

Early Learning Coalition

Indian River • Martin • Okeechobee

School readiness attendance and reimbursement training
guide

SR Attendance

Detailed instructions at Frequently-Used
Links:

<https://providerservices.floridaearlylearning.com>

Provider Portal User Guide
Pages 106-110



6M-4.500 Child Attendance and Provider Reimbursements.

- ▶ (a) A school readiness provider shall not receive payment for a student prior to the student's first day of attendance or after the student is terminated from the school readiness program.
- ▶ (b) Reimbursement rates shall be paid based on a child's care level and unit of care as defined by the coalition's approved provider rate schedule for the county in which the provider's facility is located.
- ▶ (c) Daily attendance documentation shall be maintained by each school readiness provider based on the terms of the Statewide School Readiness Provider Contract, specified in Rule 6M-4.610, Florida Administrative Code (F.A.C.). The provider must record daily child attendance using a paper sign-in and sign-out form or electronic attendance-tracking system that is maintained at the provider site to validate the attendance data.
- ▶ (f) The provider must report any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary. Reported changes must include supporting documentation. Discrepancies validated by the coalition will be corrected for reimbursement purposes

SR Attendance

Requirements before submitting the attendance:

Active Provider Profile

Closures and Paid Holidays

Enrolled SR Children

Attendance sheets should be submitted in month order by the **3rd business day of each month**. Any attendance received after the 3rd business day of the month, will be processed the following month.



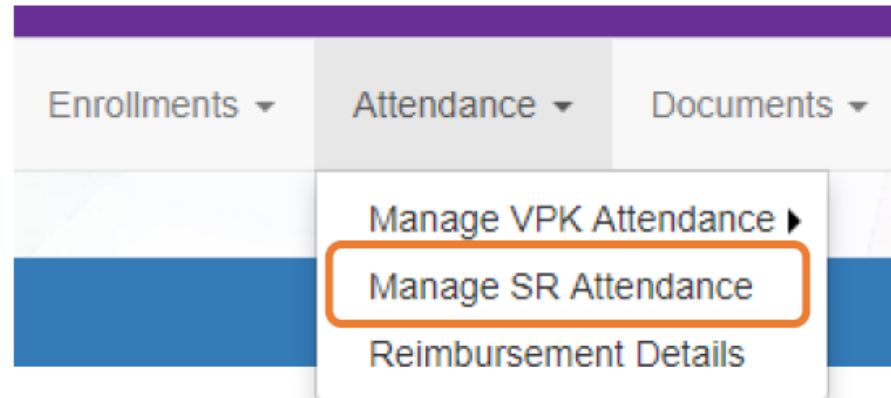
Provider Processing

Provider issues:

- ▶ – Missing enrollments
- ▶ – Duplicates with identical or overlapping schedules
- ▶ – Too many open days
- ▶ – Missing closed days (*)
- ▶ – Missing paid holidays
- ▶ – Missing wrap unit of care
- ▶ – Missing summer/school unit of care changes

SR Attendance

1



2

Program Type* :

Service Period* :

Coalition* :

School Readiness (SR)

Due Date : 11/4/2020

[Summary](#)

3

i Attendance has NOT been submitted to ELC of Indian River, Martin, Okeechobee.

Care Level	INF, TOD, 2YR, PR3, PR4, PR5, SCH
Hours Of Operation	M-F 7:00am-5:30pm
SR/Local Funding Students	64
Paid Holidays	

SR Attendance

Program Type* :

SR

School Readiness (SR)

Service Period* :

October 2020

Due Date :

11/4/2020

Coalition* :

ELC of Indian River, Martin, Okeechot

Summary

Attendance has NOT been submitted to ELC of Indian River, Martin, Okeechobee.

Care Level

INF, TOD, 2YR, PR3, PR4, PR5, SCH

Hours Of Operation

M-F 7:00am-5:30pm

SR/Local Funding Students

64

Paid Holidays

Search:

si

1 to 2 of 64 enrolled

	Child Name	DOB	Age	Billing Group	Status
10.	Messiah	11/17/2016	3y	BG8	PND
58.	MALYAH	3/15/2015	5y	BG8	
		Previous			
		Next			

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Select a child from enrollees to edit attendance



SR Attendance

Provider Processing

SR Attendance Roster

Program Type*: SR
Service Period*: 7/1/2018 to 7/31/2018
Coalition*: ELC of Santa Rosa

School Readiness (SR)
Due Date: 8/3/2018

Summary

✓ Roster was submitted to ELC of Santa Rosa on 4/22/2019 by [User]

Care Level: TOD, 2YR, PR3, PR4, PR5, SC
Hours Of Operation: M-F 6:30am-5:30pm
SR/Local Funding Students: 66
Paid Holidays: 2018-07-04

Search: [Text Box]

1 to 20 of 66 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	[Blurred]	8/13/2014	4y	BG5	Ⓢ SUB
2.	[Blurred]	12/17/2013	5y	BG8	Ⓢ SUB
3.	[Blurred]	12/7/2013	5y	BG8	Ⓢ SUB
4.	[Blurred]	6/12/2015	3y	BG8	Ⓢ SUB
5.	[Blurred]	10/15/2014	4y	BG8	Ⓢ SUB
6.	[Blurred]	12/16/2012	6y	BG1	Ⓢ SUB
7.	[Blurred]	1/5/2016	3y	BG1	Ⓢ SUB
8.	[Blurred]	9/11/2015	3y	BG8	Ⓢ SUB
9.	[Blurred]	4/7/2013	6y	BG8	Ⓢ SUB
10.	[Blurred]	2/11/2013	6y	BG1	Ⓢ SUB
11.	[Blurred]	4/25/2013	5y	BG8	Ⓢ SUB
12.	[Blurred]	12/9/2013	5y	BG1	Ⓢ SUB
13.	[Blurred]	6/20/2014	4y	BG8	Ⓢ SUB
14.	[Blurred]	9/12/2016	2y	BG8	Ⓢ SUB
15.	[Blurred]	4/26/2014	4y	BG1	Ⓢ SUB
16.	[Blurred]	4/26/2014	4y	BG1	Ⓢ SUB
17.	[Blurred]	6/3/2009	9y	BG8	Ⓢ SUB
18.	[Blurred]	11/27/2007	11y	BG8	Ⓢ SUB
19.	[Blurred]	12/12/2013	5y	BG8	Ⓢ SUB
20.	[Blurred]	8/24/2015	3y	BG8	Ⓢ SUB

Previous Next

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library

Attendance Calendar

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
•	X	X	•	X	X	•
	FT	FT		FT	FT	
8	9	10	11	12	13	14
•	X	X	NS	X	X	•
	FT	FT		FT	FT	
15	16	17	18	19	20	21
•	X	X	NS	X	X	•
	FT	FT		FT	FT	
22	23	24	25	26	27	28
•	X	X	NS	A	A	•
	FT	FT				
29	30	31	1	2	3	4
•	A	A				

Legend: X Enrolled/Present

Child's Current Information

Name: [Blurred]
DOB: 10/15/2014 Age: 4
Copay: \$5.20 BGrp: BG8
Status: Enrollment Ended (Terminated)

Monthly Attendance Summary

Anticipated Start Date: 10/16/2017

Absences

Start Date	End Date
7/26/2018	7/30/2018
7/27/2018	7/31/2018

Days Absent: 4
Days Present: 14
Reimbursed Holidays: 0
Non-Reimbursable Days: 3

Save Save & Exit Cancel Submit to Coalition

Provider has paid holiday, but child not scheduled to attend on Wednesdays



SR Attendance

1 to 2 of 64 enrolled

	Child Name	DOB	Age	Billing Group	Status
10.		11/17/2016	3y	BG8	⚠ PND
58.		3/15/2015	5y	BG8	

Child's Current Information

Name

MA'LIYAH SILAS

DOB

3/15/2015

Age

5

Copay

\$1.00

BGrp

BG8

Status

Enrolled

Monthly Attendance Summary

Anticipated Start Date

8/11/2020

Days Absent

0

Days Present

9

Reimbursed Holidays

0

Non-Reimbursable Days

0

RWA

No



Select a child and their schedule shows on the calendar

October 2020

Sun	Mon	Tue	Wed	Thu	Fri
27	28	29	30	1	2
				X PT	X PT
4	5	6	7	8	9
* PT	X PT	X PT	X PT	X PT	X PT
11	12	13	14	15	16
* PT	X PT	X PT			



Wrap Unit of Care FTV/PTV

Provider Processing

SR Attendance Roster

Program Type * : SR

Service Period * : 8/1/2018 to 8/31/2018

Coalition * : ELC of Santa Rosa

School Readiness (SR)

Due Date : 9/5/2018

Summary

Attendance has NOT been submitted to ELC of Santa Rosa.

Care Level : TOD, 2YR, PR3, PR4, PR5, SCH

Hours Of Operation : M-F 6:30am-5:30pm

SR/Local Funding Students : 61

Paid Holidays

Search :

21 to 40 of 61 enrolled

Child Name	DOB	Age	Enrolling Group	Status
21	5/24/2015	3y	B06	
22	5/24/2015	3y	B06	
23	12/22/2016	2y	B06	
24	4/22/2011	8y	B06	
25	5/23/2012	6y	B06	
26	5/23/2012	6y	B06	
27	6/30/2009	9y	B06	
28	11/6/2013	5y	B06	
29	12/1/2015	3y	B06	
30	2/17/2015	4y	B03W	
31	2/17/2015	4y	B03W	
32	2/12/2014	5y	B03W	
33	2/12/2014	5y	B03W	
34	1/3/2017	2y	B03W	
35	1/3/2017	2y	B03W	
36	2/27/2013	6y	B03W	
37	2/27/2013	6y	B03W	
38	4/16/2017	2y	B06	
39	7/22/2014	4y	B01	
40	4/22/2013	6y	B06	

Previous Next

Attendance Calendar

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
			X	X	X	
			FT	FT	FT	
5	6	7	8	9	10	11
	X	X	X	X	X	
	FT	FT	FT	FT	FT	
12	13	14	15	16	17	18
	X	X	X	X	X	
	FTV	FTV	FTV	FTV	FTV	
19	20	21	22	23	24	25
	X	X	X	X	X	
	FTV	FTV	FTV	FTV	FTV	
26	27	28	29	30	31	1
	X	X	X	X	X	
	FTV	FTV	FTV	FTV	FTV	

Child's Current Information

Name

DOB

Copay

Status

Days

Reimb

Non-R

Child shows wrap unit of care correctly

X Enrolled/Present

Save Save & Exit Cancel Submit to Coalition

SR Attendance

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
		X FTV	X FTV	X FTV	X FTV	*
6	7	8	9	10	11	12
*	H	X FTV	X FTV	X FTV	X FTV	*
13	14	15	16	17	18	19
*	X FTV	X FTV	X FTV	X FTV	X FTV	*
20	21	22	23	24	25	26
*	X FTV	X FTV	X FTV	X FTV	X FTV	*
27	28	29	30	1	2	3
*	X FTV	X FTV	X FTV			

X	Enrolled/Present
A	Absent
N	Non-Reimbursable Day
NS	Non-Scheduled Day
H	Paid Holiday
T	Terminated/Enrollment Ended
*	Closed
	Attendance has not started



Consecutive absences Extraordinary circumstances does not include vacation or recreational time.

- ▶ To change a present day to absent, click on the “X.” A pop-up message appears to collect more information.
- ▶ Include a message to the coalition regarding the absence in the Note area. *(optional for most reasons)*
- ▶ c. Attach a file for supporting documentation by clicking **Choose File**. *(optional)*
- ▶ d. Click **Save** when done and the pop-up message will close.
- ▶ e. The “X” for present will now appear as an “A” for absent.
- ▶ 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.
- ▶ g. 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.

Absences per calendar month

Reimbursement shall be authorized for no more than three (3) absences per calendar month per child except in the event of extraordinary circumstances in which case the coalition or its designee shall document approval for payment based on written documentation provided by the parent justifying the excessive

- ▶ absence for an additional ten (10) days. Extraordinary circumstances does not include vacation or recreational time.
- ▶ Examples of extraordinary circumstances include but are not limited to the following:
 - ▶ 1. Hospitalization of the child or parent with appropriate documentation (i.e., doctor's note, hospital admission),
 - ▶ 2. Illness requiring home-stay as documented (i.e., doctor's note, parent statement),
 - ▶ 3. Death in the immediate family with appropriate documentation (i.e., obituary, death certificate, parent statement),
 - ▶ 4. Court ordered visitation with appropriate documentation (i.e., court order),
 - ▶ 5. Unforeseen documented military deployment or exercise of the parent(s) (i.e., military orders of deployment, reserve duty),
 - ▶ 6. Doctor appointments or other health related appointments (i.e., therapy, routine).
- ▶ (b) Total monthly reimbursed absences shall not exceed thirteen (13) calendar days.

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. These children are also known as Protective Services children.

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<https://www.myflfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE****

Reporting BG1-At Risk Designated Child Absences

- ▶ An at-risk child as defined in Section 1002.81(1), F.S.,
- ▶ may not be disenrolled from the program without the written approval of the Child Welfare Program Office of the Department of Children and Families or the community-based lead agency. A notice of termination shall be maintained in the case file and provided to the parent, provider and referring agency.
- ▶ (e) When an at-risk child under the age of school entry has one (1) unexcused
- ▶ absence or seven (7) consecutive days of excused absences, the school
- ▶ readiness provider shall notify the Department of Children and Families or
- ▶ community-based lead agency and the early learning coalition prior to the close of business on the day of the absence.
- ▶ The provider shall maintain documentation of the notification. The coalition shall document any contact made with the provider, referring agency and parent in the case file.

Rilya Wilson Reporting Requirements

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or childcare program must attend the program 5 days a week unless the court grants an exemption.

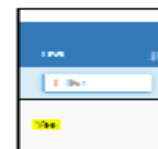
A child enrolled in an early education or childcare program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the childcare provider shall report any unexcused absence or seven excused absences to the Early Learning Coalition by the end of the business day following the unexcused absence or seventh consecutive excused absence.

DEL PROVIDER PORTAL [Identifying children rollmentssubjecttoRilyaWilsonAct](#)

Log into the OEL Provider Portal – www.providerservices.floridaeearlylearning.com

From main menu select: Enrollments> Manage SR Enrollments> View/Edit SR Enrollments

Enrollments that are part of the Rilya Wilson Reporting Requirements will have a “YES” in the RW Column of the SR Enrollment screen.



Requirements:

- Children MUST be enrolled to participate 5 days a week.
- Children MAY NOT be withdrawn without prior written approval from the Department of Children and Families (DCF) or local agency.
- If Child has 7 consecutive excused absences or any Unexcused absence, the childcare Provider MUST notify the referring agency and the Early Learning Coalition.
- If it is not in the best interest of the child to remain at the childcare or early education program, the caregiver MUST work with the Case Manager, Guardian Ad Litem, and educational surrogate, if appointed, to determine the best setting for the child.



Contact information for Reporting Absences to Referring Agency:

DCF/Department of Children & Families

- Indian River (772) 770-6701
- Martin (772) 403-6030
- Okeechobee (863) 824-4085
- Circuit 19 Main (772) 467-4177

CKKids/Communities Connected for Kids

- Indian River (772) 617-1677
- Martin (772) 678-3555
- Okeechobee (863) 623-3145
- Corporate Office (772) 873-7800

Notification of absences to FLC:

Email the completed Absence and Rilya Wilson Reporting Form to the assigned Family Services Specialist.

Suspicion of abuse or neglect of a child is **REQUIRED** be reported to **1-800-96-ABUSE**

Revise 11/29/2021

Rilya Wilson Act Tracking Log

Month: _____ Year: _____

(to be completed any day a Protective Custody child is absent, by the end of the following day)

[illegible]

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 FT	A	A	A	X FT	*
10	11	12	13	14	15	16
*	X FT	X FT	X FT	X FT	X FT	*
17	18	19	20	21	22	23
*	X FT	X FT	X FT	X FT	X 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

10/06/2021

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

SR Attendance

Attendance – Sign and Certify

Funder TypeSR

Service Period8/1/2018 to 8/31/2018

Due Date9/8/2018

CoalitionELC of the Big Bend Region

Provider ID9504

SiteFlorida ChildCare Center A

Site Address6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309

CountyLeon

Child Name	DOB	Age	Billing Group	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	A	X	H	N
1. Daphne Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	A	X	X	X	X	*	*	X	X	X	X	X	1	22	0	0
2. Fred Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	0	23	0	0
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	0	23	0	0

Review of all attendance before final Sign and Certify

Authorized Electronic Signature

Full Name:

☐ Certify by electronic signature

Submission Date3/9/2019

 Submit



Attendance Submitted

Provider Processing

SR Attendance Roster

Program Type* :
SR

Service Period* :
8/1/2018 to 8/31/2018

Coalition* :
ELC of Santa Rosa

School Readiness (SR)

Due Date : 9/5/2018

Summary

✓ Roster was submitted to ELC of Santa Rosa on 4/23/2019 by

Care Level
Hours Of Operation
SR/Local Funding Students
Paid Holidays

TOD, 2YR, PR3, PR4, PR5, SCH
M-F 6:30am-5:30pm
61

Search:

1 to 20 of 61 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.		8/13/2014	4y	BG5	Ⓢ SUB
2.		12/17/2013	5y	BG8	Ⓢ SUB
3.		12/7/2013	5y	BG8	Ⓢ SUB
4.		6/12/2015	3y	BG8	Ⓢ SUB
5.		10/15/2014	4y	BG8	Ⓢ SUB
6.		12/18/2012	6y	BG1	Ⓢ SUB
7.		1/5/2016	3y	BG1	Ⓢ SUB
8.		9/11/2015	3y	BG8	Ⓢ SUB
9.		9/11/2015	3y	BG8	Ⓢ SUB
10.		4/7/2013	6y	BG8	Ⓢ SUB
11.		2/11/2013	6y	BG1	Ⓢ SUB
12.		4/25/2013	5y	BG8	Ⓢ SUB
13.		3/24/2016	3y	BG8	Ⓢ SUB
14.		12/9/2013	5y	BG1	Ⓢ SUB
15.		6/20/2014	4y	BG8	Ⓢ SUB
16.		9/12/2016	2y	BG8	Ⓢ SUB
17.		4/26/2014	4y	BG1	Ⓢ SUB
18.		6/3/2009	9y	BG8	Ⓢ SUB
19.		11/27/2007	11y	BG8	Ⓢ SUB
20.		12/12/2013	5y	BG8	Ⓢ SUB

Previous Next

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 from enrollees to edit attendance

Roster shows "SUB" for submitted

Save Save & Exit Cancel Submit to Coalition

Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to records and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.

rejected

SR Attendance Issues that should be Address prior to submitting the Roster:

Contact ELCIRMO when:

- Paid holidays are missing from the attendance calendar,
- Information on the roster is incorrect (such as child's date of birth, billing group, unit of care, scheduled days, termination date, etc.),
- Enrolled children are missing on the roster,
- Children appear on the roster more than once, or
- Absences get saved multiple times on the same day.



SR Attendance

Not Submitted

Attendance has NOT been submitted to ELC of Indian River, Martin, Okeechobee.

Care Level INF, TOD, 2YR, PR3, PR4, PR5, SCH
Hours Of Operation M-F 7:00am-5:30pm
SR/Local Funding Students 64
Paid Holidays

Roster was verified at ELC of Indian River, Martin, Okeechobee on 10/5/2020 by chris@elcirmo.org.

Care Level INF, TOD, 2YR, PR3, PR4, PR5, SCH
Hours Of Operation M-F 7:00am-5:30pm
SR/Local Funding Students 89
Paid Holidays 2020-09-07

Submitted

	Child Name	DOB	Age	Billing Group	Status
1.		3/3/2018	1y	BG8	☑ SUB
2.		3/3/2018	1y	BG8	☑ SUB
3.		7/7/2015	3y	CCEP	☑ SUB

SR Attendance

Submit Attendance

The due date for this service period has passed.
Late attendance records may be processed in the next reporting period.

Clicking **Continue** will move to *Sign & Certify*.

Cancel

Continue



SR Attendance

If you need assistance, please e-mail or

▶ 772-220-1220.

▶ If you need to leave a message



Sign-In/Sign Out Sheets

Sign in/out sheets must include:

- ▶ Name of child (must match name on the ELC Enrollment Certificate)
- ▶ Complete Date
- ▶ Time in-out (must be accurate to the minute, may not be rounded up or down)
- ▶ Full signature of person signing child in (in ink)
- ▶ Full signature of parent or person authorized by the parent to pick up child (in ink)
- ▶ Name of Facility/Provider (must match name on Enrollment / Attendance Certification)
- ▶ Month / Year
- ▶ Siblings must have individual sign in/out sheets
 - Signature Guidelines: Clear Full Signature (First and Last Name) required, of the parent or person authorized by the parent to drop off/pick up the child. Signature should be legible or match the parent's/authorized guardian's government

Data Red Flags discrepancy that will require additional training and technical assistances.

- ▶ Child marked present on the attendance, but not signed in or out on the sign-in sheet.
- ▶ child marked present, but sign-in and sign-out signatures are crossed out.
 - ▶ Claiming “X” when child was not in attendance
 - ▶ - Claiming “X” before the service begin date
 - ▶ - Claiming “X” after the service end date
 - ▶ - Claiming more than 3 Excused Absences (“E”)

FRAUD



Request for Adjustment Form

Child Care Provider: _____

Month/Year/Dates to be adjusted From: _____ To: _____

Please check: ☐ School Readiness ☐ VPK

Reason for Adjustment (check those which apply):

- ☐ Care level is incorrect (Example) Infant, Toddler, 2, 3, etc.)
- ☐ Inaccurate number of days attended listed
- ☐ Unit of care is incorrect (Example: full-time, part-time)
- ☐ Incorrect Daily Copay Fee:
- ☐ Missing Enrollment
- ☐ Fee Waiver not applied or has expired
- ☐ Child was not enrolled/not on attendance sheet
- ☐ Withdrawal status incorrect
- ☐ Incorrect Daily Fee
- ☐ Enrolled in incorrect Billing Group
- Other (Please explain) _____

Please complete the child's information as indicated and mark all days attended (X) and all days absent (E) for the month in question. Make sure to attach absentee documentation, if applicable.

Child Name: _____ Care Level: _____ Unit of Care FT/PT: _____ Copay Fee: _____

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
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Child Name: _____ Care Level: _____ Unit of Care FT/PT: _____ Copay Fee: _____

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Child Name: _____ Care Level: _____ Unit of Care FT/PT: _____ Copay Fee: _____

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Child Name: _____ Care Level: _____ Unit of Care FT/PT: _____ Copay Fee: _____

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Please provide the following documents with your request for adjustment:

- ☐ Documentation of Absence
- ☐ Sign In & Out Sheet
- ☐ VPK Certificate Sign In & Out Sheets / Short/ Long Forms
- ☐ Court Order Documents for Visitation
- ☐ Attendance Roster Summary/ Reimbursement Report

For Reimbursement Staff Only: Initials of Recipient: _____ Date Rcvd: _____ Adjustment Approved: _____ Date: _____

Adjustment Denied: _____ Reason for Denial: _____

Fraud

- ▶ Fraud” is an intentional deception, omission, or misrepresentation made by a person with knowledge that the deception, omission, or misrepresentation may result in unauthorized benefit to that person or another person, or any aiding and abetting of the commission of such an act. The term includes any act that constitutes fraud under applicable federal or state law.
- ▶ In accordance with Florida Statutes 1002.91 and Florida Administrative Code (FAC) Rule 6M-9.400 Each early learning coalition shall adopt an anti-fraud plan addressing the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for School Readiness program and Voluntary Prekindergarten Education Program services.

Post Audit

- ▶ VPK Providers acknowledge that the Coalition, the Office of Early Learning, and other local, state and federal officials have the right to examine any documents and records that contain information about the VPK program.
- ▶ All Documentation must be legible.
- ▶ White-out must **NOT** be used anywhere on the forms. If an error is made, Providers must mark through the error and write-in the correct entry and initial.
- ▶ The provider's noncompliance with any terms of the Statewide Provider Agreement (Form OEL-VPK 20) may result in financial penalties
- ▶ VPK child enrollment records are confidential and must be kept by the provider for at least three (5) years after the child's last day of attendance.

Common types of fraud

Child Care Providers:

- ▶ Asking a parent to sign a child in/out when they have not attended
- ▶ Signing a child in when the child is absent to be paid for that day
- ▶ Giving false information to the Coalition to receive payment for VPK
- ▶ Giving false information to become or remain contracted for VPK

SR Attendance Data Issues/Error Messages

- ▶ Please email our team about the issues you are having. Send screen prints/error message that you are getting, etc.
- ▶ The more information you can provide, the more we can determine if we can help or if a ticket is needed.
- ▶ Please be patient as we work together to figure out the best way to help you. Thank you, Finance Team.
- ▶ Mayra Garcia mgarcia@elcirmo.org,
- ▶ Kelly Wilson kwilson@elcirmo.org,
- ▶ Sean Lewis slewis@elcirmo.org
- ▶ Erica Lopez elopez@elcirmo.org





Questions?