Quick Tips for VPK Temporary Closures

When do I need to report a temporary closure?

Report all temporary closures that occur, where some or all children are impacted and services are not provided.

When is a closure reimbursable (CR)?

Closure reimbursable are days services are not provided to some or all children and are:

- Related to COVID
- Related to a declared state of emergency (declared by federal, state, or local officials)

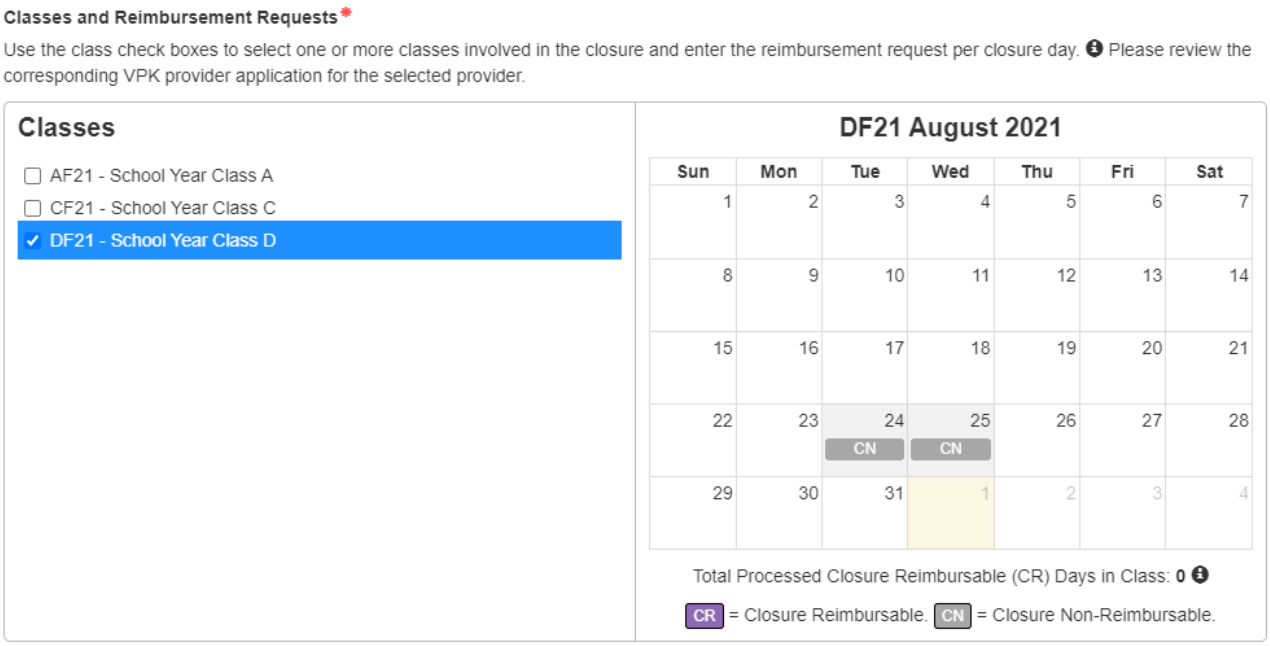
The provider will be reimbursed for the CR days.

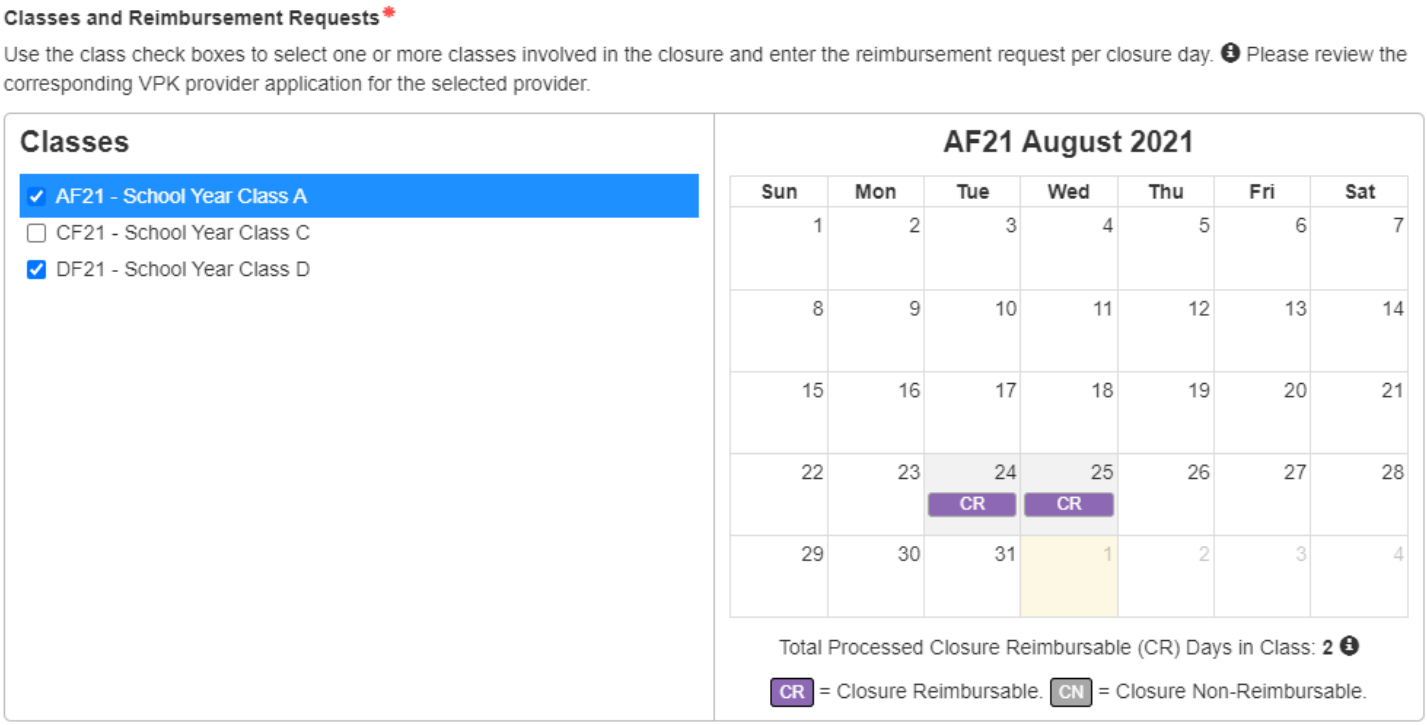
What new functionality is in EFS Mod for VPK Temporary Closures?

1. For partial VPK closures, the provider can select the specific class(es) impacted by the temporary closure. The provider can set each temporary closure day as CR (closure reimbursable) or CN (closure non-reimbursable).

   Example: Below, the **DF21class** has the days as CN because they plan to make up the temporary closure days. The **AF21class** has the days as CR because they do not intend to make up the closure days and have less than 5 processed CR days for the program year.

   Notice the **Total Processed Closure Reimbursable (CR) Days in Program Year.**





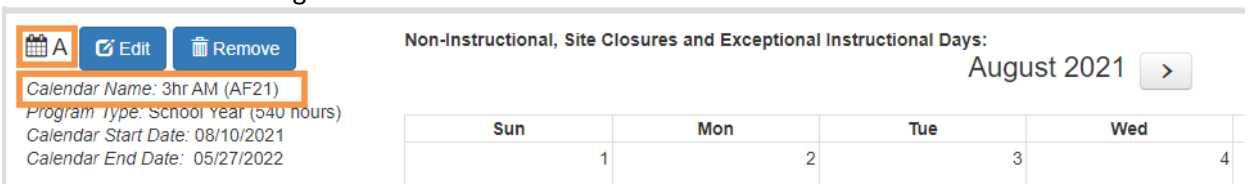
If the closures are for different dates, then separate temporary closure events will need to be created.

2. After the coalition approves a temporary closure that has non-reimbursable (CN) days, VPK providers must take additional steps to complete the process. When the temporary closure with non-reimbursable days is set to "Processed":
   a. The provider's VPK provider application (VPK-APP) is changed to "Incomplete" status.
   b. An email notification is sent to the provider advising that their VPK-APP is in non-certified status due to a temporary closure. The provider is instructed to log into their account to update and submit their VPK-APP to the coalition.
   c. If the class(es) associated with the non-reimbursable closure shares a calendar with another class, the system separates the calendar so that each class that shared the calendar will have its own calendar. In other words, the original class calendar is cloned as many times as needed and each cloned/revised calendar is assigned to a class so that all classes involved in the closure have its own calendar. (One of the classes will keep the original calendar.)
      - A new cloned calendar's name consists of the original calendar's name followed by the associated class's name in parenthesis.
      - If the original calendar does not have a name, the cloned calendar's name will only consist of the associated class's name in parenthesis.

Example:

Original Calendar:

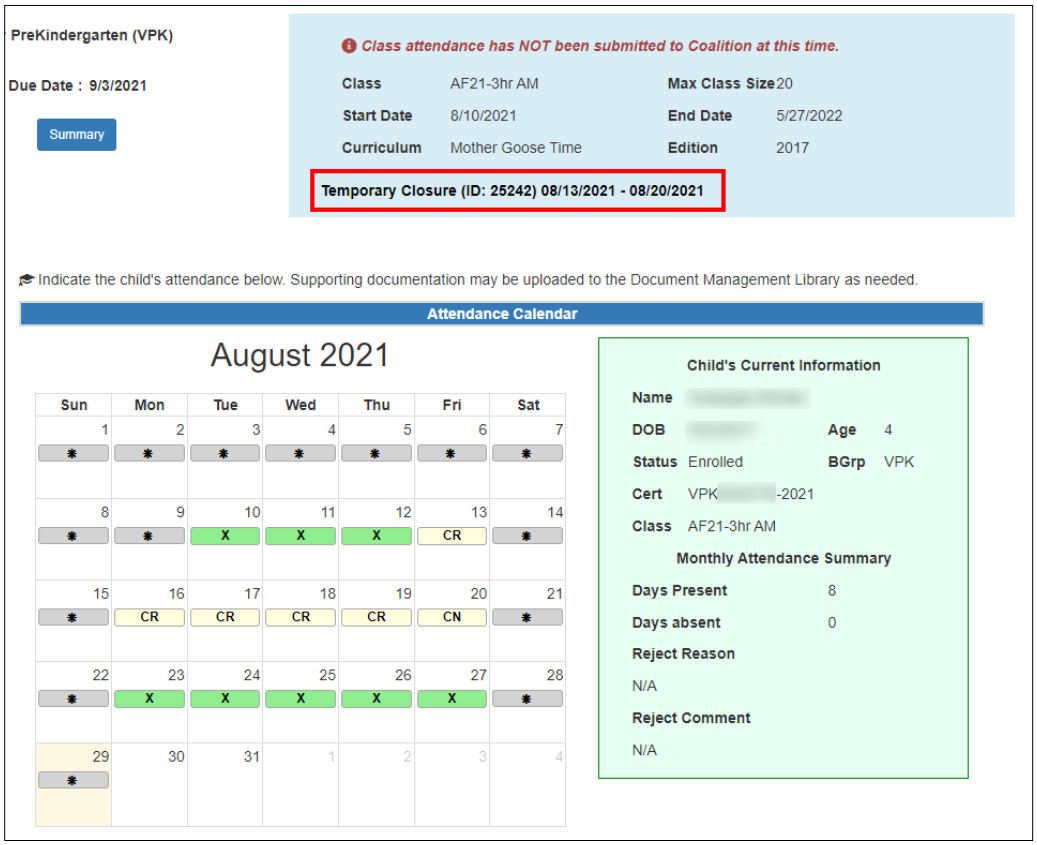
Revised Cloned Calendar assigned to class AF21:



3. The non-reimbursable temporary closures for each class are automatically written to the original and/or cloned calendar as “NonInstructional: Temporary Closure Added” in the correct service period month.

   NOTE: When non-instructional temporary closure days are added to a VPK calendar, the Total Calculated Hours are reduced, so the provider must adjust the calendar to restore the calculated hours to “540” and submit the VPK-APP to the coalition when all changes are complete.

4. In the Provider’s attendance roster, temporary closure days display in the blue header and on the calendar.



What can coalitions change on a submitted temporary closure?

Coalitions can edit all fields in Incomplete and Submitted temporary closure forms.

Are there additional materials for questions related to temporary closures?

There are supporting materials available:

a. Training videos on YouTube Provider Portal Temporary Closures

b. User Guides for the Provider Portal and Coalition Portal

c. Policy Guidance on SharePoint