

# Early Learning Coalition

Indian River • Martin • Okeechobee

School readiness and voluntary pre-kindergarten  
attendance and reimbursement training guide

The background of the slide features a faint, grayscale image of two hands gently cupping a child's head from the sides. The child's face is partially visible in the center. The overall aesthetic is soft and caring. On the right side of the slide, there are several overlapping, semi-transparent green geometric shapes, primarily triangles and polygons, creating a modern, abstract design element.

Let's go over the Rule for (VPK) 6M-8305 and the Rule (SR) 6M-4.500 Child Attendance and Provider Reimbursements.

# Recording and Certifying Child Attendance in the VPK Program 6M-8.305

(a) An early learning coalition shall give a VPK provider a monthly roster, prepared by using the statewide information system, that lists each child enrolled in the provider's or school's VPK program, for a private provider or public school to certify a child's attendance for the calendar month.

(b) A VPK provider must certify the monthly attendance of a child enrolled in the provider's VPK program. A child's parent must verify the child's attendance on Form OEL-VPK 03S (Child Attendance and Parental Choice Certificate Long Form), dated February 14, 2007, which is hereby incorporated by reference and may be obtained as described in Rule 6M-8.900.

(c) After payment for the first calendar month that a VPK provider participates in the VPK program, the coalition may not pay the VPK provider for a subsequent month until the provider submits a monthly attendance roster to the coalition which certifies the attendance of each enrolled child from the prior month.

(d) The coalition may not pay the VPK provider the final payment for the program year until the provider submits a final verification of the annual cumulative attendance of each child enrolled in the provider's VPK program, which certifies the paid hours of attendance of each child enrolled for the program year.

(e) If a child arrives at a VPK provider's VPK site but the provider or school refuses the child's attendance (e.g., for disciplinary reasons, including tardiness or prohibited attire), the provider or school must record the instructional day as an absence.

# VPK Form



# Voluntary Prekindergarten Sign In/Sign Out Sheet Rules Must Include:

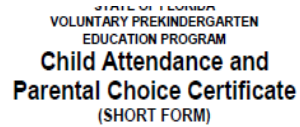
VPK Providers must ensure that in addition to daily sign in/out sheets, parent/guardian/authorized person needs to verify, each month, the students' attendance on the prior month's certified student attendance, VPK Short Form.

Name of Facility/Provider (must match name on issued license).

Month / Year • Name of child (must match name in the Enrollment Certificate) • Complete Dates.

Time out (must be accurate to the minute, may not be rounded up or down). AM and PM must be specified if the provider offers night care.

Full signature of the parent or person authorized by the parent to drop off the child & Full signature of the parent or person authorized by the parent to pick up the child.



1. Child's first name	Middle name	Last name	Jr./III	2. Child's date of birth
3. Name of private provider or public school				4. VPK class

### PARENTAL CERTIFICATION

I swear (or affirm) that my child (whose name appears above in item 1) attended the Voluntary Prekindergarten Education Program during the months listed below. I certify that my child's daily attendance in the program was recorded by the private provider or public school and that I or my representative signed the attendance record each day that my child attended the program. I further certify that I continue to choose the private provider or public school (whose name appears above in item 3) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

[illegible]

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep this original signed form for at least 2 years. A private provider must allow the early learning coalition, and a public school must allow the school district, to inspect this original signed form during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.

## Instructions on using “Child Attendance and Parental Choice Certificate

## “VPK Short Form”

- ▶ You must have a separate sign in/out form for each child, when using the **“Short Form.”**
- ▶ The form must be completed to its entirety that includes (birthdates, class assignment, etc.)
- ▶ Parents must sign monthly on the last day of the month or after, **not prior to the last day of the month.** By signing, they’re acknowledging their child attended the VPK Program.



# VPK Attendance



## Requirements before submitting:

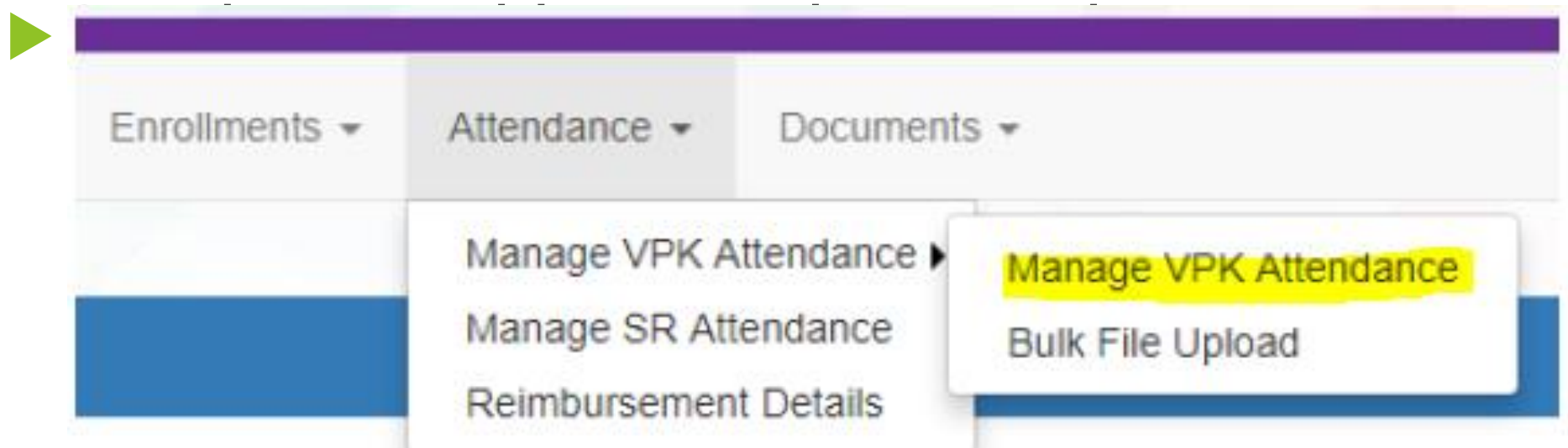
- Active Provider Profile
- Certified VPK Provider Application
- Certified VPK-20XX Contract
- At Least 4 Children Enrolled

<https://providerservices.floridaeearlylearning.com>



# VPK Attendance

- ▶ Backlog of attendance from Aug - March processed.





Search:

1 to 11 of 11 enrolled

	Child Name	DOB	Age	Billing Group	Status
1	Crunch Latham	9/9/2013 5y	VPK		
2	Goodbar Latham	9/9/2013 5y	VPK		
3	Krackel Latham	9/9/2013 5y	VPK		
4	Mentos Latham	9/9/2013 5y	VPK		
5	Milky Way Latham	9/9/2013 5y	VPK		
6	Nestle Latham	1/1/2014 4y	VPK		
7	Payday Latham	9/9/2013 5y	VPK		
8	Reese's Pieces Latham	9/9/2013 5y	VPK		
9	Snickers Latham	9/9/2013 5y	VPK		
10	Three Musketeers Latham	9/9/2013 5y	VPK		
11	Twix Latham	9/9/2013 5y	VPK		
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

October 2018

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

#### Child's Current Information

Name Crunch Latham  
DOB 9/9/2013 Age 5  
Status Enrolled BGrp VPK  
Cert VPK1109729-2018  
Class AF18-Purple Room

#### Monthly Attendance Summary

Days Present 19  
Days absent 0

- X Enrolled/Present
- A Absent
- N Non-Reimbursable/Non-Scheduled Days
- H Paid Holiday Days
- T Terminated/Enrollment Ended
- \*

Attendance has not started

Save Save & Exit Cancel Submit to Coalition

# Legend

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

- Place an “A” on any day of non-attendance to indicate an absence.
- Place an “X” on any day to indicate the child is present.
- Place an “H” on any day to indicate a Holiday.
- Place an “C” on any day to indicate a closure.

# VPK Provider Payment Reimbursement:

- ▶ A provider is paid for every day a child attends the VPK program.
- ▶ A child is considered to have attended a full VPK day even if he/she attends any part of the VPK day.
- ▶ Generally, a provider is paid monthly for all absences as long as a child is not absent more than 20% of the time attended.
- ▶ If a child is absent more than 20% of the time attended, a provider is paid for up to 20% of the absences.
- ▶ If a child is absent more than 20% of the time attended during a specific month but is absent for less than 20% of the total time attended in the VPK program/classroom, the provider will receive an 80/20 absence adjustment payment with the program/classroom's final VPK reconciliation.
- ▶ Each Final Provider Reimbursement Report will be uploaded into the Provider Portal after the completed attendance rosters of every month. This report explains the actual payment made for each child for the month and any adjustments for prior periods.

# VPK Attendance

Detailed instructions at Frequently-Used  
Links:

<https://providerservices.floridaearlylearning.com>

Provider Portal User Guide



# 6M-4.500 Child Attendance and Provider Reimbursements.

- ▶ (a) A school readiness provider shall not receive payment for a student before 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 an electronic attendance-tracking system that is maintained at the provider's 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 **3<sup>rd</sup> business day of each month**. Any attendance received after the 3<sup>rd</sup> 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

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

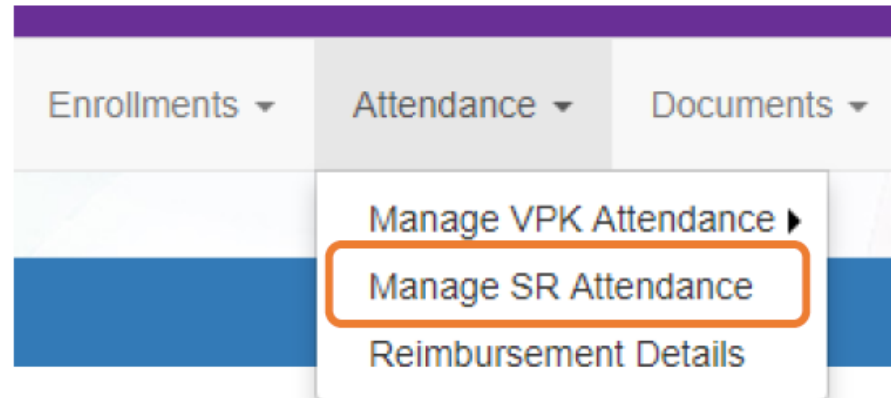
10

Select a child from enrollees to edit attendance



# SR Attendance

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

## 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

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

Search: [Text Box]

1 to 20 of 66 enrolled

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

Date	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

# 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	12/21/2015	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



# 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 [redacted]

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:

1 to 20 of 61 enrolled

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

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
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Save

Save & Exit

Cancel

Submit to Coalition

# 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

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](mailto: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 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.



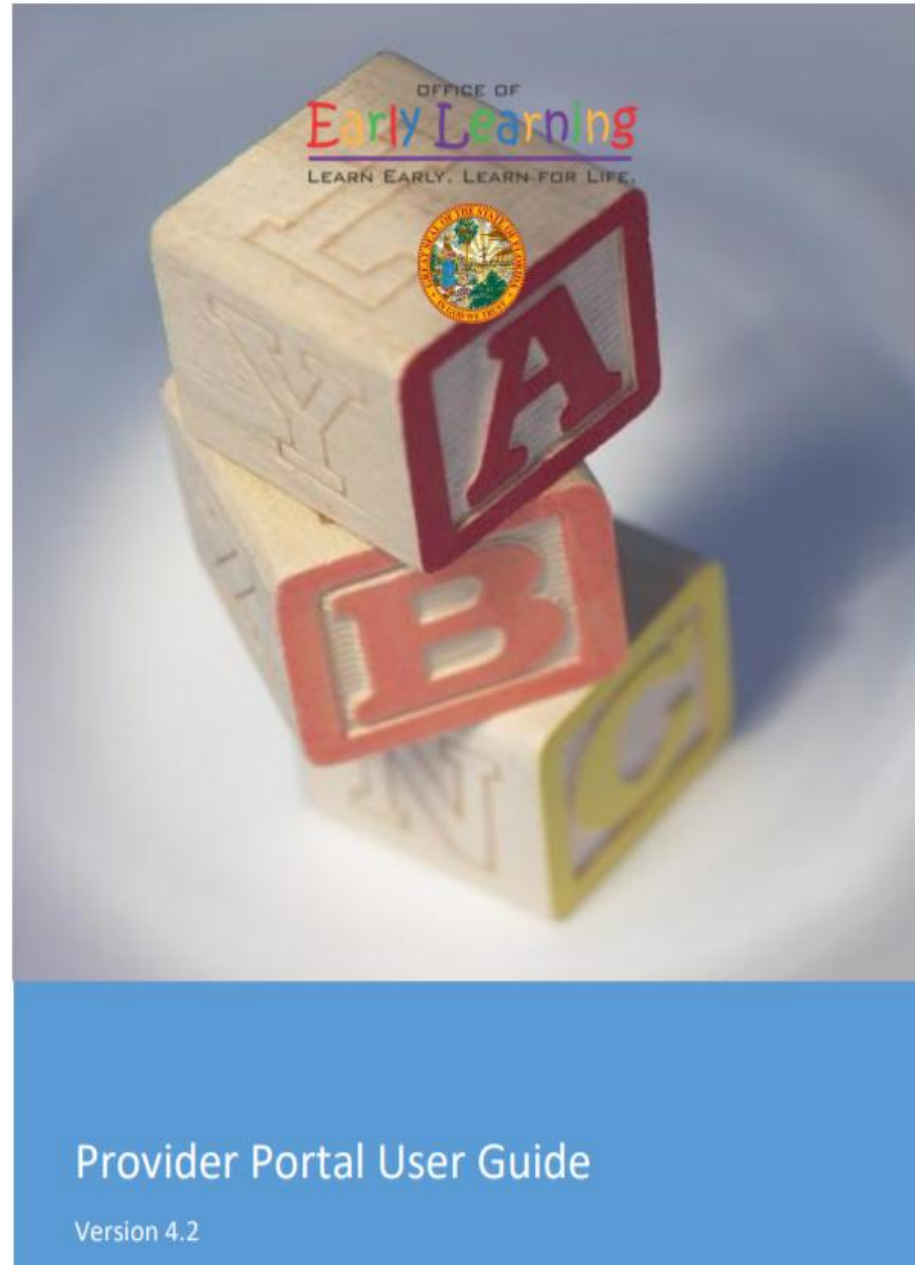


# SR Attendance

Detailed instructions at:

Detailed instructions at:  
<https://providerservices.floridaearlylearning.com>

Provider Portal User Guide  
Pages 112-117?



## 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

FRAUD



# 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

# VPK or SR Attendance Data Issues/Error Messages

- ▶ Please email us with 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.





Questions?