Active

Select “Assign Counselor” from the dropdown and click **Assign**.

The screenshot displays a web application interface. At the top, there is a 'Search Results' header. Below it, a table lists search results. The table has columns: 'Eligibility Verification Number', 'Child Name', and 'Assign'. The 'Eligibility Verification Number' column contains values like 'EV_000C', 'EV_000E', 'EV_000D', etc. The 'Child Name' column contains names like 'C...', 'E...', 'D...', etc. The 'Assign' column contains a person icon and the text 'Ran...'. A modal window titled 'Assign Eligibility Counselor' is open in the center. It has a text area labeled 'Assign Counselor to:' and a dropdown menu labeled 'Counselor'. The dropdown menu is open, showing a list of names: 'R...', 'K...', 'S...', 'C...', 'U...', 'V...', 'M...', 'E...', 'L...', 'A...', 'C...', 'R...', 'L...', 'X...', 'D...'. The 'Assign Counselor' option is highlighted in blue. At the bottom of the modal, there are 'Assign' and 'Cancel' buttons. In the background, there is another table with columns: 'Parent Name', 'SR Process', and 'SR Status'. The 'Parent Name' column contains names like 'Name...', 'W...', 'N...', 'N...', 'L...', 'L...', 'S...', 'Jc...'. The 'SR Process' column contains values like 'Update', 'Update', 'Update', etc. The 'SR Status' column contains values like 'Rejected', 'Active', 'Active', etc.

Eligibility Verification Number	Child Name	Assign
EV_000C	C...	Ran...
EV_000E	E...	Ran...
EV_000D	D...	Ran...
EV_000C	M...	Ran...
EV_000C	K...	Ran...
EV_000C	M...	Ran...
EV_000C	S...	Ran...
EV_000C	A...	Ran...
EV_000C	K...	Ran...
EV_000C	F...	Ran...

Parent Name	SR Process	SR Status
Name...	Update	Rejected
W...		Active
N...		Active
N...		Active
L...		Active
L...		Active
S...		Active
Jc...		Active

The previously assigned counselor is removed from the EVs. When those EVs are searched for, Assign Counselor displays and a case note is added to the household case notes for each eligibility verification that was updated.

Search Results

Return to Search

Click Here For Filtering Tips

Show 10 search results.

Assign Counselor

Clear All Filters

Search:

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> EV_00002		Assign Counselor	11/13	6	Nc	Update	Rejected

Showing 1 to 1 of 1 search results.

Previous 1 Next

OFFICE OF

Household Case Notes

Show 10 entries

Search:

Date	Code	Custom Code	Event	Description	Notes	User
5/14/2021 10:47:27 AM	UNASG N		Counselor was unassigned from household by ELC	Counselor [gl n] was unassigned from household by coalition ELC of Northwest Florida.		

Coalition Transfer

To transfer an EV from Coalition A to Coalition B, Coalition A will look up the record and click the EV number of the desired record.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number

1096992

Household Process Code

Household Status Code

Child Status Code

Include Past Due?

☐ Yes ☐ No

Parent Name

First Name

Enter Parent First Name

Last Name

Enter Parent Last Name (starts with)

Child Name

First Name

Enter Child First Name (starts with)

Last Name

Enter Child Last Name (starts with)

Child Age

to

Child Date of Birth

MM/DD/YYYY

to

MM/DD/YYYY

Priority

Select One

Funding Type

☐ SR ☐ Local

CCAA

☐ Yes ☐ No

Assigned Counselor

Select One

Assigned Date

MM/DD/YYYY

to

MM/DD/YYYY

County

Broward

Zip Code

Last Updated Date

MM/DD/YYYY

to

MM/DD/YYYY

Coalition Transfer

☐ Requested ☐ In ☐ Out

Family Requested for Provider Transfer

☐ Yes ☐ No

Parent Phone Number

Enter 10 digits phone number

Search

Reset

1 Total Records

Click Here For Filtering Tips

Show 10 search results. Assign Counselor Clear All Filters Search: Export to Excel

Eligibility Verification Number	Child Last Name	Child First Name	Assigned Counselor	Date of Birth	Age	Parent Last Name	Parent First Name	SR Process	SR Status
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> EV_0001096992	Child 3	DEL Test	Assign Counselor	03/01/2019	5	Test Parent	DEL	Update	Incomplete

Showing 1 to 1 of 1 search results. Previous 1 Next

Coalition A will change the Household Status to **Pending Update** and request the family to update their address.

Eligibility Verification

Active

EV_0001096992

Assign Counselor

Change Household Status

Case Notes

Add Note

Household at a Glance

Children Needing Care

DEL Test Child 1 (child, female, age 5)

DEL Test Child 2 (child, male, age 5)

DEL Test Child 3 (child, male, age 5)

DEL Test Child 4 (child, female, age 5)

Total Household Size: 6

Parents

DEL Test Parent (adult, female)

Other Household Members

DEL Test Other Member (adult, female)

Total Household Income Calculations

Employment income: \$15,600.00

Alimony and child support income: \$0.00

Other income: \$0.00

Alimony and child support deductions: \$0.00

Total annual gross income: \$15,600.00

Change Household Eligibility Status

Current Status

Active

New Status*

Pending Update

Review Period

☐

Comments*

Please update your address.

Save

Cancel

The Household Status is now **Pending Update**.

Eligibility Verification

Pending Update - Update

EV_0001096996

Assign Counselor

Change Household Status

Case Notes

Add Note

Household at a Glance

Children Needing Care

DEL Test Child 1 (child, female, age 5)

DEL Test Child 2 (child, male, age 5)

DEL Test Child 3 (child, male, age 5)

DEL Test Child 4 (child, female, age 5)

Total Household Size: 6

Parents

DEL Test Parent (adult, female)

Other Household Members

DEL Test Other Member (adult, female)

Total Household Income Calculations

Employment income: \$15,600.00

Alimony and child support income: \$0.00

Other income: \$0.00

Alimony and child support deductions: \$0.00

Total annual gross income: \$15,600.00

HH_0001948385

The family will see a blue **Update Eligibility** button on their dashboard.

School Readiness Funding

Download Consumer Education Statement

The following table shows the School Readiness funding status for all of the children in your household.

Child Name	Screenings and Assessments	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
DEL Test Child 1	Screening History	EV_0001090883	Eligible	-	-	-
DEL Test Child 2	Screening History	EV_0001090884	Eligible	-	-	-
DEL Test Child 3	Screening History	EV_0001090892	Pending Eligibility	-	-	-
DEL Test Child 4	Screening History	EV_0001090896	Pending Eligibility	-	-	-

TO VIEW HISTORICAL PAYMENT CERTIFICATES AND/OR TERMS & CONDITIONS CLICK HERE

Update Eligibility

Eligibility button to update your family's eligibility.

The family will update the address in the Eligibility Wizard from the old address...

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Household Address

Our records indicate the following primary address for your household.

☐ Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 *
3151 N University Dr

Address Line 2 (Apt, Suite, etc)

City *
Coral Springs

County *
Broward

Are you a RCMA family?

☐

State *
Florida

Zip Code *
33065

Proof of Residency *
Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency *

test doc.docx

View

Is this information accurate and complete?

☒ Yes
It is accurate and complete.

☐ No
I need to update the information.

Previous Step

Next Step

...to the new address and click **Save**.

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Household Address

Please update your primary address, and then click Save to save your changes. Or click Cancel to discard your changes.

☐ Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 *
3401 N Miami Ave

Address Line 2 (Apt, Suite, etc)
Suite 100

City *
Miami

County *
Miami-Dade

Are you a RCMA family?

☐

State *
Florida

Zip Code *
33065

Proof of Residency *
Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency *

test doc.docx

View Delete

Upload Another Document

Save

Cancel

221

Once the family clicks **Save**, the following will display. The family will click **Yes** to continue.

Coalition Transfer Warning

The county change will result in a transfer to a new coalition. Are you sure you want to change your address?

Yes

No

1. Household

2. Employment

3. School/Training

4. Other Income

5. Alimony and Child Support

6. Child Provider Information

7. Documents

8. Review and Submit!

Household Address

Our records indicate the following primary address for your household.

☐ Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 *
3401 N Miami Ave

Address Line 2 (Apt, Suite, etc)
Suite 100

City *
Miami

Country *
Miami-Cidade

Are you a RCMA family?
☐

State *
Florida

Zip Code *
33065

Proof of Residency *
Attach the documentation necessary to establish the household's proof of residency.
Proof of Residency *

test doc .docx

Is this information accurate and complete?

☒ Yes
It is accurate and complete.

☐ No
I need to update the information.

Previous Step

Next Step

Coalition A will now see a “Transfer Household For Services” banner at the top of the EV.

Eligibility Verification Submitted - Update

Assign Counselor

Change Household Status

Transfer Household For Services

Household at a Glance

Contact Information

Children Needing Care

Parents

Other Household Members

Household at a Glance...

Children Needing Care

Jim 1 Test (child, male, age 5)

Jim 2 Test (child, male, age 5)

Jim 3 Test (child, male, age 5)

Jim 4 Test (child, male, age 5)

Total Household Size : 5

Parents

Jim Test (adult, male)

Other Household Members

Coalition A will note that the **Transfer Household** button is grayed out.

Contact Information			
Primary Address Change 4424 NW 13th Street Gainesville, Florida 32609 Alachua County	Primary Parent Email: ledbetter.kiwanis+4@gmail.com Primary phone: (555) 555-5555	Family Portal Account ledbetter.kiwanis+4@gmail.com	History Transfer Household

When Coalition A hovers over the **Transfer Household** button, a message will appear, reminding Coalition A that enrollments must be terminated to initiate the transfer.

Contact Information			
Primary Address Change 4424 NW 13th Street Gainesville, Florida 32609 Alachua County	Primary Parent Email: ledbetter.kiwanis+4@gmail.com Primary phone: (555) 555-5555	Family Portal Account ledbetter.kiwanis+4@gmail.com	<div>You must end all enrollments in the household to complete services transfer</div> Transfer Household

To end an enrollment, go to the Children Needing Care section and click the **End Enrollments** button for each child.

Children Needing Care

Jim 2 Test (child, male, age 5) Eligibility status: Eligible Enrollment status: Enrolled Date of birth: 02/01/2014 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown Current authorization period: 02/27/2019 - 02/26/2020 Person ID: 4927 Eligibility verification ID: EV_0000003129	History End Enrollments
--	--

Then, click the **End Enrollment** button.

Enrollments

Enrollments for Jim 2 Test

Child Enrollment Status: Enrolled

View Payment Certificate

Provider Name: Jim's House of Smarties	Provider ID: 8435 View Profile
Contact Phone: (555) 555-5555	Contact Email: test@test.com
Location: 250 MARRIOTT DR TALLAHASSEE, 32301 Leon County	Parent Fee (Copay): \$1.25
Enrollment Start Date: 02/27/2019	Enrollment End Date: N/A
First Attendance Date: N/A	Last Attendance Date: N/A

End Enrollment

History

Close

Enter the End Enrollment Reason as 49-Moved out of Service Area and set the Last Day of Service. Click **Save**.

End Enrollment

End Enrollment Reason* 49-Moved out of Service Area ▼

Last Day of Service* 02/27/2019 x

Is there a past due parent fee?* ☐ Yes ☒ No

Past Due Parent Fee Amount \$

Is there a payment plan in place? ☐ Yes ☒ No

Please attach payment plan document. Browse...

Save **Cancel**

Then, click **Yes**.

Confirm Confirm End Enrollment x

Ending the enrollment on this day means that reimbursements will not be provided for services after this date.
End this enrollment with the specified dates?

Yes **Cancel**

The Enrollment Status is now **Enrollment Ended (Terminated)**.

Enrollments

Enrollments for Jim 2 Test

Child Enrollment Status: Enrollment Ended (Terminated)

AcknowledgeView Payment Certificate

Provider Name: Jim's House of Smarties
Contact Phone: (555) 555-5555
Location: 250 MARRIOTT DR
TALLAHASSEE, 32301
Leon County
Enrollment Start Date: 02/27/2019
First Attendance Date: N/A

Provider ID: 8435 [View Profile](#)
Contact Email: test@test.com
Parent Fee (Copay): \$1.25
Enrollment End Date: 02/27/2019
Last Attendance Date: N/A

History

Close

To initiate the transfer process, Coalition A will click the **Transfer Household** button and click **Yes** when the confirmation message displays.

Contact Information

Primary Address [Changed](#)
4424 NW 13th Street
Gainesville, Florida 32609
Alachua County

Primary Parent
Email: ledbetter.kiwanis+4@gmail.com
Primary phone: (555) 555-5555

Family Portal Account
ledbetter.kiwanis+4@gmail.com

History

Transfer Household

Confirm Transfer of Household Services

Do you want to continue with the transfer of this household to **ELC of Alachua** for processing?

YesNo

Coalition A will now see a “Household Transferred Services” banner at the top of the EV and the **Change Household Status** and **Assign Counselor** buttons are grayed out.

Eligibility Verification [Submitted - Update](#)

[Assign Counselor](#) [Change Household Status](#)

Household Transferred Services

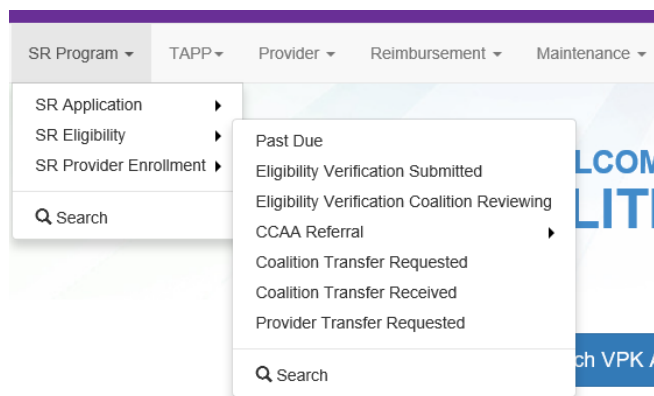
Household at a Glance
Contact Information
Children Needing Care
Parents
Other Household Members

Household at a Glance...
Children Needing Care
Jim 1 Test (child, male, age 5)
Jim 2 Test (child, male, age 5)
Jim 3 Test (child, male, age 5)
Jim 4 Test (child, male, age 5)
Total Household Size : 5

Parents
Jim Test (adult, male)

Other Household Members

Coalition B will click the **Coalition Transfer Received** link.



Coalition B will search for the desired EV record that was transferred from Coalition A.

Search Results

Click Here For Filtering Tips

Show 10 search results. Assign Counselor

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status	Child Status
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> EV_0000003141	Jim 1 Test	Assign Counselor	02/01/2014	5	Jim Test	Update	Submitted	Eligible
<input type="checkbox"/> EV_0000003142	Jim 2 Test	Assign Counselor	02/01/2014	5	Jim Test	Update	Submitted	Eligible
<input type="checkbox"/> EV_0000003143	Jim 3 Test	Assign Counselor	02/01/2014	5	Jim Test	Update	Submitted	Eligible
<input type="checkbox"/> EV_0000003144	Jim 4 Test	Assign Counselor	02/01/2014	5	Jim Test	Update	Submitted	Eligible

Coalition B will now see a “Household Transferred Services” banner at the top of the EV. Click the **Change Household Status** button.

Eligibility Verification Submitted - Update

[Assign Counselor](#) [Change Household Status](#)

Household Transferred For Services

Household at a Glance

Contact Information

Children Needing Care

Parents

Other Household Members

Household at a Glance...

Children Needing Care

Jim 1 Test (child, male, age 5)

Jim 2 Test (child, male, age 5)

Jim 3 Test (child, male, age 5)

Jim 4 Test (child, male, age 5)

Total Household Size : 6

Parents

Jim Test (adult, male)

Other Household Members

Change the status to **Active** and click **Save**.

Change Household Eligibility Status

Current Status Submitted

New Status * Active ▼

Save

Cancel

Then, click the **Eligibility** button.

Children Needing Care

Jim 2 Test (child, male, age 5)
Eligibility status: Eligible
Enrollment status: Enrollment Ended (Terminated)
Date of birth: 02/01/2014
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Current authorization period: 02/27/2019 - 02/26/2020
Person ID: 4927
Eligibility verification ID: EV_0000003142

History

Change Status

Eligibility

Enrollments

Edit

Click the **Add Eligibility Assignment...** button.

Update Eligibility

Eligibility Assignments for Jim 2 Test

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (02/27/2019 - 02/26/2020) Update					
Ended Assignments					
ECON	BG8	02/27/2019	02/27/2019	(Unknown funding agency ID: 5)	

Add Eligibility Assignment...

Add Next Authorization Period...

Current Eligibility Map

Current Authorization Period
02/27/2019 - 02/26/2020

Save

Cancel

Coalition B will create a new Eligibility Assignment. Ensure that the Eligibility Begin Date and Eligibility End Date is within the Authorization Period. Note that the Match Funder is from Coalition B, not Coalition A. Click **OK**.

Edit Eligibility Assignment

Funding Details

Funder Type*
☒ SR ☐ Local ☐ E-TAPP ☐ P-TAPP

Billing Group*
BG8

Eligibility Code*
ECON

Match Funder*
Alachua Match Funds

Eligibility Begin Date*
02/27/2019

Eligibility End Date*
02/26/2020

Purpose-for-Care Review Date

Care Information

Priority*
03

Level of Care*
60 < 72 Months

Purpose for Care*
EMPLOYED

☐ Rilya Wilson Reporting Requirements

Copay in Effect*
FULL TIME DAILY RATE

Co-Payment Recalculate

Total Household Members
5

Full time Co-payment Amount
\$ 1

Part time Co-payment Amount
\$ 0.5

Full Time Co-payment Waiver or Reduction

☐ Full Time Co-payment is Waived or Reduced

Reduction Amount*
\$ 0

Co-payment Reduction or Waiver Reason*

Additional Waiver or Reduction Details

OK

Cancel

The Eligibility Assignment is now created within the Authorization Period. Click **Save**.

Update Eligibility

Eligibility Assignments for Jim 2 Test

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (02/27/2019 - 02/26/2020) <input type="button" value="Update"/>					
ECON	BG8	02/27/2019	02/26/2020	61 (01-1, BG8, Alachua Match Funds)	<input type="button" value="Cancel"/> <input type="button" value="Update"/>
Ended Assignments					
ECON	BG8	02/27/2019	02/27/2019	(Unknown funding agency ID: 5)	

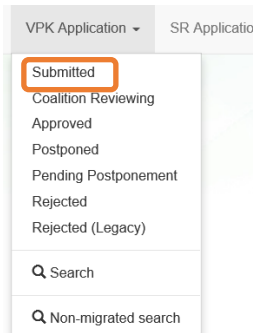
Current Eligibility Map

Current Authorization Period
02/27/2019 - 02/26/2020

Eligibility Assignment
ECON BG8 (01-1)
02/27/2019 - 02/26/2020

Processing a Submitted VPK Application

The first step to process a **Submitted** VPK Application is to click on the **Submitted** work queue. To begin reviewing an application, the coalition user must click the **Child Name** link of the record the user is assigned to review.



Submitted and Reenrollment Submitted VPK Applications									Program Year
Show 10 entries									2021 - 2022 2020 - 2021 2019 - 2020 2018 - 2019 2017 - 2018 2016 - 2017 2015 - 2016 2014 - 2015 2013 - 2014 2012 - 2013 2011 - 2012 2010 - 2011
COE Number	Child First Name	Child Last Name	Child DOB	Parent First Name	Parent Last Name	County	Program Year	VPK Status	
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
VPKRE1 4-2020	L		5/30/2016	H		Seminole	2020 - 2021	Reenrollment Submitted	9/25/2020
VPKRE1 1-2020		T	5/14/2016	R		Hillsborough	2020 - 2021	Reenrollment Submitted	9/25/2020
VPK13 4-2020			8/11/2015	V		Miami-Dade	2020 - 2021	Submitted	9/23/2020

Please note that the Program Year for the search automatically selects the current program year. To see all program years, click the dropdown menu arrow.

The following page will display:

VPK Application for L

Household 000007751

Certificate Number: VPK1 1-2020

Current Application Status: Submitted

Program Year: 2020 - 2021

CHILD AND PROGRAM INFORMATION

First Name *

Middle Name

Last Name *

Suffix

Ethnicity *

Gender *

Race(s) *

DOB (mm/dd/yyyy) *

SSN **

Desired VPK Session *

Primary Language

County for Services *

Preferred Program Setting

Child admitted to kindergarten? No

Has this child previously participated in a VPK program? No Yes

Child Proof-of-Age Documentation

image.jpg

View

Action...

Add Document...

PARENT OR GUARDIAN INFORMATION

First Name *

Middle Name

Last Name *

Suffix

Ethnicity *

Gender *

Race(s) *

Email (readonly)

Relationship to Child *

Primary Contact Number *

Secondary Contact Number

Preferred Method of Contact

Family is not displaced.

SECONDARY PARENT OR GUARDIAN

FirstName

MiddleName

LastName

Suffix

Relationship to Child

--please select a value--

231

IEP Documentation

✖ No Current IEP

Add Document...

Residential Address

Is this a RCMA family? ⓘ: ☐

Address Line One *

Address Line Two

City *

Enter Address

north port

County *

Sarasota

Zip Code *

34288

State

FLORIDA

Proof-of-Residence Documentation

✖ No Current Proof of Residence

Add Document...

Parent/Step Parent

Parent 2 Address Information

☒ Same address as child address
☐ Different address as child address
☐ Other

CASE NOTES

Status Records

Custom Code Type

Select

Custom Code

Select a Custo

Add Case Note

Last updated by at 9/24/2020 4:36:42 PM

Other records associated with userid

VPK01 form

Set Coalition Reviewing

Save Changes

Approve

Reject

Verify Attached Documents

The coalition user can review the attached documents by clicking the **View** button. Each document must be verified prior to approval of the application. To verify the document, click the **Action...** dropdown menu and select Verify Document or Delete Document.

Child Proof-of-Age Documentation

☐ Koala.jpg

View

Action...

Add Document...

IEP Documentation

✖ No Current IEP

Add Document...

When the document is verified by the coalition user and the user clicks **Save Changes**, a green check mark will appear in the checkbox.

Child Proof-of-Age Documentation

☒ Koala.jpg

View

Action...

Add Document...

IEP Documentation

✖ No Current IEP

Add Document...

VPK Application Review Process

Depending on the application review process, the VPK application can be set to **Coalition Reviewing**, **Approved** or **Rejected**.

Coalition Reviewing

If the coalition user needs more time to review the application before making a decision to approve or reject, the application's status can be set to **Coalition Reviewing** by clicking the **Set Coalition Reviewing** button. See the **Managing VPK Applications for a Family Portal User** section for the auto-generated email that is delivered to the parent when the application is set to coalition reviewing.

NOTE: With Release 4.5, coalition users can select families receiving RCMA services with a "Is this a RCMA family" checkbox under Residential address.

The screenshot displays the VPK application review interface. On the left, there are sections for 'IEP Documentation' (with a red error message 'No Current IEP' and an 'Add Document...' button) and 'Residential Address' (with a checkbox for 'Is this a RCMA family?', address fields, and a county/state dropdown). Below that is 'Proof-of-Residence Documentation' (with a red error message 'No Current Proof of Residence' and an 'Add Document...' button). On the right, there's a 'Parent/Step Parent' dropdown, 'Parent 2 Address Information' with radio buttons, and a 'CASE NOTES' section with a text area, 'Status Records' button, and dropdowns for 'Custom Code Type' and 'Custom Code'. A 'VPK01 form' button is visible below the case notes. At the bottom, a row of buttons includes 'Set Coalition Reviewing' (highlighted with an orange border), 'Save Changes', 'Approve', and 'Reject'.

Once an eligibility decision is made, the coalition user will then either click the **Approve** or **Reject** button.

Approved Applications

If supporting eligibility documents meet VPK program requirements and are verified, the coalition user will click the **Approve** button. This will trigger the system to generate a Certificate of Eligibility (COE/DEL-VPK 02) for the parent to access in their Family Portal account. See the **Managing VPK Applications for a Family Portal User** section for the auto-generated email that is delivered to the parent when the application is approved.

This screenshot is identical to the one above, showing the VPK application review interface. The only difference is that the 'Approve' button at the bottom is now highlighted with an orange border, indicating the next step in the process after reviewing the application details.

Rejected Applications

If supporting eligibility documents do not meet VPK program requirements, the coalition user will click the **Reject** button to reject the application.

Then, the coalition user must select the checkbox for the appropriate rejection reason(s), enter a comment and click the **Send Response** button. The comment will appear in the auto-generated email from **DONOTREPLY@oel.myflorida.com** to the parent. See the **Managing VPK Applications for a Family Portal User** section for the auto-generated email that is delivered to the parent when the application is rejected.

Reject VPK Application

Select the issues identified with the application for Fake Child. An email will be sent to megan.folts@oel.myflorida.com.

- ☐ Issue with proof of residence
- ☐ Issue with age verification
- ☐ Issue with IEP

Comments:

Send Response

Once the coalition user has rejected the application, the user can only add or review Case Notes, but no other actions can be performed because the application is in editable status for the parent.

Inactive Applications

An application should be set to **Inactive** to remove duplicate or erroneous applications from the VPK application work queues. **Inactive** applications are accessed using the VPK advanced search feature. An **Inactive** application can be re-opened and **Approved** or **Rejected** if it was inactivated by mistake.

CHILD INFORMATION

Child First Child Last

Ethnicity : **Not answered**

Gender : **Female**

Race : **Prefer not to answer**

DOB : **12/25/2011**

Primary Language : **English**

Preferred Program Setting : **Public school**

Desired VPK Session : **School year (540 hours)**

Child admitted to Kindergarten? : **No**

SSN :

County for Services : **Leon**

✓ Current Age Verification | Verified by jim.ledbetter@oel.myflorida.com on 06/24/2016

✗ No Current IEP

VPK01 form

VPK02 form

Re-open Application

Enrolled

Reviewed

Inactivate

View Case Notes

To view all Case Notes for an application, the coalition user can click the **Status Records** button.

CASE NOTES

Submitted application was transferred from Leon County to Alachua County.

Status Records

Add Case Note

Last updated by ledbetter.kiwanis@gmail.com at 6/22/2016 12:03:30 PM

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VPK Application Transfer Process – Change in County of Service

If a child has not used any VPK hours, applications can be transferred by a VPK Application Manager or DEL admin, from one county to another when the application is in **Submitted**, **Approved** or **Enrolled** status. If an application is in **Rejected** status, the parent can be instructed to update the county of service on the application and resubmit. The application will be delivered to the appropriate coalition, based on the county of service selected.

Submitted Applications

To transfer a **Submitted** VPK application, select the new county from the **County for Services** dropdown menu.

CHILD AND PROGRAM INFORMATION

First Name *

Child First

Middle Name

Enter Middle Name

Last Name *

Child Last

Suffix

Ethnicity *

☐ Hispanic ☐ Non-Hispanic ☒ Not answered

Gender *

☐ Male ☒ Female

Race(s) *

☐ Asian ☐ Hawaiian/Pacific ☐ Black ☐ Us Indian/Alaskan ☐ White ☒ Not Answered

DOB (mm/dd/yyyy)*

12/25/2011

SSN **

Enter SSN

Desired VPK Session *

School year (540 hours)

Primary Language

English

County for Services *

Leon

Preferred Program Setting

Public school

Child admitted to kindergarten?* No

Has this child previously participated in a VPK program?* ☒ No ☐ Yes

CHILD AND PROGRAM INFORMATION

First Name *

Child First

Middle Name

Enter Middle Name

Last Name *

Child Last

Suffix

Ethnicity *

☐ Hispanic ☐ Non-Hispanic ☒ Not answered

Gender *

☐ Male ☒ Female

Race(s) *

☐ Asian ☐ Hawaiian/Pacific ☐ Black ☐ Us Indian/Alaskan ☐ White ☒ Not Answered

DOB (mm/dd/yyyy)*

12/25/2011

SSN **

Enter SSN

Desired VPK Session *

School year (540 hours)

Primary Language

English

County for Services *

Alachua

Preferred Program Setting

Public school

Child admitted to kindergarten?* No

Has this child previously participated in a VPK program?* ☒ No ☐ Yes

Enter a Case Note, documenting the application transfer from County A to County B and click the **Add Case Note** button.

CASE NOTES

Submitted application was transferred from Leon County to Alachua County.

Status RecordsAdd Case Note

Last updated by ledbetter.kiwanis@gmail.com at 6/22/2016 12:03:30 PM

Click the **Save Changes** button.

CASE NOTES

Submitted application was transferred from Leon County to Alachua County.

Status RecordsAdd Case Note

Last updated by jim.ledbetter@oel.myflorida.com at 6/24/2016 5:48:25 PM

Other records associated with userid

VPK01 form VPK02 form

Save Changes Reject Inactivate

Approved and Enrolled VPK Applications

To transfer an **Approved** or **Enrolled** VPK application, the original coalition must first confirm that the child has not participated in any VPK program hours.

If the child has **not** attended VPK program hours, the coalition user can open the VPK record in the Coalition Services Portal and click the **Re-Open Application** button.

CHILD INFORMATION

Child First Child Last

Ethnicity : **Not answered**

Gender : **Female**

Race : **Prefer not to answer**

DOB : **12/25/2011**

SSN :

Primary Language : **English**

County for Services : **Leon**

Preferred Program Setting : **Public school**

Desired VPK Session : **School year (540 hours)**

Child admitted to Kindergarten? : **No**

✓ Current Age Verification | Verified by jim.ledbetter@oel.myflorida.com on 06/24/2016

✗ No Current IEP

VPK01 form

VPK02 form

Re-open Application

Enrolled

Reviewed

Inactivate

Then, select the new county from the **County for Services** dropdown menu. Once the county of service is changed, the receiving coalition can process the application.

CHILD AND PROGRAM INFORMATION

First Name *

Child First

Middle Name

Enter Middle Name

Last Name *

Child Last

Suffix

Ethnicity *

☐ Hispanic ☐ Non-Hispanic ☒ Not answered

Gender *

☐ Male ☒ Female

Race(s) *

☐ Asian ☐ Hawaiian/Pacific ☐ Black ☐ Us Indian/Alaskan ☐ White ☒ Not Answered

DOB (mm/dd/yyyy) *

12/25/2011

SSN **

Enter SSN

Desired VPK Session *

School year (540 hours)

Primary Language

English

County for Services *

Leon

Preferred Program Setting

Public school

Child admitted to kindergarten? *

No

Has this child previously participated in a VPK program? *

☒ No ☐ Yes

CHILD AND PROGRAM INFORMATION

First Name *	Middle Name	Last Name *	Suffix
<input type="text" value="Child First"/>	<input type="text" value="Enter Middle Name"/>	<input type="text" value="Child Last"/>	<input type="text" value=""/>
Ethnicity *		Gender *	
<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input checked="" type="radio"/> Not answered		<input type="radio"/> Male <input checked="" type="radio"/> Female	
Race(s) *			
<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Pacific <input type="checkbox"/> Black <input type="checkbox"/> Us Indian/Alaskan <input type="checkbox"/> White <input checked="" type="checkbox"/> Not Answered			
DOB (mm/dd/yyyy)*	SSN **	Desired VPK Session *	
<input type="text" value="12/25/2011"/>	<input type="text" value="Enter SSN"/>	<input type="text" value="School year (540 hours)"/>	
Primary Language		County for Services *	
<input type="text" value="English"/>		<input type="text" value="Alachua"/>	
Preferred Program Setting		Child admitted to kindergarten?* No	
<input type="text" value="Public school"/>			

Has this child previously participated in a VPK program?* ☒ No ☐ Yes

Enter a Case Note, documenting the application transfer from County A to County B, click the **Add Case Note** button and click the **Save Changes** button. NOTE: Once the county is changed, the original coalition will no longer have access to the application in the Coalition Services Portal.

CASE NOTES

Submitted application was transferred from Leon County to Alachua County.

Status Records

Add Case Note

Last updated by jim.ledbetter@oel.myflorida.com at 6/24/2016 5:48:25 PM

Other records associated with userid

VPK01 form

VPK02 form

Save Changes

Reject

Inactivate

VPK Reenrollment Applications

If the child **has** participated in VPK program hours, the Family Portal user needs to complete a reenrollment application.

To begin processing a VPK reenrollment application, select **Submitted** or **Reenrollment Submitted** from the VPK Application dropdown menu.

The following screen will display for the selected reenrollment application. Each screen can be expanded by clicking on the row. In this example, the child is reenrolling to another coalition.

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017

Current Application Status: Reenrollment Submitted

Program Year: 2017-2018

Reenrollment Application

Application Info

Last County of Enrollment

Leon

Last VPK Provider Name

Jim's House of Notes

Is the child still attending the VPK provider?

No (answered on 03/22/2017)

County of Reenrollment

Alachua

Has the child ever reenrolled in VPK?

No

Selected VPK reenrollment program type

School-year (540 hours) to School-year (540 hours)

Reenrollment into a subsequent program year

No

Reason for reenrollment

Primary reenrollment due to good cause - H. The provider's designation as a provider on probation under section 1002.67, Florida Statutes

Documentation Provided

N/A

Reenrollment Application (VPK005 Pdf)

Coalition Review

Child's total VPK instructional hours used

Total hours remaining

Has the child substantially completed the VPK program?

Last VPK Provider Name

Jim's House of Notes

Is the child currently attending a VPK provider?

☐ Yes ☐ No

Class ID of previous provider(s)

Child's last day attended with previous provider

MM/DD/YYYY

Documentation requirement satisfied?

☐ Yes ☐ No ☐ N/A

Save

Initiate Transfer

Reject

Set Coalition Reviewing

Original VPK Application

Child Info

Parent or Guardian Info

Case Notes

Other Records Associated with this User

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017

Current Application Status: Reenrollment Submitted

Program Year: 2017-2018

Reenrollment Application

Original VPK Application

Original VPK Application (VPK001 Pdf)

Original Certificate Of Eligibility (VPK002 Pdf)

Child Info

Parent or Guardian Info

Case Notes

Other Records Associated with this User

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017	Current Application Status: Reenrollment Submitted	Program Year: 2017-2018
--	--	-------------------------

[Reenrollment Application](#)

[Original VPK Application](#)

[Child Info](#)

Jim Ledbetter JR

Ethnicity : Not answered

DOB : 03/17/2013

Primary Language :

Preferred Program Setting : Public school

Desired VPK Session : School year (540 hours)

Child admitted to Kindergarten? : No

Gender : Male

Race : Prefer not to answer

SSN :

County for Services : Leon

Current Age Verification | Verified by jim.ledbetter@oel.myflorida.com on 03/22/2017

No Current IEP

[Parent or Guardian Info](#)

[Case Notes](#)

[Other Records Associated with this User](#)

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017	Current Application Status: Reenrollment Submitted	Program Year: 2017-2018
--	--	-------------------------

[Reenrollment Application](#)

[Original VPK Application](#)

[Child Info](#)

[Parent or Guardian Info](#)

Jim Ledbetter

Ethnicity : Not answered

Relationship to Child : Parent/Step Parent

Preferred Method of Contact : Email

Email : ledbetter.kiwanis+4@gmail.com

Gender : Male

Race : Prefer not to answer

Address :
250 Marriott Drive
Tallahassee, 32399
Primary: (555) 555-5555
Secondary:

SECONDARY PARENT OR GUARDIAN :

Relationship to Child :

Parent 2 Address Information :

Current Proof of Residence | Verified by jim.ledbetter@oel.myflorida.com on 03/22/2017

[Case Notes](#)

[Other Records Associated with this User](#)

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017	Current Application Status: Reenrollment Submitted	Program Year: 2017-2018
--	--	-------------------------

[Reenrollment Application](#)

[Original VPK Application](#)

[Child Info](#)

[Parent or Guardian Info](#)

[Case Notes](#)

Status Records

Add Case Note

Last updated by ledbetter.kiwanis+4@gmail.com on 3/22/2017 at 6:45:49 PM

[Other Records Associated with this User](#)

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017

Current Application Status: Reenrollment Submitted

Program Year: 2017-2018

Reenrollment Application >

Original VPK Application >

Child Info >

Parent or Guardian Info >

Case Notes >

Other Records Associated with this User v

Application Type	Confirmation Number	Link
VPK	VPK449-2017	View

The Coalition Review screen allows a coalition user to input the number of VPK instructional hours paid. The system will calculate the number of hours remaining. Only applications with 70% or fewer hours paid are eligible for reenrollment. See examples below.

Coalition Review

Child's total VPK instructional hours used *	<input type="text" value="100"/>
Total hours remaining	440.00 Hours (Percent complete: 18.51%)
Has the child substantially completed the VPK program?	No ✓ Eligible for Reenrollment
Last VPK Provider Name *	<input type="text" value="Jim's House of Noles"/>
Is the child currently attending a VPK provider? *	<input type="radio"/> Yes <input type="radio"/> No
Class ID of previous provider(s) *	<input type="text"/>
Child's last day attended with previous provider *	<input type="text" value="MM/DD/YYYY"/>
Documentation requirement satisfied? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

[Save](#)

[Initiate Transfer](#)

[Set Coalition Reviewing](#)

Coalition Review

Child's total VPK instructional hours used *	400
Total hours remaining	140.00 Hours (Percent complete: 74.07%)
Has the child substantially completed the VPK program?	Yes ✖ Not Eligible for Reenrollment
Last VPK Provider Name *	Jim's House of Noles
Is the child currently attending a VPK provider? *	<input type="radio"/> Yes <input type="radio"/> No Please select Yes or No
Class ID of previous provider(s) *	 Class ID is required
Child's last day attended with previous provider *	MM/DD/YYYY Child's last day attended with previous provider is required
Documentation requirement satisfied? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<input type="button" value="Save"/> <input type="button" value="✖ Reject"/> <input type="button" value="👁 Set Coalition Reviewing"/>	

Coalition Review

Child's total VPK instructional hours used *	100
Total hours remaining	440.00 Hours (Percent complete: 18.51%)
Has the child substantially completed the VPK program?	No ✔ Eligible for Reenrollment
Last VPK Provider Name *	Jim's House of Noles
Is the child currently attending a VPK provider? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Class ID of previous provider(s) *	Apple
Child's last day attended with previous provider *	03/07/2017
Documentation requirement satisfied? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
<input type="button" value="Save"/> <input type="button" value="➡ Initiate Transfer"/> <input type="button" value="👁 Set Coalition Reviewing"/>	

If the child is eligible for reenrollment, the coalition user must check the required fields and click the **Initiate Transfer** button to send the application to the receiving coalition.

The receiving coalition will determine if the documentation requirement has been met. If the reenrollment application is approved by the receiving coalition, the coalition user will click the **Approve** button.

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE448-2017 Current Application Status: Reenrollment Transfer Submitted Program Year: 2017-2018

Reenrollment Application

Application Info		Coalition Review	
Last County of Enrollment	Leon	Child's total VPK instructional hours used	100
Last VPK Provider Name	Jim's House of Niles	Total hours remaining	440.00 Hours (Percent complete: 10.51%)
Is the child still attending the VPK provider?	No (answered on 03/22/2017)	Has the child substantially completed the VPK program?	No <input checked="" type="checkbox"/> Eligible for Reenrollment
County of Reenrollment	Alachua	Last VPK Provider Name	Jim's House of Niles
Has the child ever reenrolled in VPK?	No	Is the child currently attending a VPK provider?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (answered on 03/22/2017)
Selected VPK reenrollment program type	School-year (540 hours) to School-year (540 hours)	Class ID of previous provider(s)	Apple
Reenrollment into a subsequent program year	No	Child's last day attended with previous provider	03/07/2017
Reason for reenrollment	Primary reenrollment due to good cause - H. The provider's designation as a provider on probation under section 1002.67, Florida Statutes	Documentation requirement satisfied?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Documentation Provided	N/A	<input type="button" value="Save"/> <input checked="" type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Set Coalition Reviewing"/>	

[Reenrollment Application \(VPK05 Pdf\)](#)

Original VPK Application

[Child Info](#)

[Parent or Guardian Info](#)

[Case Notes](#)

[Other Records Associated with this User](#)

After the reenrollment application is approved, the child can be enrolled by clicking the **Enrolled** button.

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE448-2017 Current Application Status: Reenrollment Approved Program Year: 2017-2018

Reenrollment Application

Application Info		Coalition Review	
Last County of Enrollment	Leon	Child's total VPK instructional hours used	100
Last VPK Provider Name	Jim's House of Niles	Total hours remaining	440.00 Hours (Percent complete: 10.51%)
Is the child still attending the VPK provider?	No (answered on 03/22/2017)	Has the child substantially completed the VPK program?	No <input checked="" type="checkbox"/> Eligible for Reenrollment
County of Reenrollment	Alachua	Last VPK Provider Name	Jim's House of Niles
Has the child ever reenrolled in VPK?	No	Is the child currently attending a VPK provider?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Selected VPK reenrollment program type	School-year (540 hours) to School-year (540 hours)	Class ID of previous provider(s)	Apple
Reenrollment into a subsequent program year	No	Child's last day attended with previous provider	03/07/2017
Reason for reenrollment	Primary reenrollment due to good cause - H. The provider's designation as a provider on probation under section 1002.67, Florida Statutes	Documentation requirement satisfied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Documentation Provided	N/A	<input type="button" value="Attach Signed COE"/> <input checked="" type="button" value="Enrolled"/> <input type="button" value="Re-open"/> <input type="button" value="Inactivate"/>	

[Reenrollment Application \(VPK05 Pdf\)](#) [Certificate Of Eligibility \(VPK04 Pdf\)](#)

Original VPK Application

[Child Info](#)

[Parent or Guardian Info](#)

[Case Notes](#)

[Other Records Associated with this User](#)

If the reenrollment application is rejected, the coalition user will click the **Reject** button.

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017 Current Application Status: Reenrollment Transfer Submitted Program Year: 2017-2018

Reenrollment Application

Application Info

Last County of Enrollment	Leon
Last VPK Provider Name	Jim's House of Notes
Is the child still attending the VPK provider?	No (answered on 03/22/2017)
County of Reenrollment	Alachua
Has the child ever reenrolled in VPK?	No
Selected VPK reenrollment program type	School-year (540 hours) to School-year (540 hours)
Reenrollment into a subsequent program year	No
Reason for reenrollment	Primary reenrollment due to good cause - H. The provider's designation as a provider on probation under section 1002.67, Florida Statutes
Documentation Provided	N/A

Coalition Review

Child's total VPK instructional hours used	100
Total hours remaining	440.00 Hours (Percent complete: 18.51%)
Has the child substantially completed the VPK program?	No Eligible for Reenrollment
Last VPK Provider Name	Jim's House of Notes
Is the child currently attending a VPK provider?	<input checked="" type="radio"/> Yes <input type="radio"/> No (answered on 03/22/2017)
Class ID of previous provider(s)	Apple
Child's last day attended with previous provider	03/07/2017
Documentation requirement satisfied?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Buttons: Save Approve **Reject** Set Coalition Reviewing

Reenrollment Application (VPK05 Pdt)

Original VPK Application

Child Info

Parent or Guardian Info

Case Notes

Other Records Associated with this User

After clicking the **Reject** button, the coalition user will select the rejection reason and fill in the comments section.

Reject VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017 Current Application Status: InActive Program Year: 2017-2018

Select the issue(s) identified with the application for Jim Ledbetter JR. An email will be sent to ledbetter.kiwanis+4@gmail.com.

☐ Documentation does not match the reason for reenrollment request

☐ Additional documentation is needed

☐ Incorrect selection(s)

☐ Other

Please select at least one reason

Comments: 500 Characters Remaining

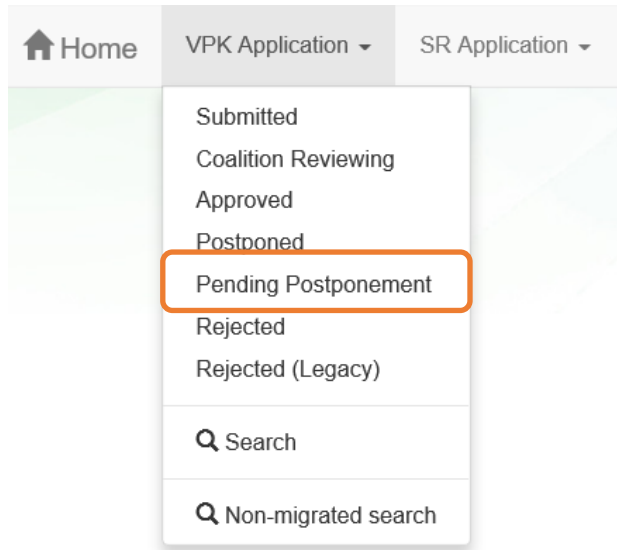
Reject This Application

VPK Program Year Postponement Process

If a child's date of birth is between Feb. 2 and Sept. 1, parents have the option to select the current VPK program year or postpone enrollment until a future VPK program year.

Processing Postponements

Pending Postponement applications are existing **Approved** applications where the parent has requested to postpone VPK for a different VPK program year than the original application. The coalition user must take action on the parent's request. Coalition users can click **Pending Postponement** from the work queues dropdown menu to do a quick search.



Child Name	Confirmation ID/COE Number	Parent Name	Original Submission Date ↓	Application Status
Stevens, Suzie Q	VPK272-2016	Stevens, Martin A	6/29/2016	Pending Postponement
Hooey, Yada Yada	VPK250-2016	Stevens, Martin A	6/24/2016	Pending Postponement
Stevens, Kiddo	VPK238-2016	Stevens, Martin A	6/23/2016	Pending Postponement
Lincoln, Andrew	VPK232-2016	Stevens, Martin A	6/23/2016	Pending Postponement

Coalition users must click the **Approve Postponement** or **Reject Postponement** button after determining the child has not used VPK hours in the coalition service area.

The screenshot shows a web form for a family profile. The 'Residential Address' section is active, showing fields for Address Line One (123 Main St), Address Line Two (Enter Address), City (Tallahassee), County (Leon), Zip Code (31231), and State (FLORIDA). Below this is a 'Proof-of-Residence Documentation' section with a checkbox for 'PoR.txt' and an 'Add Document' button. To the right, there is a 'Status Records' section with an 'Add Case Note' button and a table of 'Other records associated with userid'. At the bottom, there are three buttons: 'Save Changes', 'Approve Postponement', and 'Reject Postponement'. The 'Approve Postponement' and 'Reject Postponement' buttons are highlighted with an orange box.

If the coalition user approves the postponement, the application status will change to **Postponed** on the Family Profile, and the parent will receive an email from **DONOTREPLY@oel.myflorida.com**.

Email Message:

Hello sasd asd.

Your request to postpone VPK for Test5 Test has been approved.

The 2017 - 2018 program year *Certificate of Eligibility* for your child will be available on January 1, 2017. Beginning on this date you will be able to log on to your account at <https://familyservicesuat.floridaeearlylearning.com> to print or download the *Certificate of Eligibility* for your child.

If your child has already attended or completed VPK, please contact the early learning coalition at the number below, as it impacts your child's eligibility. Please keep in mind your child cannot attend VPK once he or she has been admitted to kindergarten.

If you need assistance, please contact your early learning coalition at the link below.

Thank you,
ELC of Northwest Florida
(850) 747-5400
<http://www.elcnwf.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

If the coalition user rejects the postponement, the user must select the checkbox for the appropriate rejection reason(s), enter a comment and click the **Send Response** button. The comment will appear in the auto-generated email from **DONOTREPLY@oel.myflorida.com** to the parent.

Reject VPK Application

Select the issue identified with the postponement for Ruby Rose. An email will be sent to marybaker@elcpolk.org.

- ☐ Child attended VPK (more than 70 percent)
- ☐ Reenrollment needed, child attended VPK (less than 70 percent)
- ☐ Parent indicated child has been admitted to kindergarten
- ☐ Request for VPK SIS, parent did not provide current IEP

Comments:

Send Response

The application status will be set to **Approved**, and the parent will receive an email from **DONOTREPLY@oel.myflorida.com**.

Email Message:

Hello sasd asd.

Your request to postpone VPK to the 2017 - 2018 program year for sdf sdf was not approved for the following reason:

Child attended VPK (more than 70 percent)

<https://familyservicesat.floridaeearlylearning.com>

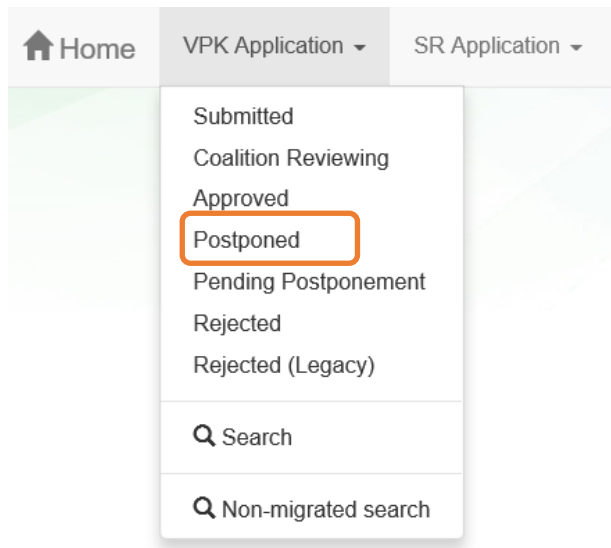
If you need assistance, please contact your early learning coalition at the link below.

Thank you,
ELC of Brevard
(321) 637-1800
<http://www.elcbrevard.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

Postponed Applications

Postponed applications are postponement requests the coalition user approved before the requested VPK program year application became available. Certificates of Eligibility for **Postponed** applications will become available for the parent after Jan. 1 of the selected VPK program year. The coalition user does not need to take action, but the application is viewable. Coalition users can click **Postponed** from the work queues dropdown menu to do a quick search.



Postponed applications can be inactivated following the same process as a standard VPK application.



Guardianship Transfer

Rules Overview

1. The Guardianship Transfer process is designed to only transfer children that have a School Readiness (SR) Eligibility Assignment and/or VPK Enrollment.
 - a. The child must exist in EFS-Mod
 - b. The transfer process will not transfer a child that is on the SR Waiting List
 - c. The transfer process will not transfer a child that has an Approved VPK application
 - d. The records for an SR Waiting List and/or VPK Approved child must be made inactive in the old guardian's household and the new guardian is required to submit an application to enroll the child in the SR and/or VPK program
 - e. The ELC user is responsible for inactivating all child records in the associated applications for children that are to be transferred out of a household. The EFS-Mod system will not automatically terminate or inactivate a child record in an application in association with a guardianship transfer process.
2. If the new guardian does not exist in EFS-Mod, the ELC user is able to create the new guardian household within the Guardianship Transfer module by entering the required data elements to create a primary parent of a household. Once the new household is created, the new guardian can be searched for and selected for a transfer.
3. For SR, only the child's active eligibility authorization period and active eligibility assignment will be transferred to the new guardian's household. No SR child/provider enrollments will be transferred. The SR provider enrollment must be ended before the transfer will process.
 - a. When ending a child's enrollment in the guardianship transfer module, the ELC user must enter a past date. An enrollment cannot be ended on the same day a guardianship transfer is processed because it appears as though the old guardian is responsible for paying for an enrollment on a day that the child is no longer in their household.
4. For VPK, the child's provider enrollment will not be terminated. There will not be a break in service in order to avoid losing count of the child's accrued VPK hours. The child will remain enrolled with the VPK provider until the new guardian or ELC initiates a re-enrollment.
 - a. Only children with an enrollment status of **Enrolled** and **Enrollment Ended** will appear in the From Household transfer list
 - b. If the child is going through a classroom transfer (the VPK enrollment status is **Change Requested**) at the time that a guardianship transfer becomes necessary, the classroom transfer must be completed before the guardianship transfer can be completed
 - c. If the VPK enrollment status is **Enrollment Submitted**, the coalition must complete enrollment request before a guardianship transfer can be completed
 - d. If the VPK enrollment status is **Enrollment Rejected**, a guardianship transfer cannot be completed. The coalition must re-open the VPK application to inactivate it; the new family must create a new VPK application for the child
 - e. If the VPK enrollment status is **Enrollment Canceled**, a guardianship transfer cannot be completed. The coalition must re-open the VPK application to inactivate it; the new family must create a new VPK application for the child
 - f. If the VPK enrollment status is **Coalition Reviewing** at the time that a guardianship transfer becomes necessary, the coalition must complete the enrollment request before the guardianship transfer can be completed
5. In the Guardianship Transfer process, only one child can be transferred from a household at a time.
 - a. If a child is enrolled in both the SR program and the VPK program, that child will display as two separate children in the transfer list. That child's records will have to be transferred individually.
 - i. This may not be the case in situations where the coalition has merged the child's VPK and SR records into one person record for the child. In that case, the child will only be listed once in the transfer list.
 - b. Siblings that are being transferred to a new guardian will have to be transferred individually

6. When the guardianship transfer process is completed:
 - a. For VPK the old guardian will only see **Enrollment Ended** for the transferred child's enrollment in the household. The old guardian will not have a view of the child's new enrollments or documents in the new guardian's household.
 - b. For SR the old guardian will not see the history of the child in their household
 - c. The new guardian will not see the history of the child's enrollment in the old guardian's household
 - d. The new guardian will not have access to view any of the documents from the old guardian's household. The new guardian or the ELC must upload all required documentation for the child.
7. The Guardianship Transfer process allows a child to be transferred across coalitions. The county of the household to which the child is being transferred is used to identify the coalition that will receive the transferred SR eligibility/VPK enrollment.
8. Things To Come (Not Yet Developed):
 - a. Guardianship Transfer Work Queue

NOTE: With Release 4.5, the guardianship transfer process allows coalition users to identify the physical county of residence and families receiving RCMA services.

Search for New Guardian and Transfer Child

After accessing the household dashboard, click the **Guardianship Transfer** button.

HH_000982221

[Guardianship Transfer](#)
[Case Notes](#)
[Add Note](#)

Household at a Glance...

Family Information		
Children NotCCAChild TestFamily (child, female, age 8) ThirdTestChild Waitlist TestFamily (child, female, age 8)	Parents Andrew Hennesse (adult, male)	Other Household Members

Contact Information		
Primary Address TestRoad Tallahassee, Florida 32301 KREPS ISLAND County	Primary Parent Email: Cmoneyb2+798@gmail.com Primary phone: (999) 999-9999	Family Portal Account Cmoneyb2+798@gmail.com

SR Information
School Readiness Applications Show All SR_0000431699, Active - Pending Update

Verify that the child that is to be transferred is listed in the From Household window. For SR – Children have an eligibility authorization period. For VPK – Children are enrolled or their enrollment has been ended.

Click **Search Guardian**.

Guardianship Transfer

Search Guardian

Add Guardian

Details of New Selected Parent / Guardian*

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
-----------	-------------	------------	--------	------	---------

Parent / Guardian relationship to child*

Select Guardian...

Transfer Reason*

Select Reason...

Transferred As Of*

From Household:

NotCCAACHild TestFamily, DOB: 02/01/2011, Person ID
ThirdTestChild TestFamily, DOB: 06/26/2010, Person ID

>>
<<

To Household:

Complete Transfer

Close

Enter the New Guardian Search Data: First Name, Last Name and DOB – click **Search**. Verify the Household ID and Household Status to confirm the correct guardian is selected. If correct, click the **OK** button.

Search Guardian

Look for Guardians that match your desired search criteria.

First Name *Tapp

Last NameTesting

Date Of Birth03/21/2001

Search

Select the desired guardian from the search results below.

Search Results

Choose Guardian/Parent

SmokeTapp Testing, Household ID:1090256, Status : Active

Details of Selected Guardian Parent

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347371	SmokeTapp Testing	3/21/2001	KREPS ISLAND	Tallahassee	32301

OK

Close

Verify the New Guardian is displayed in the New Selected Parent/Guardian section. Select the child to transfer.

Guardianship Transfer

Search Guardian

Add Guardian

Details of New Selected Parent / Guardian *

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347371	SmokeTapp Testing	3/21/2001	KREPS ISLAND	Tallahassee	32301

Parent / Guardian relationship to child *

Select Guardian...

Transfer Reason *

Select Reason...

Transferred As Of *

From Household: 982221

NotCCAChild TestFamily, DOB: 02/01/2011, Person ID

>>

<<

To Guardianship: 1090256

Complete Transfer

Close

Click the move >> button to place the child into the To Household section. Complete the **Transfer Reason** and **Transferred As Of** date fields.

Guardianship Transfer

Search Guardian
Add Guardian

Details of New Selected Parent / Guardian *

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347371	SmokeTapp Testing	3/21/2001	KREPS ISLAND	Tallahassee	32301

Parent / Guardian relationship to child *
Guardian

Transfer Reason *
53-Guardianship Change

Transferred As Of *
04/01/2019

From Household: 982221
ThirdTestChild TestFamily, DOB: 06/26/2010, Person ID:

To Guardianship: 1090256
NotCCAChild TestFamily, DOB: 02/01/2011, Person ID:

Complete Transfer
Close

If the child's SR enrollments have not been ended prior to the start of the guardianship transfer, the End Enrollment screen will be displayed to allow the user to end the enrollment. Click the **End Enrollment** button.

End Enrollment

Enrollments

End Enrollment for Child 3009172 at this Provider Kim's Test Daycare - Child Enrollment Status : Enrolled

Provider Name: Kim's Test Daycare
Contact Phone: (850) 555-5555
Location: 2305 HOME CT
TALLAHASSEE, 32303
KREPS ISLAND County
Enrollment Start Date: 12/9/2018
First Attendance Date: N/A

Provider ID: 19448 [View Profile](#)
Contact Email: trokekim+prov1dir@gmail.com
Parent Fee (Copay): 3.74
Enrollment End Date: N/A
Last Attendance Date: N/A

Cancel
End Enrollment

Fill in the required fields and click **Save**. Once the enrollment is ended, a popup window will display stating: Enrollment Ended for this Child Successfully.

End Enrollment

End Enrollment Reason*

53-Guardianship Change

Last Day of Service*

04/01/2019

Is there a past due parent fee?*

☐ Yes

☒ No

Past due parent fee amount

\$

Is there a payment plan in place?

☐ Yes

☒ No

Please attach payment plan document.

Browse...

Save

Close

End Enrollment for Child 3009172 at this Provider

Provider Name: Growing Up Strong

Contact Phone: (555) 555-5555

Location: 205 MARRIOTT DR
TALLAHASSEE, 32301
KREPS ISLAND County

Enrollment Start Date: 12/9/2018

First Attendance Date: N/A

Enrollment End Date: N/A

Last Attendance Date: N/A

Cancel

End Enrollment

Message from webpage

!

Enrollment Ended for this Child Successfully.

OK

Click the child name in the To Household window and click the **Complete Transfer** button. Once the transfer is completed, a popup window will display stating: Child has transferred to new household successfully.

255

Guardianship Transfer

Search Guardian

Add Guardian

Details of New Selected Parent / Guardian *

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347371	SmokeTapp Testing	3/21/2001	KREPS ISLAND	Tallahassee	32301

Parent / Guardian relationship to child *

Guardian

Transfer Reason *

53-Guardianship Change

Transferred As Of *

04/01/2011

From Household: 982221


ThirdTestChild TestFamily, DOB: 06/26/2001

01/2011, Person ID

Complete Transfer

Close

Message from webpage


Child has transferred to new household successfully.

OK

When the household dashboard refreshes, the child will be removed from the household.

HH_0000982221

Guardianship Transfer

Case Notes

Add Note

Household at a Glance...

Family Information

Children

ThirdTestChild Waitlist TestFamily (child, female, age 8)

Parents

Andrew Hennesse (adult, male)

Other Household Members

Contact Information

Primary Address

TestRoad
Tallahassee, Florida 32301
KREPS ISLAND County

Primary Parent

Email: Cmoneyb2+798@gmail.com
Primary phone: (999) 999-9999

Family Portal Account

Cmoneyb2+798@gmail.com

SR Information

School Readiness Applications

Show All

SR_0000431699, Active - Pending Update

Click **Case Notes** to view the new household case note.

Household Case Notes

Show 10 entries

Search

Date	Code	Custom Code	Event	Description	Notes	User
4/24/2019 6:03:16 PM	TRANSFER		Guardianship Transfer: Children Transferred between Households	Transferred Person 3009172 from Old Household 982221 to New Household 1090256 Transferred As of Date 4/1/2019		jim.ledbetter@oel.myflorida.com
4/24/2019 6:03:16 PM	TRANSFER		Due to Guardianship Transfer: Children removed from HouseHold	Household Status changed to Coalition Revieweing		jim.ledbetter@oel.myflorida.com

Search for the child that was removed from the household.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number

Household Process Code

Household Status Code

Child Status Code

Include Past Due?

☐ Yes
☐ No

Parent Name

First Name

Last Name

Child Name

First Name

Last Name

Child Age

Child Date of Birth

Priority

Funding Type

CCAA

Assigned Counselor

Assigned Date

County

Last Updated Date

Coalition Transfer

Family Requested for Provider Transfer

Search

Reset

The child shows up in the search results in the new guardian household. Click the EV number.

Search Results

Return to Search

Click Here For Filtering Tips

Show10search results.

Assign Counselor

Clear All Filters

Search:

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status	Days in SR Status	SR Status Change Date	Child Status	Billing Group	Eligibility Code	Priority	Assign
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> EV_0000313362	NotCCAAChild TestFamily	Unassigned	02/01/2011	8	SmokeTapp Testing	Update	Coalition Reviewing	0	04/24/2019	Eligible	BG8	ECON	1	N/A

The child is now in the new household with their authorization period from the old household. Click **Case Notes** in the new household to verify the child was moved successfully.

Household at a Glance...HH_0001090236

Children Needing Care
BabTapper SmokeTesting (child, male, age 1)
Jude Davis (child, female, age 1)
NotCCAChild TestFamily (child, female, age 8)
Total Household Size: 4

Parents
SmokeTapp Testing (adult, male)

Other Household Members

Total Household Income Calculations
Employment income: \$0
Alimony and child support income: \$0
Other income: \$0
Alimony and child support deductions: \$0
Total annual gross income: \$0

Contact Information

Primary Address
the road
Tallahassee, Florida 32301
KREPS ISLAND County

Primary Parent
Email: Not On File
Primary phone: (999) 999-9999

Family Portal Account
Account Not Found

History
Update Account
Edit

Children Needing Care

Jude Davis (child, female, age 1) Changes
Eligibility status: Eligible
Enrollment status: Not Enrolled
Date of birth: 03/01/2018
Ethnicity: Hispanic
Races: Black, White
Care days: Monday, Thursday, Saturday
Care types: Parttime, Before School
Citizenship: US Citizen or Qualified Alien
Age verification: Verified
Medicaid eligibility: Not eligible
Current authorization period: 06/21/2018 - 06/19/2019
Allow Developmental Screening: Yes
Person ID: 3009169
Eligibility verification ID: EV_0000259682
Required information is missing or invalid.

History
Change Status
Eligibility
Edit

BabTapper SmokeTesting (child, male, age 1)
Eligibility status: Eligible
Enrollment status: Enrolled
Date of birth: 01/09/2018
Ethnicity: Hispanic
Races: Asian
Care days: Thursday and Friday
Care types: (no care types selected)
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Current authorization period: 12/09/2018 - 12/08/2019
Allow Developmental Screening: No
Person ID: 3347372
Eligibility verification ID: EV_0000259677
Required information is missing or invalid.

History
Change Status
Eligibility
Enrollments
Edit

NotCCAChild TestFamily (child, female, age 8) No Modifications
Eligibility status: Eligible
Enrollment status: Not Enrolled
Date of birth: 02/01/2011
Ethnicity: Non-Hispanic
Races: Hawaiian / Pacific, Black
Care days: Monday and Tuesday
Care types: Parttime
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Current authorization period: 06/30/2018 - 06/29/2019
Allow Developmental Screening: Yes
Person ID: 3009172
Eligibility verification ID: EV_0000313362
Required information is missing or invalid.

History
Change Status
Eligibility
Edit

Household Case Notes

Show 10 entries

Search:

Date	Code	Custom Code	Event	Description	Notes	User
4/24/2019 6:03:16 PM	TRANSFER		Guardianship Transfer: Children Added to new HouseHold	Child (TestFamily, NotCCAChild) added to New Household 1090256 Transferred As of Date 4/1/2019		jim.ledbetter@oel.myflorida.com
4/24/2019 6:03:16 PM	TRANSFER		Due to Guardianship Transfer: Children added to HouseHold	Household Status changed to Coalition Revieweing		jim.ledbetter@oel.myflorida.com

Click the **Eligibility** button to verify the child's eligibility is still intact.

Household at a Glance...

HH_0001090236

Children Needing Care

BabTapper SmokeTesting (child, male, age 1)
Jude Davis (child, female, age 1)
NotCCAAChild TestFamily (child, female, age 8)
Total Household Size: 4

Parents

SmokeTapp Testing (adult, male)

Other Household Members**Total Household Income Calculations**

Employment income: \$0
Alimony and child support income: \$0
Other income: \$0
Alimony and child support deductions: \$0
Total annual gross income: \$0

Contact Information

Primary Address

the road
Tallahassee, Florida 32301
KREPS ISLAND County

Primary Parent

Email: Not On File
Primary phone: (999) 999-9999

Family Portal Account

Account Not Found

History
Update Account
Edit

Children Needing Care

Jude Davis (child, female, age 1)

Change

Eligibility status: Eligible
Enrollment status: Not Enrolled
Date of birth: 03/01/2018
Ethnicity: Hispanic
Races: Black, White
Care days: Monday, Thursday, Saturday
Care types: Parttime, Before School
Citizenship: US Citizen or Qualified Alien
Age verification: Verified
Medicaid eligibility: Not eligible
Current authorization period: 06/21/2018 - 06/19/2019
Allow Developmental Screening: Yes
Person ID: 3009169
Eligibility verification ID: EV_0000259682
Required information is missing or invalid.

History
Change Status
Eligibility
Edit

BabTapper SmokeTesting (child, male, age 1)

Eligibility status: Eligible
Enrollment status: Enrolled
Date of birth: 01/09/2018
Ethnicity: Hispanic
Races: Asian
Care days: Thursday and Friday
Care types: (no care types selected)
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Current authorization period: 12/09/2018 - 12/08/2019
Allow Developmental Screening: No
Person ID: 3347372
Eligibility verification ID: EV_0000259677
Required information is missing or invalid.

History
Change Status
Eligibility
Enrollments
Edit

NotCCAAChild TestFamily (child, female, age 8)

No Modification

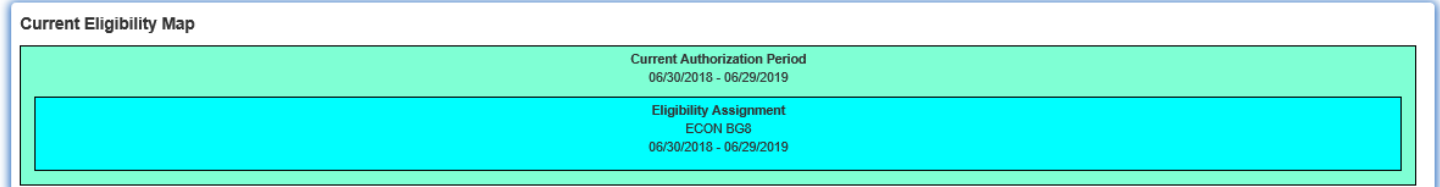
Eligibility status: Eligible
Enrollment status: Not Enrolled
Date of birth: 02/01/2011
Ethnicity: Non-Hispanic
Races: Hawaiian / Pacific, Black
Care days: Monday and Tuesday
Care types: Parttime
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Current authorization period: 06/30/2018 - 06/29/2019
Allow Developmental Screening: Yes
Person ID: 3009172
Eligibility verification ID: EV_0000313362
Required information is missing or invalid.

History
Change Status
Eligibility
Edit

Eligibility

Eligibility Assignments for NotCCAAChild TestFamily

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (06/30/2018 - 06/29/2019)					
ECON	BG8	06/30/2018	06/29/2019	Any	<button>View</button>



Close

Add New Guardian

Click **Add Guardian**.

The screenshot shows the 'Guardianship Transfer' form. At the top right, there are two buttons: 'Search Guardian' and 'Add Guardian'. The 'Add Guardian' button is highlighted with an orange border. Below the buttons is a section titled 'Details of New Selected Parent / Guardian' with a table header: Parent ID, Parent Name, Parent DOB, County, City, and ZipCode. Below the table are two dropdown menus: 'Parent / Guardian relationship to child' and 'Transfer Reason'. At the bottom, there are two sections: 'From Household' and 'To Household'. The 'From Household' section contains a list of household members with a scroll bar. The 'To Household' section is empty. At the bottom right, there are two buttons: 'Complete Transfer' and 'Close'.

The Add Guardian screen displays. Fill in the required fields and click **Save**.

The screenshot shows the 'Add Guardian' form. It contains the following fields and options:

- First Name*: NewTest
- Middle Name: J
- Last Name*: ParentGTX
- Date of Birth*: 11/15/1982
- Email Address*: PGTXTestEmail@gmail.com
- SSN:
- Ethnicity*: ☐ Hispanic ☒ Non-Hispanic ☐ Prefer not to answer
- Races (select all that apply)*: ☐ Asian ☒ Hawaiian / Pacific ☐ Black ☐ US Indian / Alaskan ☐ White ☐ Prefer not to answer
- Gender*: ☐ Male ☒ Female
- Marital Status: Select
- Address Line1*: 123 Avenue
- AddressLine2:
- City*: Tallahassee
- County*: MATHISTOWN
- State*: Florida
- Zip Code*: 32301
- Contact Number*: 8502011111

At the bottom right, there are two buttons: 'Save' and 'Close'. The 'Save' button is highlighted with an orange border.

After clicking **Save**, a confirmation message displays: Added New Parent/Guardian Successfully. Click **OK**.

m Found: Coalition Admin Logi

coalitionservices.floridaeearlylearning.com says
Added New Parent/Guardian Successfully.

Add Guardian

First Name* NewTest

Middle Name J

Last Name* ParentGTX

Date of Birth* 11/15/1982

Email Address* PGTXTestEmail@gmail.com

SSN

Ethnicity* ☐ Hispanic ☒ Non-Hispanic ☐ Prefer not to answer

Races (select all that apply)* ☐ Asian ☒ Hawaiian / Pacific ☐ Black ☐ US Indian / Alaskan ☐ White ☐ Prefer not to answer

Gender* ☐ Male ☒ Female

Marital Status Select ▼

Address Line1* 123 Avenue

AddressLine2

City* Tallahassee

County* MATHISTOWN ▼

State* Florida ▼

Zip Code* 32301

Contact Number* 8502011111

Save **Close**

Search for the newly-added guardian and they appear in the search results.

Search Guardian

Look for Guardians that match your desired search criteria.

First Name *

newtest

Last Name

Parent

Date Of Birth

Search

Select the desired guardian from the search results below.

Search Results

-- Choose Guardian/Parent --
NewTest ParentGTX, Household ID:1090260, Status : null

Details of Selected Guardian Parent

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347387	NewTest ParentGTX	11/15/1982	MATHISTOWN	Tallahassee	32301

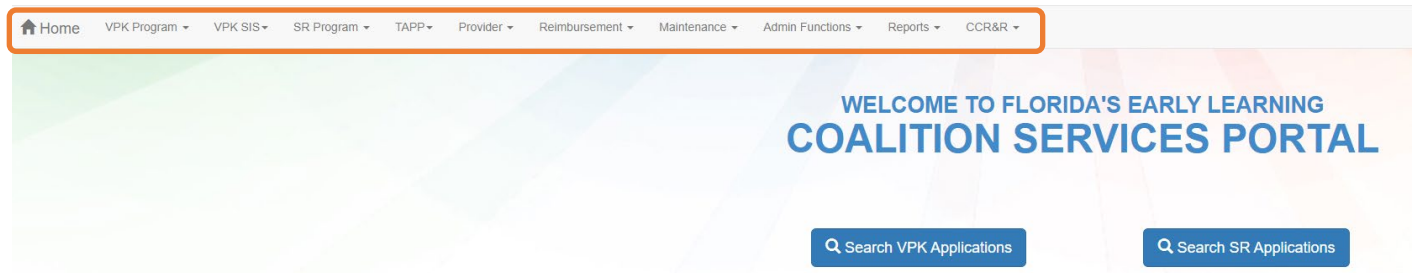
OK

Close

PROVIDER PROCESSES

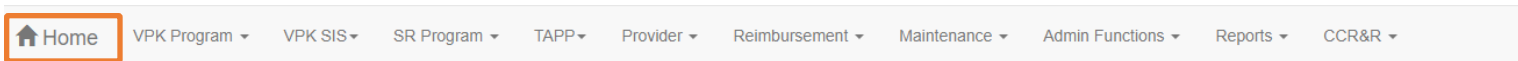
Coalition Services Portal Main Page Navigation

The Navigation Bar is near the top of the page.



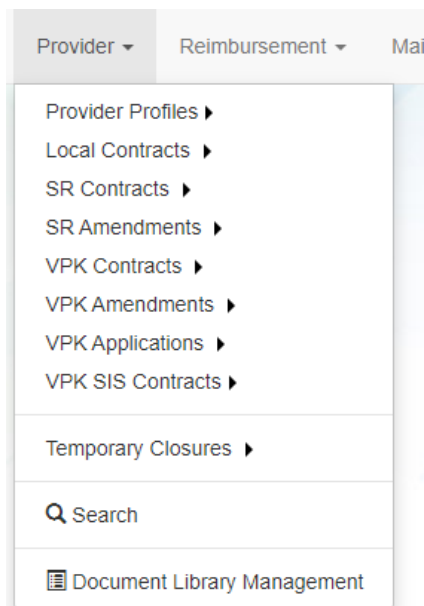
Home Button

The **Home** button will take the coalition user to the Coalition Services Portal main page.



Provider Menu

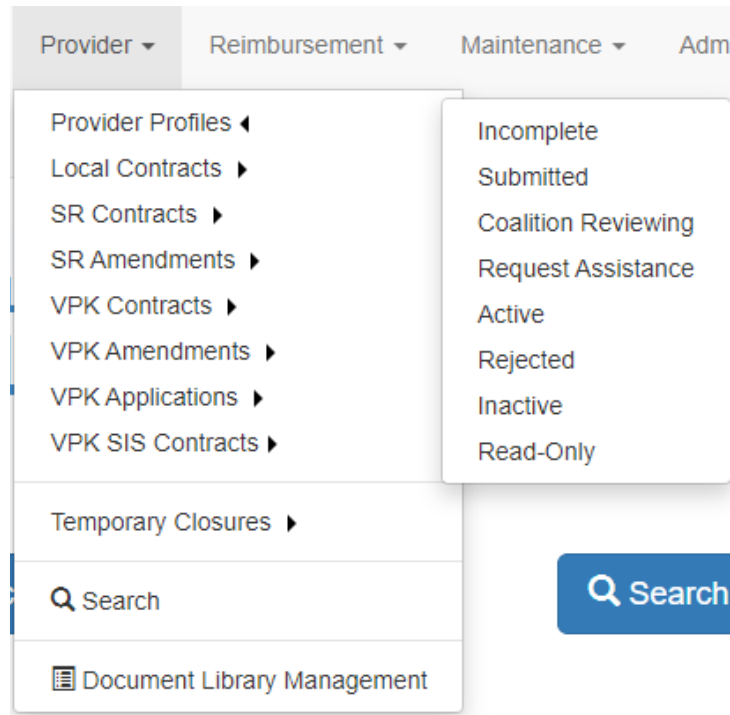
Clicking the **Provider** menu will activate the dropdown menu.



Provider Profiles

Clicking **Provider Profiles** will display all possible provider profile statuses.

Click on a status to see all provider profiles with that status.



Contracts & Amendments

The Contracts and Amendments functions allows a CP SR/VPK Contract Manager to view a list of provider contracts and provider contract amendments in the local early learning coalition service area.


Temporary Closures

The Temporary Closures menu allows a CP Admin to view a list of Incomplete, Submitted, and Processed temporary closures from providers.

Provider Search

The Search function allows a coalition user to quickly search for provider profiles.

NOTE: To ensure accurate searches, click the dropdown menu when changing search terms (business name, provider ID, etc.) or starting a new search. Do not use the **Back** button on the internet browser.

 Provider Search

Provider Type

☒ VPK ☒ SR ☒ Local ☒ CCR&R only ☒ All

Coalitions

☒ Just my coalition ☐ All coalitions

Program Year

Select Program Year

Principal ID

Enter Principal ID

Principal Name

Enter Principal Name

Profile Status

Select Profile Status

Doing Business As

Enter Doing Business As name

Director's Name

Enter Director's name

Provider ID

Enter Provider ID

Tax ID (FEIN or SSN)

Enter Tax ID or FEIN or SSN

Street Address

Enter Street Address (Address Line - 1)

City


Enter City name


Registered County

Select Registered County

License or Registration or Exempt or MSID

Enter License or Registration or Exempt or MSID

 Reset

 Search

Coalition users can also search for providers outside of their coalition service area (select **All coalitions** radio button) and will have read-only access to that provider profile. A provider may want to contract with multiple coalitions, so before the contract is certified, a coalition can have read-only access to that potential provider's profile.

After the coalition user clicks the **Search** button, the following will display. To view the Administrative Review screen of the provider profile, the user will click the **Profile ID** link of the desired record.

Provider Search Results 78 Total Records

Show 10 entries

First«1234567»Last

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal Id	Principal Name	Street Address	Address Line2	City
21581	154407	exempt	2020 - 2021	Read-Only	03/30/2021	Debbie's Little Campers #2	Debbie Brown	88886432	16321	Debbie's Little Campers	130 MAIN ST		Tallahassee
21582	130397	OEL580151222	2020 - 2021	Read-Only		de Lugo's Test Daycare Center, LLC		OEL580151222	16322	de Lugo's Test Daycare Center, LLC	1222 Pine Hill RD.		Tallahassee
21621	158477	12234	2020 - 2021	Read-Only	04/29/2021	Shweta Fun house	Shweta Test	233	16346	Shweta Fun house	443 Glenmore Drive		Tallahassee
21621	180254	12234	2021 - 2022	Active	02/02/2022	Shweta Fun house	Shweta Test	233	16346	Shweta Fun house	443 Glenmore Drive		Tallahassee
22745	137782	56209	2020 - 2021	Read-Only	11/24/2020	Ventura Day School	Polly Avalos	654320	15662	Ventura Prod Provider Test 2	1 Shumark Oak Dr		Tallahassee
22745	158272	56209	2021 - 2022	Active	04/28/2021	Ventura Day School	Polly Avalos	654320	15662	Ventura Prod Provider Test 2	1 Shumark Oak Dr		Tallahassee
22745	177252	56209	2022 - 2023	Active	01/20/2022	Ventura Day School	Polly Avalos	654320	15662	Ventura Prod Provider Test 2	1 Shumark Oak Dr		Tallahassee
22947	143009	EXEMPT	2020 - 2021	Read-Only	01/28/2021	Emma's Stars	Jill Test	54654654654	16538	Emma's Stars	Capital Circle		tallahassee
22947	169082	EXEMPT	2021 - 2022	Active	08/30/2021	Emma's Stars	Jill Test	54654654654	16538	Emma's Stars	Capital Circle		tallahassee
22947	177255	EXEMPT	2022 - 2023	Incomplete		Emma's Stars	Jill Test	54654654654	16538	Emma's Stars	Capital Circle		tallahassee

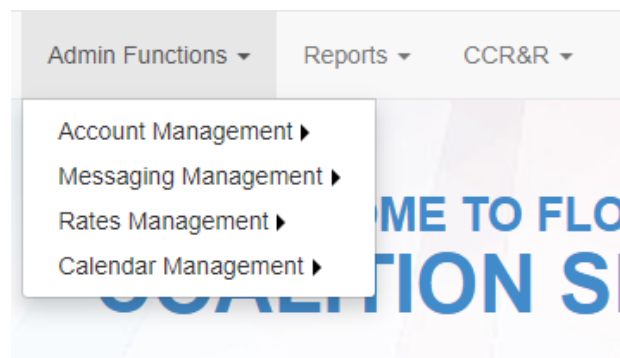
Provider User Roles:

- PP Admin:
- PP User Manager: User managers can create, inactivate, and manage permissions.
- PP Reimbursement Manager: Reimbursement Managers can manage reimbursement details and rates.
- PP Document Manager: Document Managers can attach profile documents and manage the document library.
- PP Attendance Manager: Attendance Managers can modify, review, and submit VPK and SR attendance rosters.
- PP VPK Fast Manager: VPK Fast Managers provide access to external services available to users. This may include integration with third-party applications, external databases, or APIs, allowing users to interact with external data sources or services seamlessly.
- PP Enrollment Manager: Enrollment Managers can manage VPK and SR Enrollments.
- PP Report Viewer: Report Viewers can view provider-related reports.

Document Library Management

The Document Library Management function allows a coalition user to review documents uploaded to the provider profile.

Admin Functions Menu



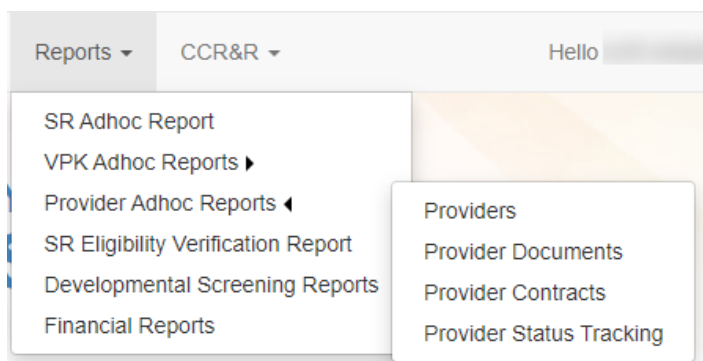
Admins will be able to do the following functions for providers:

- Account Management – Manage accounts for providers within the coalition service area.
- Messaging management – Send messages to individual providers, providers based on services (SR, VPK, CCR&R) or all providers in the coalition service area.
- Rates management – Manage SR and VPK rates.
- Calendar Management – Set reimbursable closure days and school calendars for providers within the coalition service area.

NOTE: Only CP Admin or DEL admin users will be able to view and access the Admin Functions menu.

Reports Menu

Clicking the Reports menu will display the list of available reports.



Q Adhoc Report For Provider

Provider Type ☒ VPK ☒ SR ☒ Local ☒ CCR&R only ☒ All

Coalitions ☒ Just my coalition ☐ All coalitions

Program Year

Principal ID

Principal Name

Profile Status

Doing Business As

Director's Name

Provider ID

Tax ID (FEIN or SSN)

Street Address

City

Registered County

License or Registration or Exempt or MSID

ADHOC Report For Provider Documents

Provider Name

Folder Name

File Name

File Description

Uploaded On
 MM/DD/YYYY to MM/DD/YYYY

Expires In
☐ 90 Days ☐ 60 Days ☐ 30 Days ☐ Expired

Valid On
 MM/DD/YYYY to MM/DD/YYYY

Expires On
 MM/DD/YYYY to MM/DD/YYYY

Verified Documents
☐ Only

Archived Documents
☐ Included

Verified By

Verified On
 MM/DD/YYYY to MM/DD/YYYY

Reset
Download Report

ADHOC Report For Provider Contracts

Coalitions
☒ Just my coalition ☐ All coalitions

Contract Type
☒ VPK ☒ VPK/SIS ☒ SR ☒ Local ☒ All

Contract Status
Select Contract Status

Doing Business As
 Enter Doing Business As name
(starts with)

Provider ID
 Enter Provider ID

Contract Start Date
 MM/DD/YYYY to MM/DD/YYYY

Contract End Date
 MM/DD/YYYY to MM/DD/YYYY

Contract Expires In
☐ 90 Days ☐ 60 Days ☐ 30 Days ☐ Expired

Contract Termination Date
 MM/DD/YYYY to MM/DD/YYYY

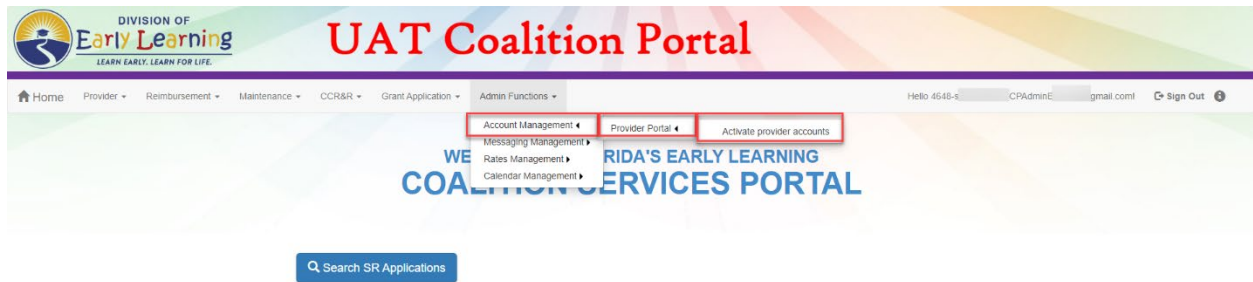
Reset
Download Report

The Provider Status Tracking Adhoc Report generates a report that displays profile, contract, and principal information for providers in a coalition service area.

ProviderPrincipalID	ProviderID	ProviderProfileID	PrincipalBusinessName	DoingBusinessAs	ProviderTypeDescription	ProviderTypeOnContract	ProviderStatus	ProfileStatus	LegalStatus	ProviderProfileID
37	695	962	Mitchell Large Family Child Care Home	MITCHELL LARGE FAMILY CHILD CARE HOME	Large Family Child Care Home		Migrated-Unclaimed Imported	Licensed		962
39	790	1098	Little Pioneers Preschool	LITTLE PIONEERS PRESCHOOL	Center		Migrated-Unclaimed Imported	Licensed		1098
68	1192	1621	The Child's Garden	THE CHILD'S GARDEN	Center		Migrated-Unclaimed Imported	Licensed		1621
141	2677	3676	Attentive Childcare and Pre-K LLC	ATTENTIVE CHILDCARE & PRE-K LLC (SUE)	Large Family Child Care Home		Migrated-Unclaimed Imported	Licensed		3676
346	1182	1610	Townsend-Danzon Family Day Care Home	TOWNSEND-DANZY FAMILY DAY CARE HOME	Family Child Care Home		Migrated-Unclaimed Imported	Licensed		1610

Activating a Provider Account

Once a Provider submits the registration request, a CP Admin will access the registration from the Admin Functions tab.



Use this page to review and approve Provider Registration Account requests and begin Single Sign-On (SSO) set-up.

To view, approve, or reject a Provider Registration requests, click on the corresponding entry in the table below to show the full details of the request.

User Name	Owner Name	License Number	Coalition
			ELC of Miami-Dade/Monroe
			ELC of Miami-Dade/Monroe
			ELC of Miami-Dade/Monroe
			ELC of Miami-Dade/Monroe
			ELC of Miami-Dade/Monroe
			ELC of Miami-Dade/Monroe
			ELC of Miami-Dade/Monroe

User Name

contact@gmail.com

Owner Name

Test Owner

License Number

EXEMPT

Coalition

Business Details

Business name*

UAT Test

Taxpayer or Provider Identification number*

999999999999

Owner/Operator name*

Test Owner

Principal Address line 1*

0000 N University Dr

Principal Address line 2

Principal City*

Principal State*

Florida

Principal Zip code*

Location Details

☐ Redlands Christian Migrant Association (RCMA) Provider

Doing Business As name (DBA)*

Provider Registration

Provider type*

Center

Legal status*

Exempt

License/Registration/Exemption number, or EXEMPT*

EXEMPT

Contact person phone number*

(111) 111-1111

Physical Address of Location

Address line 1*

0000 N University Dr

Address line 2

City*

State

Florida

Zip code*

County*

This site is being created due to a change/transfer of Ownership

☐ Yes ☒ No

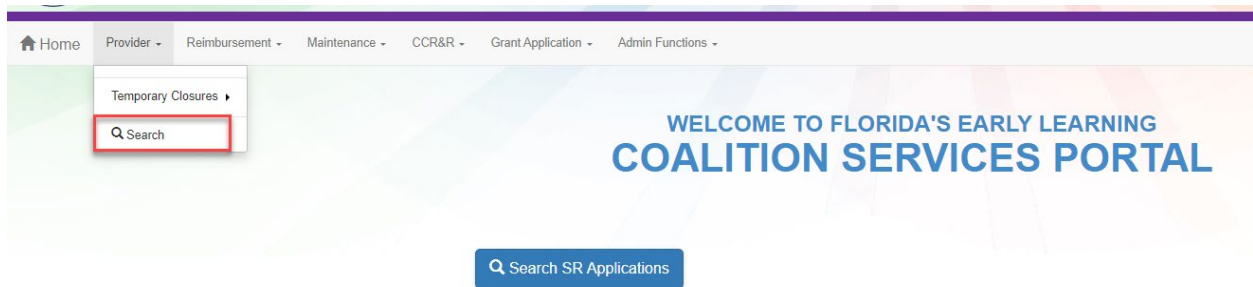
New Provider

Activate Reject

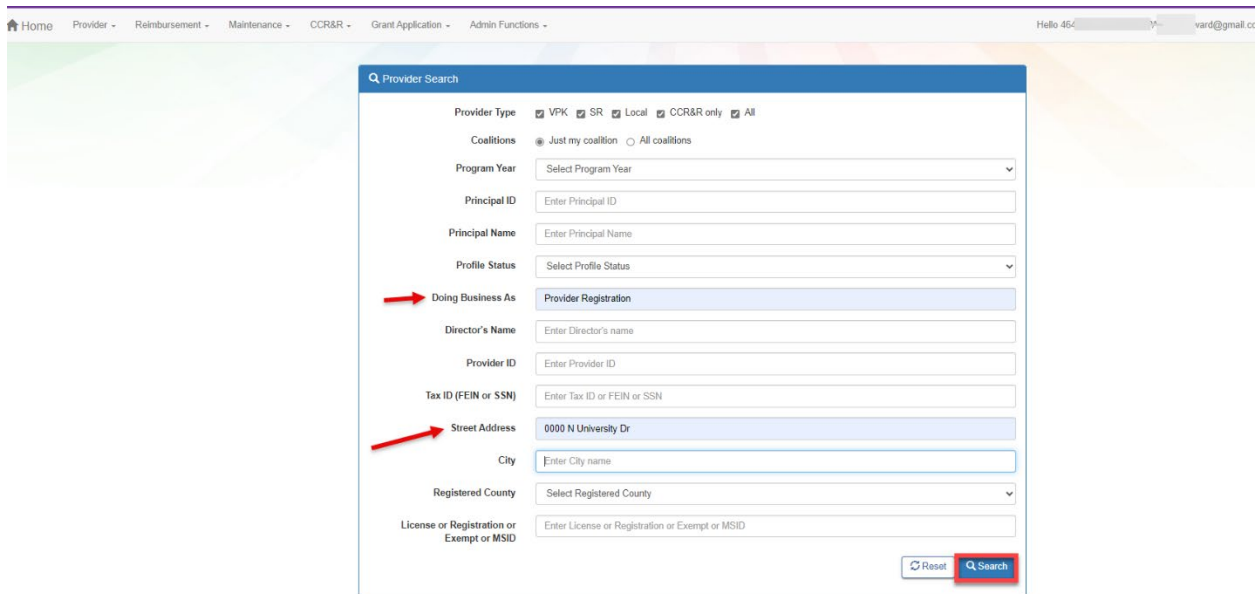
****Before approving the registration request, be sure to make note of the site address and/or the Doing Business As (DBA) Name. You will need this information to search for the site once the request has been approved.***

After approving a Provider Registration, you will need to get additional information for SSO set up.

Navigate to **Provider> Search**.



Enter the address or DBA name. Click **Search**.



The following Provider Search results page will display. Click the Provider ID for the appropriate provider site.



Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal ID	Principal Name	Street Address	Address Line2	City	ZIP	County	Requested Contract Type	Data Source	Last Modified By
25492	275115	EXEMPT	2024 - 2025	Incomplete		Provider Registration		999999999999	18605	UAT Test	0000 N University Dr				Everglades	CCRR Only	User-Provided	accountability.usp_C

The Manage Site page will display. Click the **Registration SSO Details** button.

Note: The address information needed for SSO set up is on the Manage Site page. All other information needed for SSO can be found on the Registration SSO Details page.

Location name	License number	Accountability ID	Address	Actions
Nanny's		48		Edit Registration SSO Details

The Registration SSO Details page will display. The Provider ID is listed at the top of the page, followed by the DBA Name listed in parenthesis. For example, in the image below the Provider ID for this site is 26492, and the DBA Name is Provider Registration.

Contact First Name	Contact Last Name	Contact Email Address
Contact First	Contact Last	contact@mail.com

Following the site details, the contact information needed for SSO is listed in the grid.

Details about both the contact and site are needed by your LEA Admin to complete the set up in SSO. Using the Registration SSO Details page, note the provider ID, DBA name, contact first name, contact last name, and contact email address.

After noting the site address and the relevant information provided by the Registration SSO Details page, contact your LEA admin to provide them with this information. An [example email](#) for communicating this information to your LEA Admin is shown below.

Site Information for SSO:

Provider ID/PR Number:

Doing Business As (DBA) Name:

Address Line 1:

Address Line 2:

City:

Zip:

County:

Contact Information for Site user:

Contact First Name:

Contact Last Name:

Contact Email Address:

Thank you!

Once the SSO Details are sent to your LEA Admin, they can begin the set-up process in SSO.

The LEA admin must submit a Cherwell ticket to have the site created in SSO. The ticket must include the following:

1. Provider ID/PR Number
2. Doing Business As (DBA) Name
3. Coalition and complete address of the site needing set up

From the Cherwell dashboard, click the **Access Management> New Provider Registration**

Report an Outage
Do you need to report an outage? Click here to open an incident ticket.

EFS Mod Support Request
Request support for an EFS Modernization issue.

Request a Service
Request a service from our Service Catalog.

Activity [Show Only Mine](#)

Open Incidents	0
Open Service Requests	5
Updated Today	1
Resolved	0

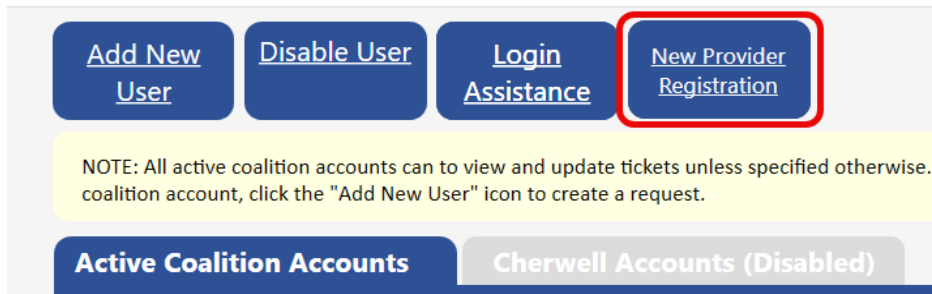
Quick Support

- [EFS Release Notes](#)
- [Coalition Dashboard](#)
- [Access Management](#)

Finance Account Budgeting
Go to the FABS S...

Click **New Provider Registration**.

Access Management - ELC of Coalition



Complete the required fields and submit the form. Please allow up to 5 business days for your request to be processed.

Once the Cherwell ticket is resolved, the LEA Admin can set up the user and associate them with the new site in SSO. The following information is needed for setting up the site user:

1. First name
2. Last name
3. Email address

LEA Admins should refer to the FDOE SSO Admin Portal Guide for additional details on provisioning SSO user accounts for secondary locations.

Note: Before creating a user, first ensure they do not already exist in SSO. If they do already exist, verify the role(s) and locations.

Activating a Provider Account with an Ownership Transfer

If the provider has indicated that their provider registration is due to a change/transfer in ownership, additional details pertaining to their transfer will be included in their registration.

User Name	Owner Name	Licence Number	Coalition
cars123@gmail.com	Test SS	EXEMPT	ELC of Broward

Business Details

Business name *

New Owner Daycare

Taxpayer or Provider identification number *

00000000

Owner/Operator name *

Test SS

Principal Address line 1 *

1313 SAN LUIS RD

Principal Address line 2

Principal City *

TALLAHASSEE

Principal State *

Florida

Principal Zip code *

32304

New Provider

Location Details

☐ Redlands Christian Migrant Association (RCMA) Provider

Doing Business As name (DBA) *

New Owner Example

Provider type *

Private School

Legal status *

Exempt

Licence/Registration/Exemption number, or EXEMPT *

EXEMPT

Contact person phone number *

(111) 111-1111

Physical Address of Location

Address line 1 *

2500 N UNIVERSITY DR

Address line 2

City *

CORAL SPRINGS

State

Florida

Zip code *

33065

County *

Broward

This site is being created due to a change/transfer of Ownership

Old / Previous Site Address prior to Ownership Transfer

Please answer the following questions regarding your transfer/change of ownership:

Do you have any family relationship to the owner of the previous site?

☒ Yes ☐ No

Did you have a preexisting ownership interest in the business prior to the transfer/change of ownership?

☒ Yes ☐ No

Uploaded Documentation: [test doc 1.docx](#)

The above responses indicate the need for the Accountability ID from

(Provider ID: 1, Accountability ID:) to carry over

☐ Carry Over ☐ Provide New ID

Activate

Reject

Additional fields include:

- Provider site having the change in ownership (as indicated by the Provider during their registration)
- Two ownership questions and the Provider's responses
- Supplemental documentation uploaded by the provider
- An additional action field for the Coalition user (in the blue section)

To view supplemental documentation uploaded by the provider, click on the document's name.

License/Registration/Exemption number, or EXEMPT*

EXEMPT

Contact person phone number*

(111) 111-1111

Florida

Zip code*

33065

County*

Broward

☒ This site is being created due to a change/transfer of Ownership

Old / Previous Site Address prior to Ownership Transfer

Please answer the following questions regarding your transfer/change of ownership:

Do you have any family relationship to the owner of the previous site?

☒ Yes ☐ No

Did you have a preexisting ownership interest in the business prior to the transfer/change of ownership?

☒ Yes ☐ No

Uploaded Documentation: test doc 1.docx

The above responses indicate the need for the Accountability ID from (Provider ID: , Accountability ID:) to carry over

☐ Carry Over ☐ Provide New ID

The blue section will indicate the appropriate action for the Accountability ID based on the Provider's responses to the ownership questions.

A Provider answering **Yes** to one or both ownership questions indicate the need for the accountability ID to carry over. A provider answering **No** to both questions indicates the need for a new Accountability ID to be given to the Provider.

Supporting documents can assist in verifying the Provider's responses to the two ownership questions. Documents recommended to the Provider include a Bill of Sale, Interest in Ownership documents, and consideration for sale documents. Additional document types may be up to the Coalition's discretion. See *Rule 6M- 8.301 F.A.C.* for additional information.

License/Registration/Exemption number, or EXEMPT*

EXEMPT

Contact person phone number*

(111) 111-1111

Florida

Zip code*

33065

County*

Broward

☒ This site is being created due to a change/transfer of Ownership

Old / Previous Site Address prior to Ownership Transfer

Please answer the following questions regarding your transfer/change of ownership:

Do you have any family relationship to the owner of the previous site?

☒ Yes ☐ No

Did you have a preexisting ownership interest in the business prior to the transfer/change of ownership?

☒ Yes ☐ No

Uploaded Documentation: test doc 1.docx

The above responses indicate the need for the Accountability ID from (Provider ID: , Accountability ID:) to carry over

☒ Carry Over ☐ Provide New ID

After reviewing the appropriate action for the Accountability ID and reviewing supporting documentation, the Coalition user should select **Carry Over** to carry over the Accountability ID from the previous provider site or **Provide New ID** to assign a new Accountability ID to the Provider.

NOTE: If documentation does not match the Provider's responses, the provided documentation may aid in the decision.

When **Provide New ID** is selected, the following message will display.

The screenshot shows a web form for provider registration. A modal dialog box titled "Confirm New Accountability ID" is centered on the screen. The dialog contains the following text: "You have indicated the need for a new Accountability ID to be designated to this Provider. Please select 'Yes' to confirm this action, or select 'Cancel' to carry over the old ID." Below the text are two buttons: "Yes" (blue) and "Cancel" (white with a blue border). The background form is dimmed and includes fields for "Principal Address line 2", "Principal City" (TALLAHASSEE), "Principal State" (Florida), and "Principal Zip code" (32304). There is a green "New Provider" button. On the right side of the form, there is a "zip code" field (33065), a "County" dropdown (Broward), a checkbox for "This site is being created due to a change/transfer of Ownership", and a section for "Old / Previous Site Address prior to Ownership Transfer" with the address "10623 W ATLANTIC BLVD, CORAL SPRINGS, FL 33071". Below this is a section for "Please answer the following questions regarding your transfer/change of ownership:" with two questions, each having "Yes" and "No" radio button options. The first question is "Do you have any family relationship to the owner of the previous site?" and the second is "Did you have a preexisting ownership interest in the business prior to the transfer/change of ownership?". There is also an "Uploaded Documentation:" section with a "test doc 1.docx" button. At the bottom right, a summary box states: "The above responses indicate the need for the Accountability ID from ABC LEARNING CENTER OF CORAL SPRINGS (Provider ID: 19864, Accountability ID: A083698) to carry over" with "Carry Over" and "Provide New ID" radio button options. At the bottom left of the form are "Activate" and "Reject" buttons.

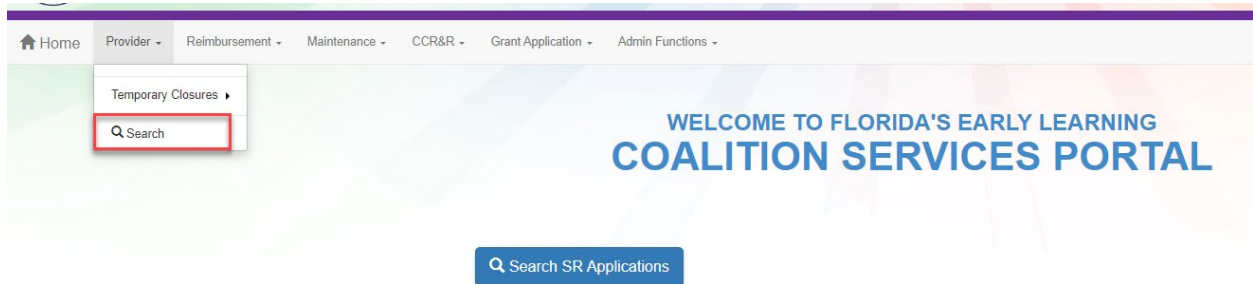
To confirm the action of providing a new Accountability ID to the Provider, click **Yes**. To instead carry over the previous Accountability ID, click **Cancel**.

Activating a Secondary Location

When a provider creates a secondary location using the “Add Site” process in the Provider Portal, the site must be created in Single Sign-On (SSO) for it to be accessible to the provider user(s).

To begin the process of SSO set up, you must first locate the newly created site.

Navigate to **Provider> Search**



Enter the address or DBA name. Click **Search**.

The screenshot shows the 'Provider Search' form. It includes fields for Provider Type (VPK, SR, Local, CCR&R only, All), Coalitions (Just my coalition, All coalitions), Program Year, Principal ID, Principal Name, Profile Status, Doing Business As (highlighted with a red arrow), Director's Name, Provider ID, Tax ID (FEIN or SSN), Street Address (highlighted with a red arrow), City, Registered County, and License or Registration or Exempt or MSID. A 'Reset' button and a 'Search' button (highlighted with a red box) are at the bottom right.

The following Provider Search results page will display. Locate the row for the appropriate provider site.

The screenshot shows the 'Provider Search Results' page with a table of results. The table has columns: Provider ID, Profile ID, Registration Number, Program Year, Profile Status, Submitted Date, Doing Business As, Director Name, Tax ID, Principal ID, Principal Name, Street Address, Address Line2, City, ZIP, County, Requested Contract Type, Data Source, and Last Modified By. A red box highlights the first row of data.

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal ID	Principal Name	Street Address	Address Line2	City	ZIP	County	Requested Contract Type	Data Source	Last Modified By
26492	275115	EXEMPT	2024 - 2025	Incomplete				999999999999	18605	UAT Test	0000 N University Dr				Essex	CCR Only	User-Provided	accountability.usp_C

Since this site was added through the Add Site process and not the registration process, contact fields for the user are not captured. You will need to contact the provider to determine the appropriate first name, last name, and email for the user(s) requiring access to this site.

Details about both the contact and site are needed for your LEA Admin to complete the set up in SSO.

Once you gather the contact details from the provider and make note of the Provider ID, DBA name, and site Address- contact your LEA admin to provide them with this information. Be sure to indicate that this site is a secondary location. An example email for communicating this information to your LEA Admin is shown below.

Note: Process for relaying information to your LEA Admin may differ depending on your coalition's preference and may not be through email.

New Secondary Location Needing SSO Set up - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Send To: LEA Admin Cc: Bcc:

Subject: New Secondary Location Needing SSO Set up

Site Information for SSO:

Provider ID/PR Number:

Doing Business As (DBA) Name:

Address Line 1:

Address Line 2:

City:

Zip:

Contact Information for Site user:

****This is a secondary location created through the Add Site Process****

Contact First Name:

Contact Last Name:

Contact Email Address:

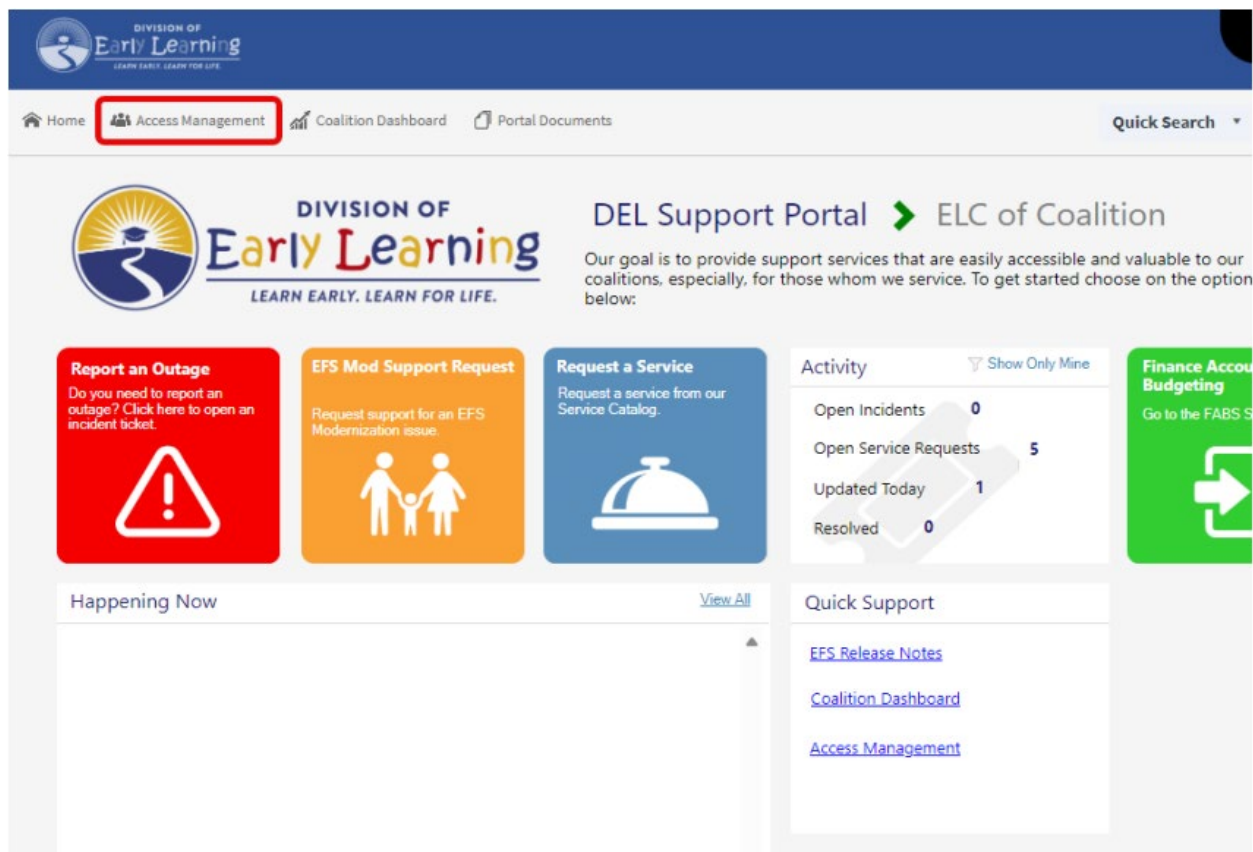
Thank you!

Once the SSO Details are sent to your LEA Admin, they can begin the set-up process in SSO.

The LEA admin must submit a Cherwell ticket to have the site created in SSO. The ticket must include the following:

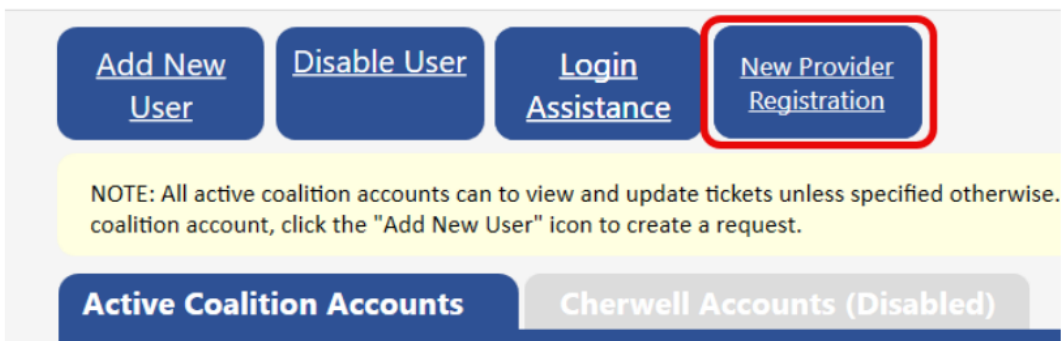
1. Provider ID/PR Number
2. Doing Business As (DBA) Name
3. Coalition and complete address of the site needing set up

From the Cherwell dashboard, click the [Access Management> New Provider Registration](#)



Click [New Provider Registration](#).

Access Management - ELC of Coalition



Complete the required fields and submit the form. Please allow up to 5 business days for your request to be processed.

Once the Cherwell ticket is resolved, the LEA Admin can set up the user and associate them with the new site in SSO. The following information is needed for setting up the site user:

1. First name
2. Last name
3. Email address

LEA Admins should refer to the FDOE SSO Admin Portal Guide for additional details on provisioning SSO user accounts for secondary locations.

Note: Before creating a user, first ensure they do not already exist in SSO. If they do already exist, verify the role(s) and locations.

Provider Profile Status Definitions

Incomplete

The profile is not complete. The provider has to complete the required fields, certify, sign and submit the profile. Coalitions cannot change the status of an **Incomplete** profile; however, coalition users have read-only access to assist the provider in completing the profile.

Request Assistance

The provider needs help to finish or edit the profile.

Submitted

The profile has been completed and submitted by the provider for coalition review. The profile is not editable by the provider while in **Submitted** status.

Coalition Reviewing

To review a **Submitted** profile, click the **Change Profile Status** button at the top of the Administrative Review page.

Active

The coalition has reviewed the profile and supporting document(s) and determined that the provider is eligible to receive funding.

Inactive

The profile is no longer active, due to a specific reason selected by the coalition user. **Inactive** profiles cannot be edited.

Rejected

The profile is missing information that is necessary to make a decision regarding eligibility to receive funding. **Rejected** status is used to return the profile to the provider for edits.

Read-Only

The profile is no longer active, due to the program year expiring. Profiles for past program years cannot be edited.

Coalition User Task Bar

At the top of the Administrative Review page is a list of buttons used to maintain and process a Provider Profile.

Administrative Review

Provider Notes

Contact Attempts

Inspections

Administration

Contracts

SR Paid Holidays

SR Reimbursement Rates

Child Assessment

Provider Notes

Click to view or add a case note.

Contact Attempts

Click to log a provider contact attempt.

Inspections

Click to view or upload inspections.

Administration

Click to update provider information.

Contracts

Click to manage contracts.

SR Paid Holidays

Click to manage contracted SR provider paid holidays.

SR Reimbursement Rates

Click to manage contracted SR provider reimbursement rates.

Child Assessment

Click to input child assessment data (not yet available) and reimburse child assessment differentials.

Assist Provider

Change Profile Status

Assist Provider

Click to assist a provider with profile changes.

Change Profile Status

Click to change the status of a provider profile.

The coalition user will complete the Date and Subject fields, select which Method(s) of Contact were used, and complete the Note and Outcome fields. Click the **Save** button to add the notification.

NOTE: A contact attempt does not create a provider note.

Add Jim's House of Learning 2 Notification

Date

MM/DD/YYYY

Subject

Method(s) of Contact

☐ Phone

☐ Letter

☐ Email

Note

Outcome

Cancel

Save

Click the **Return to review** button to go back to the Administrative Review page.

Provider Notifications For Jim's House Of Learning 2						Return to review
Show 10 entries						+ Add Provider Notification
Date	Created By	Subject	Method(s)	Outcome	Note	
No data available in table						
Date	Created By	Subject	Method(s)	Outcome	Note	
						First Previous Next Last

Adding an Inspection

The coalition user must click the **Inspections** button to add a Provider Inspection.

Then, click the **+Add Provider Inspection** button.

Health And Welfare Inspections For Jim's House Of Learning 2						Return to review
Show 10 entries						+ Add Provider Inspection
Inspection Date	Passed	Note	Verified By	Verified On		
No data available in table						
Inspection Date	Passed	Note	Verified By	Verified On		
						First Previous Next Last

The coalition user will complete the Date field, select the inspection result, and complete the Note field. Click the **Save** button to add the inspection.

Add Jim's House of Learning 2 Inspection

Inspection Date

☐ Inspection Passed

☐ Inspection Verified

Note

Cancel

Save

Click the **Return to review** button to go back to the Administrative Review page.

Health And Welfare Inspections For Jim's House Of Learning 2

Return to review

Show 10 entries

+ Add Provider Inspection

Inspection Date	Passed	Note	Verified By	Verified On
No data available in table				
Inspection Date	Passed	Note	Verified By	Verified On

First Previous Next Last

Adding Administrative Information

The coalition user must click the **Administration** button to update administrative information.

Profile Administration

Coalition users will be able to add, remove, and update administrative notes/documentation specific to the current profile in review.

SUNBIZ Document Number (if applicable)

Program Assessment Score

Save

Cancel

The coalition user will complete the SUNBIZ Document Number and Program Assessment Score. Click the **Save** button to add the number.

Adding SR Paid Holidays

Once an SR contract is certified, the provider's paid holidays must be set up. On the Administrative Review menu, click the **SR Paid Holidays** button. The provider's SR Paid Holidays for the profile year displays.

The page may pre-populate with days if they are available from the online SR contract or Coalition SR Holiday Schedule (established on the **Admin > Calendar Management > SR Holiday Schedule** page). While this information may be pre-populated for convenience, the remaining steps should be followed to ensure the correct paid holidays are recorded.

To add a new paid holiday, click the **+ Add Paid Holiday** button.

SR Paid Holidays For Growing Up Strong

Program Year: 2018 CountyName: KREPS ISLAND Maximum number of dates: Twelve

[+ Add Paid Holiday](#)

#	Date	Name	Update	Remove
1	7/4/2018	4TH OF JULY		
2	9/3/2018	LABOR DAY		
3	11/22/2018	THANKSGIVING DAY		
4	11/23/2018	DAY AFTER THANKSGIVING		
5	12/25/2018	CHRISTMAS	Update	Remove
6	1/1/2019	NEW YEARS DAY	Update	Remove
7	1/14/2019	MLK	Update	Remove

Enter the Holiday Date and Holiday Name. Then, click the **Save** button.

SR Paid Holidays

Holiday Date:

Holiday Name:

[Save](#) [Cancel](#)

To update a paid holiday, click the **Update** button. The saved holidays may be edited. Days that have occurred in the past cannot be updated or removed. When complete, click **Save**.

SR Paid Holidays For Growing Up Strong

Program Year: 2018 CountyName: KREPS ISLAND Maximum number of dates: Twelve

[+ Add Paid Holiday](#)

#	Date	Name	Update	Remove
1	7/4/2018	4TH OF JULY		
2	9/3/2018	LABOR DAY		
3	11/22/2018	THANKSGIVING DAY		
4	11/23/2018	DAY AFTER THANKSGIVING		
5	12/25/2018	CHRISTMAS	Update	Remove
6	1/1/2019	NEW YEARS DAY	Update	Remove
7	1/14/2019	MLK	Update	Remove

To remove a paid holiday, click the **Remove** button. Days that have occurred in the past cannot be updated or removed.

SR Paid Holidays For Growing Up Strong

Return to review

Program Year: 2018

CountyName: KREPS ISLAND

Maximum number of dates: Twelve

+ Add Paid Holiday

#	Date	Name	Update	Remove
1	7/4/2018	4TH OF JULY		
2	9/3/2018	LABOR DAY		
3	9/19/2018	Fall Holiday		
4	11/22/2018	THANKSGIVING DAY		
5	11/23/2018	DAY AFTER THANKSGIVING		
6	12/25/2018	CHRISTMAS	Update	Remove
7	1/1/2019	NEW YEARS DAY	Update	Remove
8	1/21/2019	Martin Luther King Jr. Day	Update	Remove
9	5/27/2019	Memorial Day	Update	Remove

Adding SR Reimbursement Rates

Once an SR contract is certified, the provider's reimbursement rates must be set up. On the Administrative Review menu, click the **SR Reimbursement Rates** button. The provider's SR Reimbursement Rate plan(s) display.

To establish a new rate plan, click on the **Add Reimbursement Rates** button.

SR Reimbursement Rates For Rand's House

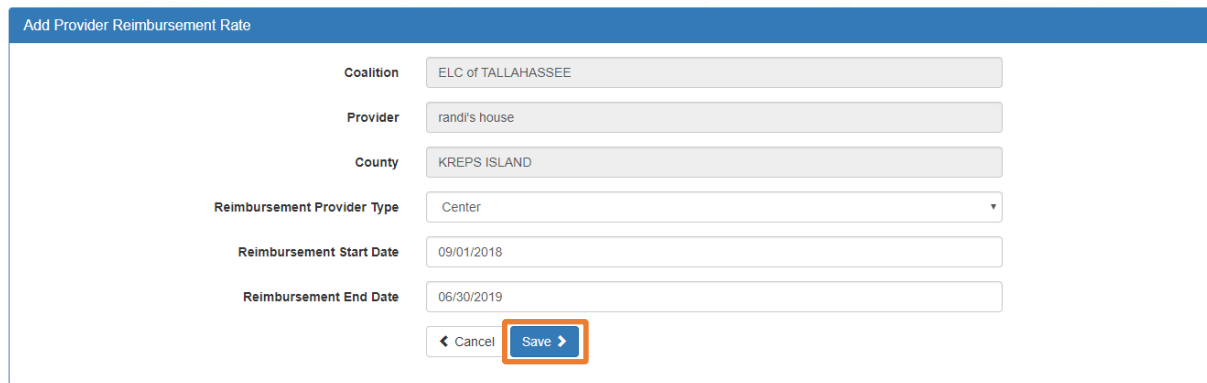
Return to review

+ Add Reimbursement Rates

No data available to display

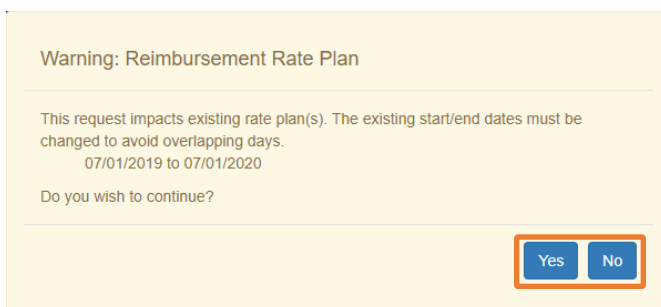
The rate plan settings page displays. Enter the **Reimbursement Start Date** and **Reimbursement End Date**. Click **Save**.

NOTE: If multiple rate plans are needed to address a rate change, continue to set up the first rate plan for the original start and end dates. Then, additional rate plans can be created as shown in *Amending SR Reimbursement Rates (by adding another rate plan)*.



The screenshot shows a web form titled "Add Provider Reimbursement Rate". It contains several input fields: "Coalition" with the value "ELC of TALLAHASSEE", "Provider" with "randi's house", "County" with "KREPS ISLAND", "Reimbursement Provider Type" with a dropdown menu showing "Center", "Reimbursement Start Date" with "09/01/2018", and "Reimbursement End Date" with "06/30/2019". At the bottom, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with an orange border.

The provider's reimbursement rate plan page appears. Rate plans cannot overlap. If a rate plan is entered that overlaps, then a validation message displays. Clicking the **Yes** button will change the rate plan to prevent overlapping dates. Clicking the **No** button will discard the rate plan change.



The screenshot shows a yellow warning box titled "Warning: Reimbursement Rate Plan". The text inside reads: "This request impacts existing rate plan(s). The existing start/end dates must be changed to avoid overlapping days. 07/01/2019 to 07/01/2020. Do you wish to continue?". At the bottom right, there are two buttons: "Yes" and "No". Both buttons are highlighted with an orange border.

Click **Reimbursement Rates**.

SR Reimbursement Rates For Randi's House

Return to review

+ Add Reimbursement Rates

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of TALLAHASSEE	KREPS ISLAND	9/1/2018	6/30/2019	Settings	Reimbursement Rates

The provider's rates for the rate plan appears.

2022-2023 Reimbursement Rate Plans

Effective July 1, 2022, the Approved Provider Reimbursement Rate without Gold Seal (column C) shall equal the Coalition Reimbursement Rates in column B, except when the Provider's Private Pay Rate (column A) is zero. When column A is zero, column C will be zero. Also, effective July 1, 2022, there is no provider private pay rates upper limit (column F).

A note displays at the top of the Rate Plan: *Special needs rate will be negotiated up to twenty (20) percent above the maximum approved base reimbursement rate established for infant care by the coalition pursuant to Rule 6M-4.500, F.A.C. The negotiated rate will be based on the level of care needed for an individual child.

SR Reimbursement Rates - 16 - -

Unit of Care

Full-Time Daily Rates

Rates in effect on

7/1/2022

Edit Provider Rates

Edit Differential Rates

* Special needs rate will be negotiated up to twenty (20) percent above the maximum approved base reimbursement rate established for infant care by the coalition pursuant to Rule 6M-4.500, F.A.C. The negotiated rate will be based on the level of care needed for an individual child.

		A	B	C	D	E	F	G	H	I	J	K
Care Code	Description	Provider's Private Pay Rates	Coalition Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal	Gold Seal Differential (Column B × percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C + D)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	QPI Differential Rate (Column C × tier percentage)	Local QI Level Differential Rate (Column C × tier percentage)	Total Payment Rate (Column E + G + H)	Contracted Slots Differential Rate (per child flagged for contracted slots)	Child Assessment Differential Rate (Column C × tier percentage)
INF	<12 Months	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	-	\$5.00	\$0.00	\$5.00	\$4.00	\$2.50
TOD	12 <24 Months	\$0.00	\$40.24	\$40.24	\$0.00	\$0.00	-	\$4.02	\$0.00	\$4.02	\$4.00	\$2.01
2YR	24 <36 Months	\$45.00	\$37.45	\$37.45	\$7.49	\$44.94	-	\$3.75	\$0.00	\$48.69	\$4.00	\$1.87
PR3	36 <48 Months	\$40.00	\$30.00	\$30.00	\$6.00	\$36.00	-	\$3.00	\$0.00	\$39.00	\$4.00	\$1.50
PR4	48 <60 Months	\$40.00	\$28.55	\$28.55	\$5.71	\$34.26	-	\$2.86	\$0.00	\$37.12	\$4.00	\$1.43
PR5	60 <72 Months	\$40.00	\$27.00	\$27.00	\$5.40	\$32.40	-	\$2.70	\$0.00	\$35.10	\$4.00	\$1.35
SCH	In School	\$39.00	\$19.86	\$19.86	\$3.97	\$23.83	-	\$1.99	\$0.00	\$25.82	\$0.00	-

- Column A = displays amounts from the provider's contract for private pay rates (captured at the time of contract initiation from the provider's profile).
- Column B = displays amounts from the Coalition's SR Plan Rates (established on the **Admin Functions > Rates Management > SR Plan Rates** page).
- Column C = displays the approved provider reimbursement rate without Gold Seal (same as column B except when column A is zero. If column A is zero, column C shall be zero).
- Column D = displays the Gold Seal differential (column C x the percentage established on the **Admin Functions > Rates Management > SR Plan Rates** page).
- Column E = displays the approved provider reimbursement rate with Gold Seal (column C + D). Gold Seal participation is established on the Edit Differentials tab and should match the contract or latest amendment.
- Column F = this column is not applicable, as there is no longer a provider private pay rates upper limit.
- Column G = displays the QPI differential rate (column C x tier percentage). QPI participation is established on the Edit Differentials tab and should match the contract or latest amendment.
- Column H = displays the Local QI differential rate (column C x tier percentage). QI participation is established on the Edit Differentials tab and should match the contract.

Edit Differentials

Next, click the **Edit Differential Rates** button.

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2022

* Special needs rate will be negotiated up to twenty (20) percent above the maximum approved base reimbursement rate established for infant care by the coalition pursuant to Rule 6M-4.500, F.A.C. The negotiated rate will be based on the level of care needed for an individual child.

Buttons: Edit Provider Rates, **Edit Differential Rates**

	A	B	C	D	E	F	G	H	I	J	K	
Care Code	Description	Provider's Private Pay Rates	Coalition Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal	Gold Seal Differential (Column B x percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C + D)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	QPI Differential Rate (Column C x tier percentage)	Local QI Level Differential Rate (Column C x tier percentage)	Total Payment Rate (Column E + G + H)	Contracted Slots Differential Rate (per child flagged for contracted slots)	Child Assessment Differential Rate (Column C x tier percentage)

The differential rates page displays. Review and/or edit the differential rate settings (columns E, G, H, I, and K) for the established rate plan date range and click **Save**. Differential rates are turned on by selecting the **Yes** radio button and the tier level.

NOTES:

- The Effective Date and End Date match the established rate plan and cannot be changed. If a differential applies to a length of time other than the established rate plan, an additional plan must be created. See *Amending SR Reimbursement Rates (by adding another rate plan)*.
- Providers participating in contracted slots require the total number of slots per care level which are automatically populated on the differentials page from the SR contract upon certification. (Children receiving a contracted slot must be identified within the **SR Program > SR Provider Enrollment** work queues.) See *Contracted Slots*.

Provider's Differential Rates ACADEMY, INC.

Yes No

☒ ☐ Gold Seal Designation All Ages Effective Date 07/01/2022 End Date 12/31/2022

☒ ☐ Quality Performance Incentive (QPI) 10% Effective Date 07/01/2022 End Date 12/31/2022

☒ ☐ Child Assessment Effective Date 07/01/2022 End Date 12/31/2022

☐ ☒ Local Quality Improvement (QI) Effective Date 07/01/2022 End Date 12/31/2022

☒ ☐ Effective Date 07/01/2022 End Date 12/31/2022

Care Level	INF	TOD	2YR	PR3	PR4	PR5	Total
Enter Number of Contracted Slots	0	3	3	3	3	0	12

Buttons: Cancel, **Save**

2019-2020 Reimbursement Rate Plans

A note displays at the top of the Rate Plan – “* Reimbursable rate is reduced because the amount exceeds the provider’s private pay rate upper limit set in Column F.” Any rates marked by a *, show the provider is near the upper limit (Column F) with the differential, and the amount shown is what the provider will reimbursed.

NOTE: The rate plans for 2019-2020 allow the provider to exceed the private pay rate. For 2019-2020, the Provider cannot exceed Column F – 20% above the private pay rate.

SR Reimbursement Rates - 8469 -

Unit of Care

Full-Time Daily Rates

Rates in effect on

7/1/2019

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

Edit Provider Rates

Edit Differential Rates

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$22.00	\$21.00	\$21.00	\$3.15	\$24.15	\$26.40	\$1.47	*\$0.78	*\$26.40	\$10.00	*\$1.05
TOD	12 <24 Months	\$23.00	\$20.00	\$20.00	\$3.00	\$23.00	\$27.60	\$1.40	\$2.60	\$27.00	\$11.00	*\$1.00
2YR	24 <36 Months	\$24.00	\$19.50	\$19.50	\$2.93	\$22.43	\$28.80	\$1.37	\$2.54	\$26.34	\$12.00	\$0.98
PR3	36 <48 Months	\$25.00	\$19.00	\$19.00	\$2.85	\$21.85	\$30.00	\$1.33	\$2.47	\$25.65	\$13.00	\$0.95
PR4	48 <60 Months	\$26.00	\$19.00	\$19.00	\$2.85	\$21.85	\$31.20	\$1.33	\$2.47	\$25.65	\$14.00	\$0.95
PR5	60 <72 Months	\$27.00	\$19.00	\$19.00	\$2.85	\$21.85	\$32.40	\$1.33	\$2.47	\$25.65	\$15.00	\$0.95
SCH	In School	\$15.00	\$10.00	\$10.00	\$1.50	\$11.50	\$18.00	\$0.00	\$1.30	\$12.80	\$0.00	\$0.00
SPCR	Special Needs	\$20.70	\$21.00	\$20.70	\$0.00	\$20.70	\$24.84	\$1.45	*\$2.69	*\$24.84	\$0.00	*\$1.04

- Column A = displays amounts from the provider's contract for private pay rates (captured at the time of contract initiation from the provider's profile).
- Column B = displays amounts from the Coalition's SR Plan Rates (established on the **Admin Functions > Rates Management > SR Plan Rates** page).
- Column C = displays the approved provider reimbursement rate without Gold Seal (the lower of column A or B).
- Column D = displays the Gold Seal differential (column C x the percentage established on the **Admin Functions > Rates Management > SR Plan Rates** page).
- Column E = displays the approved provider reimbursement rate with Gold Seal (column C + D; amount cannot exceed column F; Gold Seal participation is established on the Edit Differentials tab).
- Column F = displays the provider's private pay rate upper limit (column A x 20%)
- Column G = displays the QPI differential rate (column C x tier percentage; QPI participation is established on the Edit Differentials tab).
- Column H = displays the Local QI differential rate (column C x tier percentage; QI participation is established on the Edit Differentials tab).
- Column I = displays the total payment to provider (column E + G + H; cannot exceed column F).
- Column J = displays the total contracted slot differential rate available to selected children (Contracted Slots participation is established on the Edit Differentials tab).
- Column K = child assessment differential rate (column C x tier percentage; child assessment participation is established on the Edit Differentials tab).

Hovering over a rate marked with a *, displays the calculated amount prior to reaching the upper limit (Column F). The rate shown with a *, is the amount the provider will be reimbursed.

SR Reimbursement Rates - 8469 - -

Unit of Care

Full-Time Daily Rates

 Rates in effect on

7/1/2019

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

Edit Provider Rates

Edit Differential Rates

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$22.00	\$21.00	\$21.00	\$3.15	\$24.15	\$26.40	\$1.47	\$2.73 *\$0.78	\$26.40 *\$26.40	\$10.00	\$1.05 *\$1.05
TOD	12 <24 Months	\$23.00	\$20.00	\$20.00	\$3.00	\$23.00	\$27.60	\$1.40	\$2.60	\$27.00	\$11.00	\$1.00 *\$1.00

While some information may be pre-populated for convenience, the remaining steps should be followed to ensure the correct provider reimbursement rates are recorded.

Edit Provider Rate

Click the **Edit Provider Rates** button. The private pay rates page displays. Review and/or enter the provider's private pay rates (column A) for the established rate plan date range and click **Save**.

NOTE: Rates may be edited on or before the rate plan start date, after which they cannot be edited unless payment has not been issued yet. At that point, a new rate plan must be created.

Provider's Private Pay Rates - randi's house				
Care Code	Description	FT	PT	PTBA
INF	<12 Months	\$ 0.00	\$ 0.00	\$
TOD	12 <24 Months	\$ 0.00	\$ 0.00	\$
2YR	24 <36 Months	\$ 0.00	\$ 0.00	\$
PR3	36 <48 Months	\$ 0.00	\$ 0.00	\$
PR4	48 <60 Months	\$ 0.00	\$ 0.00	\$ 0.00
PR5	60 <72 Months	\$ 0.00	\$ 0.00	\$ 0.00
SCH	In School	\$ 0.00	\$ 0.00	\$ 0.00
SPCR	Special Needs	\$ 0.00	\$ 0.00	\$ 0.00
		Cancel Save		

Edit Differentials

Next, click the **Edit Differential Rates** button.

SR Reimbursement Rates - 8469 - -

Unit of Care

Full-Time Daily Rates

Rates in effect on

7/1/2019

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

Edit Provider Rates

Edit Differential Rates

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$22.00	\$21.00	\$21.00	\$3.15	\$24.15	\$26.40	\$1.47	\$2.73 *\$0.78	\$26.40 *\$26.40	\$10.00	\$1.05 *\$1.05
TOD	12 <24 Months	\$23.00	\$20.00	\$20.00	\$3.00	\$23.00	\$27.60	\$1.40	\$2.60	\$27.00	\$11.00	\$1.00 *\$1.00

The differential rates page displays. Review and/or edit the differential rate settings (columns E, G, H, I, and K) for the established rate plan date range and click **Save**. Differential rates are turned on by selecting the **Yes** radio button and the tier level.

NOTE: The Effective Date and End Date match the established rate plan and cannot be changed. If a differential applies to a length of time other than the established rate plan, an additional plan must be created. See *Amending SR Reimbursement Rates (by adding another rate plan)*. Providers participating in contracted slots require the total number of slots to be selected and rate amounts entered. (Children receiving a contracted slot must be identified within the **SR Program > SR Provider Enrollment** work queues.) See *Contracted Slots*.

Provider's Differential Rates

Yes	No		Effective Date	End Date
<input type="radio"/>	<input type="radio"/>	Gold Seal Designation <div></div>	04/01/2020	06/30/2020
<input type="radio"/>	<input type="radio"/>	Quality Performance Incentive (QPI) <div></div>	04/01/2020	06/30/2020
<input type="radio"/>	<input type="radio"/>	Child Assessment Effective Date	04/01/2020	06/30/2020
<input type="radio"/>	<input type="radio"/>	Local Quality Improvement (QI) <div></div>	04/01/2020	06/30/2020
<input type="radio"/>	<input type="radio"/>	Contracted Slots <div></div>	04/01/2020	06/30/2020

Cancel

Save >

Amending SR Reimbursement Rates (by adding another rate plan)

Open the provider's admin page from their profile. Click the **SR Reimbursement Rates** button. The provider's reimbursement rate plan page appears. Click on the **Add Reimbursement Rates** button.

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of TALLAHASSEE	KREPS ISLAND	9/1/2018	6/30/2019	Settings	Reimbursement Rates

The rate plan settings page appears. Enter the first day that the new rate plan is effective for the Reimbursement Start Date, then Enter the Reimbursement End Date and click **Save**.

Coalition: ELC of TALLAHASSEE
Provider: randi's house
County: KREPS ISLAND
Reimbursement Provider Type: Center
Reimbursement Start Date: 09/17/2018
Reimbursement End Date: 06/30/2019
Buttons: < Cancel, Save >

Now, a new rate plan appears. The existing rate plan's Reimbursement End Date is changed by the system to end a day prior to the new rate plan's Reimbursement Start Date. Click on the **Reimbursement Rates** button for the new rate plan and proceed to review/modify the **Provider Rates** and **Differential Rates** accordingly.

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of TALLAHASSEE	KREPS ISLAND	9/1/2018	9/16/2018	Settings	Reimbursement Rates
ELC of TALLAHASSEE	KREPS ISLAND	9/17/2018	6/30/2019	Settings	Reimbursement Rates

Contracted Slots

Setting Up a Provider with Contracted Slots

Using the provider's SR Reimbursement rates from their profile (Private Pay Rates tab, bottom section), click the **Edit Differentials** button. Turn on the Contracted Slots differential rates by selecting the **Yes** radio button, then click **Save**.

Providers participating in contracted slots require the total number of slots to be filled in and rate amounts entered for each level of care.

Provider's Differential Rates FIRST STEPS IN LEARNING INC.

Yes No

☐ ☒ Gold Seal Designation Effective Date 09/01/2019 End Date 06/30/2020

☒ ☐ Quality Performance Incentive (QPI) 4% Effective Date 09/01/2019 End Date 06/30/2020

☐ ☒ Child Assessment Effective Date 09/01/2019 End Date 06/30/2020

☐ ☒ Local Quality Improvement (QI) Effective Date 09/01/2019 End Date 06/30/2020

☒ ☐ Contracted Slots Effective Date 09/01/2019 End Date 06/30/2020

Care Level	INF	TOD	2YR	PR3	PR4	PR5
Enter Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Cancel Save

Enrolling a Child in a Contracted Slot

The child has to have an active SR enrollment with the provider. If the enrollment has been terminated, the child will not be able to be enrolled in a contracted slot.

The children receiving a contracted slot must be identified within the **SR Program > SR Provider Enrollment** work queues. Search by provider name. The number of contracted slots for the provider are displayed.

Provider Search Results			
Provider Name	Provider ID	Has Contracted Slots	Total Contracted Slots
HAMPSHIRE ACADEMY, INC	348	No	0

Providers that do not have contracted slots will not have the checkboxes to select a child for contracted slots enrollments.

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG8	06/13/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG8	06/12/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG1	06/20/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG8	07/27/2018	
Enrolled	[REDACTED]	7 yrs	FT	SCH	BG3R	08/07/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG1	09/10/2018	
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG1	09/10/2018	
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/26/2018	

Providers that have contracted slots will have checkboxes to select a child for contracted slots enrollments, and the number of available contracted slots is displayed.

Provider Name	Provider ID	Has Contracted Slots	Total Contracted Slots
FIRST STEPS IN LEARNING INC.	719	Yes	10

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date	Is Contracted Slot	Contracted Slot Start Date	Contracted Slot End Date
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	07/18/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/21/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	7 yrs	PT	SCH	BG8	10/11/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	1 yr	FT	TOD	BG8	10/26/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	11/06/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	0 yr	FT	INF	BG8	11/06/2018		<input type="checkbox"/>		

The child's name, age, unit of care, level of care, billing group and enrollment dates are displayed.

Click on a contracted slots checkbox. A pop-up displays to enter the contracted slots enrollment dates.

Add Child to Contracted Slot

You have chosen to add this child to the contracted slot.

Contracted Slot Start Date *

mm/dd/yyyy

Contracted Slot End Date *

mm/dd/yyyy

Save Cancel

By checking the contracted slots checkbox, the Start and End date fields become required. The contracted slots dates do not have to coincide with the child exact enrollment dates, but the contracted slot start date cannot be prior to the SR enrollment Start Date. The Contracted Slot End date cannot be more than 60 days after the SR enrollment End Date. The contracted slots dates have to be within the provider's contracted slot agreement effective dates.

The provider is not allowed to select more than the amount of slots they have are contracted to have. If the provider has 10 slots in their contract, the coalition user can only fill 10 slots. Each time a slot is filled, the available slots decrease.

Enrollments Results for FIRST STEPS IN LEARNING INC. - 719

10 Contracted Slots - 9 Available

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date	Is Contracted Slot	Contracted Slot Start Date	Contracted Slot End Date
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	07/18/2018		<input checked="" type="checkbox"/>	07/18/2018	06/30/2019
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/21/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	7 yrs	PT	SCH	BG8	10/11/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	1 yr	FT	TOD	BG8	10/26/2018		<input type="checkbox"/>		

The termination date for the Contracted Slots enrollment can be postponed for up to 60 consecutive calendar days if a child ages out when school starts, leaves the program, or has a schedule change that is no longer Full-Time (FT).

Clicking a checked contracted checkbox displays the Update or End question.

Update or End Contracted Slots

Do you want to update or end contracted slots?

Update End Cancel

Enrollments Results for FIRST STEPS IN LEARNING INC. - 719

10 Contracted Slots - 9 Available

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date	Is Contracted Slot	Contracted Slot Start Date	Contracted Slot End Date
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	07/18/2018		<input checked="" type="checkbox"/>	07/18/2018	06/30/2019
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/21/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	7 yrs	PT	SCH	BG8	10/11/2018		<input type="checkbox"/>		

Selecting **End** will populate the current date, then click **Save**.

Selecting **Update** will require a new end date. The end date cannot be greater than 60 days after the SR enrollment end date. The new end date must be within the current billing period and cannot be in a previous month.

The provider will not see any indication of contracted slots enrollment on their enrollment and attendance roster.

The coalition will see the child's contracted slot enrollment and rate in the provider's Closed Attendance, Reimbursement Record.

Reimbursement Record for May Schools

Fundr Type: SR Payment Period: Feb-2019 Service Period: 01/01/2018 to 01/31/2019
 Status: Closed Attendance Provider Type: Family Child Care Home Provider ID: 8457
 Vendor Number: 15457 Provider Name: May Schools Phone: (324) 324-2342
 Site Address: 123 GAK ST TALLAHASSEE, FL 32301 County: Gadsden

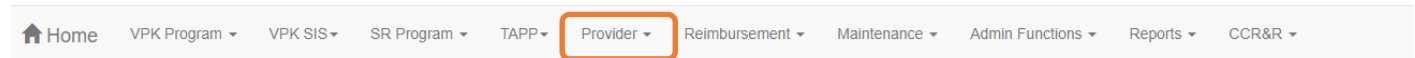
[Update Values](#) [Provider Status](#) [Refresh Calculations](#)

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent Copay Rate	Gross Payment Amount	Less Parent Copay Amount	Net Payment Amount	Gold Total Amount	PPP Amount	PPP CA Amount	QI Amount	CS Amount	Status	Action
1.	[REDACTED]	12/12/2016	SGJAP	APP	TOD	FT	19	\$0.05	\$0.03	\$0.35	\$0.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	✓ verified	Adjust
	TOD TOTAL \$																		
										\$0.35	\$0.00	\$0.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
2.	[REDACTED]	12/12/2016	CF	SN	ZYR	FT	6	\$0.09	\$0.00	\$0.54	\$0.00	\$0.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	✓ verified	Adjust
3.	[REDACTED]	12/13/2016	CF	SN	ZYR	FTFT	3	\$0.18	\$0.00	\$0.54	\$0.00	\$0.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	✓ verified	Adjust
	ZYR TOTAL \$																		
										\$1.08	\$0.00	\$1.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Totals																		
										\$2.43	\$0.00	\$2.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

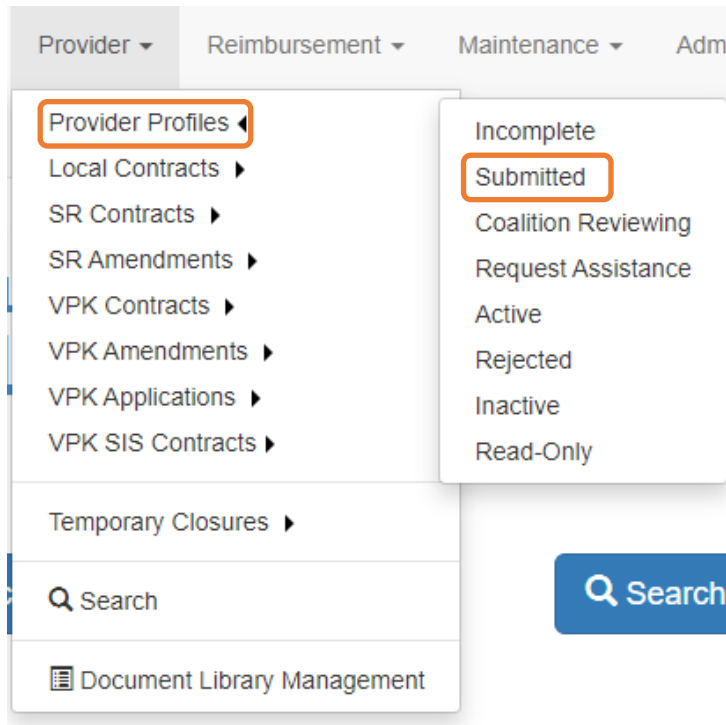
[Continue](#)

Processing a Provider Portal Profile

From the Home screen, the coalition user will click the **Provider** menu.

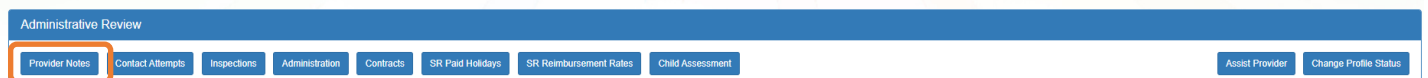


Then, the coalition user will click the Provider Profiles and select **Submitted** work queue to review a list of all submitted profile requests. Coalition staff may click the provider ID link to open a profile.

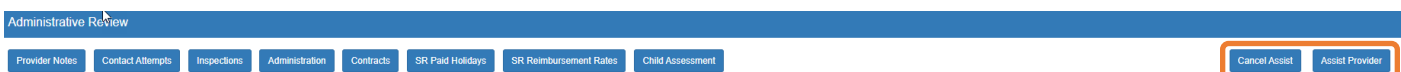


Request Assistance

Providers may request assistance from coalitions by using the Request Assistance feature. When selected by the provider, requests appear in the **Request Assistance** work queue. Coalition staff may click the provider ID link to open a profile. Once a profile is open, coalition staff may review the Provider Notes to locate information regarding the reason for the request.



Next, coalition staff may select the **Cancel Assist** button or **Assist Provider** button.



The **Cancel Assist** button will cancel the request and the provider will again be able to edit the profile. The profile status returns to its prior status.

The **Assist Provider** button places the profile in a status that allows coalition users to edit the profile. After clicking the **Assist Provider** button, the profile status will change to **Assistance Accepted**.

2020 - 2021 Program Year Current Status: Assistance Accepted

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment Assistance Complete

Once the coalition user has finished editing the provider profile, click the **Assistance Complete** button.

2020 - 2021 Program Year Current Status: Assistance Accepted

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment **Assistance Complete**

Then, the coalition user will fill in the Comments section of the **Assistance Request Completed** pop-up and click **Submit**.

Assistance Request Completed

If the assistance request has been completed, please add your comments to the provider and click the "Submit" button to give control back to the provider.

Comments ☒ Send message

If a provider needs help uploading a document, and the coalition has an electronic copy of the document, the provider may use the Need Assistance function to allow the coalition to upload the document.

Provider Notes will be generated to reflect the acceptance of the assistance request and the comment included after completing the assistance.

Provider Notes For Jim's House Of Learning 2			
Show	10	entries	
Date	Reason	Note	Created By
12/7/2016 4:11:31 PM	ASCMPL	Provider assistance completed. I just sent you an email about the correct edition of your curriculum. Message sent to Provider.	ledbetter.kiwanis@gmail
12/7/2016 4:06:08 PM	ASACPT	Profile assistance request has been accepted and is under review.	ledbetter.kiwanis@gmail
12/7/2016 2:35:28 PM	ASREQ	Provider has requested Profile Assistance on the [Provider Curriculum] section. I have a question about the edition year of my curriculum. by oeldemonstration+3@gmail.com.	oeldemonstration+3@gr
10/10/2016 2:53:16 PM	PSC	Profile status changed to Active.	jim.ledbetter@oel.myflor
10/10/2016 2:52:18 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gr
10/10/2016 2:48:58 PM	PSC	Profile status changed to Rejected. Please provide additional documentation for your W-9.	jim.ledbetter@oel.myflor
10/10/2016 2:43:18 PM	PSC	Profile status changed to Coalition Reviewing.	jim.ledbetter@oel.myflor
10/10/2016 2:06:34 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gr
Date	Reason	Note	Created By

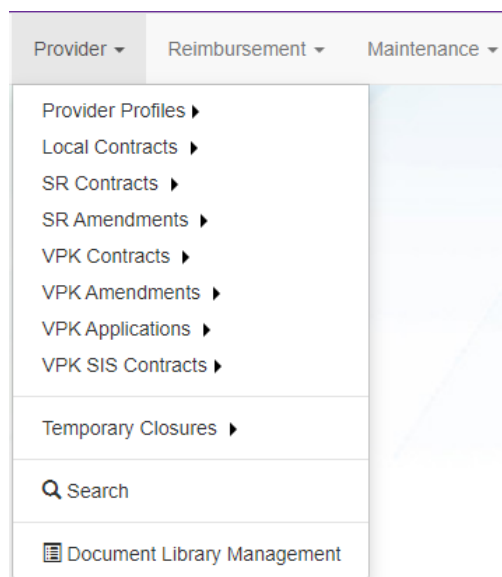
The provider profile will now return to the previous status, and the provider will again be able to edit the profile. However, if changes were made by the coalition, the provider profile will become Incomplete. The provider user may review the changes, sign and certify, and submit to the coalition.

Assist Provider

In addition to the Request Assistance feature available to providers, coalition users can also help providers through the Assist Provider feature. This feature allows coalition users to put a provider profile in Assistance Accepted status and make edits to the profile without the provider having to submit a request for assistance. The initial profile status has a role in the steps required for editing and the resulting status. For example, if the initial provider profile status is Active*, when the assistance is completed, the profile status becomes Incomplete in order for the provider to review and approve the changes. Other initial statuses are maintained when the assistance is completed (i.e. Incomplete stays Incomplete after assistance is completed). Editing is not available for Imported or Inactive profile statuses. Additionally, if the initial provider profile status is Submitted**, the status must first be changed to Coalition Reviewing in order for editing to occur. See the chart below:

Initial Profile Status	Editing Available	Coalition Reviewing Necessary	Resulting Status
Incomplete	Yes	No	Incomplete
Submitted**	No	Yes	Submitted
Coalition Reviewing	Yes	No	Coalition Reviewing
Request Assistance	Yes	No	Varies
Active*	Yes	No	Incomplete
Rejected	No	No	Rejected
Inactive, Imported	No	N/A	N/A

Go to **Provider > Search**.



Enter the provider ID, Click **Search**.

Q Provider Search

Provider Type

☒ VPK ☒ SR ☒ Local ☒ CCR&R only ☒ All

Coalitions

☒ Just my coalition ☐ All coalitions

Program Year

Select Program Year

Principal ID

Enter Principal ID

Principal Name

Enter Principal Name

Profile Status

Select Profile Status

Doing Business As

Enter Doing Business As name

Director's Name

Enter Director's name

Provider ID

Enter Provider ID

Tax ID (FEIN or SSN)

Enter Tax ID or FEIN or SSN

Street Address

Enter Street Address (Address Line - 1)

City

Enter City name

Registered County

Select Registered County

License or Registration or Exempt or MSID

Enter License or Registration or Exempt or MSID

Reset

Search

Identify the Program Year / Profile Status that needs assistance. Click the Profile ID.

Provider Search Results 2 Total Records				
Show 10 entries ▾				
Provider ID	Profile ID	Registration Number	Program Year	Profile Status
20837	102906	FHC433600	2019 - 2020	Active
20837	104765	FHC433600	2020 - 2021	Active

Click the **Assist Provider** button.

This screenshot shows the top section of a provider profile page. At the top, there is a header with the text "2020 - 2021 Program Year" and "Current Status: Active", both of which are highlighted with red boxes. Below the header is a navigation bar with tabs: General, Facility, Services, Curriculum, Fees & Discounts, Hours of Operation, Staffing & Capacity, Private Pay Rates, Closures Calendar, Documents, and Review. Below the navigation bar is a section titled "Administrative Review" with a row of buttons: Provider Notes, Contact Attempts, Inspections, Administration, Contracts, SR Paid Holidays, SR Reimbursement Rates, Child Assessment, Assist Provider (highlighted with a red box), and Change Profile Status.

The current status on the provider profile changes to **Assistance Accepted**. All tabs on the provider profile are accessible and the fields are editable with the exception of some fields on the Facility tab.


This screenshot shows the provider profile page after the status change. The "Current Status: Assistance Accepted" is highlighted with a red box. The "Assist Provider" button is no longer visible, and a new "Assistance Complete" button has appeared at the end of the "Administrative Review" section.

A provider note is added: "Coalition initiated Request Assistance to assist provider"


This screenshot shows a provider note entry. It includes a date and time "4/6/2020 3:20:55 PM", a user "CPAST", and the note text "Coalition initiated Request Assistance to assist provider."

Make any necessary edits to the profile.

This screenshot shows the provider profile page with the "Curriculum" tab highlighted in the navigation bar. Below the navigation bar is the "Administrative Review" section, which contains a row of buttons: Provider Notes, Contact Attempts, Inspections, Administration, Contracts, SR Paid Holidays, SR Reimbursement Rates, Registration Fees, Child Assessment, and Assistance Complete. Below this row is a section with a header "Click the headers or the + to expand and the - to collapse each section below. Click the [Button] to navigate to that section." and a list of expandable sections: Business Info, General, Facility, Services, and Curriculum (highlighted with a red box).

Curriculum (select all that apply)		
Curriculum 	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Balanced Learning (Primrose)	Birth - K	2018
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Big Day for PreK	4 to K	2018
Buttercups	Birth - 3	2017 - 2018
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012
Connect 4 Learning	4 - K	1st edition 2016
Core Knowledge Preschool Program	3 and 4	2013
Creative Curriculum for Family Child Care	Birth - 4	2nd edition/2009

Save all changes and click **Back to Review Page**.

Curriculum (select all that apply)		
Curriculum 	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Balanced Learning (Primrose)	Birth - K	2018
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Big Day for PreK	4 to K	2018
Buttercups	Birth - 3	2017 - 2018
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012
Connect 4 Learning	4 - K	1st edition 2016
Core Knowledge Preschool Program	3 and 4	2013
Creative Curriculum for Family Child Care	Birth - 4	2nd edition/2009

Save Back to Review Page

Click the **Assistance Complete** button.

2020 - 2021 Program Year
Current Status: Assistance Accepted

Profile
General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review
Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment
Assistance Complete

A pop-up displays. Write a comment in the comment box and click **Submit**.

NOTE: *Send message* is checked by default. When *Send message* is checked, a message is sent to the provider and a provider note is written; when it is un-selected, only a provider note is written.

Assistance Request Completed

If the assistance request has been completed, please add your comments to the provider and click the "Submit" button to give control back to the provider.

Comments
☒ Send message

Curriculum added. |

Submit Cancel

The current status changes back to **Active**.

City of Henderson Beach Parks and Recreation Admin Profile

2020 - 2021 Program Year

Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment Assist Provider Change Profile Status

A provider note is added: "Provider assistance completed. Message sent to provider." The provider note will also include any comments entered.

4/6/2020 3:29:51 PM	ASCMPL	Provider assistance completed. Curriculum added. Message sent to Provider.
------------------------	--------	--

Coalition Reviewing Status

To process a provider profile, the coalition user will select the **Submitted** work queue.

Provider Reimbursement Maintenance Adm

Provider Profiles

Local Contracts

SR Contracts

SR Amendments

VPK Contracts

VPK Amendments

VPK Applications

VPK SIS Contracts

Temporary Closures

Search

Document Library Management

Incomplete

Submitted

Coalition Reviewing

Request Assistance

Active

Rejected

Inactive

Read-Only

Search

Then, the coalition user will click the **Provider ID** link of the record assigned to review.

Provider ID	Program Year	Business Name	Contact Name	Contact Number	Status	Submitted Date	Last Modified By	Last Modified Date
7546	2017 - 2018	OEL	AB	(850) 717-8599	Submitted	10/27/2016	abarber548@yahoo.com	10/27/2016

The Administrative Review page will display. Click the **Change Profile Status** button to change the profile status to **Coalition Reviewing**.

City of Henderson Beach Parks and Recreation Admin Profile

2020 - 2021 Program Year

Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment Assist Provider Change Profile Status

Then, click the **Save** button to continue.

Provider Profile: Change Status Submitted

Profile Status: *

Active

CoalitionReviewing

Inactive

Rejected

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel

Save

Once the status is changed to **Coalition Reviewing**, the following page will display:

Your Requested Action Has Been Performed

Please choose another action from the menu to continue working.

To begin the review process, the coalition user will go back to the Provider Profiles Quick Access Dropdown Queue, select **Coalition Reviewing**, and find the profile that was set to **Coalition Reviewing**.

After coalition review, the profile can be changed to **Rejected**, **Inactive**, or **Active** status. If the profile does not have the information needed to determine if the provider is eligible for funding, the profile should be **Rejected**. If the provider is no longer providing School Readiness or Voluntary Prekindergarten services, the profile should be set to **Inactive**. If the coalition determines the provider is eligible to receive funding, the profile should be set to **Active**.

Rejected Status

To reject a profile, the coalition user must click the **Change Profile Status** button.

Once on the Change Profile Status page, select **Rejected** in the Profile Status dropdown menu.

Enter the reason for the rejection in the comments section; the comment will be included in the automated email sent to the Provider Portal user from **DONOTREPLY@oel.myflorida.com**. After entering all required fields, click **Save** to proceed.

Provider Profile: Change Status Coalition Reviewing

Profile Status: *

Rejected

Status Date:

10/10/2016

Comments: *

Please provide additional documentation for your W-9.

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Hello Jim Ledbetter,

The provider profile you submitted for Jim's House of Learning 2 was not approved for the following reason(s):

Please provide additional documentation for your W-9.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The status has been updated at the top of the review page.

Jim's House of Learning 2 Profile

General Business Contact Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Current Status: Rejected

Once in **Rejected** status, the coalition user will not be able to edit the profile until the profile is resubmitted by the Provider Portal user.

Active Status

To activate a profile, the coalition user must click the **Change Profile Status** button.

Once on the Change Profile Status page, select **Active** in the Profile Status dropdown menu.

An automated email will be sent to the Provider Portal user from **DONOTREPLY@oel.myflorida.com**. After entering all required fields, click **Save** to proceed.

Provider Profile: Change Status Submitted

Profile Status: *

Active

Status Date:

10/10/2016

Sunbiz Document Number (if applicable):

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel

Save

Hello Jim Ledbetter,

The provider profile you submitted for Jim's House of Learning 2 was approved. You may now log on to the Provider Portal with the user name and password at any time to update your information.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The status has been updated at the top of the review page.

Jim's House of Learning 2 Profile

Current Status: Active

GeneralBusinessContactServicesCurriculumFees & DiscountsHours of OperationStaffing & CapacityPrivate Pay RatesClosures CalendarDocumentsReview

Changing Profile Status

Once the coalition user is ready to update the status of a profile, click the **Change Profile Status** button.

City of Henderson Health Plans and Reimbursement Status Profile

2020 - 2021 Program Year

Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment

Assist Provider **Change Profile Status**

Once the new status is selected, the coalition user has the ability to add a comment and click the **Save** button.

Provider Profile: Change Status Active

Profile Status: *

PendingUpdate
Inactive
Rejected

10/03/2016

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel **Save**

Provider Profile Edits

After a provider profile has been set to Active status, if the provider makes a change and re-submits the profile, a notification will appear on the Administrative Review page to notify the coalition user that a change has been made to a profile section.

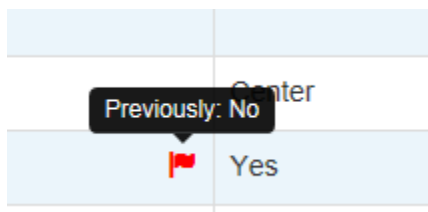


To see what specific answer has changed, expand the section that has the red flag and another red flag will show what answer has changed.

Click the headers or the + to expand and the - to collapse each section below. Click the Button to navigate to that section.

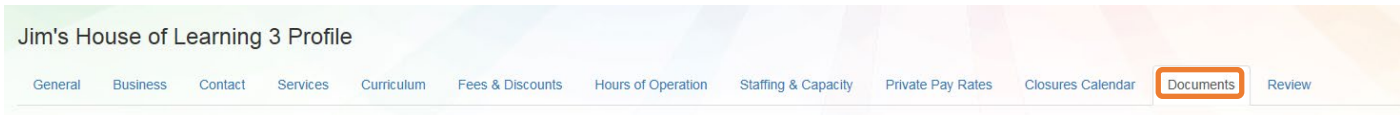
		General
		General Data Has Changed
1. Do you want to have your program referred to families seeking child care listings?	Yes	
2. Do you want to complete a contract to participate in the School Readiness Program?	Yes	
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?	Yes	
4. Do you want to complete a contract to receive local funding?	No	
5. Business Ownership Type	Corporation	
6. Legal Status	Exempt	
7. Exemption Details		
Exempt Number	EXEMPT	
Expiration Date	05/05/2017	
Exemption Reason	School-Age Program	
Master School ID (MSID)		
8. Provider Type	Center	
9. Are you a Gold Seal provider?	Yes	
10. Are you an accredited provider?	Yes	
10.1 Accreditations	ACCREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT	

To see what the previous answer was, hover over the red flag.



Verifying Documents

Provider documents can be verified and have a begin date and expiration date added by clicking the **Documents** tab from the Administrative Review page.



A coalition user will then view the document by clicking the **View** button, complete the Begin date and Expiration date for the document, and verify the document by clicking the check box. A coalition user can re-verify a document for a subsequent contract year even if the document was verified in the previous contract year.

Supporting Documents

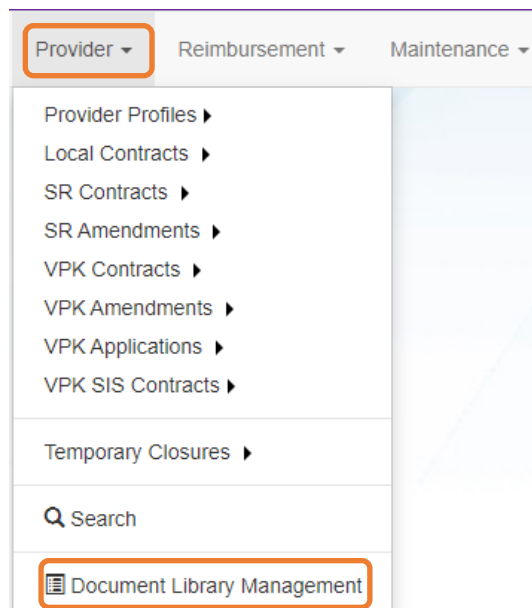
Gold Seal Certificate

Document(s)		Begin date	Expiration date	
6M-4.720.doc	<input type="button" value="View"/> <input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Verify 6M-4.720.doc
<input type="button" value="Upload Another Document..."/>				

Document Library Management

The Document Library Management function allows a coalition user to review documents uploaded to the Provider Profile.

To access the Document Library Management function, coalition users will click the **Provider** button and then **Document Library Management**.



The folder list is standard for all providers, but a coalition-specific folder can be added. To add a new folder, coalition users will click the **Add New Folder** button.

Document Library Management

Add New FolderRename Folder

Select Provider

--select provider--

Select Folder

View FilesMove Files

The coalition user will then create the new folder name and click the **Save Changes** button.

Add New Folder

Select Coalition:

ELC of Polk

*Folder Name:

Close

Save Changes

To rename a folder that is not predefined, coalition users will click the **Rename Folder** button.

Document Library Management

Add New FolderRename Folder

Select Provider

--select provider--

Select Folder

View FilesMove Files

Rename Folder



* Select Folder:

Contracts

* Folder Name:

Close

Save Changes

The coalition user will then select the folder, rename the folder and click the **Save Changes** button.

The folder list is standard for all coalitions.

Document Library Management

Add New FolderRename Folder

Select Provider

Jim's House of Learning 2

Select Folder

- please select a folder -

Accreditation and / or Gold Seal

Contracts

Insurance Auto

Insurance Liability

Insurance-Worker Comp

License or Exemption

Miscellaneous

Monthly Adjustment Request

Monthly Classroom Transfer Forms

Monthly Extended Absence Request

Monthly Outstanding Parent Fee

Monthly Reimbursement Report

Monthly Sign in-out Sheet

Monthly VPK Child Withdrawal Forms

Provider Public Rate Sheet

Uncategorized

Unemployment Insurance

VPK Affidavit of Good Moral Character

VPK Background Screenings

VPK Curriculum

VPK Director Credentials

VPK Enrollment Certificates

VPK Instructor's Credentials

W9

View Files

Move Files

Coalition users can view a provider's documents by selecting a provider and folder, then clicking **View Files**.

Document Library Management

Add New FolderRename Folder

Select Provider

--select provider--

Select Folder

View Files

Move Files

Coalition users can upload a new file to a provider's folder by clicking the **Upload New File** button, browsing for the file and clicking the **Attach Selected Document** button to complete the upload.

Document Library Management - View Documents

Provider Name:

Jim's House of Learning 2

▼

Total Files:

1

Folder Create Date: 10/25/2016

Folder Details - Contracts

Upload New File

Rename File

File Name	Download	Archive	Date Uploaded	Uploaded By
Koala.jpg	Download	Archive	12/07/2016	

Add New File

×

Select a document to upload.

- Select the folder from the drop down list to which you would like to upload a file to.
- Click the *Browse...* button to browse your documents and select the one that you want to upload to the folder.
- You may give a description to the file you are uploading.

Upload file to site:

Jim's House of Learning 2

Select Destination Folder *

Contracts

Select File *

Browse...

Attach your document.

Click the *Attach Selected Document* button below to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a *minute*, depending on the size of the document and the speed of you internet connection.

Attach Selected Document

Cancel

Coalition users can rename a file in a provider's folder by clicking the **Rename File** button, selecting the file, inserting a new file name and clicking the **Save Changes** button.

Document Library Management - View Documents

Provider Name:

Jim's House of Learning 2

Total Files:

1

Folder Create Date: 10/25/2016

Folder Details - Contracts

Upload New File

Rename File

File Name	Download	Archive	Date Uploaded	Uploaded By
Koala.jpg	Download	Archive	12/07/2016	

Rename File



Site: Jim's House of Learning 2

Select Folder:

Contracts

Select File:

File Name:

Cancel

Save Changes

Document Library Management - View Documents

Provider Name:

Jim's House of Learning 2



Total Files:

1

Folder Create Date: 10/25/2016

Folder Details - Contracts

Upload New File

Rename File

File Name

Download

Archive

Date Uploaded

Uploaded By

Koala.jpg

Download

Archive

12/07/2016

Coalition users can download or archive a document in a provider's folder by clicking the **Download** or **Archive** button, respectively. If the provider has reached the maximum number of documents allowed on the Profile Documents tab, archiving documents will free up room to allow additional documents to be uploaded for coalition verification.

Providers can also archive documents by clicking the **Remove** button to remove a document from the profile documents screen and archive it in the appropriate Document Library Management folder.

The screenshot shows the 'Supporting Documents' section of the 'Certificate of Licensure' tab. It displays a table with columns for 'Document(s)', 'Begin Date', and 'Expiration Date'. The first document, '2019-2020 License.pdf', has a 'Remove' button highlighted with a red arrow. Other documents listed include '2019-2020 New License.pdf', '2020-2021BKAlicense.pdf', 'License2021.pdf', and 'PayStub2.docx'.

Document(s)	Begin Date	Expiration Date
2019-2020 License.pdf	02/23/2019	07/14/2019
2019-2020 New License.pdf	02/23/2019	02/22/2020
2020-2021BKAlicense.pdf	02/23/2020	02/22/2021
License2021.pdf	02/21/2021	02/22/2022
PayStub2.docx		

Provider Address Changes

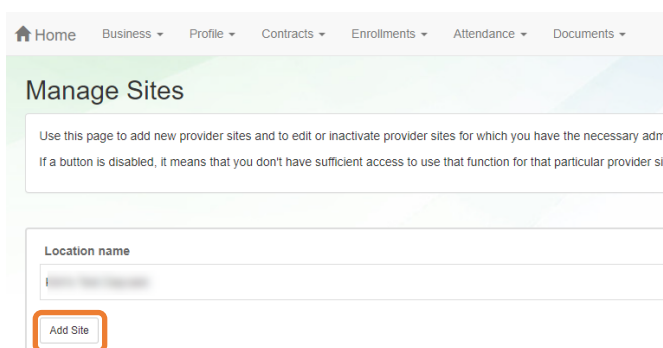
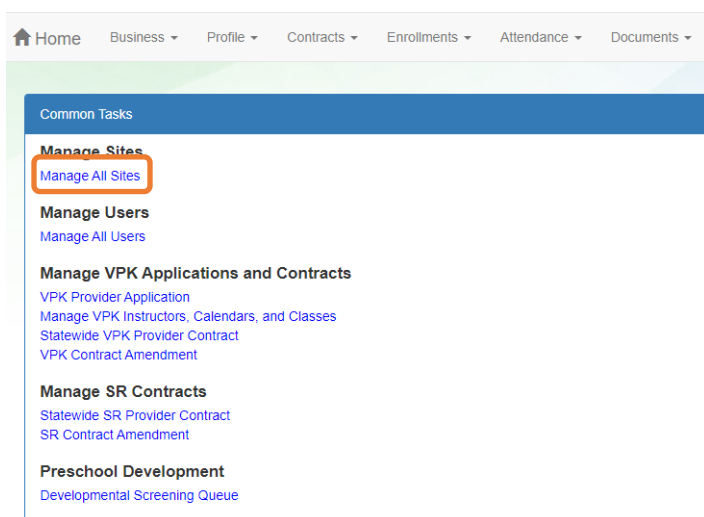
If a provider has a change to the facility address, there are several scenarios to consider, based on whether a new DCF license number is created.

- Scenario 1: NEW DCF license number/local licensing number/registration number, SAME owner
- Scenario 2: NEW DCF license number/local licensing number/registration number, NEW owner **OR** SAME DCF license number/local licensing number/registration number, NEW owner not already in EFS Mod
- Scenario 3: SAME DCF license number/local licensing number/registration number, NEW owner already in EFS Mod

Scenario 1

A provider is opening a new provider facility/site, or a facility/site is moving, but the owner is the same.

If the provider has a change to the Facility Address and a new DCF license number/local licensing number/registration number is assigned, the provider will create a new site by clicking the Manage All Sites link on the Provider Dashboard, then click the **Add Site** button. They will then fill out the new facility information. This will create a new Provider ID, but keep the new facility under the same EIN/SSN and Principal ID.



All contracts under the old facility will need to be terminated and initiated under the new profile and Provider ID.

If the Facility Address and the Business Address (Principal Address) are the same and both need to change, please submit a Service Desk ticket so a data fix can be completed. Please indicate if the Mailing Address and Payment Mailing Address are also changing, along with the Facility Address and Business Address (Principal Address). The Business tab can have different addresses for the Business Address (Principal Address), Mailing Address, and Payment Mailing Address.

Scenario 2

A provider is opening a new provider facility/site under a new owner or different EIN/SSN **OR** same DCF license number/local licensing number/registration number and a new owner not already in EFS Mod.

If a new provider facility/site is opening under a new owner, which means a new DCF license number/local licensing number/registration number AND a new EIN/SSN and Principal ID, the provider will need to create a new Provider Portal account by going to <https://providerservices.floridaearlylearning.com/Account/Register> and entering the new information. This new information will generate a new Principal ID and new Provider ID.

This scenario is also applicable if a provider facility/site has an ownership change, the DCF license number/local licensing number/registration number is the same, but the new owner does not already have a provider facility/site in EFS Mod.

Scenario 3

A provider facility/site has an ownership change, the DCF license number/local licensing number/registration number is the same, and the new owner already has a provider facility/site in EFS Mod.

Please submit a Service Desk ticket to change the Principal ID and EIN/SSN from the old owner to the new owner.

Provider Contracting

Prior to initiating SR contracts for a program year, the coalition must **first** establish the SR Plan Rates (**Admin Functions > Rates Management > SR Plan Rates**), **followed by** the SR Holiday Schedule (**Admin Functions > Calendar Management > SR Holiday Schedule**).

NOTE: If the SR Plan Rates are not established first, the Maximum Paid Closure Dates can't be saved and the Paid Closure Dates can't be added to the SR Holiday Schedule.

Initiating a Contract

Only providers with an Active profile are eligible to have an electronic contract initiated, and only Contract Managers have the ability to initiate a contract. On the provider Administrative Review page, the Contract Manager must click the **Contracts** button, then, on the manage contracts page, click the **+Initiate Contract** button.

Ventura Day School Profile 2023 - 2024 Program Year Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration **Contracts** SR Paid Holidays SR Reimbursement Rates Child Assessment Registration Fees Assist Provider Change Profile Status

Provider Contracts

Manage Contracts For Ventura Day School Return to review

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
108412	SR	DEL-SR 20	ELC of TALLAHASSEE	Certified	02/23/2023	07/01/2022		2022 - 2023	View	Download	Change Status

+ Initiate Contract

Select a contract type from the **Type** dropdown menu.

Initiate Contract for Ventura Day School with ELC of TALLAHASSEE

Type: Start Date: End Date: ☐ Paper Process?

Coalition Contact Information

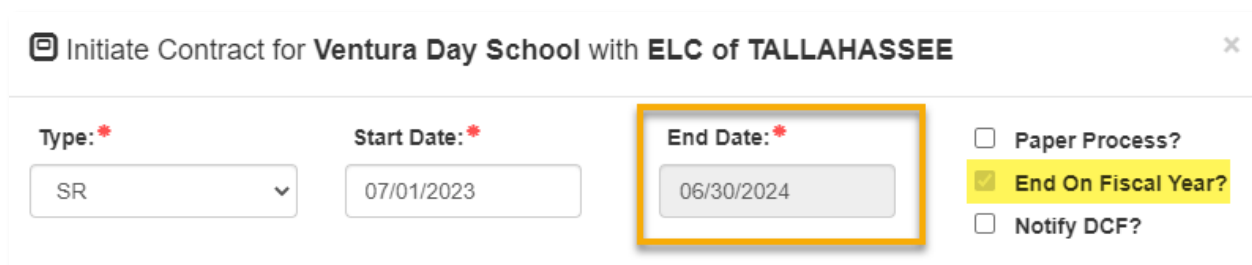
Name: Email: Phone:

Cancel Save

SR contracts will default to an electronic process. Paper contracts cannot be created for SR. Select the start date (cannot be a date in the past), select the responsible parties for development screenings and subsequent development screenings, select notification recipient(s), select multiple sites (if needed), and update the coalition contact information (if needed).

323

The contract end date defaults to the end of the fiscal year.

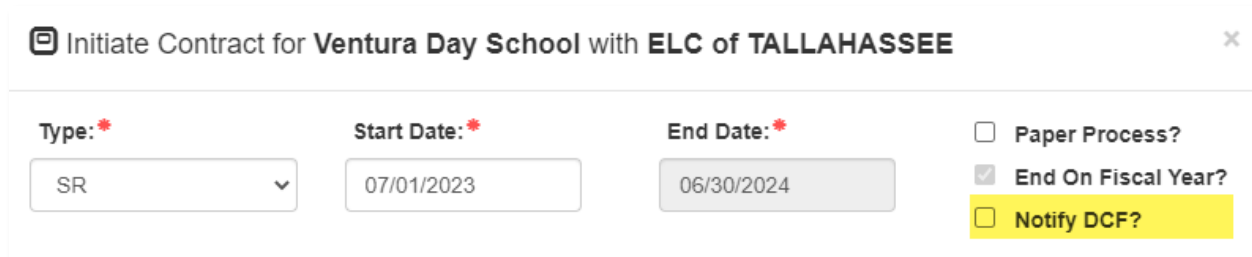


Initiate Contract for Ventura Day School with ELC of TALLAHASSEE

Type: * SR ▼ Start Date: * 07/01/2023 End Date: * 06/30/2024

☐ Paper Process? ☒ End On Fiscal Year? ☐ Notify DCF?

The coalition can elect to have DCF notified of a contract initiation process. DCF will also then receive notifications of a certified and terminated contract.



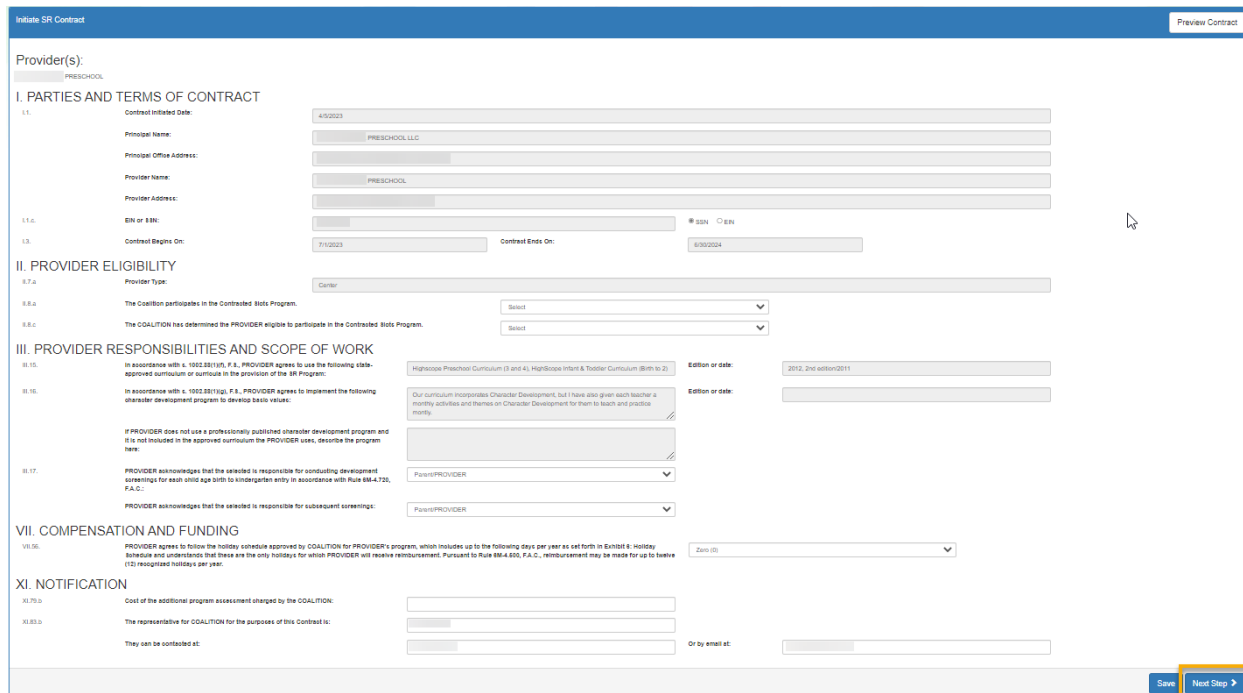
Initiate Contract for Ventura Day School with ELC of TALLAHASSEE

Type: * SR ▼ Start Date: * 07/01/2023 End Date: * 06/30/2024

☐ Paper Process? ☒ End On Fiscal Year? ☐ Notify DCF?

When the fields are completed, click the **Save** button.

After the **Save** button is clicked, the following data entry page displays. Select the EIN or SSN radio button and complete the fields (all are required), then click **Next Step**.



Initiate SR Contract Preview Contract

Provider(s): PRESCHOOL

I. PARTIES AND TERMS OF CONTRACT

1.1. Contract Initiated Date: 4/3/2023

Principal Name: PRESCHOOL LLC

Principal Office Address:

Provider Name: PRESCHOOL

Provider Address:

1.1.e. EIN or SSN: EIN ☒ SSN ☐

1.3. Contract Begins On: 7/1/2023 Contract Ends On: 6/30/2024

II. PROVIDER ELIGIBILITY

II.7.a. Provider Type: Center

II.8.a. The Coalition participates in the Contracted Slots Program. Select

II.8.c. The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program. Select

III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

III.15. In accordance with s. 1002.58(1)(b), F.S., PROVIDER agrees to use the following state-approved curriculum or outline in the provision of the SR Program: HighScope Preschool Curriculum (3 and 4), HighScope Infant & Toddler Curriculum (Birth to 2) Edition or date: 2012, 2nd edition 2011

III.16. In accordance with s. 1002.58(1)(g), F.S., PROVIDER agrees to implement the following character development program or outline in the provision of the SR Program: Our curriculum incorporates Character Development, but I have also given each teacher a monthly activities and themes on Character Development for them to teach and practice monthly. Edition or date:

III.17. PROVIDER acknowledges that the selected is responsible for conducting development screenings for each child age birth to kindergarten entry in accordance with Rule 68A-4.720, F.A.C.: Parent/PROVIDER

PROVIDER acknowledges that the selected is responsible for subsequent screenings: Parent/PROVIDER

VII. COMPENSATION AND FUNDING

VII.9. PROVIDER agrees to follow the holiday schedule approved by COALITION for PROVIDER's program, which includes up to the following days per year as set forth in Exhibit 4: Holiday Schedule and understands that these are the only holidays for which PROVIDER will receive reimbursement. Pursuant to Rule 68A-6.00, F.A.C., reimbursement may be made for up to twelve (12) recognized holidays per year. Zero (0)

XI. NOTIFICATION

XI.75.0. Cost of the additional program assessment charged by the COALITION:

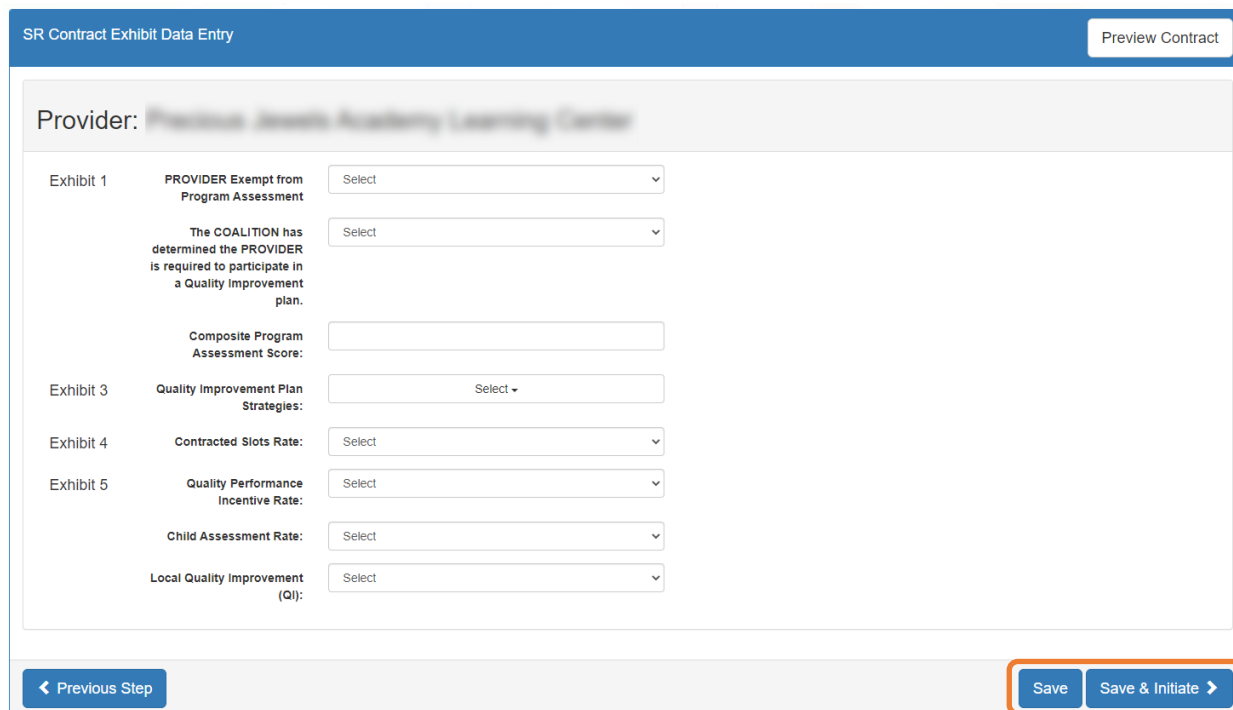
XI.83.0. The representative for COALITION for the purposes of this Contract is:

They can be contacted at: Or by email at:

Save Next Step

After clicking **Next Step**, the following data entry page displays. Select from the dropdown fields, then click **Save & Initiate**.

NOTE: The same Quality Improvement Plan Strategies cannot be selected.

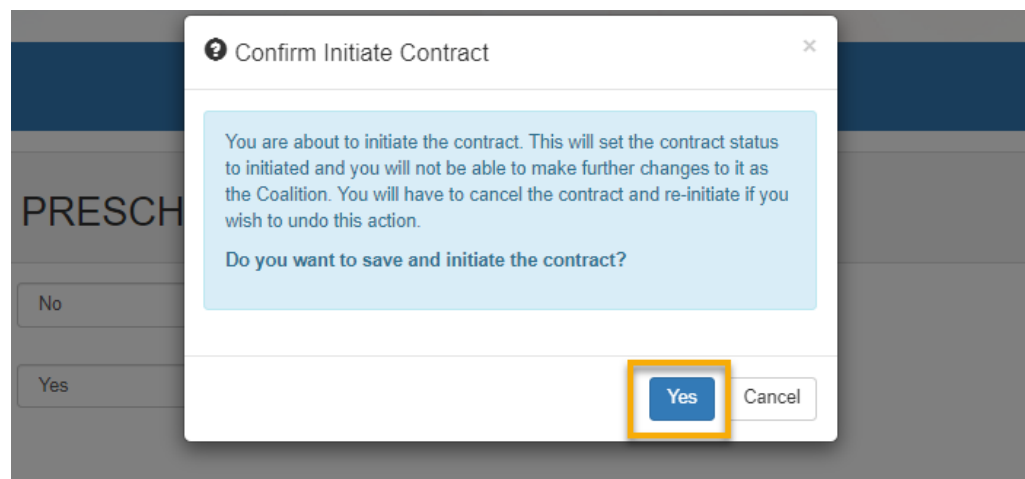


The image shows a web form titled "SR Contract Exhibit Data Entry" with a "Preview Contract" button in the top right. The form contains a "Provider:" field with the text "Preschool Academy Learning Center". Below this are several exhibit sections with dropdown menus and text input fields:

- Exhibit 1:** "PROVIDER Exempt from Program Assessment" (dropdown: Select), "The COALITION has determined the PROVIDER is required to participate in a Quality Improvement plan." (dropdown: Select), and "Composite Program Assessment Score:" (text input).
- Exhibit 3:** "Quality Improvement Plan Strategies:" (dropdown: Select).
- Exhibit 4:** "Contracted Slots Rate:" (dropdown: Select).
- Exhibit 5:** "Quality Performance Incentive Rate:" (dropdown: Select), "Child Assessment Rate:" (dropdown: Select), and "Local Quality Improvement (QI):" (dropdown: Select).

At the bottom, there is a "Previous Step" button on the left and "Save" and "Save & Initiate" buttons on the right. The "Save & Initiate" button is highlighted with an orange border.

After clicking the **Save & Initiate** button, the following displays. Click **Yes** to continue.



The image shows a "Confirm Initiate Contract" dialog box with a close button (X) in the top right corner. The dialog contains the following text:

You are about to initiate the contract. This will set the contract status to initiated and you will not be able to make further changes to it as the Coalition. You will have to cancel the contract and re-initiate if you wish to undo this action.

Do you want to save and initiate the contract?

At the bottom of the dialog are two buttons: "Yes" and "Cancel". The "Yes" button is highlighted with an orange border.

After clicking **Yes**, the following displays. Select email address recipient(s) from the **Email Notification To:** dropdown, then click **Send & Initiate**.

Navigate to the provider manage contracts page. The SR contract has a status of Initiated and is available on the provider portal for the provider to edit.

Provider Contracts

Manage Contracts For PRESCHOOL Return to review												
Show 10 entries + Initiate Contract												
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action	
+ 113629	SR	DEL-SR 20	ELC of	Initiated	04/05/2023	07/01/2023		2023 - 2024	View	N/A	Cancel Contract	
+ 106994	SR	DEL-SR 20	ELC of	Certified	02/23/2023	07/01/2022		2022 - 2023	View	Download	Change Status	

Edit a Drafted Contract

After completing all fields on the exhibit data entry page, if the coalition user clicks the **Save** button instead of the **Save & Initiate** button and exits contract initiation, the contract is given a **"Drafted"** status.

SR Contract Exhibit Data Entry
Preview Contract

Provider: PRESCHOOL

Exhibit 1

PROVIDER Exempt from Program Assessment

No

The COALITION has determined the PROVIDER is required to participate in a Quality Improvement plan.

Yes

Composite Program Assessment Score:

3.99

Exhibit 3

Quality Improvement Plan Strategies:

20-hours of IACET- or DEL-approved training

Exhibit 4

Contracted Slots Rate:

Up to 10% of the approved base rate

Care Level	INF	TOD	ZYR	PR3	PR4	PR5	Total
Enter Number of Contracted Slots	2	2	4	5	5	2	20

Exhibit 5

Quality Performance Incentive Rate:

N/A

Child Assessment Rate:

5.00%

Local Quality Improvement (QI):

N/A

Previous Step

Save

Save & Initiate

To edit a **“Drafted”** contract, navigate to the provider manage contracts page. Click the **Edit Draft** button for the drafted contract.

Provider Contracts

Manage Contracts For

PRESCHOOL

Return to review

Show10entries

Initiate Contract

	Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
<div><div></div><div></div><div></div></div>	113629	SR	DEL-SR 20	ELC of	Drafted	04/05/2023	07/01/2023		2023 - 2024	<div>View</div>	N/A	<div>Edit Draft</div> <div>Cancel Contract</div>

VPK Contract

VPK contracts will default to an electronic process. Paper contracts cannot be created for VPK. Select the program year, start date, select notification recipient(s), select multiple sites (if needed), and update the coalition contact information (if needed). Then click the **Save** button.

Initiate Contract for [redacted] with [redacted]

Type: VPK
Start Date: 07/01/2023
☐ Paper Process?

VPK Contract Information
2023 - 2024 profile is [Active]

Program Year: 2023 - 2024

Provider Notification Information

Email Notification To: Select Contact(s)...

Multiple Site Provider

Multiple Site Selection: Select Provider(s)...

Coalition Contact Information

Name:
Email:
Phone:

Cancel **Save**

After the **Save** button is clicked, the following page displays. Select the EIN or SSN radio button. Enter the cost of the additional program assessment. If none, enter "0". Update the coalition representative contact information if needed. Clicking **Save** will save changes made on the page.

NOTE: To view the provider(s)' composite program assessment scores, click **Preview Contract**. The score displays on paragraph 7.f. for single site contracts or on the Exhibit 1: Provider Location List for multiple site contracts.

Single Site:

f. Eligibility pursuant to ss. 1002.68(5)(a), F.S. PROVIDER acknowledges that PROVIDER must have a composite program assessment score that meets the contract minimum threshold in accordance with Rule 6M-8.621, F.A.C.

PROVIDER's composite program assessment score: **School Year: 4.92; Summer: N/A** If PROVIDER has multiple sites, the program assessment score for each site is listed in Exhibit 1.

Multiple Sites:

Exhibit 1: Provider Location List

Provider Name: _____

Location Number	7416
Location Legal Name	
Doing Business As Name	
Physical Address	
Employer Identification Number	
School Year	Yes
Summer	No
Composite Program Assessment Score	School Year: 5.39; Summer: N/A
Official Use Only	

After clicking the **Save & Initiate** button, the following message displays. Click **Yes** to continue.

Provider(s):
Day School

I. PARTIES AND TERMS

I.1. Contract Initiated Date: _____

Principal Name: _____

Principal Office Address: _____

I.1.c. EIN or SSN: _____

Confirm Initiate Contract

You are about to initiate the contract. This will set the contract status to initiated and you will not be able to make further changes to it as the Coalition. You will have to cancel the contract and re-initiate if you wish to undo this action.

Do you want to save and initiate the contract?

Yes Cancel

After clicking **Yes**, the following displays. Select email recipient(s) from the **Email Notification To:** dropdown, then click **Send & Initiate**.

Provider(s):
Day School

I. PARTIES AND TERMS

I.1. Contract Initiated Date: _____

Principal Name: _____

Principal Office Address: _____

Provider Notification Information

Email Notification To: Owner Designee: _____

Send & Initiate Cancel

From the Administrative Review page, click the **Contracts** button to navigate to the provider manage contracts page. The VPK contract has a status of **Initiated** and is available on the provider portal for the provider to edit.

Provider Contracts

Manage Contracts For

Day School

Return to review

Show

10

entries

Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
<div>+</div> 113512	VPK	DEL-VPK 20	ELC of	Initiated	03/31/2023	07/01/2023		2023 - 2024	<div>View</div>	N/A	<div>Cancel Contract</div>

VPK-APP

VPK-APPs (VPK Provider Applications) – the VPK 10, VPK 11A, and VPK 11B – will default to an electronic process. Paper contracts cannot be created for VPK-APPs. Select the program year, notification recipient(s), and update the coalition contact information (if needed). Then click the **Save** button.

Initiate Contract for with

Type:

VPK-APP

Paper Process?

VPK Contract Information

2021 - 2022 profile is [Active]

Program Year:

2021 - 2022

Provider Notification Information

Email Notification To:

Select Contact(s)...

Coalition Contact Information

Name:

Email:

Phone:

Cancel

Save

The VPK-APP has a status of **Initiated** and is available on the provider portal for the provider to edit.

Provider Contracts

Manage Contracts For

Return to review

Show10entries

Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
26467	VPK-APP	VPK 10, 11A, 11B		Initiated	04/26/2021			2021 - 2022	View	N/A	Cancel Application

School Board/District Contracts

For SR and VPK contracts with a school board/district, the contract can be downloaded as a .pdf and printed.

Cancelling a Contract

A VPK Provider Application, VPK Contract or SR Contract can be cancelled if the contract status is **Initiated**, **Incomplete**, **Submitted**, **Coalition Reviewing** or **Reviewed**. The only statuses when a contract cannot be cancelled is **Rejected** or **Certified**. To cancel a contract, click the **Cancel** button. The below example is for cancelling a VPK Provider Application, so the button reads **Cancel Application**. If a VPK Contract or SR Contract is cancelled, the button will read **Cancel Contract**.

Provider Contracts

Manage Contracts For Jim's House Of Smarties

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
267	SR	OEL-SR 20	ELC of the Big Bend Region	Incomplete	04/23/2019	04/23/2019		2018 - 2019	View	N/A	Cancel Contract
266	VPK	OEL-VPK 20	ELC of the Big Bend Region	Submitted	04/23/2019	07/01/2019		2019 - 2020	View	Download	Cancel Contract
31	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Submitted	05/14/2018	05/15/2018		2017 - 2018	View	Download	Change Status
30	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Certified	05/14/2018	08/13/2018		2018 - 2019	View	Download	Change Status

Contract ID Type of Contract Contract Name Coalition Status Last Updated Effective Date Terminated Program Year Contract Document Action

First Previous 1 Next Last

After clicking the **Cancel Application** button, the following message will display. Click the **No** or **Continue** button.

Cancel Statewide VPK Provider Contract

Contract for Jim's House of Smarties with ELC of the Big Bend Region
VPK Contract ID: 266

Are you sure you want to cancel this contract?

[No](#) [Continue](#)

After clicking the **Continue** button, the following message will display. Enter a reason, and click the **Submit** button. Click the **Dismiss** button to not cancel the application/contract.

Cancel Statewide VPK Provider Contract

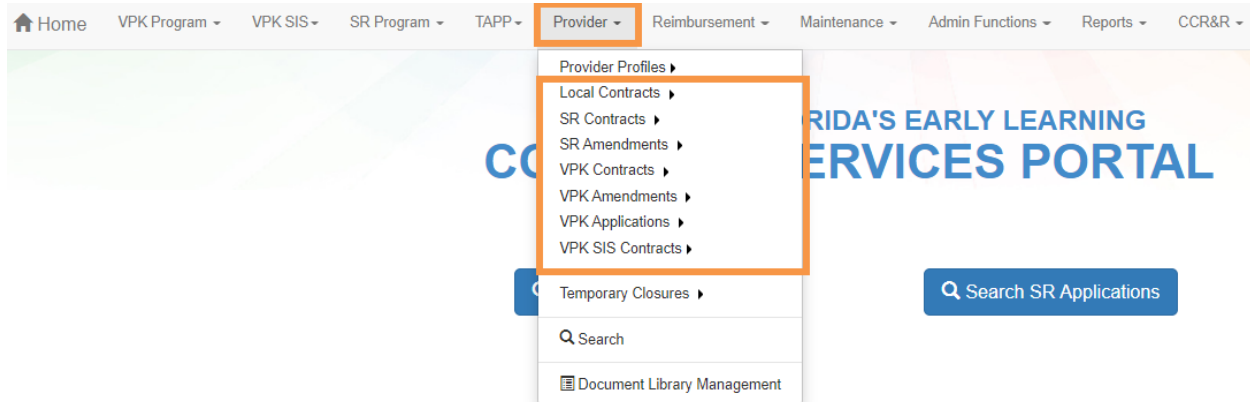
Contract for Jim's House of Smarties with ELC of the Big Bend Region
VPK Contract ID: 266 Canceled as of 04/23/2019 15:29:19

Reason for Cancellation *

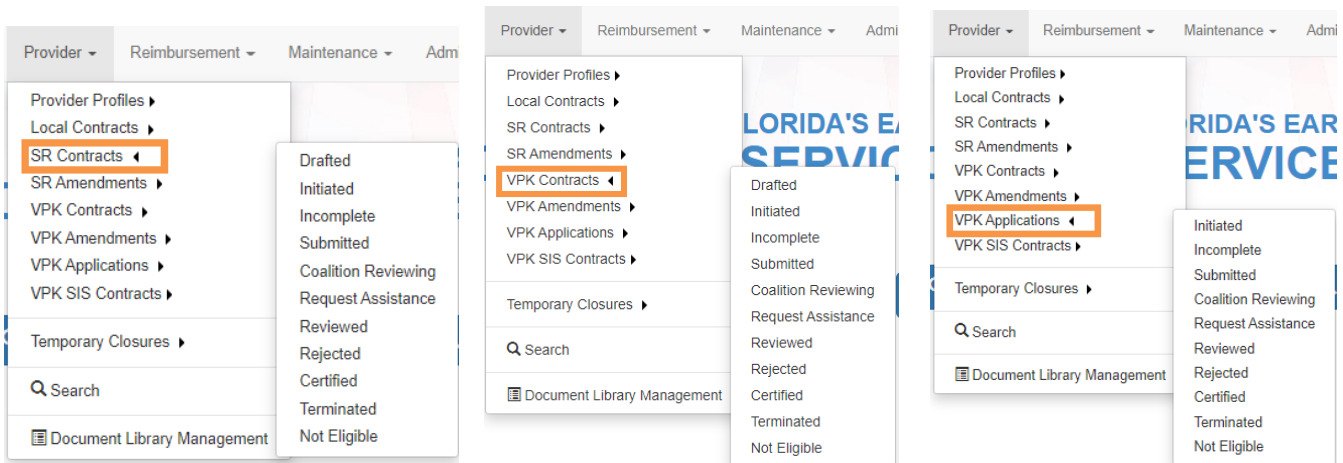
[Dismiss](#) [Submit](#)

Processing a Contract

Select any of the contract options from the **Provider** dropdown menu to see a list of contracts with the selected status.



SR, VPK and VPK Provider Application contracts share most of the same contract statuses, while Local contracts have a limited number of statuses.



Contract Status Definitions

Drafted

The coalition has started the provider contract process for a provider with an **Active** profile.

Initiated

The coalition has edited the provider contract draft, and the contract has been sent to the provider.

Incomplete

The provider has started, but not submitted, a contract.

Submitted

The authorized provider representative has electronically signed the contract and has submitted it to the coalition to be certified.

Coalition Reviewing

The coalition is actively reviewing the contract.

Request Assistance (not yet available)

The provider has requested assistance to complete the contract.

Reviewed

The coalition has reviewed, but not certified, the contract.

Rejected

The contract has missing or incorrect information that is necessary to approve the contract. Rejecting a contract will allow the provider to correct contract inputs that occurred during the contract edit process (such as signatures). Data that are populated in the contract from the provider profile cannot be changed by rejecting the contract. This information has to be corrected in the provider profile. Then, a new contract will need to be initiated to gather the new profile information.

Certified

The authorized coalition representative has signed and certified the contract, and the provider is ready to provide early learning services.

Terminated

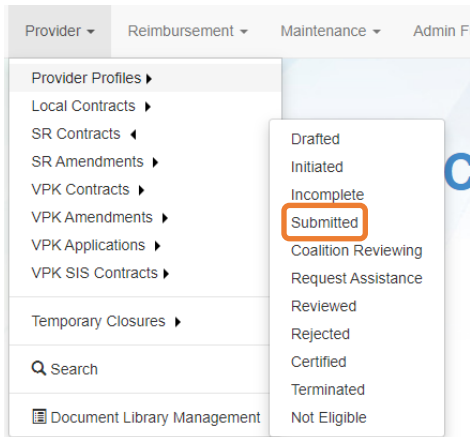
The coalition or provider, for one of several reasons, has revoked a provider contract: inactive provider, termination for cause, termination for fraud, emergency circumstances or provider decision.

Not Eligible

The coalition has determined that the provider is not eligible for a contract.

Reviewing a Contract

To review a contract, the coalition user will click the **Provider** dropdown menu, select a contract type (e.g. SR, VPK, VPK Application, etc.) and click **Submitted** to see all submitted contracts for that contract type.



Click the **Contract ID** of the desired contract.

Current Submitted SR Contracts

1 Total Records

Program Year: 2023 - 2024 -

Show

10

entries

Clear All Filters

Search:

Export to Excel

Contract ID	Program Year	Contract Name	Provider ID	Doing Business As	Principal ID	Principal Name	Status	Last Modified By	Last Modified Date	Start Date	End Date
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
113626	2023 - 2024	DEL-SR 20					Submitted	@gmail.com	04/05/2023	07/01/2023	06/30/2024

Showing 1 to 1 of 1 entries

Previous

1

Next

Then, the following displays. Click the **Change Contract Status** button.

Form DEL-SR 20 Change Contract Status



STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM DEL-SR 20

I. Preview Contract

XIV. EXECUTION OF CONTRACT

(Electronic Signature)	
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative	Print Name
<input type="checkbox"/> By Electronic Signature	
Director	4/5/2023 5:05:30 PM
Title	Date
Provider's Additional Signatory (If required by the Provider)	
<input type="checkbox"/> By Electronic Signature	Print Name
Title	Date
COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.	
Signature of Authorized Coalition Representative	
<input type="checkbox"/> By Electronic Signature	Print Name
Title	Date

The following displays. Select **Coalition Reviewing** from the **Contract Status** dropdown menu and click **Save**.

Provider Contract: Change Status

Status: Submitted
Contract: DEL-SR 20

Contract Type:
SR

Contract Status: *

- Select New Status -

- Select New Status -
- Drafted
- Coalition Reviewing**
- Reviewed
- Rejected
- Certified
- Not Eligible


Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Signing a Contract

While on the signatures page, the Contract Manager can view the contract by clicking **Preview Contract**. The document viewer opens in a new browser tab. User can scroll through the pages or select the print icon to view a printable copy in PDF format.

Form DEL-SR 20 Change Contract Status




STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM DEL-SR 20

[Preview Contract](#)

XIV. EXECUTION OF CONTRACT

(Electronic Signature)	
Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
Director	4/6/2023 5:05:30 PM
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date
COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.	
Signature of Authorized Coalition Representative	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date

1 of 25 100%




STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM DEL-SR 20

I. PARTIES AND TERMS OF CONTRACT

1. **Parties.** This Contract is made and entered into this 1st day of July, 2023, by and between the Early Learning Coalition of Broward (herein referred to as "COALITION"), and PRESCHOOL LLC doing business as (if applicable), (herein referred to as "PROVIDER"), with its principal offices located at and its provider physical site address (if the single site provider physical site address is different from principal office address) located at .
- a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) Program PROVIDERS, a list of their names and their physical addresses are included in Exhibit 1: PROVIDER Location List. Thereafter, PROVIDER must include each location listed in Exhibit 1.

To electronically sign the contract, click the **By Electronic Signature** checkbox.

Form DEL-SR 20 Change Contract Status



STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM DEL-SR 20

I. Preview Contract

XIV. EXECUTION OF CONTRACT

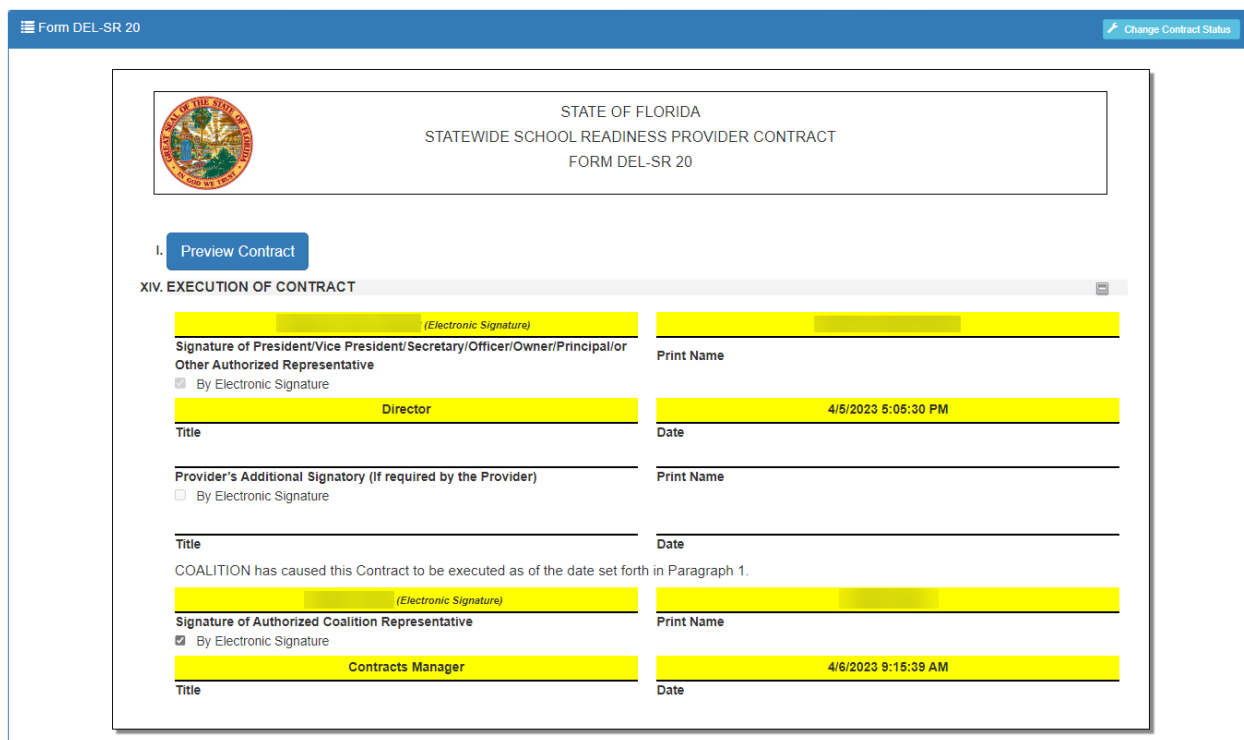
<div>(Electronic Signature)</div>		
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative		Print Name
<input checked="" type="checkbox"/> By Electronic Signature		
Director		4/5/2023 5:05:30 PM
Title		Date
Provider's Additional Signatory (If required by the Provider)		Print Name
<input type="checkbox"/> By Electronic Signature		
Title		Date
COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.		
Signature of Authorized Coalition Representative		Print Name
<input checked="" type="checkbox"/> By Electronic Signature		
Title		Date

After clicking the checkbox, the following message displays. Enter the signatory's business title and click **Yes**.



A dialog box titled "Form DEL-SR 20 Electronic Signature" with a close button (X) in the top right corner. The main text reads: "You are about to electronically sign the Form DEL-SR 20." Below this, it shows "Full Name: Jennifer Ventura". There is a "Title:" label with a red asterisk icon next to it, followed by a text input field containing "Contracts Manager". Below the input field, it says "Click 'Yes' to confirm your electronic signature." At the bottom right, there are two buttons: "Yes" (highlighted with an orange box) and "Cancel".

After clicking the **Yes** button, the electronic signature of the signatory, printed name, title, and the date/time will populate, highlighted in yellow.




The main form for "Form DEL-SR 20" is displayed. At the top, there is a blue header bar with "Form DEL-SR 20" on the left and a "Change Contract Status" button on the right. The main content area has a white background. On the left, there is a circular seal of the State of Florida. To the right of the seal, the text reads: "STATE OF FLORIDA", "STATEWIDE SCHOOL READINESS PROVIDER CONTRACT", and "FORM DEL-SR 20". Below this, there is a section titled "I. Preview Contract" with a "Preview Contract" button. The main section is titled "XIV. EXECUTION OF CONTRACT". It contains two signature blocks. The first block is for the "Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative". It has a checkbox for "By Electronic Signature" which is checked. Below the checkbox, there are fields for "Title" (containing "Director") and "Date" (containing "4/5/2023 5:05:30 PM"). The second block is for the "Provider's Additional Signatory (If required by the Provider)". It has a checkbox for "By Electronic Signature" which is unchecked. Below the checkbox, there are fields for "Title" and "Date". Below these blocks, there is a line of text: "COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1." Below this, there is a third signature block for the "Signature of Authorized Coalition Representative". It has a checkbox for "By Electronic Signature" which is checked. Below the checkbox, there are fields for "Title" (containing "Contracts Manager") and "Date" (containing "4/6/2023 9:15:39 AM"). All the signature fields and dates are highlighted in yellow.

Certifying a Contract

Once the contract has been electronically signed by the coalition representative, the Contract Manager can certify the contract by clicking the **Change Contract Status** button.

Form DEL-SR 20 Change Contract Status



STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM DEL-SR 20

I. Preview Contract

XIV. EXECUTION OF CONTRACT

<div>(Electronic Signature)</div>		
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative		Print Name
<input type="checkbox"/> By Electronic Signature		
Director		4/5/2023 5:05:30 PM
Title		Date
Provider's Additional Signatory (If required by the Provider)		Print Name
<input type="checkbox"/> By Electronic Signature		
Title		Date
COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.		
<div>(Electronic Signature)</div>		
Signature of Authorized Coalition Representative		Print Name
<input checked="" type="checkbox"/> By Electronic Signature		
Contracts Manager		4/6/2023 9:15:39 AM
Title		Date

After the **Change Contract Status** button is clicked, the following will display. The Contract Manager will change the Contract Status to Certified and click **Save**.

Provider Contract: Change Status

Status: Submitted
Contract: DEL-SR 20

Contract Type:
SR

Contract Status: ✖
Certified

Status Date:
04/06/2023

Start Date:
07/01/2023

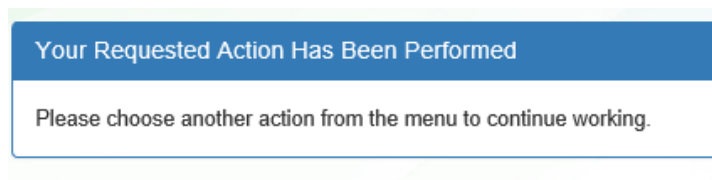
End Date:
06/30/2024

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

After the **Save** button is clicked, the following displays.



If the contract was not electronically signed, the following error message will display. Click **Cancel** and return to the electronic signatures page to sign the contract.

Provider Contract: Change Status

Status: Certified
Contract: DEL-SR 20

Start Date: 7/1/2023
End Date: 6/30/2024

Error :

• Coalition signature is required before a contract can be certified.

Contract Type:

SR

Contract Status: *

Certified

Status Date:

04/09/2023

Start Date:

07/01/2023

End Date:

06/30/2024

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel

Save

Rejecting a Contract

To reject a contract, the Contract Manager will select a Contract Status of **Rejected**, select a **Rejection Reason** and click **Save**.

The screenshot shows a web form titled "Provider Contract: Change Status". At the top, it displays "Status: Submitted" and "Contract: DEL-SR 20". The form contains several fields: "Contract Type:" with a text input containing "SR"; "Contract Status:" with a dropdown menu showing "Rejected"; and "Status Date:" with a text input containing "04/06/2023". Below these is the "Rejection Reason:" dropdown, which is open, showing a list of reasons: "Additional Information/Documentation Required", "Other", "Revisions Required", "Provider Ineligible to Contract for Program", "Health and Safety Inspection Not Completed or Scheduled", and "Did Not Pass Health and Safety Pre-Inspections". At the bottom of the form, there is a text area for a comment, a "Note: In case of rejection this comment will be included in the Email Notification to the provider", and two buttons: "Cancel" and "Save".

Provider Contract: Change Status

Status: Submitted
Contract: DEL-SR 20

Contract Type:
SR

Contract Status: *
Rejected

Status Date:
04/06/2023

Rejection Reason: *

- Additional Information/Documentation Required
- Other
- Revisions Required
- Provider Ineligible to Contract for Program
- Health and Safety Inspection Not Completed or Scheduled
- Did Not Pass Health and Safety Pre-Inspections

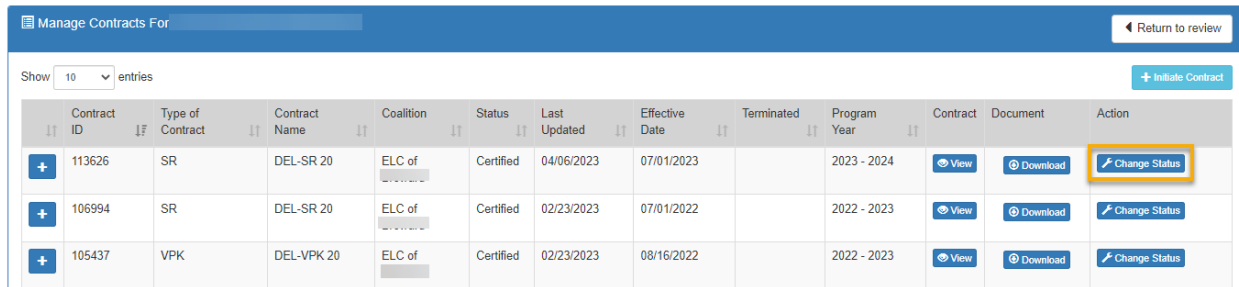
Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Terminating a Contract

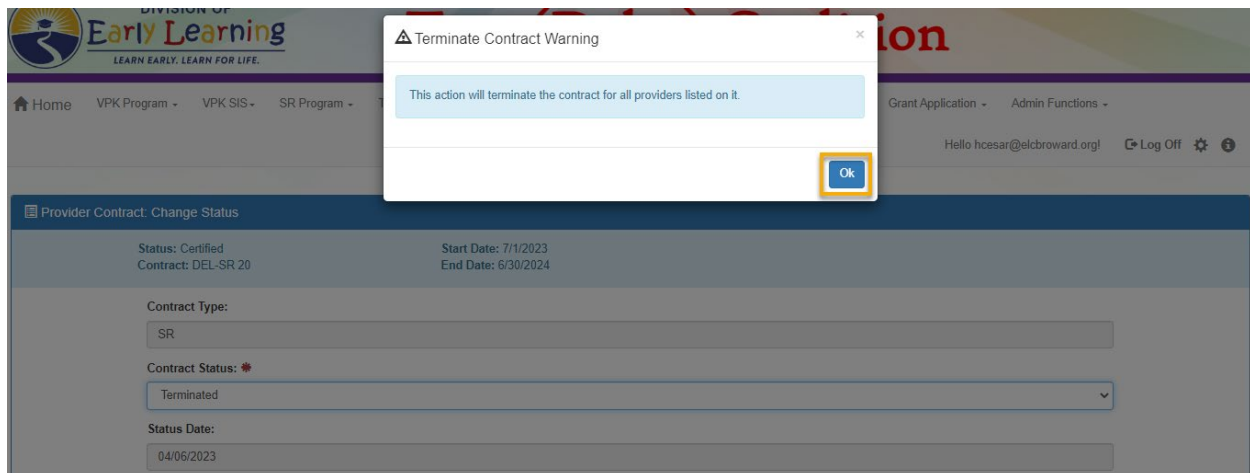
To terminate a **Certified** SR or VPK contract, from the provider manage contract page, the Contract Manager will click the **Change Status** button.

Provider Contracts



	Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
+	113626	SR	DEL-SR 20	ELC of	Certified	04/06/2023	07/01/2023		2023 - 2024	View	Download	Change Status
+	106994	SR	DEL-SR 20	ELC of	Certified	02/23/2023	07/01/2022		2022 - 2023	View	Download	Change Status
+	105437	VPK	DEL-VPK 20	ELC of	Certified	02/23/2023	08/16/2022		2022 - 2023	View	Download	Change Status

Select a **Contract Status** of **Terminated**. The following message displays. Click the **Ok** button to continue.



Terminate Contract Warning

This action will terminate the contract for all providers listed on it.

Ok

Provider Contract: Change Status

Status: Certified
Contract: DEL-SR 20

Start Date: 7/1/2023
End Date: 6/30/2024

Contract Type:
SR

Contract Status: *
Terminated

Status Date:
04/06/2023

Next, select a **Termination Type** and corresponding **Termination Reason**.

Provider Contract: Change Status

Status: Certified
Contract: DEL-SR 20

Start Date: 7/1/2023
End Date: 6/30/2024

Contract Type:
SR

Contract Status: *
Terminated

Status Date:
04/06/2023

Termination Type: *
Termination Reason: *
Contract Termination Date: *
4/6/2023

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

CancelSave

Termination Type: *

Inactivation
Termination for Cause
Suspension
Termination for Fraud, 5 year Revocation
Termination for Cause, 5 year Revocation
Termination for National Disqualification
Emergency Termination
Termination By Provider
Appeal - Pending
Emergency Termination, 5 year Revocation

Termination Type: *

Inactivation

Termination Reason: *

Provider no longer wishes to participate in listing.
Profile not updated by deadline.
Ownership Change.
Provider has a duplicate record.
☐ Incorrect Contract Version.

Termination Type: *

Termination for Cause

Termination Reason: *

Threat to child health, safety or welfare.
Reason or probable cause to suspect fraud
Failure to comply with contract - general.
Failure to comply with contract - lapse of insurance.
No school readiness contract due to curriculum requirement.
Provider's license or registration has expired.
DCF or licensing agent has revoked license or registration.
Refusal to accept notice described under contract.
Failure to satisfactorily pass the health and safety inspections.
Failure to implement corrective action.
Failure to comply with terms of probation.
Provider shares an officer or director with a provider that is on the United States Department of Agriculture National Disqualified list of offenders.
Provider is listed on the Department of Agriculture National Disqualified list of offenders.
Provider has been cited for a class I violation.

Termination Type: *

Suspension

Termination Reason: *

Suspected fraud.

Termination Type: *

Termination for Fraud, 5 year Revocation

Termination Reason: *

Convicted of, found guilty of, or pleads guilty or nolo contendere to public assistance fraud.

Termination Type: *

Termination for Cause, 5 year Revocation

Termination Reason: *

Provider shares an officer or director with a provider that is convicted of, found guilty of, pleads guilty or nolo contendere regardless of adjudication to public assistance fraud- ineligible for funding for a 5 year period.
Action or lack of action which threatens the health and safety or welfare of children
Failure to satisfactorily pass the health and safety inspections
Material failure to comply with terms of contract -including lapse in liability insurance, or not being a legally operating provider.
Failure to implement corrective action.
Failure to comply with terms of probation.
Provider fails to implement approved improvement plan or staff development plan. Ineligible for VPK funding for a 5 year period.
Provider is on probation 3 or 3+ years without Good Cause Exemption.
Failure to comply with pre and post assessment requirements.
Refusal to accept any notice in which the coalition is required to send to the provider.

Termination Type: *

Termination for National Disqualification

Termination Reason: *

Provider placed on USDA National Disqualified List

Termination Type: *

Emergency Termination

Termination Reason: *

Notification by the Department of Children and Families or local licensing agency that actions or inactions of the provider pose an immediate and serious danger to the health and safety or welfare of children.

Termination Type: *

Termination By Provider

Termination Reason: *

Provider is no longer in business.
Provider is deceased.
Provider no longer wishes to accept SR funding.
Provider no longer wishes to accept VPK funding
Provider has completed their 540 or 300 instructional hours for their current contract.
Ownership of the child care site/location has changed.
Contract terminated because change not permitted by amendment

Termination Type: *

Appeal - Pending

Termination Reason: *

Provider can not receive SR or VPK funding until the appeals process is completed.

Termination Type: *

Emergency Termination, 5 year Revocation

Termination Reason: *

Emergency Termination, 5 year Revocation

Enter comments, then click the **Save** button.

NOTE: A VPK contract cannot be terminated if there are VPK enrollments for the provider with the following statuses: Enrollment Submitted, Enrolled – Change Requested, Enrolled, Coalition Reviewing.

If a VPK enrollment has any of the above statuses, “Has Enrollments” will appear in red next to the Contract Status and the Terminate option will not appear in the drop down list.

The screenshot shows the 'LOCAL Alpha Coalition' web application interface. At the top, there is a navigation bar with the 'DIVISION OF Early Learning' logo and the tagline 'LEARN EARLY. LEARN FOR LIFE.' The main header area displays 'LOCAL Alpha Coalition' in large red text. Below the header, a navigation menu includes links for Home, VPK Program, VPK SIS, SR Program, TAPP, Provider, Reimbursement, Maintenance, Reports, CCR&R, Grant Application, and Admin Functions. The main content area is titled 'Provider Contract: Change Status'. It displays the current status as 'Certified (Has Enrollments)' and the contract as 'DEL-VPK 20'. The start date is 7/1/2022 and the end date is 6/30/2023. Below this information, there are two dropdown menus: 'Contract Type' (set to VPK) and 'Contract Status' (set to 'Select New Status'). The 'Contract Status' dropdown is open, showing options: 'Select New Status', 'Not Eligible', and '04/25/2023'. At the bottom, there is a 'Comments' section with a text input field.

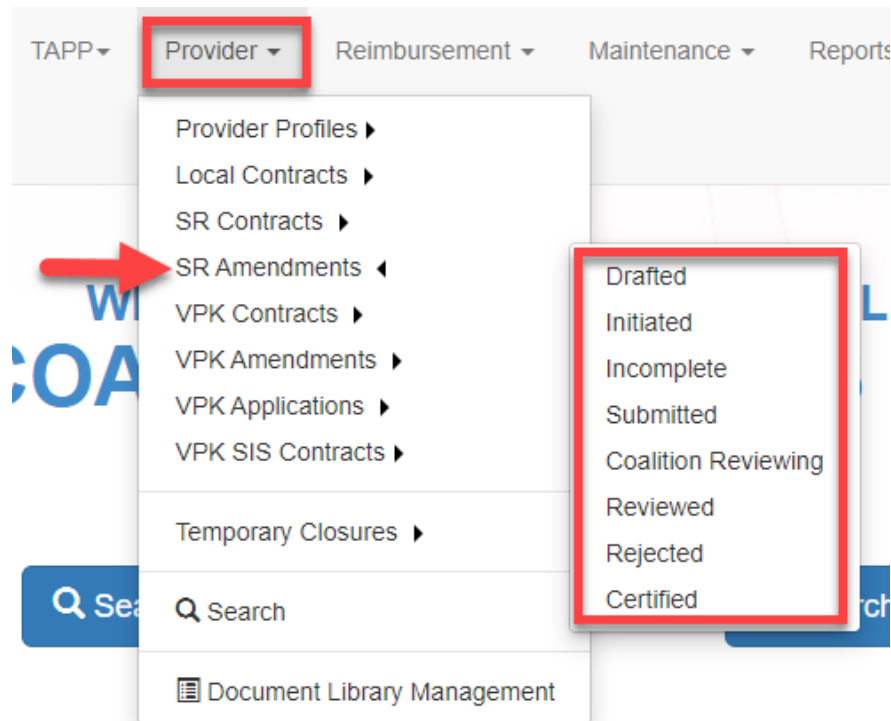
Amending a Contract

Please note the following prerequisites to amend a provider contract:

1. The contract to be amended must be certified.
2. Any existing amendments to the current program year contract must be certified before a new amendment to the contract can be initiated.
3. Amendments can be backdated to the date of the contract or latest **Certified** amendment for the same program year.

SR Contract Amendment

To access the SR contract amendment work queues, navigate to **Provider > SR Amendments**.



The amendment queues correspond to each of the amendment statuses:

- Drafted
- Initiated
- Incomplete
- Submitted
- Coalition Reviewing
- Reviewed
- Rejected
- Certified

Select a queue. Click the Amendment ID link to preview, sign, and change the amendment status, depending on the amendment stage.

Current Submitted SR Amendments

Show 10 entries

Clear All Filters Search:

Amendment ID	Contract Type	Contract Name	Principal ID	Principal Name	Coalition	Amendment Status	Start Date	End Date
21	SR	SR 20 Amendment	6076			Submitted		6/30/2020

Showing 1 to 1 of 1 entries

Previous 1 Next

SR Amendment

Change Amendment Status

Preview Amendment

(Electronic Signature)

Signature of President/Vice President/Secretary/Officer/Owner/Principal or Other Authorized Representative

By Electronic Signature

Owner

Print Name

Date

1/10/2020 2:30:25 PM

Provider's Additional Signatory (if required by the Provider)

By Electronic Signature

Print Name

Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative

By Electronic Signature

Print Name

Date

Manually Initiating an Amendment (Non-Profile-Related Changes)

From the provider profile Administrative Review page, click **Contracts**.

2021 - 2022 Program Year

Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration **Contracts** SR Paid Holidays SR Reimbursement Rates Child Assessment Registration Fees Assist Provider Change Profile Status

Click the headers or the + to expand and the - to collapse each section below. Click the Button to navigate to that section.

+ Business Info

+ General

The Manage Contracts page for the provider displays. Click the plus sign “+” to the left of the SR 20 contract to expand the amendment section. Then, click the **Initiate Amendment** button.

NOTE: The contract and any of its existing amendments must be in **Certified** status before a new amendment can be initiated.

Provider Contracts

Manage Contracts For [Provider Name] Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
78474	SR	OEL-SR 20		Certified	06/03/2021	07/01/2021		2021 - 2022	View	Download	Change Status

Show 10 entries + Initiate Amendment

Amendment ID	Status	View	Document	Action
This contract currently has no amendments.				

First Previous Next Last

Click **Yes** to confirm and initiate an amendment or click **Cancel** to close the confirmation window.

OFFICE OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.

Home VPK Program SR Program TAPP Provider

CCR&R

fer.ventura.test+TBETACoalAdmin@gmail.com! Log Off

Provider Contracts

Confirm Initiate Amendment

Are you sure you want to initiate an amendment for this contract?

Yes Cancel

When **Yes** is clicked, the Initiate SR Amendment page for coalition-relevant changes displays.

The screenshot shows the 'Initiate SR Amendment' page. At the top, there is a blue header bar with the title 'Initiate SR Amendment' on the left and two buttons, 'Return to Manage Contracts' and 'Preview Amendment', on the right. Below the header is a light blue box with the instruction 'Select the Coalition relevant changes to the contract.' Underneath this box is a list of six items, each with an unchecked checkbox: 'Change in Party Responsible for Administering Initial Developmental Screenings', 'Change in Party Responsible for Administering Subsequent Developmental Screenings', 'Change in PROVIDER'S eligibility for the Contracted Slots Program.', 'Change in COALITION'S participation in the Contracted Slots Program.', 'Number of Holidays', and 'Coalition Contact Persons and Information'. At the bottom right of the page are two buttons: 'Save' and 'Next Step >'.

The coalition-relevant changes that can be manually selected are:

- Change in Party Responsible for Administering Initial Developmental Screenings
- Change in Party Responsible for Administering Subsequent Developmental Screenings
- Change in PROVIDER'S eligibility for the Contracted Slots Program
- Change in COALITION'S participation in the Contracted Slots Program
- Number of Holidays – This is the coalition-approved number of holidays per year
- Coalition Contact Persons and Information

When a box is selected, fields for the previous value, new value, and reason for modification appear. The previous value is pre-populated, and the user must select or type in the new value and the reason for modification.

NOTE: A reason for modification is not captured for “Number of Holidays” and “Coalition Contact Persons and Information,” similar to the 20A

This screenshot shows the 'Initiate SR Amendment' page with two items selected. The first item, 'Change in Party Responsible for Administering Initial Developmental Screenings', is checked. It has three fields: 'The removed party is:' with a dropdown menu showing 'Parent/PROVIDER', 'The replacement party is:' with a dropdown menu showing 'Select', and 'Reason for modification:' with a large text area. The second item, 'Change in Party Responsible for Administering Subsequent Developmental Screenings', is also checked and has the same three fields. Below these are the other four items from the previous screenshot, all with unchecked checkboxes. The 'Save' and 'Next Step >' buttons are at the bottom right.

NOTE: The **Preview Amendment** button is available to view the SR 20A form throughout the amendment process.

Select the box for one or more coalition-relevant changes, choose the new selection from the dropdown menu, enter the reason for modification if applicable, then click **Next Step**.

The Initiate SR Amendment page for provider-relevant (principal Location and profile) changes displays.

The boxes on this page are automatically selected if the provider made changes to those items after the contract or latest amendment was executed. Click **Next Step** to proceed.

NOTE: Provider-relevant changes will be covered later in the “Provider-Related Changes” section.

The Add or Remove Providers page displays for adding or removing provider(s) from the contract, if applicable. Click **Next Step** to proceed.

NOTE: Adding or removing providers will be covered later in the “Adding or Removing Providers” section.

After clicking **Next Step**, the SR Contract Exhibit Data Entry page displays. The previous fields are populated with the selections from the contract or latest amendment. Make any new selections, if applicable, enter the reason for modification, then click **Save & Initiate**.

SR Amendment Exhibit Data Entry

Return to Manage Contracts

Preview Amendment

Provider:

Learning Center, L.L.C

Exhibit 1

Change in PROVIDER'S exemption from Program Assessment Requirements.

The previous selection is: Yes

The new selection is: Select

Reason for modification:

Previous Composite Program Assessment Score:

New Composite Program Assessment Score:

Reason for modification:

Exhibit 3

Previously selected Quality Improvement Plan Strategies:

New Quality Improvement Plan Strategies: Select -

Reason for modification:

Exhibit 4

Contracted Slots Rate: N/A

Exhibit 5

Previously selected Quality Performance Incentive Rate: N/A

New Quality Performance Incentive Rate: Select

Previously selected Child Assessment Rate: 5.00%

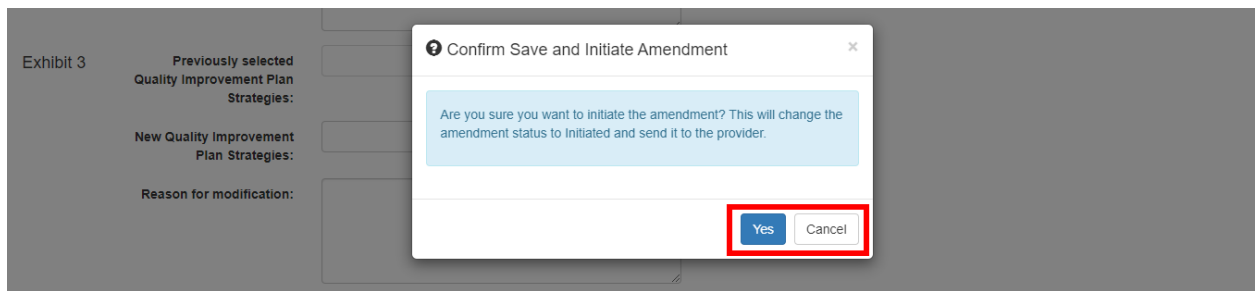
New Child Assessment Rate: Select

Previous Step

Save

Save & Initiate

The Confirm Save and Initiate Amendment pop-up message appears. Click **Yes** to initiate the amendment and send it to the provider, or **Cancel** to close the message.



When the **Yes** button is clicked, the user is navigated to the Manage Contracts page. Click the plus “+” sign to the left of the SR 20 contract to expand the amendment section. The amendment is in **Initiated** status.

To preview the initiated SR 20A form and any associated exhibits, click the **View** button

Provider Contracts

A screenshot of the 'Manage Contracts' page. The page has a blue header with the title 'Manage Contracts For' and a 'Return to review' button. Below the header, there's a 'Show 10 entries' dropdown and an 'Initiate Contract' button. The main content is a table with columns: Contract ID, Type of Contract, Contract Name, Coalition, Status, Last Updated, Effective Date, Terminated, Program Year, Contract, Document, and Action. The first row shows a contract with ID 78474, Type SR, Name OEL-SR 20, Status Certified, and Effective Date 07/01/2021. To the left of this row is a blue minus sign button, which is highlighted with a red arrow. Below the main table, there's a section for amendments with the text 'All previous amendments must be certified in order to further amend the contract.' and an 'Initiate Amendment' button. This section has its own 'Show 10 entries' dropdown and a table with columns: Amendment ID, Status, View, Document, and Action. The first row shows an amendment with ID 18484 and Status Initiated. The 'View' button in this row is highlighted with a red rectangular box. At the bottom right, there are pagination controls: First, Previous, 1 (selected), Next, Last.

To verify that a provider note was written when the amendment was initiated, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.



Provider Notes For [Provider Name]					Return to review
Show 10 entries					+ Add Provider Note
Date	Reason	Custom Code	Note	Created By	
6/3/2021 4:39:05 PM	CSTAT		Provider Contract Amendment initiated. *ID: 18484 *Type: SR		

The amendment is now available in the **Provider > SR Amendments > Initiated** queue.

NOTE: An email notification is sent to the provider's contact email address when the SR amendment is initiated.

Provider-Related Contract Changes

When a provider makes changes to their profile that warrant an SR contract amendment and submits the profile, the coalition will have the option to automatically draft an amendment upon approving the provider profile.

When the coalition reviews the profile changes and clicks the **Change Profile Status** button on the provider Administrative Review page, a message informs the user that the profile has contract-related changes.

Provider Profile: Change Status Submitted

Profile has contract related changes.
There are changes to profile fields affecting the certified VPK Provider Application, VPK 20 or SR 20 contract.
Select the appropriate contract action below.

Profile Status: *

Status Date:

06/03/2021

When the profile status is set to **Active**, the option to initiate an SR contract amendment appears (checked).

Provider Profile: Change Status Submitted

Profile has contract related changes.
There are changes to profile fields affecting the certified VPK Provider Application, VPK 20 or SR 20 contract.
Select the appropriate contract action below.

☒ Initiate SR Contract Amendment

Profile Status: *

Active

Status Date:

06/03/2021

SUNBIZ Document Number (if applicable):

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

NOTE: If the coalition unchecks the box and saves, an SR amendment will not be drafted. If the user later decides to initiate an amendment, they can do so manually from the Manage Contracts page for the provider. The manually-initiated amendment will include the profile changes.

To create the amendment, leave the “Initiate SR Contract Amendment” box selected and click **Save**.

Your Requested Action Has Been Performed

Please choose another action from the menu to continue working.

Navigate to the provider’s Administrative Review page and click the **Contracts** button to access the Manage Contracts page.

2021 - 2022 Program Year

Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration **Contracts** SR Paid Holidays SR Reimbursement Rates Child Assessment Registration Fees Assist Provider Change Profile Status

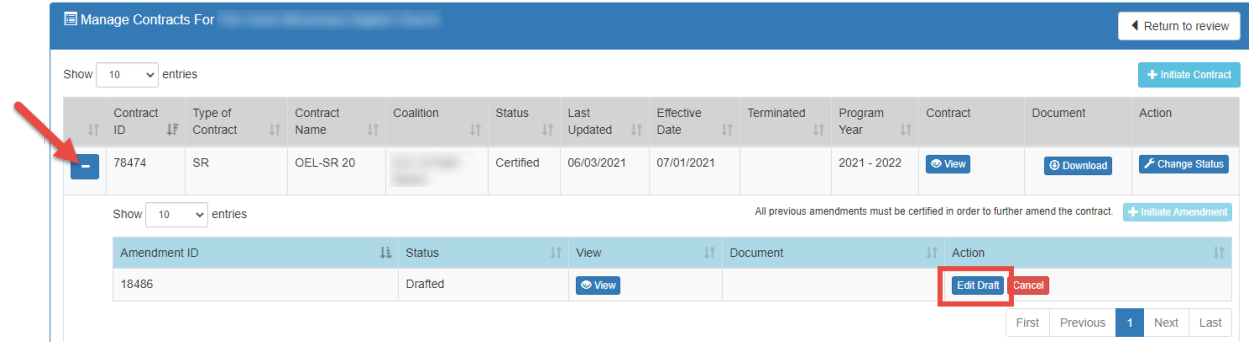
Click the headers or the + to expand and the - to collapse each section below. Click the Button to navigate to that section.

+ Business Info

+ General

The Manage Contracts page for the provider displays. Click the plus “+” sign to the left of the SR 20 contract to expand the amendment section. The auto-generated amendment is in **Drafted** status. Click the **Edit Draft** button.

Provider Contracts



Manage Contracts For [redacted] [Return to review](#)

Show 10 entries [+ Initiate Contract](#)

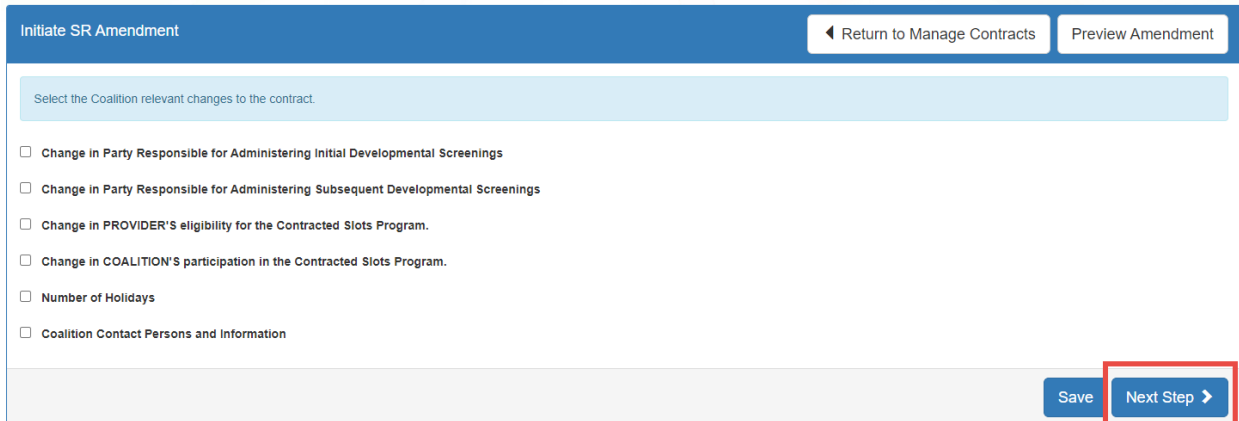
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
78474	SR	OEL-SR 20	[redacted]	Certified	06/03/2021	07/01/2021		2021 - 2022	View	Download	Change Status

Show 10 entries All previous amendments must be certified in order to further amend the contract. [+ Initiate Amendment](#)

Amendment ID	Status	View	Document	Action
18486	Drafted	View		Edit Draft Cancel

First Previous 1 Next Last

Click the **Next Step** button on the coalition-relevant changes page.



Initiate SR Amendment [Return to Manage Contracts](#) [Preview Amendment](#)

Select the Coalition relevant changes to the contract.

- ☐ Change in Party Responsible for Administering Initial Developmental Screenings
- ☐ Change in Party Responsible for Administering Subsequent Developmental Screenings
- ☐ Change in PROVIDER'S eligibility for the Contracted Slots Program.
- ☐ Change in COALITION'S participation in the Contracted Slots Program.
- ☐ Number of Holidays
- ☐ Coalition Contact Persons and Information

[Save](#) [Next Step >](#)

The Initiate SR Amendment page for provider-relevant (principal location and profile) changes displays.

If the profile change is one of those listed on the provider-relevant changes page, the applicable box would be checked, sometimes with the new value. Enter a reason for the modification if applicable, then click **Next Step**.

If the provider modified one or more of the items listed below, the box is automatically selected on the provider-relevant changes page:

- Location of the Provider's Principal Office – This is selected if the principal business physical address was modified
- Doing Business As Name (DBA)
- Curriculum
- Character Development Program
- Change in Signature Authority
- Gold Seal Status
- Liability Insurance – This is selected if a new verified liability insurance document was uploaded since the contract or latest amendment and the begin date starts on or after the date the amendment is initiated
- Provider Reimbursed Rates – This is selected if there was a change to the differential question on the profile Private Pay Rates page, SR daily rates*, registration fees, and/or operational hours
 - *An amendment is triggered if a provider changes a FT/PT daily rate to zero (\$0.00) or changes a FT/PT rate from zero (\$0.00) to an amount greater than \$0.00.
 - Assumptions: \$0.00 FT/PT rate means that the provider does not provide services for the care level. A FT/PT rate greater than \$0.00 means that the provider provides services for the care level.

NOTE: "Reimbursement Rates Established" is not a change by the provider, but it is automatically selected if the COALITION modifies its SR max rates.

The previous and/or new values are populated based on changes to the provider's business info or profile. Enter a reason for modification if applicable, then click **Next Step**.

Initiate SR Amendment Return to Manage Contracts Preview Amendment

The Provider relevant changes will be automatically selected and populated based on the Provider's recent profile changes.

☒ Location of the Provider's Principal Office (1).

The deleted address is: 3900

The replacement address is: 3902

Reason for modification: Corrected the physical street address of the principal office.

Provider: The Green Mountains Regional Health

☐ Doing Business As Name (DBA).

☒ Curriculum

The state-approved curriculum will now be: Frog Street Pre-K (3 and 4)/ (1st edition/2013), Frog Street Pre-K (4 to K) (1st edition 2020)

☐ Character Development Program

☐ Change in Signature Authority.

☒ Reimbursement Rates Established

☒ Gold Seal Status

Previously: Gold Seal for Birth to 5

Now: Gold Seal for school age children

Reason for modification: Provider lost Gold Seal for birth to 5 and gained Gold Seal for school age

☐ Liability Insurance

☐ Provider Reimbursement Rates

Previous Step Save Next Step

The Add or Remove Providers page displays for adding provider(s) or removing provider(s) from the contract if applicable. Click **Next Step** to proceed.

Add or Remove Providers Return to Manage Contracts Preview Amendment

Select the providers that you wish to ADD to the contract.

Select the providers that you wish to REMOVE from the contract.

Is A Provider You Expect To See Not Listed? Click Here For More Information.

Select

No providers to select.

Previous Step Save Next Step

NOTE: Adding or removing providers will be covered later in the “Adding or Removing Providers” section.

The SR Contract Exhibit Data Entry page displays. The previous fields are populated with the selections from the contract or latest amendment. Make any new selections if applicable and enter the reason for modification. Then click **Save & Initiate**.

SR Amendment Exhibit Data Entry

Return to Manage Contracts

Preview Amendment

Provider: Learning Center, L.L.C

Exhibit 1

Change in PROVIDER'S exemption from Program Assessment Requirements.

The previous selection is: Yes

The new selection is: Select

Reason for modification:

Previous Composite Program Assessment Score:

New Composite Program Assessment Score:

Reason for modification:

Exhibit 3

Previously selected Quality Improvement Plan Strategies:

New Quality Improvement Plan Strategies: Select

Reason for modification:

Exhibit 4

Contracted Slots Rate: N/A

Exhibit 5

Previously selected Quality Performance Incentive Rate: N/A

New Quality Performance Incentive Rate: Select

Previously selected Child Assessment Rate: 5.00%

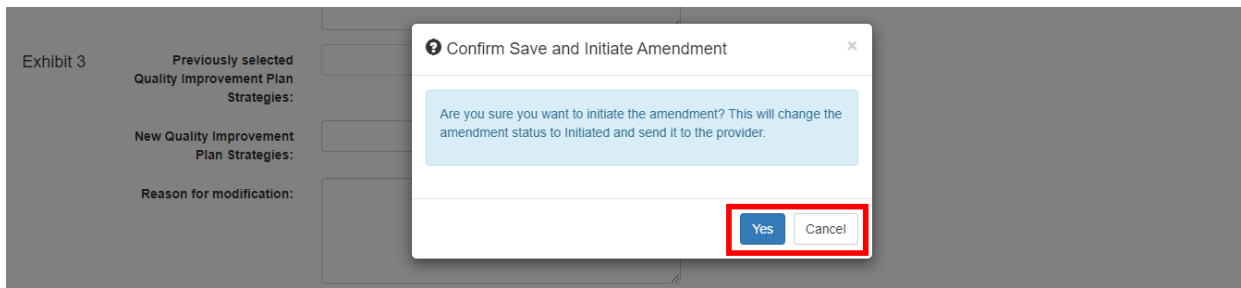
New Child Assessment Rate: Select

Previous Step

Save

Save & Initiate

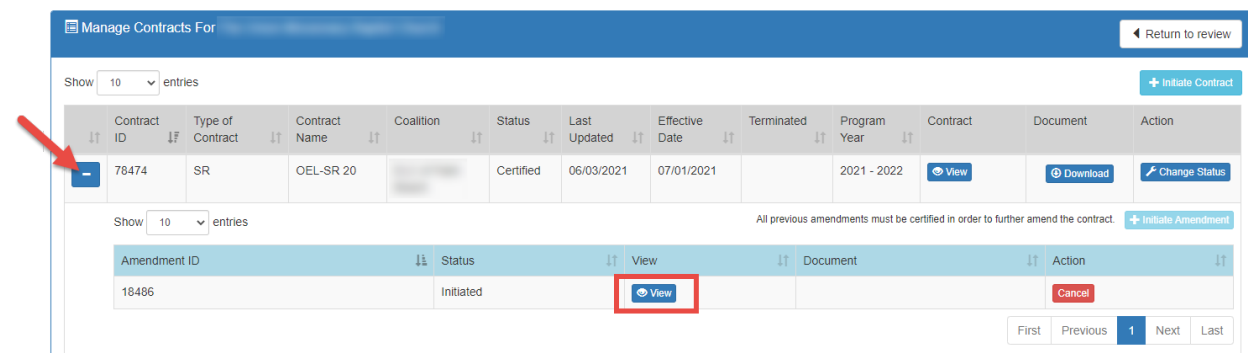
The Confirm Save and Initiate Amendment pop-up message appears. Click **Yes** to initiate the amendment and send it to the provider or **Cancel** to close the message.



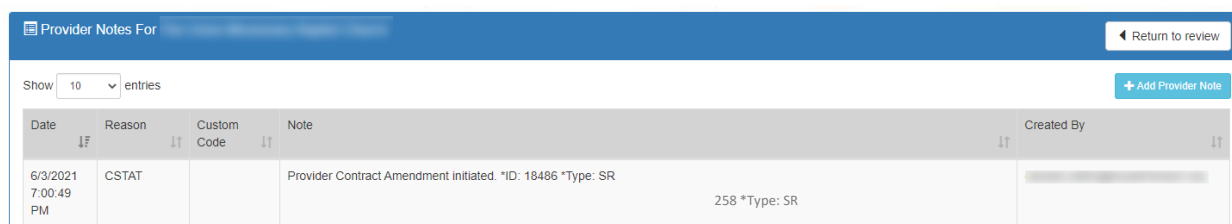
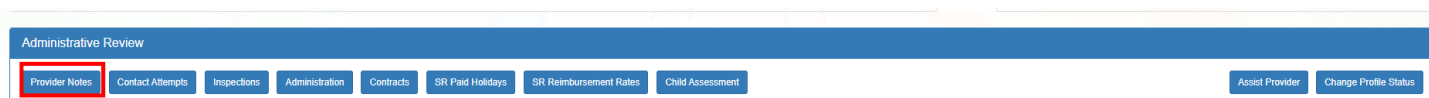
When the **Yes** button is clicked, the user is navigated to the Manage Contracts page. Click the plus “+” sign to the left of the SR 20 contract to expand the amendment section. The amendment is in **Initiated** status.

To preview the initiated SR 20A form and any associated exhibits, click the **View** button.

Provider Contracts



To verify that a provider note was written when the amendment was initiated, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.



The amendment is now available in the **Provider > SR Amendments > Initiated** queue.

NOTE: An email notification is sent to the provider’s contact email address when the SR amendment is initiated.

Adding or Removing Providers

For multiple-site providers, the Add or Remove Providers page allows the coalition to add provider(s) or remove provider(s) from the contract.

NOTE: If a provider you expect to see is not listed, it may be due to:

- The provider has a certified or in-progress SR 20 contract with the initiating coalition for the same program year
- The provider did not complete the health and safety inspection by DCF (question #2.1 on the profile General tab is “No”)
- The provider has invalid (expired) curricula
- The provider’s legal status or provider type does not match the provider(s) currently on the contract

To add an eligible provider to the contract, select the provider from the ADD list. Then, click **Save**.

To remove a provider, select the provider from the REMOVE list, then click the **Save** button. At least one provider must remain on the contract.

Clicking **Save** on this page will bring up the reason for modification box.

The screenshot shows the 'Add or Remove Providers' page. At the top, there are two buttons: 'Return to Manage Contracts' and 'Preview Amendment'. Below these, there are two main sections: 'Select the providers that you wish to ADD to the contract.' and 'Select the providers that you wish to REMOVE from the contract.' The 'ADD' section has a dropdown menu with 'Select all' and 'Select' options. The 'REMOVE' section has a dropdown menu with 'Select' and a 'No providers to select' message. At the bottom, there are three buttons: 'Previous Step', 'Save', and 'Next Step'. The 'Save' button is highlighted with a green box, and the 'Next Step' button is disabled with a red 'X' over it.

The screenshot shows the 'Add or Remove Providers' page with a provider selected for removal. The 'REMOVE' section now shows 'The Union Missionary Baptist Church' with a dropdown arrow. Below this, a red warning message states: 'At least one provider must remain on the contract.' The 'Save' button is highlighted with a green box, and the 'Next Step' button is disabled with a red 'X' over it.

Enter the reason for adding or removing the provider(s), then click **Next Step**.

Add or Remove Providers

Return to Manage Contracts Preview Amendment

Revert Changes

Provider: Hennepin County SPCF Inc.

Enter the reason for this provider's addition to the contract:

Adding new site #2 to the contract.

Previous Step Save Next Step >

NOTE: To abandon changes and return to the Add or Remove Providers page, click the **Revert Changes** button.

Next, the Exhibit Data entry page displays for any added providers and original provider(s) on the contract. Complete all applicable fields for the added provider(s). On the original provider, amend any selections if applicable, then click **Save & Initiate**.

SR Amendment Exhibit Data Entry

Preview Contract

Provider: Previous Assets Academy Learning Center

Provider being added to the contract

Exhibit 1

PROVIDER Exempt from Program Assessment

Select

The COALITION has determined the PROVIDER is required to participate in a Quality Improvement plan.

Select

Composite Program Assessment Score:

Exhibit 3

Quality Improvement Plan Strategies:

Select

Exhibit 4

Contracted Slots Rate:

Select

Exhibit 5

Quality Performance Incentive Rate:

Select

Child Assessment Rate:

Select

Local Quality Improvement (QI):

Select

Provider: Previous Assets Academy Learning Center, L.L.C

Original Provider

Exhibit 1

Change in PROVIDER'S exemption from Program Assessment Requirements.

The previous selection is:

Yes

The new selection is:

Select

Reason for modification:

Previous Composite Program Assessment Score:

New Composite Program Assessment Score:

Reason for modification:

Exhibit 3

Previously selected Quality Improvement Plan Strategies:

New Quality Improvement Plan Strategies:

Select

Reason for modification:

Exhibit 4

Contracted Slots Rate:

N/A

Exhibit 5

Previously selected Quality Performance Incentive Rate:

N/A

New Quality Performance Incentive Rate:

Select

Previously selected Child Assessment Rate:

5.00%

New Child Assessment Rate:

Select

< Previous Step

Save

Save & Initiate >

The Confirm Save and Initiate Amendment pop up message appears. Click **Yes** to initiate the amendment and send it to the provider or **Cancel** to close the message.

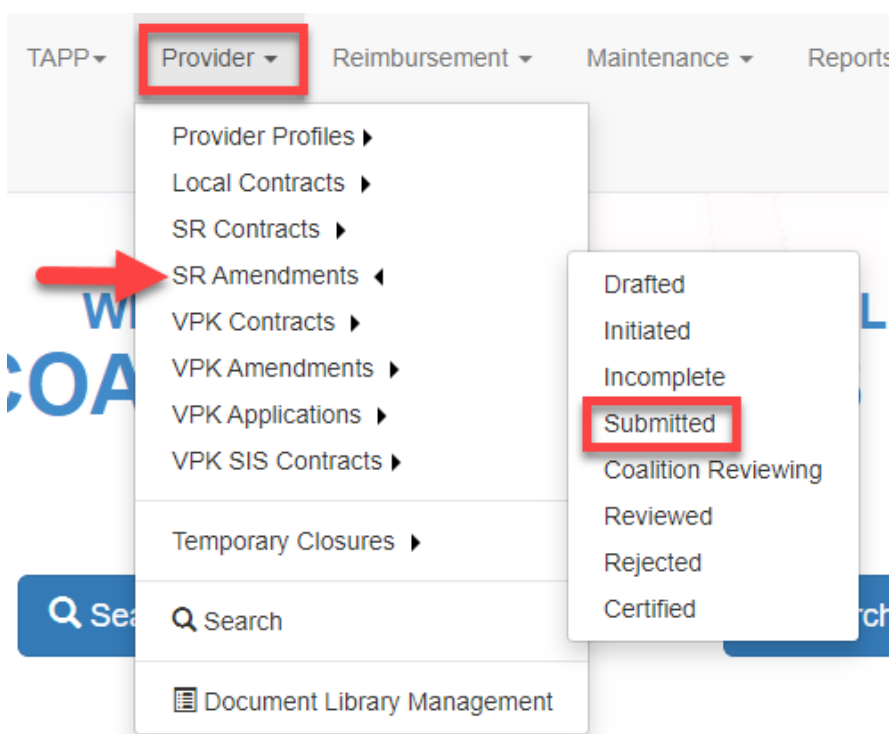


After clicking **Yes**, the amendment status changes to **Initiated** and the amendment is available in the **Provider > SR Amendments > Initiated** queue.

Reviewing and Certifying an SR Amendment

When the provider has submitted an SR amendment, the amendment will be available in the SR Amendments Submitted queue.

Navigate to **Provider > SR Amendments > Submitted**.



Click the **Amendment ID** link for the provider.

Current Submitted SR Amendments 68 Total Records Program Year: 2022 - 2023

Show 10 entries

Clear All Filters Search: Export to Excel

Amendment ID	Program Year	Contract Name	Provider ID	Doing Business As	Principal ID	Principal Name	Amendment Status	Last Modified By	Last Modified Date	Start Date	End Date
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
36721	2022 - 2023	SR 20 Amendment					Submitted		07/26/2022		06/30/2023
37397	2022 - 2023	SR 20 Amendment					Submitted		08/10/2022		06/30/2023

On the signatures page, click **Preview Amendment** to view the SR 20A form in a new browser tab.

To electronically sign the amendment, click the “By Electronic Signature” box for the coalition.

SR Amendment Change Amendment Status

Preview Amendment

(Electronic Signature)

Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative

☒ By Electronic Signature

Director

6/27/2021 8:48:24 PM

Title

Date

Provider's Additional Signatory (if required by the Provider)

☐ By Electronic Signature

Title

Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative

☒ By Electronic Signature

Title

Date

The SR Amendment Electronic Signature pop-up window appears. Enter the signatory's business title (not a name), then click **Yes**. To close the window without signing, click **Cancel**.

SR Amendment Electronic Signature

You are about to electronically sign the SR Amendment.

Full Name: Jennifer Ventura

Title: *

Click "Yes" to confirm your electronic signature.

Yes Cancel

When **Yes** is clicked, the coalition user's electronic signature, printed name, title, and the date are populated on the signatures page. Click **Change Amendment Status** to proceed.

SR Amendment

Change Amendment Status

Preview Amendment

(Electronic Signature)

Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative

☐ By Electronic Signature

Director

Title

Print Name

6/27/2021 8:48:24 PM

Date

Provider's Additional Signatory (If required by the Provider)

☐ By Electronic Signature

Title

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

(Electronic Signature)

Signature of Authorized Coalition Representative

☒ By Electronic Signature

Contracts Manager

Title

Print Name

6/27/2021 9:22:53 PM

Date

NOTE: To remove the coalition's signature, deselect the "By Electronic Signature" box and click Yes in the confirmation modal.

To place the amendment in **Coalition Reviewing**, **Reviewed**, or **Rejected** status, click the **Change Amendment Status** button. Select a status and click **Save**. To access the amendment, navigate to the **Provider > SR Amendments > Coalition Reviewing** or **Reviewed** or **Rejected** queue, depending on the status.

If the amendment is rejected, the amendment is sent back to the provider portal for revisions. The provider will have to re-sign, certify, and submit the amendment, and the coalition will access the amendment in the **Profile > SR Amendments > Submitted** queue.

To place the amendment in **Certified** status from the signatures page, click the **Change Amendment Status** button and set the status to **Certified**.

Amendment: Change Status

Status: Coalition Reviewing

Amendment Type:

SR

Amendment Status: *

- Select New Status -

- Select New Status -

Reviewed

Certified

Rejected

Comments:

Note: in case of rejection this comment will be included in the Email Notification to the provider

Cancel

Save

Enter the amendment start date, then click **Save**.

NOTE: Amendments can be backdated to the effective date of the contract or latest certified amendment for the same program year. Amendments can also be future dated up to the contract/amendment end date.

Amendment: Change Status

Status: Coalition Reviewing

Amendment Type: SR

Amendment Status: * Certified

Status Date: 06/27/2021

Start Date: 07/01/2021

July 2021

Su Mo Tu We Th Fr Sa

27 28 29 30 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

1 2 3 4 5 6 7

Save

Navigate to the provider's Manage Contracts page to view the certified amendment. Click the plus "+" sign to the left of the SR 20 contract to expand the amendment section. The amendment is in **Certified** status.

To download a PDF of the certified SR 20A and any associated exhibits, click the **Download** button.

Provider Contracts

Manage Contracts For Return to review

Show 10 entries Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
83406	SR	OEL-SR 20		Certified	06/27/2021	07/01/2021		2021 - 2022	View	Download	Change Status

Show 10 entries Initiate Amendment

Amendment ID	Status	Effective Date	View	Document	Action
	Certified	07/01/2021	View	Download	

To verify that a provider note was written when the amendment was certified, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.

Administrative Review

Provider Notes

Contact Attempts

Inspections

Administration

Contracts

SR Paid Holidays

SR Reimbursement Rates

Child Assessment

Registration Fees

Assist Provider

Change Profile Status

Provider Notes For

Return to review

Show 10 entries

Add Provider Note

Date	Reason	Custom Code	Note	Created By
6/27/2021 9:42:36 PM	CSTAT		Provider Contract Amendment status changed. *ID: 18461 *Type: SR *Status Change: Coalition Reviewing to Certified *Comments: N/A.	
6/27/2021 9:26:44 PM	CSTAT		Provider Contract Amendment status changed. *ID: 18461 *Type: SR *Status Change: Submitted to Coalition Reviewing *Comments: N/A.	
6/27/2021 8:56:35 PM	PSC		A new SR Amendment has been submitted for review on 6/27/2021 8:56:35 PM.	
6/27/2021 7:41:11 PM	PSC		Provider Contract Amendment status changed to incomplete. *ID: 18461 *Type: SR	
6/27/2021 7:24:00 PM	CSTAT		Provider Contract Amendment initiated. *ID: 18461 *Type: SR	

The amendment is available in the **Provider > SR Amendments > Certified** queue.

Cancelling an SR Amendment

Cancelling an amendment will delete the amendment from the system. To cancel an amendment at any stage prior to being certified, on the Manage Contracts page, click the plus “+” sign to the left of the contract to expand the amendment section. Then, click the red **Cancel** button.

Provider Contracts

Manage Contracts For [redacted] [Return to review](#)

Show 10 entries [+ Initiate Contract](#)

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
78474	SR	OEL-SR 20	[redacted]	Certified	06/03/2021	07/01/2021		2021 - 2022	View	Download	Change Status

Show 10 entries All previous amendments must be certified in order to further amend the contract. [+ Initiate Amendment](#)

Amendment ID	Status	View	Document	Action
18483	Drafted	View		Edit Draft Cancel

First Previous 1 Next Last

NOTE: Once the amendment is certified, the **Cancel** button is no longer available for that amendment.

The Confirm Cancel Amendment pop-up message displays. Click **Yes** to permanently delete the amendment, or **Cancel** to close the message.

Provider Contracts

Manage Contracts For [redacted] [Return to review](#)

Show 10 entries [+ Initiate Contract](#)

Confirm Cancel Amendment

Are you sure you want to cancel this amendment? The amendment will be deleted, and this action cannot be undone.

[Yes](#) [Cancel](#)

Contract ID Type of Contract Contract Name Coalition Status Last Updated Effective Date Terminated Program Year Contract Document Action

When **Yes** is selected, the amendment is deleted from the system and is no longer visible on the provider Manage Contracts page.

To view the provider note for a canceled amendment, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.

Administrative Review

[Provider Notes](#) [Contact Attempts](#) [Inspections](#) [Administration](#) [Contracts](#) [SR Paid Holidays](#) [SR Reimbursement Rates](#) [Child Assessment](#) [Registration Fees](#) [Assist Provider](#) [Change Profile Status](#)

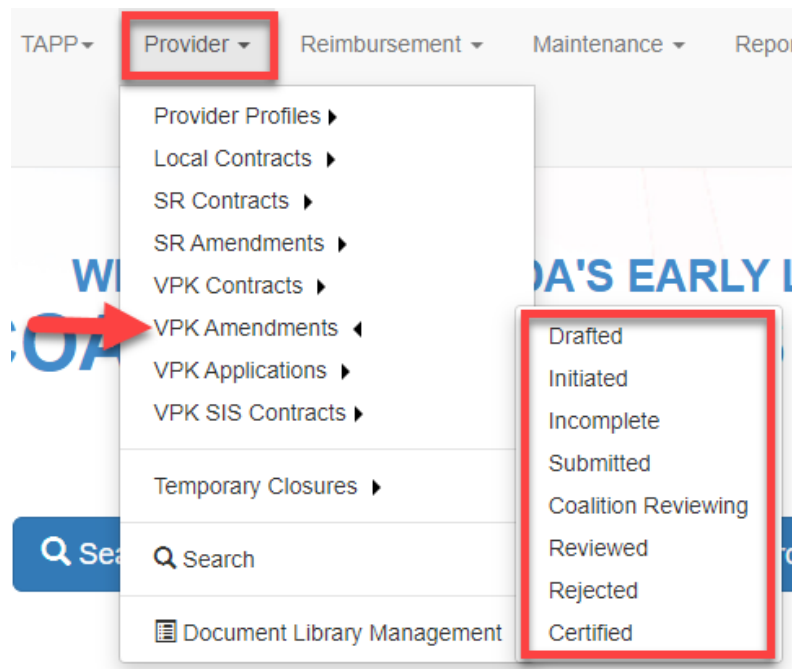
Provider Notes For [redacted] [Return to review](#)

Show 10 entries [+ Add Provider Note](#)

Date	Reason	Custom Code	Note	Created By
6/3/2021 3:19:41 PM	PSC		The SR amendment [ID: 18483] was canceled by [redacted] on 6/3/2021 3:19:41 PM.	[redacted]

VPK Contract Amendment

To access the VPK contract amendment work queues, navigate to **Provider > VPK Amendments**.



The amendment queues are:

- Drafted
- Initiated
- Incomplete
- Submitted
- Coalition Reviewing
- Reviewed
- Rejected
- Certified

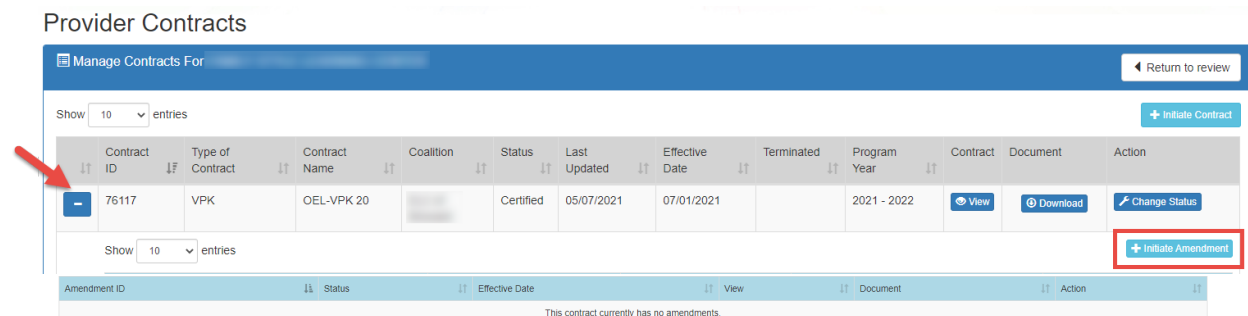
NOTE: The queues correspond to each of the available amendment statuses.

Initiating a VPK Amendment

From the provider profile Administrative Review page, click **Contracts**.

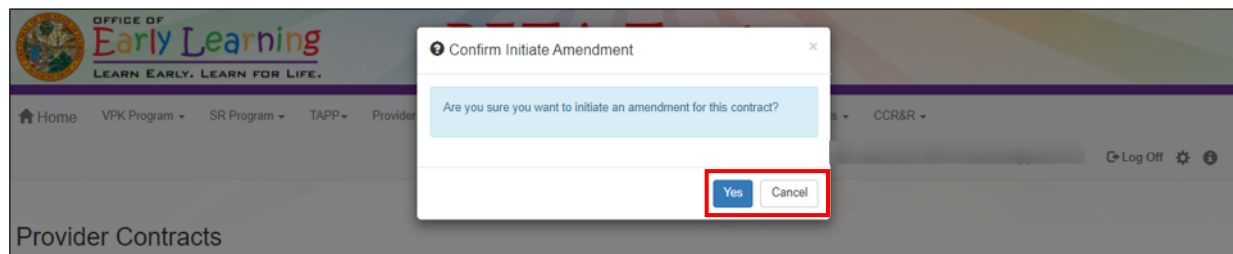


The Manage Contracts page for the provider displays. Click the plus “+” sign to the left of the VPK 20 contract to expand the amendment section. Then, click the **Initiate Amendment** button.

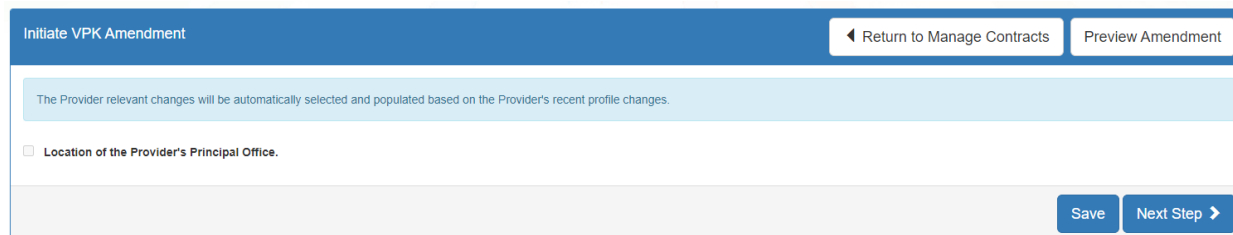


NOTE: The contract and any of its existing amendments must be in **Certified** status before a new amendment can be initiated for that contract.

A Confirm Initiate Amendment pop-up message displays. Click **Yes** to confirm that you want to initiate an amendment, or click **Cancel** to close the confirmation window.



After clicking **Yes**, the Initiate VPK Amendment page for provider-relevant changes displays.



The box on this page is automatically selected if the principal office physical location (**Provider Portal > Business > Business Info > Physical Address Information**) has been modified since the contract or latest VPK amendment for the same contract year. The deleted and replacement addresses for the principal office's location are displayed.

If the location of the provider's principal office has changed, type in the reason for modification, then click **Next Step**. If there is no change, click **Next Step** to proceed.

NOTE: Do not initiate an amendment for location of the Provider's principal office if children are in care at that location. A change to the principal office physical location where children are in care requires a new VPK contract.

The Add or Remove Providers page displays for the user to add provider locations to, or remove locations from, the contract. If no changes are needed, click **Save & Initiate** to proceed.

NOTE: If a provider you expect to see is not listed, it may be due to:

- The provider has an in-progress or certified VPK 20 contract for the same program year
- The provider has invalid (expired) curricula
- The provider's legal status or provider type does not match the provider(s) currently on the contract

To add or remove eligible provider(s) from the contract, select the provider(s) from the list, then click **Save**. Clicking **Save** will bring up the reason for modification box.

Enter the reason for adding or removing provider(s), then click **Save & Initiate**. To abandon changes and return to the Add or Remove Providers page, click **Revert Changes**.

The screenshot shows the 'Add or Remove Providers' form. At the top, there is a blue header bar with the title 'Add or Remove Providers' and two buttons: 'Return to Manage Contracts' and 'Preview Amendment'. Below the header, there is a red box around the 'Revert Changes' button. The main form area has a 'Provider:' label followed by a text input field. Below that is a text area with the placeholder text 'Enter the reason for this provider's addition to the contract:'. At the bottom of the form, there is a blue bar with three buttons: 'Previous Step', 'Save', and 'Save & Initiate'. The 'Save & Initiate' button is highlighted with a red box.

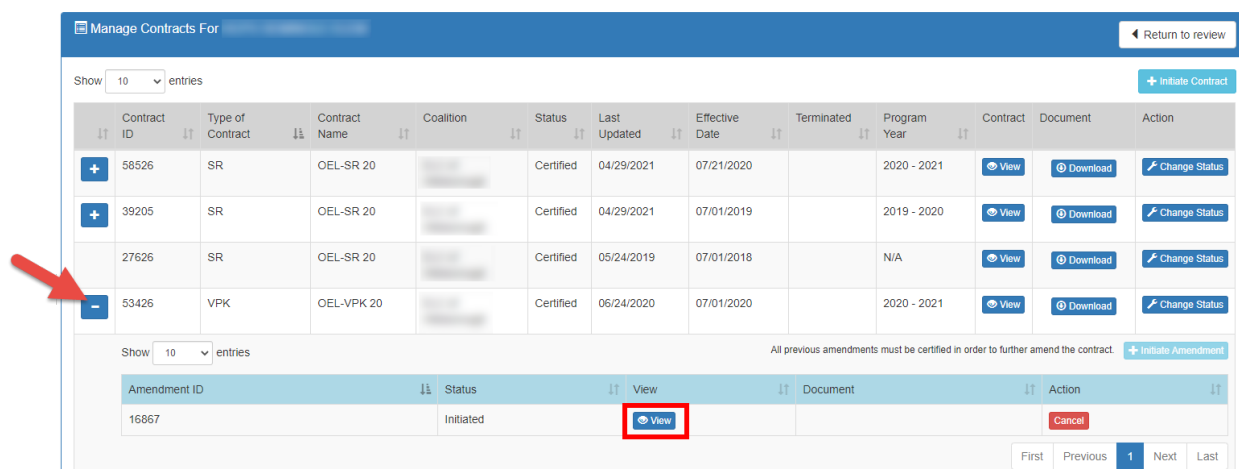
When **Save & Initiate** is clicked, the Confirm Save and Initiate Amendment pop-up message appears. Click **Yes** to initiate the amendment and send it to the provider, or **Cancel** to close the message.

The screenshot shows a pop-up message titled 'Confirm Save and Initiate Amendment'. The message text is: 'Are you sure you want to initiate the amendment? This will change the amendment status to Initiated and send it to the provider.' Below the message, there are two buttons: 'Yes' and 'Cancel'. The 'Yes' button is highlighted with a red box. The background shows the 'Add or Remove Providers' form, which is dimmed.

When the **Yes** button is clicked, the user is navigated to the Manage Contracts page. Click the plus “+” sign to the left of the VPK 20 contract to expand the amendment section. The amendment is in **Initiated** status.

To preview the **Initiated** VPK 20A form, and any associated exhibits, click the **View** button.

Provider Contracts



Manage Contracts For [Redacted]

Return to review

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
56526	SR	OEL-SR 20	[Redacted]	Certified	04/29/2021	07/21/2020		2020 - 2021	View	Download	Change Status
39205	SR	OEL-SR 20	[Redacted]	Certified	04/29/2021	07/01/2019		2019 - 2020	View	Download	Change Status
27626	SR	OEL-SR 20	[Redacted]	Certified	05/24/2019	07/01/2018		N/A	View	Download	Change Status
53426	VPK	OEL-VPK 20	[Redacted]	Certified	06/24/2020	07/01/2020		2020 - 2021	View	Download	Change Status

Show 10 entries

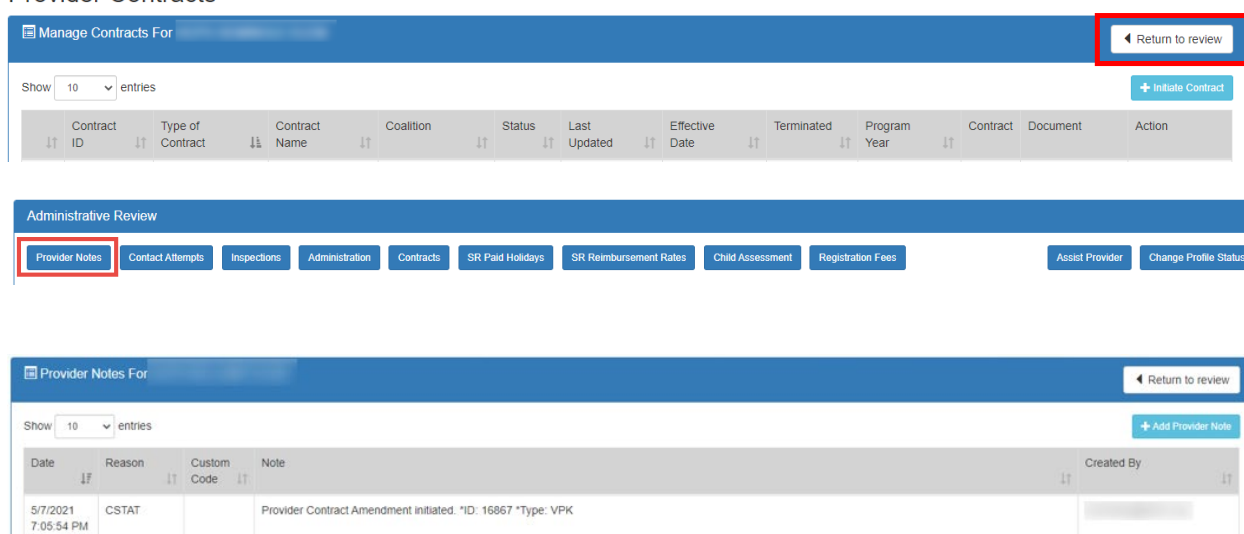
All previous amendments must be certified in order to further amend the contract.

Amendment ID	Status	View	Document	Action
16867	Initiated	View		Cancel

First Previous 1 Next Last

To verify that a provider note was written when the amendment was initiated, click the **Return to review** button to return to the Administrative Review page.

Provider Contracts



Manage Contracts For [Redacted]

Return to review

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
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Administrative Review

Provider Notes | Contact Attempts | Inspections | Administration | Contracts | SR Paid Holidays | SR Reimbursement Rates | Child Assessment | Registration Fees

Assist Provider | Change Profile Status

Provider Notes For [Redacted]

Return to review

Show 10 entries

Date	Reason	Custom Code	Note	Created By
5/7/2021 7:05:54 PM	CSTAT		Provider Contract Amendment initiated. *ID: 16867 *Type: VPK	

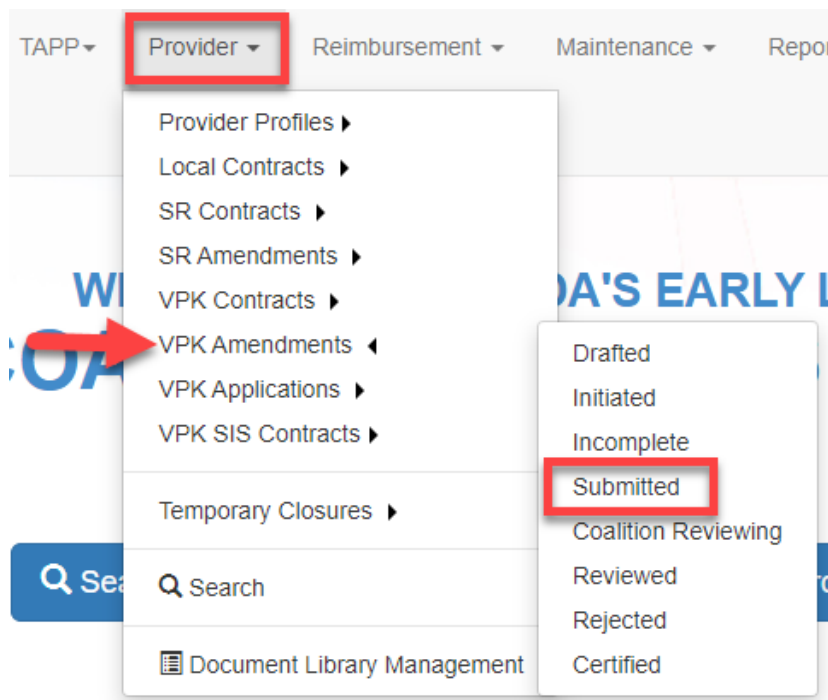
The amendment is now available at **Provider > VPK Amendments > Initiated**.

NOTE: An email notification is sent to the provider's contact email address when the VPK amendment is initiated.

NOTE: If the provider decides to opt-in or opt-out of the VPK Advance Payment after the contract is **Certified**, an amendment must be initiated. If no other changes are needed, such as provider's principal office location or adding/removing providers, the coalition user will click the **Next Step** buttons to skip through those pages and click the **Save & Initiate** button. The provider will edit the amendment and select yes or no to the VPK Advance Payment options on the amendment and then submit the amendment to the coalition.

Reviewing and Certifying a VPK Amendment

When the provider has signed and submitted the VPK amendment, navigate to **Provider > VPK Amendments > Submitted**.



Click the Amendment ID link for the provider.

Current Submitted VPK Amendments 1 Total Records Program Year: 2022 - 2023

Show 10 entries

Clear All Filters Search: Export to Excel

Amendment ID	Program Year	Contract Name	Provider ID	Doing Business As	Principal ID	Principal Name	Amendment Status	Last Modified By	Last Modified Date	Start Date	End Date
38602	2022 - 2023	VPK 20 Amendment					Submitted		08/31/2022		06/30/2023

Showing 1 to 1 of 1 entries

Previous 1 Next

On the signatures page, click **Preview Amendment** to view the VPK 20A form. To sign the amendment, click the By Electronic Signature box for the authorized coalition representative.

The screenshot shows the 'VPK Amendment' form. At the top left, there is a blue header with a menu icon and the text 'VPK Amendment'. At the top right, there is a button labeled 'Change Amendment Status'. The main content area is a white box with a red border. Inside this box, at the top left, is a button labeled 'Preview Amendment' which is highlighted with a red rectangle. Below this button, there are several sections for signatures. The first section is for the 'Authorized Representative' and includes a yellow box for the signature, a yellow box for the title (labeled 'Director'), and a yellow box for the date (labeled '5/10/2021 10:41:11 AM'). Below this section, there are two more sections for 'Provider's Additional Signatory (If required by the Provider)', each with a yellow box for the signature, a yellow box for the title, and a yellow box for the date. At the bottom of the form, there is a section for the 'Signature of Authorized Coalition Representative' which includes a yellow box for the signature, a yellow box for the title, and a yellow box for the date. A red arrow points to the 'By Electronic Signature' checkbox in this section.

When the By Electronic Signature box is selected, the VPK Amendment Electronic Signature pop-up message displays. Enter the signatory's business title (not a name), then click **Yes**. To close the message without signing, click **Cancel**.

The screenshot shows a pop-up window titled 'VPK Amendment Electronic Signature'. Inside the window, there is a blue banner that says 'You are about to electronically sign the VPK Amendment.' Below the banner, there is a section for 'Full Name: Jennifer Ventura'. Below the name, there is a section for 'Title: *' with a red asterisk and a text input field. Below the title section, there is a message that says 'Click "Yes" to confirm your electronic signature.' At the bottom right of the window, there are two buttons: 'Yes' and 'Cancel', both of which are highlighted with a yellow rectangle.

When **Yes** is clicked, the coalition user's name, title, and the date are populated on the signature page. To remove the coalition's signature, uncheck the By Electronic Signature box and click **Yes** in the pop-up message.

After signing the amendment, click the **Change Amendment Status** button.

VPK Amendment Change Amendment Status

Preview Amendment

(Electronic Signature)

Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative

☒ By Electronic Signature

Director

Print Name

5/10/2021 10:41:11 AM

Date

Provider's Additional Signatory (If required by the Provider)

☐ By Electronic Signature

Print Name

Date

Provider's Additional Signatory (If required by the Provider)

☐ By Electronic Signature

Print Name

Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

(Electronic Signature)

Signature of Authorized Coalition Representative

☒ By Electronic Signature

Contracts Manager

Print Name

5/10/2021 7:04:07 PM

Date

Set the amendment status to **Coalition Reviewing** or **Reviewed**, if applicable. To reject the amendment back to the provider for revisions, set the status to **Rejected**. If rejected, the provider will have to re-sign, certify, and submit the amendment, and the coalition will access the amendment in the **Profile > VPK Amendments > Submitted** queue.

When the contract is ready to be certified, click the **Change Amendment Status** button on the signatures page and set the amendment status to **Certified**.

Amendment: Change Status

Status: Submitted

Amendment Type: VPK

Amendment Status: *

- Select New Status -

- Select New Status - Coalition Reviewing

- Select New Status - Reviewed

- Select New Status - Certified

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Enter the amendment start date, then click **Save**.

NOTE: Amendments can be backdated to the effective date of the contract or latest certified amendment for the same program year. Amendments can also be future dated up to the contract/amendment end date.

Amendment: Change Status

Status: Submitted

Amendment Type: VPK

Amendment Status: Certified

Status Date: 02/13/2020

Start Date: 02/13/2020

End Date: 06/30/2020

Cancel Save

Amendment: Change Status

Status: Submitted

Amendment Type: VPK

Amendment Status: Certified

Status Date: 05/25/2021

Start Date: 05/25/2021

End Date: 06/30/2021

Cancel Save

Your Requested Action Has Been Performed

Please choose another action from the menu to continue working.

Navigate to the provider's Manage Contracts page to view the certified amendment. Click the plus "+" sign to the left of the VPK 20 contract to expand the amendment section. The amendment is in **Certified** status.

To preview the certified VPK 20A form and any associated exhibits, click the **View** button, or click the **Download** button to download the amendment as a PDF.

Provider Contracts

Manage Contracts For

Show 10 entries

+ Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
58526	SR	OEL-SR 20		Certified	04/29/2021	07/21/2020		2020 - 2021	View	Download	Change Status
53426	VPK	OEL-VPK 20		Certified	06/24/2020	07/01/2020		2020 - 2021	View	Download	Change Status

Show 10 entries

+ Initiate Amendment

Amendment ID	Status	View	Document	Action
16867	Certified	View	Download	

First Previous 1 Next Last

Cancelling a VPK Amendment

Cancelling an amendment will delete the amendment from the system. To cancel an amendment at any stage prior to being certified, from the Manage Contracts page, click the plus “+” sign to the left of the contract to expand the amendment section. Then, click the red **Cancel** button.

The screenshot shows the 'Manage Contracts For' interface. A table lists contracts. The second contract, ID 53426, is of type VPK and has a status of 'Certified'. To its left is a minus sign icon. Below the contract table, an expanded section shows amendments. The first amendment, ID 16867, is 'Certified'. The second amendment, ID 17893, is 'Drafted'. In the 'Action' column for amendment 17893, there is a red 'Cancel' button.

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
58526	SR	OEL-SR 20		Certified	04/29/2021	07/21/2020		2020 - 2021	View	Download	Change Status
53426	VPK	OEL-VPK 20		Certified	06/24/2020	07/01/2020		2020 - 2021	View	Download	Change Status

Amendment ID	Status	View	Document	Action
16867	Certified	View	Download	
17893	Drafted	View		Edit Draft Cancel

NOTE: Once the amendment is certified, the **Cancel** button is no longer available for that amendment.

The Confirm Cancel Amendment pop-up message displays. Click **Yes** to permanently delete the amendment, or **Cancel** to close the message.

The screenshot shows a 'Confirm Cancel Amendment' dialog box. The text inside asks: 'Are you sure you want to cancel this amendment? The amendment will be deleted, and this action cannot be undone.' At the bottom of the dialog, there are two buttons: 'Yes' and 'Cancel'. The 'Yes' button is highlighted with a red box.

When **Yes** is selected, the amendment is deleted from the system and is no longer visible on the provider Manage Contracts page.

To view the provider note for a canceled amendment, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.

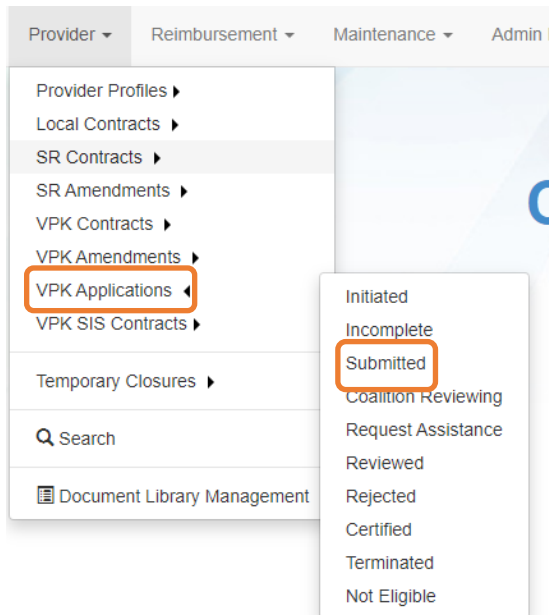
The screenshot shows the 'Administrative Review' page. A navigation bar at the top contains several tabs: 'Provider Notes', 'Contract Attempts', 'Inspections', 'Administration', 'Contracts', 'SR Paid Holidays', 'SR Reimbursement Rates', 'Child Assessment', 'Registration Fees', 'Assist Provider', and 'Change Profile Status'. The 'Provider Notes' tab is highlighted with a red box. Below the navigation bar, the 'Provider Notes For' section is displayed. It includes a 'Return to review' button and an 'Add Provider Note' button. A table lists provider notes. The first note is dated 5/25/2021 7:50:57 PM, with reason 'PSC' and custom code. The note text is 'The VPK amendment [ID: 17893] was canceled by [redacted] on 5/25/2021 7:50:57 PM.' The 'Created By' field is also present.

Date	Reason	Custom Code	Note	Created By
5/25/2021 7:50:57 PM	PSC		The VPK amendment [ID: 17893] was canceled by [redacted] on 5/25/2021 7:50:57 PM.	[redacted]

Processing a VPK-APP

Reviewing a VPK-APP

To review a VPK-APP, the coalition user will click the **Provider** dropdown menu, select VPK Applications and click **Submitted** to see all submitted VPK-APPs.



Click the Contract ID of the desired VPK-APP.

Current Submitted VPK-APP Contracts 7 Total Records

Program Year: 2021 - 2022

Show

10

 entries

Clear All Filters

Search:

Contract ID	Program Year	Contract Name	Provider ID	Doing Business As	Principal ID	Principal Name	Status	Last Modified By	Last Modified Date	Start Date	End Date
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
31826	2021 - 2022	VPK 10,11A,11B					Submitted		03/10/2022	07/01/2021	05/26/2022

Then, the following will display.

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Attendance Policy Submission

A VPK Provider must

- ✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
- ✓ Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- ✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- ✓ Not amend its attendance policy for its VPK program duration of the VPK contract

Please Note

Section 1002.71, F.S., states a private prekindergarten provider or public school may not require payment of a fee or charge for services provided for a child enrolled in VPK during a period reported for funding purposes; or require a child to enroll for, or require the payment of any fee or charge for, supplemental services as a condition of admitting a child for enrollment in the VPK program.

File Name	Uploaded On	Size	Verified By	Verified On
Upload Docs.jpg Download	06/23/2017	73 KB	florindalbrown@gmail.com	06/23/2017

The coalition user can click on each tab to review the information.

To verify a document, the coalition user can click the **Verify** button on the VPK Director, VPK Instructor, VPK Calendars and VPK Class(es) tabs.

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

★ Janet Jackson

Telephone Number: 999999999
Email: Test@gmail.com
Credential Type: VPK Director Credential
Credential Certificate Number: 26591621
Credential Issue Date: 06/01/2017
Credential Expiration Date: 06/30/2017

Supporting Documents: Edit

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blossa.jpg	Background Screening			06/23/2017	835 KB	florindalbrow@gmail.com	06/23/2017
flower-purple-lcal-blossa.jpg	Affidavit of Good Moral Character			06/23/2017	835 KB	florindalbrow@gmail.com	06/23/2017
C:\Users\jim.ledbetter\Pictures\Saved Pictures\TEST DOCUMENT.docx	Credential			06/28/2017	15 KB		

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Non-Instructional, Site Closures and Exceptional Instructional Days: June 2017 month list

Calendar Name: Calendar Name
Program Type: School Year (540 hours)
Calendar Start Date: 06/01/2017
Calendar End Date: 06/11/2017

Instructional Days:

Day	Start Time	End Time
Monday	08:00 AM	04:00 PM
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Total Calculated Hours: 80.00
Total VPK Instructional Days: 10

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

AS16 June 2017 month list

Class Name: Calendar Name
Main Curriculum: BABY DOLL CIRCLE TIME
Class Start Date: 06/01/2017
Class End Date: 06/11/2017

Instructors:

Name	Type
Michael Jackson	Lead

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

After clicking the **Verify** button, the coalition user's email address and verification date will populate in each tab.

Supporting Documents: [Edit](#)

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blossio.jpg Download	Background Screening			06/23/2017	835 KB	florindalbrown@gmail.com	06/23/2017
flower-purple-lcal-blossio.jpg Download	Affidavit of Good Moral Character			06/23/2017	835 KB	florindalbrown@gmail.com	06/23/2017
C:\Users\jim.ledbetter\Pictures\Saved Pictures\TEST DOCUMENT.docx Download	Credential			06/28/2017	15 KB	oeldemonstration+elc@gmail.com	06/28/2017



Verified By oeldemonstration+elc@gmail.com, On 06/28/2017

Calendar Name: Calendar Name

Program Type: School Year (540 hours)

Calendar Start Date: 06/01/2017

Calendar End Date: 08/11/2017



Verified By oeldemonstration+elc@gmail.com, On 06/28/2017

Class Name: N/A

Class Calendar: Calendar Name

Main Curriculum: BABY DOLL CIRCLE TIME

Class Start Date: 06/01/2017

Class End Date: 08/11/2017

Viewing VPK-APP Removed Items

Items that have been removed from the VPK-APP by the provider can be viewed on the following tabs:

- VPK Director
- VPK Instructors
- VPK Calendars
- VPK Classes
- Review

On the VPK Director, VPK Instructors, VPK Calendars, and VPK Classes tabs, click the checkbox to show any removed items on each tab.

Attendance Policy [VPK Director](#) [VPK Instructors](#) [VPK Calendars](#) [VPK Classes\(es\)](#) [Review](#) [Certify and Submit](#)

☒ Show removed class instructors

<p>SSN: 825712547</p> <p>Degree: Received a B.S. or a B.A.</p> <p>Type: Lead</p> <p>Credential: B.A. or B.S. in an approved field with required minimum hours and experience</p> <p>Certified Teacher? Yes</p>	<p>Supporting Documents: Edit</p> <table> <tr> <th>File Name</th><th>Document Type</th><th>Issued On</th><th>Expires On</th><th>Uploaded On</th><th>Size</th><th>Verified By</th><th>Verified On</th></tr> <tr> <td>Background Screening.pdf Download</td><td>Background Screening</td><td>06/25/2019</td><td>01/23/2022</td><td>07/23/2019</td><td>182 KB</td><td></td><td>07/24/2019</td></tr> <tr> <td>Attestation of Good and Moral Character.pdf Download</td><td>Affidavit of Good Moral Character</td><td>07/23/2019</td><td></td><td>07/23/2019</td><td>144 KB</td><td></td><td>07/24/2019</td></tr> <tr> <td>Educator Certificate.pdf Download</td><td>Credential</td><td>06/10/2019</td><td>06/30/2022</td><td>07/23/2019</td><td>90 KB</td><td></td><td>07/24/2019</td></tr> <tr> <td>transcripts.pdf Download</td><td>Additional Documentation</td><td>07/23/2019</td><td></td><td>07/23/2019</td><td>788 KB</td><td></td><td>07/24/2019</td></tr> <tr> <td>Attestation.pdf Download Verify</td><td>Affidavit of Good Moral Character</td><td>05/13/2021</td><td></td><td>05/19/2021</td><td>146 KB</td><td></td><td></td></tr> <tr> <td>Attestation.pdf Download Verify</td><td>Affidavit of Good Moral Character</td><td></td><td></td><td>06/25/2021</td><td>150 KB</td><td></td><td></td></tr> </table>	File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On	Background Screening.pdf Download	Background Screening	06/25/2019	01/23/2022	07/23/2019	182 KB		07/24/2019	Attestation of Good and Moral Character.pdf Download	Affidavit of Good Moral Character	07/23/2019		07/23/2019	144 KB		07/24/2019	Educator Certificate.pdf Download	Credential	06/10/2019	06/30/2022	07/23/2019	90 KB		07/24/2019	transcripts.pdf Download	Additional Documentation	07/23/2019		07/23/2019	788 KB		07/24/2019	Attestation.pdf Download Verify	Affidavit of Good Moral Character	05/13/2021		05/19/2021	146 KB			Attestation.pdf Download Verify	Affidavit of Good Moral Character			06/25/2021	150 KB		
File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On																																																		
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Educator Certificate.pdf Download	Credential	06/10/2019	06/30/2022	07/23/2019	90 KB		07/24/2019																																																		
transcripts.pdf Download	Additional Documentation	07/23/2019		07/23/2019	788 KB		07/24/2019																																																		
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Attestation.pdf Download Verify	Affidavit of Good Moral Character			06/25/2021	150 KB																																																				
<p>(Removed)</p> <p>SSN: 242777958</p> <p>Degree: Received a B.S. or a B.A.</p> <p>Type: Aide</p> <p>Credential: B.A. or B.S. in an approved field with required minimum hours and experience</p> <p>Certified Teacher? No</p>	<p>Supporting Documents: Edit</p> <table> <tr> <th>File Name</th><th>Document Type</th><th>Issued On</th><th>Expires On</th><th>Uploaded On</th><th>Size</th><th>Verified By</th><th>Verified On</th></tr> <tr> <td>Clearance_001.pdf Download</td><td>Background Screening</td><td>02/21/2017</td><td>02/15/2022</td><td>03/23/2016</td><td>85 KB</td><td></td><td>03/26/2016</td></tr> <tr> <td>affidavit_001.pdf Download</td><td>Affidavit of Good Moral Character</td><td>05/21/2014</td><td></td><td>03/23/2016</td><td>145 KB</td><td></td><td>03/26/2016</td></tr> <tr> <td>attestation.pdf Download</td><td>Affidavit of Good Moral Character</td><td>05/13/2021</td><td></td><td>05/19/2021</td><td>144 KB</td><td></td><td></td></tr> <tr> <td>attestation.pdf Download</td><td>Affidavit of Good Moral Character</td><td>06/25/2021</td><td></td><td>06/25/2021</td><td>154 KB</td><td></td><td></td></tr> <tr> <td>attestation.pdf Download</td><td>Affidavit of Good Moral Character</td><td>05/13/2021</td><td></td><td>06/25/2021</td><td>154 KB</td><td></td><td>06/26/2021</td></tr> <tr> <td>TEST DOCUMENT.docx Download</td><td>Background Screening</td><td></td><td></td><td>07/27/2021</td><td>11 KB</td><td></td><td></td></tr> </table>	File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On	Clearance_001.pdf Download	Background Screening	02/21/2017	02/15/2022	03/23/2016	85 KB		03/26/2016	affidavit_001.pdf Download	Affidavit of Good Moral Character	05/21/2014		03/23/2016	145 KB		03/26/2016	attestation.pdf Download	Affidavit of Good Moral Character	05/13/2021		05/19/2021	144 KB			attestation.pdf Download	Affidavit of Good Moral Character	06/25/2021		06/25/2021	154 KB			attestation.pdf Download	Affidavit of Good Moral Character	05/13/2021		06/25/2021	154 KB		06/26/2021	TEST DOCUMENT.docx Download	Background Screening			07/27/2021	11 KB		
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affidavit_001.pdf Download	Affidavit of Good Moral Character	05/21/2014		03/23/2016	145 KB		03/26/2016																																																		
attestation.pdf Download	Affidavit of Good Moral Character	05/13/2021		05/19/2021	144 KB																																																				
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attestation.pdf Download	Affidavit of Good Moral Character	05/13/2021		06/25/2021	154 KB		06/26/2021																																																		
TEST DOCUMENT.docx Download	Background Screening			07/27/2021	11 KB																																																				

Editing a VPK-APP

Coalition users can click the **Edit** button on the VPK Director and VPK Instructors tabs to edit information. Documents may be uploaded by users, and un-verified documents may be deleted.

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Michael Jackson

SSN: 999999999
Degree: Received a B.S. or a B.A.
Type: Lead
Credential: Family Child Care Home or Large Family Child Care Home 30-hour training course
Start Date: 06/03/2017
End Date:
Certified Teacher? Yes

Supporting Documents Edit

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blosso.jpg	Background Screening	06/08/2017	06/30/2017	06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017

If edits are made to a tab, the coalition user must click the **Update** button to save the changes.

Smoke Test 2016 - 2017 (Submitted) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

VPK Director Janet Jackson

Telephone Number: 999999999
Email: Test@gmail.com
Credential Type: VPK Director Credential
Credential Certificate Number: 26591621
Credential Issue Date: 06/01/2017
Credential Expiration Date: 06/30/2017

Document Type:
☐ Background Screening
☐ Affidavit of Good Moral Character
☒ Credential
☐ Additional Documentation

Choose Files: Browse... Choose documents by clicking Browse button

Document Issued Date: Enter or Select Date
Document Expiration Date: Enter or Select Date

Upload

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blosso.jpg	Background Screening	Enter or Sel	Enter or Sel	06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
flower-purple-lcal-blosso.jpg	Affidavit of Good Moral Character	Enter or Sel	Enter or Sel	06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
C:\Users\jlm.ladbetter\Pictures\Saved Pictures\TEST DOCUMENT.docx	Credential	Enter or Sel	Enter or Sel	06/28/2017	15 KB		

Update Issued, Expiration Dates Cancel

Reviewing a VPK-APP for Ownership Change

If a provider has undergone a change of ownership, as indicated during their provider account registration, the initiation of a new VPK-APP under the new provider ID will copy over the most recently certified VPK-APP from the old provider ID. This copy over will be indicated by the **Ownership Change** icon on the VPK-APP.

Kids 2023 - 2024 (Initiated) Change Status Ownership change

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Attendance Policy Submission

Additionally, text will be displayed on the sections of the VPK-APP to indicate the previous provider site from which the VPK-APP sections were copied, as well as text indicating that the section has been changed.

Kids R Us 2023 - 2024 (Initiated) Change Status Ownership change

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Instructor(s) Imported from Provider

Instructor section has been changed

NOTE: Once the VPK-APP information has been copied over from the previous provider ID, changes to the attendance, director, instructor, calendar, and classes sections can be made.

With this copy over, providers who do not update the calendars should have the same VPK progress monitoring windows as they did under the previous Provider ID.

Reviewing a VPK-APP for Location Change

If a provider has undergone a change in physical location, as indicated on the **Add Site** page of the **Manage All Sites** page, the initiation of a new VPK-APP under the new provider ID will copy over the most recently certified VPK-APP from the old provider ID. This copy over will be indicated by the **Address Change** icon on the VPK-APP.

Kids Moved 2023 - 2024 (Initiated) Change Status Address change

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Additionally, text will be displayed on the sections of the VPK-APP to indicate the previous provider site location from which the VPK-APP sections were copied from.

Kids R Us Moved 2023 - 2024 (Initiated) Change Status Address change

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Provider address change from:

☐ Show removed class instructors

NOTE: Once the VPK-APP information has been copied over from the previous provider ID, changes to the attendance, director, instructor, calendar, and classes sections can be made.

With this copy over, providers who do not update the calendars should have the same VPK progress monitoring windows as they did under the previous Provider ID.

Certifying a VPK-APP for Ownership Change

When the status for the new VPK-APP is changed to **Certified**, the enrollments from the previous Provider ID will be copied over.

Sara's Demo Daycare

[Request/Change VPK Enrollment](#) [Bulk VPK Enrollment](#)

VPK Program Year: 2023-2024 VPK Session: School-year (540 hours) VPK Class: AF23 - Class Start Date: 08/14/2023 Class End Date: 05/09/2024

Max Class Size: 20 VPK Enrollment Limit: 20 VPK Class Enrollment Count: 16 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 20. The class must have a minimum of 4 VPK children to start.

Certificate Number: Child First Name: Child Last Name: Child DOB: MM/DD/YYYY [Enroll to this Class](#)

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Class change Never Attended							08/14/2023 Change			Enrollment Submitted
Class change Never Attended							08/14/2023 Change			Enrollment Submitted
Class change Never Attended							08/14/2023 Change			Enrollment Submitted
Class change Never Attended							08/14/2023 Change			Enrollment Submitted
Class change Never Attended							08/14/2023 Change			Enrollment Submitted
Class change Never Attended							08/14/2023 Change			Enrollment Submitted
Class change Never Attended							08/14/2023 Change			Enrollment Submitted
Class change Never Attended							08/14/2023 Change			Enrollment Submitted
Class change Never Attended							08/14/2023 Change			Enrollment Submitted
Class change Never Attended							08/14/2023 Change			Enrollment Submitted

NOTE: Though the enrollments will be copied over once the VPK-APP is certified, the provider should have a certified VPK Contract (DEL-VPK 20) when providing services. Services provided before a new VPK contract is certified may require a line item adjustment.

Additionally, the previous provider site will be in **Read Only Mode**.

The following message will display on the dashboard of the provider portal:

[Home](#) [Business](#) [Profile](#) [Contracts](#) [Enrollments](#) [Attendance](#) [Documents](#)

Read Only Mode

This Account is in Read-only mode due to a change in ownership. Please contact your local ELC to discuss any concerns or questions.

Common Tasks

- VPK Provider Application
- Manage VPK Instructors, Calendars, and Classes
- Statewide VPK Provider Contract
- VPK Contract Amendment

Broadcast Messages

Changing VPK-APP Status

A coalition user can change a VPK-APP's status by clicking the **Change Status** button on any tab of the VPK-APP.

Smoke Test 2016 - 2017 (Submitted) **Change Status**

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Application Type:
VPK-APP

Application Status: *

- Select New Status -
- Coalition Reviewing
- Reviewed
- Rejected
- Certified
- Not Eligible

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

VPK-APP Status Definitions

Coalition Reviewing

The coalition is actively reviewing the VPK-APP.

Reviewed

The coalition has reviewed, but not certified, the VPK-APP.

Rejected

The VPK-APP has missing or incorrect information that is necessary for approval.

Certified

The VPK-APP is approved.

NOTE: The VPK-APP can't be certified if one or more VPK Class(es) and/or Calendar(s) has not been verified.

Not Eligible

The coalition has determined that the provider is not eligible for a VPK-APP.

NOTE: The provider can edit the VPK-APP in any status but must certify and submit the VPK-APP to notify the coalition that edits have been made.

Refreshing a VPK-APP

If a Provider Portal user has changed a profile field that affects the VPK-APP, the following will display on review.

Curriculum Data Has Changed		
Curriculum	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Other		

After the coalition user clicks the **Change Profile Status** button...

Administrative Review

Provider Notes

Contact Attempts

Inspections

Administration

Contracts

SR Paid Holidays

SR Reimbursement Rates

Child Assessment

Assist Provider

Change Profile Status

...the following will display.

Provider Profile: Change Status Submitted

Profile has contract related changes.
There are changes to profile fields affecting the certified or pending VPK Provider Application (VPK 10, 11A, 11B).
Select the appropriate contract action below:

☒ Update existing VPK App and notify provider

Profile Status: *

Active

CoalitionReviewing

Inactive

Rejected

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel

Save

When the **Save** button is clicked, the provider's VPK-APP status will change to **Incomplete**. The Provider Portal user will then review the VPK-APP and re-submit the edited VPK-APP. If the coalition user un-checks the **Update existing VPK App and notify provider** checkbox, but decides to update and notify, the VPK-APP can be re-initiated again and the checkbox left checked.

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators

Return to review

+ Initiate Contract

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status
26723	SR	SR (Paper)	OEL	Terminated	04/05/2017	01/10/2017	1/10/2018	4/4/2017	Paper	None	Change Status
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	07/01/2017	3/2/2019	6/26/2017	Paper	None	Amend Change Status
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	07/01/2017	6/30/2018	5/26/2017	View	N/A	Amend Change Status
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Incomplete	08/11/2017	06/21/2017	7/27/2018		View	N/A	Change Status
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action

First

Previous

1

Next

Last

The provider owner and VPK director will receive the following email from **DONOTREPLY@oel.myflorida.com**.

From: <OELSystemTest@oel.myflorida.com>
 Date: Wed, Aug 16, 2017 at 12:06 PM
 Subject: Signature Required - VPK Provider Application Updated
 To: alatham77@gmail.com
 Cc: ME@nowhere.com

Hello,

The VPK Provider Application (VPK 10,11A, 11B) forms have been updated for Maggie Mae Daycare. Your review and signature is required. Please log on the Provider Portal and go to the Contracts menu, and choose Manage Contracts. On this page, locate your VPK-APP and click Edit. Review the VPK Provider Application information and submit your signature on the Certify and Submit tab.

Please review and submit your signature as quickly as possible.

Thank you,

ELC of the Big Bend Region
 (866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

After the Provider Portal user submits the edited VPK-APP, the coalition user will click the **Change Status** button...

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators

Show 10 entries

+ Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status
26723	SR	SR (Paper)	OEL	Terminated	04/05/2017	01/10/2017	1/10/2018	4/4/2017	Paper	None	Change Status
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	07/01/2017	3/2/2019	6/26/2017	Paper	None	Amend Change Status
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	07/01/2017	6/30/2018	5/26/2017	View	N/A	Amend Change Status
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Submitted	08/11/2017	06/21/2017	7/27/2018		View	Download	Change Status
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action

First Previous 1 Next Last

...and change the VPK-APP status to **Certified**.

VPK Provider Application: Change Status

Status: Submitted
Application: OEL-VPK 10

Application Type:
VPK-APP

Application Status: *
Certified

Status Date:
08/11/2017

Start Date:
07/01/2017

End Date:
07/27/2018

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

The coalition user can also refresh the VPK-APP by clicking the **Initiate Contract** button.

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators

Show 10 entries

+ Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status

This will change the status of an existing VPK-APP to **Incomplete** from any status.

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status
26723	SR	SR (Paper)	OEL	Terminated	04/05/2017	01/10/2017	1/10/2018	4/4/2017	Paper	None	Change Status
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	07/01/2017	3/2/2019	6/26/2017	Paper	None	Amend Change Status
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	07/01/2017	6/30/2018	5/26/2017	View	N/A	Amend Change Status
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Incomplete	08/11/2017	06/21/2017	7/27/2018		View	N/A	Change Status
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action

First Previous 1 Next Last

A Provider Portal user can also trigger a refresh of a **Certified** VPK-APP by editing the VPK-APP. This will change the status to **Incomplete** from **Certified** and then the user can submit the edited VPK-APP for coalition review.

Vendor Number Entry

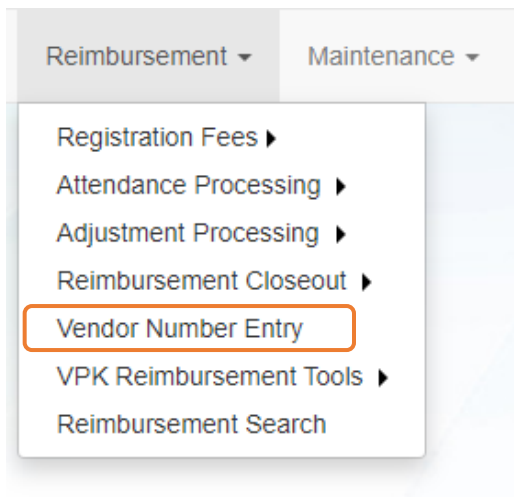
A vendor number is required for contracted providers. Coalitions may review a Tableau report to identify providers with or without vendor numbers, as well as create and manage vendor numbers.

Accessing the Vendor Number Report in Tableau

Coalition users with a Tableau account may access the Vendor Number Report by going to <https://oel-reports.floridaeearlylearning.com>. From Projects, select the ~Mod 3.0~ folder. Select the **Vendor Number Report** workbook. Select the **Provider Vendor Dashboard** view (to search specific providers) or the **Vendor Number Report** view (to see all providers).

Adding/Viewing Vendor Numbers

To begin, go to the Reimbursement menu item and select Vendor Number Entry.



A provider search page displays. Enter search criteria for a provider and click **Search**.

A screenshot of a 'Provider Search' form. The form contains various input fields for search criteria: 'Provider Type' (with checkboxes for VPK, VPK/SIS, SR, Local, CCR&R only, and All), 'Coalitions' (radio buttons for 'Just my coalition' and 'All coalitions'), 'Program Year' (a dropdown menu), 'Principal ID', 'Principal Name', 'Profile Status' (a dropdown menu), 'Doing Business As' (a text field), 'Director's Name', 'Provider ID', 'Tax ID (FEIN or SSN)', 'Street Address', 'City', 'Registered County' (a dropdown menu), and 'License or Registration or Exempt or MSID'. At the bottom of the form, there are two buttons: a 'Reset' button and a 'Search' button, which is highlighted with an orange rectangular border.

Provider Search Results (9 Total Records)															
Show 10 entries ▾															
Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal Id	Principal Name	Street Address	Address Line 2	City	ZIP	Co
19445 View Vendor Number	60984	3409823409842	2017 - 2018	Active	06/30/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KR
19449 View Vendor Number	66093	3409823409842	2018 - 2019	Active	11/30/2018	Growing Up Strong	Andrea Latham	0993485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KR
19448 View Vendor Number	60983	TEST111	2017 - 2018	Active	06/30/2018	Kim's Test Daycare	Director Name	TEST111	14895	KIM TEST PROVIDER	230S HOME CT		TALLAHASSEE	32303	KR
19448 View Vendor Number	60987	TEST111	2018 - 2019	Active	06/30/2018	Kim's Test Daycare	Director Name	TEST111	14895	KIM TEST PROVIDER	230S HOME CT		TALLAHASSEE	32303	KR
19453 View Vendor Number	60990	EEXEMPT	2017 - 2018	Incomplete		Provider_test		229999999	14900	Provider_test	250 MARRIOTT DR		TALLAHASSEE	32301	KR
1946 View Vendor Number	60999	exempt	2018 - 2019	Active	07/01/2018	randi's house	dave	3453453	14908	jame's house	123 OAK ST		TALLAHASSEE	32301	KR
19460 View Vendor Number	60998	exempt	2018 - 2019	Incomplete		SK Provider		77777777777777777777	14907	SK Provider	250 MARRIOTT DR		TALLAHASSEE	32301	KR
19456 View Vendor Number	60996	E978789789	2018 - 2019	Submitted	07/01/2018	Testers R Us	Desi Name	test2222	14905	Tester Test, Inc.	1513 BELMONT TRACE		TALLAHASSEE	32301	MP
19450 View Vendor Number	60985	exempt	2017 - 2018	Active	06/30/2018	TWIN DAYCARE	Marilyn	293453274739	14897	twin schools	123 OAK ST	123 OAK ST	TALLAHASSEE	32301	MP

Vendor Number List

Provider Information

Provider ID:

19461

Doing Business As Name:

randi's house

Street Address:

123 OAK ST TALLAHASSEE, FL 32301

Registered County:

KREPS ISLAND

No Associated Vendor Numbers

This provider currently has no Vendor Numbers associated with it. To add one, first select a coalition that you have permission to access.

Coalition:

ELC of TALLAHASSEE

Show

10

entries

Search:

Vendor Number	Description	EFS Legacy Provider/Extension	Funder Type	Created Date	Created By	Remove
No data available in table						

Showing 0 to 0 of 0 entries

Previous

Next

+ Add A Vendor Number

Vendor Number *

Description

EFS Legacy Provider/Extension

Funder Type *

Select

Add Vendor Number

- a. Vendor Number – alphanumeric field that holds the local accounting system’s vendor number as input by the coalition
- b. Description – optional field (useful for labeling when this vendor number should be used)
- c. EFS Legacy Provider/Extension – optional field (useful for including EFS Legacy values)
- d. Funder Type – drop down; select a funding type (SR, Local, or VPK) or select All to apply the same number to all funding types for the provider.
 - a. The vendor numbers created may be assigned to attendance rosters for reimbursement.
 - b. It is possible to create multiple vendor numbers for the VPK program that can later be assigned to specific classes (if needed).

When complete, click the **Add Vendor Number** button. The saved vendor number list updates with the new information.

Vendor Number List

Provider Information

Provider ID: 19461
 Doing Business As Name: rand's house
 Street Address: 123 OAK ST TALLAHASSEE, FL 32301
 Registered County: KREPS ISLAND

Coalition: ELC of TALLAHASSEE

Show 10 entries

Vendor Number	Description	EFS Legacy Provider/Extension	Funder Type	Created Date	Created By	Remove
123456			SR	12/9/2018	alatham77+00996@gmail.com	X
123456			VPK	12/9/2018	alatham77+00996@gmail.com	X
123456			Local	12/9/2018	alatham77+00996@gmail.com	X

Showing 1 to 3 of 3 entries

+ Add A Vendor Number

Vendor Number * Description EFS Legacy Provider/Extension Funder Type * Add Vendor Number

Removing Vendor Numbers

To remove a vendor number, follow the steps above to locate the provider through the Vendor Number Entry provider search and click the **View Vendor Number** button. In the saved vendor number list, click the Remove (X) button. A confirmation window displays. Click Yes to remove the vendor number or click Cancel to abandon the action.

Assigning Vendor Numbers to a VPK Class

Assigning a vendor number to a VPK class is an optional feature and may not be used by all coalitions. During reimbursement, the system will first look to see if a VPK class has a specific vendor number assigned, if not, the system will use the top VPK vendor number created (if more than one VPK vendor number exists).

To assign a vendor number to specific VPK class, follow the steps above to locate the provider through the Vendor Number Entry provider search, click the **View Vendor Number** button, and create the vendor numbers to be used by each class at the provider.

Vendor Number List

Provider Information

Provider ID: 19449
 Doing Business As Name: Growing Up Strong
 Street Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301
 Registered County: KREPS ISLAND

Coalition: ELC of TALLAHASSEE

Show 10 entries

Vendor Number	Description	EFS Legacy Provider/Extension	Funder Type	Created Date	Created By	Remove
123456			SR	12/9/2018	alatham77+00996@gmail.com	X
123456			Local	12/9/2018	alatham77+00996@gmail.com	X
55-987654	VPK Headstart Class		VPK	12/9/2018	alatham77+00996@gmail.com	X
75-654111	VPK County Class		VPK	12/9/2018	alatham77+00996@gmail.com	X

Showing 1 to 4 of 4 entries

+ Add A Vendor Number

Vendor Number * Description EFS Legacy Provider/Extension Funder Type * Add Vendor Number

With the VPK vendor numbers created, go to the Provider menu item and select **Search**. Enter criteria to locate the VPK provider and click the **Search** button. Results display. Click the **Profile ID** link to open the provider's profile.

Provider Search Results 2 Total Records

Show 10 entries

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal ID	Principal Name	Street Address	Address Line2	City	ZIP	County	Requested Contract
19449	60984	3409823409842	2017 - 2018	Active	06/30/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KREPS ISLAND	Both VPK and SR
19449	60991	3409823409842	2018 - 2019	Active	07/01/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KREPS ISLAND	Both VPK and SR

On the provider's Administrative Review task bar, click the **Contracts** button.

Administrative Review

Provider Notes | Contact Attempts | Inspections | Administration | **Contracts** | SR Paid Holidays | SR Reimbursement Rates | Child Assessment

Assist Provider | Change Profile Status

Then, click the **View** button for the VPK Provider Application (VPK-APP) for the applicable program year.

Manage Contracts For Growing Up Strong

Return to review

Show 10 entries

+ Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
27708	VPK	OEL-VPK 20	ELC of TALLAHASSEE	Incomplete	07/01/2018	07/01/2018	6/30/2019		View	N/A	Cancel Contract
27703	SR	OEL-SR 20	ELC of TALLAHASSEE	Certified	07/29/2018	07/18/2018	6/30/2019		View	Download	Amend Change Status
27700	VPK	OEL-VPK 20	ELC of TALLAHASSEE	Certified	06/30/2018	06/30/2018	6/30/2018		View	Download	Amend Change Status
10214	VPK-APP	VPK 10,11A, 11B	ELC of TALLAHASSEE	Certified	07/17/2018	07/01/2018	5/31/2019		View	Download	Change Status
10211	VPK-APP	VPK 10,11A, 11B	ELC of TALLAHASSEE	Certified	06/30/2018	06/30/2018	7/26/2018		View	Download	Change Status

Contract ID | Type of Contract | Contract Name | Coalition | Status | Last Updated | Start Date | End Date | Terminated | Contract | Document | Action

First Previous 1 Next Last

The VPK Provider Application displays. Click the **VPK Class(es)** tab. For each class that needs a specific vendor number assigned, click the **Update** button.

Attendance Policy | VPK Director | VPK Instructors | VPK Calendars | **VPK Class(es)** | Review | Certify and Submit

AF18
Verified By alatham77+OELelc@gmail.com, On 07/03/2018
Class Name: Purple Room
Class Calendar: Fall
Main Curriculum: SCHOLASTIC ENGLISH
Class Start Date: 07/02/2018
Class End Date: 06/30/2019
Vendor Number: [Update](#)
Instructors:

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
			NonInstructional Holiday			

A window displays with the available VPK vendor numbers. Choose the vendor number can click the **Select** button.

Home | VPK Program | SR Program | TAPP | Provider

Growing Up Strong | 2018 - 2019 (Certified)

Attendance Policy | VPK Director | VPK Instructors | VPK Calendars | VPK Class(es)

AF18
Verified By alatham77+OELelc@gmail.com, On 07/03/2018
Class Name: Purple Room
Class Calendar: Fall
Main Curriculum: SCHOLASTIC ENGLISH
Class Start Date: 07/02/2018
Class End Date: 06/30/2019
Vendor Number: [Update](#)
Instructors:

Vendor Number

Vendor Number	Description	EFS Legacy Provider/Extension	Action
55-987654	VPK Headstart Class		Select
75-654111	VPK County Class		Select

Close

Now, the vendor number is assigned to the specific VPK class. Repeat as needed.

Growing Up Strong 2018 - 2019 (Certified) Change Status

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

AF18
Verified By alatham77+0ELEic@gmail.com, On 07/03/2018
Class Name: Purple Room
Class Calendar: Fall
Main Curriculum: SCHOLASTIC ENGLISH
Class Start Date: 07/02/2018
Vendor Number: 95-987654 **Save**

July 2018

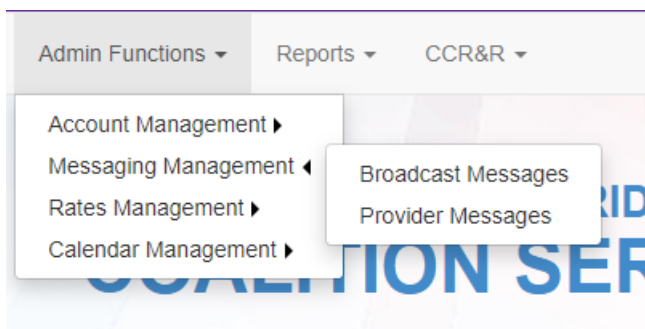
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Noninstructional Holiday	5	6	7

Provider Messaging

Broadcast Message Management (not yet available)

The Broadcast message management function allows coalitions to send messages to all providers in the coalition service area. This function is only available to CP Admins and DEL admins. Currently, coalitions cannot send to SR, VPK, or CCR&R providers each, but must send a message to all providers, regardless of services provided.

To access the Broadcast message management function, CP Admin will click the **Admin Functions** button, select **Messaging Management** and then **Broadcast messages**.



Then, click the **Create New** button.

Broadcast Message Details 0 Total Records

No data available to display

Create New

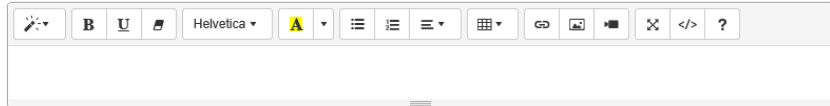
The CP Admin will then select the audience for the message, decide which county(ies) (if a multi-county coalition) for the message, complete the Message field and select the Begin Date and End Date for the message. Unclicking the **Show** check box will hide the message from providers. Click the **Save** button to send the message.

Broadcast Message Details

* Message To Provider(s) ☒ All ☐ SR ☐ VPK ☐ CCR&R only [?]

County

* Message to be broadcast



* Message Begin Date

06/28/2017

* Message End Date

MM/DD/YYYY

Show ☒

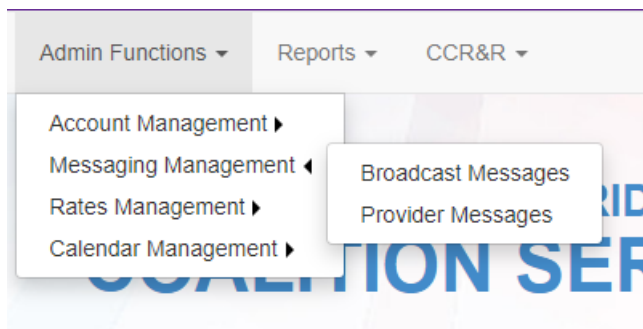
Save

Cancel

Provider Message Management

The Provider message management function allows coalitions to send messages to a specific provider in the coalition service area. This function is only available to CP Admins and DEL admins.

To access the Provider message management function, CP Admins will click the **Admin Functions** button, select **Messaging Management** and then **Provider messages**.



Then, click the **Create New** button.

Provider Message Details 0 Total Records

 No data available to display

Create New

The CP Admin will then complete the Provider Message and Provider Site fields. When the provider reads the message, the Read By and Read Date fields will be completed. Click the **Save** button to send the message.

Provider Message Details

Provider Message *

B

U

Helvetica ▾

</>

?

Provider Site *

Enter the first 3 letters of the provider name

Read By

Read Date

Save

Cancel

Created By: ledbetter.kwanis@gmail.com

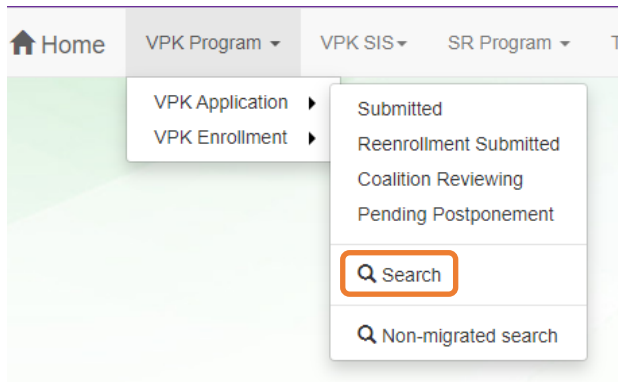
Created Date: 9/29/2016 11:56:18 AM

VPK Enrollment

Coalitions may create new enrollments through the system or upload a bulk enrollment file in lieu of a provider submission. Additionally, coalition users manage enrollments by reviewing provider requests or saving changes directly.

Creating New Enrollments

Coalition users will navigate to the VPK Application menu item and select the **Search** option to locate the approved VPK child.



Clicking on the child's COE number opens their application record.

VPK Application Search

By Person Info

Person Type ☒ Child ☐ Primary Parent

First Name

Last Name

Date of Birth

By Application Info

Certificate Number

County for Services

Program Year

VPK Session

Record Phase ☒ VPK Application ☐ VPK Reenrollment

Application Status

Reset

Search

Show entries

Clear All Filters

Search:

COE Number	Child First Name	Child Last Name	Child DOB	Parent First Name	Parent Last Name	County	Program Year	VPK Status
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
VPK1116598-2018	Baby Ruth	Latham	9/9/2013	Andrea	Latham	KREPS ISLAND	2018 - 2019	Approved

Showing 1 to 1 of 1 entries

Previous

1

Next

Within the application record, click the **Enroll** button.

VPK Application For Baby Ruth Latham

Certificate Number: VPK1116598-2018 Current Application Status: **Approved** Program Year: 2018 - 2019

CHILD INFORMATION

Baby Ruth Latham
Ethnicity : **Not answered** Gender : **Female** Race : **Prefer not to answer**
DOB : **09/09/2013** SSN :
Primary Language : **English** County for Services : **KREPS ISLAND**
Preferred Program Setting : **Private provider (child care, private school, faith-based)**
Desired VPK Session : **School year (540 hours)**
Child admitted to Kindergarten? : **No**

✓ **Current Age Verification** | Verified by alatham77+00998@gmail.com on 07/24/2018

✗ **No Current IEP**

PARENT OR GUARDIAN INFORMATION

Andrea Latham
Ethnicity : **Not answered** Gender : **Female** Race : **Prefer not to answer**
Relationship to Child : **Parent/Step Parent**
Preferred Method of Contact : **Email**

✓ **Email** : alatham77+prod3@gmail.com

Address :
☎ **Primary**: (850) 321-5286
☎ **Secondary**:

✓ **Current Proof of Residence** | Verified by alatham77+00998@gmail.com on 07/24/2018

Family is not displaced.

Re-open Application **Enroll** Reviewed Inactivate

VPK01 form VPK02 form

CASE NOTES

Now, the enrollment record opens for the child.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: VPK1116598-2018 Issue Date: 07/24/2018 Current Enrollment Status: **Enrollment Ended (Terminated)** Program Year: 2018 - 2019

Provider Info

Provider ID
Provider Name
Provider Address
County of Service
Provider Phone
Provider Email

Current Enrollment Info

Class ID
VPK Class Start Date: VPK Class End Date:
VPK Calendar: VPK Session: School year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 12/08/2018 Actual Start Date: N/A

First, enter the provider name. As text is entered, matching providers are identified and display in a drop down. Select the provider and press the **Enter** key. Then, the provider information appears.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: VPK1116598-2018 Issue Date: 07/24/2018 Current Enrollment Status: **Enrollment Ended (Terminated)** Program Year: 2018 - 2019

Provider Info

Provider ID: 19449
Provider Name:
Provider Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301
County of Service: KREPS ISLAND
Provider Phone: 5555555555
Provider Email: alatham77@gmail.com

Current Enrollment Info

Class ID:
VPK Class Start Date: VPK Class End Date:
VPK Calendar: VPK Session: School year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 12/08/2018 Actual Start Date: N/A

Use the Class ID drop down to select the appropriate class for enrollment. Then, the class information appears. Next, enter the anticipated start date for the child.

NOTE: The anticipated start date cannot be before the class start date or before the COE issue date (or before a termination date) - see highlighted dates.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: VPK1116598-2018

Issue Date: 07/24/2018

Current Enrollment Status: Enrollment Ended (Terminated)

Program Year: 2018 - 2019

Provider Info

Provider ID

19449

Provider Name

Enter the first 3 letters of the provider name

Growing Up Strong

Provider Address

205 MARIOTT DR TALLAHASSEE, FL 32301

County of Service

KREPS ISLAND

Provider Phone

5555555555

Provider Email

alatham77@gmail.com

Current Enrollment Info

Class ID

AF18 - Purple Roo

VPK Class Start Date:

07/02/2018

VPK Class End Date:

05/31/2019

VPK Calendar:

A

VPK Session:

School Year (540 hours)

Billing Group:

VPK

Eligibility:

VPK

Anticipated Start Date:

07/24/2018

Actual Start Date:

N/A

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
No Records Found.						

Save & Enroll

Cancel

Other Enrollments for Child

Enrollment ID	COE Number	Program Year	Provider	Enrollment Status	Actual Start Date	Termination Effective Date	Last Action Date
33724	VPK1116598-2018	2018	Growing Up Strong	Enrollment Ended (Terminated)	N/A	07/24/2018	07/24/2018

Re-open

Case Notes

add your note here...

Status Records

Custom Code Type

Select

Custom Code

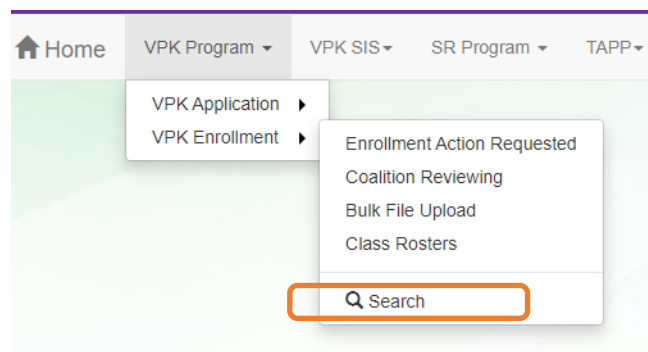
Select a Custom Code Typ

+ Add Case Note

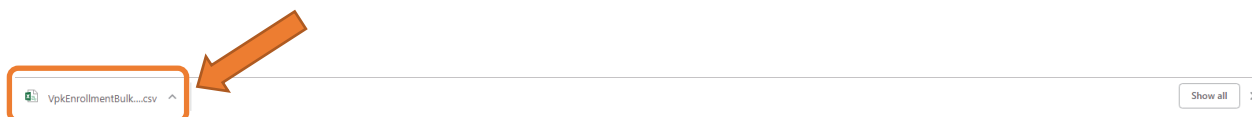
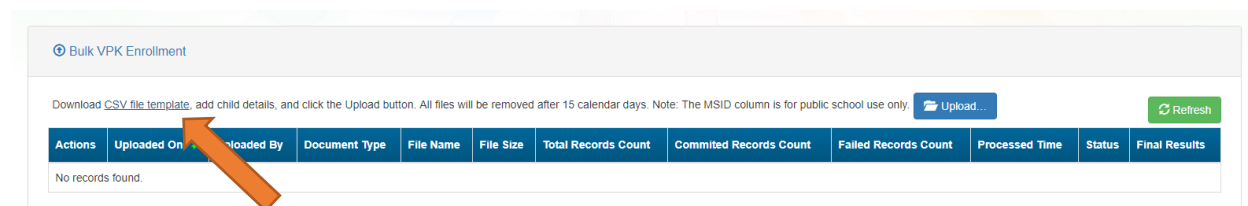
The page refreshes and the application records appears. Now, the button says **View Enrollment**. When clicked, the Enrolled record displays.

Creating New Enrollments through a Bulk File Upload

In addition to the enrollment method described in “Creating New Enrollments through the Coalition Services Portal” coalition users may submit enrollment requests on behalf of providers via a file process. To begin, click the **VPK Enrollment** menu item, then **Bulk File Upload**. The bulk file processing page displays.




Next, click on the link to download the **CSV file template**. The file may appear at the bottom of the computer screen depending on the user's browser.



Open the file and expand the columns. Each column is explained below.

	A	B	C	D	E	F	G	H	I
1	Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start Date(MM/DD/YYYY)	MSID(XX-XXXX)
2									
3									
4									

- Provider ID** = this is the provider ID for the site.
- Certification Number** = this is the child's certificate number listed on their COE. The field is not case sensitive, however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM
Child Certificate of Eligibility

I. CHILD CERTIFICATE OF ELIGIBILITY *(Issued by Early Learning Coalition, through the Family Portal)*

1. VPK program year 2017-2018 F	2. Certificate number VPK1095621-2017 B	3. Certificate issue date 6/30/2018	4. Parent email address <div style="background-color: #ccc; height: 20px; width: 100%;"></div>
5. Parent name <div style="background-color: #ccc; height: 20px; width: 100%;"></div>		6. Primary contact number <div style="background-color: #ccc; height: 20px; width: 100%;"></div>	7. Secondary contact number <div style="background-color: #ccc; height: 20px; width: 100%;"></div>
8. Child's full name KitKat Latham C D		9. Child's date of birth 09/09/2012 E	10. County <div style="background-color: #ccc; height: 20px; width: 100%;"></div>

- C. **Child First Name** = this is the child's first name listed on their COE. The field is not case sensitive.
- D. **Child Last Name** = this is the child's last name listed on their COE. Do not include a suffix (if any). The field is not case sensitive.
- E. **Child DOB (MM/DD/YYYY)** = this is the child's date of birth listed on their COE. The field will accept M/D/YYYY as well.
- F. **VPK Program Year** = this is the child's approved VPK program year listed on their COE. The field is looking for the first 4-digit year only. For example, if the VPK program year is 2017-2018, the entry would be 2017. Generally, the 4-digit VPK program year matches the year included at the end of the child's COE number.
- G. **Class ID** = this is the desired class's 4-digit ID. The class ID must be entered as the 4-digit assigned ID. Do not include the class name (if any). Looking at the example below, the entry would be "AS17" not "Songbirds" or "AS17-Songbirds."

Request/Change VPK Enrollment
Bulk VPK Enrollment

VPK Program Year: 2017-2018

VPK Session: Summer (300 hours)

VPK Class: AS17 - Songbirds

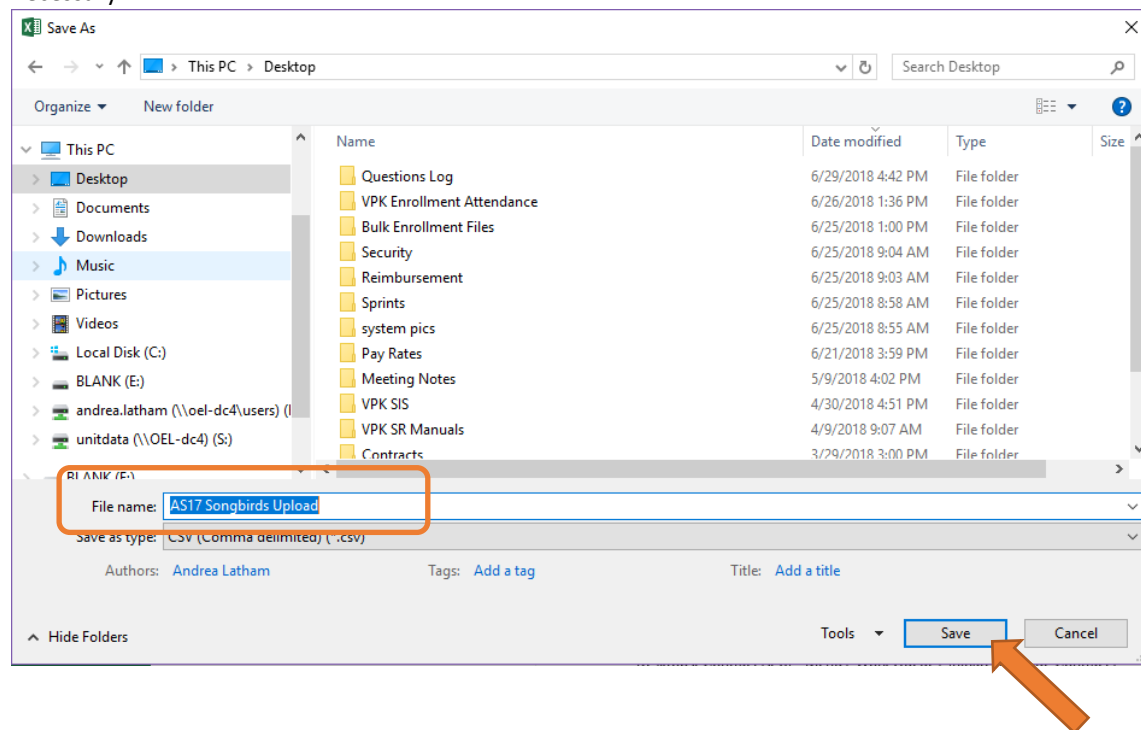
Class Start Date: 06/04/2018

Class End Date: 07/26/2018

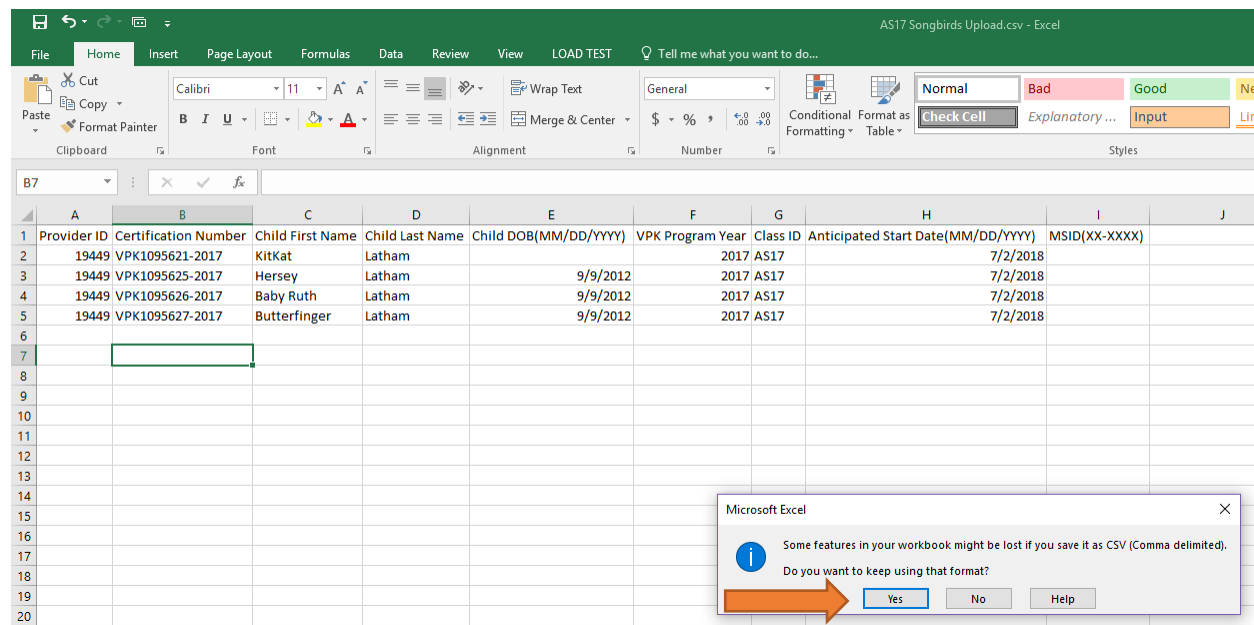
- H. **Anticipated Start Date (MM/DD/YYYY)** = this is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins. **NOTE:** An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date. The field will accept M/D/YYYY as well.
- I. **MSID (XX-XXXX)** = this field is for public schools only. Public schools may enter their Master School Identification (MSID) number in a 6-digit format, where the first 2 digits are the district number followed by a hyphen and 4-digit school number. The MSID number can be used in lieu of the Provider ID in column A. Both IDs are accepted.

When the file is complete, name it and save it as a CSV file type.

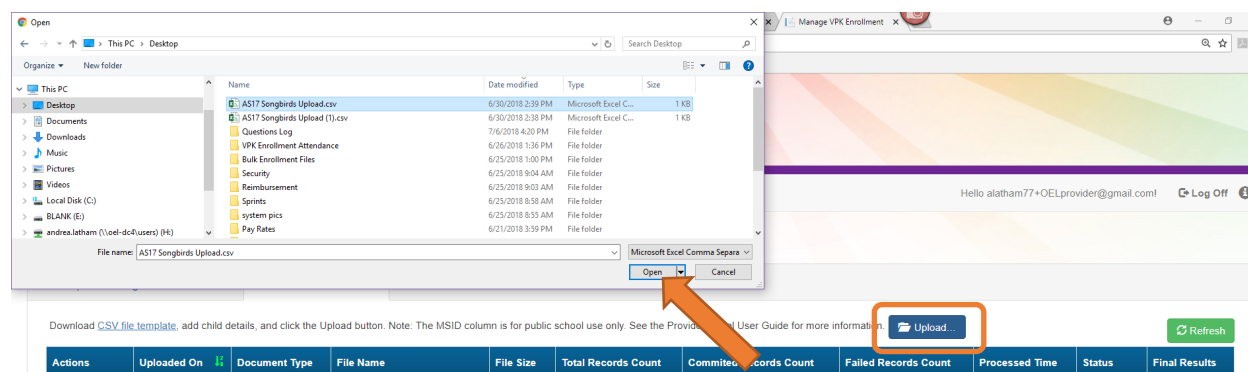
NOTE: It may be helpful to include your provider name and class in the file name if troubleshooting is ever necessary.



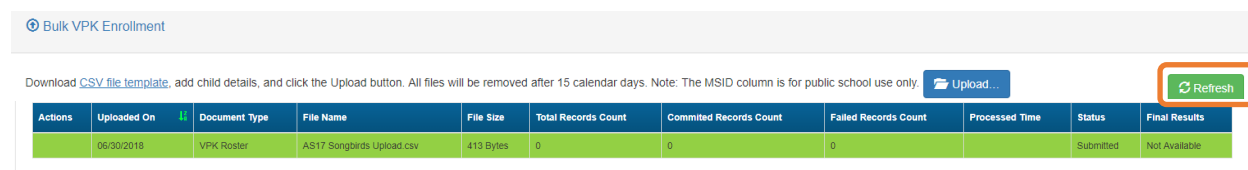
When changing the file format to CSV, Excel often displays a message to ask if you want to keep using that format. If this message appears, click **Yes**.



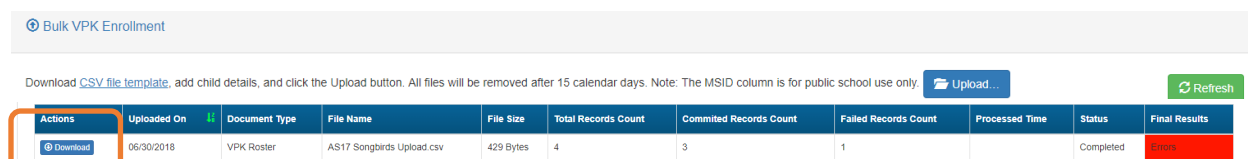
Click the **Upload** button. A window displays. Select your file and click **Open**.



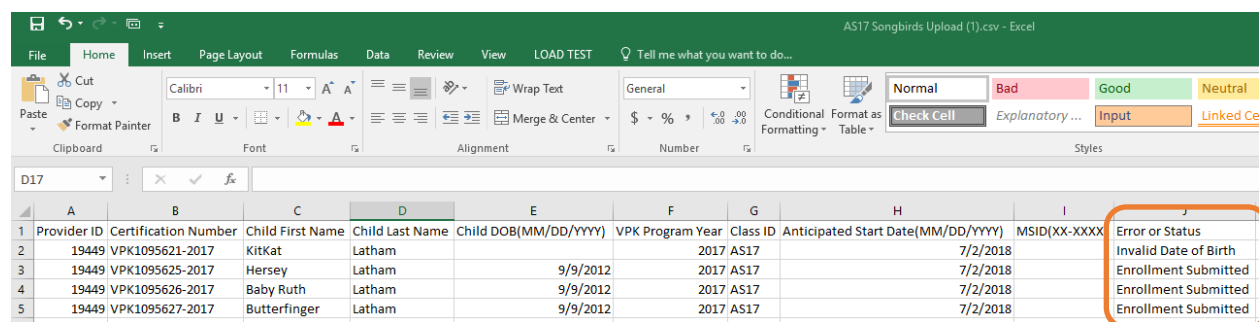
The file upload will begin. The file details will populate on a row and turn green. Click the **Refresh** button to populate the results.



The file details will be updated. The file size, total records count, committed records count, failed records count, processed time, status, and final results are updated. The file results are also returned and can be downloaded by clicking on the **Download** button.

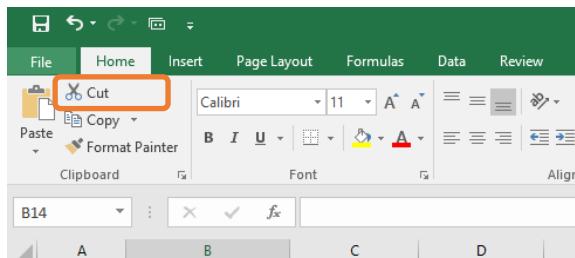


In this example, there is one failed record and three committed records. The file download will include the error message and status for each record submitted. The three committed records are now "Enrollment Submitted" and the failed record was not included because of an invalid date of birth. The same validations that occur with a manual child enrollment occur with the bulk enrollment file process.



The three committed records are displayed on the class's enrollment roster as "Enrollment Submitted" and appear in the **VPK Enrollment> Enrollment Action Requested** work queue for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress. The same processes that occur with a manual child enrollment occur with the bulk enrollment file process.

NOTE: When correcting records and re-uploading the file, be sure to remove the “Error or Status” column as it is not accepted for the upload. Also, it is best to NOT include records that have already been submitted successfully as they will now error as having been processed. When removing successful records and the Error or Status column, it is best to highlight the row/column and use the cut/delete option instead of just deleting the information. Excel often retains formats even if the cells are now empty.



VPK-20 Contract Verification

A provider must have a Certified VPK-20 contract on the Anticipated Start Date before an enrollment can be added. In the below example, the VPK application information is entered by the coalition, and the **Save & Enroll** button is clicked.

VPK Enrollment for [redacted]

Household (HH_0000000000)

Certificate Number: VPK15-2020

Issue Date: 01/28/2020

Current Enrollment Status:

Program Year: 2020 - 2021

Provider Info

Provider ID

6868

Provider Name

BOCC SOUTH COUNTY HEAD START CENTER

Provider Address

215 SE. 14TH AVENUE RUSKIN, FL 33570

County of Service

Hillsborough

Provider Phone

5555555555

Provider Email

Current Enrollment Info

Class ID

AF20 - AF20

VPK Class Start Date:

01/26/2021

VPK Class End Date:

06/30/2021

VPK Calendar:

C-M-F 8.5 - 11.5 2.5 - 4.5

VPK Session:

School Year (540 hours)

Billing Group:

VPK

Eligibility:

VPK

Anticipated Start Date:

03/30/2021

Actual Start Date:

N/A

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
No Records Found.						

Save & Enroll

Cancel

In this example, the provider does not have a Certified VPK-20 contract for the Anticipated Start Date of 03/30/2021, so an error message displays, alerting the coalition that the enrollment cannot be submitted.

Coalition Services

Sorry, something went wrong while processing your request.

Your last action was not completed for the following reason.

Enrollment cannot be submitted without a certified VPK-20 contract. Please initiate contracting processes with the provider.

You can click on button below to return to what you were doing or go to the home page.

[Return to home page](#)

[Return to previous](#)

In the below example, the VPK application information is entered by the provider, and the **+ Enroll to this Class** button is clicked.

BOCC SOUTH COUNTY HEAD START CENTER

[Request/Change VPK Enrollment](#)

[Bulk VPK Enrollment](#)

VPK Program Year: 2020-2021

VPK Session: School-year (540 hours)

VPK Class: AF20 - AF20

Class Start Date: 01/26/2021

Class End Date: 06/30/2021

Max Class Size: 20

VPK Children Count: 20

Non-VPK Children Count:

0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 20. The class must have a minimum of 4 VPK children to start.

Certificate Number: VPK -2020

Child First Name:

Child Last Name: A

Child DOB:

[+ Enroll to this Class](#)

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date
---------	--------------------	------------------	-----------------	-----------	-----------	------------	------------------------

In this example, the provider does not have a Certified VPK-20 contract, so an error message displays, alerting the provider that the enrollment cannot be submitted.

Request Enrollment

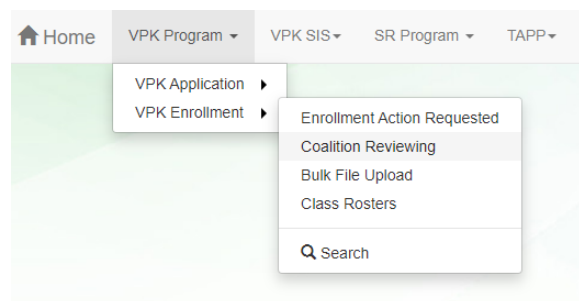


Enrollment cannot be submitted without a certified VPK-20 contract. Please contact your early learning coalition for assistance.

[Ok](#)

Reviewing VPK Enrollment Requests

Coalition users will navigate to the VPK Enrollment menu item and select the **Enrollment Action Requested** work queue to review/approve/reject enrollment requests made by the provider. Requests include new enrollments, class transfers, and child terminations.



The Enrollment Action Requested work queue displays the certificate of eligibility (COE) number, child name, parent name, provider name, provider phone number, provider county, program year, and enrollment status. The columns may be sorted by clicking on the column header. Each column may be filtered by typing criteria in the column's filter field. Additionally, there is a program year filter and search feature that can filter results.

Enrollment Action Requested VPK Enrollments									
									Program Year
Show 10 entries									2018 - 2019
COE Number	Child First Name	Child Last Name	Parent First Name	Parent Last Name	Provider Name	Provider Phone	County	Program Year	Enrollment Status
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
VPK575-2018	teresa	may	Michaelen	White	May Schools	(234) 234-2424	Gadsden	2018 - 2019	Enrolled - Change Requested
VPK750-2018	Alice	Latham	Andrea	Latham	Daisy Mae Daycare	(850) 555-5555	Leon	2018 - 2019	Enrollment Submitted
Showing 1 to 2 of 2 entries									
									Previous 1 Next

Clicking on the child's COE number opens the enrollment record. Clicking on the parent's name opens the household view.

The child's enrollment record contains *Provider Information* (on the left) and the *Current Enrollment Information* (on the right). The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to **Approve**, **Reject**, or **Set Coalition Reviewing**.

VPK Enrollment for Latham, Apple

Certificate Number: VPK737-2018 Issue Date: 07/07/2018 Current Enrollment Status: Enrollment Submitted Program Year: 2018 - 2019

Provider Info

Provider ID: 8433

Provider Name: Daisy Mae Daycare

Provider Address: 250 MARRIOTT DR TALLAHASSEE, FL 32399-6535

County of Service: Leon

Provider Phone: (850) 555-5555 Provider Email: rose@nowhere.com

Current Enrollment Info

Class ID: AF18

VPK Class Start Date: 08/20/2018 VPK Class End Date: 05/17/2019

VPK Calendar: Fall AM VPK Session: School year (540 hours)

Billing Group: VPK Eligibility: VPK

Anticipated Start Date: 08/20/2018 Actual Start Date: N/A

[Remove Enrollment from Provider - Child never attended](#)

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/20/2018	AF18				Daisy Mae Daycare	07/07/2018

[Approve](#) [Reject](#) [Set Coalition Reviewing](#)

Below, there are two more sections: *Other Enrollments for Child* and *Case Notes*. The *Other Enrollments for Child* area displays the enrollment history attached to this COE (i.e. cancellations, class transfers, rejections, etc.). The *Case Notes* area allows coalition users to create and view case notes related to the enrollment.

To create a case note, type in the text box area and click **Add Case Note**.

NOTE: When assigning a custom code to a case note, select the Custom Code Type and Custom Code prior to clicking **Add Case Note**.

To view case notes, click **Status Records**.

Other Enrollments for Child

Enrollment ID	COE Number	Program Year	Provider	Enrollment Status	Actual Start Date	Termination Effective Date	Last Action Date
No Records Found.							

Case Notes

add your note here...

Status Records Custom Code Type: Select Custom Code: Select a Custom Code Type [+ Add Case Note](#)

Case Note History						
Show 10 entries		Search:				
Code	Custom Code	Date Created	Event	Description	Notes	User
ENRV		7/7/2018 10:02:28 AM	VPK County of Service Change	Child ID: 2230 Name: Apple Latham County of Service was changed during VPK enrollment from: Clay to : Leon		alatham77+0033@gmail.com
ENRV		7/7/2018 10:02:28 AM	Enrollment Submitted	*Child ID: 2230 *Name: Apple Latham *Program: VPK *Status: Enrollment Submitted *Provider ID: 8433 *Class ID: AF18 *Anticipated Start Date: 08/20/2018		alatham77+0033@gmail.com

Previous
1
Next

Close

In this example, the child had a VPK County of Service Change during the enrollment process. The COE listed Clay as the county of service and it was automatically updated to the provider's county (Leon) during the enrollment process. This enables the coalition of the provider to process the enrollment request without having the original coalition manually update the child's application record.

Case notes have a search feature that can filter results. Click **Close** to close the window.

New Enrollments

New enrollment requests appear in the **Enrollment Action Requested** work queue as *Enrollment Submitted*. Click on the **COE number** to continue. The child's enrollment record opens. The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to Approve, Reject, or Set to Coalition Reviewing.

Set Coalition Reviewing

Coalition users may place an enrollment request in the Coalition Reviewing status by clicking the **Set Coalition Reviewing** action button. This action changes the record's status from *Enrollment Submitted* to *Coalition Reviewing* and moves the record to the Coalition Reviewing work queue. The family, provider, and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Reject

Coalition users may reject an enrollment request by clicking the **Reject** action button. A window will appear to enter comments for the enrollment case note. The user must click **Save** to complete this action; otherwise click **Cancel** to abandon the rejection. Rejecting an enrollment request changes the record's status from *Enrollment Submitted* to *Enrollment Rejected*. In this status, the enrollment request is cancelled and the enrollment process starts over. The provider's VPK Director receives an email notification to inform them the enrollment process could not be completed for the child and the child's record is no longer listed on the class roster in the Provider Portal. The family also receives an email notification to inform them the enrollment process could not be completed for their child; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

Approve

Coalition users may approve an enrollment request by clicking the **Approve** action button. Approving an enrollment request changes the record's status from *Enrollment Submitted* to *Enrolled*. The family, provider, and

coalition will see the status update within the respective portals. The family receives an email notification to inform them the enrollment process is complete for their child. The provider will not receive an email notification for this action.

Class Transfers

Class transfer requests appear in the **Enrollment Action Requested** work queue as *Enrolled-Change Requested*. Click on the **COE number** to continue. The child's enrollment record opens. The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to **Approve**, **Reject**, or **Set Coalition Reviewing**.

NOTE: During a class transfer, a child has two enrollment records; one for their current class (*Enrolled*) and one for the pending class transfer (*Enrolled-Change Requested*).

NOTE: Once a class change request is submitted to the coalition by a provider, a subsequent class change request for the same child is not allowed until the initial class change request is processed by the coalition.

VPK Enrollment for Latham, Apple

Certificate Number: VPK737-2018

Issue Date: 07/07/2018

Current Enrollment Status: Enrollment Submitted

Program Year: 2018 - 2019

Provider Info

Provider ID

8433

Provider Name

Daisy Mae Daycare

Provider Address

250 MARRIOTT DR TALLAHASSEE, FL 32399-6535

County of Service

Leon

Provider Phone

(850) 555-5555

Provider Email

rose@nowhere.com

Current Enrollment Info

Class ID

BF18

VPK Class Start Date:

08/20/2018

VPK Class End Date:

05/17/2019

VPK Calendar:

Fall PM

VPK Session:

School year (540 hours)

Billing Group:

VPK

Eligibility:

VPK

Anticipated Start Date:

08/20/2018

Actual Start Date:

N/A

Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/20/2018	BF18				Daisy Mae Daycare	07/07/2018
08/20/2018	AF18	08/20/2018			Daisy Mae Daycare	07/07/2018

Approve

Reject

Set Coalition Reviewing

Set Coalition Reviewing

Coalition users may place a class transfer request in the Coalition Reviewing status by clicking the **Set Coalition Reviewing** action button. This action changes the pending class transfer record's status from *Enrolled-Change Requested* to *Coalition Reviewing* and moves the record to the Coalition Reviewing work queue. The family will not see the status change on their dashboard in the Family Portal. However, the provider and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Reject

Coalition users may reject a class transfer request by clicking the **Reject** action button. A window will appear to enter comments for the enrollment case note. The user must click **Save** to complete this action; otherwise click **Cancel** to abandon the rejection. Rejecting the pending class transfer record cancels the class transfer. The rejected class transfer request is no longer active or visible to the provider in the second class; only the enrolled record remains active in the first class. The provider's VPK Director receives an email notification to inform them the change request was not approved for the child. The family will not receive an email notification for this action.

Approve

Coalition users may approve a class transfer request by clicking the **Approve** action button. Approving a class transfer request will change the pending class transfer record's status from *Enrolled-Change Requested* to *Enrolled*. The enrolled record in the first class is terminated with the class transfer effective date. The family, provider, and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Terminations

Termination requests appear in the **Enrollment Action Requested** work queue as *Enrolled-Change Requested*. Click on the **COE number** to continue. The child's enrollment record opens. The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to **Approve**, **Reject**, or **Set Coalition Reviewing**.

VPK Enrollment for Latham, Apple

Certificate Number: VPK737-2018Issue Date: 07/07/2018Current Enrollment Status: Enrollment SubmittedProgram Year: 2018 - 2019

Provider Info

Provider ID

8433

Provider Name

Daisy Mae Daycare

Provider Address

250 MARRIOTT DR TALLAHASSEE, FL 32399-6535

County of Service

Leon

Provider Phone

(850) 555-5555

Provider Email

rose@nowhere.com

Current Enrollment Info

Class ID

BF18

VPK Class Start Date:

08/20/2018

VPK Class End Date:

05/17/2019

VPK Calendar:

Fall PM

VPK Session:

School year (540 hours)

Billing Group:

VPK

Eligibility:

VPK

Anticipated Start Date:

08/20/2018

Actual Start Date:

N/A

Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/20/2018	BF18				Daisy Mae Daycare	07/07/2018
08/20/2018	AF18	08/20/2018			Daisy Mae Daycare	07/07/2018

Approve

Reject

Set Coalition Reviewing

Set Coalition Reviewing

Coalition users may place a termination request in the Coalition Reviewing status by clicking the **Set Coalition Reviewing** action button. This action changes the pending termination record's status from *Enrolled-Change Requested* to *Coalition Reviewing* and moves the record to the Coalition Reviewing work queue. The family will not see the status change on their dashboard in the Family Portal. However, the provider and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Reject

Coalition users may reject a termination request by clicking the **Reject** action button. A window will appear to enter comments for the enrollment case note. The user must click **Save** to complete this action; otherwise click **Cancel** to abandon the rejection. Rejecting the request cancels the termination and changes the record's status from *Enrolled-Change Requested* to *Enrolled*. The provider's VPK Director receives an email notification to inform them the change request was not approved for the child. The family will not receive an email notification for this action.

Approve

Coalition users may approve a termination request by clicking the **Approve** action button. Approving a termination request will change the record's status from *Enrolled-Change Requested* to *Enrollment Ended* (once the termination effective date is reached). The family, provider, and coalition will see the status update within the respective portals. The provider's VPK Director receives an email notification to inform them the enrollment has

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ended and the child's record is no longer listed on the class roster in the Provider Portal (once the termination effective date is reached). The family also receives an email notification to inform them the enrollment has ended; instructions are provided to log into the Family Portal to request reenrollment if hours remain unused.

[Edit Termination Information](#)

If the VPK enrollment status is Enrollment Ended (Terminated), a VPK Application Manager can change the termination date or termination reason if the date and/or reason was incorrectly entered by the provider.

From the enrollment screen, click the **Edit Termination Info** link.

Current Enrollment Status: **Enrollment Ended (Terminated)**

Program Year: **2018 - 2019**

Current Enrollment Info

Class ID

AF18 - VPK



VPK Class Start Date:

08/20/2018

VPK Class End Date:

06/07/2019

VPK Calendar:

VPK

VPK Session:

School year (540 hours)

Billing Group:

VPK

Eligibility:

VPK

Anticipated Start Date:

08/20/2018

Actual Start Date:

08/20/2018

[Edit Termination Info](#)

Fill out the required fields and click **Save**.

Terminate Enrollment

Select the reason for terminating this enrollment.

Last Day of Services: *



Termination Reason: *

1-Safety Of Other Children



Comments: *

Cancel

Save

Saving Enrollment Changes Directly

Coalition users may also open an enrollment record and make changes directly, such as changing a class, terminating the enrollment or cancelling the enrollment.

Class Transfers

To save a class transfer change, open the enrollment record. Use the Class ID drop down to select the class to transfer to.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: VPK1116598-2018 Issue Date: 07/24/2018 Current Enrollment Status: **Enrolled** Program Year: 2018 - 2019

Provider Info		Current Enrollment Info	
Provider ID	19448	Class ID	AF18 - School Yea
Provider Name	Enter the first 3 letters of the provider name Kim's Test Daycare	VPK Class Start Date:	08/13/2018
Provider Address	2305 HOME CT TALLAHASSEE, FL 32303	VPK Class End Date:	05/24/2019
County of Service	KREPS ISLAND	VPK Calendar:	School Year
Provider Phone	(850) 555-5555	VPK Session:	School year (540 hours)
Provider Email	trokekim+prov1dir@gmail.com	Billing Group:	VPK
		Eligibility:	VPK
		Anticipated Start Date:	08/13/2018
		Actual Start Date:	N/A

Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/13/2018	AF18				Kim's Test Daycare	12/08/2018

Save Terminate

When the class changes, a "Class Change Effective Date" appears. Enter the first day the child will begin in the new class and click **Save**.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: **VPK1116598-2018** Issue Date: **07/24/2018** Current Enrollment Status: **Enrolled** Program Year: **2018 - 2019**

Provider Info

Provider ID: 19448

Provider Name: *Enter the first 3 letters of the provider name*
Kim's Test Daycare

Provider Address: 2305 HOME CT TALLAHASSEE, FL 32303

County of Service: KREPS ISLAND

Provider Phone: (850) 555-5555

Provider Email: trokekim+prov1dir@gmail.com

Current Enrollment Info

Class ID: BF18 - School Year Class Change Effective Date:

VPK Class Start Date: 08/13/2018 VPK Class End Date: 05/24/2019

VPK Calendar: A VPK Session: School Year (540 hours)

Billing Group: VPK Eligibility: VPK

Anticipated Start Date: 08/13/2018 Actual Start Date: N/A

[Remove Enrollment from Provider - Child never attended](#)

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/13/2018	AF18				Kim's Test Daycare	12/08/2018

[Save](#) [Terminate](#)

The page refreshes and the enrollment record is updated.

Terminations

To save a termination change, open the enrollment record and click **Terminate**. A pop-up message displays to collect termination information. Enter the last day that services will be/were rendered and select the reason for termination. The Termination Effective Date is displayed below the Last Day of Services as one day after the last day of services. Therefore, the Termination Effective Date is the first day the child is NOT attending class. Click **Save** to complete the task or click **Close** to abandon the termination and close the window.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: **VPK1116598-2018** Issue Date: **07/24/2018** Current Enrollment Status: **Enrolled** Program Year: **2018 - 2019**

Provider Info

Provider ID: 19448

Provider Name: *Enter the first 3 letters of the provider name*
Kim's Test Daycare

Provider Address: 2305 HOME CT TALLAHASSEE, FL 32303

County of Service: KREPS ISLAND

Provider Phone: (850) 555-5555

Provider Email: trokekim+prov1dir@gmail.com

Current Enrollment Info

Class ID: BF18 - School Year Class Change Effective Date:

VPK Class Start Date: 08/13/2018 VPK Class End Date: 05/24/2019

VPK Calendar: A VPK Session: School Year (540 hours)

Billing Group: VPK Eligibility: VPK

Anticipated Start Date: 08/13/2018 Actual Start Date: N/A

[Remove Enrollment from Provider - Child never attended](#)

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/13/2018	AF18				Kim's Test Daycare	12/08/2018

[Save](#) [Terminate](#)

Terminate Enrollment

Select the reason for terminating this enrollment.

Last Day of Services: Termination Effective Date: 12/22/2018

Termination Reason:

Comments:

[Cancel](#) [Save](#)

The page refreshes and the enrollment record is updated.

Update Anticipated Start Date

To save an updated anticipated start date, open the enrollment record. Enter a new Anticipated Start Date and click **Save**. **NOTE:** An anticipated start date cannot be changed if an Actual Start Date is recorded. Also, the validations must still be met (i.e. the anticipated start date cannot be before the class start date or after the class end date; and, it cannot be before the child's COE issue date).

VPK Enrollment for Latham, Bacon

Certificate Number: **VPK727-2018** Issue Date: **06/27/2018** Current Enrollment Status: **Enrolled** Program Year: **2018 - 2019**

Provider Info

Provider ID: 8489
Provider Name: Enter the first 3 letters of the provider name
Provider Address: 2308 APALACHEE PKWY TALLAHASSEE, FL 32301
County of Service: Leon
Provider Phone: (555) 555-5555
Provider Email: dalmatian@nowhere.com

Current Enrollment Info

Class ID: FF18 - BBQ Room
VPK Class Start Date: 07/16/2018 VPK Class End Date: 03/22/2019
VPK Calendar: Fall Is Here VPK Session: School year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 07/16/2018 Actual Start Date: N/A

Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
07/16/2018	FF18				Provider In Time	07/31/2018

Save Terminate

Remove Enrollment from Provider - Child Never Attended

Coalition users may remove an enrollment from a provider, in effect cancelling the enrollment. This feature may be used if the child never attended and no reimbursement will be sought for the enrollment. To use this feature, open the enrollment record and click the **Remove Enrollment from Provider - Child Never Attended** button. A window displays to confirm the action. Click **Remove** to continue or click **Cancel** to abandon the action and close the window.

VPK Enrollment for Latham, Bacon

Certificate Number: **VPK727-2018** Issue Date: **06/27/2018** Program Year: **2018 - 2019**

Provider Info

Provider ID: 8489
Provider Name: Enter the first 3 letters of the provider name
Provider Address: 2308 APALACHEE PKWY TALLAHASSEE, FL 32301
County of Service: Leon
Provider Phone: (555) 555-5555
Provider Email: dalmatian@nowhere.com

Current Enrollment Info

Class ID: FF18 - BBQ Room
VPK Class Start Date: 07/16/2018 VPK Class End Date: 03/22/2019
VPK Calendar: Fall Is Here VPK Session: School year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 07/16/2018 Actual Start Date: N/A

Remove Enrollment from Provider - Child never attended

Confirm Enrollment Cancellation

If you remove this enrollment, you will not be able to make further changes to it.
Are you sure you want to remove it?

Remove Cancel

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
07/16/2018	FF18				Provider In Time	07/31/2018

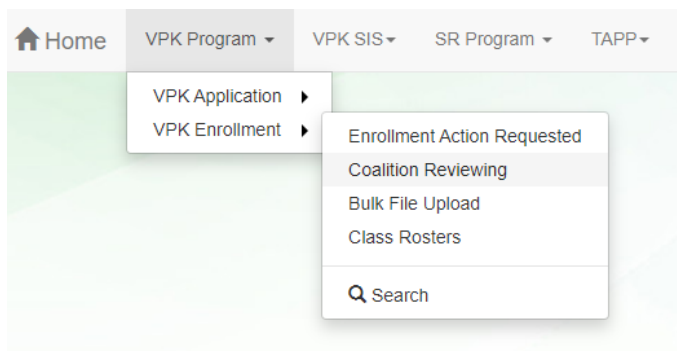
Save Terminate

Removing an enrollment changes the record's status to *Enrollment Cancelled* and the enrollment process starts over for the family. The provider's VPK Director will receive an email notification to inform them the enrollment is removed; no attendance or reimbursement may be sought. The child's record is no longer listed on the class enrollment roster or attendance roster in the Provider Portal. The family will receive an email notification to inform them the enrollment for their child was cancelled; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Never Attended** button is no longer available.

Review Class Rosters

Coalition users can navigate to the VPK Enrollment menu item and select the **Class Rosters** link to view provider rosters by class.



The View Class Rosters page displays.

A screenshot of the 'View Class Rosters' page. The page has a blue header with the title 'View Class Rosters'. Below the header, there are two input fields: 'Provider Name' and 'Provider ID'. To the right of these fields is a blue button labeled 'Search for Provider'. The 'Provider ID' field contains the value '19449'.

Enter the provider name or provider ID and click the **Search for Provider** button. Next, the provider information and class selections appear.

A screenshot of the 'View Class Rosters' page after a search. The page shows the same search fields as before, but now the 'Provider ID' field contains the value '19449'. To the right of the search fields, there is a 'Provider Info' section. This section contains the following information: 'Doing Business As: Growing Up Strong', 'Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301', and 'Provider ID: 19449'. Below the search fields, there are three dropdown menus: 'VPK Program Year', 'VPK Session', and 'VPK Class'. The 'VPK Session' dropdown menu is currently selected and shows a list of options.

Select the VPK program year, session, and class to view the roster. When selected, class information displays.

View Class Rosters

Provider Name

Provider ID

19449

Search for Provider

VPK Program Year

2018 - 2019

VPK Session

School Year (540 hours)

VPK Class

AF18

Provider Info

Doing Business As: Growing Up Strong

Address: 205 MARIOTT DR TALLAHASSEE, FL 32301

Provider ID: 19449

Class Info

Class Start Date: 7/2/2018

Class End Date: 5/31/2019

Max Class Size: 11

VPK Children Count: 11

Non-VPK Children Count: 0

Show 10 entries

Clear All Filters

Search:

Action	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
View Enrollment	VPK1109705-2018	Reese's Pieces	Latham	9/9/2013	5	7/18/2018	7/18/2018		Enrolled
View Enrollment	VPK1109698-2018	Twix	Latham	9/9/2013	5	7/18/2018	7/18/2018		Enrolled
View Enrollment	VPK1109624-2018	Snickers	Latham	9/9/2013	5	7/18/2018	7/18/2018		Enrolled
View Enrollment	VPK1109732-2018	Three Musketeers	Latham	9/9/2013	5	7/17/2018	7/17/2018		Enrolled
View Enrollment	VPK1109729-2018	Crunch	Latham	9/9/2013	5	7/17/2018	7/17/2018		Enrolled
View Enrollment	VPK1109713-2018	Payday	Latham	9/9/2013	5	7/17/2018	7/17/2018		Enrolled
View Enrollment	VPK1116592-2018	Milky Way	Latham	9/9/2013	5	7/24/2018	7/24/2018		Enrolled
View Enrollment	VPK1116587-2018	Goodbar	Latham	9/9/2013	5	7/24/2018	7/24/2018		Enrolled

Columns may be sorted, filtered, and searched as needed. Clicking the **View Enrollment** button opens the child's enrollment record. The class rosters duplicate the provider roster view (without provider action buttons).

SR Enrollment

SR-20 Contract Verification

A provider must have a Certified SR-20 contract or an active SR-20 contract extension on the Enrollment Start Date before an enrollment can be added. In the below example, the provider does not have a Certified SR-20 contract for the Enrollment Start Date of 03/01/2021, so a validation message displays, and the enrollment cannot be saved.

The screenshot shows the 'Add Enrollment' form. At the top, there's a section 'Select a Provider for Enrollment' with two options: 'Parent selection 1: CAVERNS LEARNING CENTER' and 'Other:'. The 'Other' option is selected, and 'Altha Public School' is entered in the text field. Below this is a 'Details of Selected Provider' section with a table of provider information. A red box highlights the 'Enrollment Start Date' field, which contains '03/01/2021'. Below the date field, a red error message states: 'The provider does not have a Certified SR contract on this date.' Below the error message is the 'Continuation of Services' section with a radio button for 'Yes' and a radio button for 'No'. At the bottom is the 'Eligibility Information' section with fields for 'Eligibility Begin Date', 'Eligibility End Date', 'Level of Care', 'Full time Co-payment', 'Part time Co-payment', and 'Copay in Effect'. The 'Save' and 'Cancel' buttons are at the bottom right.

Details of Selected Provider		
Name	Altha Public School	View Provider Profiles
Location	25820 NE FUQUA CIR ALTHA, Florida 32421-3485 Calhoun	Provider Type Public School
Contact Phone Number (850) 674-8734	Contact Email Address staci.williams@calhounschools.org	Profile Status Active
		Program Year 2020 - 2021
		Gold Seal Type Not a Gold Seal provider
		Hours of Business M-F 7:45am-2:30pm ;
		Child Ages 3 YR - 6 YR

Eligibility Information		
Eligibility Begin Date 01/02/2021	Eligibility End Date 01/02/2022	Level of Care 48 < 60 Months
Full time Co-payment	Part time Co-payment	Copay in Effect

Pending Family Acceptance Status

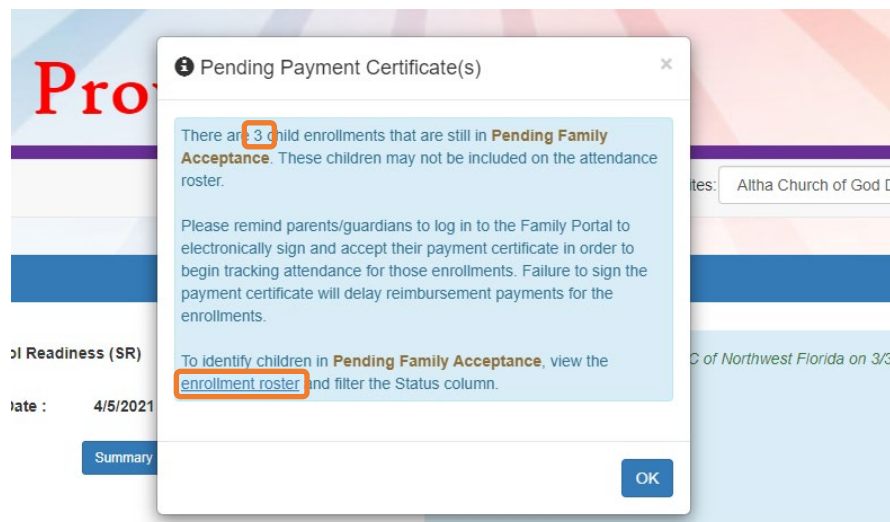
When a new School Readiness enrollment is created for an eligible child, families must accept the terms and conditions, establish their consent for developmental screening and/or child assessment, and sign the payment certificate. Families receive an email notification from DEL every five days until these steps are completed and the enrollment status changes from **Pending Family Acceptance** to **Enrolled**.

New enrollments in **Pending Family Acceptance** will not be visible on provider attendance rosters and will only appear once the family signs the payment certificate; however, there are exceptions.

- New enrollments for at-risk children (BG1) or at-risk children in relative care (BG3R) billing groups in **Pending Family Acceptance** will populate on attendance rosters
- Existing enrollments in **Pending Family Acceptance** that have already been submitted for attendance in previous months will continue to populate on attendance rosters

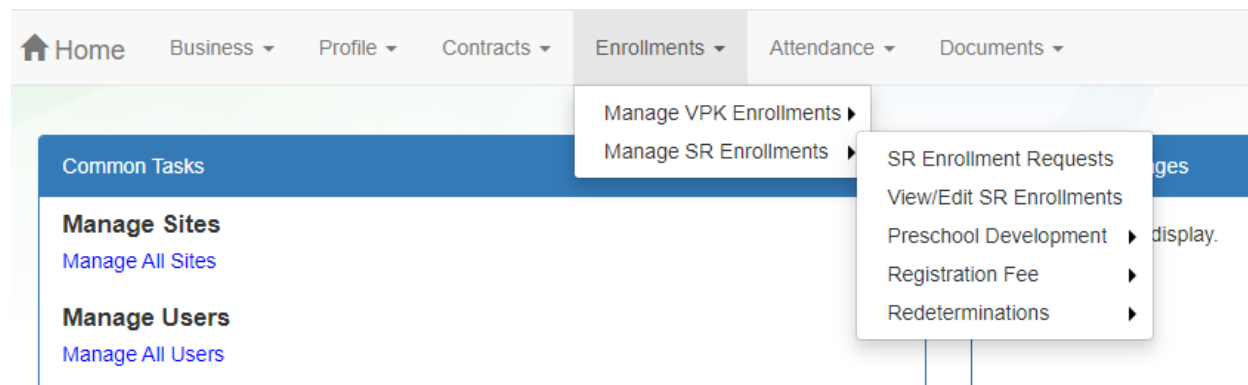
Providers will be able to process attendance and be paid for these enrollments, but not until the payment certificate is signed by the family.

If a provider has new enrollments in **Pending Family Acceptance**, when the provider accesses SR attendance, a pop-up window will display with a count of those new enrollments and a link to the Manage SR Enrollment queue.



Viewing Enrollments in Pending Family Acceptance

To view enrollments in **Pending Family Acceptance**, navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments**.



Then, enter “Pending” in the Status column filter.

Clear All Filters

Export

Search:

Attendance Start Date	Enrollment End Date	Status	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Pendir"/>	
		Pending Family Acceptance	<button>End Enrollment</button>

Ending Enrollments in Pending Family Acceptance

Providers can end enrollments in **Pending Family Acceptance**. Search for enrollments in **Pending Family Acceptance**, as detailed above, then click the **End Enrollment** button.

Clear All Filters

Export

Search:

Attendance Start Date	Enrollment End Date	Status	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Pendir"/>	
		Pending Family Acceptance	<button>End Enrollment</button>

A confirmation pop-up window displays. Click **Yes** to continue or **No** to stop the End Enrollment process.

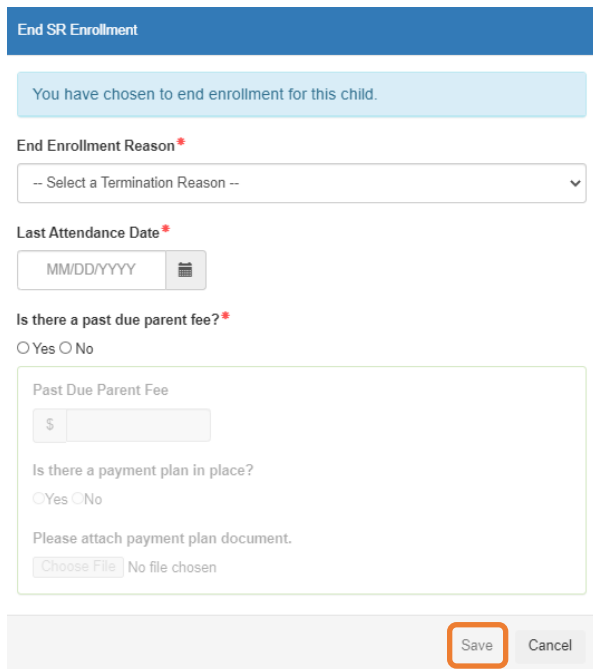
End child SR enrollment

Do you want to end this Provider Enrollment?

Yes

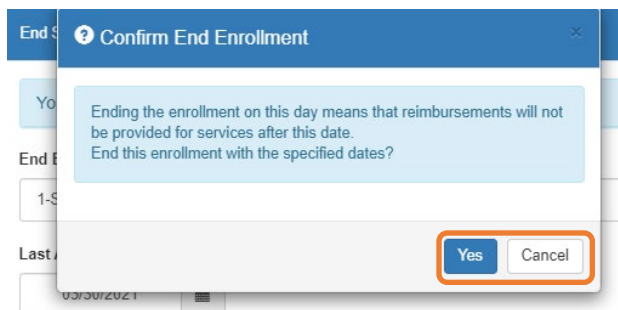
No

After clicking the **Yes** button, the following pop-up window displays. Complete the required information and click **Save**.



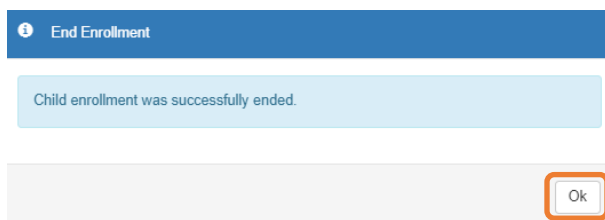
The form is titled "End SR Enrollment" in a blue header. Below the header is a light blue message box that says "You have chosen to end enrollment for this child." The form contains several fields: "End Enrollment Reason" with a dropdown menu showing "-- Select a Termination Reason --"; "Last Attendance Date" with a text input "MM/DD/YYYY" and a calendar icon; "Is there a past due parent fee?" with radio buttons for "Yes" and "No"; a "Past Due Parent Fee" section with a dollar sign and a text input; "Is there a payment plan in place?" with radio buttons for "Yes" and "No"; and a "Please attach payment plan document." section with a "Choose File" button and the text "No file chosen". At the bottom right, there are "Save" and "Cancel" buttons, with the "Save" button highlighted by an orange rectangle.

After clicking **Save**, a confirmation pop-up window displays. Click **Yes** to end the enrollment or **Cancel** to cancel the End Enrollment process.



The dialog box is titled "Confirm End Enrollment" in a blue header. It contains a light blue message box with the text: "Ending the enrollment on this day means that reimbursements will not be provided for services after this date. End this enrollment with the specified dates?". At the bottom right, there are "Yes" and "Cancel" buttons, with the "Yes" button highlighted by an orange rectangle.

After clicking the **Yes** button, a pop-up window displays a message that the enrollment is ended. Click **Ok** to continue.

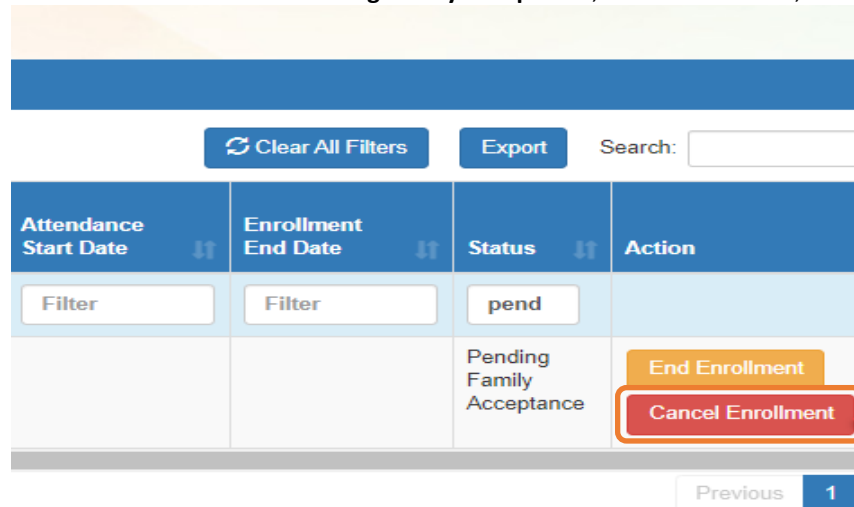


The message box is titled "End Enrollment" in a blue header. It contains a light blue message box that says "Child enrollment was successfully ended." At the bottom right, there is an "Ok" button highlighted by an orange rectangle.

Cancelling Enrollments in Pending Family Acceptance

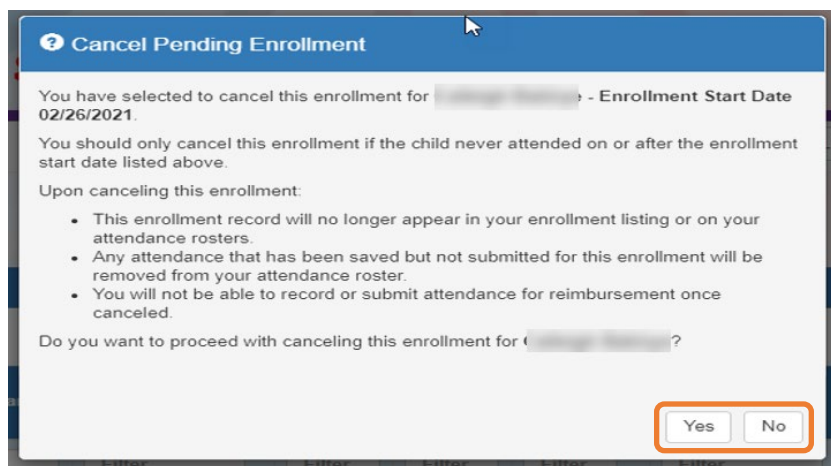
Providers can cancel enrollments in **Pending Family Acceptance**, but only if the enrollment is not for an at-risk child (BG1) or at-risk child in relative care (BG3R) and attendance has not been submitted for the enrollment.

Search for enrollments in **Pending Family Acceptance**, as detailed above, then click the **Cancel Enrollment** button.



Attendance Start Date	Enrollment End Date	Status	Action
Filter	Filter	pend	
		Pending Family Acceptance	<button>End Enrollment</button> <button>Cancel Enrollment</button>

Previous 1



Cancel Pending Enrollment

You have selected to cancel this enrollment for [redacted] - Enrollment Start Date 02/26/2021.

You should only cancel this enrollment if the child never attended on or after the enrollment start date listed above.

Upon canceling this enrollment:

- This enrollment record will no longer appear in your enrollment listing or on your attendance rosters.
- Any attendance that has been saved but not submitted for this enrollment will be removed from your attendance roster.
- You will not be able to record or submit attendance for reimbursement once canceled.

Do you want to proceed with canceling this enrollment for [redacted]?

Yes No

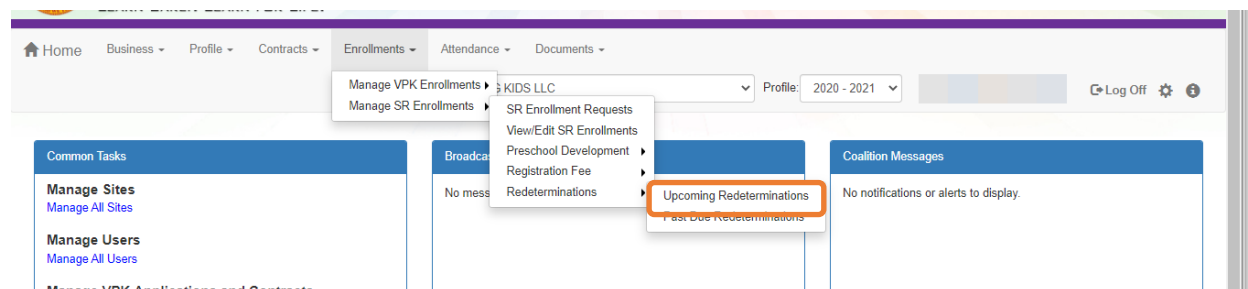
Click **Yes** to cancel the enrollment and remove it from the SR Enrollment queue. Click **No** to stop the Cancel Enrollment process.

SR Eligibility Redeterminations

The SR Eligibility Redetermination menu allows providers to view enrollments with “upcoming” or “past due” redeterminations. These queues are for informational purposes only and aid providers in knowing when an enrolled child is reaching the end of their School Readiness eligibility.

Upcoming Eligibility Redeterminations

To see the enrollments with upcoming eligibility redeterminations, the provider navigates to **Enrollments > Manage SR Enrollments > Redeterminations > Upcoming Redeterminations**.

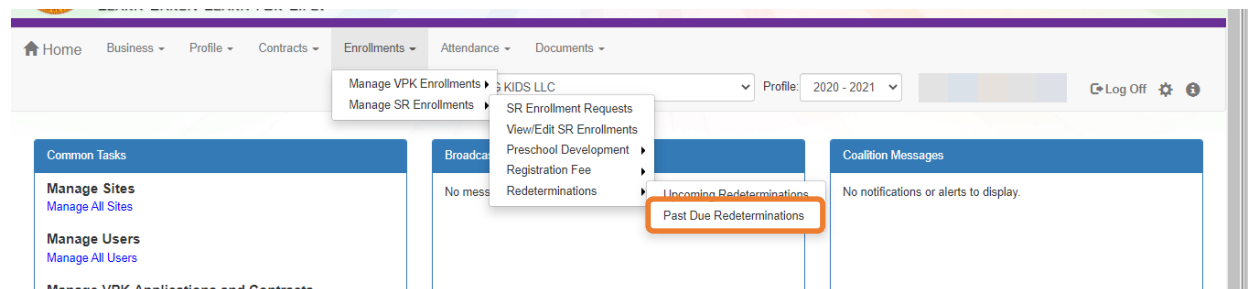


Redetermination records will only appear in the Provider Portal Upcoming Redetermination queue when:

- Child eligibility status is Eligible
- Child enrollment status is Enrolled or Pending Family Acceptance
- The redetermination is within 15 days from the due date

Past Due Eligibility Redeterminations

To see the enrollments with past due eligibility redeterminations, the provider navigates to **Enrollments > Manage SR Enrollments > Redeterminations > Past Due Redeterminations**.



Redetermination records will only appear in the Provider Portal Past Due Redetermination queue when:

- Child eligibility status is Eligible
- Child enrollment status is Enrolled or Pending Family Acceptance
- The redetermination is at least one day past the redetermination due date

After clicking the **Upcoming Redeterminations** or **Past Due Redeterminations** link, the following appears.

Click Here For Filtering Tips

Show 10 entries [Clear All Filters](#) [Export](#) Search:

Child Name	Eligibility Assignment Start Date	Eligibility Assignment End Date	Payment Certificate
Filter	Filter	Filter	
Etti	08/03/2020	03/11/2021	View
Flo	12/05/2020	03/11/2021	View
Ge	12/07/2020	03/08/2021	View
Gie	09/03/2020	02/26/2021	View
Jyc	02/26/2020	02/26/2021	View
Na	11/09/2020	02/26/2021	View

Showing 1 to 6 of 6 entries

Previous 1 Next

Click the link for a child name in the Child Name column, and a pop-up message displays child eligibility and enrollment details for the child.

Click [View](#) in the Payment Certificate column, and a pop-up message displays the payment certificate for the enrollment. If the payment certificate does not exist, the [View](#) button will not be active, but hovering over the button displays a message: "The payment certificate is not viewable until signed by the parent."

NOTE: If the ELC changes the Household Eligibility Status from **Redetermination** to **Active** or **Inactive**, the child's eligibility will be removed from Redetermination status and the record(s) will be removed from the Provider Portal Redetermination queues.

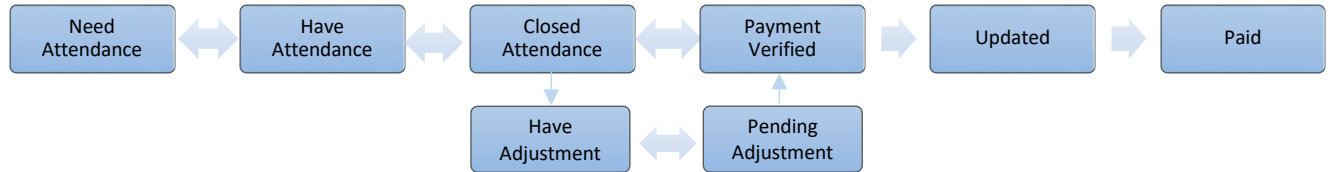
Child Eligibility Details

Child Information		
Name Etti	Date of Birth [Redacted]	Age 1
Parent Contact Information		
Name [Redacted]	Telephone (555) 555-5555	
Address [Redacted]		
City Mount Dora	State FL	Zip Code 32757
Eligibility Information		
EV Number EV_0000437	Billing Group BG8	Co-Payment \$4.25
Eligibility Status COALITION REVIEWING	Eligibility Start Date 08/03/2020	Eligibility End Date 03/11/2021
Enrollment Status Enrolled	Redetermination Due Date 03/11/2021	

Close

Attendance and Reimbursement Processing

The EFS Mod financial system operates on a 12-month payment year (July 1 to June 30). Each payment period or month, providers submit attendance rosters for childcare services rendered during a service period. As these child records move through the payment cycle, different statuses are assigned.



1. Need Attendance – Outstanding attendance for a service period not yet submitted.
2. Have Attendance – Submitted attendance.
3. Closed Attendance – Approved attendance.
4. Payment Verified – Verified reimbursement detail.
5. Have Adjustment – Approved attendance in need of reimbursement detail correction.
6. Pending Adjustment – Reimbursement detail corrections pending approval.
7. Updated – Locked reimbursement detail.
8. Paid – Transmitted reimbursement detail.

At any given time, coalitions can see how many individual records are in each status for the current payment period by viewing the *Review & Close Payment Period* page (under the **Reimbursement > Reimbursement Closeout** menu).

Review & Close Payment Period

Payment Period Summary

Use this page to review and close

Funding Type	Payment Period	Have Attendance	Closed Attendance	Pending Adjustment ⓘ	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	April 2020	5232	610	5	1	0	0	-	-	Open
SR	April 2020	960	6103	1	0	0	0	0	0.00	Open
Local	April 2020	-	8	0	1	0	0	-	-	Open
VPK Advance-VPK	April 2020	-	-	-	0	0	0	-	-	Close
VPK Advance-VPKS	April 2020	-	-	-	0	0	0	-	-	Close
VPK SIS	April 2020	-	-	-	0	0	0	-	-	Close

Payment Periods

Attendance records for service periods move through different statuses within a payment period. The payment period automatically opens on the first of each month and automatically closes on the last day of the month. However, coalitions may choose to manually end a payment period early, such as on the 20th of each month, by using the *Review & Close Payment Period* feature. Closing a payment period, whether automatically or manually, opens the next payment period. Only one payment period is open at a time. Any records that are not in the Paid status when the payment period closes, carryover into the next payment period in the same status so they may continue to be worked until the Paid status is reached.

Service Periods

Service periods are one month. Service periods begin on the first day of the month and end on the last day of the month. When a child is enrolled with a provider, an attendance record is created. Providers are able to mark attendance during service periods in which the child is enrolled, beginning on the child's anticipated start date until the child's enrollment has ended. Each service period has a defined due date established by the statewide provider contract process. Providers that submit attendance before the end of the service period or after the service period due date are messaged accordingly. For example, attendance cannot be recorded for a day that has not occurred yet, therefore providers are alerted that future days are not reimbursable upon early submission. When submitting after the service period due date, providers are alerted that reimbursement may be delayed.

Attendance Process - VPK

The provider attendance process is based on reporting exceptions. VPK providers must report absences for enrolled children during each service period for each approved class. Information about the class, such as the start/end date and non-instructional days, are from the provider's VPK Provider Application. Information about the child, such as the child's anticipated start date and termination effective date, are from the child's enrollment record. Corrections to the class information or child information must be made in their source areas, not the attendance feature. Class and child information are refreshed each time an un-submitted attendance roster is opened by the provider.

Providers record attendance for each day the class is scheduled to be in session during the child's enrollment. As days occur in the month, they default to present (X). Providers click on a child's name and day to change the present (X) indicator to absent (A). No absent reasons or other information is collected on the provider's screen during the VPK attendance process. Features include a **Search** button (to search for any criteria included in the roster list, such as a name, age, billing group) and a **Summary** button (to display the entire class roster in a single month view and print).

VPK Attendance Roster

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 8/1/2018 to 8/31/2018 Due Date: 9/6/2018

Class ID: AF18

Summary

Class attendance has NOT been submitted to Coalition at this time.

Class AF18-Frontierland Max Class Size 11

Start Date 8/13/2018 End Date 5/31/2019

Curriculum Knowledge Universe Early Foundations Discovery Infants Edition 2004

Search:

1 to 4 of 4 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Baloo Latham	2/2/2014	4y	VPK	
2.	Blue Fairy Latham	8/8/2013	5y	VPK	
3.	Cinderella Latham	7/7/2013	5y	VPK	
4.	Pinocchio Latham	12/12/2013	4y	VPK	
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
			*	*	*	*
5	6	7	8	9	10	11
*	*	*	*	*	*	*
12	13	14	15	16	17	18
*	X	X	X	X	X	*
19	20	21	22	23	24	25
*	X	X	X	X	X	*
26	27	28	29	30	31	1
*	X	X	X	X	X	

Child's Current Information

Name Blue Fairy Latham

DOB 8/8/2013 Age 5

Status Enrolled BGrp VPK

Cert VPK752-2018

Class AF18-Frontierland Room

Monthly Attendance Summary

Days Present 15

Days absent 0

X Enrolled/Present

A Absent

Save

Save & Exit

Cancel

Submit to Coalition

As absences are recorded, they are saved automatically. However, providers may choose to use the **Save** button to save their work periodically or when moving from child to child. When all child absences are recorded for the service period, the provider will click the **Submit to Coalition** button. This brings the provider to a *Sign and Certify* page where the page displays the summary view and collects the user's submission information.

Once submitted, providers see a submitted message in the class summary box and the "SUB" status in the Status column for each child record on the attendance roster. As the individual child records move through the payment period, their status is reflected in the provider's attendance roster Status column. On the Provider Portal, the child record statuses may be "SUB" (Submitted), "REJ" (Rejected), or "APP" (Approved). It is possible that a provider has some children listed as Approved and some children listed as Rejected after their submission. Providers are notified when rejections occur so they may re-visit the attendance roster to edit and re-submit. Only records that do not have a status or are rejected may be edited.

VPK Attendance Roster

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 8/1/2018 to 8/31/2018 Due Date: 8/6/2018

Class ID: AF18 Summary

Class attendance was submitted to Coalition on 10/24/2018 by alatham77+0033@gmail.com.

Class: AF18-Flower Room Max Class Size: 11

Start Date: 8/13/2018 End Date: 5/3/2019

Curriculum: Pathways to Preschool Edition: 2nd edition/2011

Search:

1 to 4 of 4 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Anel Latham	2/2/2014	4y	VPK	✓ SUB
2. Bambi Latham	1/1/2014	4y	VPK	✓ SUB
3. Blue Fairy Latham	8/8/2013	5y	VPK	✓ SUB
4. Pinocchio Latham	12/12/2013	4y	VPK	✓ SUB

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

Select a child to edit attendance

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4

Child record statuses also change on the Coalition Services Portal. Prior to the attendance roster being submitted by the provider, the child records were in the "Need Attendance" status. Once submitted, the child records are moved to the "Have Attendance" status. Approved records move forward to the "Closed Attendance" status while rejected records move back to the "Have Attendance" status. Additional information about the attendance process on the Coalition Services Portal is described in this guide.

Attendance Process - SR

The provider attendance process is based on reporting exceptions. SR providers must report absences for enrolled children during each service period for each contracted coalition. Information about the provider's operational schedule and site closures are from the provider's profile. Information about paid holidays are from the provider's SR Paid Holidays maintained by the coalition. Information about the child, such as the child's name, enrollment start and end dates, are from the child's enrollment record. Corrections to this information must be made in their source areas, not the attendance feature. Enrollment information is refreshed each time an un-submitted attendance roster is opened by the provider.

Providers record attendance for each day the site is opened and the child is scheduled for service during the child's enrollment. As days occur in the month, they default to present (X). Providers click on a child's name and day to change the present (X) indicator to absent (A). A reason for the absence must be selected. Documentation and a note to the coalition are optional. Non-scheduled days appear as NS on the attendance roster. If needed, providers may change a NS day to present (X) or even absent (A). Features include a **Search** button (to search for any criteria included in the roster list, such as a name, age, billing group) and a **Summary** button (to display the entire roster in a single month view and print).

SR Attendance Roster

Program Type *

SR

School Readiness (SR)

Due Date *

10/3/2018

Service Period *

9/1/2018 to 9/30/2018

Coalition *

ELC of the Big Bend Regic

Summary

Attendance has NOT been submitted to ELC of the Big Bend Region.

Care Level

INF, TOD, 2YR, PR3, PR4

Hours Of Operation

M-F 6:00am-6:30pm

SR/Local Funding Students

6

Paid Holidays

2018-09-03

Search:

1 to 6 of 6 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Daphne Latham	3/3/2018	1y	BG8	
2.	Fred Latham	3/3/2018	1y	BG8	
3.	Scooby-Doo Latham	7/7/2015	2y	CCEP	
4.	Scrappy-Doo Latham	8/8/2017	1y	CCEP	
5.	Shaggy Latham	11/11/2014	4y	BG3	
6.	Velma Latham	5/5/2016	2y	33-ALF	
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Previous Next

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Child's Current Information

Name

Fred Latham

DOB

3/3/2018

Age

1

Copay

\$0.63

BGrp

BG8

Status

Enrolled

Monthly Attendance Summary

Anticipated Start Date

7/1/2018

Days Absent

0

Days Present

19

Reimbursed Holidays

1

Non-Reimbursable Days

0

Save

Save & Exit

Cancel

Submit to Coalition

X

Enrolled/Present

A

Absent

NS

Non-Reimbursable/Non-Scheduled Days

Consecutive absences can be entered by using a date range. A document can be attached to the absence range and the document will be associated to every day entered in the date span.

Absence From *

10/08/2021

Absence To *

10/08/2021

Enzo Celestino

Reason *

Military Deployment

Note

Max length allowed is 500 characters: 500 remaining.

Attach your document

PayStub2.docx

Remove

428

Removing an Absence

Absences entered by mistake can be changed back to present by clicking on the "A." The below pop-up message appears. To undo the absence, click the **Remove Absence** button. That day will show an "X", the absence reason is removed, and the attachment is removed.

Absence From 10/08/2021 Absence To 10/08/2021

Enzo Celestino

Reason * Military Deployment

Note

Max length allowed is 500 characters: 500 remaining.

Attach your document

PayStub2.docx Remove

Remove Absence Save Cancel

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar						
October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
					X	*
					FT	
3	4	5	6	7	8	9
*	X	A	A	A	X	*
	FT				FT	
10	11	12	13	14	15	16
*	X	X	X	X	X	*
	FT	FT	FT	FT	FT	
17	18	19	20	21	22	23
*	X	X	X	X	X	*
	FT	FT	FT	FT	FT	
24	25	26	27	28	29	30
*	X					
	FT					
31	1	2	3	4	5	6

Child's Current Information

Name [REDACTED]

DOB 3/9/2018 Age 3

Copay \$2.15 BGrp BG8

Status Enrolled

Monthly Attendance Summary

Anticipated Start Date 8/5/2021

Absences

10/05/2021 10/07/2021

10/08/2021

Days Absent 3

Days Present 14

Reimbursed Holidays 0

Non-Reimbursable Days 0

RWA No

Schedule Note N/A

Note:

X - Enrolled/Present – **Allows Date Span Absence**

A - Absent – **Allows Date Span Absence**

CR - Reimbursable Temporary Closure Day - Partial – **Allows Date Span Absence**

CN - Non-Reimbursable Temporary Closure Day – Partial – **Allows Date Span Absence**

N - Non-Reimbursable Day – **Does Not Allow Date Span Absence**

NS - Non-Scheduled Day – **Does Not Allow Date Span Absence**

H - Paid Holiday – **Does Not Allow Date Span Absence**

T - Terminated/Enrollment Ended – **Do Not Allow Date Span Absence**

***** Closed – **Does Not Allow Date Span Absence**

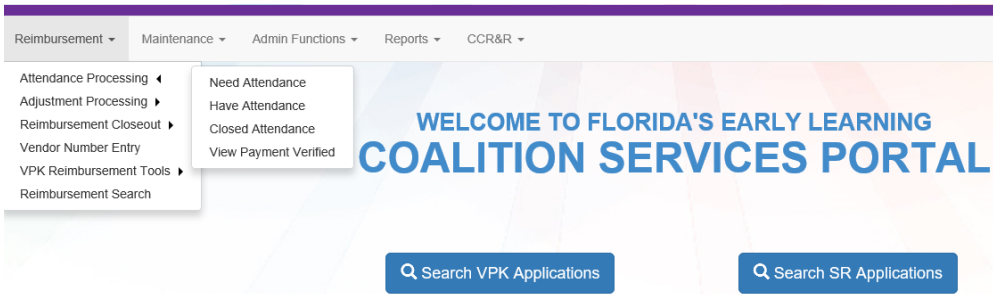
CR - Reimbursable Temporary Closure Day - Whole Site – **Does Not Allow Date Span Absence**

CN - Non-Reimbursable Temporary Closure Day - Whole Site – **Does Not Allow Date Span Absence**

Attendance has not started – **Does Not Allow Date Span Absence**

Attendance Processing

The Attendance Processing work queues are available under the Reimbursement menu item. The work queues include Need Attendance, Have Attendance, and Closed Attendance.



Need Attendance

The Need Attendance work queue displays all the outstanding attendance rosters for providers by service period and funder type. Each provider that has an un-submitted attendance record for a child enrollment are represented here. The column filters and search feature may be used to filter the results by specific criteria such as a county name or provider name.

The screenshot shows the "Need Attendance" Work Queue interface. At the top, there is a header bar with the title "Need Attendance" Work Queue and a "Return to Search" button. Below the header is a section for filtering results, with fields for "County", "Funder Type", and "Service Period", each with a dropdown menu. The "County" dropdown is set to "All", "Funder Type" is set to "VPK", and "Service Period" is set to "1" for "2023". A "Submit" button is next to these fields. Below the filter section is a "Show" dropdown set to "10" and a "search results." label. To the right of the search results is a "Clear All Filters" button and a "Search:" input field. The main part of the interface is a table with the following columns: Action, Provider ID, Provider Name, County, Service Period, Funder Type, VPK Class ID, Status, Last Modified Date, and Last Modified By. The table contains three rows of data. The first row has an "Incomplete" action, Provider ID "19448", Provider Name "Kim's Test Daycare", County "KREPS ISLAND", Service Period "January 2023", Funder Type "VPK", VPK Class ID "BF22", Status "Need Attendance", Last Modified Date "04/20/2023", and Last Modified By "Tosin2694+providerprod@gmail.com". The second row has a "Missing" action, Provider ID "20174", Provider Name "jamie's house", County "MATHISTOWN", Service Period "January 2023", Funder Type "VPK", VPK Class ID "AF22", Status "Need Attendance", Last Modified Date is empty, and Last Modified By is empty. The third row has a "Missing" action, Provider ID "23036", Provider Name "Kim's Test Daycare #2 - UPDATED DBA", County "KREPS ISLAND", Service Period "January 2023", Funder Type "VPK", VPK Class ID "AF22", Status "Need Attendance", Last Modified Date is empty, and Last Modified By is empty. At the bottom left of the table, it says "Showing 1 to 3 of 3 search results." At the bottom right, there are "Previous", "1", and "Next" buttons.

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Last Modified Date	Last Modified By
Incomplete	19448	Kim's Test Daycare	KREPS ISLAND	January 2023	VPK	BF22	Need Attendance	04/20/2023	Tosin2694+providerprod@gmail.com
Missing	20174	jamie's house	MATHISTOWN	January 2023	VPK	AF22	Need Attendance		
Missing	23036	Kim's Test Daycare #2 - UPDATED DBA	KREPS ISLAND	January 2023	VPK	AF22	Need Attendance		

Coalition users cannot open or view the attendance rosters from this work queue. However, whether or not the provider has opened or worked on the attendance roster is known by looking at the Action column. The Action column has two indicators: Missing or Incomplete. Missing means the provider has not opened the roster. Incomplete means the provider has been working on the roster. In addition, the Last Modified Date and Last Modified By information will be populated. As attendance rosters are submitted, their status changes to Have Attendance. Therefore, they will not be listed in this work queue anymore. However, if the provider has one or more rejected attendance records (from Have Attendance), the service period roster will be listed in the Need Attendance work queue again because the provider has outstanding child attendance records that are not yet submitted for a service period. An additional report is available in Tableau with additional information about the outstanding child attendance records.

Have Attendance

The Have Attendance work queue displays all the submitted attendance rosters for providers by county and funder type. Each provider that has submitted attendance records for a child enrollment are represented here. The column filters and search feature may be used to filter the results by specific criteria such as a county name, service period, or provider name. Attendance rosters submitted after their service period due date are bolded in red and have a warning symbol (⚠) to indicate their late submission. Coalitions may choose to work the late rosters or skip over them. Any rosters that do not reach the Paid status when the payment period closes, remain in their current status in the new payment period to continue being worked.

Have Attendance Work Queue

Return to Search

Click Here For Filtering Tips

County: All Funder Type: VPK Submit

Show 10 search results Clear All Filters Search

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Received Date	Last Modified Date	Last Modified By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Review	19448	Kim's Test Daycare	KREPS ISLAND	September 2020	VPK	AF20-Class A	Have Attendance	04/29/2021	04/29/2021	trokeim-prov1@gmail.com
Review	19448	Kim's Test Daycare	KREPS ISLAND	November 2022	VPK	AF22-Class A	Have Attendance	04/29/2023	04/29/2023	Tosin2694+providerprod@gmail.com
Review	19448	Kim's Test Daycare	KREPS ISLAND	November 2022	VPK	BF22-Class B	Have Attendance	04/29/2023	04/29/2023	Tosin2694+providerprod@gmail.com
Review	19448	Kim's Test Daycare	KREPS ISLAND	December 2022	VPK	AF22-Class A	Have Attendance	04/29/2023	04/29/2023	Tosin2694+providerprod@gmail.com
Review	19448	Kim's Test Daycare	KREPS ISLAND	December 2022	VPK	BF22-Class B	Have Attendance	04/29/2023	04/29/2023	Tosin2694+providerprod@gmail.com

To begin reviewing submitted attendance records, click on the **Review** link. The attendance roster opens. The top portion of the roster contains information about the provider and attendance roster. The service period, due date, and submitted date are displayed. Again, attendance rosters submitted after their service period due date are bolded in red and have a warning symbol (⚠) to indicate late submission.

Each record must have a status of Approved or Rejected to continue with the roster processing. Children with 3 or fewer absences default to the Approved status. Children with 4 or more absences must have the status selected.

Approved records will move forward in the reimbursement process to Closed Attendance. Rejected records will move backward in the reimbursement process to Need Attendance. Rejecting records is necessary when corrections are needed to the child enrollment information, attendance, or schedule (i.e. closures). Once rejected, edits to the enrollment, attendance, and schedule may be updated. Then, the provider may review and re-submit.

Rejecting one or more records will not prevent the other approved records from moving forward in the reimbursement process.

Growing Up Strong - AF18 - Purple Room - Nov-2018

Attendance Record for Growing Up Strong

11 Total Records

Funder Type:

VPK

Status:

Have Attendance

Provider Name:

Growing Up Strong

Site Address:

205 MARRIOTT DR TALLAHASSEE, FL 32301

Classroom:

AF18 - Purple Room

Payment Period:

Dec - 2018

Due Date:

12/05/2018

Provider ID:

19449

County:

KREP5 ISLAND

Class Start:

07/02/2018

Service Period:

11/01/2018 to 11/30/2018

Submitted Date:

12/09/2018

Submitted By:

alatham77+OELprovider@gmail.com

Advance Payment:

Yes

Class End:

05/31/2019

Reject All

Child Name	DOB	Age	Billing Group	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Days Present	Days Absent	CR Days	Status	Action	
1. Crunch Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
2. Goodbar Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	A	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject
3. Krackel Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
4. Mentos Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
5. Milky Way Latham	9/9/2013	5y	VPK	X	*	*	*	X	A	X	X	*	*	*	X	X	X	A	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	14	2	1	Approved	Reject
6. Nestle Latham	1/1/2014	4y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
7. Payday Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
8. Reese's Pieces Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
9. Snickers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
10. Three Musketeers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
11. Twix Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	A	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject

Legend

Approve Roster

NOTE: For VPK rosters, 1) absences between the anticipated start date and first present day are not reimbursable, and 2) absences between the last present day and termination effective date are not reimbursable. While actual absences are recorded in Have Attendance, the system excludes these absences from payment calculations in Closed Attendance.

To reject a single record, click the **Reject** action button for that row. A pop-up message appears to collect the rejection reason and comment.

NOTE: The rejection reasons are the same for both SR and VPK programs so they may not be applicable in all cases. Selecting "Other" requires a comment.

Reject Attendance Roster

Child Name On Attendance: Krackel Latham

☐ Child marked present/absent conflicts with sign-in sheet
 ☐ Child absence documentation needs correction
 ☐ Provider requested attendance roster be returned for corrections
 ☐ Other

Comments:

Cancel

Reject Attendance Record

Once rejected, the child record status and action button change on the roster. The child record status may be changed back to approved by clicking the **Approve** action button. Statuses are not committed until the **Continue/Approve Roster** button is selected. In other words, it will not notify the provider of a rejected record as soon as the status is changed on the screen. There is another step to complete the process before the status is committed and notification of rejected records is sent.

Growing Up Strong - AF18 - Purple Room - Nov-2018

Attendance Record for Growing Up Strong
11 Total Records

Funder Type: VPK

Status: Have Attendance

Provider Name: Growing Up Strong

Site Address: 205 MARIOTT DR TALLAHASSEE, FL 32301

Classroom: AF18 - Purple Room

Payment Period: Dec - 2018

Due Date: 12/05/2018

Provider ID: 19449

County: KREPS ISLAND

Class Start: 07/02/2018

Service Period: 11/01/2018 to 11/30/2018

Submitted Date: 12/09/2018

Submitted By: alatham77+OELprovider@gmail.com

Advance Payment: Yes

Class End: 05/31/2019

Reject All

Child Name	DOB	Age	Billing Group	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Days Present	Days Absent	CR	Status	Action
1. Crunch Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
2. Goodbar Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	A	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject
3. Krackel Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Rejected	Approve
4. Mentos Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
5. Milky Way Latham	9/9/2013	5y	VPK	X	*	*	*	X	A	X	X	*	*	*	X	X	X	A	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	14	2	1	Approved	Reject
6. Nestle Latham	1/1/2014	4y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
7. Payday Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
8. Reese's Pieces Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
9. Snickers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
10. Three Musketeers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
11. Twix Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	A	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject

Legend
Continue

When all records have a status, click **Continue/Approve Roster**. When rejected records appear, the **Continue** button brings the coalition user to the *Complete Roster Processing* pop-up message, where the summary is displayed and comments are captured for the provider case notes. When the **Complete Roster Processing** button is clicked, the statuses are committed. Rejected records are returned to Need Attendance so corrections may be made. The provider will receive a dashboard notification and the user that submitted the attendance roster will receive an email instructing them to log in to the Provider Portal to review and edit the rejected records (indicated with "REJ"). The rejected records for the service period move back to Need Attendance. The approved records for the service period move forward to Closed Attendance.

Attendance Processing
✕

Total rejected records to return to provider 1

Total approved records for reimbursement 10

Rejected Attendance Records: Krackel Latham

Comments (for Provider Case Notes):

Cancel
Complete Attendance Processing

NOTE: It is possible to reject all children on the roster at once by using the **Reject All** button. A message appears to confirm that the coalition user would like to reject all the children on the roster and return the roster to the provider for editing.

Reject All Children
✕

Are you sure that you want to reject all children on this roster and return the roster to the provider for editing?

No
Yes

LEARN EARLY. LEARN FOR LIFE.

Home VPK Program SR Program TAPP Provider Reimbursement

Hello alatham77+testELC@gmail.com Log Off

Florida

Attendance Record for Florida ChildCare Center A 6 Total Records

Funder Type: SR
Status: Have Attendance
Provider Name: Florida ChildCare Center A
Site Address: 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309

Review Absence

Child Name: Daphne Latham

Absence Date: 08/20/2018

Absence Reason: Child Illness

Documentation: [Document](#)

System-Provided Code: E

Override Code:

☐ Documentation does not support excused absence

☐ Documentation provided covers additional day(s)

☐ Documentation for excused absence provided after attendance roster submission

☐ Other

Comments:

Child Name	DOB	Age	Billing Group	RWA	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8
1. Daphne Latham	3/3/2018	1y	BG8		FT	FT	FT			X	X	X
2. Fred Latham	3/3/2018	1y	BG8		PT	PT	PT			PT	PT	PT
3. Scooby-Doo Latham	7/7/2015	3y	CCEP		FT	FT	FT			X	X	X
4. Daphne Latham	8/8/2017	1y	CCEP		X	X	X			X	X	X

Service Period: 08/01/2018 to 08/31/2018
Submitted Date: 03/09/2019
Submitted By: alatham77+testcenters@gmail.com
Phone: (488) 888-3333

Child Name	DOB	Age	Billing Group	RWA	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Days Paid	Status	Action
1. Daphne Latham	3/3/2018	1y	BG8		FT	FT	FT			X	X	X	X	X	X	X	23	Approved	Reject
2. Fred Latham	3/3/2018	1y	BG8		PT	PT	PT			PT	PT	PT	PT	PT	PT	PT	23	Approved	Reject
3. Scooby-Doo Latham	7/7/2015	3y	CCEP		FT	FT	FT			X	X	X	X	X	X	X	23	Approved	Reject
4. Daphne Latham	8/8/2017	1y	CCEP		X	X	X			X	X	X	X	X	X	X	23	Approved	Reject

The system will code absences one to three as “E” for excused. The system will code absences four to ten as “A” for authorized. Absences 11 or more are coded as “N” for non-reimbursable. Coalition users may override the absence code by choosing another reimbursement code (within the system limitations of three E’s and seven A’s) and clicking **Save**. Absences due to disaster declarations are coded “D”, are not included in the 10-absence limit, and are considered paid absences.

Another feature of SR, SR Plus and Local attendance is the ability for providers to change the unit of care on the roster. This feature may be removed at a later time, but in the meantime, if a provider uses the feature the attendance roster in Have Attendance highlights the change in red.

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The unit of care change can be viewed in Have Attendance by clicking on the highlighted value. A pop-up message displays to accept or override the change.

Review Unit of Care

Child Name: Fred Latham

Unit of Care for Date: 09/13/2018

Copay in Effect: PTV

Provider changed to: FTPT

ACCEPT UNIT OF CARE CHANGE **OVERRIDE PROVIDER UNIT OF CARE CHANGE**

Override UOC Code: FTPT - Full-Time Part-Time Daily Rates

Comments: (Up to 500 characters. 500 characters remaining.)

Cancel **Save**

Coalition staff can see a quick summary of SR enrollment details in Have Attendance. Click a **Child Name** link.

Attendance Record for MARTIN-SANTOS, IDARME MARIA 10 Total Records

Funder Type: SR | Status: Have Attendance | Provider Name: [Redacted] | Site Address: [Redacted]

Payment Period: Apr - 2019 | Due Date: 09/06/2018 | Provider ID: [Redacted] | County: Hillsborough

Service Period: 08/01/2018 to 08/31/2018 | Submitted Date: 03/20/2019 | Submitted By: [Redacted] | Phone: [Redacted]

Child Name	DOB	Age	Billing Group	RWA	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Days Paid	Status	Action
Child Name	2/30/2015	3y	BG8		X	X	X	NS	*	X	X	X	X	X	NS	*	X	X	X	X	X	NS	*	X	X	X	X	X	NS	*	X	X	X	X	X	23	✓ Approved	Reject
					FT	FT	FT			FT	FT	FT	FT	FT			FT	FT	FT	FT			FT	FT	FT	FT	FT			FT	FT	FT	FT	FT	1	✓ Approved	Reject	

After the **Child Name** link is clicked, the following will display.

Enrollment Information for

Birth Date 12/30/2015 **Co-Payment** \$6.40

Billing Group BG8 **Copay In Effect** FT **Level of Care** 24 < 36 Months

Anticipated Start 4/5/2018 **Actual Start** 4/5/2018 **Terminated On** 12/30/2018

School Calendar Hillsborough County Public Schools

Daily Care Schedule						
SUN	MON	TUE	WED	THU	FRI	SAT
NS	FT	FT	FT	FT	FT	NS

School Holiday

Close

Closed Attendance

The Closed Attendance work queue displays all the approved attendance records for providers by county and funder type. At this point, reimbursement calculations are run. The School Readiness funder type, the Local funder type and the SR Plus funder type are separated. The column filters and search feature may be used to filter the results by specific criteria such as a county name, service period, or provider name.

Closed Attendance Work Queue

Return to Search

Click Here For Filtering Tips

County: Funder Type:

AllVPK

Submit

Show10search results.

Clear All Filters

Search:

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Received Date	Last Modified Date	Last Modified By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Review	19449	Growing Up Strong	KREPS ISLAND	November 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	October 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	September 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	August 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	July 2018	VPK	AF18	Closed Attendance			

Showing 1 to 5 of 5 search results.

Previous

1

Next

To begin reviewing approved attendance records with reimbursement detail, click on the **Review** link. The approved attendance records display with calculations. The top portion of the roster contains information about the provider and attendance roster, including whether closures are included and the vendor number for payment.

Growing Up Strong - AF18 - Purple Room - Dec - 2018														
Reimbursement Record for Growing Up Strong 9 Total Records														
Funder Type: VPK			Payment Period: Dec - 2018			Service Period: 07/18/2018 to 07/31/2018			Advance Payment: Yes			Has Closures: No		
Attendance Status: Closed Attendance			Provider ID: 19449			Vendor Number: 55-987654 Update			Provider Address: 205 MARIOTT DR TALLAHASSEE, FL 32301			Provider Phone: (555) 555-5555		
Provider Name: Growing Up Strong			Provider County: KREPS ISLAND			Class Start Date: 07/02/2018			Class End Date: 06/31/2019					
	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.	Reese's Pieces Latham	9/9/2013	VPK	PR4	0	8	24.00	0.00	24.00	24.00	\$4.38	\$105.12		Verify Adjust
2.	Snickers Latham	9/9/2013	VPK	PR4	0	8	24.00	0.00	24.00	24.00	\$4.38	\$105.12		Verify Adjust
3.	Three Musketeers Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26		Verify Adjust
4.	Crunch Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26		Verify Adjust
5.	Payday Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26		Verify Adjust

Similar to Have Attendance, each record in Closed Attendance must have a status of Verified or Adjusted in order to continue with the roster processing.

Similar to Have Attendance, coalition staff can see a quick summary of SR enrollment details in Closed Attendance. Click a **Child Name** link.

Attendance Record for [REDACTED]

10 Total Records

Funder Type: SR

Status: Have Attendance

Provider Name: [REDACTED]

Site Address: [REDACTED]

Payment Period: Apr - 2019

Oue Date: 09/06/2018

Provider ID: [REDACTED]

County: Hillsborough

Service Period: 08/01/2018 to 08/31/2018

Submitted Date: 03/20/2019

Submitted By: [REDACTED]

Phone: [REDACTED]

Child Name	DOB	Age	Billing Group	RWA	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Days Paid	Status	Action
1. [REDACTED]	12/30/2015	3y	BG8		X	X	X	NS	-	X	X	X	X	X	NS	-	X	X	X	X	X	NS	-	X	X	X	X	X	NS	-	X	X	X	X	X	23	✓ Approved	Reject
2. [REDACTED]	11/13/2013	5y	BG8		NS	NS	NS	X	-	NS	NS	NS	NS	T	T	-	T	T	T	T	T	T	-	T	T	T	T	T	T	-	T	T	T	T	T	1	✓ Approved	Reject

After the **Child Name** link is clicked, the following will display.

Enrollment Information for [Child Name]

Birth Date

12/30/2015

Co-Payment

\$6.40

Level of Care

24 < 36 Months

Billing Group

BG8

Copay In Effect

FT

Terminated On

12/30/2018

Anticipated Start

4/5/2018

Actual Start

4/5/2018

School Calendar

Hillsborough County Public Schools

Daily Care Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
NS	FT	FT	FT	FT	FT	NS

School Holiday

Close

Verified records will move forward in the reimbursement process to Payment Verified. Adjusted records will move to the Need Adjustment work queue for editing. **Marking one or more records for adjustment will not prevent the other verified records from moving forward in the reimbursement process.**

An individual record or an entire roster can be sent back to Have Attendance by clicking the **Back to "Have"** button. If the provider needs to make additional changes to the individual record or entire roster, the records can be rejected, moving the status back to Need Attendance.

Reimbursement Record for [REDACTED] 6 Total Records

Funder Type: SR

Status: Closed Attendance

Vendor Number: [REDACTED]

Site Address: [REDACTED]

Payment Period: Apr - 2019

Provider Type: Family Child Care Home

Provider Name: [REDACTED]

County: Hillsborough

Service Period: 01/01/2019 to 01/31/2019

Provider ID: [REDACTED]

Phone: (813) 453-6136

Provider Rates

Refresh Calculations

Move All to 'Have'

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	PFP Amount	PFP CA Amount	QI Amount	CS Amount	Status	Action
1.	[REDACTED]	6/10/2016	BG8	ECON	2YR	FT	4	\$19.80	\$5.50	\$79.20	\$22.00	\$57.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified	<div>Adjust</div> <div>Back to 'Have'</div> <div>Continue</div>

NOTE: If any records have CCEP in the Billing Group column, those must be changed to SR Match through the Bulk Billing Group Transfer process. See the *Bulk Billing Group Transfer* section for more details.

When all records have a status, click **Continue**. This brings the coalition user to the *Complete Reimbursement Processing* pop-up message, where the summary is displayed and comments are captured for the provider case notes.

When the **Complete Reimbursement Processing** button is clicked, the statuses are committed.

							Hours										
1.	Reese's Pieces Latham	9/9/2013	VPK	PR4	0	8	24.00	0.00	24.00	24.00	\$4.38	\$105.12	✓ Verified	Adjust			
2.	Snickers Latham	9/9/2013	VPK	PR4	0	8	24.00	0.00	24.00	24.00	\$4.38	\$105.12	✓ Verified	Adjust			
3.	Three Musketeers Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26	✗ Adjust	Verify			

Records marked for Adjustment move to the Have Adjustment work queue. Records marked as Verified move forward in the reimbursement process and may be Updated.

****Printing Tip** – An enhancement has been logged to include a print feature as well as a method to recall previously worked rosters. In the meantime, when all records have a status, prior to clicking **Continue**, follow the steps below to select all, copy, and paste the information into an Excel document that can be saved locally.

1. Click on the webpage (anywhere)
2. Hold the CTRL key and press A (CTRL + A)
3. Then, hold the CTRL key and press C (CTRL + C)
4. Open Excel
5. Then, in the Excel document, hold the CTRL key and press V (CTRL + V)
6. Save file locally (remove header/menu information that was included in copy/paste if needed)

VPK Calculations in Closed Attendance

VPK calculations in Closed Attendance are specific to the class calendar and individual enrollment record with 80/20 included in Hours Paid.

- Total Instructional Hours are the sum of instructional hours scheduled for the child's enrollment during the service period.
- Hours Absent and Hours Attended are the sum of instructional hours on the individual days the child attended or missed. Remember, VPK calendars can have variances per day such that most weekdays are three hours and one day is four hours (for example). Therefore, it makes a difference which day the child attended or missed.
- Hours Paid and Amount is the result of the 80/20 calculation as follows:

	Total VPK Instructional Hours (54) x Rate (\$4.36) = Maximum Provider Reimbursement (\$235.44)
Bulk1 Attend	Total Hours Attended (54) / 0.8 = Hours Paid (84.38) Hours Paid ≥ Total Instructional Hours, then use Maximum Provider Reimbursement Hours Paid (54) x Rate (\$4.36) = Amount (\$235.44)
Bulk2 Attend	Total Hours Attended (39) / 0.8 = Hours Paid (48.75) Total VPK Instructional Hours (54) – Hours Paid (48.75) = Non-Reimbursable Hours (5.25) Non-Reimbursable Hours (5.25) x Rate (\$4.36) = 80/20 Adjustment (\$22.89) Max Provider Reimbursement (\$235.44) - 80/20 Adjustment (\$22.89) = Amount (\$212.55) Hours Paid (48.75) x Rate (\$4.36) = Amount (\$212.55)
Bulk3 Attend	Total Hours Attended (33) / 0.8 = Hours Paid (41.25) Total VPK Instructional Hours (54) – Hours Paid (41.25) = Non-Reimbursable Hours (12.75) Non-Reimbursable Hours (12.75) x Rate (\$4.36) = 80/20 Adjustment (\$55.59) Max Provider Reimbursement (\$235.44) - 80/20 Adjustment (\$55.59) = Amount (\$179.85) Hours Paid (41.25) x Rate (\$4.36) = Amount (\$179.85)

	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.	Bulk1 Attend	5/5/2013	VPK	PR5	0	18	54.00	0.00	54.00	54.00	\$4.36	\$235.44		Verify Adjust
2.	Bulk2 Attend	5/6/2014	VPK	PR4	5	13	54.00	15.00	39.00	48.75	\$4.36	\$212.55		Verify Adjust
3.	Bulk3 Attend	5/7/2014	VPK	PR4	7	11	54.00	21.00	33.00	41.25	\$4.36	\$179.85		Verify Adjust

- Column B represents the coalition's maximum reimbursement rates for the provider type and county (*source = **Admin Functions > Rates Management > SR Rate Plans***).
- Column C represents the approved reimbursement rate (lower of columns A or B) without Gold Seal (or other differentials).
- Column J represents the total payment rate (approved reimbursement rate with Gold Seal and other differentials).

Looking back at the Closed Attendance calculations, coalition users may confirm the rates in use.

- The *Total Payment Rate* for each child's care level and unit of care in Closed Attendance match Column J of the provider reimbursement rate plan.
- The *Total Payment Rate* multiplied by *Days to be Paid* equals the *Gross Payment Amount*.
- The *Daily Parent CoPay Rate* multiplied by *Days to be Paid* equals the *Less Parent CoPay Amount*.
- The differential amounts (i.e. *Gold Seal Amount, PFP Amount, PFP CA Amount, QI Amount, CS Amount, and Special Needs Amount*) are already included in the *Gross Payment Amount* as they are part of the *Total Payment Rate*, however, they can be confirmed by multiplying *Days to be Paid* and the differential rate on the Reimbursement Rate Plan.

NOTE: If changes to a rate plan are needed there are several options:

1. Remove a rate plan. Use the **Provider Rates** button in Closed Attendance to go to the provider's reimbursement rate plan page. Then, click the **Settings** button and **Remove** button if reimbursement has never been processed against the rate plan. A new reimbursement rate plan can be created.
2. Edit a rate plan. Use the **Provider Rates** button in Closed Attendance to go to the provider's reimbursement rate plan page. Then, click the **Reimbursement Rates** button. Next, click the **Edit Provider Rates** or **Edit Differential Rates** buttons to make edits if reimbursement has never been processed against the rate plan.
3. End a rate plan and make a new one. Use the **Provider Rates** button in Closed Attendance to go to the provider's reimbursement rate plan page. Then, click the **Add Reimbursement Rates** button. Enter the start and end date for the new plan and click **Save**. Next, click the **Reimbursement Rates** button to set up the plan (by clicking the **Edit Provider Rates** or **Edit Differential Rates** buttons).

Once back in Closed Attendance, click the **Refresh Calculations** button to update with the new rate plan information.

Missing Rates

If a provider rate is missing for a care level in Closed Attendance, a red error message will display in the Total Payment Rate column and at the bottom of the page. A coalition user can enter the rate on the provider's behalf. Click the **\$ Provider Rates** button.

St. Nicholas Greek Orthodox Preschool Jan - 2022

Reimbursement Record for 5: [Reimbursement Rates](#) [Reimbursement Rates](#) 1 Total Records

Fund Type: SR
 Status: Closed Attendance
 Vendor Number: [XXXXXXXXXX](#)
 Site Address: [XXXXXXXXXX](#)

Payment Period: Jan - 2022
 Provider Type: Center
 Provider Name: [XXXXXXXXXX](#)
 County: Pinellas

Service Period: 08/01/2021 to 08/31/2021
 Provider ID: 18462
 Phone: [XXXXXXXXXX](#)

Has Closures: ☒ No
[Provider Rates](#) [Refresh Calculations](#) [Move All to 'Have'](#)

Showing 1 to 1 of 1 search results.

Clear All Filters Search:

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Status	Action
Filter	Filter		Filter	Filter	Filter	Filter												Filter	
			BGB	SRMT	SCH	PT	14	Rate	\$0.90	\$0.00	\$12.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Back to 'Have'
Totals										\$0.00	\$12.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Showing 1 to 1 of 1 search results.

[At least one record has a missing or negative rate amount.](#)

This opens a new browser tab with the provider's reimbursement rate plans. Click the **Reimbursement Rates** button for the appropriate reimbursement rate plan.

SR Reimbursement Rates For [XXXXXXXXXX](#) [Return to review](#)

[Add Reimbursement Rates](#)

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of Pinellas	Pinellas	7/1/2018	6/30/2019	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	7/1/2019	1/31/2020	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	2/1/2020	6/30/2020	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	7/1/2020	12/31/2020	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	1/1/2021	6/30/2021	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	7/1/2021	6/30/2022	Settings	Reimbursement Rates

In this example, the Part-Time Daily Rate for SCH is \$0.00. Click **Edit Provider Rates**.

SR Reimbursement Rates - 18462 - -

Unit of Care: [Part-Time Daily Rates](#) Rates in effect on: 7/1/2021

[Edit Provider Rates](#) [Edit Differential Rates](#)

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOD	12 <24 Months	\$0.00	\$33.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2YR	24 <36 Months	\$20.00	\$24.65	\$20.00	\$0.00	\$20.00	\$24.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00
PR3	36 <48 Months	\$20.00	\$17.36	\$17.36	\$0.00	\$17.36	\$24.00	\$0.00	\$0.00	\$17.36	\$0.00	\$0.00
PR4	48 <60 Months	\$20.00	\$17.36	\$17.36	\$0.00	\$17.36	\$24.00	\$0.00	\$0.00	\$17.36	\$0.00	\$0.00
PR5	60 <72 Months	\$20.00	\$17.36	\$17.36	\$0.00	\$17.36	\$24.00	\$0.00	\$0.00	\$17.36	\$0.00	\$0.00
SCH	In School	\$0.00	\$12.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPCR	Special Needs	\$0.00	\$54.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enter the correct rate. For this example, the rate is \$20.00. Only \$0.00 rates are editable. Click **Save**.

Provider's Private Pay Rates [Back to Have](#) [Cancel](#) [Save](#)

Care Code	Description	FT	PT	PTL
INF	<12 Months	\$ 0.00	\$ 0.00	\$ 0.00
TOD	12 <24 Months	\$ 0.00	\$ 0.00	\$ 0.00
2YR	24 <36 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR3	36 <48 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR4	48 <60 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR5	60 <72 Months	\$ 32.00	\$ 20.00	\$ 0.00
SCH	In School	\$ 32.00	\$ 20.00	\$ 0.00
SPCR	Special Needs	\$ 0.00	\$ 0.00	\$ 0.00

[Cancel](#) [Save](#)

A confirmation window will display. Click **Yes** or **Cancel**.

DIVISION OF Early Learning
LEARN EARLY. LEARN FOR LIFE.

ALPHA

Home VPK Program VPK SIS SR Program TAPP Provider Reimbursement

Hello akontodiakos@elcpinellas.net Log Off

Provider's Private Pay Rates [Back to Have](#) [Cancel](#) [Save](#)

Confirm Provider Rates Change

Are you sure you want to save the Provider Rates change? This action is permanent and cannot be edited after saving.

[Yes](#) [Cancel](#)

Care Code	Description	FT	PT	PTL
INF	<12 Months	\$ 0.00	\$ 0.00	\$ 0.00
TOD	12 <24 Months	\$ 0.00	\$ 0.00	\$ 0.00
2YR	24 <36 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR3	36 <48 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR4	48 <60 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR5	60 <72 Months	\$ 32.00	\$ 20.00	\$ 0.00
SCH	In School	\$ 32.00	\$ 20.00	\$ 0.00
SPCR	Special Needs	\$ 0.00	\$ 0.00	\$ 0.00

[Cancel](#) [Save](#)

For each affected record, click the **Back to Have** button.

Reimbursement Record for \$

1 Total Records

Funder Type: SR Payment Period: Jan - 2022 Service Period: 08/01/2021 to 08/31/2021
 Status: Closed Attendance Provider Type: Center Provider ID: 18462
 Vendor Number: \$ Vendor Name: \$ Phone: \$
 Site Address: Has Closures: No
 County: Pinellas

Provider Rates

Refresh Calculations

Move All to 'Have'

Showing 1 to 1 of 1 search results.

Clear All Filters

Search:

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	GPI Amount	Child Assessment Amount	Local OI Amount	CS Amount	Status	Action
Filter	Filter		Filter	Filter	Filter	Filter												Filter	
			BG8	SRMT	SCH	PT	14	Rate	\$0.90	\$0.00	\$12.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Totals										\$0.00	\$12.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Back to 'Have'

Showing 1 to 1 of 1 search results.

At least one record has a missing or negative rate amount.

In Have Attendance, move the provider records to Closed Attendance. In Closed Attendance, the missing rate error is resolved, and the amount in the Total Payment Rate is based on the lower amount of the Provider Private Pay Rate and the Coalition Maximum Reimbursement Rate for that Care Level.

St. Nicholas Greek Orthodox Preschool Jan - 2022

Reimbursement Record for St. Nicholas Greek Orthodox Preschool 1 Total Records

Funder Type:	SR	Payment Period:	Jan - 2022	Service Period:	08/01/2021 to 08/31/2021
Status:	Closed Attendance	Provider Type:	Center	Provider ID:	18462
Vendor Number:	[REDACTED]	Provider Name:	[REDACTED]	Phone:	[REDACTED]
Site Address:	[REDACTED]	County:	Pinellas	Has Closures:	No

Showing 1 to 1 of 1 search results.

[Provider Rates](#)
[Refresh Calculations](#)
[Move All to 'Have'](#)

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Status	Action
T	[REDACTED]	1 [REDACTED]	BG8	SRMT	SCH	PT	14	\$12.38	\$0.90	\$173.32	\$12.60	\$160.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified ✓	Adjust Back to 'Have'
Totals										\$173.32	\$12.60	\$160.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Showing 1 to 1 of 1 search results.

[Continue](#)

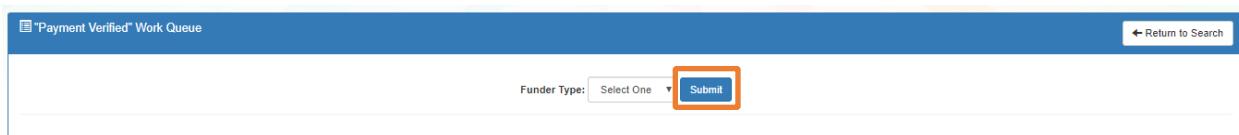
Payment Verified Work Queue

When a record, month (MTH), current period adjustment (MTH), prior period adjustment (PPA), or line item adjustment (LIA) is in Payment Verified status for the current payment period, it will display on the Payment Verified Work Queue. The Payment Verified Work Queue is only available for the following:

- For MTH records, selecting the record will move the record back to Closed Attendance
- For MTH records (current period adjustments), selecting the record will move the record back to Closed Attendance and delete the adjustment information
- For PPA and LIA records, selecting the record will delete the adjustment

From the Coalition Portal, navigate to **Reimbursement > Attendance Processing > View Payment Verified**.

On the Payment Verified Work Queue, select the Funder Type. Clicking the **Submit** button will display the selected funder type's work queue.



SR and SR Plus

The search field displays at the top and will filter the work queue based on the information entered. The work queue displays 10 records per page by default. The work queue can be changed to display 10, 25, 50, or 100 records per page. If more than 10 records are available, then pagination is available. The number of entries display at the bottom of the work queue.

Only SR records in Payment Verified status will display in the queue. Clicking on the **Select All** checkbox will select all records on the screen. The following columns display in the work queue:

- Child Name
- Provider ID
- Provider Name
- Service Period
- Care Level
- Unit of Care
- Billing Group
- Match Funder ID-Name
- Match Funder Amount
- VPK Class ID
- Enrollment ID
- Is Adjustment
- Record Type
- Reimbursement ID

The work queue is sorted alphabetically by Child Name, by default. Each of the columns have a search filter to narrow the results. Clicking on a column header will sort the work queue by that criterion. Clicking the **Return to Search** button will navigate to the Payment Verified Work Queue Search screen.

Payment Verified Work Queue

Return to Search

Funder Type: SR

Submit

Show 10 entries

Clear All Filters

Search:

Select All	Child Name	Provider ID	Provider Name	Service Period	Care Level	Unit of Care	Billing Group	Match Funder ID-	Match Funder Amount	VPK Class ID	Enrollment ID	Is Adjustment	Record Type	Reimbursement ID
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>				Apr 2019	PR5	FTFT	BG3AP					Yes	LIA	
<input type="checkbox"/>				Oct 2019	PR4	PT	WRC					Yes	LIA	

Showing 1 to 2 of 2 entries

Previous

1

Next

Run

After selecting one or more records to remove from the Payment Verified work queue, clicking the **Run** button opens the confirmation pop-up window. The confirmation pop-up shows the number of records that are impacted and the action that will be taken:

- PPA records will be deleted
- LIA records will be deleted
- MTH records will be moved to closed attendance

Confirm Processing Actions

Total PPA Records to be DELETED: 0

Total MTH Records to be moved to Closed Attendance: 1

Total LIA Records to be DELETED: 0

Are you sure you want to continue?

Yes

Cancel

VPK

The search field displays at the top and will filter the work queue based on the information entered. The work queue displays 10 records per page by default. The work queue can be changed to display 10, 25, 50, or 100 records per page. If more than 10 records are available, then pagination is available. The number of entries display at the bottom of the work queue.

Only VPK records in Payment Verified status will display in the queue. Clicking on the **Select All** checkbox will select all records on the screen. The following columns display in the work queue:

- Child Name
- Provider ID
- Provider Name
- Service Period
- Care Level
- Unit of Care
- Billing Group
- Match Funder ID-Name
- Match Funder Amount
- VPK Class ID
- Enrollment ID
- Is Adjustment
- Record Type
- Reimbursement ID

The work queue is sorted alphabetically by Child Name, by default. Each of the columns have a search filter to narrow the results. Clicking on a column header will sort the work queue by that criterion. Clicking the **Return to Search** button will navigate to the Payment Verified Work Queue Search screen.

Show 10 entries

Clear All Filters Search:

Select All	Child Name	Provider ID	Provider Name	Service Period	Care Level	Unit of Care	Billing Group	Match Funder ID Name	Match Funder Amount	VPK Class ID	Enrollment ID	Is Adjustment	Record Type	Reimbursement ID
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>				Sep 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Aug 2018	VPK	PT	VPK					Yes	LIA	
<input type="checkbox"/>				Aug 2018	VPK	PT	VPK					Yes	LIA	
<input type="checkbox"/>				Aug 2019	VPK	PT	VPK					Yes	LIA	
<input type="checkbox"/>				Aug 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Sep 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Jul 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Aug 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Sep 2019	PR5	PT	VPK					No	MTH	
<input type="checkbox"/>				Oct 2019	PR5	PT	VPK					No	MTH	

Showing 1 to 10 of 39 entries

Previous 1 2 3 4 Next

Run

After selecting one or more records to remove from the Payment Verified work queue, clicking the **Run** button opens the confirmation pop-up window. The confirmation pop-up shows the number of records that are impacted and the action that will be taken:

- PPA records will be deleted
- LIA records will be deleted
- MTH records will be moved to closed attendance

Confirm Processing Actions

Total PPA Records to be DELETED: 0

Total MTH Records to be moved to Closed Attendance: 1

Total LIA Records to be DELETED: 0

Are you sure you want to continue?

Yes

Cancel

Local

The search field displays at the top and will filter the work queue based on the information entered. The work queue displays 10 records per page by default. The work queue can be changed to display 10, 25, 50, or 100 records per page. If more than 10 records are available, then pagination is available. The number of entries display at the bottom of the work queue.

Only Local records in Payment Verified status will display in the queue. Clicking on the **Select All** checkbox will select all records on the screen. The following columns display in the work queue:

- Child Name
- Provider ID
- Provider Name
- Service Period
- Care Level
- Unit of Care
- Billing Group
- Match Funder ID-Name
- Match Funder Amount
- VPK Class ID
- Enrollment ID
- Is Adjustment
- Record Type
- Reimbursement ID

The work queue is sorted alphabetically by Child Name, by default. Each of the columns have a search filter to narrow the results. Clicking on a column header will sort the work queue by that criterion. Clicking the **Return to Search** button will navigate to the Payment Verified Work Queue Search screen. Selecting one or more entries and clicking on the **Run** button will do the following:

- Open the Confirm Submit for Reimbursement modal
- For MTH records, selecting the record will move the record back to Closed Attendance
- For MTH records (current period adjustments), selecting the record will move the record back to Closed Attendance and delete the adjustment information
- For PPA and LIA records, selecting the record will delete the adjustment

The screenshot displays the "Payment Verified" Work Queue interface. At the top, there is a header bar with a "Return to Search" button. Below the header, a "Funder Type" dropdown is set to "Local" with a "Submit" button. A "Show" dropdown is set to "10" entries, and a "Clear All Filters" button is present. The main table has 15 columns, each with a "Filter" button. The first column is "Select All" with a checkbox. The table contains one record with the following data: [checkbox], [blurred], [blurred], [blurred], Apr 2019, SCH, FT, 33-PR11, 8-New Provider, [blurred], [blurred], [blurred], No, MTH, [blurred]. At the bottom, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" pagination controls. A "Run" button is highlighted with an orange box at the bottom center.

Confirmation Modal

Clicking the **Run** button opens the confirmation pop-up window. The confirmation pop-up shows the number of records that are impacted and the action that will be taken:

- PPA records will be deleted
- LIA records will be deleted
- MTH records will be moved to closed attendance

Confirm Processing Actions

Total PPA Records to be DELETED: 0

Total MTH Records to be moved to Closed Attendance: 1

Total LIA Records to be DELETED: 0

Are you sure you want to continue?

Yes

Cancel

Clicking the **Cancel** button will close the modal and the entries will remain in the Payment Verified Work Queue.

Process Complete

The process completed successfully.

OK

Registration Fees

Providers will request registration fee payments through the Provider Portal. Once those requests are submitted, they will display in the Coalition's Registration Fee work queue.

To view/process Registration Fees navigate to **Reimbursement > Registration Fees > Pending Payments**

Coalitions can **Approve**, **Reject**, or mark the record **Ineligible** for payment. Hovering over each button displays a brief explanation.

Home VPK Program VPK SIS SR Program TAPP Provider Reimbursement Maintenance Reports CCR&R Grant Application Admin Functions Hello Log Off

Registration Fees Attendance Processing Adjustment Processing Reimbursement Closeout Vendor Number Entry VPK Reimbursement Tools Reimbursement Search

Pending Payments Rejected / Ineligible Payments

The Registration Fee work queue displays the registration fee payment requests submitted by providers. Selecting records and then clicking the Ineligible button moves records back to the Provider Portal. Selecting records and then clicking the Reject button moves records back to the Provider Portal. Selecting records and then clicking the Approve button moves the record(s) forward in the reimbursement process. Selecting records and then clicking the Reject button moves records back to the Provider Portal. Selecting records and then clicking the Ineligible button marks them not eligible for payment for the program year.

Click Here For Filtering Tips

Show 10 entries Clear All Filters Search

Select All	Provider ID	Provider Name	Program Year	Child Name	Enrollment Status	Care Level	Unit of Care	Assessed Fee
<input type="checkbox"/>	9046	EARLY LEARNING CENTER OF SUNRISE, LLC	2022	Eckbert Husayn	Enrollment Ended (Terminated)	Infant	FT	49.50
<input type="checkbox"/>	9046	EARLY LEARNING CENTER OF SUNRISE, LLC	2022	Fred Arjun	Enrollment Ended (Terminated)	Toddler	FT	49.50
<input type="checkbox"/>	9046	EARLY LEARNING CENTER OF SUNRISE, LLC	2022	Shadya Adelle	Enrolled	Preschool 5	FT	49.50

Showing 1 to 3 of 3 entries

These records will go back to the provider so they can re-submit.

Approve Reject Ineligible

Approve the Registration Fee Request

The list displays the children submitted by the provider. To approve the registration fee payment, select the checkbox for the child(ren) and click the **Approve** button.

Home VPK Program SR Program TAPP Provider Reimbursement Maintenance Admin Functions Reports CCR&R Hello mwest@etc.marion.org Log Off

Registration Fee Work Queue

The Registration Fee work queue displays the registration fee payment requests submitted by providers. Coalition staff may select records and then click the Approve button to move the record(s) forward in the reimbursement process. Selecting records and then clicking the Reject button moves records back to the Provider Portal. Selecting records and then clicking the Ineligible button marks them not eligible for payment for the program year.

Click Here For Filtering Tips

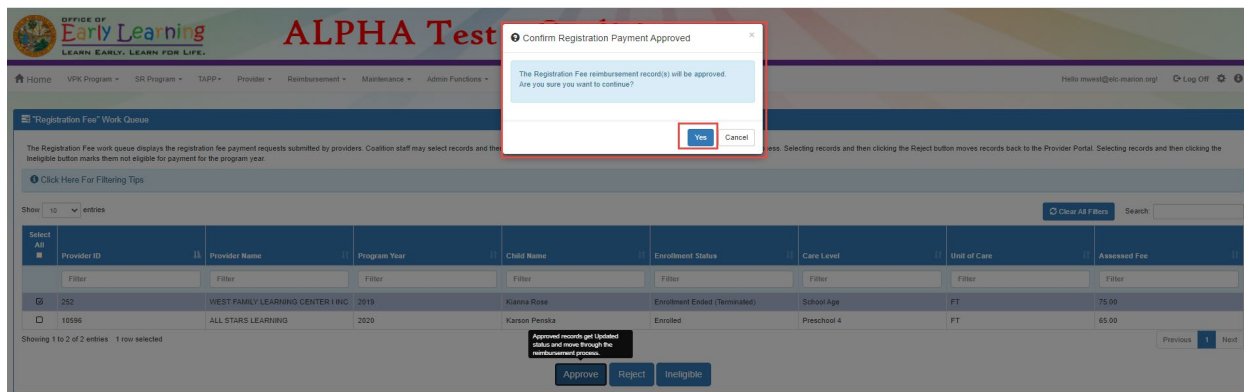
Show 10 entries Clear All Filters Search

Select All	Provider ID	Provider Name	Program Year	Child Name	Enrollment Status	Care Level	Unit of Care	Assessed Fee
<input type="checkbox"/>	252	WEST FAMILY LEARNING CENTER INC	2019	Kianna Rose	Enrollment Ended (Terminated)	School Age	FT	75.00
<input type="checkbox"/>	10596	ALL STARS LEARNING	2020	Karson Penska	Enrolled	Preschool 4	FT	65.00

Showing 1 to 2 of 2 entries

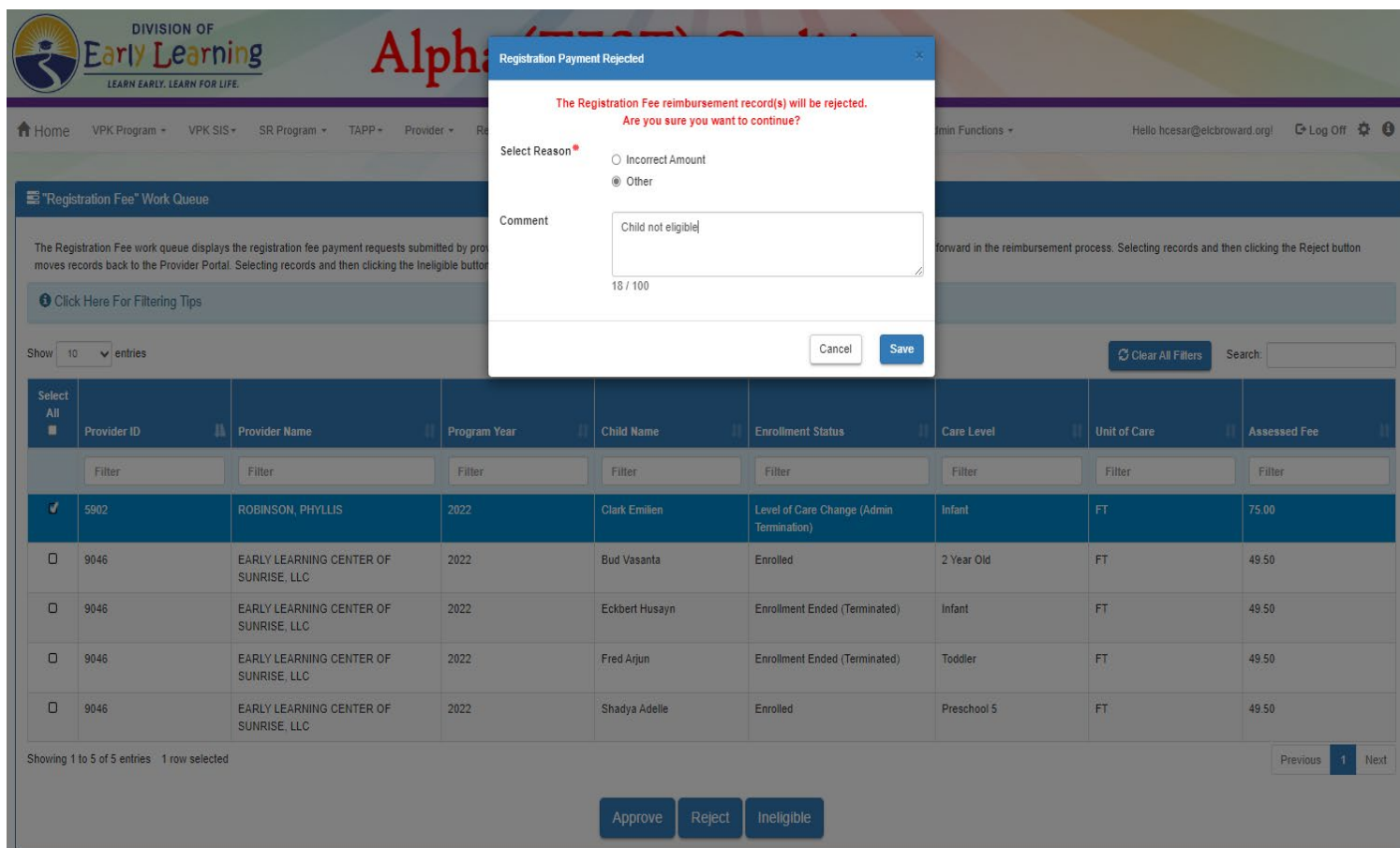
Approve Reject Ineligible

On the Confirm Registration Payment Approved pop-up window, click **Yes**. The Registration Fee record's status is now **Updated**.



Reject the Registration Fee Request

If the coalition determines that the record is incorrect, it can be rejected back to the provider for correction. Rejected records can be re-submitted to the coalition for payment. To reject a record, check the checkbox and click **Reject**. A Registration Payment Rejected pop-up window displays. Select either Incorrect Amount or Other. If Other is selected, a comment is required. A comment for Incorrect Amount may be entered but is not required. Click **Save** and the record is rejected. The Process Complete pop-up window is displayed, Click **OK** to return to the Registration Fee Work Queue.



Mark the Registration Fee Requests 'Ineligible'

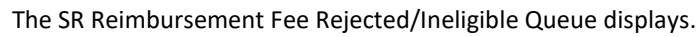
If the coalition determines that a record is ineligible for registration fee payment, then the coalition will check the checkbox for the record and click the **Ineligible** button. A Registration Payment Ineligible pop-up window displays. Select one of the four reasons: Child Not Eligible, Child Not Eligible for Hardship, Duplicate Child, or Other. If Other is selected, a comment is required. Comments may be entered for Child Not Eligible, Child Not Eligible for Hardship, and Duplicate Child but is not required. Click **Save** and the record is marked as Ineligible. The Process Complete pop-up window is displayed, Click **OK** to return to the Registration Fee Work Queue.

NOTE: The Registration Fee record gets the status of **Ineligible** with \$0 payment. Provider will NOT be able to re-submit these records for payment.

The screenshot shows the 'Registration Fee' Work Queue interface. A pop-up window titled 'Registration Payment Ineligible' is displayed over the table. The pop-up contains a message: 'The Registration Fee reimbursement record(s) will be marked ineligible. Are you sure you want to continue?'. Below this, there are four radio button options for 'Select Reason': 'Child Not Eligible', 'Child Not Eligible For Hardship', 'Duplicate Child', and 'Other' (which is selected). A text input field for 'Comment' contains the text 'Transferred after 10 days'. At the bottom of the pop-up are 'Cancel' and 'Save' buttons. The background interface shows a table with columns: Select, Provider ID, Provider Name, Program Year, Child Name, Enrollment Status, Care Level, Unit of Care, and Assessed Fee. The first row is selected, showing Provider ID 5902, Provider Name ROBINSON, PHYLLIS, Program Year 2022, Child Name Clark Emilen, Enrollment Status Level of Care Change (Admin Termination), Care Level Infant, Unit of Care FT, and Assessed Fee 75.00. The table has 5 entries, and the first row is selected. At the bottom of the interface are buttons for 'Approve', 'Reject', and 'Ineligible'.

Select	Provider ID	Provider Name	Program Year	Child Name	Enrollment Status	Care Level	Unit of Care	Assessed Fee
<input checked="" type="checkbox"/>	5902	ROBINSON, PHYLLIS	2022	Clark Emilen	Level of Care Change (Admin Termination)	Infant	FT	75.00
<input type="checkbox"/>	9046	EARLY LEARNING CENTER OF SUNRISE, LLC	2022	Bud Vasanta	Enrolled	2 Year Old	FT	49.50
<input type="checkbox"/>	9046	EARLY LEARNING CENTER OF SUNRISE, LLC	2022	Eckbert Husayn	Enrollment Ended (Terminated)	Infant	FT	49.50
<input type="checkbox"/>	9046	EARLY LEARNING CENTER OF SUNRISE, LLC	2022	Fred Arjun	Enrollment Ended (Terminated)	Toddler	FT	49.50
<input type="checkbox"/>	9046	EARLY LEARNING CENTER OF SUNRISE, LLC	2022	Shadya Adelle	Enrolled	Preschool 5	FT	49.50

To view the Registration Fees that have been Rejected or marked as Ineligible, navigate to **Reimbursement > Registration Fees > Rejected / Ineligible Payments**.

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Ineligible Registration Fee Work Queue (Override)

When a provider dismisses a child for registration fee payments on the Provider Portal, the child will show in the Ineligible Registration Fee Work Queue on the Coalition Portal. If the child was dismissed for the registration fee payment in error, coalition users can override and allow the registration fee payment to be processed.

In the Coalition Portal, navigate to the provider's Administrative Review screen and click the **Registration Fees** button.

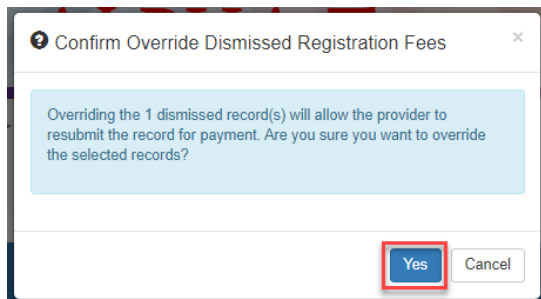
The screenshot shows the 'Administrative Review' section of the Coalition Portal. At the top, there's a header with 'Profile', '2020 - 2021 Program Year', and 'Current Status: Active'. Below this is a navigation bar with various tabs: General, Facility, Services, Curriculum, Fees & Discounts, Hours of Operation, Staffing & Capacity, Private Pay Rates, Closures Calendar, Documents, and Review. The 'Registration Fees' tab is highlighted with a red box. Below the tabs, there's a section with expandable headers: Business Info, General, Facility, and Services. Each header has a '+' icon to expand it.

The Ineligible Registration Fee Work Queue displays. This lists all children at the provider that have been dismissed for registration fees for the current program year. Select the check box for the child and click the **Override** button. There is an option to select all children in the queue to override.

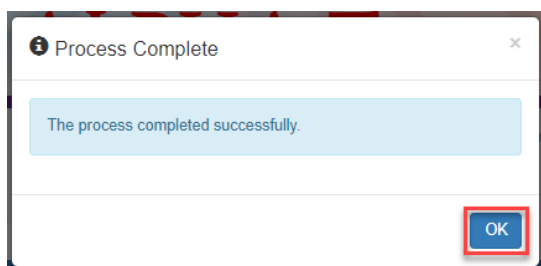
The screenshot shows the 'Ineligible Registration Fee Work Queue' page. At the top, there's a header with 'Ineligible Registration Fee Work Queue' and a 'Return to review' button. Below this is a section with a 'Click Here For Filtering Tips' link. The main area contains a table with columns: Program Year, Child Name, Assessed Fee, Dismissed Date, and Dismissed By. There are filter boxes for each column. A 'Select All' checkbox is highlighted with a red box. Below the table, there's a 'Showing 1 to 4 of 4 entries' message and a 'Previous 1 Next' pagination control. At the bottom, there's an 'Override' button highlighted with a red box.

Select All	Program Year	Child Name	Assessed Fee	Dismissed Date	Dismissed By
<input type="checkbox"/>	2020		0.00	03/09/2021	
<input type="checkbox"/>	2020		0.00	03/11/2021	
<input type="checkbox"/>	2020		0.00	03/11/2021	
<input type="checkbox"/>	2020		0.00	03/11/2021	

After clicking the **Override** button, the Confirm Override Dismissed Registration Fees pop-up window displays. Click the **Yes** button to override the records.



After clicking the **Yes** button on the Confirm Override Dismissed Registration Fees pop-up window, the Process Complete pop-up message opens. Click the **OK** button to close the window.

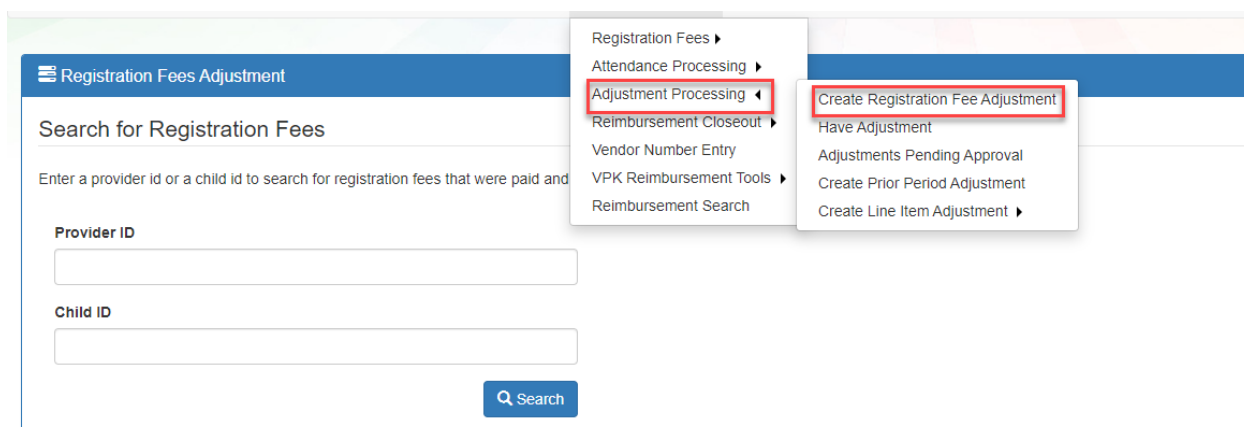


After the coalition has overridden the registration fee for payment, the child will show in the list of children eligible for registration fee payment on the Provider Portal. The provider can process the request for registration fee payments as usual.

Registration Fee Reversals (Adjustments)

Coalitions can create a reversal (adjustment) for a registration fee that has been paid. Navigate to **Reimbursement > Adjustment Processing > Create Registration Fee Adjustment**

On the Registration Fee Adjustment screen, search by the Provider ID and/or the Child ID, then click the **Search** button.



The Registration Fees Search Results screen displays the search results based on the criteria entered. To adjust a record, click the **Adjust** button.

Registration Fees Search Results

Search Results [Return to Search](#)

[Click Here For Filtering Tips](#)

Show 10 entries Search:

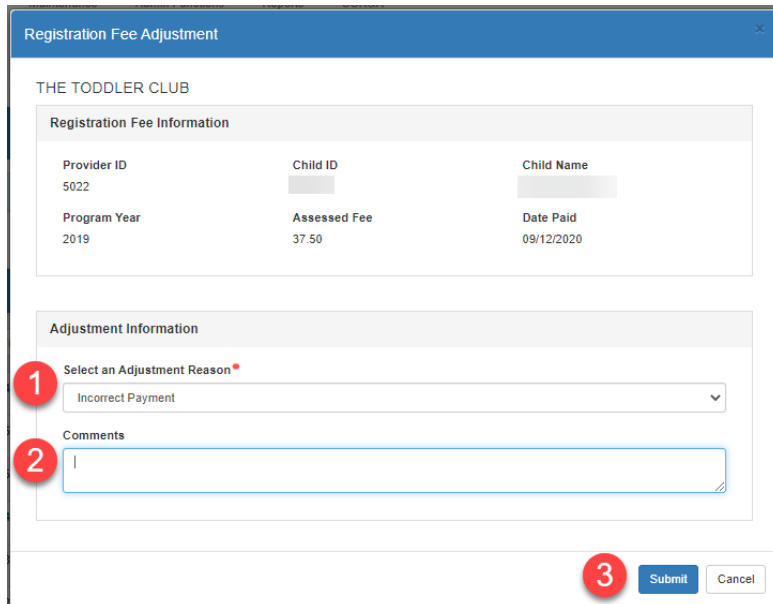
Provider ID	Provider Name	Child ID	Child Name	Program Year	Date Paid	Assessed Fee	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	25.00	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	75.00	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	25.00	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	75.00	Adjust

Showing 1 to 10 of 105 entries

Previous 1 2 3 4 5 ... 11 Next

The Registration Fee Adjustment pop-up window displays the details of the record. The adjustment will fully reverse the registration fee assessed.

1. Select the reason for the adjustment
2. Enter a comment
3. Click the **Submit** button



The screenshot shows a 'Registration Fee Adjustment' window for 'THE TODDLER CLUB'. It contains two main sections: 'Registration Fee Information' and 'Adjustment Information'. The first section displays a table with details about the fee assessment. The second section includes a dropdown menu for selecting a reason, a text area for comments, and 'Submit' and 'Cancel' buttons at the bottom. Red numbered circles (1, 2, 3) highlight the dropdown, the comments field, and the Submit button respectively.

Provider ID	Child ID	Child Name
5022		

Program Year	Assessed Fee	Date Paid
2019	37.50	09/12/2020

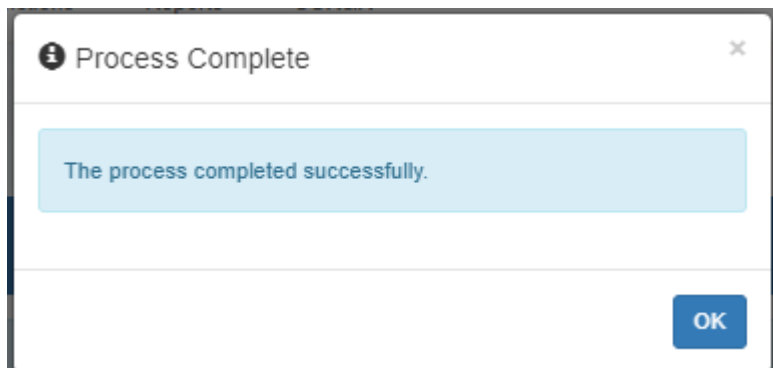
Adjustment Information

1 Select an Adjustment Reason *
Incorrect Payment

2 Comments
|

3 Submit Cancel

The Process Complete pop-up window opens. Click the **OK** button.



The screenshot shows a 'Process Complete' window with a light blue message box stating 'The process completed successfully.' and an 'OK' button at the bottom right.

Process Complete

The process completed successfully.

OK

After the registration fee reversal is completed, it will display on the 5045 as a RFR negative amount.

Complete the Payment Transmittal Process

Navigate to **Reimbursement > Reimbursement Closeout > Run Payment Transmittal File**

Click **Run Transmittal File** button. Records that were in **Updated** status are now in **Paid** status.

Verify Data in 5045 report- SR

Navigate to **Reimbursement > Reimbursement Closeout > Run 5045 Report**. Click the **Run Report** button for SR. The Run SR Report modal displays. Click the **Run Trial 5045 Report** button. The Reimbursement Detail Type drop down includes RFR when registration fee reversal records are present.

Verify Data in 5045 report- SR Plus

Navigate to **Reimbursement > Reimbursement Closeout > Run 5045 Report**. Click the Run Report button for SR Plus. The Run SR Plus Report modal displays. Click the Run Trial 5045 Report button. The Reimbursement Detail Type drop down includes RFR when registration fee reversal records are present.

Child Assessment

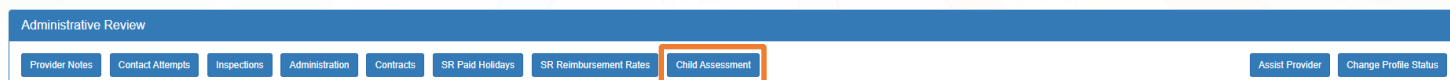
Eligibility Criteria

In the Coalition Portal, Providers meet the following criteria:

- Provider has an SR 20 contract/amendment with child assessment for the program year
- Provider has a rate plan with the child assessment differential effective on the last day of the assessment period for the program year
- Children have enrollments for at least 60 days during the assessment period with the provider
- Children have parental consent for assessment
- At least one service period reimbursement record marked Paid within the assessment period and child assessment processing has not been submitted
- No pending adjustments can be created for a MTH record within the assessment period (status of the adjustment must be Updated or Paid)
- Has not already been processed for the assessment period

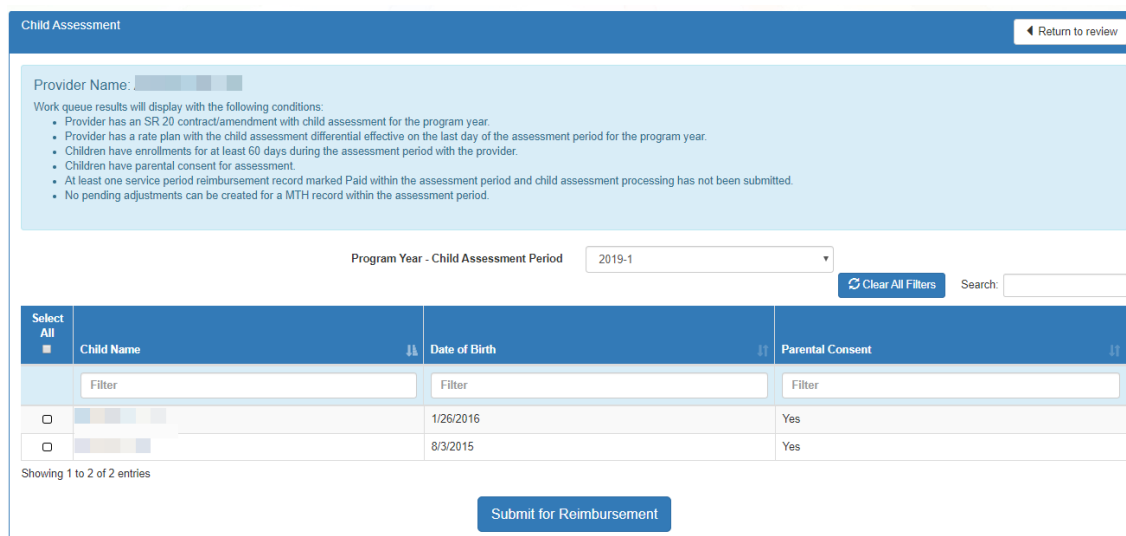
Child Assessment Differentials

On the Provider Profile Administrative Review screen, click **Child Assessment**.



The image shows a horizontal navigation bar titled "Administrative Review". It contains several tabs: "Provider Notes", "Contact Attempts", "Inspections", "Administration", "Contracts", "SR Paid Holidays", "SR Reimbursement Rates", "Child Assessment", "Assist Provider", and "Change Profile Status". The "Child Assessment" tab is highlighted with an orange border.

The children that meet the eligibility criteria will display on the Child Assessment screen.



The "Child Assessment" screen displays the following information:

- Provider Name:** [Redacted]
- Work queue results will display with the following conditions:**
 - Provider has an SR 20 contract/amendment with child assessment for the program year.
 - Provider has a rate plan with the child assessment differential effective on the last day of the assessment period for the program year.
 - Children have enrollments for at least 60 days during the assessment period with the provider.
 - Children have parental consent for assessment.
 - At least one service period reimbursement record marked Paid within the assessment period and child assessment processing has not been submitted.
 - No pending adjustments can be created for a MTH record within the assessment period.
- Program Year - Child Assessment Period:** 2019-1
- Clear All Filters** button and a **Search:** input field.
- Table of Children:**

Select All	Child Name	Date of Birth	Parental Consent
<input type="checkbox"/>	[Redacted]	1/26/2016	Yes
<input type="checkbox"/>	[Redacted]	8/3/2015	Yes

Showing 1 to 2 of 2 entries

Submit for Reimbursement button

There are three assessment periods:

Assessment Period	Service Period	Payment Period
1 (2019-01)	August, September, October	July, August, September, October
2 (2019-02)	November, December, January	November, December, January
3 (2019-03)	February, March, April	February, March, April, May, June

- The Service Period are the months in which assessments may occur
- The Payment Period are the months in which the child assessment differential can be paid, once the child assessment for the respective assessment period has been approved by the Coalition

NOTE: The reimbursement will occur during the open Payment Period

Select an assessment period from the dropdown menu.

Child Assessment

Return to review

Provider Name:

Work queue results will display with the following conditions:

- Provider has an SR 20 contract/amendment with child assessment for the program year.
- Provider has a rate plan with the child assessment differential effective on the last day of the assessment period for the program year.
- Children have enrollments for at least 60 days during the assessment period with the provider.
- Children have parental consent for assessment.
- At least one service period reimbursement record marked Paid within the assessment period and child assessment processing has not been submitted.
- No pending adjustments can be created for a MTH record within the assessment period.

Program Year - Child Assessment Period

2019-1

Clear All Filters

Search:

Select All	Child Name	Date of Birth	Parental Consent
<input type="checkbox"/>	Filter	Filter	Filter
<input type="checkbox"/>		1/26/2016	Yes
<input type="checkbox"/>		8/3/2015	Yes

Showing 1 to 2 of 2 entries

Submit for Reimbursement

If the Service Period is in the past, then all months will be included in selecting the children.

- Example: Selecting one child for Assessment Period 1 (July – October) will create a child assessment reimbursement record for each month in the assessment period

If the Service Period is not yet complete, then only the completed months will be included for reimbursement.

- Example: Selecting one child for Assessment Period 3 (February – June) in the month of May will not pay for May or June. The child assessment reimbursement will only be for the completed months (February – April)

Coalition users will need to create the child assessment reimbursement records for May and June after the end of the month.

Select one or more children from the list and click **Submit for Reimbursement**.

Child Assessment

Return to review

Provider Name: [REDACTED]

Work queue results will display with the following conditions:

- Provider has an SR 20 contract/amendment with child assessment for the program year.
- Provider has a rate plan with the child assessment differential effective on the last day of the assessment period for the program year.
- Children have enrollments for at least 60 days during the assessment period with the provider.
- Children have parental consent for assessment.
- At least one service period reimbursement record marked Paid within the assessment period and child assessment processing has not been submitted.
- No pending adjustments can be created for a MTH record within the assessment period.

Program Year - Child Assessment Period

2019-1

Clear All Filters

Search: [REDACTED]

Select All	Child Name	Date of Birth	Parental Consent
<input type="checkbox"/>	[REDACTED]	1/26/2016	Yes
<input type="checkbox"/>	[REDACTED]	8/3/2015	Yes

Showing 1 to 2 of 2 entries

Submit for Reimbursement

Payment Verified Work Queue

The child assessment records can be seen in the Payment Verified Work Queue.

Payment Verified Work Queue															
Funder Type: SR Plus															
Show 10 entries															
Select All	Child Name	Provider ID	Provider Name	Service Period	Care Level	Unit of Care	Billing Group	Match Funder ID- Name	Match Funder Amount	VPK Class ID	Enrollment ID	In Adjustment	Record Type	Reimbursement ID	Days Paid
<input type="checkbox"/>	Nolan Eduardo	2898	JACK AND JILL CHILDRENS CENTER INC	Apr 2024	TOD	FT	SRPLS				3366251	Yes	CAR	SR202271	-22
<input type="checkbox"/>	Nolan Eduardo	2898	JACK AND JILL CHILDRENS CENTER INC	Apr 2024	TOD	FT	SRPLS				3366251	Yes	CAA	SR202270	22

Each child will have two rows for each month in the assessment period:

- Record Type: CAA (Child Assessment Adjustment) – This record creates a new reimbursement record to include the child assessment differential
- Record Type: CAR (Child Assessment Reversal) – This record reverses out the original reimbursement record, where child assessment differential was not included

No action can be taken on these records from the Payment Verified Work Queue.

Reports

The child assessment reimbursements will be available on the 5045 with record types of CAA and CAR.

Adjustment Processing

Current Period Adjustments

Coalitions can create a Current Period Adjustment for any attendance records that have been submitted by a provider and approved by the coalition.

Go to **Reimbursement > Attendance Processing > Closed Attendance**. Select the Funder Type. Click **Submit**.

"Closed Attendance" Work Queue Return to Search

Click Here For Filtering Tips

County: All Funder Type: Select One Submit

Current Period Adjustments for SR

The search results will display all the providers with a status of Closed Attendance. Click the **Review** link for the Service Period.

"Closed Attendance" Work Queue Return to Search

Click Here For Filtering Tips

County: All Funder Type: SR Submit

Show 10 search results. Clear All Filters Search:

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status
Review				September 2019	SR		Closed Attendance

After clicking the Review link, the Reimbursement Record for the provider and service period display. Confirm that all children on the roster have a status. Click **Adjust** for the selected record.

Reimbursement Record for 51 Total Records

Funder Type: SR Payment Period: Aug - 2023 Service Period: 06/01/2023 to 06/30/2023

Status: Closed Attendance Provider Type: Center Provider ID: Provider Name: Phone: Has Closures: No

Vendor Number: Site Address: County: Broward

Provider Rates Refresh Calculations Move All to 'Have'

Showing 1 to 51 of 51 search results. Clear All Filters Search:

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	SPCR Amount	Status	Action
Filter	Filter		Filter	Filter	Filter	Filter													Filter	
			BG8	ECON	SCH	FT	0	\$25.40	\$0.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified ✓	Adjust Back to 'Have'
			BG8	ECON	SCH	FT	16	\$25.40	\$1.01	\$406.40	\$16.16	\$390.24	\$64.00	\$22.40	\$0.00	\$0.00	\$0.00	\$0.00	Verified ✓	Adjust Back to 'Have'
			BG8	ECON	SCH	PT	6	\$19.05	\$0.76	\$114.30	\$4.56	\$109.74	\$18.00	\$6.30	\$0.00	\$0.00	\$0.00	\$0.00	Verified ✓	Adjust Back to 'Have'

After clicking **Adjust** from the Reimbursement Record, the Current Payment Period Adjustment Needed Here pop-up displays. Review the Child Name, to ensure this is the correct record to adjust. Select one or more reasons for the adjustment. Enter in a comment. Click **Move to Have Adjustment**.

Current Payment Period Adjustment Needed Here

Child Name:

☒ Incorrect Care Level
☐ Incorrect Provider Rate
☒ Incorrect Parent Copay
☐ Child Did Not Attend But Paid
☒ Child Not on Attendance Sheet
☐ Parent Copay Not Deducted
☐ Incorrect Schedule
☐ Incorrect Provider
☐ Absences Not Recorded
☐ Other

Comments:

Test

Cancel

Move to Have Adjustment

The adjusted record now has a status of Adjust on the Reimbursement Record screen. When all the records have a status, the **Continue** button will display. Click **Continue**.

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	SPCR Amount	Status	Action
Filter	Filter		Filter	Filter	Filter	Filter													Filter	
			BG8	ECON	SCH	FT	0	\$25.40	\$0.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Adjust	Verify
			BG8	ECON	SCH	FT	16	\$25.40	\$1.01	\$406.40	\$16.16	\$390.24	\$64.00	\$22.40	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
			BG8	ECON	SCH	PT	6	\$19.05	\$0.76	\$114.30	\$4.56	\$109.74	\$18.00	\$6.30	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
			BG8	ECON	SCH	PT	0	\$19.05	\$1.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
			BG8	ECON	2YR	FT	22	\$50.80	\$1.35	\$1,117.60	\$29.70	\$1,087.90	\$176.00	\$61.60	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
			BG8	ECON	TOD	FT	22	\$53.38	\$1.56	\$1,174.36	\$34.32	\$1,140.04	\$185.02	\$64.68	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
			BG8	ECON	TOD	PT	0	\$40.03	\$1.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust
Totals										\$24493.98	\$1926.16	\$22567.82	\$3899.16	\$1364.65	\$0.00	\$0.00	\$0.00			

Showing 1 to 51 of 51 search results.

• Total Payment Rate is a daily average for VPK Wrap enrollments

Continue

After clicking **Continue**, a Reimbursement Processing pop-up will display a summary:

- Records for Adjustments
- Records for Reverting
- Total Verified Record for Final Reimbursement
- Children needing adjustment

Review the Child(ren) needing adjustment listed for accuracy. Enter a comment for the provider case note. Click **Complete Processing**.

Reimbursement Processing

Total Records for Adjustments
8

Total Verified Records for Final Reimbursement 48

Total Records for reverting 0

Child(ren) needing adjustment:

Comments (for Provider Case Notes) :

Cancel

Complete Processing

After clicking **Complete Processing**, the user returns to the Closed Attendance work queue.

Go to **Reimbursement > Adjustment Processing > Have Adjustment** to see records marked as needing an adjustment. To create a Current Period Adjustment, select a record from the Have Adjustment work queue. Click the **Create Adjustment** button.

"Have Adjustment" Work Queue

Click Here For Filtering Tips

Show top
10
adjustments results.

Clear All Filters

Search:

Child Name	Provider ID	Provider Name	County	Service Period	Report Period	Funder Type	VPK Class ID	Adjustment Type	Received
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				October 2018	October 2019	SR		Payment Adjustment	8/9/2019
				October 2018	October 2019	SR		Payment Adjustment	8/9/2019

Showing 1 to 10 of 838 adjustments results.

Previous
1
2
3
4
5
...
84
Next

Create Adjustment

468

After clicking **Create Adjustment**, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. The required fields are marked with an asterisk (*). On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu and enter a comment. User will click **Submit** to confirm the adjustment. After the adjustment is submitted, it will no longer display in the “Have Adjustment” Work Queue.

Process Reimbursement Adjustment for

Provider (Payee) Information

Principal

FEID/SSN

County of Service

Provider Type

Provider

ProviderID

Vendor ID

Parent & Child Information

Parent

Child

Child ID

County

Child Date of Birth

Billing Group

Eligibility

Care Level

Unit Of Care

Match Funder

Enrollment ID

Adjustment Information

Service Period

Funder Type*

Unit Of Care*

Reason*

Billing Group*

Eligibility*

Care Level*

Match Funder

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount
Balance	4	\$25.87	\$1.56	\$103.48	\$6.24	\$97.24	\$0.00	\$97.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97.24
Payment	4	\$25.87	1.56	\$103.48	\$6.24	\$97.24	0.00	\$97.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97.24

Submit

Cancel

The Adjustments Grid has a Balance row with the current balance for the record and an Adjusted row with any adjustments made during this edit. In the Adjustments Grid, only the Days to be Paid and Daily Parent CoPay Rate are editable. Any changes made that will impact rate (Unit of Care, Care Level, or Daily Parent CoPay Rate) will display in the Adjusted row.

The column headers in the grid for years 2018-2019 and prior are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (*from SR Rate Plan*)]
- PFP Amount = [Days to be Paid * PFP Amount (*from SR Rate Plan*)]
- PFP CA Amount = [Days to be Paid * PFP CA Amount (*from SR Rate Plan*)]
- Local QI Amount = [Days to be Paid * Local QI Amount (*from SR Rate Plan*)]
- CS Amount = [Days to be Paid * CS Amount (*from SR Rate Plan*)]

The column headers in the grid for years 2019-2020 and forward are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (*from SR Rate Plan*)]
- QPI Amount = [Days to be Paid * QPI Amount (*from SR Rate Plan*)]
- Child Assessment Amount = [Days to be Paid * Child Assessment Amount (*from SR Rate Plan*)]
- Local QI Amount = [Days to be Paid * Local QI Amount (*from SR Rate Plan*)]
- CS Amount = [Days to be Paid * CS Amount (*from SR Rate Plan*)]
- Special Needs Amount = [Days to be Paid * Special Needs Rate]

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount	
Balance	2	\$58.08	\$0.00	\$116.16	\$0.00	\$116.16	\$0.00	\$116.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.36	\$96.80	View History
Payment	<input type="text" value="2"/>	\$58.08	<input type="text" value="0.00"/>	\$116.16	\$0.00	\$116.16	<input type="text" value="0.00"/>	\$116.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.36	\$96.80	
Adjustment																

Current Period Adjustments for SR Plus

The search results will display all the providers with a status of Closed Attendance. Click the **Review** link for the Service Period.

"Closed Attendance" Work Queue Return to Search

Click Here For Filtering Tips

County: Funder Type: All SR Plus Submit

Show 10 search results. Clear All Filters Search:

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status
Review				August 2024	SRPlus		Closed Attendance

Showing 1 to 1 of 1 search results. Previous 1 Next

After clicking the Review link, the Reimbursement Record for the provider and service period display. Confirm that all children on the roster have a status. Click **Adjust** for the selected record.

Reimbursement Record for 4 total Records

Funder Type: SRPlus Payment Period: Aug - 2024 Service Period: 08/01/2024 to 08/31/2024

Status: Closed Attendance Provider Type: Center Provider ID: Phone: Has Closures: No

Vendor Number: Site Address: County: Broward

Provider Rates Refresh Calculations Move All to 'Have'

Showing 1 to 4 of 4 search results. Clear All Filters Search:

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	SPCR Amount	Status	Action
Filter	Filter		Filter	Filter	Filter	Filter													Filter	
DEL	Abby	6/8/2017	SRPLS	SRPL	SCH	FT	1	\$26.84	\$17.09	\$26.84	\$17.09	\$9.75	\$4.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified ✓	Adjust Back to 'Have'
DEL	Abby	6/8/2017	SRPLS	SRPL	SCH	FTFT	1	\$53.68	\$17.09	\$53.68	\$17.09	\$36.59	\$8.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified ✓	Adjust Back to 'Have'
DEL	Abby	6/8/2017	SRPLS	SRPL	SCH	FTPT	1	\$45.45	\$17.09	\$45.45	\$17.09	\$28.36	\$7.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified ✓	Adjust Back to 'Have'

After clicking **Adjust** from the Reimbursement Record, the Current Payment Period Adjustment Needed Here popup displays. Review the Child Name, to ensure this is the correct record to adjust. Select one or more reasons for the adjustment. Enter in a comment. Click Move to **Have Adjustment**.

Current Payment Period Adjustment Needed Here

Child Name: DEL Abby

☒ Incorrect Care Level
☐ Incorrect Provider Rate
☐ Incorrect Parent Copay
☐ Child Did Not Attend But Paid
☒ Child Not on Attendance Sheet
☐ Parent Copay Not Deducted
☐ Incorrect Schedule
☐ Incorrect Provider
☐ Absences Not Recorded
☐ Other

Comments:

Fake Child

Cancel

Move to Have Adjustment

The adjusted record now has a status of Adjust on the Reimbursement Record screen. When all the records have a status, the **Continue** button will display. Click **Continue**.

Provider Rates

Refresh Calculations

Move All to 'Have'

Showing 1 to 4 of 4 search results.

Clear All Filters

Search:

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	SPCR Amount	Status	Action
Filter	Filter		Filter	Filter	Filter	Filter													Filter	
DEL	Abby	6/8/2017	SRPLS	SRPL	SCH	FT	1	\$26.84	\$17.09	\$26.84	\$17.09	\$9.75	\$4.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Adjust	Verify Back to 'Have'
DEL	Abby	6/8/2017	SRPLS	SRPL	SCH	FTFT	1	\$53.68	\$17.09	\$53.68	\$17.09	\$36.59	\$8.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust Back to 'Have'
DEL	Abby	6/8/2017	SRPLS	SRPL	SCH	FTPT	1	\$45.45	\$17.09	\$45.45	\$17.09	\$28.36	\$7.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust Back to 'Have'
		11/3/2016	SRPLS	SRPL	SCH	FT	3	\$26.84	\$23.13	\$80.52	\$69.39	\$11.13	\$11.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust Back to 'Have'
Totals										\$206.49	\$120.66	\$85.83	\$32.11	\$0.00	\$0.00	\$0.00	\$0.00			

Showing 1 to 4 of 4 search results.

Continue

After clicking **Continue**, a Reimbursement Processing pop-up will display a summary:

- Records for Adjustments
- Records for Reverting
- Total Verified Record for Final Reimbursement
- Children needing adjustment Review the Child(ren) needing adjustment listed for accuracy.

Enter a comment for the provider case note. Click **Complete Processing**.

Reimbursement Processing

Total Records for Adjustments
1

Total Verified Records for Final Reimbursement 3

Total Records for reverting 0

Child(ren) needing adjustment: Abby Del

Comments (for Provider Case Notes) :

Cancel

Complete Processing

After clicking **Complete Processing**, the user returns to the Closed Attendance work queue.

Go to **Reimbursement > Adjustment Processing > Have Adjustment** to see records marked as needing an adjustment. To create a Current Period Adjustment, select a record from the Have Adjustment work queue. Click the **Create Adjustment** button.

"Have Adjustment" Work Queue

Click Here For Filtering Tips

Show top 10 adjustments results.

Clear All Filters

Search:

Child Name	Provider ID	Provider Name	County	Service Period	Report Period	Funder Type	VPK Class ID	Adjustment Type	Received
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Abby Del				August 2024	August 2024	SRPlus		Payment Adjustment	8/19/2024

Showing 1 to 1 of 1 adjustments results.

Previous 1 Next

Create Adjustment

After clicking **Create Adjustment**, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. The required fields are marked with an asterisk (*). On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu and enter a comment. User will click **Submit** to confirm the adjustment. After the adjustment is submitted, it will no longer display in the "Have Adjustment" Work Queue.

Process Reimbursement Adjustment for

Provider (Payee) Information

Principal
FEID/SSN
County of Service
Provider Type

Provider
ProviderID
Vendor ID

Parent & Child Information

Parent
Child
Child ID
County

Child Date of Birth
Billing Group
Eligibility
Care Level

Unit Of Care
Match Funder
Enrollment ID

Adjustment Information

Service Period
August 2024

Funder Type *
☐ SR ☐ Local ☒ SRPlus

Unit Of Care *
FT

Reason *
-- Select Reason --

Billing Group *
SRPLS

Eligibility *
SRPL - School Readiness Plus Dire

Care Level *
In School

Match Funder
-- No Match Funders --

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount
Balance	1	\$26.84	\$17.09	\$26.84	\$17.09	\$9.75	\$0.00	\$9.75	\$4.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.28
Payment	1	\$26.84	17.09	\$26.84	\$17.09	\$9.75	0.00	\$9.75	\$4.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.28

Comments *

Submit
Cancel

The Adjustments Grid has a Balance row with the current balance for the record and an Adjusted row with any adjustments made during this edit. In the Adjustments Grid, only the Days to be Paid and Daily Parent CoPay Rate are editable. Any changes made that will impact rate (Unit of Care, Care Level, or Daily Parent CoPay Rate) will display in the Adjusted row.

The column headers in the grid for years 2019-2020 and forward are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]

- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (from SR Rate Plan)]
- QPI Amount = [Days to be Paid * QPI Amount (from SR Rate Plan)]
- Child Assessment Amount = [Days to be Paid * Child Assessment Amount (from SR Rate Plan)]
- Local QI Amount = [Days to be Paid * Local QI Amount (from SR Rate Plan)]
- CS Amount = [Days to be Paid * CS Amount (from SR Rate Plan)]
- Special Needs Amount = [Days to be Paid * Special Needs Rate]

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount
Balance	1	\$26.84	\$17.09	\$26.84	\$17.09	\$9.75	\$0.00	\$9.75	\$4.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.28
Payment	1	\$26.84	17.09	\$26.84	\$17.09	\$9.75	0.00	\$9.75	\$4.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.28

Current Period Adjustments for VPK

The search results will display all the providers with a status of Closed Attendance. Click the **Review** link for the Service Period.

"Closed Attendance" Work Queue Return to Search

[Click Here For Filtering Tips](#)

County: Funder Type:

County: Funder Type:

Show 10 search results. Search:

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status
Review				January 2020	VPK	DF19	Closed Attendance

After clicking the **Review** link, the Reimbursement Record for the provider and service period displays. Confirm that all children on the roster have a status. Click **Adjust** for the selected record.

Reimbursement Record for 4 Total Records

Funder Type: VPK
 Attendance Status: Closed Attendance
 Provider Name:
 Provider Address:
 Classroom:

Payment Period: Oct - 2019
 Advance Payment: No
 Provider ID:
 Provider County:
 Class Start Date: 08/13/2018

Service Period: 08/13/2018 to 08/31/2018
 Has Closures: No
 Vendor Number:
 Provider Phone:
 Class End Date: 05/30/2019

	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.		11/12/2013	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10		<input type="button" value="Verify"/> <input type="button" value="Adjust"/> <input type="button" value="Back to 'Have'"/>
2.		9/24/2013	VPK	PR4	0	4	12.00	0.00	12.00	12.00	\$4.38	\$52.56		<input type="button" value="Verify"/> <input type="button" value="Adjust"/> <input type="button" value="Back to 'Have'"/>
3.		2/27/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10		<input type="button" value="Verify"/> <input type="button" value="Adjust"/> <input type="button" value="Back to 'Have'"/>
4.		4/23/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10		<input type="button" value="Verify"/> <input type="button" value="Adjust"/> <input type="button" value="Back to 'Have'"/>
Total					0	49	147.00	0.00	147.00	147.00		\$643.86		

After clicking **Adjust** from the Reimbursement Record, the Current Payment Period Adjustment Needed pop-up displays. Review the Child Name, to ensure this is the correct record to adjust. Select one or more reasons for the adjustment. Enter a comment. Click **Move to Have Adjustment**.

Current Payment Period Adjustment Needed

Child Name:

☒ Incorrect Care Level
☐ Incorrect Provider Rate
☐ Incorrect Parent Copay
☐ Child Did Not Attend But Paid
☒ Child Not on Attendance Sheet
☐ Parent Copay Not Deducted
☐ Incorrect Schedule
☐ Incorrect Provider
☐ Absences Not Recorded
☐ Other

Comments:(max 250 chars)

Test

Cancel

Move to Have Adjustment

The adjusted record now has a status of **Adjust**, on the Reimbursement Record screen. When all the records have a status, the **Continue** button will display. Click **Continue**.

Reimbursement Record for [Redacted] 4 Total Records

Funder Type: VPK

Attendance Status: Closed Attendance

Provider Name: [Redacted]

Provider Address: [Redacted]

Classroom: [Redacted]

Payment Period: Oct - 2019

Advance Payment: No

Provider ID: [Redacted]

Provider County: [Redacted]

Class Start Date: 08/13/2018

Service Period: 08/13/2018 to 08/31/2018

Has Closures: No

Vendor Number: [Redacted]

Provider Phone: [Redacted]

Class End Date: 05/30/2019

Move All to 'Have'

	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.	[Redacted]	11/12/2013	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10	Adjust	Verify Back to 'Have'
2.	[Redacted]	9/24/2013	VPK	PR4	0	4	12.00	0.00	12.00	12.00	\$4.38	\$52.56	Verified	Adjust Back to 'Have'
3.	[Redacted]	2/27/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10	Verified	Adjust Back to 'Have'
4.	[Redacted]	4/23/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10	Adjust	Verify Back to 'Have'
Total					0	49	147.00	0.00	147.00	147.00		\$643.86		Continue

After clicking **Continue**, the Reimbursement Processing pop-up displays a summary:

- Records for Adjustments
- Records for Reverting
- Total Verified Record for Final Reimbursement
- Children needing adjustment

Review the Child(ren) needing adjustment listed for accuracy. Enter a comment for the provider case note. Click **Complete Reimbursement Processing**.

Reimbursement Processing

Total Records for Adjustments

2

Total Verified Records for Final Reimbursement

2

Total Records for reverting

0

Child(ren) needing adjustment:

Comments (for Provider Case Notes) :

Cancel

Complete Reimbursement Processing

After clicking **Complete Reimbursement Processing**, the user returns to the Closed Attendance work queue.

After marking reimbursement records as needing an adjustment, they will display in the “Have Adjustment” Work Queue. To create a Current Period Adjustment, go to **Reimbursement > Adjustment Processing > Have Adjustment**. Select a record from the Have Adjustment Work Queue. Click **Create Adjustment**.

Have Adjustment Work Queue

Click Here For Filtering Tips

Show top 10 adjustments results.

Clear All Filters

Search:

Child Name	Provider ID	Provider Name	County	Service Period	Report Period	Funder Type	VPK Class ID	Adjustment Type	Received
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
				August 2018	October 2019	VPK	BF18	Payment Adjustment	10/14/2019
				August 2018	October 2019	VPK	BF18	Payment Adjustment	10/14/2019
				July 2018	October 2019	SR		Payment Adjustment	5/19/2019
				July 2018	October 2019	SR		Payment Adjustment	5/19/2019
				July 2018	October 2019	SR		Payment Adjustment	5/19/2019
				July 2018	October 2019	SR		Payment Adjustment	5/19/2019
				July 2018	October 2019	SR		Payment Adjustment	5/19/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019

Showing 1 to 10 of 11 adjustments results. (filtered from 840 total entries) 1 row selected

Previous

1

2

Next

Create Adjustment

After clicking **Create Adjustment**, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. The required fields are marked with an asterisk (*). On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, and enter a comment. User will click **Submit** to confirm the adjustment. After the adjustment is submitted, it will no longer display in the “Have Adjustment” Work Queue.

Process Reimbursement Adjustment for [Redacted]

Provider (Payee) Information

Principal [Redacted]
Provider [Redacted]

FEID/SSN [Redacted]
ProviderID [Redacted]

County of Service [Redacted]
Vendor ID [Redacted]

Provider Type
CNTR

Parent & Child Information

Parent [Redacted]
Child Date of Birth
11/12/2013
Enrollment ID [Redacted]

Child [Redacted]
Child ID [Redacted]
County [Redacted]

Adjustment Information

Service Period
August, 2018

Classroom [Redacted]
Classroom Name
Class B

Reason*
-- Select Reason --

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount
Balance	0	15	45	45	45	\$197.10
Adjusted	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	\$ <input type="text" value="197.10"/>

Comments*

You have characters remaining.

Submit Cancel

In the Adjustments Grid, the Balance row displays the summary of all adjustments for the record. The Adjusted row displays any adjustments made during this edit. In the Adjustments grid, the Days Absent, Days Present, Total Instructional Hours, Hours Attended fields are editable. The column headers in the grid are:

- Days Absent
- Days Present
- Total Instructional Hours
- Hours Attended
- Paid Hours = [(Hours Attended/.8) or Total Instructional Hours]
- Amount = [(Hours Attended/.8) or Total Instructional Hours] * VPK Rate

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount
Balance	0	15	45	45	45	\$197.10
Adjusted	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	\$ <input type="text" value="197.10"/>

Prior Period Adjustments (PPA)

Coalitions can create a Prior Period Adjustment (PPA) for any attendance records that have a PAID status. To create a PPA, go to **Reimbursement > Adjustment Processing > Create Prior Period Adjustment**.

Create Prior Period Adjustment for SR/SRPlus/Local

On the *Create Period Adjustment for Reimbursement* screen, users will enter in criteria to search for paid records eligible for a PPA.

Note- SR Plus is a unique funder type. Prior period paid records for SR Plus will only display when SR Plus is selected as the Funder Type.

\$ Create Period Adjustment For Reimbursement

Find prior period paid records

Funder Type

SR

Service Period

April 2019

Provider ID

8469

Search

Only children that have a status of PAID will display in the search results. Click on a record then click **Create Adjustment**.

The columns can be filtered and sorted.

NOTE: Prior period adjustments cannot be created for wrap (PTV, FTV) reimbursement records.

Select Reimbursement Record for Adjustment

BEGINNING OUR FUTURE LEARNING AND OUTREACH CENTER
Provider ID: Service Period: 2019 Oct Funding: SR

Show top 10 reimbursement results. Search:

Reimbursement ID	Child	Care Level	Unit Care	VPK Class ID	Enrollment ID	Total Days Paid	Billing Group	Eligibility Code	Match Funder	Match Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6531038		2YR	FT		1140103	10	BG8	ECON	33	\$12.31
6531037		SCH	PT		1117170	4	BG8	ECON	33	\$2.87
6531036		SCH	PT		1117167	4	BG8	ECON	33	\$2.56
6531035		TOD	FT		1111071	19	BG1	14R		
6531034		PR3	FT		1110962	23	BG1	13		
6531033		PR3	FT		1110359	13	BG1	14R		
6531032		PR3	FT		1087377	23	BG8	ECON	33	\$22.63
6531031		TOD	FT		1079014	23	BG8	ECON	33	\$20.59
6531030		PR5	FTV	30651	1074890	17	BG8	ECON	33	\$10.84
6531029		PR5	FT		1074890	6	BG8	ECON	33	\$6.55

Showing 1 to 10 of 74 reimbursement records. 1 row selected

Previous 1 2 3 4 5 ... 8 Next

Create Adjustment Cancel

After clicking **Create Adjustment**, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. Required fields are marked with an asterisk *. On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, make the adjustment changes, and enter a comment. User will click **Submit** to confirm the adjustment.

If only the Adjustment Reason and Comment are entered, a PPA will not be saved because no changes were made.

Process Reimbursement Adjustment for

Provider (Payee) Information

Principal

FEID/SSN

County of Service

Provider Type

Provider

ProviderID

Vendor ID

Parent & Child Information

Parent

Child

Child ID

County

Child Date of Birth

Billing Group

Eligibility

Care Level

Unit Of Care

Match Funder

Enrollment ID

Adjustment Information

Service Period

Funder Type *

Unit Of Care *

Reason *

April 2023

SR

Local

Billing Group *

BG8

Eligibility *

ECON - Economically Disadvantage

Care Level *

60 < 72 Months

Match Funder

BG8 MATCH

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount
Balance	4	\$25.87	\$1.56	\$103.48	\$6.24	\$97.24	\$0.00	\$97.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97.24
Payment	4	\$25.87	1.56	\$103.48	\$6.24	\$97.24	0.00	\$97.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97.24

Submit

Cancel

In the Adjustments Grid, the Balance row displays the summary of all adjustments/changes for the record. The Payment row displays any adjustments made during this edit. In the Adjustments grid, only the Days to be Paid, Daily Parent CoPay Rate, and Match Amount (for BG8 and CCEP only) are editable. For any changes made, the difference will show on the Net Payment row.

Any changes that will change the Total Payment Rate or OCA Code will create two rows:

- PPA (Prior Period Adjustment) – the newly adjusted amount.
- PPR (Prior Period Reversal) – the reversed amounts.

Click **View History** to see the full history of adjustments for the record.

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount	
Balance	2	\$58.08	\$0.00	\$116.16	\$0.00	\$116.16	\$0.00	\$116.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.36	\$96.80	View History
Payment	2	\$58.08	0.00	\$116.16	\$0.00	\$116.16	0.00	\$116.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.36	\$96.80	
Adjustment																

The column headers in the grid for years 2018-2019 and prior are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Match Amount (only editable if the Billing Group is BG8 or CCEP)
- Net Less Match = [Net Payment Amount – Match Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (*from SR Rate Plan*)]
- PFP Amount = [Days to be Paid * PFP Amount (*from SR Rate Plan*)]
- PFP CA Amount = [Days to be Paid * PFP CA Amount (*from SR Rate Plan*)]
- Local QI Amount = [Days to be Paid * Local QI Amount (*from SR Rate Plan*)]
- CS Amount = [Days to be Paid * CS Amount (*from SR Rate Plan*)]
- OCA Amount
 - CCEP Billing Group = [Net Less Match – (PFP Amount + PFP CA Amount + Local QI Amount + CS Amount)]
 - All other Billing Groups = [Net Less Match – (Gold Seal + PFP Amount + PFP CA Amount + Local QI Amount + CS Amount)]

The column headers in the grid for years 2019-2020 and forward are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Match Amount (only editable if the Billing Group is BG8 or CCEP)
- Net Less Match = [Net Payment Amount – Match Amount]

- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (from SR Rate Plan)]
- QPI Amount = [Days to be Paid * QPI Amount (from SR Rate Plan)]
- Child Assessment Amount = [Days to be Paid * Child Assessment Amount (from SR Rate Plan)]
- Local QI Amount = [Days to be Paid * Local QI Amount (from SR Rate Plan)]
- CS Amount = [Days to be Paid * CS Amount (from SR Rate Plan)]
- Special Needs Amount = [Days to be Paid * Special Needs Rate]
- OCA Amount
 - CCEP Billing Group = [Net Less Match – (QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount + Special Needs Amount)]
 - All other Billing Groups = [Net Less Match – (Gold Seal + QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount + Special Needs Amount)]

After clicking **View History**, in the below example, the Adjustments History grid shows that this record has had one adjustment saved. The PPA will display. If there was a change in OCA Code or Daily Payment Rate, the PPR row will show. The amounts deducted display in red text. The Adjustments History is sorted by Reimbursement Detail ID (oldest to newest). The Total row displays the calculated amounts based on all adjustments. The Total row information is also what displays in the Balance row on the Adjustments grid.

Adjustments History

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount	Status	Type	Billing Group Code	Eligibility Code	Care Level Type Code	Unit Of Care	Match Funder ID
	2	\$58.08	\$0.00	\$116.16	\$0.00	\$116.16	\$0.00	\$116.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.36	\$96.80	PAID	MTH	BG1	13	SCH	FT	
	-1	\$58.08	\$0.00	-\$58.08	\$0.00	-\$58.08	\$0.00	-\$58.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$9.68	-\$58.08	PENDING	PPA	BG1	13	SCH	FT	
Final	1	\$58.08	\$0.00	\$58.08	\$0.00	\$58.08	\$0.00	\$58.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.68	\$38.72							

Ok

After clicking **Create Adjustment**, in the above example, the confirmation modal displays. After the adjustment is saved, it is saved in a PENDING status and is available in the Pending Adjustment Work Queue.

Create Prior Period Adjustment for VPK

After clicking the **Create Adjustment** button, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. Required fields are marked with an asterisk *. On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, and enter a comment. User will click the **Submit** button to confirm the adjustment.

Process Reimbursement Adjustment for ELC of the Big Bend Region

Provider (Payee) Information

Principal: Hughes Academy of Stars V	FEID/SSN: 8547777	County of Service: Leon	Provider Type: PUBS
Provider: Hughes Academy of Stars V	ProviderID: 8453	Vendor ID: 2-8453	

Parent & Child Information

Parent: Andrea Latham	Child: Orion Latham	Child ID: 2071	County: Leon
Child Date of Birth: 06/09/2013			
Enrollment ID: 2514			

Adjustment Information

Service Period: July 2019	Classroom: DP18	Classroom Name:	Reason* -- Select Reason --
Omit from Transmittal File?: <input type="radio"/> Yes <input checked="" type="radio"/> No			

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	
Balance	0	13	60	60	60	264	View History
Adjusted	<input type="text" value="0"/>	<input type="text" value="13"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	\$ <input type="text" value="264"/>	
Net Adjusted						\$0.00	

Comments *

You have characters remaining.

Submit **Cancel**

In the Adjustments Grid, the Balance row displays the summary of all adjustments for the record. The Adjusted row displays any adjustments made during this edit. In the Adjustments grid, the Days Absent, Days Present, Total Instructional Hours, Hours Attended fields are editable. Click **View History** to see the full history of adjustments for the record.

The column headers in the grid are:

- Days Absent
- Days Present
- Total Instructional Hours
- Hours Attended
- Paid Hours = [(Hours Attended/.8) or Total Instructional Hours]
- Amount = [(Hours Attended/.8) or Total Instructional Hours] * VPK Rate

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	
Balance	0	13	60	60	60	264	View History
Adjusted	<input type="text" value="0"/>	<input type="text" value="13"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	\$ <input type="text" value="264"/>	
Net Adjusted						\$0.00	

After clicking **View History**, in the below example, the Adjustments History grid shows that this record has had multiple adjustments saved. The Adjustments History is sorted by Reimbursement Detail ID (oldest to newest). The Total row displays the calculated amounts based on all adjustments. The Total row information is also what displays in the Balance row on the Adjustments grid.

The column headers in the Adjustments History grid are:

- Days Absent
- Days Present
- Total Instructional Hours
- Hours Attended
- Paid Hours = [(Hours Attended/.8) or Total Instructional Hours]
- Amount = [(Hours Attended/.8) or Total Instructional Hours] * VPK Rate

Adjustments History

Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	Status
0	23	69	69	69	\$303.60	PAID
3	-3	0	-9	0	\$0.00	PAID
2	-5	-4	-6	-4	-\$17.60	PAID
-2	-5	-7	4	-7	-\$30.80	PAID
-3	3	2	2	2	\$8.80	PAID

Ok

Service Period:

Classroom:

Classroom Name:

Reason

July, 2019

DF18

-- Select Reason --

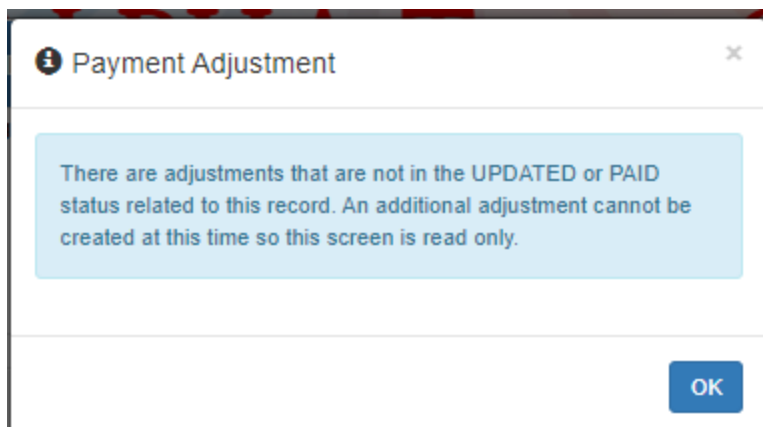
Omit from Transmittal File?:

☐ Yes
 ☒ No

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	
Balance	0	13	60	60	60	264	View History
Adjusted	0	13	55	59	55	\$ 242.00	
Net Adjusted						-\$22.00	

Pending Adjustments

If there are Adjustments pending approval and not in PAID status, then an additional adjustment cannot be created for the record. If a record with a Pending Adjustment is selected, then a pop-up opens notifying the user that there is a Pending Adjustment. A record is related by the Reimbursement Detail ID. For example: if the January attendance for a child is PAID, then a Prior Period Adjustment is created and saved; another Prior Period Adjustment for this record cannot be created until the first PPA is in PAID status.



Pending Adjustment Work Queue

Any adjustments that are created will be in the Pending Adjustment Work Queue: **Reimbursement > Adjustment Processing > Adjustments Pending Approval**. The Pending Adjustment Work Queue allows the Coalition to review and approve any adjustments.

The different type of adjustments (MTH, PPA, LIA) all show in the Pending Adjustment Work Queue after they are created. The PPRs will not show on the Pending Adjustment Work Queue. The columns can be sorted and filtered using the column headers.

Click the **Approve** button to change the status from Pending to Payment Verified.

- After the adjustment is approved it will show in the Payment Verified Work Queue.

Click the **Void** button to delete the adjustment.

Click the **View Adjustment** button to see the details of the adjustment.

"Pending Adjustment" Work Queue											
Click Here For Filtering Tips											
Show top 10 adjustments results.		Clear All Filters		Search: <input type="text"/>							
Child Name	Provider ID	Provider Name	Service Period	Funder Type	VPK Class ID	Adjustment Type	Adjusted Billing Group	Adjusted Unit of Care	Adjusted Days Paid	Adjusted Net Payment Amount	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Lyda Sherry	4338	FIRST UNITED METHODIST PRESCHOOL	Feb 2020	SR		PPA	BG1	FT	2	54.08	<div>ApproveVoidView Adjustment</div>
Showing 1 to 1 of 1 adjustments results.											<div>Previous1Next</div>

Pending Adjustments – 5045 Review

Before approving the pending adjustments, the 5045 can be reviewed to confirm the changes.

Open Tableau: <https://oel-reports.floridaeearlylearning.com/#/home> and search for the Financial Report Generator.

ELC of Alachua
4424 NW 13th Street Suite A-5
Gainesville, FL 32609

Coalition Name 1
ELC of Alachua

Run In Environment
PROD

Funder
SR

Report Type 2
PENDING

Payment Period
09/2020

Provider ID (For Provider Reimb. Rpt)
0

Coalition Invoice ➔

Coalition Invoice ADV ➔

Run 5045 Report 3 ➔

1. Select your Coalition
 - a. Select Funder
2. Set the Report Type to Pending to view the Pending Adjustments
3. Click the Run 5045 Report

View the Detail report to see adjustments and confirm the changes are as expected.

- The new detail type of PPR (Prior Period Reversal) will display if applicable with a related PPA.
- If the results are correct, then approve the adjustment in the Pending Adjustment Work Queue.
- If the adjustment is incorrect, then the adjustment can be voided and recreated correctly.

The approved adjustments will now display on the Payment Verified Work Queue. This can include attendance that is approved.

Payment Verified Work Queue

The Payment Verified Work Queue shows all records with a status of Payment Verified: **Reimbursement > Attendance Processing > View Payment Verified**.

The Payment Verified Work Queue shows the following record types:

- MTH (approved from Closed Attendance)
- PPA
- LIA
- EOC/EOCR – VPK End of Class Records
- CAA/CAR – Child Assessment

Select All	Child Name	Provider ID	Provider Name	Service Period	Care Level	Unit of Care	Billing Group	Match Funder ID	Match Funder Amount	VPK Class ID	Enrollment ID	Is Adjustment	Record Type	Reimbursement ID	Days Paid	Net Payment Amount
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Jul 2018	SCH	PT	BG1	-			300440	No	MTH	10277520	0	0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Jul 2018	SCH	PT	BG8	[Redacted]			368130	No	MTH	10277521	0	0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Jul 2018	SCH	PT	BG1	-			300430	No	MTH	10277519	0	0.00

Showing 1 to 3 of 3 entries

Run

Records will only display in the Payment Verified Work Queue during the open payment period. The records can be Updated or when the payment period is closed.

Note- SR Plus is a unique funder type. SR Plus records with a status of Payment Verified will only display when SR Plus is selected as the Funder Type.

After selecting one or more records to remove from the Payment Verified work queue, clicking the **Run** button opens the confirmation pop-up window. The confirmation pop-up shows the number of records that are impacted and the action that will be taken:

- PPA records will be deleted
- LIA records will be deleted
- MTH records will be moved to closed attendance

Confirm Processing Actions

Total PPA Records to be DELETED: 0

Total MTH Records to be moved to Closed Attendance: 1

Total LIA Records to be DELETED: 0

Are you sure you want to continue?

Yes

Cancel

5045 Review

The 5045 can be reviewed to confirm the changes.

Open Tableau: <https://oel-reports.floridaeearlylearning.com/#/home> and search for the Financial Report Generator.

1. Select your Coalition
 - a. Select Funder
2. Set the Report Type to Trial to view the records in Payment Verified status
3. Click the Run 5045 Report

Review the Detail report to see records.

ELC of Alachua
4424 NW 13th Street Suite A-5
Gainesville, FL 32609

Coalition Name	Run In Environment
ELC of Alachua 1	PROD
Funder	Report Type
SR	TRIAL 2
Payment Period	Provider ID (For Provider Reimb. Rpt)
09/2020	0

Coalition Invoice

→

Coalition Invoice ADV

→

Run 5045 Report **3**

→

The screen will be read-only until the Adjustment is in the Updated or Paid status.

The PPA screen will display as read-only, and the **Submit** button is deactivated if there is a Pending Adjustment.

Process Reimbursement Adjustment for

Adjustment Information

Service Period

August 2024

Funder Type *

☐ SR ☐ Local ☒ SRPlus

Unit Of Care *

-- Select --

Reason *

-- Select Reason --

Billing Group *

Eligibility *

Care Level *

In School

Match Funder

-- No Match Funders --

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount	
Balance	1	\$58.08	\$0.00	\$58.08	\$0.00	\$58.08	\$0.00	\$58.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.68	\$38.72	View History
Payment	1	\$58.08	0.00	\$58.08	\$0.00	\$58.08	0.00	\$58.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.68	\$38.72	
Adjustment																

Comments *

Submit

Cancel

Line Item Adjustments (LIA)

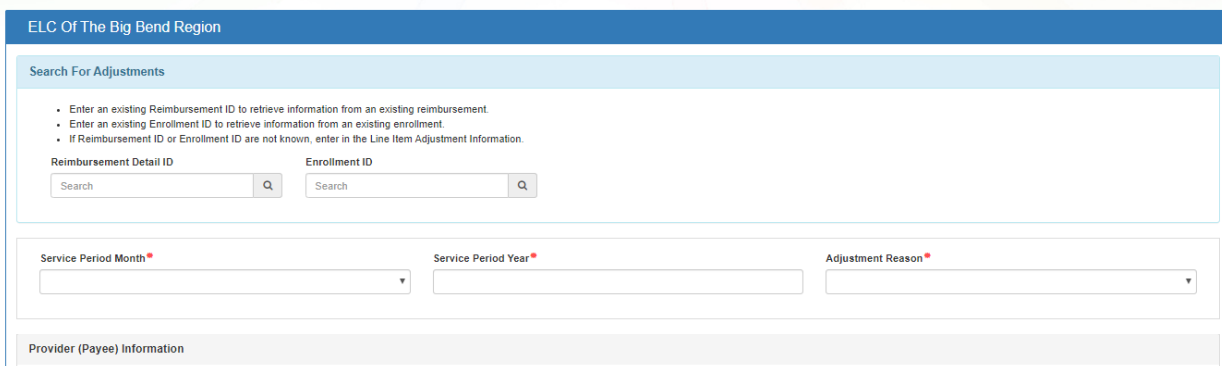
Coalitions can create Line Item Adjustments (LIA) for a reimbursement record. The LIA can add or create a new record, which may or may not be EFS Mod-generated records. Adjustments can add a new entry or reverse out an entry.

SR, Local, or SR Plus Line Item Adjustments

To create a Line Item Adjustment, navigate to **Reimbursement > Adjustment Processing > Create Line Item Adjustment > SR/Local/SR Plus**. Any saved line item adjustments will be processed in the currently open payment period.


Required fields are marked with an asterisk *. A record does not have to be in EFS Mod to create a line item adjustment. Clicking the **Submit** button opens the SR Line Item Adjustment modal.

SR or Local Line Item Adjustment



Search

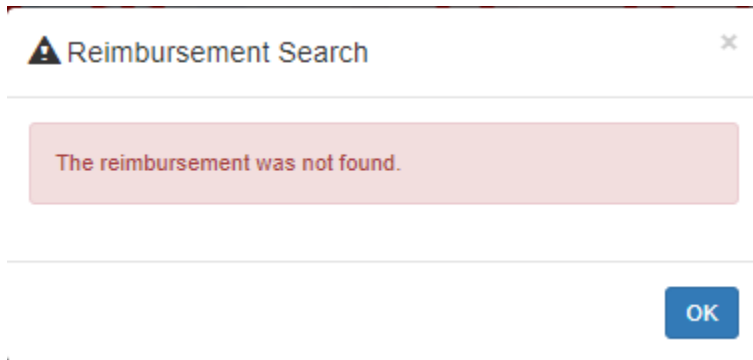
Before creating a Line Item Adjustment, search using the Reimbursement Detail ID or the Enrollment ID. Reimbursement Detail ID is available on the 5045 detail download.


Enter the Reimbursement Detail ID and click on the search icon  to populate the record with the available information:

- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Enrollment ID (dropdown selection of available enrollment dates)
- Purpose of Care
- Funding Type
- Unit of Care

- Billing Group
- Eligibility
- Care Level
- Days to be Paid
- Total Payment Rate
- Match Amount

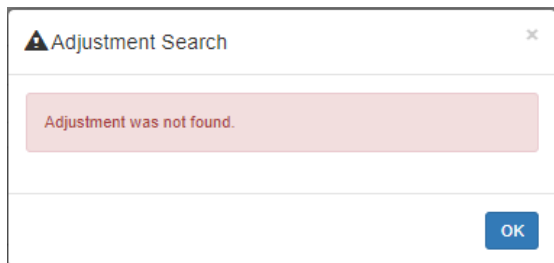
NOTE: If Reimbursement ID is used to search, and there is a Pending Adjustment, then a pop-up will display. Click the OK button and search again. A Line Item Adjustment cannot be created with through the Reimbursement ID search until the Pending Adjustment for the Reimbursement ID is in PAID status.



The Enrollment ID can be found on the Eligibility screen. Enter the Enrollment ID and click on the search icon  to populate the record with the available information:

- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Enrollment ID
- Purpose of Care

If a search result is not found, then the Adjustment Search pop up message opens. Clicking **OK** will close the Adjustment Search message.

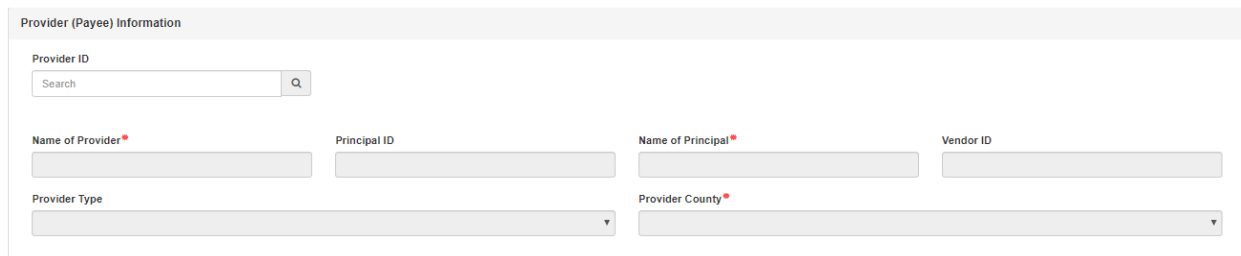


If the Reimbursement Detail ID or Enrollment ID are not known, then enter the Service Period Month and Service Period Year. The Service Period Year must be between 1990 and the current year. Select the Adjustment Reason from the dropdown menu. Select Restitution if the LIA will have a Service Period prior to 7/1/2018.

Provider (Payee) Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or after, then the Provider ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Provider ID will not be required. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Provider Information will pre-populate.

A screenshot of the "Provider (Payee) Information" form. At the top is a "Provider ID" search section with a text input labeled "Search" and a magnifying glass icon. Below this are four text input fields: "Name of Provider*", "Principal ID", "Name of Principal*", and "Vendor ID". At the bottom are two dropdown menus: "Provider Type" and "Provider County*".

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is prior to 7/1/2018, then the Provider ID search will not be available, see the screen below. If the Service Period is prior to 7/1/2018 and the Adjustment Reason is Restitution, then the Provider ID will not be required.

- The Name of Provider is a text field. If a Provider ID is entered, it must match a current Provider ID in EFS Mod. If the Provider ID does not match a current Provider ID in EFS Mod, then the LIA will not save.
- The Name of Principal is a text field. If a Principal ID is entered, it must match a current Principal ID in EFS Mod. If the Principal ID does not match a current Principal ID in EFS Mod, then the LIA will not save.
- The Vendor ID is an alphanumeric field. The Vendor ID is the Taxpayer ID Number, which can be found on the Provider's Business Info screen.
- The Provider Type dropdown field displays the available Provider Types.
- The Provider County dropdown displays all Florida counties.

Provider (Payee) Information			
Provider ID <input type="text"/> Search <input type="button" value="Q"/>			
Name of Provider* <input type="text"/>	Principal ID <input type="text"/>	Name of Principal* <input type="text"/>	Vendor ID <input type="text"/>
Provider Type <input type="text"/>		Provider County* <input type="text"/>	

Parent & Child Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or after, then the Child ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Child ID will not be required. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Parent & Child Information will pre-populate. The Enrollment ID will be a dropdown menu and display any enrollment dates the child was enrolled.

Parent & Child Information			
Child ID <input type="text"/> Search <input type="button" value="Q"/>			
Name of Child* <input type="text"/>	Name of Parent* <input type="text"/>	County of Parent* <input type="text"/>	Enrollment ID <input type="text"/>
Purpose Of Care* <input type="text"/>			

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is prior to 7/1/2018, then the Child ID search will not be available, see the screen below. If the Service Period is prior to 7/1/2018 and the Adjustment Reason is Restitution, then the Child ID will not be required.

- The Name of Child is a text field.
- The Name of Parent is a text field.
- The County of Parent dropdown displays all Florida counties.
- If an Enrollment ID is entered, it must match a current Enrollment ID in EFS Mod. If the Enrollment ID does not match a current Enrollment ID in EFS Mod, then the LIA will not save.
- The Purpose of Care dropdown field displays the available Purposes of Care.

Parent & Child Information			
Child ID <input type="text"/> Search <input type="button" value="Q"/>			
Name of Child* <input type="text"/>	Name of Parent* <input type="text"/>	County of Parent* <input type="text"/>	Enrollment ID <input type="text"/>
Purpose Of Care* <input type="text"/>			

Adjustment Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Adjustment Information will pre-populate.

- The Funding Type dropdown field displays the available Funding Types (SR or Local).
- The Service Period Month dropdown field displays the available Months.
- The Service Period Year is a numeric field. Users can save entries between 1990 and the current year.
- The Unit of Care dropdown field displays the available Units of Care.
- The Billing Group dropdown field displays the available Billing Groups.
- The Eligibility dropdown field displays the available Eligibility.
- The Care Level dropdown field displays the available Care Levels.
- The Match Funder dropdown field displays available Match Funders.
- The Days to be Paid can be a positive or negative number. The Days to be Paid cannot be 0.
- The Total Payment Rate is the daily payment rate. The Total Payment Rate must be between \$0.00 and \$100.00.
- The Daily Parent CoPay Rate must be greater than or equal to \$0.00.
- The Gross Payment Amount is a calculated field. [Total Payment Rate * Days to be Paid]
- The Less Parent CoPay Amount is a calculated field. [Daily Parent CoPay Rate * Days to be Paid]
- The Net Payment Amount is a calculated field. [Gross Payment Amount – Less Parent CoPay Amount]
- The Match Amount is the amount paid by a Match.
- The Net Less Match is a calculated field. [Net Payment Amount – Match Amount]
- OCA Amount is a calculated field.
 - CCEP Billing Group = [Net Less Match – (QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]
 - All other Billing Groups = [Net Less Match – (Gold Seal + QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]

The differentials grid will allow the entry of any adjustments for the following:

- a. 2018-2019 and Prior Years
 - i. Gold Seal Amount
 - ii. PFP Amount
 - iii. PFP CA Amount
 - iv. QI Amount
 - v. CS Amount
- b. 2019-2020 and Future Years
 - i. Gold Seal Amount
 - ii. QPI Amount
 - iii. Child Assessment Amount
 - iv. Local QI Amount
 - v. CS Amount
 - vi. Special Needs Amount

For 2019-2020 and future years, the differentials have under and over fields.

The Comments field is a text field.

Process Reimbursement Adjustment for ELC of Broward

Parent & Child Information

Parent

Parent 1

Child Date of Birth

06/09/2017

Unit Of Care

FT

Child

Abby Del

Billing Group

SRPLS

Match Funder

Child ID

Eligibility

SRPL - School Readiness Plus Direct Services

Enrollment ID

County

Care Level

Adjustment Information

Service Period

August 2024

Billing Group

SRPLS

Funder Type

☐ SR
☐ Local
☒ SRPlus

Eligibility

SRPL - School Readiness Plus Direct Services

Unit Of Care

FT

Care Level

In School

Reason

-- Select Reason --

Match Funder

-- No Match Funders --

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount
Balance	1	\$26.04	\$17.09	\$26.04	\$17.09	\$9.75	\$0.00	\$9.75	\$4.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.28
Payment	1	\$26.04	\$17.09	\$26.04	\$17.09	\$9.75	\$0.00	\$9.75	\$4.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.28

Comments

Service Period prior to 7/1/2018

Required fields are marked with an asterisk *.

- The Omit from Transmittal File will default to Yes for legacy LIA records.
- The Funding Type dropdown field displays the available Funding Types (SR or Local).
- The Service Period Month dropdown field displays the available Months.
- The Service Period Year is a numeric field. Users can save entries between 1990 and the current year.
- The Unit of Care dropdown field displays the available Units of Care.
- The Billing Group dropdown field displays the available Billing Groups.
- The Eligibility dropdown field displays the available Eligibility.
- The Care Level dropdown field displays the available Care Levels.
- The Match Funder dropdown field displays available Match Funders.
- The Days to be Paid can be a positive or negative number. The Days to be Paid cannot be 0.
- The Total Payment Rate is the daily payment rate. The Total Payment Rate must be between \$0.00 and \$100.00.
- The Daily Parent CoPay Rate must be greater than or equal to \$0.00.
- The Gross Payment Amount is a calculated field. [Total Payment Rate * Days to be Paid]
- The Less Parent CoPay Amount is a calculated field. [Daily Parent CoPay Rate * Days to be Paid]
- The Net Payment Amount is a calculated field. [Gross Payment Amount – Less Parent CoPay Amount]
- The Match Amount is the amount paid by a Match.
 - The Match Amount is only editable if the Billing Group is BG8 or CCEP
- The Net Less Match is a calculated field. [Net Payment Amount – Match Amount]
- OCA Amount is a calculated field.
 - CCEP Billing Group = [Net Less Match – (QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]
 - All other Billing Groups = [Net Less Match – (Gold Seal + QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]

The differentials grid will allow the entry of any adjustments for

- 2018-2019 and Prior Years
 - Gold Seal Amount
 - Direct (Under)
 - PFP Amount

1. Direct (Under)
 2. Quality (Over)
- iii. Child Assessment Amount
 1. Direct (Under)
 2. Quality (Over)
- iv. Local QI Amount
 1. Quality (Over)
- v. Contracted Slots Amount
 1. Direct (Under)
 2. Quality (Over)
- b. 2019-2020 and Future Years
 - i. Gold Seal Amount
 1. Direct (Under)
 2. Quality (Over)
 - ii. QPI Amount
 1. Direct (Under)
 2. Quality (Over)
 - iii. Child Assessment Amount
 1. Direct (Under)
 2. Quality (Over)
 - iv. Local QI Amount
 1. Direct (Under)
 2. Quality (Over)
 - v. Contracted Slots Amount
 1. Direct (Under)
 2. Quality (Over)
 - vi. Special Needs Amount

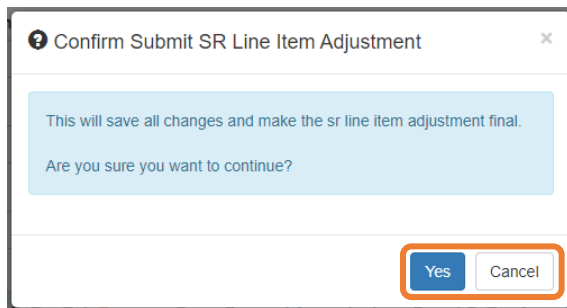
For 2019-2020 and future years, the differentials have under and over fields.

The Comments field is a text field.

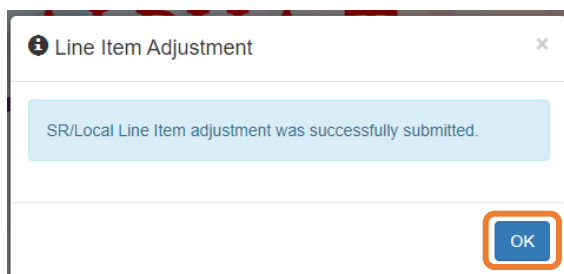
Adjustment Information								
Omit from Transmittal File? <input type="radio"/> Yes <input checked="" type="radio"/> No		Funding Type SR	Unit Of Care PT	Billing Group BG1				
Eligibility 13 - At Risk Foster Care		Care Level In School	Match Funder	Reimbursement ID				
Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Amount	OCA Payment Amount
19	\$ 45.60	\$ 0.00	\$866.40	\$0.00	\$866.40	\$ 0.00	\$866.40	\$722.00
Enter how much of the total payment amount is associated to each of the differentials below								
	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	Contracted Slots Amount	Special Needs Amount		
Direct	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			
Quality	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 144.40		
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$144.40		

Confirmation Modal

Clicking the **Yes** button will save the adjustment and open the Line Item Adjustment modal. Clicking the **Cancel** button will discard any changes and close the modal.




Clicking the **OK** button will close the Line Item Adjustment modal.



VPK Line Item Adjustments

To create a Line Item Adjustment, navigate to **Reimbursement > Adjustment Processing > Create Line Item Adjustment > VPK**

Any saved line item adjustments will be processed in the currently open payment period. Required fields are marked with an asterisk *. A record does not have to be in EFS Mod to create a line item adjustment. Clicking **Submit** opens the Confirm Submit VPK Line Item Adjustment modal.

 VPK Line Item Adjustment

ELC Of The Big Bend Region

Search For Adjustments

- Enter an existing Reimbursement ID to retrieve information from an existing reimbursement.
- Enter an existing Enrollment ID to retrieve information from an existing enrollment.
- If Reimbursement ID or Enrollment ID are not known, enter in the Line Item Adjustment information.

Reimbursement Detail ID

Enrollment ID

Service Period Month* Service Period Year* Adjustment Reason*

Provider (Payee) Information


Provider ID

Name of Provider* Principal ID Name of Principal* Vendor ID

Provider Type Provider County*


Search

Before creating a Line Item Adjustment, search using the Reimbursement Detail ID or the Enrollment ID. Reimbursement Detail ID is available on the 5045 detail download.

Enter the Reimbursement Detail ID and click on the search icon  to populate the record with the available information:

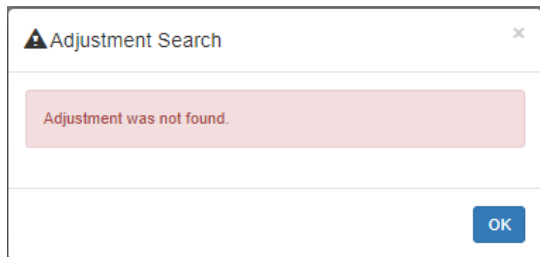
- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Class Name
- Billing Group
- Hourly Payment Rate

- Total Instructional Hours
- Hours Attended

The Enrollment ID can be found on the Eligibility screen. Enter the Enrollment ID and click on the search icon  to populate the record with the available information:

- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Class Name

If a search result is not found, then the Adjustment Search modal opens. Clicking on the **OK** button will close the Adjustment Search modal.



If the Reimbursement Detail ID or Enrollment ID are not known, then enter the Service Period Month and Service Period Year. The Service Period Year must be between 1990 and the current year.

Select the Adjustment Reason from the dropdown menu. Select Restitution if the LIA will have a Service Period prior to 7/1/2018.

Provider (Payee) Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or later, then the Provider ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Provider ID will not be required. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Provider Information will pre-populate.

Provider ID

Search

Q

Name of Provider*

Principal ID

Name of Principal*

Vendor ID

Provider Type

Provider County*

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *.

- The Name of Provider is a text field.
- The Name of Principal is a text field. If a Principal ID is entered, it must match a current Principal ID in EFS Mod. If the Principal ID does not match a current Principal ID in EFS Mod, then the LIA will not save.
- The Vendor ID is an alphanumeric field. The Vendor ID is the Taxpayer ID Number, which can be found on the Provider's Business Info screen.
- The Provider Type dropdown field displays the available Provider Types.
- The Provider County dropdown displays all Florida counties.

Provider ID

Search

Q

Name of Provider*

Principal ID

Name of Principal*

Vendor ID

Provider Type

Provider County*

Parent & Child Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or after, then the Child ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Child ID will not be required.

- If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Parent & Child Information will pre-populate.
- If a Child ID is entered, it must match a current Child ID in EFS Mod. If the Child ID does not match a current Child ID in EFS Mod, then the LIA will not save.
- The Class Name is limited to 4 characters (e.g. AF17).

The screenshot shows a form titled "Parent & Child Information". At the top, there is a "Child ID" section with a search bar containing the word "Search" and a magnifying glass icon. Below this, there are four input fields: "Name of Child*" (a text field), "Name of Parent*" (a text field), "County of Parent*" (a dropdown menu), and "Class Name" (a text field). The asterisks indicate required fields.

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *.

- The Name of Child is a text field.
- The Name of Parent is a text field.
- The Class Name is limited to 4 characters (e.g. AF17).

The screenshot shows a form titled "Parent & Child Information". At the top, there is a "Child ID" section with a search bar containing the word "Search" and a magnifying glass icon. Below this, there are four input fields: "Name of Child*" (a text field), "Name of Parent*" (a text field), "County of Parent*" (a dropdown menu), and "Class Name" (a text field). The asterisks indicate required fields.

Adjustment Information

Required fields are marked with an asterisk *.

- The Adjustment Reason dropdown field displays the available Adjustment Reasons.
- The Billing Group dropdown field displays the available Billing Groups.
- The Hourly Payment Rate is the reimbursement hourly rate.
- The Days Absent is an optional field.
- The Days Present is an optional field.
- The Total Instructional Hours is the total hours available for the month.
- The Hours Attended is the amount of hours the child attended class. If there are closure days, then include those hours to the Hours Attended. The Hours Attended cannot be 0. The Hours Attended can be a positive or negative number.
- The Paid Hours is a calculated field, which includes 80/20.
- The Amount is a calculated field, which includes 80/20.
- The Comments field is a text field.

Adjustment Information

Omit from Transmittal File?
☐ Yes ☒ No

Billing Group*

Hourly Payment Rate*	Days Absent	Days Present	Total Instructional Hours*	Hours Attended*	Paid Hours	Amount
\$ 0.00	0	0	0.00	0.00	0	\$ 0

Comments*

You have characters remaining.

Confirmation Modal

Clicking **Yes** will save the adjustment and open the Line Item Adjustment modal. Clicking the **Cancel** button will discard any changes and close the modal.

?
Confirm Submit VPK Line Item Adjustment

This will save all changes and make the vpk line item adjustment final.
Are you sure you want to continue?

Yes

Cancel

Clicking **OK** will close the Line Item Adjustment modal.

i
Line Item Adjustment

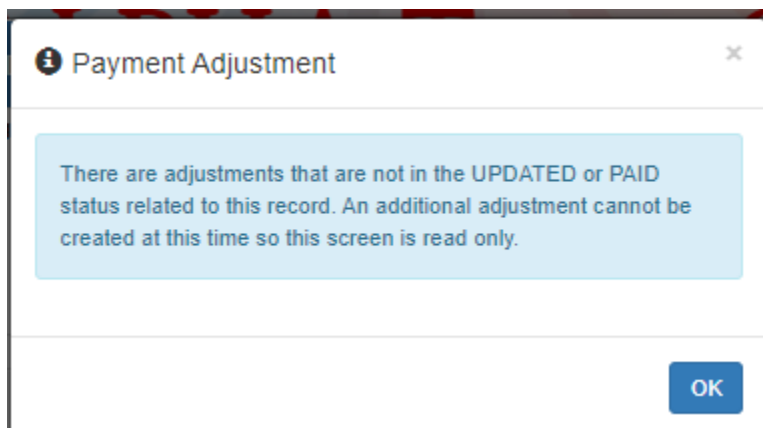
VPK Line Item adjustment was successfully submitted.

OK

Pending Adjustments

If there are Adjustments pending approval and not in PAID status, then an additional adjustment cannot be created for the record. If a record with a Pending Adjustment is selected, then a pop-up opens notifying the user that there is a Pending Adjustment. A record is related by the Reimbursement Detail ID. For example: if the January attendance for a child is PAID, then a Prior Period Adjustment is created and saved; another Prior Period Adjustment for this record cannot be created until the first PPA is in PAID status.

The screen will be read-only until the Adjustment is in the Updated or Paid status.



The PPA screen will display as read-only, and the **Submit** button is deactivated if there is a Pending Adjustment.

Process Reimbursement Adjustment for [REDACTED]

Adjustment Information

Service Period August 2024	Funder Type <input type="radio"/> SR <input type="radio"/> Local <input checked="" type="radio"/> SRPlus	Unit Of Care -- Select --	Reason -- Select Reason --
Billing Group [REDACTED]	Eligibility [REDACTED]	Care Level In School	Match Funder -- No Match Funders --

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Special Needs Amount	OCA Amount	
Balance	1	\$58.08	\$0.00	\$58.08	\$0.00	\$58.08	\$0.00	\$58.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.68	\$38.72	View History
Payment	1	\$58.08	0.00	\$58.08	\$0.00	\$58.08	0.00	\$58.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.68	\$38.72	
Adjustment																

Comments

[Submit](#) [Cancel](#)

Scenarios - Adjustment Fixes Needed

Below are some scenarios that a Coalition may encounter.

	MTH (not Paid yet)	PPA (Paid in MOD)	LIA
Calculations are incorrect (i.e. Net Less Match, days x rate, etc.)		-- ¹	
Total Payment Rate paid is incorrect		-- ²	
Over/underpaid provider because rate plan differential settings (i.e. Gold Seal, PFP, PFP Assessment, etc.)		-- ²	
Wrap rate paid is double			X
Duplicate payment	X	X	
Parent copay fee incorrect	X	X	
Over/under paid days	X	X	
Split UOC or Care Level		X ³	X ³

¹Covered by OEL data fix phase 1

²Covered by OEL data fix phase 2 (requires ELCs to review rate plans)

³Requires both PPA and LIA

Wrap rate paid is double

If a duplicate record was paid, and days of the payment need to be reversed for a service period.

SR, Local, or SR Plus

Create a LIA, by entering all the required fields and enter a negative number for the Days to be Paid, enter the Total Payment Rate, and enter the Daily Parent CoPay Rate, if applicable. If there are differentials that were included, then include those details in the LIA.

VPK

Create a LIA, by entering all the required fields and enter the Hourly Payment Rate, applicable for the year to be adjusted, enter the Total Instructional Hours for the service period month, and enter a negative number in the Hours Attended.

Split Unit of Care or Care Level

A child was paid for all of August 2018 (23 days) at the PR5/FT rate but should have been SCH once school began. The child needs reimbursement for 8 days at the PR5/FT rate. The child needs reimbursement for 15 days at the SCH/PT rate.

SR, Local, or SR Plus

Create a prior period adjustment on the paid August 2018 record to reduce the 23 PR5/FT days to 8 PR5/FT days (net – 15 PR5/FT days). Create a LIA for the remaining 15 days at the SCH/PT rate. Enter all the required fields – enter in the related child and provider information, select “PT” for the Unit of Care, select “In School” for the Care Level, enter 15 for Days to be Paid, and enter the Total Payment Rate for the daily payment rate.

Pending Adjustments Work Queue

When an adjustment is created (current period adjustment, PPA, LIA) it is available for review in the Pending Adjustment Work Queue. To access the Pending Adjustments Work Queue, navigate to **Reimbursement > Adjustment Processing > Adjustments Pending Approval**.

The Pending Adjustment work queue displays all adjustments created that have not been approved and are currently in PENDING status. The Child Name, Provider ID, Provider Name, Service Period, Funder Type, VPK Class ID, Adjustment Type, Adjusted Billing Group, Adjusted Unit of Care, Adjusted Days Paid, Adjusted Net Payment Amount display along with the action buttons. The columns may be sorted by clicking on the column header. Each column may be filtered by typing criteria in the column's filter field.

Approve

Clicking **Approve** opens the Confirm Approve Pending Adjustment pop-up.

Child Name	Provider ID	Provider Name	Service Period	Funder Type	VPK Class ID	Adjustment Type	Adjusted Billing Group	Adjusted Unit of Care	Adjusted Days Paid	Adjusted Net Payment Amount	Action
Gianna Kennedy	9487	OUR CHILDREN'S WORKSHOP INC	Apr 2024	VPK	AF23	PPA				-183.81	Approve Cancel
Gianna Kennedy	9487	OUR CHILDREN'S WORKSHOP INC	May 2024	VPK	AF23	PPA				-367.62	Approve Cancel
Inogen Javidat	10096	CORAL RIDGE CHRISTIAN ACADEMY	Dec 2023	VPK	BF23	PPA				-55.45	Approve Cancel
Hadi Fabricio	20754	DAVE CHRISTIAN SCHOOL	May 2024	VPK	DF23	PPA				0.00	Approve Cancel
Hasee Niki	10096	CORAL RIDGE CHRISTIAN ACADEMY	Dec 2023	VPK	BF23	PPA				0.00	Approve Cancel
Abby Del	10755	CharLee Preschool & Childcare of Oakland Park	Aug 2024	SRPlus		MTH	SRPLS	FT	1	9.75	Approve Cancel
Mayam Marge	10000	Mickey Mini Miracles Academy LLC	Jan 2024	SR		LIA	BGS	FT	-23	-64.40	Approve Cancel
Sakar Wynona	10000	Mickey Mini Miracles Academy LLC	Jan 2024	SR		LIA	BGS	FT	-23	-62.79	Approve Cancel

Clicking **Yes** will remove the adjustment from the Pending Adjustment Work Queue and move it to the Payment Verified Work Queue.

Clicking **Cancel** will close the pop-up window and display the Pending Adjustment Work Queue.

Confirm Approve Pending Adjustment

This will mark the adjustment as Payment Verified in the open payment period. Are you sure you want to continue?

Are you sure you want to continue?

Yes **Cancel**

Void

Clicking **Void** opens the Confirm Void Pending Adjustment pop-up.

Pending Adjustment Work Queue											
Click Here For Filtering Tips											
Show top 10 adjustments results											
Child Name	Provider ID	Provider Name	Service Period	Funder Type	VPK Class ID	Adjustment Type	Adjusted Billing Group	Adjusted Unit of Care	Adjusted Days Paid	Adjusted Net Payment Amount	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
Gianna Kennedy	9427	OUR CHILDREN'S WORKSHOP INC	Apr 2024	VPK	AF23	PPA				-183.81	Approve Void
Gianna Kennedy	9427	OUR CHILDREN'S WORKSHOP INC	May 2024	VPK	AF23	PPA				-387.82	Approve Void
Imogen Javdal	10096	CORAL RIDGE CHRISTIAN ACADEMY	Dec 2023	VPK	BF23	PPA				-55.45	Approve Void
Hedi Fabrice	25754	DAVE CHRISTIAN SCHOOL	May 2024	VPK	DF23	PPA				0.00	Approve Void
Hsein Niki	10096	CORAL RIDGE CHRISTIAN ACADEMY	Dec 2023	VPK	BF23	PPA				0.00	Approve Void
Abby Del	10755	Charles Preschool & Childcare of Oakland Park	Aug 2024	SRPlus		MTH	SRPLS	FT	1	9.75	Approve Void
Maryam Mangle	10006	Mickey Mini Miracles Academy LLC	Jan 2024	SR		LIA	BGS	FT	-23	-64.40	Approve Void
Sakar Wynona	10006	Mickey Mini Miracles Academy LLC	Jan 2024	SR		LIA	BGS	FT	-23	-62.79	Approve Void

Clicking **Yes** will:

1. Move the current period adjustment (MTH) back to Closed Attendance.
2. Delete the prior period adjustment (PPA).
3. Delete the line item adjustment (LIA).
4. Remove the selected adjustment from the Pending Adjustment work queue.

If the PPA or LIA is deleted, and an adjustment is still needed, then a new one must be created.

Clicking **Cancel** will close the pop-up window and display the Pending Adjustment Work Queue.

Confirm Void Pending Adjustment

For Current Adjustments (MTH) the attendance record is returned to Closed. For Prior Period Adjustments and Line Item Adjustments the record will be deleted. Are you sure you want to continue?

Yes

Cancel

View Adjustment

Clicking **View Adjustment** opens the Adjustments History pop-up.

"Pending Adjustment" Work Queue

Click Here For Filtering Tips

Show top 10 adjustments results. Clear All Filters

Child Name	Provider ID	Provider Name	Service Period	Funder Type	VPK Class ID	Adjustment Type	Adjusted Billing Group	Adjusted Unit of Care	Adjusted Days Paid	Adjusted Net Payment Amount	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
Gianna Kennedy	8487	OUR CHILDREN'S WORKSHOP INC	Apr 2024	VPK	AF23	PPA				-183.81	Approve View Adjustment
Gianna Kennedy	8487	OUR CHILDREN'S WORKSHOP INC	May 2024	VPK	AF23	PPA				-367.62	Approve View Adjustment
Imogen Javidat	18886	CORAL RIDGE CHRISTIAN ACADEMY	Dec 2023	VPK	BF23	PPA				-55.48	Approve View Adjustment
Hadi Fabrice	25754	DAVIE CHRISTIAN SCHOOL	May 2024	VPK	DF23	PPA				0.00	Approve View Adjustment
Hsein Niki	18886	CORAL RIDGE CHRISTIAN ACADEMY	Dec 2023	VPK	BF23	PPA				0.00	Approve View Adjustment
Abby Del	10735	CharLee Preschool & Childcare of Oakland Park	Aug 2024	SRPlus		MTH	SRPLS	PT	1	9.75	Approve View Adjustment
Mayan Marge	10006	Mickey Mini Miracles Academy LLC	Jan 2024	SR		LIA	BGS	FT	-23	-64.40	Approve View Adjustment
Sekar Wynora	10006	Mickey Mini Miracles Academy LLC	Jan 2024	SR		LIA	BGS	FT	-23	-62.79	Approve View Adjustment

Adjustments History

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Status
	13	\$13.60	\$1.60	\$176.80	\$20.80	\$156.00	\$0.00	\$9.36	\$0.00	\$0.00	\$0.00	PAID
	-9	\$13.60	\$1.60	-\$122.40	-\$14.40	-\$108.00	\$0.00	-\$6.48	\$0.00	\$0.00	\$0.00	Pending
Final	4	\$13.60	\$1.60	\$54.40	\$6.40	\$48.00	\$0.00	\$2.88	\$0.00	\$0.00	\$0.00	

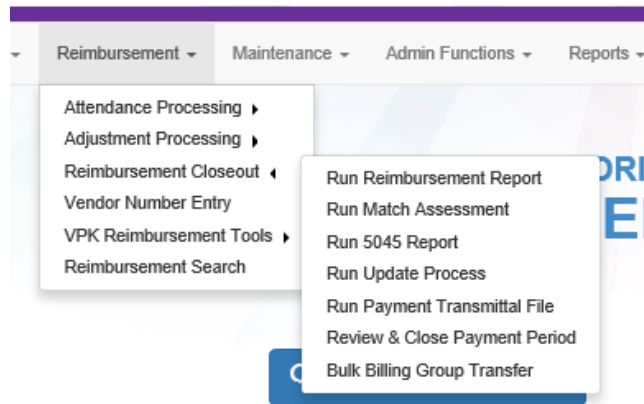
The Adjustments History pop-up displays the original record at the top and then the adjustment(s) display in the row(s) below.

The Status for the Adjustment is Pending. An additional adjustment (PPA or LIA) cannot be created for the Reimbursement ID record, until it has a status of PAID.

Reimbursement Closeout Process

The Reimbursement Closeout features are available under the Reimbursement menu item. The features included in Reimbursement Closeout are Run Reimbursement Report, Run Match Assessment, Run 5045 Report, Run Update Process, Run Payment Transmittal File, Review & Close Payment Period, and Bulk Billing Group Transfer.

Note: The Run Match Assessment process is not applicable to SR Plus.

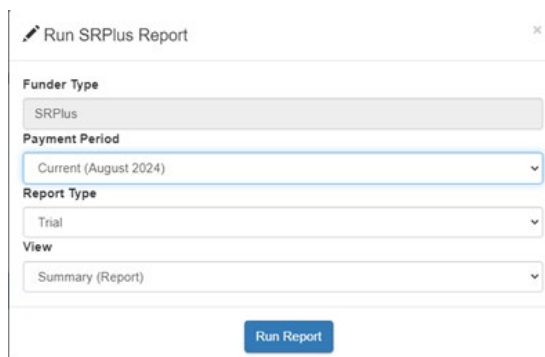


Run Reimbursement Report

Navigate to the **Reimbursement Closeout > Run Reimbursement Report** page. Click the **Run Reimbursement Report** button from the appropriate funder type row.

Run Reimbursement Report										
Payment Period Summary										
Use this page to review and run Reimbursement reports										
Funding Type	Payment Period	Have Attendance	Closed Attendance	Pending Adjustment	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	August 2024	2423	1788	5	135	0	0	-	-	Run Reimbursement Report
SR	August 2024	2587	264	221	38	71	0	20	0.00	Run Reimbursement Report
Local	August 2024	-	6	14	0	0	0	-	-	Run Reimbursement Report
SR Plus	August 2024	-	0	0	10	0	0	-	-	Run Reimbursement Report
VPK Advance-VPK	August 2024	-	-	-	0	0	0	-	-	Run Reimbursement Report
VPK Advance-VPKS	August 2024	-	-	-	0	0	0	-	-	Run Reimbursement Report
VPK SIS	August 2024	-	-	-	0	0	0	-	-	Run Reimbursement Report

A pop-up message appears to collect the report parameters.



Run SRPlus Report

Funder Type: SRPlus

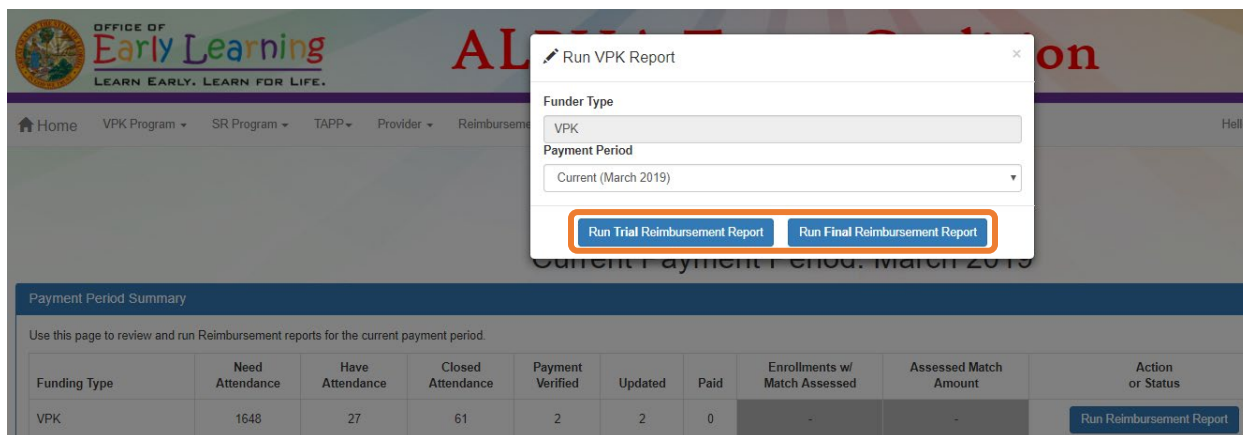
Payment Period: Current (August 2024)

Report Type: Trial

View: Summary (Report)

Run Report

The Trial Reimbursement Report includes records in all statuses for the payment period and funder type selected. The Final Reimbursement Report includes records that are in Updated and Paid statuses for the payment period and funder type selected.



Run VPK Report

Funder Type: VPK

Payment Period: Current (March 2019)

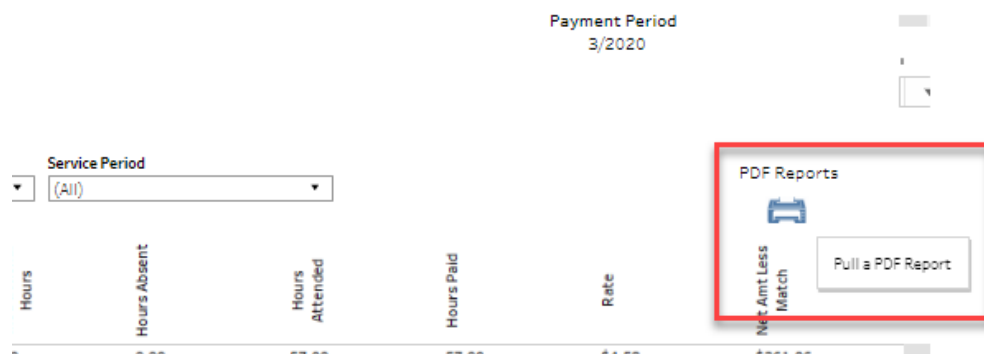
Run Trial Reimbursement Report Run Final Reimbursement Report

Payment Period Summary

Use this page to review and run Reimbursement reports for the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	1648	27	61	2	2	0	-	-	Run Reimbursement Report

To print a PDF of the report, click on the **PDF Reports** icon. Allow the print menu to display. Hover over the **Get Provider Reimbursement PDF** link and click on it. The PDF report opens.



Payment Period: 3/2020

Service Period: (All)

Hours: Hours Absent: Hours Attended: Hours Paid: Rate: Net Amt Less Match

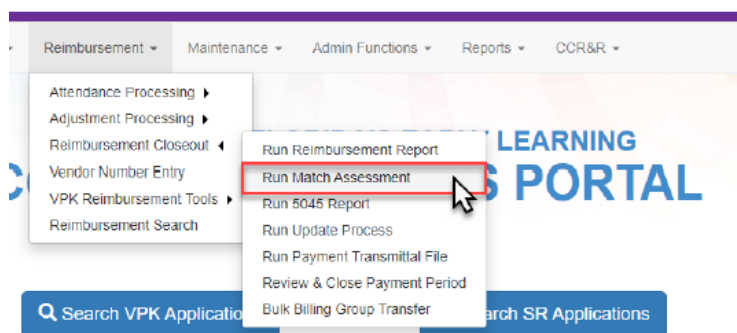
PDF Reports

Pull a PDF Report

Run Match Assessment

Prior to July 1, 2019 the state required 6% local match participation for BG8 families and a 50% local match for participants in the Child Care Executive Partnership (CCEP) program. The significant change in match for 2019-2020 is that now there is no requirement for local match at the coalition level for BG8 eligible families and the CCEP program no longer exists.

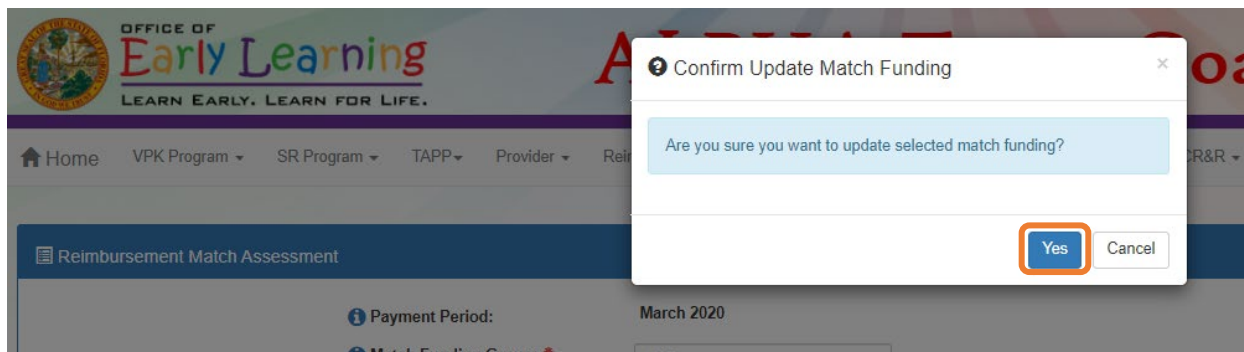
The match assessment process must be run when all service period records are in Payment Verified status. Go to **Reimbursement > Reimbursement Closeout > Run Match Assessment**.



Select the required fields and click **Update**.

A screenshot of the 'Reimbursement Match Assessment' form. The form has a blue header with the title 'Reimbursement Match Assessment'. Below the header, there are several fields with information icons (i) and red asterisks (*) indicating required fields. The fields are: 'Payment Period:' with a value of 'March 2020'; 'Match Funding Group:' with a dropdown menu showing 'BG8'; 'Service Period:' with a dropdown menu showing 'December 2019'; 'Match Funding Source:' with a dropdown menu showing '4-SRMT: City of Jacksonville'; 'Percentage:' with a radio button selected, a text input '50.00', and a '%' symbol; and 'Fixed Dollar Match:' with a radio button unselected, a '\$' symbol, and a text input '0.00'. At the bottom right of the form, there is a blue 'Update' button with a red border.

After clicking **Update**, a Confirm Update Match Funding pop-up displays. Click the **Yes** button to confirm.



The page refreshes with the assessed match amount. Match will only be run on monthly (MTH) records. The Run Match process will not be applied to adjustments.

The expanded grid displays the number of records and amounts for the different Reimbursement Statuses. The bottom row provides a total of all the columns. The percentage applies to the MTH records in Reimbursement Status of Verified, Updated, and Paid. In the example below, 50% match was applied to the records in Verified.

Reimbursement Match Assessment

Payment Period:

March 2020

Match Funding Group:

BG8

Service Period:

December 2019

Match Funding Source:

4-SRMT: City of Jacksonville

Percentage:

☒ 50.00 %

Fixed Dollar Match:

☐ \$ 0.00

Update

Reimbursement Status	Enrollment with Match Assessment Funds	Payment Amount on which Match was Assessed	Total Assessed Match Amount
Closed	2	\$487.32	0
Pending Approval	0	0	0
Verified	6	\$1011.8	\$505.92
Updated	0	0	0
Paid	0	0	0
Total	8	\$1499.12	\$505.92

This can be run again. This time, try a dollar amount.

Reimbursement Match Assessment

Payment Period:

March 2020

Match Funding Group: *

BG8

Service Period: *

July 2019

Match Funding Source: *

14-MATCH: The Children Trust- BG8 Matcl

Percentage: *

0.00

%

Fixed Dollar Match: *

\$ 1000.00

Update

Reimbursement Status	Enrollment with Match Assessment Funds	Payment Amount on which Match was Assessed	Total Assessed Match Amount
Closed	4	\$350.76	\$21.04
Pending Approval	0	0	0
Verified	2	\$281.95	\$281.95
Updated	0	0	0
Paid	0	0	0
Total	6	\$632.71	\$302.99

Run 5045 Report										
Current Payment Period: March 2019										
Payment Period Summary										
Use this page to review and run 5045 reports for the current payment period.										
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status	
VPK	1648	27	61	2	2	0	-	-	Run 5045 Report	
SR	1953	58	32	15	0	0	17	1729.21	Run 5045 Report	
Local	-	-	5	0	0	0	-	-	Run 5045 Report	
VPK Advance-VPK	-	-	-	0	0	0	-	-	Run 5045 Report	
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run 5045 Report	
VPK SIS	-	-	-	0	0	0	-	-	Run 5045 Report	

NOTE: All match assessment runs must be complete prior to initiating the Run Update process. The Run Update process will change the record status to Updated, locking in the payment amounts. Match assessment can only be run on records in the Payment Verified status. The amounts in place when the Run Update process runs is the final match assessment. The Match Funder Report is available in Tableau.

Run Update

To begin the process, go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Update Process**. Click **Run Update** for the appropriate funder type. The Run Update process completes and the total number of records move from the Payment Verified column to the Updated column.

Run Update Process

Payment Period Summary

Use this page to run the update process for records that have had the payment verified in the open payment period.

Funding Type	Payment Period	Have Attendance	Closed Attendance	Pending Adjustment ⓘ	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	August 2024	2423	1788	5	135	0	0	-	-	Run Update
SR	August 2024	2587	264	221	38	71	0	20	0.00	Run Update
Local	August 2024	-	6	14	0	0	0	-	-	Run Update
SR Plus	August 2024	-	0	0	10	0	0	-	-	Run Update
VPK Advance-VPK	August 2024	-	-	-	0	0	0	-	-	Run Update
VPK Advance-VPKS	August 2024	-	-	-	0	0	0	-	-	Run Update
VPK SIS	August 2024	-	-	-	0	0	0	-	-	Run Update

Run Payment Transmittal File

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Payment Transmittal File**. Click **Run File** for the appropriate funder type.

Run Payment Transmittal File

Payment Period Summary

Use this page to review and close

Funding Type	Payment Period	Have Attendance	Closed Attendance	Pending Adjustment ⓘ	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	August 2024	2423	1788	5	135	0	0	-	-	Run File
SR	August 2024	2587	264	221	38	71	0	20	0.00	Run File
Local	August 2024	-	6	14	0	0	0	-	-	Run File
SR Plus	August 2024	-	0	0	10	0	0	-	-	Run File
VPK Advance-VPK	August 2024	-	-	-	0	0	0	-	-	Run File
VPK Advance-VPKS	August 2024	-	-	-	0	0	0	-	-	Run File
VPK SIS	August 2024	-	-	-	0	0	0	-	-	Run File

A pop-up message appears. The Payment Transmittal File default criteria is set:

- Payment Period is the current payment period
- Summarization Option of Group by Billing Group
- Included Records Option is Updated Records Only

An Excel file downloads and the total number of records move from the Updated column to the Paid column. Click **Run Transmittal file**. The file downloads and the total number of records display in the Paid column.

Run SR Transmittal File

Funder Type

SR

Payment Period

Current (March 2020)

Summarization Option

Group by Billing Group

Included Records Option

Updated Records Only

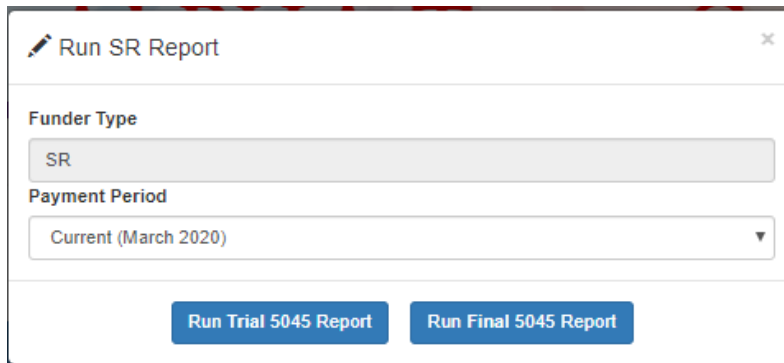
Run Transmittal File Close

Run 5045 Report

Navigate to the **Reimbursement Closeout > Run 5045 Report** page. Click the **Run 5045 Report** button from the appropriate funder type row.

Run 5045 Report										
Payment Period Summary										
Use this page to review and run 5045 reports										
Funding Type	Payment Period	Have Attendance	Closed Attendance	Pending Adjustment	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	August 2024	2423	1788	5	135	0	0	-	-	Run 5045 Report
SR	August 2024	2587	264	221	38	71	0	20	0.00	Run 5045 Report
Local	August 2024	-	6	14	0	0	0	-	-	Run 5045 Report
SR Plus	August 2024	-	0	0	10	0	0	-	-	Run 5045 Report
VPK Advance-VPK	August 2024	-	-	-	0	0	0	-	-	Run 5045 Report
VPK Advance-VPKS	August 2024	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	August 2024	-	-	-	0	0	0	-	-	Run 5045 Report

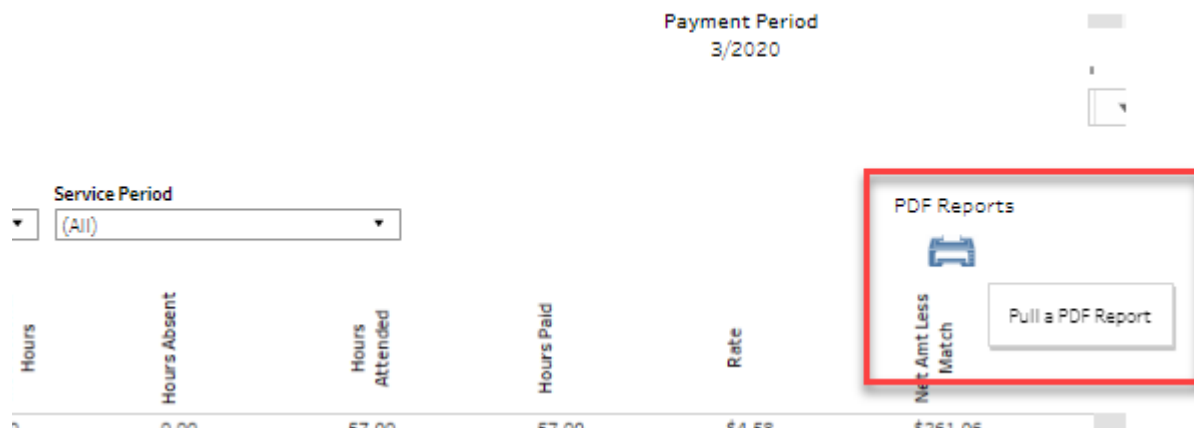
A pop-up message appears to collect the report parameters.



The image shows a pop-up window titled "Run SR Report" with a close button (X) in the top right corner. Inside the window, there are two sections. The first section is labeled "Funder Type" and contains a text input field with the value "SR". The second section is labeled "Payment Period" and contains a dropdown menu with the selected option "Current (March 2020)". At the bottom of the window, there are two blue buttons: "Run Trial 5045 Report" and "Run Final 5045 Report".

The Trial Reimbursement Report includes records in all statuses for the payment period and funder type selected. The Final Reimbursement Report includes records that are in Updated and Paid statuses for the payment period and funder type selected.

To print a PDF of the report, click on the **PDF Reports** icon. Allow the print menu to display. Hover over the **Get Provider Reimbursement PDF** link and click on it. The PDF report opens.



The image shows a report interface. At the top right, there is a "Payment Period" dropdown menu set to "3/2020". Below this, on the left, is a "Service Period" dropdown menu set to "(All)". The main area of the interface is a table with the following headers: "Hours", "Hours Absent", "Hours Attended", "Hours Paid", and "Rate". To the right of the table, there is a "PDF Reports" button with a printer icon. A red box highlights the "PDF Reports" button and a "Pull a PDF Report" button that appears when the "PDF Reports" button is hovered over.

VPK Advance Payment Process

VPK providers that indicate participation in advance payment in the VPK contract are included in the VPK Advance Payment process.

Run Update (Part 1 - Trial)

To begin the process, go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Update Process**. Go to the *VPK Advance – VPK* row and click **Run Update**.

Run Update Process									
Current Payment Period: December 2018									
Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	0	0	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

A pop-up message appears. The service period displays at the top and payment information for each VPK provider class (with advance payment) displays below.

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Accept Payments for Update Process: VPK Advance-VPK

Payment Period: December 2018

Service Period: January 2019

Provider Name	Class	Number of Enrolled Children	Total Hours Paid	Total Payment
Growing Up Strong	AF18	11	561	2333.76

Accept

Cancel

Payment Period Summary

Use this page to run the update process for records that have had the payment verified in the open payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	0	0	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

- Total Payment = VPK Hourly Rate x .95 (rounded to the penny) x Total Hours Paid.
- The service period for advance payment is set one month ahead of the current payment period. For example, if the current payment period is August, the service period is October.
- The provider's class calendar and each child's enrollment record is used to calculate the Total Hours Paid for the service period.
- Providers with fewer than four child enrollments cannot start a class so they are excluded from advance payment. When the condition is met, the class is included. **NOTE:** After the initial requirement to start the class is met, the enrollment number may be lower and still be included in the reimbursement process.

STOP! Click **Cancel**. (Clicking **Accept** completes the Run Update and locks the payment. To see a Trial 5045 and Detail Report BEFORE completing the Update process, click **Cancel**.)

Click the refresh button on your browser or CTRL + F5. The total number of records display in the Payment Verified column.

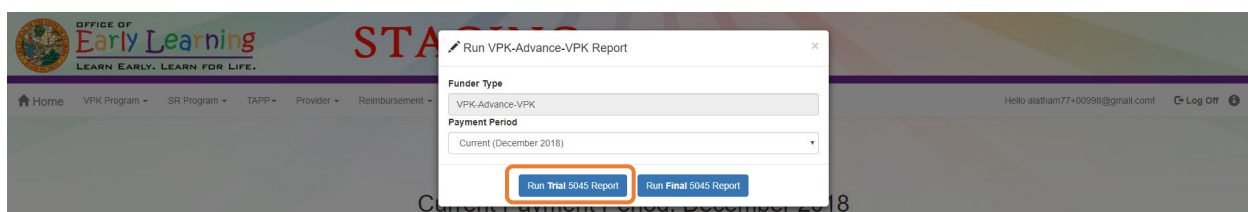
Run Update Process									
Current Payment Period: December 2018									
Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	11	0	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

Run Trial 5045 Report

Next, go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run 5045 Report**. Go to the **VPK Advance – VPK** row and click **Run 5045 Report**.

Run 5045 Report									
Current Payment Period: December 2018									
Payment Period Summary									
Use this page to review and run 5045 reports for the current payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run 5045 Report
SR	233	17	0	0	0	0	0.00	0.00	Run 5045 Report
Local	-	-	0	0	0	0	0.00	0.00	Run 5045 Report
VPK Advance-VPK	-	-	-	11	0	0	-	-	Run 5045 Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	-	-	-	0	0	3	-	-	Run 5045 Report

A pop-up message appears. Click **Run Trial 5045 Report**.



The Trial Advance Payment Summary Report opens.

- A detail report (with child information) is available by selecting **Detail Report**.
- To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Run Update (Part 2 - Commit)

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Update Process**. Go to the **VPK Advance – VPK** row and click **Run Update**.

Run Update Process									
Current Payment Period: December 2018									
Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	11	0	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

A pop-up message appears. Click **Accept**. The Run Update process completes and the total number of records display in the Updated column.

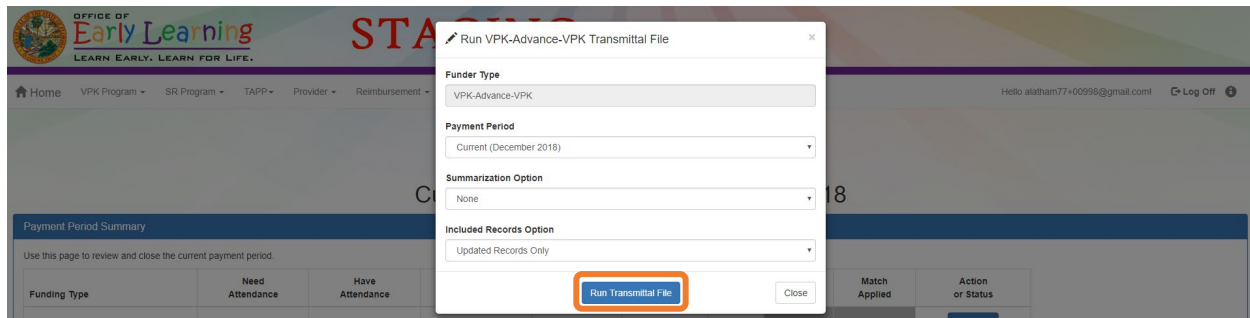
Run Update Process									
Current Payment Period: December 2018									
Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	0	11	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

Run Payment Transmittal File

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Payment Transmittal File**. Go to the **VPK Advance – VPK** row and click **Run File**.

Run Payment Transmittal File									
Current Payment Period: December 2018									
Payment Period Summary									
Use this page to review and close the current payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run File
SR	233	17	0	0	0	0	0.00	0.00	Run File
Local	-	-	0	0	0	0	0.00	0.00	Run File
VPK Advance-VPK	-	-	-	0	11	0	-	-	Run File
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run File
VPK SIS	-	-	-	0	0	3	-	-	Run File

A pop-up message appears. The Payment Transmittal File default criteria is set. Click **Run Transmittal File**.



The file downloads and the total number of records display in the Paid column.

Run Payment Transmittal File
Current Payment Period: December 2018

Payment Period Summary

Use this page to review and close the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	48	13	8	31	0	0	-	-	Run File
SR	233	17	0	0	0	0	0.00	0.00	Run File
Local	-	-	0	0	0	0	0.00	0.00	Run File
VPK Advance-VPK	-	-	-	0	0	11	-	-	Run File
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run File
VPK SIS	-	-	-	0	0	3	-	-	Run File

Save the downloaded file locally. See *Payment Transmittal File Layout* below.

Run Final 5045 Report

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run 5045 Report**. Go to the **VPK Advance – VPK** row and click **Run 5045 Report**.

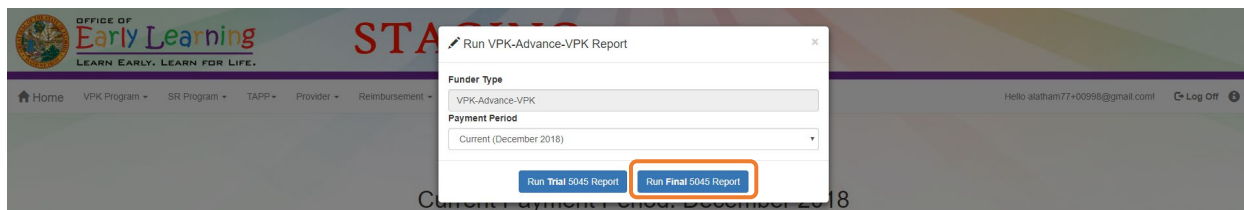
Run 5045 Report
Current Payment Period: December 2018

Payment Period Summary

Use this page to review and run 5045 reports for the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	48	13	8	31	0	0	-	-	Run 5045 Report
SR	233	17	0	0	0	0	0.00	0.00	Run 5045 Report
Local	-	-	0	0	0	0	0.00	0.00	Run 5045 Report
VPK Advance-VPK	-	-	-	0	0	11	-	-	Run 5045 Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	-	-	-	0	0	3	-	-	Run 5045 Report

A pop-up message appears. Click **Run Final 5045 Report**.



The Final Advance Payment Summary Report opens.

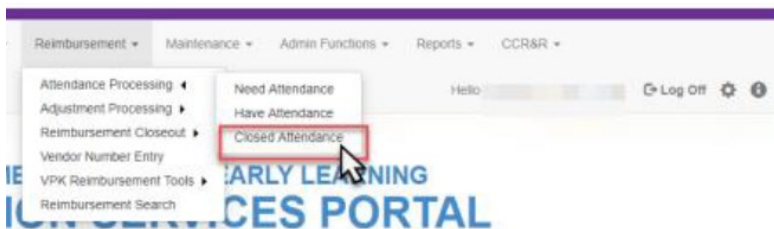
- A detail report (with child information) is available by selecting **Detail Report**
- To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Bulk Billing Group Transfer

NOTE: See Bulk Billing Group Transfer in Family Processes for CCEP and SR Match changes.

Closed Attendance Check

Once the new funder and funding allocations are created (see Bulk Billing Group Transfer in the Family section), at the end of the payment period, go to **Reimbursement > Attendance Processing > Closed Attendance**.



Select the Funder Type (SR) from the funder type drop down menu and click **Submit**. Then, click on the Review link to open a provider's Closed Attendance records for a service period.

"Closed Attendance" Work Queue Return to Search

Click Here For Filtering Tips

County: All Funder Type: SR Submit

Show 10 search results Clear All Filters Search:

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status
Review	16	SUNCOAST CHRISTIAN ACADEMY, INC.	Palm Beach	October 2019	SR		Closed Attendance
Review	20	PROCHILD EARLY LEARNING CENTER INC	Palm Beach	October 2019	SR		Closed Attendance
Review	21	PLANET KIDS AT WELLINGTON	Palm Beach	October 2019	SR		Closed Attendance
Review	23	Salem Child Learning Center	Palm Beach	October 2019	SR		Closed Attendance

Review the records. Are there are CCEP records? If so, STOP!

PLANET KIDS AT WELLINGTON - Nov - 2019

Reimbursement Record for PLANET KIDS AT WELLINGTON 103 Total Records

Funder Type: SR

Status: Closed Attendance

Vendor Number:

Site Address: 9135 LAKE WORTH RD LAKE WORTH, FL 33467

Payment Period: Nov - 2019

Provider Type: Center

Provider Name: PLANET KIDS AT WELLINGTON

County: Palm Beach

Service Period: 10/01/2019 to 10/31/2019

Provider ID: 21

Phone: (561) 434-9098

Provider Rates

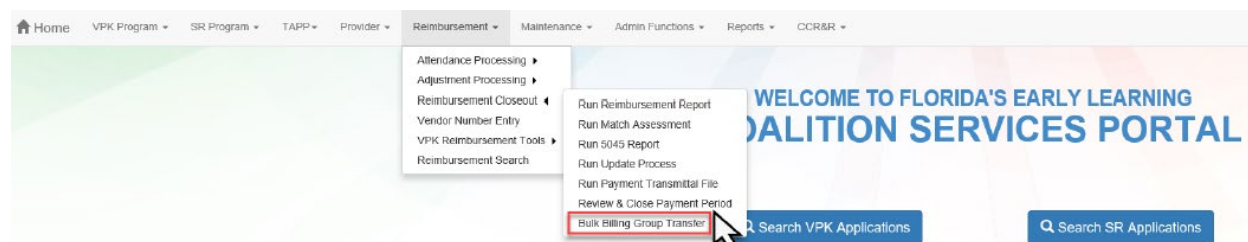
Refresh Calculations

Move All to View

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Net Amount	Gold Seal Amount	FFP Amount	FFP CA Amount	QI Amount	CS Amount	Status	Action
1.		3/27/2019	CCEP	P1	INF	FT	23	\$38.92	\$27.83	\$0.00	\$0.00	\$0.00	Verified		Adjust Back to View	
2.		12/10/2018	CCEP	P1	INF	FT	23	\$38.92	\$27.83	\$0.00	\$0.00	\$0.00	Verified		Adjust Back to View	
3.		4/19/2019	BGB	ECON	INF	FT	4	\$24.16	\$4.04	\$0.00	\$0.00	\$0.00	Verified		Adjust Back to View	
INF TOTALS								\$302.00	\$60.50	\$0.00	\$0.00	\$0.00				
4.		3/17/2018	CCEP	P1	TOD	FT	4	\$32.87	\$21.64	\$4.24	\$0.00	\$0.00	\$0.00		Verify Adjust Back to View	

The CCEP records must be changed with the bulk billing group transfer process before verifying.

Go to the Reimbursement menu and select **Reimbursement Closeout > Bulk Billing Group Transfer**.



The Bulk Billing Group Transfer Search screen displays. Select the *Funder Type*, *Billing Group*, *Eligibility Code*, and *Service Period* that need to be updated and click the Search button.

Note: Each selection is a filter that must be selected (in order) before the search can be initiated.

- The **Billing Group** dropdown menu displays all of the billing group codes that are associated with the selected funder type.
- The **Eligibility Code** dropdown menu displays all of the eligibility codes that are associated with the selected funder type and billing group code.

The **Service Period** dropdown menu displays all service periods that are associated with the selected funder type, billing group, and eligibility code AND are in the **Closed Attendance** status.

Bulk Billing Group Transfer Search

Bulk Billing Group Transfer Search

Funder Type: SR

Billing Group: CCEP

Eligibility Code: P1

Service Period: 10/1/2019

Search

The results display all records in Closed Attendance that have the funder type, billing group, and eligibility combination for the service period selected. Use the Search feature and column filters to narrow results. Scroll to the right to see more.

Bulk Billing Group Transfer Search

Service Period October 2019

Search Results

Show 10 entries

Search:

Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended
Filter	Filter	Filter	planet kids at	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	01/22/2019	01/22/2020	2.76	FT	23
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	05/13/2019	05/13/2020	6.20	PT	23
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	06/22/2019	03/30/2020	0.00	FT	23
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	07/02/2019	07/02/2020	2.76	FT	23
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	07/02/2019	07/02/2020	2.76	FT	23
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	04/10/2019	04/10/2020	7.40	FT	2
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	04/10/2019	04/10/2020	7.40	FTV	21
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2018	10/28/2019	2.45	FT	2
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2018	10/28/2019	2.45	PT	17
	21		PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2018	10/28/2019	2.45	FT	2

Showing 1 to 10 of 31 entries (filtered from 2,730 total entries)

Previous 1 2 3 4 Next

The Update button is disabled until records are selected.

Update Cancel

Select each row that needs to be updated by clicking the row. The row becomes highlighted blue and the total number of rows selected display at the bottom of the screen. Click the **Update** button.

21	PLANET KIDS AT WELLINGTON	CCEP	P1	06/03/2019	06/03/2020	6.20	FT	2
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/05/2019	09/05/2020	2.45	FT	23
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/05/2019	09/05/2020	2.45	FT	2
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/05/2019	09/05/2020	2.45	PT	21
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/13/2019	03/21/2020	2.45	FT	2
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/13/2019	03/21/2020	2.45	PT	21
21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/09/2019	09/09/2020	2.60	FT	4
21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2019	10/28/2020	2.20	PT	4
21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2019	10/28/2020	2.20	PT	2
21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2019	10/28/2020	2.20	PT	1

Showing 1 to 31 of 31 entries (filtered from 2,730 total entries) 31 rows selected

Previous 1 Next

The Update button is now enabled.

Update Cancel

The Update Billing Group Assignments pop-up displays. The Current Information area displays the current funder type, billing group, eligibility code and match funder name. Coalition users input the changes needed in the New Information area. Then, click the **Run** button.

Update Billing Group Assignments

Current Information

Funder Type	Billing Group Code	Eligibility Code	Match Funder
SR	CCEP	P1	P1

New Information

Funder Type*
☒ SR ☐ Local

Billing Group Code*
 BG8

Eligibility Code*
 ECON - Economically Disadvantage
 SRMT - SR Match Program

Match Funder*

Choose BG8-Econ or BG8-SRMT; separate match funders must be set up.

Run **Cancel**

The Results window displays a preview of the updated reimbursement records. Notice the changed billing group, eligibility code. If correct, click the **Save** button. Otherwise, click the **Cancel** button to abandon the changes.

Results

Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended	Rate
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	06/22/2019	03/30/2020	0.00	FT	23	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2019	2.45	FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2018	10/28/2019	2.45	PT	17	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/20			PT	17	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/20			FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	PT	21	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	01/22/2019	01/22/2020	2.76	FT	23	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	1	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	4	0

Confirm the changes made. Click the Save button to continue.

Save **Cancel**

Next, a confirmation message displays. Click the **Yes** button to commit the changes. Otherwise, click the **Cancel** button to abandon the changes.

Confirm Submit Reimbursement Updates

This will save all changes and make the reimbursement updates final.
Are you sure you want to continue?

Yes Cancel

Then, a success message displays with the total number of records that were updated. Click the **OK** button.

Bulk Billing Group

31 Reimbursements were updated successfully.

OK

When the message is closed, the screen returns to the Bulk Billing Group Transfer search page. The changes can now be verified in Closed Attendance.

Review the records. Now that there are no CCEP records, continue to verify records as usual. Repeat for all service period rosters.

Reimbursement Record for PLANET KIDS AT WELLINGTON
103 Total Records

Funder Type: SR
Status: Closed Attendance
Vendor Number:
Site Address: 9135 LAKE WORTH RD LAKE WORTH, FL 33467
Payment Period: Nov - 2019
Provider Type: Center
Provider Name: PLANET KIDS AT WELLINGTON
County: Palm Beach
Service Period: 10/01/2019 to 10/31/2019
Provider ID: 21
Phone: (1) 434-9098
\$ Print
Refresh Calculations
Move All to 'Have'

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gross Amount	PFP CA Amount	QI Amount	CS Amount	Status	Action
1.		3/27/2019	BG8	SRMT	INF	FT	23	\$37.45	\$4.91	\$861.35	\$112.93	\$748.42	\$138.92	\$27.83	\$0.00	\$0.00	Verified	Adjust Back to 'Have'
2.		12/10/2016	BG8	SRMT	INF	FT				\$861.35	\$126.96	\$734.39	\$138.92	\$27.83	\$0.00	\$0.00	Verified	Adjust Back to 'Have'
3.		4/19/2019	BG8	ECON	INF	FT				\$748.42	\$112.93	\$635.49	\$24.16	\$4.84	\$0.00	\$0.00	Verified	Adjust Back to 'Have'
										\$1,872.12	\$250.82	\$1,621.30	\$302.00	\$60.60	\$0.00	\$0.00		Verify
4.		3/17/2018	BG8	SRMT	TOD	FT	4	\$32.67	\$2.45	\$131.48	\$9.84	\$121.64	\$21.20	\$4.24	\$0.00	\$0.00		Adjust Back to 'Have'

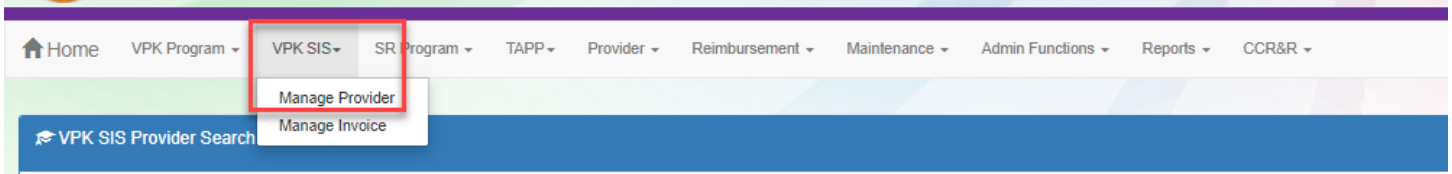
The CCEP records have been changed to BG8 - SRMT.

VPK Specialized Instructional Service (SIS) Process

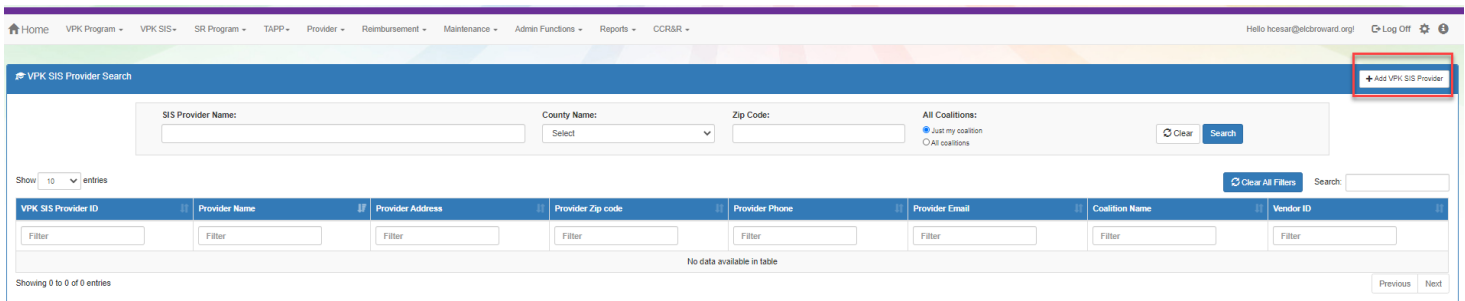
VPK SIS providers are paid through the Coalition Services Portal by enrolling and building a schedule of services for a child. To use this feature, users must be VPK Contract Manager. In addition, VPK SIS Providers for each coalition must be created and the VPK child application must be approved with a SIS session type.

Add VPK SIS Provider

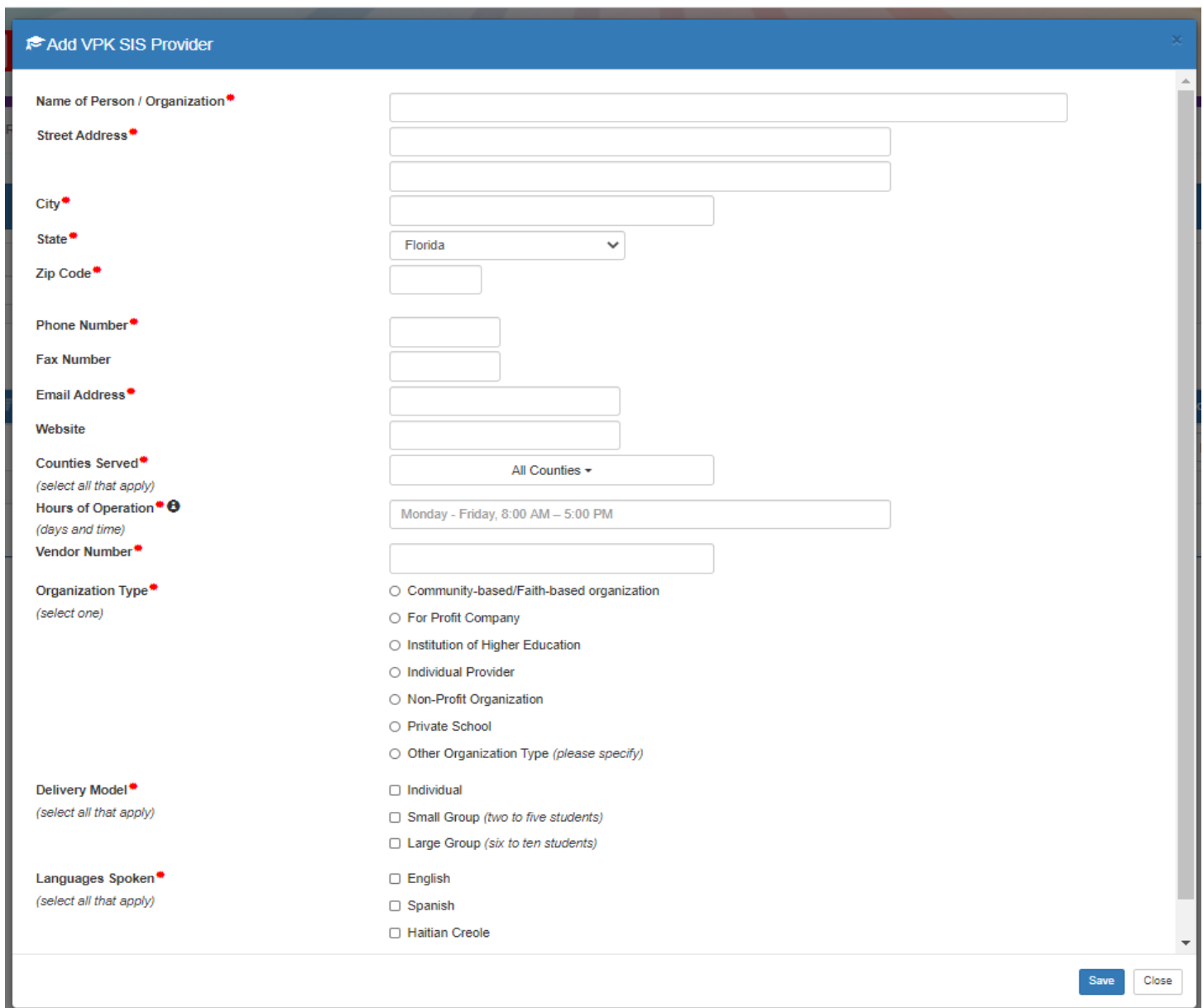
VPK SIS providers do not require a traditional provider profile or document submission; however, Coalition staff enter abbreviated profile information to create VPK SIS providers. To add a VPK SIS provider, navigate to **VPK SIS > Manage Provider**.



Click the **+Add VPK SIS Provider** button in VPK Search Provider Search Page.

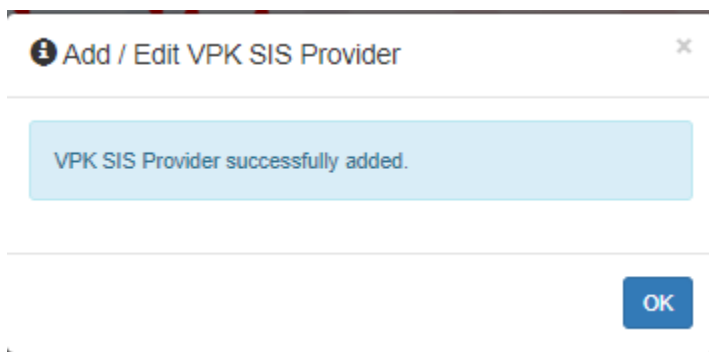


The Add VPK SIS Provider page displays.



The screenshot shows a web form titled "Add VPK SIS Provider" with a blue header bar. The form contains several input fields and checkboxes. The fields are: "Name of Person / Organization", "Street Address" (two lines), "City", "State" (a dropdown menu showing "Florida"), "Zip Code", "Phone Number", "Fax Number", "Email Address", "Website", "Counties Served" (a dropdown menu showing "All Counties"), "Hours of Operation" (a text box showing "Monday - Friday, 8:00 AM - 5:00 PM"), and "Vendor Number". The "Organization Type" section has radio buttons for "Community-based/Faith-based organization", "For Profit Company", "Institution of Higher Education", "Individual Provider", "Non-Profit Organization", "Private School", and "Other Organization Type (please specify)". The "Delivery Model" section has checkboxes for "Individual", "Small Group (two to five students)", and "Large Group (six to ten students)". The "Languages Spoken" section has checkboxes for "English", "Spanish", and "Haitian Creole". At the bottom right, there are "Save" and "Close" buttons.

Fill in the information and press **Save**. A confirmation message displays.



Search VPK SIS Provider

To search for a VPK SIS provider, navigate to **VPK SIS > Manage Provider**.

VPK SIS Providers can be searched for by SIS Provider Name, County Name, Zip Code, All Coalition / Just my Coalition.

To search providers only in the logged in user's coalition, click the 'Just my coalition' radio button from the search criteria. Only VPK SIS providers who are registered in the Coalition user's service area are displayed. To search all VPK SIS providers, click the 'All coalitions' radio button.

[Home](#) [VPK Program](#) [VPK SIS](#) [SR Program](#) [TAPP](#) [Provider](#) [Reimbursement](#) [Maintenance](#) [Admin Functions](#) [Reports](#) [CCR&R](#) Hello hcesar@elcbroward.org! [Log Off](#)

VPK SIS Provider Search [Add VPK SIS Provider](#)

SIS Provider Name:

County Name:

Select

Zip Code:

All Coalitions

Just my coalition

CR&R options

Show

10

 entries

Clear All Filters

 Search:

VPK SIS Provider ID	Provider Name	Provider Address	Provider Zip code	Provider Phone	Provider Email	Coalition Name	Vendor ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
207	Test1 academy	234234	32312	(333) 333-3333	abc@gmail.com	ELC of Broward	6935
205	Test SIS3	123 Main Street #4	33328	(850) 321-5286	alatham77@gmail.com	ELC of Broward	103983
204	Test SIS2	123 Main Street	33328	(850) 321-5286	alatham77@gmail.com	ELC of Broward	103983
203	Test SIS	123 Main Street	33328	(850) 321-5286	alatham77@gmail.com	ELC of Broward	T12345
96	Talk to Me Therapy, LLC	1470 SW 96th Terr.	33324	(406) 650-8324	talktometherapy@gmail.com	ELC of Broward	69300
124	Talk to Me Therapy, LLC	1470 SW 96th Terr.	33324	(268) 568-8665	talktometherapy@gmail.com	ELC of Broward	69300
154	Sandra Savinelli, Inc	5400 S. University Drive	33328	(308) 400-4325	sandra@socialmindcenter.com	ELC of Broward	E69447
142	Optimum Behavioral Services, LLC	14201 West Sunrise Blvd.	33323	(517) 690-1486	info@optimumbehavioralservices.com	ELC of Broward	E69408
185	Little Therapy Central	4545 smith street	32303	(888) 888-8888	emma-jones@gmail.com	ELC of Broward	5767646
95	Konfetti Kidz Therapy LLC.	17901 NW 5th Street	33029	(401) 908-1365	info@konfettikidz.com	ELC of Broward	E69346

Showing 1 to 10 of 23 entries

[Previous](#) [1](#) [2](#) [3](#) [Next](#)

To edit the VPK SIS provider Information, click the VPK SIS provider id link.

NOTE: Only the coalition that created the VPK SIS provider can manage it.

Show

10

 entries

Clear All Filters

 Search:

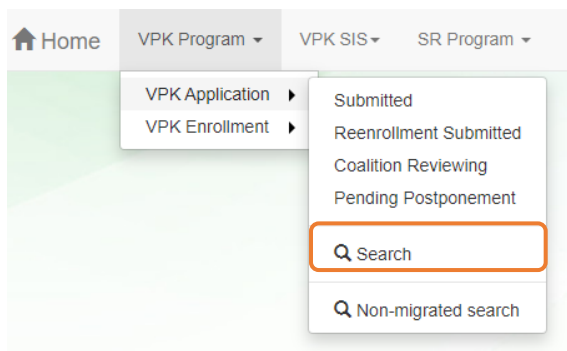
VPK SIS Provider ID	Provider Name	Provider Address	Provider Zip code	Provider Phone	Provider Email	Coalition Name	Vendor ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
207	Test1 academy	234234	32312	(333) 333-3333	abc@gmail.com	ELC of Broward	6935
205	Test SIS3	123 Main Street #4	33328	(850) 321-5286	alatham77@gmail.com	ELC of Broward	103983
204	Test SIS2	123 Main Street	33328	(850) 321-5286	alatham77@gmail.com	ELC of Broward	103983
203	Test SIS	123 Main Street	33328	(850) 321-5286	alatham77@gmail.com	ELC of Broward	T12345
96	Talk to Me Therapy, LLC	1470 SW 96th Terr.	33324	(406) 650-8324	talktometherapy@gmail.com	ELC of Broward	69300
124	Talk to Me Therapy, LLC	1470 SW 96th Terr.	33324	(268) 568-8665	talktometherapy@gmail.com	ELC of Broward	69300
154	Sandra Savinelli, Inc	5400 S. University Drive	33328	(308) 400-4325	sandra@socialmindcenter.com	ELC of Broward	E69447
142	Optimum Behavioral Services, LLC	14201 West Sunrise Blvd.	33323	(517) 690-1486	info@optimumbehavioralservices.com	ELC of Broward	E69408
185	Little Therapy Central	4545 smith street	32303	(888) 888-8888	emma-jones@gmail.com	ELC of Broward	5767646
95	Konfetti Kidz Therapy LLC.	17901 NW 5th Street	33029	(401) 908-1365	info@konfettikidz.com	ELC of Broward	E69346

Showing 1 to 10 of 23 entries

[Previous](#) [1](#) [2](#) [3](#) [Next](#)

Locate VPK Child Application with SIS Session Type

To begin, locate the VPK child application in need of enrollment. Navigate to **VPK Program > VPK Application > Search**.



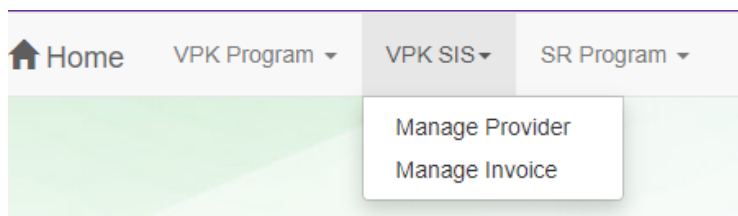
VPK Application Search page displays. Select Program Year and VPK Session > School-year Specialized Instructional Service (SIS) or Summer Specialized Instructional Service (SIS). Click the **Search** button. Results display. The child's COE number, first name, last name, and date of birth are needed for enrollment.

- a. If a child's application has the incorrect session type, it may be re-opened to have the session type changed.

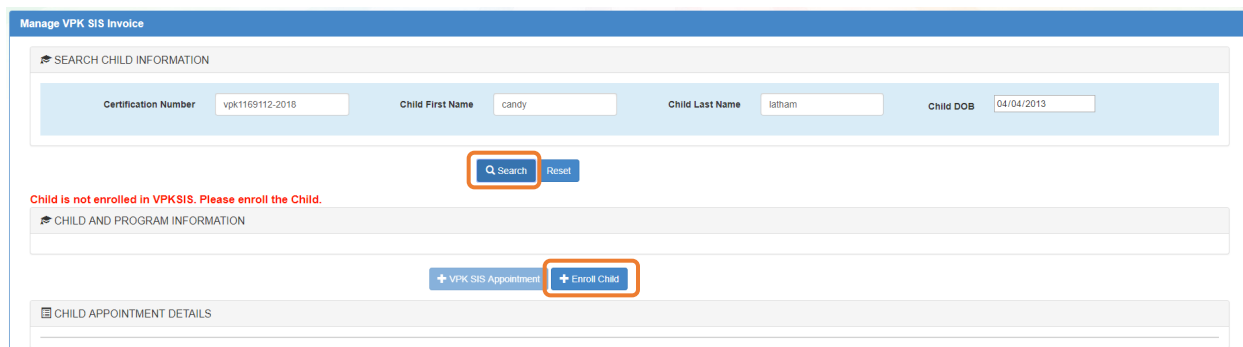
A screenshot of the 'VPK Application Search' results page. The page is divided into two main sections: 'By Person Info' and 'By Application Info'. The 'By Person Info' section includes fields for 'Person Type' (radio buttons for Child and Primary Parent), 'First Name', 'Last Name' (with 'Latham' entered), and 'Date of Birth'. The 'By Application Info' section includes fields for 'Certificate Number', 'County for Services' (dropdown with 'Leon' selected), 'Program Year' (dropdown with '2018 - 2019' selected), 'VPK Session' (dropdown with 'School-year Specialized Instructional Service (SIS)' selected), 'Record Phase' (radio buttons for VPK Application and VPK Reenrollment), and 'Application Status' (dropdown). Below these sections are 'Reset' and 'Search' buttons. A table displays the search results, with the first row highlighted in orange. The table has columns for COE Number, Child First Name, Child Last Name, Child DOB, Parent First Name, Parent Last Name, County, Program Year, and VPK Status. The first row contains the values: VPK1169112-2018, Candy, Latham, 4/4/2013, Andrea, Latham, Leon, 2018 - 2019, and Approved. At the bottom, there is a 'Showing 1 to 1 of 1 entries' message and pagination controls (Previous, 1, Next).

Enroll VPK SIS Child/Build Schedule of Services

Navigate to **VPK SIS > Manage Invoice**.



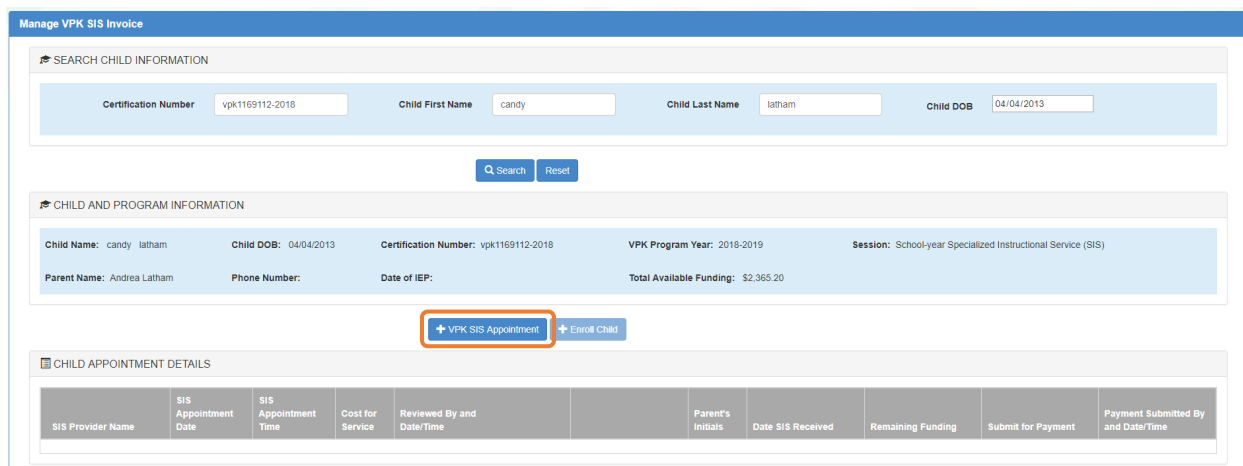
The Invoice page displays. Enter the Certificate Number (VPK#####-YYYY), Child First Name, Child Last Name, and Child Date of Birth. Click the **Search** button.



- Message *"Child not found."* = Re-enter the information because no matching child information was located.
- Message *"Child is not eligible to receive VPK SIS services. Please review the application."* = Child's VPK application was not approved for a VPK SIS session.
- Message *"Child is not enrolled in VPK SIS. Please enroll the child."* = Continue to enroll the child.

Click the **Enroll Child** button. The child and program information displays. The VPK SIS Appointment button becomes enabled.

NOTE: The date of the IEP will not be populated until a future enhancement. Total available funding reflects the maximum provider payment for the county on VPK Max Rates. Click the **VPK SIS Appointment** button.



A pop-up message displays to add the VPK SIS appointment.

- Type SIS provider name in field and click **Search**.
- Click on the SIS provider name so that it is highlighted.
- Enter SIS appointment date, time, and cost. Click the **Save** button.

Pop-up message closes. Appointment details display. Cost for service is deducted from the total available funding. Reviewed By information displays. Remove and Verify Payment buttons are enabled. Remaining Funding is updated.

SIS Provider Name	SIS Appointment Date	SIS Appointment Time	Cost for Service	Reviewed By and Date/Time	Remove	Parent's Initials	Date SIS Received	Remaining Funding	Submit for Payment	Payment Submitted By and Date/Time
Au Some Behaviors 0	10/10/2018	09:00 AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:19:49 PM	Remove			2114.45	Verify Payment	

PAYMENT INFORMATION

Total Available Funding: \$2365.2

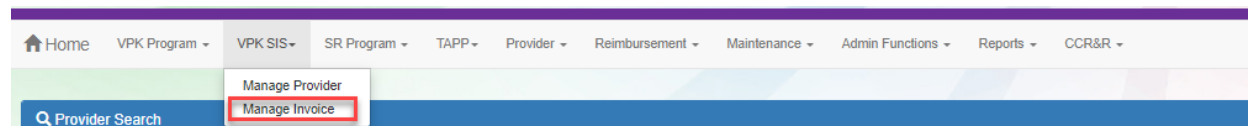
Total Cost for Service: \$250.75

Remaining Funding: \$ 2114.45 as of 12/9/2018

- Saved appointments with incorrect information may be removed and re-added with corrections. **NOTE:** Once a payment is verified, the appointment cannot be removed.
- Repeat as needed to save more appointments. Cost for services cannot exceed the remaining funding.

Manage VPK SIS Invoice and Verify Payment

Navigate to **VPK SIS > Manage Invoice**.



The Invoice page displays. Enter the Certificate Number (VPK#####-YYYY), Child First Name, Child Last Name, and Child Date of Birth. Click the **Search** button. The saved child enrollment and Schedule of Services display.

To initiate payment, check off the **Parent's Initials** box. The SIS appointment date populates in the Date SIS Received field; however, it may be edited if the appointment date changed.

CHILD AND PROGRAM INFORMATION

Child Name: candy latham

Child DOB: 04/04/2013

Certification Number: vpk1169112-2018

VPK Program Year: 2018-2019

Session: School-year Specialized Instructional Service (SIS)

Parent Name: Andrea Latham

Phone Number:

Date of IEP:

Total Available Funding: \$2,365.20

+ VPK SIS Appointment

+ Enroll Child

CHILD APPOINTMENT DETAILS

SIS Provider Name	SIS Appointment Date	SIS Appointment Time	Cost for Service	Reviewed By and Date/Time		Parent's Initials	Date SIS Received	Remaining Funding	Submit for Payment	Payment Submitted By and Date/Time
Au Some Behaviors 0	10/10/2018	09: 00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:19:49 PM	Remove	<input checked="" type="checkbox"/>	10/10/2018	2114.45	Verify Payment	
Au Some Behaviors 0	10/20/2018	09: 00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:43:32 PM	Remove	<input type="checkbox"/>		1863.70	Verify Payment	
Au Some Behaviors 0	11/2/2018	02: 00:PM	\$390.25	alatham77+0099@gmail.com 12/9/2018 4:44:04 PM	Remove	<input type="checkbox"/>		1473.45	Verify Payment	
Au Some Behaviors 0	11/16/2018	10: 00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:44:40 PM	Remove	<input type="checkbox"/>		1222.70	Verify Payment	

CASE NOTES

PAYMENT INFORMATION

Total Available Funding: \$2365.2

Total Cost for Service: \$1142.50

Remaining Funding: \$ 1222.70 as of 12/9/2018

- Checking the Parent's Initials box is required. A payment cannot be verified without this check box.
- NOTE:** This is the last opportunity to remove the appointment if corrections are needed. Once a payment is verified, the appointment cannot be removed.

Click the **Verify Payment** button. Payment submitted by and date/time displays. This record now appears in the Payment Period Summary in the Payment Verified column.

CHILD AND PROGRAM INFORMATION

Child Name: candy latham **Child DOB:** 04/04/2013 **Certification Number:** vpk1169112-2018 **VPK Program Year:** 2018-2019 **Session:** School-year Specialized Instructional Service (SIS)
Parent Name: Andrea Latham **Phone Number:** **Date of IEP:** **Total Available Funding:** \$2,365.20

[+ VPK SIS Appointment](#) [+ Enroll Child](#)

CHILD APPOINTMENT DETAILS

SIS Provider Name	SIS Appointment Date	SIS Appointment Time	Cost for Service	Reviewed By and Date/Time		Parent's Initials	Date SIS Received	Remaining Funding	Submit for Payment	Payment Submitted By and Date/Time
Au Some Behaviors 0	10/10/2018	09: 00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:19:49 PM	Remove	<input checked="" type="checkbox"/>	10/10/2018	2114.45	Verify Payment	alatham77+0099@gmail.com By 12/9/2018 4:45:35 PM
Au Some Behaviors 0	10/20/2018	09: 00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:43:32 PM	Remove	<input type="checkbox"/>		1863.70	Verify Payment	
Au Some Behaviors 0	11/2/2018	02: 00:PM	\$390.25	alatham77+0099@gmail.com 12/9/2018 4:44:04 PM	Remove	<input type="checkbox"/>		1473.45	Verify Payment	
Au Some Behaviors 0	11/16/2018	10: 00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:44:40 PM	Remove	<input type="checkbox"/>		1222.70	Verify Payment	

CASE NOTES

PAYMENT INFORMATION

Total Available Funding: \$2365.2
Total Cost for Service: \$1142.50
Remaining Funding: \$ 1222.70 as of 12/9/2018

Run Update

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Update Process**. Go to the **VPK SIS** row and click the **Run Update** button. The total number of records display in the Payment Cycle Summary **Updated** column.

Run Payment Transmittal File

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Payment Transmittal File**. Go to the **VPK SIS** row and click the **Run File** button. A pop-up message appears. The Payment Transmittal File default criteria is set. Click **Run Transmittal File**. The file downloads and the total number of records display in the Payment Cycle Summary **Paid** column. Save the downloaded file locally.

Run Trial/Final Reimbursement Report

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Reimbursement Report**. Go to the **VPK SIS** row and click the **Run Reimbursement Report** button. A pop-up message appears. Click the **Run Trial Reimbursement Report** button or **Run Final Reimbursement Report** button. The Provider Reimbursement Report opens.

- A detail report (with child information) is available by selecting **Detail Report**
- To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Run Trial/Final 5045 Report

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run 5045 Report**. Go to the **VPK SIS** row and click the **Run 5045 Report** button. A pop-up message appears. Click the **Run Trial 5045 Report** button or **Run Final 5045 Report** button. The 5045 Report opens.

- A detail report (with child information) is available by selecting **Detail Report**
- To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Financial Reports

Financial Reports are available in EFS Mod. These reports display the same information as the same reports in Tableau. Navigate to **Reports > Financial Reports**.

NOTE: The reports will also remain in Tableau until all functionality is available in EFS Mod.

Financial Reports	
Report Name	Action
5045 Report	Run Report
Coalition Invoice	Run Report

5045 Report

The 5045 Report is available in EFS Mod. Navigate to **Reports > Financial Reports**. After clicking the **Run Report** button for 5045 Report, the Run 5045 Report pop-up window opens.

Select the Report Parameters from the dropdown. Each dropdown is required.

1. Funder Type (SR, VPK, Local or SR Plus)
2. Payment Period Year
3. Payment Period Month
4. Report Type (Pending, Closed, Trial, or Final)
5. View (Summary or Detail)


Additional filters can be selected when the Summary view is selected. If no option is selected, then all records that meet the Report Parameters will display.

1. Service Period
2. County of Service
3. Reimbursement Detail Type

Additional filters can be selected when the Detail view is selected. If no option is selected, then all records that meet the Report Parameters will display.

1. Service Period
2. County of Service
3. Provider ID
4. Child ID
5. Reimbursement Detail Type
6. Obscure Child Name

The 5045 Report opens in a new browser tab and displays the information based on the criteria selected.

- A. Use the arrows to navigate pages.
- B. Click the  icon and save the report to Excel or PDF.

Coalition Invoice Report

The Coalition Invoice Report is available in EFS Mod. Navigate to **Reports > Financial Reports**. After clicking the **Run Report** button for Coalition Invoice, the Run Coalition Invoice Report pop-up window opens.

Run Coalition Invoice Report

Funder Type

Payment Period Year

Payment Period Month

Run Report

Report Name	Action
5045 Report	Run Report
Coalition Invoice	Run Report

Select the items from the dropdowns, then click the **Run Report** button.

1. Funder Type (SR, VPK, Local or SR Plus)
2. Payment Period Year
3. Payment Period Month

The Coalition Invoice Report opens in a new browser tab and displays the information based on the criteria selected.

- C. Use the arrows to navigate pages.
- D. Click the icon and save the report to Excel or PDF.

1 of 7

Coalition Invoice Report

Test Delta
Invoice Period
2/2021
Funder: SR

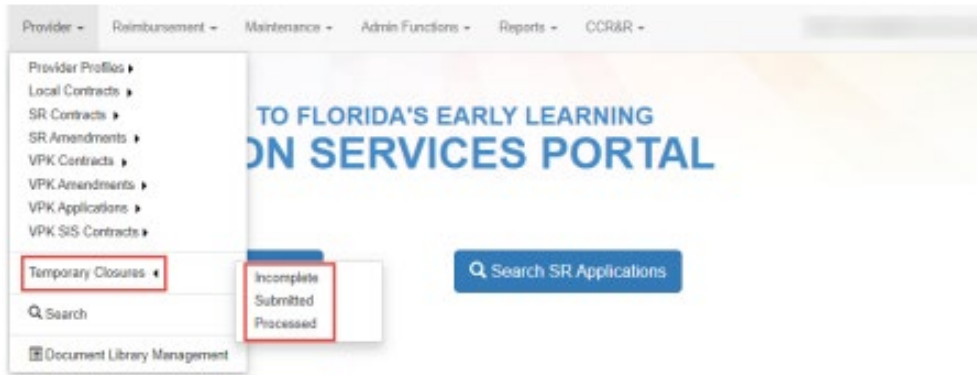
Payment Period Status
CLOSED

Report Run Date
7/20/2021 10:27:51 AM

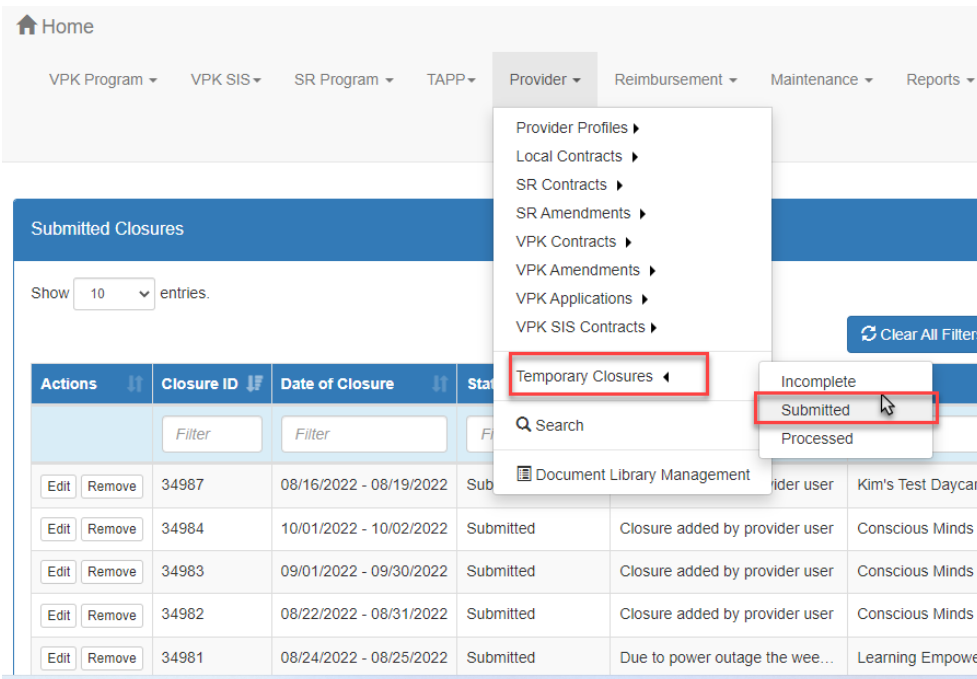
Fiscal Year	Service Period	OCA Code	Brevard	Broward	Miami-Dade	OCA Total
19-20	7/2019	97GSD	\$0.00	\$0.00	\$0.00	\$0.00
		97R00	\$0.00	-\$323.00	\$0.00	-\$323.00
		97CSS	\$0.00	\$0.00	\$0.00	\$0.00
		97LOI	\$0.00	\$0.00	\$0.00	\$0.00
		QPIPD	\$0.00	\$0.00	\$0.00	\$0.00
		QPICA	\$0.00	\$0.00	\$0.00	\$0.00
		97GSD	\$0.00	\$0.00	\$0.00	\$0.00
		97CSQ	\$0.00	\$0.00	\$0.00	\$0.00
		97LQD	\$0.00	\$0.00	\$0.00	\$0.00
		QPIPD	\$0.00	\$0.00	\$0.00	\$0.00
		QPIQD	\$0.00	\$0.00	\$0.00	\$0.00

Temporary Closures

Coalition Portal users can edit, view, remove and process temporary closure records created by Providers. There are Incomplete, Submitted and Processed queues to view, edit, process and remove the records.



Submitted Closures Queue



The Submitted Closures queue lists closures submitted by providers and the closures that are in **Coalition Reviewing** or **Submitted** status. From the Submitted queue, Coalition users can:

- Edit temporary closures
- Remove temporary closures
- Change the “Possible Days to be Paid”
- Approve temporary closures

Clicking the **Edit** button will open the Edit Temporary Closure pop-up window.

Clicking the **Remove** button will remove the temporary closure.

NOTE: A temporary closure cannot be removed if at least one provider has a submitted attendance for the service period with the closure.

Submitted Closures								+ Add Temporary Closure	
Show 10 entries.				Clear All Filters		Search: <input type="text"/>		Export to Excel	
Actions	Closure ID	Date of Closure	Status	Comments	Providers	Last Modified Date	Last Modified By		
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter		
Edit Remove	34987	08/16/2022 - 08/19/2022	Submitted	Closure added by provider user	more	8/25/2022 7:44:17 PM			
Edit Remove	34984	10/01/2022 - 10/02/2022	Submitted	Closure added by provider user		8/25/2022 4:55:43 PM			

Processing Whole Site Temporary Closures

Clicking the **Edit** button from the Submitted Closures queue for a Whole Site Closure opens the Edit Temporary Closure pop-up window.

Coalition users can click on CR and change it to CN and vice versa. Upon clicking the Approve button the closure gets a “Processed” status.

Click the **Approve** button to approve the closure. **NOTE:** The closure status is updated to ‘Processed’. The CR or CN days will now display on the provider’s attendance roster for the month of the closure.

Edit Temporary Closure

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From *

07/25/2022

Closed To *

07/26/2022

Reimbursement Requests *

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications. ⓘ

Providers

No ⓘ Services

Provider

☒

VPK Classes (1 of 1)

SR Care Levels (6 of 6)

CS21 - VPK Summer 2022

CS21 July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	CR	CR				
31	1	2	3	4	5	6

Save

Cancel

Approve

Clicking the No Services checkbox will select multiple providers with whole site closures and a pop-up will indicate that all classes and care levels are selected for all providers

Edit Temporary Closure

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From * 07/25/2022 **Closed To *** 07/26/2022

Reimbursement Requests *

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

Providers

No Services ☒ **Provider**

VPK Classes (1 of 1) **SR Care Levels (6 of 6)**

☒ CS21 - VPK Summer 2022

CS21 July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Save Cancel Approve

Unchecking the No Services checkbox will deselect all providers, but all classes and care levels for each provider are still selected. The user will need to deselect classes and care levels for each provider that should not be included in the closure.

Edit Temporary Closure

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From * 07/25/2022 **Closed To *** 07/26/2022

Reimbursement Requests *

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

Providers

No Services ☐ **Provider**

VPK Classes (1 of 1) **SR Care Levels (6 of 6)**

☒ CS21 - VPK Summer 2022

CS21 July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Save Cancel Approve

Processing Partial Closure

Clicking the **Edit** button from the Submitted Closures queue for a Partial Closure (VPK or SR) opens the Edit Temporary Closure pop-up window.

Coalition users can click on CR and change it to CN and vice versa. Upon clicking the **Approve** button the closure gets a “Processed” status.

NOTE: If there are Closure Non-Reimbursable days in the closure, the closure days are written in the calendar.

VPK

Edit Temporary Closure

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From ⓘ *

03/31/2022

Closed To *

03/31/2022

Reimbursement Requests *

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications. ⓘ

Providers

No ⓘ
Services

☐

Provider

VPK Classes (3 of 5)

SR Care Levels (0 of 0)

☒ AF21 - A

☒ BF21 - B

☐ CF21 - C

☐ DF21 - D

☒ EF21 - E

AF21 March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
				CR		

Total Processed Closure Reimbursable (CR) Days in Class: 0 ⓘ

CR = Closure Reimbursable CN = Closure Non-Reimbursable

Save

Cancel

Approve

Edit Temporary Closure

Closed Provider Site(s)

Select Providers*

Closed From*
07/29/2022

Closed To*
07/29/2022

Reimbursement Requests*

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

Providers

No Services
☐

Provider

☐

VPK Classes (0 of 0)

SR Care Levels (4 of 7)

☒ INF - < 12 Months
☒ TOD - 12 < 24 Months
☒ 2YR - 24 < 36 Months
☐ PR3 - 36 < 48 Months
☒ PR4 - 48 < 60 Months
☐ PR5 - 60 < 72 Months
☒ SCH - In School

SCH July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 CR	30
31	1	2	3	4	5	6

Save

Cancel

Approve

NOTE: Individual students, not affected by a temporary closure, may be edited by the provider in attendance. For example, a 2 Year Old class has 6 children showing a CR for the temporary closure, but 3 of them were present on the CR days. The provider can change the CR days to an X to mark the 3 children present.

542

Incomplete Closures Queue

The Incomplete closures queue displays all the temporary closures created by providers within the coalition that have not been submitted. Coalition users can view and assist providers with questions before the temporary closure is submitted for approval.

The screenshot shows the 'Submitted Closures' page. The 'Provider' dropdown menu is open, showing options: Provider Profiles, Local Contracts, SR Contracts, SR Amendments, VPK Contracts, VPK Amendments, VPK Applications, VPK SIS Contracts, Temporary Closures (highlighted with a red box), and Incomplete (highlighted with a red box). Below the menu, the 'Submitted Closures' table is visible with columns: Actions, Closure ID, Date of Closure, Status, Comments, Provider, and Last Modified. The table contains several rows of data, including Closure IDs 34987, 34984, 34983, 34982, and 34981.

Clicking the **Edit** button will open the Edit Temporary Closure pop-up window. The coalition can make edits and save changes made to the temporary closure. The provider will need to submit the closure for approval.

Clicking the **Remove** button will remove the temporary closure.

The screenshot shows the 'Incomplete Closures' page. The table has columns: Actions, Closure ID, Date of Closure, Status, Comments, Provider, Last Modified Date, and Last Modified By. The table contains two rows of data, including Closure IDs 34978 and 34974. The 'Edit' button for the first row is highlighted with a red box.

Processed Closures Queue

The approved temporary closures display in the Processed Closures queue.

The screenshot shows the 'Submitted Closures' section of a web application. At the top, there is a navigation bar with a 'Home' icon and several dropdown menus: 'VPK Program', 'VPK SIS', 'SR Program', 'TAPP', 'Provider', 'Reimbursement', 'Maintenance', and 'Reports'. The 'Provider' dropdown menu is open, showing a list of options: 'Provider Profiles', 'Local Contracts', 'SR Contracts', 'SR Amendments', 'VPK Contracts', 'VPK Amendments', 'VPK Applications', 'VPK SIS Contracts', 'Temporary Closures' (highlighted with a red box), 'Incomplete', 'Submitted', and 'Processed' (also highlighted with a red box). Below the navigation bar, the 'Submitted Closures' section has a 'Show 10 entries' dropdown and a 'Clear All Filters' button. A table displays a list of closures with columns for 'Actions', 'Closure ID', 'Date of Closure', 'Status', and 'Comments'. The table contains five rows of data, each with 'Edit' and 'Remove' buttons. The 'Temporary Closures' dropdown menu is positioned over the table, partially obscuring the 'Status' and 'Comments' columns.

Clicking the **View** button will open the Temporary Closure pop-up window in read-only.

Clicking the **Remove** button will remove the temporary closure.

NOTE: A processed closure cannot be removed if at least one provider has submitted attendance for the service period with the closure.

Processed Closures								+ Add Temporary Closure	
Actions	Closure ID	Date of Closure	Status	Comments	Providers	Last Modified Date	Last Modified By		
	Filter	Filter	Filter	Filter	Filter	Filter	Filter		
View Remove	1	11/30/2018 - 11/30/2018	Processed	Smoke test	more	5/29/2019 8:53:36 PM			
View Remove	2	09/04/2018 - 09/04/2018	Processed	Tropical Storm Gordon	more	12/9/2018 8:59:49 PM			

Closure Reimbursable (CR) or Closure Non-reimbursable (CN) Days in Have Attendance

On the provider portal Manage SR Attendance or VPK Attendance pages, temporary closures that were processed by the coalition are displayed as a **CR** or **CN** on the attendance calendar.

The screenshot shows the 'SR Attendance Roster' page. At the top, there's a navigation bar with 'Home', 'Business', 'Profile', 'Contracts', 'Enrollments', 'Attendance', and 'Documents'. A dropdown menu is open under 'Attendance', showing options: 'Manage VPK Attendance', 'Manage SR Attendance', 'Reimbursement Details', 'SR Reimbursement Rates', and 'Temporary Closures'. The 'Manage SR Attendance' option is highlighted with a red box.

Below the navigation bar, the 'SR Attendance Roster' section includes filters for 'Program Type' (SR), 'Service Period' (January 2022), and 'Coalition' (ELC of). There's a 'School Readiness (SR)' section with a 'Due Date' of 2/3/2022 and a 'Summary' button. A 'Roster was verified at ELC of' message is displayed.

The main content area shows a list of 19 enrolled children with columns for Child Name, DOB, Care, Age, BG, and Status. A red circle with a slash next to the care level indicates a temporary closure. Below the list is an 'Attendance Calendar' for January 2022, showing days with 'CR' (Closure Reimbursable) or 'CN' (Closure Non-reimbursable) and 'X' marks. A 'Child's Current Information' sidebar on the right shows details for a child named [Name], including DOB, Age, Copay, BGrp, Status, and attendance summary.

NOTE: The red circle with a slash next to the child's care level indicates it was impacted by a temporary closure.

When the provider submits attendance with temporary closures during the service period, navigate to **Reimbursement > Attendance Processing > Have Attendance**

Select Funder Type VPK or SR & Local & SR Plus then **Submit**. The submitted attendance record appears in the Have Attendance queue. Click on the **Review** link to view the roster with temporary closure days.

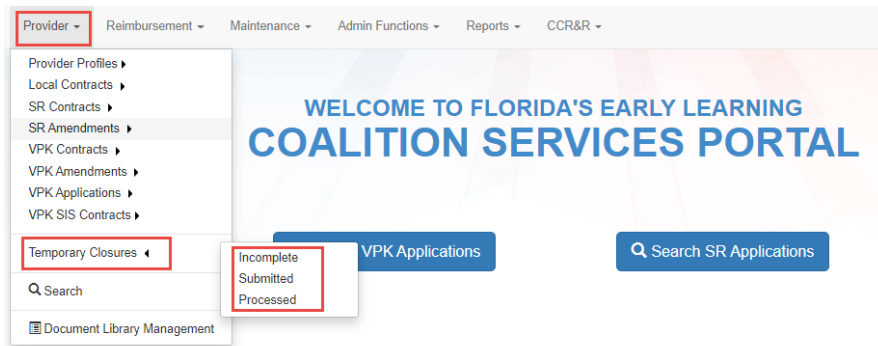
The screenshot shows the 'Have Attendance' Work Queue page. At the top, there's a navigation bar with 'Home', 'VPK Program', 'VPK SIS', 'SR Program', 'TAP+', 'Provider', 'Reimbursement', 'Maintenance', 'Admin Functions', 'Reports', and 'CCR&R'. A dropdown menu is open under 'Reimbursement', showing options: 'Registration Fees', 'Attendance Processing', 'Adjustment Processing', 'Reimbursement Closeout', 'Vendor Number Entry', 'VPK Reimbursement Tools', and 'Reimbursement Search'. The 'Attendance Processing' option is highlighted with a red box.

Below the navigation bar, the 'Have Attendance' Work Queue section includes a 'Click Here For Filtering Tips' link. There's a 'County' dropdown set to 'All' and a 'Funder Type' dropdown set to 'SR & Local', with a 'Submit' button. A 'Return to Search' button is also present.

The main content area shows a table with columns: Action, Provider ID, Provider Name, County, Service Period, Funder Type, VPK Class ID, Status, Received Date, Last Modified Date, and Last Modified By. A row is highlighted with a red circle around the 'Review' link. The row shows a status of 'Have Attendance' and a received date of 10/22/2021.

Creating a Temporary Closure On Behalf of the Provider

Navigate to any **Temporary Closures** queue.



Click the **Add Temporary Closure** button. The temporary closure form appears.

Submitted Closures							+ Add Temporary Closure
Show 10 entries.							
Clear All Filters Search: <input type="text"/> Export to Excel							
Actions	Closure ID	Date of Closure	Status	Comments	Providers	Last Modified Date	
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
Edit Remove	34987	08/16/2022 - 08/19/2022	Submitted	Closure added by provider user	View Details	8/25/2022 7:44:17 P	
Edit Remove	34984	10/01/2022 - 10/02/2022	Submitted	Closure added by provider user	View Details	8/25/2022 4:55:43 P	
Edit Remove	34983	09/01/2022 - 09/30/2022	Submitted	Closure added by provider user	View Details	8/25/2022 4:55:21 P	
Edit Remove	34982	08/22/2022 - 08/31/2022	Submitted	Closure added by provider user	View Details	8/25/2022 4:54:56 P	
Edit Remove	34981	08/24/2022 - 08/25/2022	Submitted	Due to power outage the wee...	View Details	8/25/2022 2:04:16 P	
Edit Remove	34980	09/19/2022 - 09/20/2022	Submitted	Closure added by provider user	View Details	8/25/2022 1:03:35 P	

Add the closure details in the fields. The **Possible Days to be Paid** is populated when the closure dates are entered. Click **Save** to save the details and close the form, **Approve** to process the closure, or **Cancel** to close the form without saving.

NOTE: If the provider submitted an attendance roster for the period with the closure days, the closure cannot be created.

- Closed Provider Site(s) – Select the site(s) that were completely temporarily closed due to emergency circumstances. Only active providers with contract statuses 'Certified' and 'Terminated' i.e. Providers who are currently under contract or was up to a certain date are listed. Provider Name is listed in alphabetical order with provider id. **NOTE:** If providers were closed for different dates, they should be unchecked and have separate closure events created.
- Closure Details – Enter the closure date range. The "From" date is the first day of the closure and the "To" date is the last day of the closure. A single day closure would have the same "From" and "To" date. No services are rendered on dates included in the closure date range. **NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, you will need to create an additional closure to cover that time period.
- Closure Reasons – Select the applicable reasons. If the 'Other' option is checked, enter comments.
- Documentation – Click the **Upload Document** button to upload necessary documents (not mandatory).
- Comments – Enter comments (not mandatory).

Report Temporary Closure

Closed Provider Site(s)

Select Providers*

Closure Details

Closed From ⓘ *

08/03/2022

Closed To *

08/03/2022

Reimbursement Requests *

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications. ⓘ

Providers

No ⓘ Services

Provider

☐

VPK Classes (0 of 0)

SR Care Levels (2 of 6)

☐ INF - < 12 Months
☒ TOD - 12 < 24 Months
☐ 2YR - 24 < 36 Months
☒ PR3 - 36 < 48 Months
☐ PR4 - 48 < 60 Months
☐ SCH - In School

PR3 August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3 CR	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Total Processed Closure Reimbursable (CR) Days in Program Year: 0 ⓘ

CR = Closure Reimbursable. CR = Closure Non-Reimbursable.

Save

Cancel

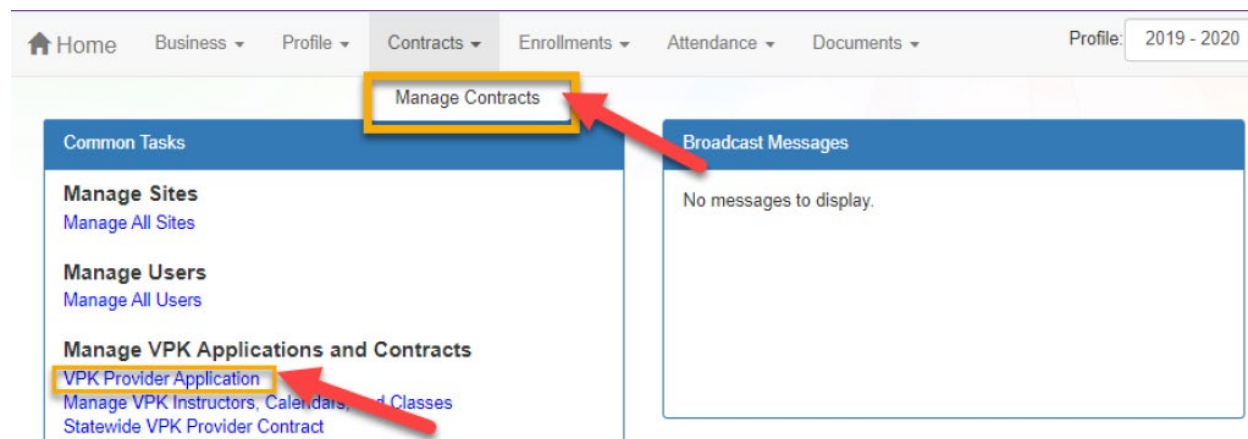
Approve

When **Approve** is selected, the closure is processed and the record is moved to the **Processed** queue.

Add Closure							
Actions	Closure ID	Type	Date of Closure	Payable	Status	Comments	
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
<input type="button" value="View"/> <input type="button" value="Remove"/>	12544	Whole Site	07/14/2020 - 07/15/2020	Yes	Processed		

Updating VPK Class Calendar

Providers must revise their VPK class calendar(s) in their VPK-APP to make up the hours for the non-instructional day(s) due to temporary closure (CN days). In the Provider Portal, navigate to the **Contracts > Manage Contracts**. Or, on the home page Common Tasks section, click the VPK Provider Application link.



On the Manage Contracts page, click the **Edit** button for the incomplete VPK-APP.

Manage Contracts											
Show 10 entries		Clear All Filters		Search:							
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year	
Filter	VPK-APP	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
29683	VPK-APP	VPK 10,11A,11B		Incomplete	8/29/2021	Edit				2021 - 2022	
24341	VPK-APP	VPK 10,11A,11B		Certified	6/30/2021	Edit	Download	8/10/2020		2020 - 2021	
16030	VPK-APP	VPK 10,11A,11B		Certified	6/24/2020	Edit	Download	8/12/2019		2019 - 2020	
7313	VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	Edit	Download	8/13/2018		2018 - 2019	
7110	VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	Edit	Download	5/29/2018		2017 - 2018	
Showing 1 to 5 of 5 entries (filtered from 17 total entries)										First	Previous 1 Next Last

Click the **VPK Calendars** tab to open the calendars page.

2021 - 2022 (Incomplete)

Attendance Policy VPK Director **VPK Instructors** **VPK Calendars** VPK Class(es) Review Certify and Submit

Attendance Policy Submission

A VPK Provider must

- ✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
- ✓ Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- ✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- ✓ Not amend its attendance policy for its VPK program duration of the VPK contract

Identify the calendar(s) with the non-instructional temporary closure days. Click the **Edit** button to make changes to a calendar. The system defaults to the first calendar month of the class. Click the forward arrow if needed to view the month with the closure.

Non-Instructional, Site Closures and Exceptional Instructional Days: August 2021

Calendar Name: 3hr AM
Program Type: School Year (540 hours)
Calendar Start Date: 08/10/2021
Calendar End Date: 05/27/2022

Instructional Days:

Day	Start Time	End Time	Total Hours
Monday	08:15 AM	11:15 AM	3
Tuesday	08:15	11:15	3

Calendar grid for August 2021 showing days 1 through 14.

The Totaled Calculated Hours will be reduced for each non-instructional day based on the hours defined for the day.

Calendar Name: 3hr AM
Program Type: School-Year (540 hours)
Calendar Start Date: 08/10/2021
Calendar End Date: 05/27/2022

Instructional Days:

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Tuesday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Wednesday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Thursday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Friday	08:15 AM	11:15 AM	3
<input type="checkbox"/> Saturday			0
<input type="checkbox"/> Sunday			0

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

August 2021

Calendar grid for August 2021 showing days 1 through 28. A date (19th) is highlighted as 'Noninstructional: Ten'.

Total Calculated Hours are reduced by the Noninstructional Day(s) due to the temporary closure.

Total Calculated Hours: 537.00

The Total Calculated Hours are less than the hours allotted for the VPK Program Type selected. Please correct if needed.

Total VPK Instructional Days: 179

Make adjustments to the calendar to restore the hours to 540. This can be accomplished in a variety of ways such as:

- Canceling previously identified future non-instructional days
- Extending the class end date
- Extending the time on instructional days by creating Instructional Day Exceptions with different class hours

When the changes are done and the calculated hours are restored, click the **Save** button.

NOTE: These steps must be completed for each impacted calendar.

When all impacted calendars are updated, click on the **Certify and Submit** tab. Complete the signature information, then click the **Submit VPK Provider Application** button.

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review **Certify and Submit**

Certify and Submit

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

Provider Signature

Signer's Name *

Day Time Phone Number *

Electronic Signature *

☒ Check this box to certify by electronic signature

Application Completion Date *

08/29/2021

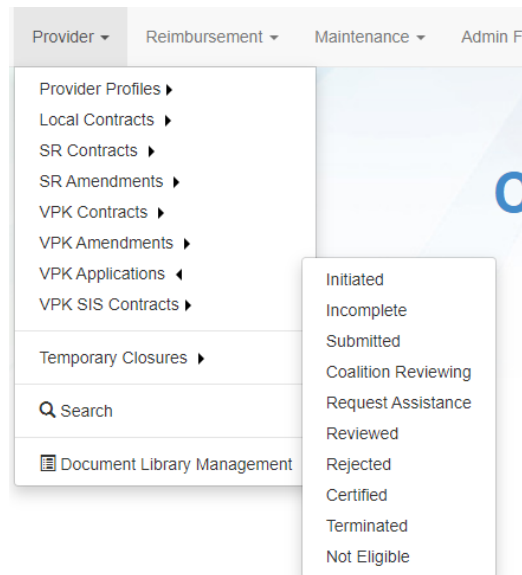
Submit VPK Provider Application

After clicking **Submit VPK Provider Application**, the VPK-APP status changes to “Submitted” and the application is available for the coalition to review.

NOTE: Since reimbursable temporary closure (CR) days do not reduce the total class hours, they will not be added to the VPK calendar.

Verifying VPK Class Calendar

Coalition users should monitor the **Provider > VPK Applications > Submitted** work queue for Submitted VPK provider applications. Click on the contract ID to review changes.



New or changed items requiring verification, such as calendars, classes, and documents, display a **Verify** button. Each tab should be reviewed for changes. For closure specific changes, go to the VPK Calendars tab to review calendar changes. Click **Verify** to accept the changes. When all tabs have been reviewed, click the **Change Status** button to change the contract status back to Certified. Remember, calendars and classes must be verified and have a Certified VPK provider application status in order for providers to process enrollments or attendance.

The screenshot shows the VPK Calendars interface. The 'Change Status' button is highlighted with a red box and an arrow. The 'Verify' button is also highlighted with a red box and an arrow. The interface displays a calendar for September 2019 with instructional days and non-instructional days.

Calendar Name: Fall
Program Type: School Year (60 hours)
Calendar Start Date: 08/12/2019
Calendar End Date: 05/28/2020

Instructional Days:

Day	Start Time	End Time	Total Hours
Monday	09:00 AM	12:00 PM	3
Tuesday	09:00 AM	12:00 PM	3

Non-Instructional, Site Closures and Exceptional Instructional Days:

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Noninstructional Labor Day	3 9a Exception: (3 hrs) Clo	4 9a Exception: (3 hrs) Clo	5 9a Exception: (3 hrs) Clo	6	7
8	9	10	11	12	13	14

Manage External Service Users – Authorized Renaissance VPK FAST Users

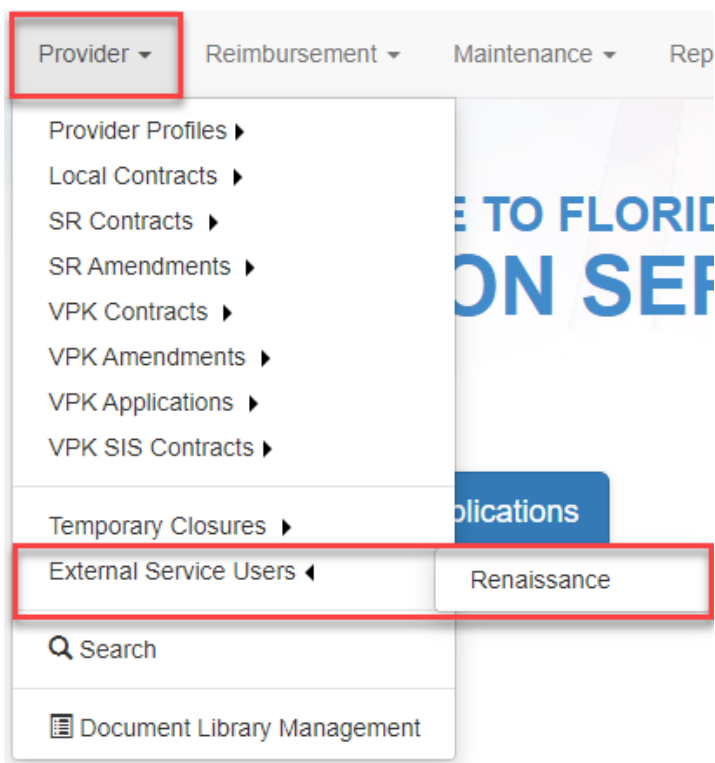
The Manage External Service Users page in the Coalition Portal is a way to assign unique Service User IDs to authorized coalition, provider, and DEL users of the Renaissance VPK Florida Assessment of Student Thinking (FAST) Star Early Literacy system. This will allow Renaissance to easily create accounts and login credentials for users of their system.

Coalition authorized users are ELC FAST contacts that are responsible for the administrative tasks for FAST Star Early Literacy implementation and compliance.

Provider authorized users are VPK Program owners, directors, or VPK directors that are responsible for the administrative tasks for FAST Star Early Literacy implementation.

Managing External Service Users at the Coalition Level

To access the Manage External Service Users page at the coalition level, a CP VPK FAST Manager navigates to **Provider > External Service Users > Renaissance**.



Coalition, provider, and DEL users who are authorized to have access to the Renaissance VPK FAST system are listed.

Manage External Service Users for ELC of 982 Total Records Add User

The users listed below are authorized to have access to the Renaissance system.

Show 10 entries. Clear All Filters Search: Export to Excel

Actions	Service User ID	First Name	Last Name	Email	Service Name
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	7	David	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	11	David	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	12	David	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	24	David	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	40	David	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	49	David	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	50	David	David	cdavid@delaware.com	Renaissance

DEL users may select a coalition to filter the results per coalition.

Manage External Service Users for all Coalitions 9768 Total Records Add User

The users listed below are authorized to have access to the Renaissance system.

Show 10 entries. Clear All Filters Search: Export to Excel

Select Coalition -- All Coalitions --

- All Coalitions --
- 1 - ELC of Alachua
- 2 - ELC of Brevard
- 3 - ELC of Broward
- 4 - ELC of Duval
- 5 - ELC of Escambia
- 6 - ELC of Flagler and Volusia
- 7 - ELC of Florida's Gateway
- 8 - ELC of Florida's Heartland
- 9 - ELC of Hillsborough
- 10 - ELC of Indian River, Martin, Okeechobee
- 11 - ELC of Lake
- 12 - ELC of Manatee
- 13 - ELC of Marion
- 14 - ELC of Miami-Dade/Monroe
- 16 - ELC of North Florida/Episcopal Children's Services
- 19 - ELC of Northwest Florida
- 20 - ELC of the Emerald Coast
- 21 - ELC of Orange
- 22 - ELC of Osceola County

Actions	Last Name	Email	Service Name
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	David	cdavid@delaware.com	Renaissance
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	David	cdavid@delaware.com	Renaissance

Showing 1 to 10 of 9,768 entries. Previous 1 2 3 4 5 ... 977 Next

Adding an Authorized Service User

To add a user, Click the **Add User** button.

Manage External Service Users for ELC of [REDACTED] 982 Total Records

The users listed below are authorized to have access to the Renaissance system.

Show 10 entries. Clear All Filters Search: Export to Excel

Actions	Service User ID	First Name	Last Name	Email	Service Name
Edit Delete	7	Jane	Doe	jane.doe@mailinator.com	Renaissance

The same user can be authorized to access multiple providers on Renaissance. In the pop-up window:

- Enter the user's first name, last name, and email address.
- Then, select providers for which the user should have access to in the FAST system. For convenience, there is a provider search bar and a "Select all" option.
 - The added user will have the same Service User ID across all providers for which they are an authorized user.

Add User

First Name * Jane

Last Name * Doe

Email * jane.doe@mailinator.com

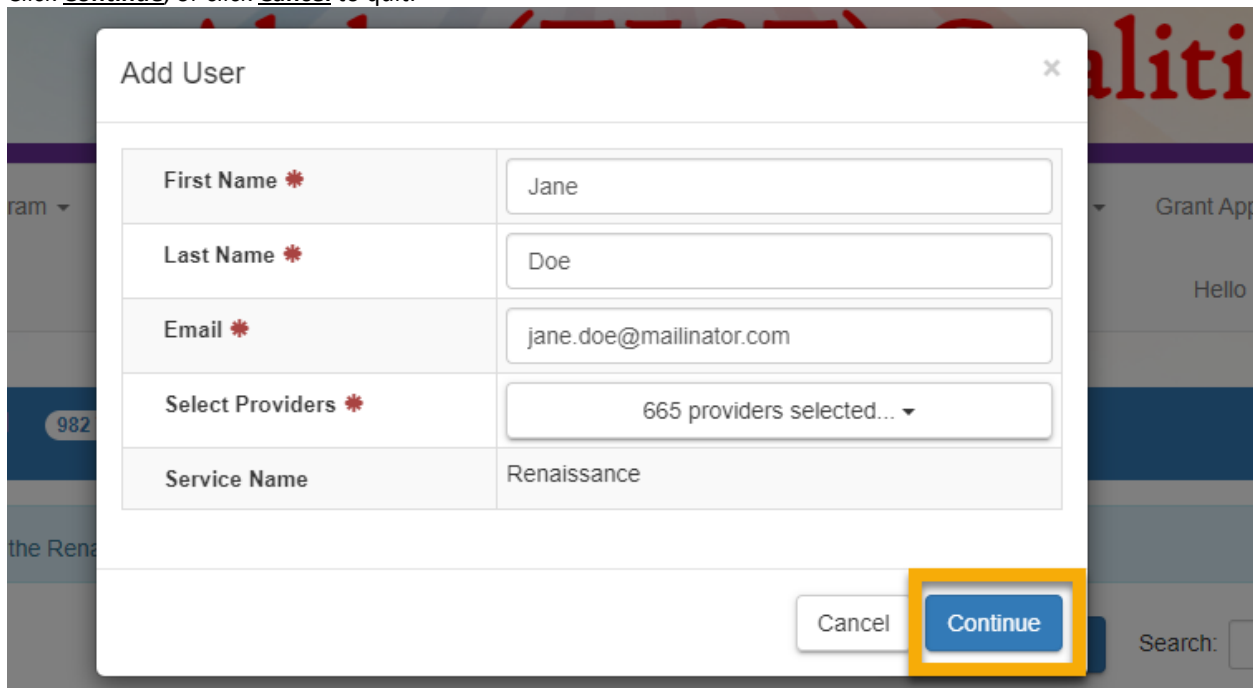
Select Providers *

Service Name

Search

- ☐ Select all
- ☐ Elliott, Patricia dba Little Sweethearts Learning Daycare Center (23145)
- ☐ GENTLE HUGZ PRESCHOOL AND CHILD CARE, LLC (2978)
- ☐ A CHANGE IN THE GAME (19582)
- ☐ A Children's Carousel (24455)
- ☐ A FAMILY CHILD CARE, INC. (4926)
- ☐ A KIDS WORLD ACADEMY (5981)
- ☐ A WORLD OF DISCOVERY (16898)
- ☐ A WORLD OF KNOWLEDGE PRESCH. (9063)
- ☐ AA ACADEMY LEARNING CENTER LLC (20848)
- ☐ ABC DAY CARE & LEARNING CENTER INC (5429)
- ☐ ABC DAYCARE AND LEARNING CENTER II (18923)

Click **Continue**, or click **Cancel** to quit.



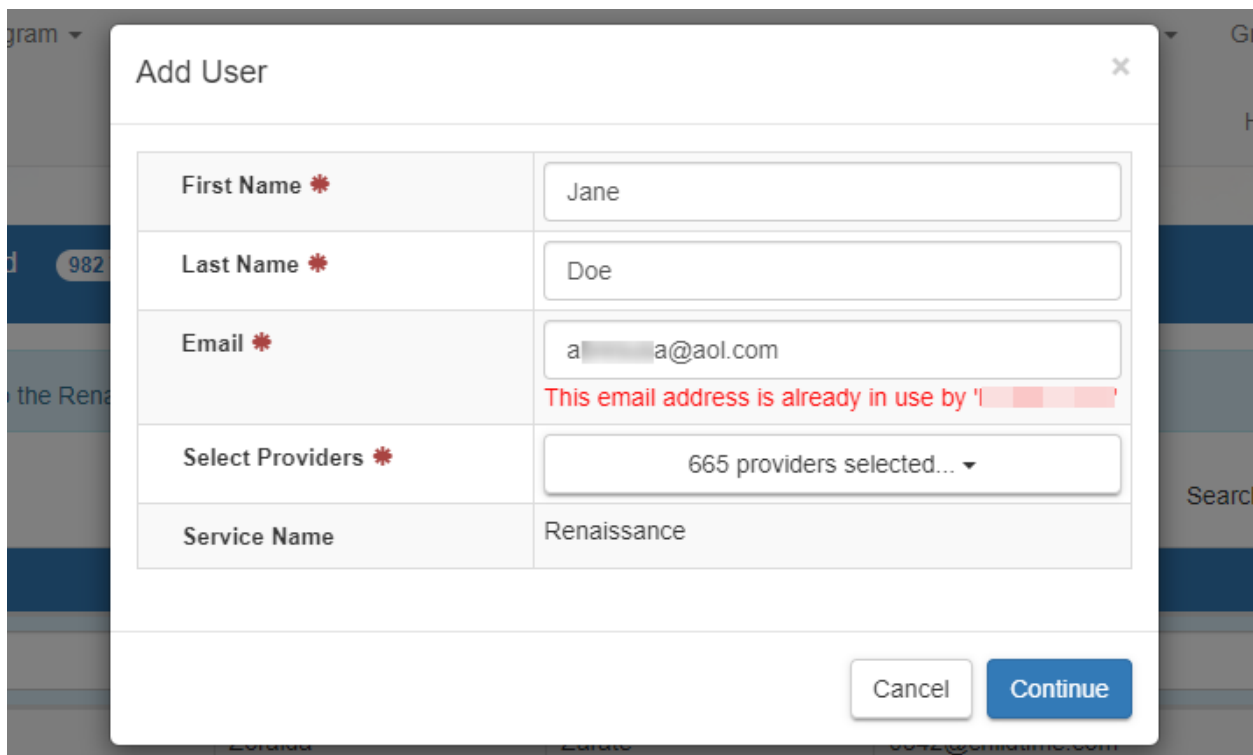
The 'Add User' dialog box is shown with the following fields:

First Name *	Jane
Last Name *	Doe
Email *	jane.doe@mailinator.com
Select Providers *	665 providers selected... ▼
Service Name	Renaissance

At the bottom right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a yellow border.

NOTE: If an email address is attempted to be used for a new account but it belongs to an already created account, a message will display. For example, “This email address is already in use by ‘John Smith’.” The administrator will need to:

- Enter a different email address, or
- Assign the existing user account to the center(s), or
- **Cancel** to quit

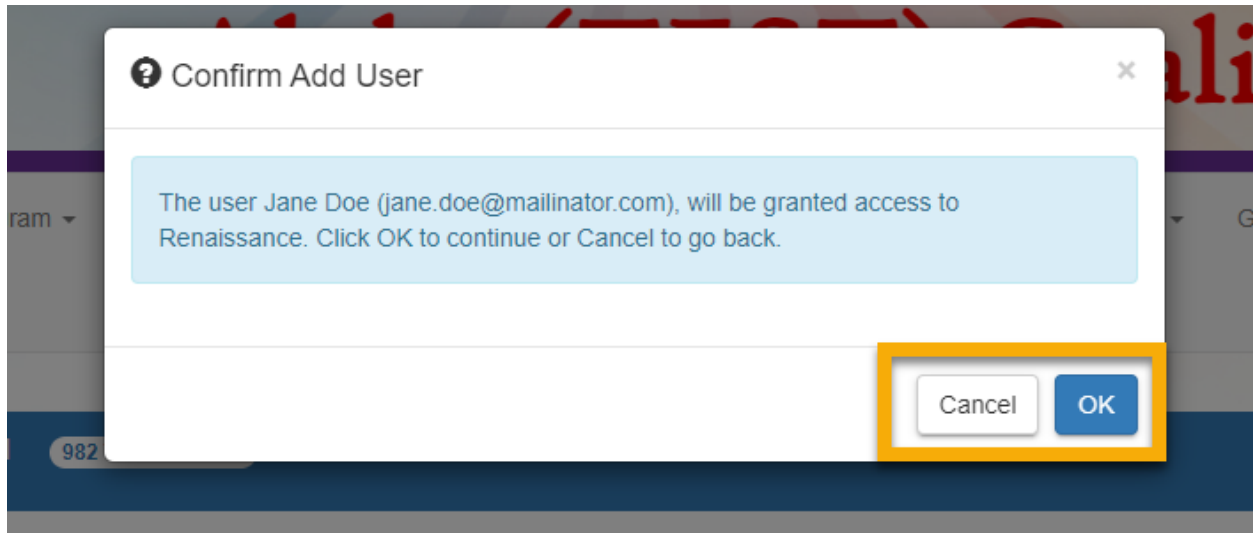


The 'Add User' dialog box is shown with the following fields:

First Name *	Jane
Last Name *	Doe
Email *	a@aol.com This email address is already in use by 'John Smith'.
Select Providers *	665 providers selected... ▼
Service Name	Renaissance

At the bottom right, there are two buttons: 'Cancel' and 'Continue'.

When **Continue** is selected, the Confirm Add User pop-up displays. Click **OK** to add the user or **Cancel** to quit.



The added user displays on the external service users list and can be edited or deleted. The user now has a unique "Service User ID."

Manage External Service Users for ELC of Broward 983 Total Records Add User

The users listed below are authorized to have access to the Renaissance system.

Show 10 entries. Clear All Filters Search: Export to Excel

Actions	Service User ID	First Name	Last Name	Email	Service Name
	Filter	Filter	Doe	Filter	Filter
Edit Delete	9785	Jane	Doe	jane.doe@mailinator.com	Renaissance

Showing 1 to 1 of 1 entries. (filtered from 983 total entries) Previous 1 Next

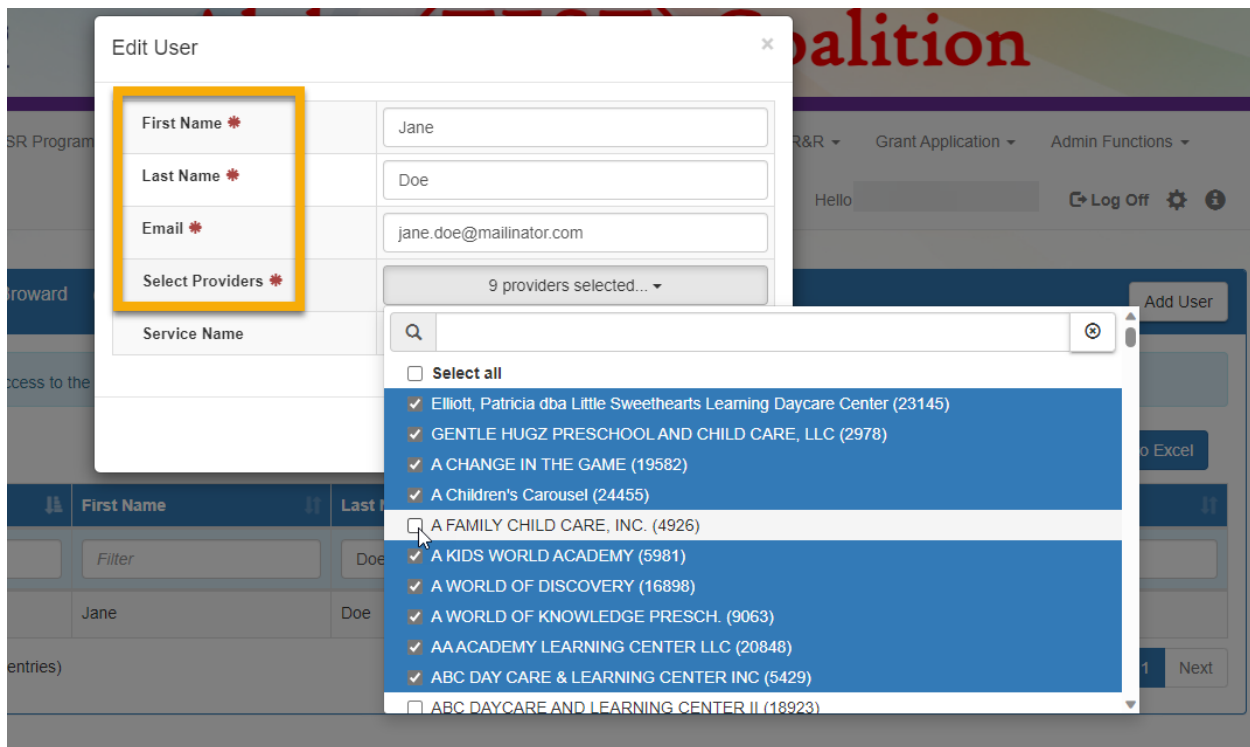
Editing a Service User

Click the **Edit** button under the Actions column to edit an existing user's name, address, email, or provider selection.

Actions	Service User ID	First Name	Last Name	Email	Service Name
	Filter	Filter	Doe	Filter	Filter
Edit Delete	9785	Jane	Doe	jane.doe@mailinator.com	Renaissance

Showing 1 to 1 of 1 entries. (filtered from 983 total entries) Previous 1 Next

In the pop-up window, modify the user information or provider selections, then click **Continue** to save the changes or **Cancel** to quit.



Deleting a Service User's Access

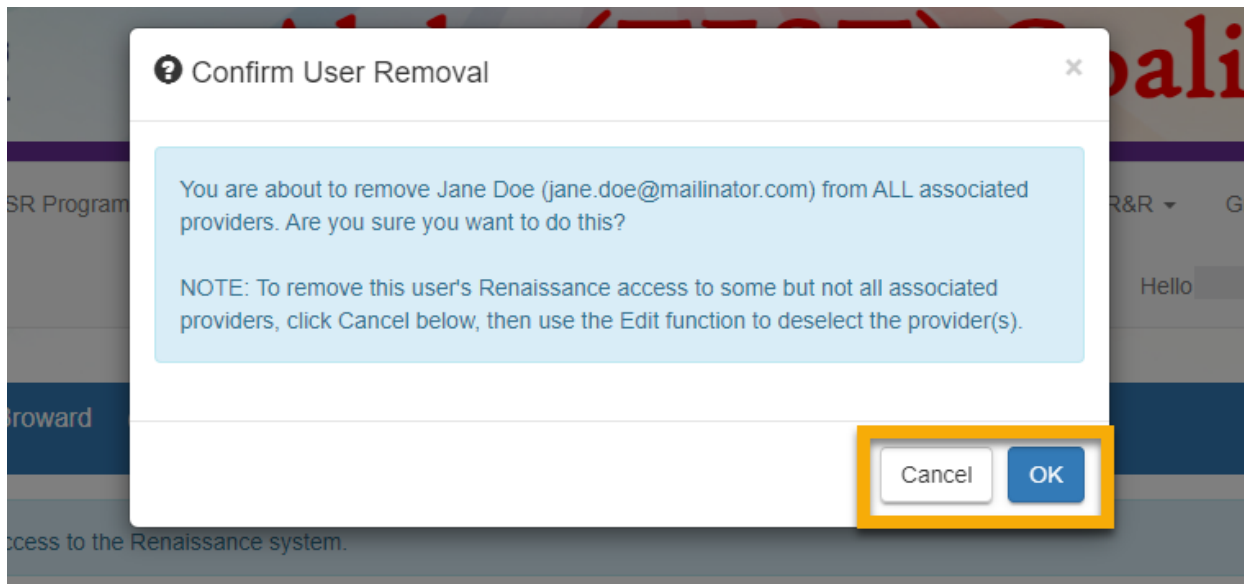
To remove a user's Renaissance FAST access (from ALL the providers they have access to), click the **Delete** button under the Actions column.

Actions	Service User ID	First Name	Last Name	Email	Service Name
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	Doe	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	9785	Jane	Doe	jane.doe@mailinator.com	Renaissance

Showing 1 to 1 of 1 entries. (filtered from 983 total entries)

Previous **1** Next

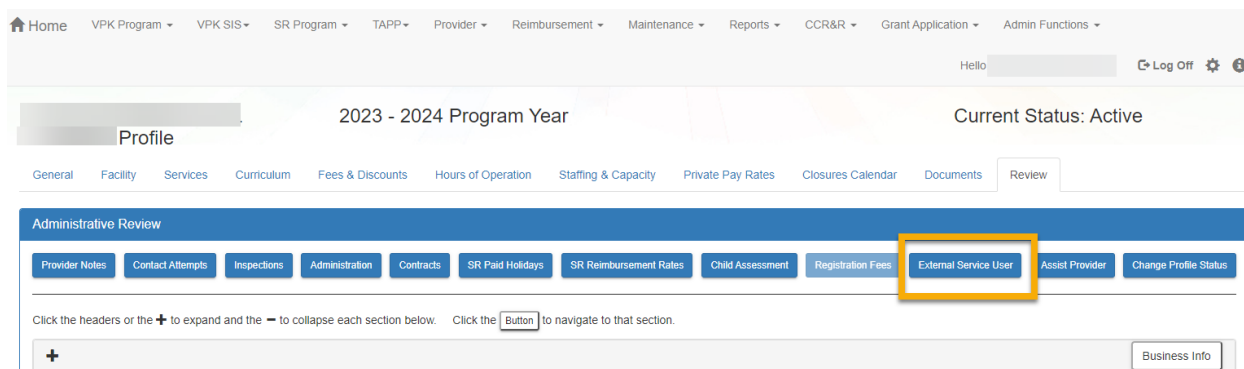
The Confirm User Removal pop-up displays. Click **OK** to remove the user from ALL associated providers or **Cancel** to quit.



NOTE: To remove this user's Renaissance access to some but not all associated providers, click **Cancel**, then use the **Edit** function to deselect the provider(s).

Managing External Service Users at the Provider Site Level

External service users can also be managed at the provider site level. To access the Manage External Service Users page for a specific provider, click the **External Service User** button on the provider's **Administrative Review** page. This button is only available to Coalition or DEL Administrators.



Users who are authorized to access this provider in the Renaissance VPK FAST system are listed.

Manage External Service Users for Renaissance VPK FAST System - 5 Total Records

Add User

The users listed below are authorized to have access to the Renaissance system.

Show10entries.

Clear All Filters

Search:

Export to Excel

Actions	Service User ID	First Name	Last Name	Email	Provider ID	Accountability ID	Service Name
	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>
<div><div><div><div></div><div>Edit</div></div><div><div></div><div>Delete</div></div></div></div>	608	John	Smith	john.smith@rennaissance.org	9	A713741	Renaissance
<div><div><div><div></div><div>Edit</div></div><div><div></div><div>Delete</div></div></div></div>	642	John	Smith	john.smith@rennaissance.org	9	A713741	Renaissance
<div><div><div><div></div><div>Edit</div></div><div><div></div><div>Delete</div></div></div></div>	896	John	Smith	john.smith@rennaissance.org	9	A713741	Renaissance
<div><div><div><div></div><div>Edit</div></div><div><div></div><div>Delete</div></div></div></div>	4595	John	Smith	john.smith@rennaissance.org	9	A713741	Renaissance
<div><div><div><div></div><div>Edit</div></div><div><div></div><div>Delete</div></div></div></div>	6896	John	Smith	john.smith@rennaissance.org	9	A713741	Renaissance

Showing 1 to 5 of 5 entries.

Previous

1

Next

AT THE PROVIDER LEVEL:

- When adding a user at the provider level, it will only add the user to this one site.
 - If the user should have access to multiple sites in Renaissance, the most efficient way to accomplish this is at the Coalition level: **Provider > External Service Users > Renaissance**. The added user will have the same Service User ID across all providers for which they are an authorized user.
- When deleting a user's Renaissance access at the provider level, it will only be removed from this one site.
 - To remove the user's access from additional sites, the most efficient way to accomplish this is at the Coalition level: **Provider > External Service Users > Renaissance**.
- When editing a user's first name, last name, or email address, the changes will be applied for that user across ALL sites they have access to.