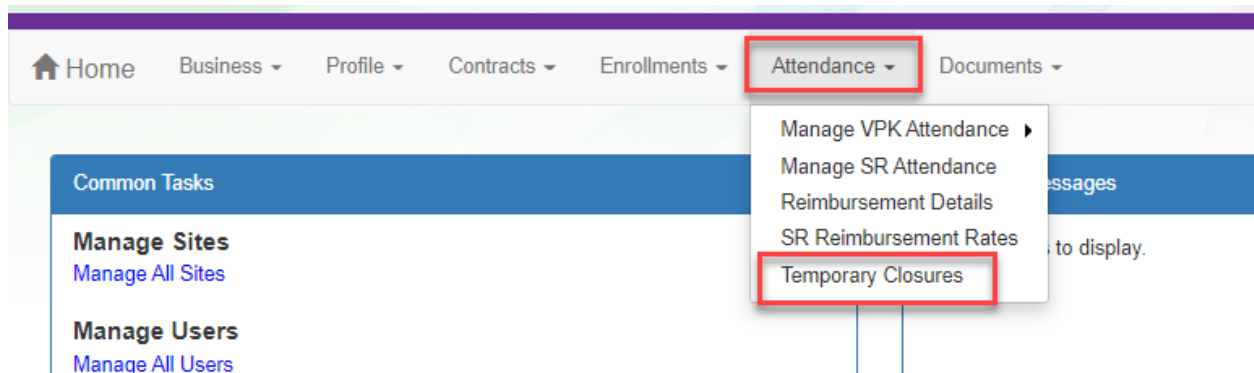


Temporary Closures

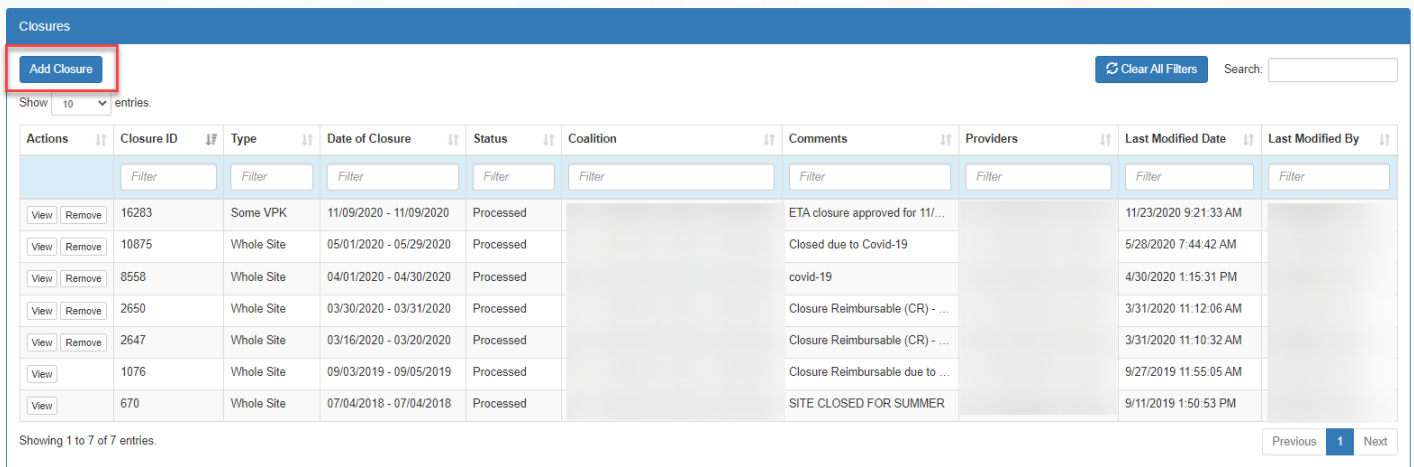
Temporary closures must be created when the whole site or program or specific classroom is temporarily closed due to emergency circumstances. Provider and Coalition users can initiate temporary closures.

NOTE: Temporary closures must be created BEFORE attendance is submitted for the month in which the closure occurs.

To add a closure, navigate to **Attendance > Temporary Closures**.



Click the **Add Closure** button.



Actions	Closure ID	Type	Date of Closure	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
View Remove	16283	Some VPK	11/09/2020 - 11/09/2020	Processed		ETA closure approved for 11/...		11/23/2020 9:21:33 AM	
View Remove	10875	Whole Site	05/01/2020 - 05/29/2020	Processed		Closed due to Covid-19		5/28/2020 7:44:42 AM	
View Remove	8558	Whole Site	04/01/2020 - 04/30/2020	Processed		covid-19		4/30/2020 1:15:31 PM	
View Remove	2650	Whole Site	03/30/2020 - 03/31/2020	Processed		Closure Reimbursable (CR) - ...		3/31/2020 11:12:06 AM	
View Remove	2647	Whole Site	03/16/2020 - 03/20/2020	Processed		Closure Reimbursable (CR) - ...		3/31/2020 11:10:32 AM	
View	1076	Whole Site	09/03/2019 - 09/05/2019	Processed		Closure Reimbursable due to ...		9/27/2019 11:55:05 AM	
View	670	Whole Site	07/04/2018 - 07/04/2018	Processed		SITE CLOSED FOR SUMMER		9/11/2019 1:50:53 PM	

The Report Temporary Closure pop-up window opens.

Report Temporary Closure

Temporary Closure Type

Select the type of childcare services closure that occurred during the closure event. *

- The whole site(s) was closed. Services were not provided to any children.
- The site was partially closed. Services were not provided to all or some VPK classes. ⓘ
- The site was partially closed. Services were not provided to all or some SR care levels. ⓘ

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From ⓘ * Closed To *

Anticipated Reopen Date ⓘ *

Closure Reasons (select all that apply) *

- Exposure to COVID-19
- Scheduled deep-cleaning due to COVID-19
- Lack of child attendance
- Lack of staff availability
- Declared state of emergency other than COVID-19 (such as a hurricane)
- Other

Documentation

Save Cancel Submit to Coalition

Creating a Temporary Closure for a Whole Site Closure

Complete the form. Hover over the information icons ⓘ for additional information.

- **Temporary Closure Type**
 - When an entire site is temporarily closed due to emergency circumstances, where all programs and children are impacted, select “The whole site was closed. Services were not provided to any children.”
 - When only the VPK program or only some VPK classes were closed, select “The site was partially closed. Services were not provided to all or some VPK classes.”
 - When only the SR program or only some SR classes were closed, select “The site was partially closed. Services were not provided to all or some SR care levels.”
- **Closed Provider Site(s)** – Select the site(s) that were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with VPK or SR enrollments display in the dropdown list. **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 “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure date range. The “Anticipated Reopen Date” is the date the provider expects to reopen. **NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.
- **Closure Reasons** – Select the applicable reason(s) for closure. If ‘Other’ is selected as the closure reason, then a comment is required.
- **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
- **Comments** – Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter “Closure added by provider user” in the comments.

Report Temporary Closure

Temporary Closure Type

Was the whole site(s) closed for childcare services during the closure event? *

Yes, the whole site(s) was closed. Services were not provided to any children.

No, the site was partially closed. Services were not provided to the VPK program. ⓘ

No, the site was partially closed. Services were not provided to the SR program.

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From ⓘ * Closed To *

Anticipated Reopen Date ⓘ *

Closure Reasons (select all that apply) *

Exposure to COVID-19

Scheduled deep-cleaning due to COVID-19

Lack of child attendance

Lack of staff availability

Declared state of emergency other than COVID-19 (such as a hurricane)

Other

Test

Documentation

Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document...

Clicking the **Save** button on the Report Temporary Closure form saves the record in “Incomplete” status. Incomplete closure forms can be seen by the coalition for assistance. To edit a temporary closure record, click the **Edit** button on the incomplete record.

Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
Edit Remove	12537	Whole Site	10/01/2020 - 10/08/2020	Yes	Incomplete				10/22/2020 5:15:44 PM	
View Remove	11288	Whole Site	05/01/2020 - 05/15/2020	Yes	Processed		Closed due to COVID-19		5/28/2020 5:34:26 PM	
View Remove	8461	Whole Site	04/01/2020 - 04/30/2020	Yes	Processed		Closed due to COVID-19		4/30/2020 11:02:35 AM	
View Remove	4529	Whole Site	03/16/2020 - 03/31/2020	Yes	Processed		Closed due to COVID-19		4/14/2020 11:32:07 AM	
View	1271	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorian Closure		10/1/2019 11:50:00 AM	

Edit the closure details and click **Submit to Coalition**. After clicking the **Submit to Coalition** button, the Sign and Certify message appears. Complete the authorized electronic signature fields, then click **Submit**.

Temporary Closure ~ Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name *

Certify by Electronic Signature *

Submission Date

Submit

The temporary closure is submitted to the coalition. The record appears in the Submitted closures queue in “Submitted” status.

Creating a Temporary Closure for all or some SR Care Levels.

Report Temporary Closure

Temporary Closure Type

Select the type of childcare services closure that occurred during the closure event. *

The whole site(s) was closed. Services were not provided to any children.

The site was partially closed. Services were not provided to all or some VPK classes. ⓘ

The site was partially closed. Services were not provided to all or some SR care levels. ⓘ

Closed Provider Site(s)

Select Providers *

Evergreen Academy of Zion Lutheran Church (18332) ▼

Closure Details

Closed From ⓘ *

Closed To *

Anticipated Reopen Date ⓘ *

Care Levels and Reimbursement Requests *

Use the care level check boxes to select one or more care levels involved in the closure and enter the reimbursement request per closure day.

Care Levels

INF - Infant

TOD - Toddler

2YR - 2 Year Old

PR3 - Preschool 3

PR4 - Preschool 4

PR5 - Preschool 5

SCH - School Age

SPCR - Special Needs

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

Complete the form. Hover over the information icons ⓘ for additional information.

- **Temporary Closure Type** – When services were not provided to all or some SR Care Levels, select ‘The site was partially closed. Services were not provided to all or some SR Care Levels.’
- **Closed Provider Site(s)** – Select the site(s) that were completely, temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with a certified contract display in the dropdown list. **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 “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure date range. The “Anticipated Reopen Date” is the date the provider expects to reopen. **NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, additional closure is needed to cover that time period.
- **Care Levels and Reimbursement Requests** – Select the care level(s) impacted by the closure. Check the checkbox for the care levels to include it in the closure. **NOTE:** The days default to ‘CR’.

Care Levels and Reimbursement Requests*

Use the care level check boxes to select one or more care levels involved in the closure and enter the reimbursement request per closure day.

Care Levels		2YR June 2021						
<input checked="" type="checkbox"/> INF - Infant		Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/> TOD - Toddler		30	31	1	2	3	4	5
<input checked="" type="checkbox"/> 2YR - 2 Year Old		6	7	8	9	10	11	12
<input type="checkbox"/> PR3 - Preschool 3					CR	CR		
<input type="checkbox"/> PR4 - Preschool 4		13	14	15	16	17	18	19
<input type="checkbox"/> PR5 - Preschool 5		20	21	22	23	24	25	26
<input type="checkbox"/> SCH - School Age								
<input type="checkbox"/> SPCR - Special Needs								

- Clicking on CR changes the value to CR and vice versa.
- **Closure Reasons** – Select the applicable reason(s) for closure. If ‘Other’ is selected as the closure reason, then a comment is required.
- **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
- **Comments** – Enter comments related to the closure.
- Clicking the **Submit** button submits the closure to the coalition. The record appears in the Closures grid with “Submitted” status. It is available in Coalition’s ‘Submitted’ queue.
- **NOTE:** **Save** button saves the record in ‘Incomplete’ status.
- Complete the authorized electronic signature fields, then check the Certify by Electronic signature box, then click the **Submit** button.

Temporary Closure ~ Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name *

Certify by Electronic Signature *

Submission Date

Submit

- Clicking the **Submit** button submits the closure to the coalition. The record appears in the grid with “Submitted” status. It is available in Coalition’s ‘Submitted’ queue.

Actions	Closure ID	Type	Date of Closure	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
View	23850	Some SR	06/01/2021 - 06/04/2021	Submitted		Closure added by provider user		6/29/2021 11:03:16 PM	
View	23849	Some SR	06/01/2021 - 06/03/2021	Submitted		Closure added by provider user		6/29/2021 11:01:12 PM	

Once the submitted record is processed by the coalition, the record changes to **Processed** status.

NOTE:

1. When the status of the record is submitted, there is only a **View** button. The provider cannot edit or delete a temporary closure record that is in **Submitted** or **Coalition Reviewing** status.
2. **Incomplete** and **Processed** records can be deleted.
3. If a coalition adds more providers to the closure that the provider user does not have access to, there will not be a **Remove** button.

Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
View	12537	Whole Site	10/07/2020 - 10/08/2020		Submitted				10/22/2020 6:27:54 PM	
View Remove	11208	Whole Site	05/01/2020 - 05/15/2020	Yes	Processed		Closed due to COVID-19		5/28/2020 5:34:28 PM	
View Remove	8461	Whole Site	04/01/2020 - 04/30/2020	Yes	Processed		Closed due to COVID-19		4/30/2020 11:02:35 AM	
View Remove	4529	Whole Site	03/15/2020 - 03/31/2020	Yes	Processed		Closed due to COVID-19		4/14/2020 11:32:07 AM	
View	1271	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorian Closure		10/1/2019 11:50:00 AM	

Creating a Temporary Closure for all or some VPK Classes.

Report Temporary Closure

Temporary Closure Type

Select the type of childcare services closure that occurred during the closure event. *

The whole site(s) was closed. Services were not provided to any children.

The site was partially closed. Services were not provided to all or some VPK classes. ⓘ

The site was partially closed. Services were not provided to all or some SR care levels. ⓘ

Closed Provider Site(s)

Select Providers *

Evergreen Academy of Zion Lutheran Church (18332)

Closure Details

Closed From ⓘ * Closed To *

Anticipated Reopen Date ⓘ *

Classes and Reimbursement Requests *

Use the class check boxes to select one or more classes involved in the closure and enter the reimbursement request per closure day. ⓘ Please review the corresponding VPK provider application for the selected provider.

Classes

AF20 - VPK A

BF20 - VPK B

CF20 - VPK C

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

Complete the form. Hover over the information icons ⓘ for additional information.

- **Temporary Closure Type** – When services were not provided to all or some VPK classes, select “The site was partially closed. Services were not provided to all or some VPK Classes.”
- **Closed Provider Site(s)** – Select the site where some or all VPK classes were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with enrollments display in the dropdown list.
- **Closure Details** – Enter the closure date range. The “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure date range. The “Anticipated Reopen Date” is the date the provider expects to reopen. **NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.

- **Classes and Reimbursement Requests** – Select the class(es) impacted by the closure using the checkbox.
 - The Missed Instructional Hours pop-up window opens.
 - Selecting ‘Yes’, marks the day as ‘Closure Non-Reimbursable’ (CN) in the calendar.
 - Selecting ‘No’, marks the days as ‘Closure Reimbursable’ (CR) in the calendar.

Report Temporary Closure

Missed Instructional Hours

Do you plan to make up any of the missed instructional hours?

Yes No Cancel

Classes and Reimbursement Requests*

Use the class check boxes to select one or more classes involved in the closure and enter the reimbursement request per closure day. **i** Please review the corresponding VPK provider application for the selected provider.

Classes

- AF21 - Red Room
- BF21 - Blue Room

AF21 August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

Total Processed Closure Reimbursable (CR) Days in Class: 0 **i**

CR = Closure Reimbursable. **CN** = Closure Non-Reimbursable.

Save Cancel Submit to Coalition

- The days populate as CN – Closure Non-Reimbursable or as CR – Closure Reimbursable.
- Clicking on CN changes the value to CR and vice versa.

Report Temporary Closure

Temporary Closure Type
 Select the type of childcare services closure that occurred during the closure event. *

The whole site(s) was closed. Services were not provided to any children.
 The site was partially closed. Services were not provided to all or some VPK classes. ⓘ
 The site was partially closed. Services were not provided to all or some SR care levels. ⓘ

Closed Provider Site(s)
 Select Providers *
 Evergreen Academy of Zion Lutheran Church (18332)

Closure Details
 Closed From ⓘ * 06/01/2021
 Closed To * 06/02/2021
 Anticipated Reopen Date ⓘ * 06/03/2021

Classes and Reimbursement Requests *
 Use the class check boxes to select one or more classes involved in the closure and enter the reimbursement request per closure day. ⓘ Please review the corresponding VPK provider application for the selected provider.

Classes		AF20 June 2021							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<input checked="" type="checkbox"/> AF20 - VPK A			30	31	1	2	3	4	5
<input checked="" type="checkbox"/> BF20 - VPK B			6	7	8	9	10	11	12
<input type="checkbox"/> CF20 - VPK C			13	14	15	16	17	18	19
			20	21	22	23	24	25	26

Save Cancel Submit to Coalition

- **Closure Reasons** – Select the applicable reason(s) for closure. If “Other” is selected as the closure reason, then a comment is required.
- **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
- **Comments** – Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter “Closure added by provider user” in the comments.
- After clicking the **Submit to Coalition** button, the **Sign and Certify** message appears.
- **NOTE:** Clicking the **Save** button saves the record in “Incomplete” status. The coalition can view incomplete forms.

Report Temporary Closure

22	23	24	25	26	27	28
29	30	31	1	2	3	4

Total Processed Closure Reimbursable (CR) Days in Class: **0**

CR = Closure Reimbursable. **CN** = Closure Non-Reimbursable.

Closure Reasons (select all that apply) *

- Exposure to COVID-19
- Scheduled deep-cleaning due to COVID-19
- Lack of child attendance
- Lack of staff availability
- Declared state of emergency other than COVID-19 (such as a hurricane)
- Other

Documentation
Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document...

Comments (limit 1000 characters)

Save Cancel **Submit to Coalition**

- Complete the authorized electronic signature information, then click the **Submit** button.

Temporary Closure ~ Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name *

Certify by Electronic Signature *

Submission Date

10/22/2020

Submit

Cancel

- Clicking the **Submit** button submits the closure to the coalition. The record appears in the grid with "Submitted" status. It is available in Coalition's 'Submitted' queue.

VPK Non-Reimbursable Temporary Closures

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”:

1. The provider’s VPK provider application (VPK-APP) is changed to “Incomplete” status.
2. 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 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:

The screenshot shows a calendar interface for August 2021. At the top, there are three buttons: a calendar icon with 'A', 'Edit', and 'Remove'. Below the buttons, the calendar name is '3hr AM', and the program type is 'School Year (540 hours)'. The start date is '08/10/2021' and the end date is '05/27/2022'. The calendar grid shows days of the week (Sun, Mon, Tue, Wed) and numbers (1, 2, 3, 4).

Cloned Calendar assigned to class AF21:

The screenshot shows a cloned calendar interface for August 2021. At the top, there are three buttons: a calendar icon with 'A', 'Edit', and 'Remove'. Below the buttons, the calendar name is '3hr AM (AF21)', and the program type is 'School Year (540 hours)'. The start date is '08/10/2021' and the end date is '05/27/2022'. The calendar grid shows days of the week (Sun, Mon, Tue, Wed) and numbers (1, 2, 3, 4).

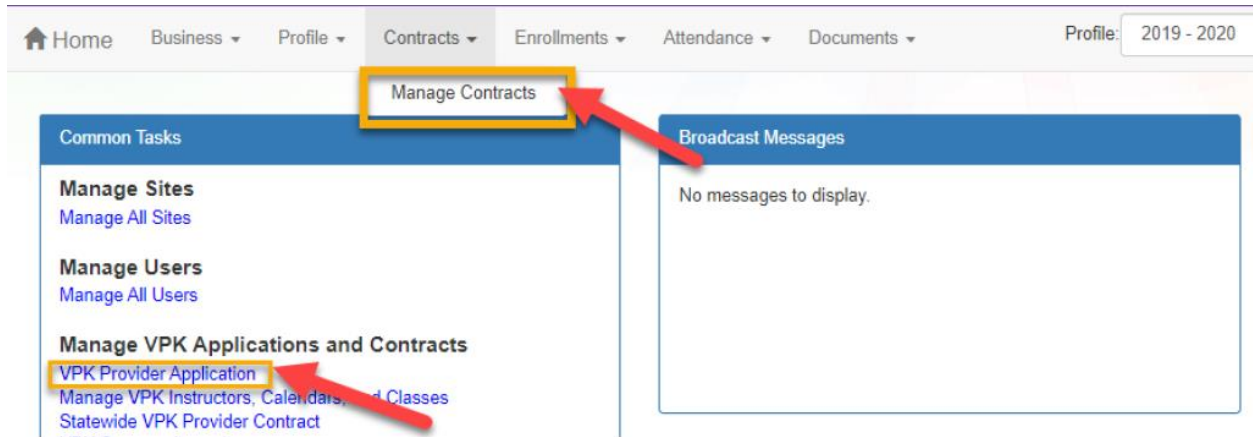
3. The non-reimbursable temporary closures for each class are automatically written to the original and/or cloned calendar as “**Non-Instructional: Temporary Closure Added**” in the correct service period month.

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”.

4. 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 the account to update and submit the VPK-APP to the coalition.

Update 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.

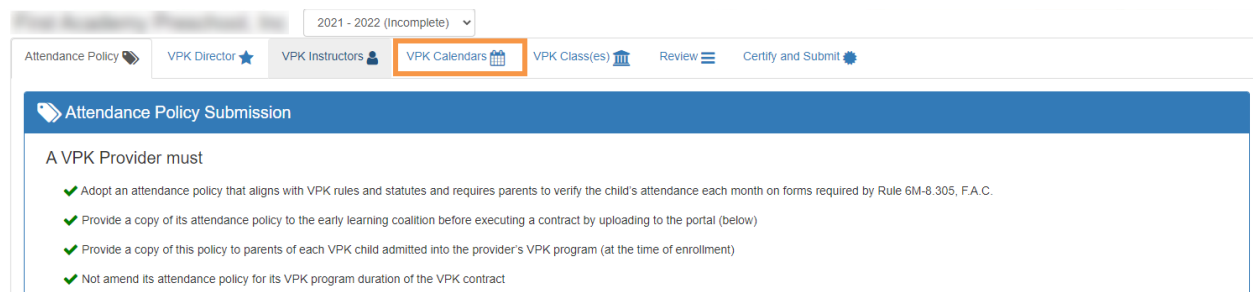


On the Manage Contracts page, click the **Edit** button for the incomplete VPK-APP.

The screenshot shows the 'Manage Contracts' page. At the top, there is a search bar and a 'Clear All Filters' button. Below that, there is a table with columns: Contract ID, Type of Contract, Contract Name, Coalition, Status, Last Updated, Action, View Contract, Effective Date, Termination Date, and Program Year. The table contains 5 rows of data. The first row has an 'Incomplete' status and an 'Edit' button highlighted with a red box. The other rows have 'Certified' status and 'Download' buttons.

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
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

Click the **VPK Calendars** tab to open the calendars page.



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

Day	Start Time	End Time	Total Hours
Monday	08:15 AM	11:15 AM	3
Tuesday	08:15	11:15	3

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

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

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.

Attendance Rosters

After the temporary closure is processed by the coalition, the temporary closure days will show on SR and/or VPK attendance rosters as CR or CN.

NOTE: For VPK, if there were any CN days, the coalition must review the provider's updates to the VPK calendar and set the VPK-APP status to Certified before attendance can be done.

In the blue header, the temporary closure details display:

- Closure ID
- Closure Dates

SR Attendance Roster:

The screenshot displays the SR Attendance Roster interface. At the top, there are filters for Program Type (SR), Service Period (July 2021), and Coalition (ELC of St. Lucie). A 'Due Date' of 8/4/2021 is shown. A blue box on the right contains a warning: 'Attendance has NOT been submitted to ELC of St. Lucie.' Below this, details for Care Level (TOD, 2YR, PR3, PR4, PR5), Hours of Operation (M-F 7:00am-5:30pm), SR/Local Funding Students (6), and Paid Holidays (2021-07-05) are listed. A red box highlights two temporary closure entries: 'Temporary Closure 25338: 07/26/2021 - 07/27/2021' and 'Temporary Closure 25339: 07/28/2021 - 07/29/2021'. Below the filters is a search bar and a table of 6 enrolled children. The main area features an 'Attendance Calendar' for July 2021, where days are color-coded by attendance status: blue for 'H' (Holiday), green for 'X' (Present), yellow for 'CR' (Closed Roster), and grey for '*' (Absent). Red callouts point to 'Whole Site' (CR) and 'Partial Site' (CR) days. To the right is a 'Child's Current Information' panel with fields for Name, DOB, Age, Copay, Status, and a 'Monthly Attendance Summary' table.

Child Name	DOB	Age	Billing Group	Status
1.		2y	BG3	
2.		2y	BG3	
3.		2y	BG3	
4.		3y	BG3	
5.		4y	BG3	
6.		3y	BG3	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27				X	*	*
				FT		
4	H	X	X	X	X	*
	FT	FT	FT	FT	FT	
11	X	X	X	X	X	*
	FT	FT	FT	FT	FT	
18	X	X	X	X	X	X
	FT	FT	FT	FT	FT	FT
25	CR	CR	CR	CR	X	FT

Name	
DOB	
Age	3
Copay	\$6.30
BGrp	BG3
Status	Enrolled
Monthly Attendance Summary	
Anticipated Start Date	6/7/2021
Days Absent	2
Days Present	16
Reimbursed Holidays	1
Non-Reimbursable Days	0
RWA	No
Schedule Note	N/A
Reject Reason	

VPK Attendance Roster:

PreKindergarten (VPK)

Due Date : 9/3/2021

[Summary](#)

Class attendance has NOT been submitted to Coalition at this time.

Class	AF21-3hr AM	Max Class Size	20
Start Date	8/10/2021	End Date	5/27/2022
Curriculum	Mother Goose Time	Edition	2017

Temporary Closure (ID: 25242) 08/13/2021 - 08/20/2021

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

Attendance Calendar

August 2021

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

Child's Current Information

Name [REDACTED]

DOB [REDACTED] **Age** 4

Status Enrolled **BGrp** VPK

Cert VPK [REDACTED]-2021

Class AF21-3hr AM

Monthly Attendance Summary

Days Present 8

Days absent 0

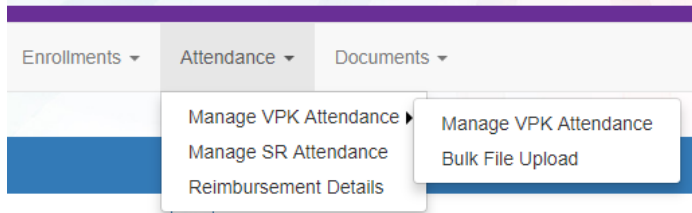
Reject Reason
N/A

Reject Comment
N/A

After each child's attendance for the month is reviewed, it can be submitted to the coalition.

Attendance - VPK

Providers manage VPK attendance online by navigating to the Attendance menu item and selecting **Manage VPK Attendance**. Providers may submit their attendance through the web page or using a bulk file upload, similar to the bulk enrollment file upload. It is important to note that changes to enrollment, such as entering a termination date, or changes to the class schedule, such as reporting a site closure, cannot be performed in attendance. Enrollment information must be corrected in the Enrollments area. Class schedule information must be corrected in the **Contracts > VPK Provider Application** area. Any changes to source data should be done prior to submitting attendance. Coalitions may assist as needed.



Submitting Attendance Online

Select the **Manage VPK Attendance** menu item. The VPK Attendance Roster displays, defaulting to the current service period and first class. The blue summary box to the right contains class details such as the class full name, start and end dates, and max class size. If necessary, use the drop downs to select a different service period and/or class.

VPK Attendance Roster

Program Type*: VPK Voluntary PreKindergarten (VPK)

Service Period*: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018

Class ID*: AF18 [Summary](#)

Class attendance has NOT been submitted to Coalition at this time.

Class: AF18-Purple Room Max Class Size: 11

Start Date: 7/2/2018 End Date: 5/31/2019

Curriculum: Scholastic Big Day for Pre-K-English Edition: 1st edition/2010

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
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

Select a child to edit attendance

Enrolled/Present

[Save](#) [Save & Exit](#) [Cancel](#) [Submit to Coalition](#)

NOTE: A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition for payment. A due date is displayed for each service period. Providers with multiple classes must submit an attendance roster for each class for payment.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.

To record attendance, click on a child's name to view their attendance for the month.

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	

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
* Closed
 Attendance has not started

- Days the site is closed are marked with an asterisk “*.”
- Days the child is scheduled to attend are marked with an “X” for present.
- A legend is provided in the bottom right for more code descriptions.

To change a present day to absent, click on the “X.” The “X” for present will now appear as an “A” for absent.

NOTE: Absences entered by mistake can be changed back to present by clicking on the “A.”

While not required, it is recommended to click **Save** (below the calendar) before moving on to another child. When all child absences are marked for the month, click **Save** and then click the **Submit to Coalition** button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click **Continue**.

Service Period*: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018

Class ID*: AF18

Class: AF18-Purple Room Max Class Size: 11
 Start Date: 7/2/2018 End Date: 5/31/2019
 Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

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	

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.

Child's Current Information

Name: Three Musketeers Latham
 DOB: 9/9/2013 Age: 5
 Status: Enrolled BGrp: VPK
 Cert: VPK1109732-2018
 Class: AF18-Purple Room

Monthly Attendance Summary

10/11/2018
 10/15/2018

Days Present: 17
 Days absent: 2

The *Sign and Certify* page displays the class summary with the total number of days absent and days present. At this point, providers may want to print this page using the browser print function. When ready, review the certification statements and complete the Authorized Electronic Signature portion by entering the user's **Full Name**, checking the box for **Certify by electronic signature**, and clicking **Submit**. To abandon the submission, click **Cancel**.

Attendance - Sign and Certify

Funder Type: VPK Service Period: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018 Coalition: ELC of TALLAHASSEE
 Provider ID: 19449 Site: Growing Up Strong Site Address: 295 MARRIOTT DR TALLAHASSEE, FL 32301 County: KREPS ISLAND
 Class ID-Name: AF18-Purple Room Class Start Date: 7/2/2018 Class End Date: 5/31/2019

Child Name	DOB	Age	Billing Group	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Days Absent	Days Present
1. Crunch Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1	18	
2. Goodbar Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	18	
3. Krackel Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
4. Mentos Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
5. Milky Way Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
6. Nestle Latham	1/1/2014	4y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	8		
7. Payday Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
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	X	X	X	X	X	X	X	X	X	X	X	X	X	1	18		
9. Snickers Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	19		
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	X	X	X	X	X	X	X	X	X	X	X	X	X	2	17		
11. Twix Latham	9/9/2013	5y	VPK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	5	14		

X: Enrolled/Present A: Absent T: Terminated/Enrollment Ended * Closed

By signing this form I certify that:

- I have examined this VPK monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name:

Certify by electronic signature

Submission Date: 12/8/2018

Submitted Attendance

Upon submission, the screen returns to the VPK Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

VPK Attendance Roster

Program Type: VPK Voluntary PreKindergarten (VPK)
 Service Period: 10/1/2018 to 10/31/2018 Due Date: 11/5/2018
 Class ID: AF18

Class: AF18-Purple Room Max Class Size: 11
 Start Date: 7/2/2018 End Date: 5/31/2019
 Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

Search:

1 to 11 of 11 enrolled

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

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
7	8	9	10	11	12	13

Select a child to edit attendance

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 rejected 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.

VPK Attendance Roster

Program Type*: VPK Voluntary PreKindergarten (VPK)

Service Period*: 9/1/2018 to 9/30/2018 Due Date: 10/3/2018

Class ID*: AF18 [Summary](#)

Class attendance was submitted to Coalition on 12/8/2018 by alatham77+OELprovider@gmail.com.

Class: AF18-Purple Room Max Class Size: 11
 Start Date: 7/2/2018 End Date: 5/31/2019
 Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

Search:

1 to 10 of 10 enrolled

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

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
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Select a child to edit attendance

To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click **Save**. Then, click the **Submit to Coalition** button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click Submit.

Attendance - Sign and Certify

Funder Type: VPK Service Period: 9/1/2018 to 9/30/2018 Due Date: 10/3/2018 Coalition: ELC of TALLAHASSEE
 Provider ID: 19449 Site: Growing Up Strong Site Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301 County: KREPS ISLAND
 Class ID-Name: AF18-Purple Room Class Start Date: 7/2/2018 Class End Date: 5/31/2019

Child Name	DOB	Age	Billing Group	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Sun 9/23	Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Sun 9/30	Days Absent	Days Present
1. Goodbar Latham	9/9/2013	5y	VPK			X	X	X	X				A	A	X	X				X	X		A				X	X	X	X			3	12	
2. Krackel Latham	9/9/2013	5y	VPK			X	X	X	X				X	X	X	X				X	X		X				X	X	X	X			0	15	

X: Enrolled/Present A: Absent T: Terminated/Enrollment Ended * Closed

By signing this form I certify that:

- I have examined this VPK monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name*:

Certify by electronic signature *

Submission Date: 12/9/2018

[Submit](#)

[Cancel](#)

Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

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

Class attendance was submitted to Coalition on 12/8/2018 by alatham77+OELprovider@gmail.com.

Class: AF18-Purple Room Max Class Size: 11

Start Date: 7/2/2018 End Date: 5/31/2019

Curriculum: Scholastic Big Day for Pre-K English Edition: 1st edition/2010

1 to 10 of 10 enrolled

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

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

When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under **Attendance > Reimbursement Details**.

Attendance ▾ Documents ▾

- Manage VPK Attendance ▸
- Manage SR Attendance
- Reimbursement Details

Uploading Bulk Attendance File

Providers may submit their attendance via a bulk file upload (similar to the enrollment bulk file upload process). To begin, go to the Attendance menu item, choose Manage VPK Attendance, and then select **Bulk File Upload**.

Attendance ▾ Documents ▾

- Manage VPK Attendance ▸
 - Manage VPK Attendance
 - Bulk File Upload
- Manage SR Attendance
- Reimbursement Details

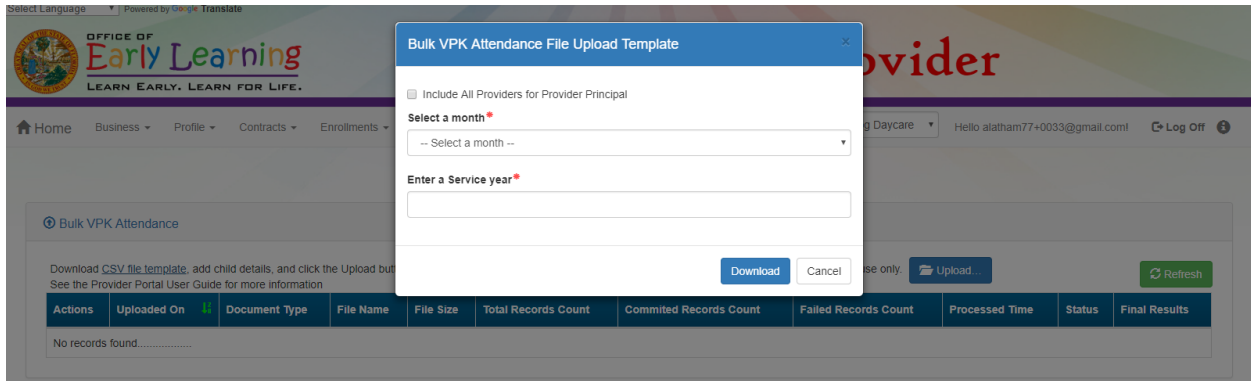
The Bulk VPK Attendance page displays.

Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. Upload... Refresh

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records found.....										

Click the **CSV file template** link. A window appears. From this window, select the service month and year to generate a file for all of the enrollments (for all classes) at the site that month. Alternatively, multi-site providers may check the "Include all providers for provider principal" box to generate a file for all of the enrollments (for all classes) at all sites associated to the account for that month. Then, click the **Download** button.



Open the downloaded file. The enrollment information for each class is pre-populated. Each instructional day during the student's enrollment defaults to present (X).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	ProviderID	MSID	ProviderName	COENumber	FLEID	ChildLastName	ChildFirstName	ChildDateOfBirth	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9
2	8433		Daisy Mae Daycare	VPK748-2018		Latham	Ariel	2/2/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
3	8433		Daisy Mae Daycare	VPK751-2018		Latham	Bambi	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
4	8433		Daisy Mae Daycare	VPK752-2018		Latham	Blue Fairy	8/8/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
5	8433		Daisy Mae Daycare	VPK753-2018		Latham	Pinocchio	12/12/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
6	8433		Daisy Mae Daycare	VPK747-2018		Latham	Aladin	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
7	8433		Daisy Mae Daycare	VPK757-2018		Latham	Chip	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
8	8433		Daisy Mae Daycare	VPK754-2018		Latham	Cinderella	7/7/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
9	8433		Daisy Mae Daycare	VPK756-2018		Latham	Cruella deVil	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
10	8433		Daisy Mae Daycare	VPK758-2018		Latham	Dale	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
11	8433		Daisy Mae Daycare	VPK749-2018		Latham	Hercules	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*

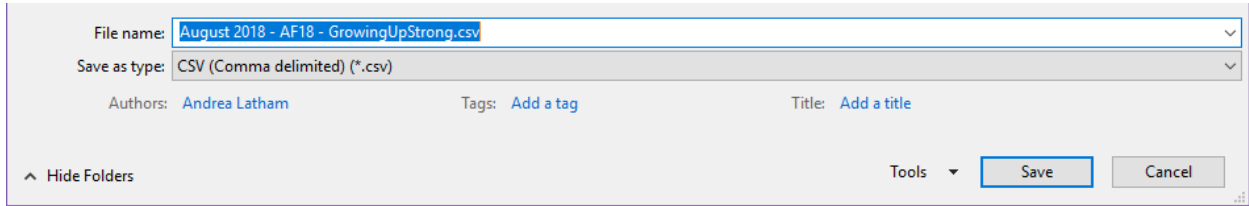
T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
*	*	*	X	X	X	X	X	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	271	397
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	272	398
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	273	399
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	274	400
*	*	*			X	X	X	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	279	450
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	277	448
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	275	446
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	276	447
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	278	449
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	284	451

- Legend: present (X), site closed (*), student not started (_), student terminated (T).
- Day_1 = first of attendance month, Day_2 = second day of attendance month, Day_3 = third day of attendance month, etc. In this example, Day_1 = August 1, Day_2 = August 2, and Day_3 = August 3.
- Regardless of the month/year, columns for Day_1 to Day_31 are included in the file and are necessary for the upload; none should be removed.
- It is critical that only the content of "Day_#" columns are changed (i.e. changing an X to an A). Attempting to add students or edit/remove system generated columns will cause errors. The file is a reflection of the enrollment information for the class when downloaded. If issues are identified, please contact the local early learning coalition for assistance.

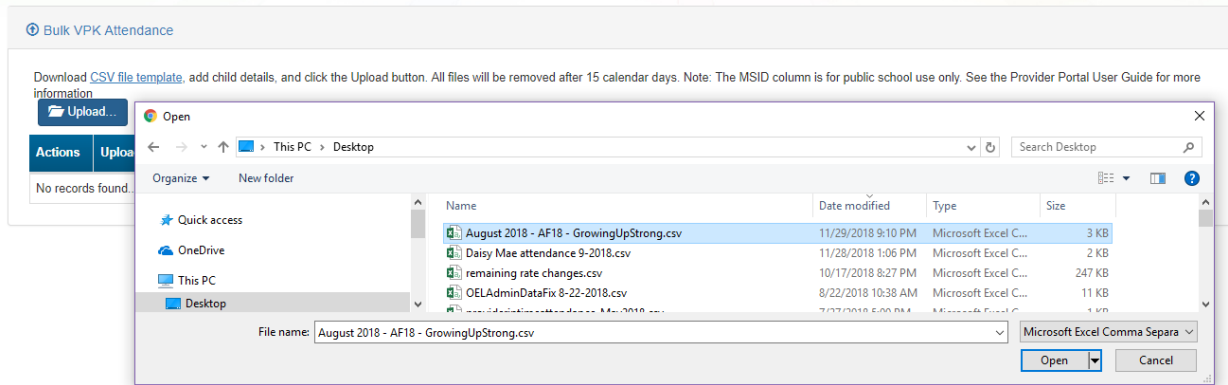
Scroll over to the days and record absences by changing a present day (X) to absent (A). Tip: (In Excel) Open the **View** menu, select column H, and click **Freeze Panes**. This will keep the student's name and demographic information in view while scrolling through days.

	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	ChildFirstName	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20
2	Crunch	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
3	Goodbar	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
4	Krackel	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
5	Mentos	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
6	Milky Way	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
7	Payday	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
8	Reese's Pieces	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
9	Snickers	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
10	Three Musketeers	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
11	Twix	8	2018			*	*							*	*	X	X	X	X	X	*	*	X

(In Excel) When complete, un-hide and/or un-freeze any columns. Click File > Save As. Re-name file and save locally. Be sure the file type is .csv.



On the Provider Portal, click the **Upload** button. A file manager window opens. Locate the saved file and click **Open**.



The uploaded file displays in the Bulk VPK Attendance log.

Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information.

[Upload...](#) [Refresh](#)

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
	11/29/2018	VPK Roster	August 2018 - AF18 - GrowingUpStrong.csv	2 KB	null	null	null		Submitted	Not Available

Click the **Refresh** button to get final results.

Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information.

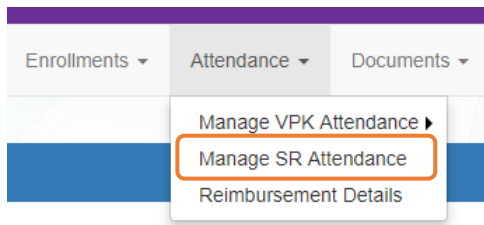
[Upload...](#) [Refresh](#)

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
Download	12/09/2018	VPK Roster	November 2018 - GrowingUpStrong.csv	2 KB	11	11	0		Completed	

The successfully submitted attendance is now reflected on the class attendance roster. Each record shows "SUB" for submitted.

Attendance - SR

Providers manage SR attendance online by navigating to the Attendance menu item and selecting **Manage SR Attendance**. Providers may submit their attendance through the web page. It is important to note that changes to enrollment, such as entering a termination date, cannot be performed in the attendance module but rather the Manage SR Enrollment area. Also, when issues appear on the attendance roster (such as incorrect enrollment information, missing children, duplicate children, missing paid holidays, duplicate absences on the same day, etc.), the issues should be communicated to the coalition before submitting the attendance roster. Coalitions may assist in addressing the issues so that the attendance records have accurate information.



Submitting Attendance Online

Select the **Manage SR Attendance** menu item. The SR Attendance Roster displays, defaulting to the current service period. The blue summary box to the right contains provider details and paid holiday information for the service period.

The screenshot displays the SR Attendance Roster interface. At the top, there are filters for Program Type (SR), Service Period (8/1/2018 to 8/31/2018), and Coalition (ELC of the Big Bend Regic). A 'Due Date' of 9/6/2018 is shown. A blue summary box on the right contains the following information: '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), and Paid Holidays. Below the filters is a search bar and a table of enrolled children. To the right of the table is an 'Attendance Calendar' for August 2018, with a button to 'Select a child from enrollees to edit attendance'.

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	3y	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.				

NOTE: A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition. A due date is displayed for each service period. Providers that contract with multiple coalitions must submit an attendance roster to each coalition.

Children that are “Enrolled” are included on the SR attendance roster.

New enrollments in “Pending Family Acceptance” will not be visible on 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

If a provider has new enrollments in “Pending Family Acceptance”, when the provider clicks the **Manage SR Attendance** menu item, a pop-up window will display with a count of those new enrollments and a link to the Manage SR Enrollment queue.



See the Pending Family Acceptance Status section in this user guide for more information.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.

To record attendance, click on a child’s name to view their attendance for the month.

The screenshot displays the Attendance Calendar interface. On the left is a roster table with columns for Child Name, DOB, Age, Billing Group, and Status. The main area shows a calendar for August 2018 with days marked as Present (X), Absent (A), Non-Reimbursable/Non-Scheduled Days (NS), Paid Holiday Days (H), Terminated/Enrollment Ended (T), Closed (*), or Attendance has not started (light blue). A legend in the bottom left explains these codes. On the right, the 'Child's Current Information' box for Daphne Latham shows her name, DOB (3/3/2018), Age (1), Copay (\$1.25), Billing Group (BG8), and Status (Enrolled). Below this is the 'Monthly Attendance Summary' for August 2018, showing an Anticipated Start Date of 7/1/2018, 0 Days Absent, 23 Days Present, 0 Reimbursed Holidays, and 0 Non-Reimbursable Days. At the bottom right are buttons for Save, Save & Exit, Cancel, and Submit to Coalition.

- Days the site is closed are marked with an asterisk “*”
- Days the child is not scheduled to attend are marked with “NS”. If the entire month for a child is marked “NS”, contact the local early learning coalition to correct the care days.
- Days the child is scheduled to attend are marked with an “X” for present along with his/her scheduled unit of care
- Paid holidays where a child is also scheduled to attend are marked with an “H”
- A legend is provided in the bottom right for more code descriptions

NOTE: The “Child’s Current Information” displayed on the right is current as of today. When working prior months, the information displayed may not align. For example, if a child’s enrollment was terminated in February 2019, the current enrollment status is *Enrollment Ended*. Each month (prior to February) will also display *Enrollment Ended* in the “Child’s Current Information” area because it is the current enrollment status. This does not impact the ability to record attendance for those prior months. Enhancements are planned to address the display.

To change a present day to absent, click on the “X.” A pop-up message appears to collect more information.

- Select an absent reason from the dropdown.
- Include a message to the coalition regarding the absence in the Note area. *(optional for most reasons)*
- Attach a file for supporting documentation by clicking **Choose File**. *(optional)*
- Click **Save** when done and the pop-up message will close.
- The “X” for present will now appear as an “A” for absent.

- f. **NOTE:** Consecutive absences must be entered per day (i.e. there isn't a click and drag feature to select multiple days at once). However, it is not necessary to upload the same document per day when it applies to multiple days. Upload the document on one of the absences and reference it in the Note area for the other absences.
- g. Absences entered by mistake can be changed back to present by clicking on the "A." The below pop-up message appears.

If there was a file attached when the day was marked "A", the **Remove** button appears next to the document name. Click the **Remove** button to remove the file. To undo the absence, click the **Remove Absence** button. The day will show an "X", the absence reason is removed, and the attachment is removed.

February 2021

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

While not required, it is recommended to click **Save** (below the calendar) before moving on to another child. When all child absences are marked for the month, click **Save** and then click the **Submit to Coalition** button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click **Continue**.

The screenshot shows the 'Submit Attendance' dialog box with the following text:

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*.

Buttons: **Cancel**, **Continue** (highlighted with an orange arrow)

Background information:

- Service Period: 8/1/2018 to 8/31/2018
- Due Date: 9/6/2018
- Coalition: ELC of the Big Bend Regi
- Child's Current Information: Name: Velma Latham, DOB: 5/5/2016, Age: 2, Copay: \$1.25, BGrp: 33-ALF, Status: Enrolled
- Monthly Attendance Summary: Anticipated Start Date: 7/1/2018, Absences: 8/21/2018, Days Absent: 1, Days Present: 22, Reimbursed Holidays: 0, Non-Reimbursable Days: 0

The *Sign and Certify* page summarizes the information for each child and an electronic signature is required.

The screenshot shows the 'Attendance - Sign and Certify' page with the following details:

Attendance - Sign and Certify

Under Type: SR, Service Period: 8/1/2018 to 8/31/2018, Due Date: 9/6/2018, Coalition: ELC of the Big Bend Region

Provider ID: 9504, Site: Florida ChildCare Center A, Site Address: 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309, County: Leon

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
4. Scrapy-Doo Latham	8/8/2017	1y	CCEP	X	X	X	*	*	X	X	X	X	X	*	*	X	X	A	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1	22	0	0
5. Shaggy Latham	11/11/2014	4y	BG3	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
6. Velma Latham	5/5/2016	2y	33-ALF	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	A	X	X	X	*	*	X	X	X	X	X	1	22	0	0

Legend: X: Enrolled/Present, A: Absent, N: Non-Reimbursable Days, NS: Non-Scheduled Days, H: Paid Holiday Days, T: Terminated/Enrollment Ended, * Closed

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature:

Full Name:

Certify by electronic signature

Submission Date: 3/9/2019

Submit (highlighted with an orange arrow)

Cancel

Submitted Attendance

Upon submission, the screen returns to the SR Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

SR Attendance Roster

Program Type*: SR

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

Coalition*: ELC of the Big Bend Regic

Search:

School Readiness (SR)

Due Date: 9/6/2018

[Summary](#)

✓ Roster was submitted to ELC of the Big Bend Region on 3/9/2019 by alatham77+testcenters@gmail.com.

Care Level: INF, TOD, 2YR, PR3, PR4

Hours Of Operation: M-F 6:00am-6:30pm

SR/Local Funding Students: 6

Paid Holidays

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Daphne Latham	3/3/2018	1y	BG8	⊗ SUB
2. Fred Latham	3/3/2018	1y	BG8	⊗ SUB
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	⊗ SUB
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	⊗ SUB
5. Shaggy Latham	11/11/2014	4y	BG3	⊗ SUB
6. Velma Latham	5/5/2016	2y	33-ALF	⊗ SUB

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

Select a child from enrollees to edit attendance

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 rejected 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.

SR Attendance Roster

Program Type*: SR

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

Coalition*: ELC of the Big Bend Regic

Search:

School Readiness (SR)

Due Date: 9/6/2018

[Summary](#)

⚠ This roster has rejected attendance from ELC of the Big Bend Region. Attendance was last submitted on 3/9/2019.

Care Level: INF, TOD, 2YR, PR3, PR4

Hours Of Operation: M-F 6:00am-6:30pm

SR/Local Funding Students: 6

Paid Holidays

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Fred Latham	3/3/2018	1y	BG8	⊗ REJ
2. Daphne Latham	3/3/2018	1y	BG8	✓ APP
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	✓ APP
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	✓ APP
5. Shaggy Latham	11/11/2014	4y	BG3	✓ APP
6. Velma Latham	5/5/2016	2y	33-ALF	✓ APP

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

Select a child from enrollees to edit attendance

To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click **Save**. Then, click the **Submit to Coalition** button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click **Submit**.

Attendance - Sign and Certify

Funder Type SR **Service Period** 8/1/2018 to 8/31/2018 **Due Date** 9/6/2018 **Coalition** ELC of the Big Bend Region
Provider ID 9504 **Site** Florida ChildCare Center A **Site Address** 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309 **County** Leon

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. Fred Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	A	A	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	X	2	21	0	0

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

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name:

Certify by electronic signature

Submission Date 3/9/2019

Submit

Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

SR Attendance Roster

Program Type*: SR

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

Coalition*: ELC of the Big Bend Regic

Search:

School Readiness (SR)

Due Date: 🔴 9/6/2018

[Summary](#)

🔴 This roster has rejected attendance from ELC of the Big Bend Region. Attendance was last submitted on 3/9/2019.

Care Level: INF, TOD, 2YR, PR3, PR4

Hours Of Operation: M-F 6:00am-6:30pm

SR/Local Funding Students: 6

Paid Holidays

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Fred Latham	3/3/2018	1y	BG8	🔴 REJ
2. Daphne Latham	3/3/2018	1y	BG8	✅ APP
3. Scooby-Doo Latham	7/7/2015	3y	CCEP	✅ APP
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	✅ APP
5. Shaggy Latham	11/11/2014	4y	BG3	✅ APP
6. Velma Latham	5/5/2016	2y	33-ALF	✅ APP

📄 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

Select a child from enrollees to edit attendance

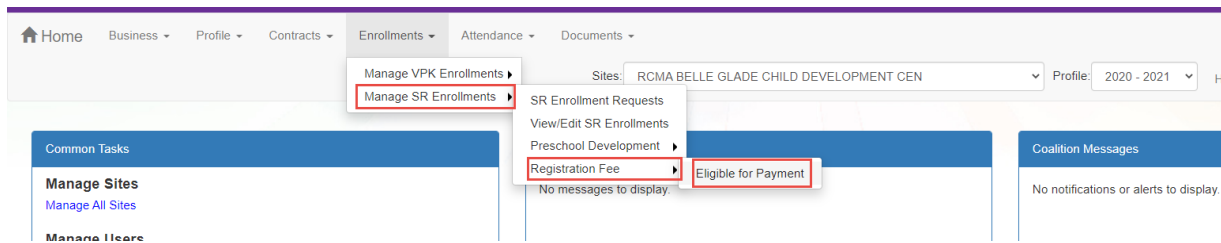
When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under **Attendance > Reimbursement Details**.

Attendance ▾
Documents ▾

- Manage VPK Attendance ▶
- Manage SR Attendance
- Reimbursement Details

Request for Registration Fee Payment

Registration Fee Payments can only be requested by a provider. To request a Registration Fee, navigate to **Enrollments > Manage SR Enrollments > Registration Fees > Eligible for Payment**



Eligibility Rules for Registration Fee payments:

- Children are/were enrolled during the 2020-2021 program year.
- Children have not been paid more than 2 times in 5 years (or three with a hardship). Payments from 2019-2020 are excluded.
- Children with the BG1-ESS billing group and eligibility code are not eligible.
- Children “dismissed” by the provider for payment for the program year are not eligible.
- Children enrolled 3 months or less with expulsion reasons (Safety of Other Children or Behavior Problems) are not eligible.

The Registration Fee Payments screen lists children who are eligible for Registration Fee payments. To request a payment, check the checkboxes and click **Request Payment** button.

Registration Fee Payments

Program Year: 2020 - 2021 Payment Period: March 2021

The children below are eligible for registration fee payments based on the following criteria:

- The Provider has an online SR-20 contract/amendment with a registration fee greater than \$0.00 for the current program year.
- The child is in the SR Program.
- The child has not had more than two registration fee payments in the last 5 years (or three with a hardship).
- The provider may only receive one registration fee payment per eligible child per program year.

Show 10 entries. Clear All Filters Search: _____

Child ID	Child Name	Child Date of Birth	Household ID	Parent Name	Assessed Fee
<input type="checkbox"/>					\$75.00
<input type="checkbox"/>					\$75.00
<input type="checkbox"/>					\$75.00
<input type="checkbox"/>					\$75.00
<input type="checkbox"/>					\$75.00
<input type="checkbox"/>					\$75.00
<input type="checkbox"/>					\$75.00
<input type="checkbox"/>					\$75.00
<input type="checkbox"/>					\$75.00
<input type="checkbox"/>					\$75.00

Total selected fees: \$0.00

Showing 1 to 10 of 40 entries. Previous 1 2 3 4 Next

Request Payment Dismiss Children

On the Request Payment pop-up, check the **I certify** checkbox and click **OK**. The record will be available for the coalition to Approve, Reject, or mark Ineligible.

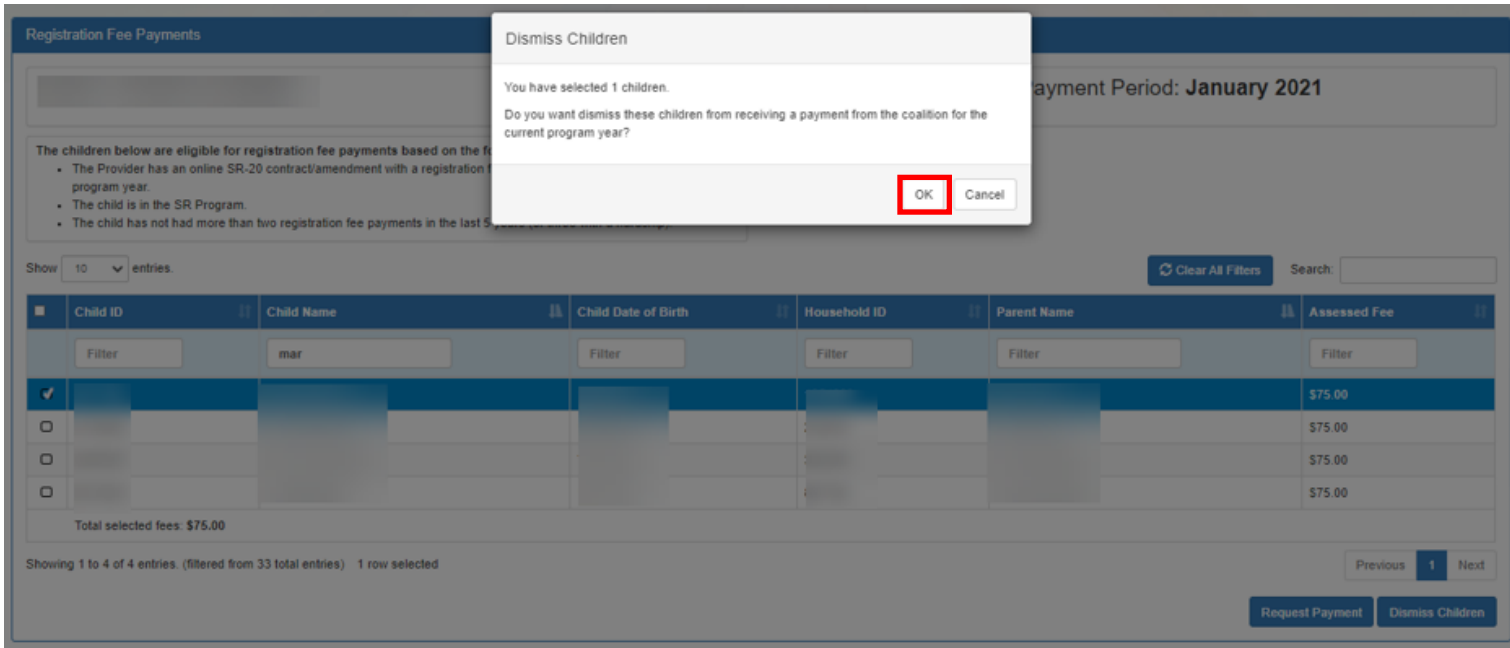
The screenshot shows a 'Request Payment' dialog box overlaid on a 'Registration Fee Payments' interface. The dialog box contains the following text: 'You have selected 1 children for a total of \$75.00. Do you want to request payment for these children?' Below this text is a checkbox labeled 'I certify that [redacted] has not received these payments from the corresponding families for this program year.' The checkbox is checked. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background interface shows a table with columns: Child ID, Child Name, Child Date of Birth, Household ID, Parent Name, and Assessed Fee. The first row is selected, and the total assessed fee is \$75.00.

Dismiss Children

If the provider has collected the registration fee from the family, the child is not eligible for a registration fee payment. To dismiss children from the list of registration fee payments, check the checkbox and click **Dismiss Children** button. Hovering over the **Dismiss Children** button will display the following message: "Remove all selected children from this list and indicate that payment is not expected from the coalition."

The screenshot shows the 'Registration Fee Payments' interface. At the top, it displays 'Program Year: 2020 - 2021' and 'Payment Period: January 2021'. Below this, there is a list of criteria for eligibility. The table below has columns: Child ID, Child Name, Child Date of Birth, Household ID, Parent Name, and Assessed Fee. The first row is selected, and the total assessed fee is \$75.00. At the bottom right, there are 'Request Payment' and 'Dismiss Children' buttons. The 'Dismiss Children' button is highlighted with a red box.

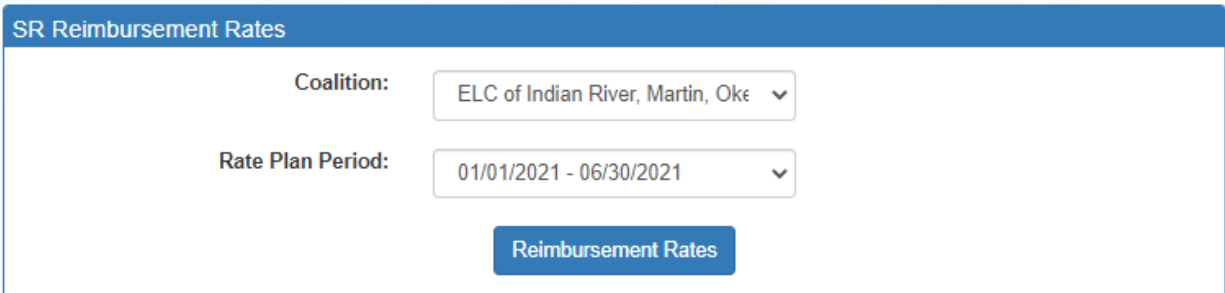
The Dismiss Children pop-up window opens. Click the **OK** button to confirm dismissing the child(ren) from the list of registration fee payments. The Provider won't be able to resubmit these children for registration fee payment.



SR Reimbursement Rate Plan

Providers can view their reimbursement rate plans in the Provider Portal. Navigate to **Attendance > SR Reimbursement Rates**.

The Coalition dropdown shows all the coalitions the provider has a contract with. The Rate Plan Period dropdown displays all the rate plans available based on the selected coalition. Clicking the **Reimbursement Rates** button will navigate to the SR Reimbursement Rates screen.



After clicking **Reimbursement Rates**, the SR Reimbursement Rates show for the selected coalition and rate plan period. The rates show the rates and differentials used to calculate reimbursement for the provider as shown in Exhibit 5 of the contract. The provider can view the rates for different units of care by selecting an option from the Unit of Care dropdown menu. Clicking the **View Provider Rates** button will navigate to the Provider's Private Pay Rates.

SR Reimbursement Rates - 16340 - -

Unit of Care: Full-Time Daily Rates Rates in effect on: 1/1/2021

[View Provider Rates](#)
[View Differential Rates](#)
[Sample VPK Wrap Calculation](#)

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.
 * The rates below show the rates and differentials used to calculate reimbursement for this provider, as shown in Exhibit 5 of the contract.

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	\$40.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOD	12 <24 Months	\$38.00	\$32.30	\$32.30	\$5.81	\$38.11	\$45.60	\$1.29	\$0.00	\$39.40	\$0.00	\$1.62
2YR	24 <36 Months	\$38.00	\$31.41	\$31.41	\$5.65	\$37.06	\$45.60	\$1.26	\$0.00	\$38.32	\$0.00	\$1.57
PR3	36 <48 Months	\$38.00	\$27.00	\$27.00	\$4.86	\$31.86	\$45.60	\$1.08	\$0.00	\$32.94	\$0.00	\$1.35
PR4	48 <60 Months	\$38.00	\$27.00	\$27.00	\$4.86	\$31.86	\$45.60	\$1.08	\$0.00	\$32.94	\$0.00	\$1.35
PR5	60 <72 Months	\$38.00	\$27.00	\$27.00	\$4.86	\$31.86	\$45.60	\$1.08	\$0.00	\$32.94	\$0.00	\$1.35
SCH	In School	\$35.00	\$17.90	\$17.90	\$3.22	\$21.12	\$42.00	\$0.72	\$0.00	\$21.84	\$0.00	\$0.00
SPCR	Special Needs	\$38.00	\$40.42	\$38.00	\$6.84	\$44.84	\$45.60	*\$0.76	\$0.00	*\$45.60	\$0.00	*\$0.00

Back

The rates are read-only. The rates in the Provider's Pay Rates screen are the rates that display in Column A of the SR Reimbursement Rates screen. Clicking the **Back** button will navigate to the SR Reimbursement Rates screen.

Provider's Private Pay Rates

Care Code	Description	FT	PT	PTL
INF	<12 Months	\$ 0.00	\$ 0.00	\$
TOD	12 <24 Months	\$ 38.00	\$ 22.00	\$
2YR	24 <36 Months	\$ 38.00	\$ 22.00	\$
PR3	36 <48 Months	\$ 38.00	\$ 22.00	\$
PR4	48 <60 Months	\$ 38.00	\$ 22.00	\$ 20.00
PR5	60 <72 Months	\$ 38.00	\$ 22.00	\$ 20.00
SCH	In School	\$ 35.00	\$ 18.00	\$ 20.00
SPCR	Special Needs	\$ 38.00	\$ 22.00	\$ 20.00

Back

From the SR Reimbursement Rates screen, clicking the **View Differential Rates** button will navigate to the Provider's Differential Rates screen. Clicking the **Back** button will navigate to the SR Reimbursement Rates screen.

Provider's Differential Rates

Yes No

Gold Seal Designation All Ages Effective Date 01/01/2021 End Date 06/30/2021

Quality Performance Incentive (QPI) 4% Effective Date 01/01/2021 End Date 06/30/2021

Child Assessment Effective Date 01/01/2021 End Date 06/30/2021

Local Quality Improvement (QI) Effective Date 01/01/2021 End Date 06/30/2021

Contracted Slots Effective Date 01/01/2021 End Date 06/30/2021

Back

From the SR Reimbursement Rates screen, clicking the **Sample VPK Wrap Calculation** link opens a pop-up with a sample calculation. Clicking the **Back** button will navigate to the SR Reimbursement Rates screen.

SR Reimbursement Rates - 16340 --

Unit of Care: Full-Time Daily Rates Rates in effect on: 1/1/2021

View Provider Rates View Differential Rates **Sample VPK Wrap Calculation**

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.
 * The rates below show the rates and differentials used to calculate reimbursement for this provider, as shown in Exhibit 5 of the contract.

Care Code	Description	A	B	C	D	E	F	G	H	I	J	K
		Provider's Private Pay Rates	Coalition Maximum Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	Gold Seal Differential (Column C x percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	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; cannot exceed column F)	Contracted Slots Differential Rate (per child flagged for contracted slots)	Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$0.00	\$40.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOD	12 <24 Months	\$38.00	\$32.30	\$32.30	\$5.81	\$38.11	\$45.60	\$1.29	\$0.00	\$39.40	\$0.00	\$1.62
ZYR	24 <36 Months	\$38.00	\$31.41	\$31.41	\$5.65	\$37.06	\$45.60	\$1.26	\$0.00	\$38.32	\$0.00	\$1.57
PR3	36 <48 Months	\$38.00	\$27.00	\$27.00	\$4.86	\$31.86	\$45.60	\$1.08	\$0.00	\$32.94	\$0.00	\$1.35
PR4	48 <60 Months	\$38.00	\$27.00	\$27.00	\$4.86	\$31.86	\$45.60	\$1.08	\$0.00	\$32.94	\$0.00	\$1.35
PR5	60 <72 Months	\$38.00	\$27.00	\$27.00	\$4.86	\$31.86	\$45.60	\$1.08	\$0.00	\$32.94	\$0.00	\$1.35
SCH	In School	\$35.00	\$17.90	\$17.90	\$3.22	\$21.12	\$42.00	\$0.72	\$0.00	\$21.84	\$0.00	\$0.00
SPCR	Special Needs	\$38.00	\$40.42	\$38.00	\$6.84	\$44.84	\$45.60	*\$0.76	\$0.00	*\$45.60	\$0.00	*\$0.00

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Sample VPK Wrap Calculation

This is an example of a VPK wrap calculation for a child enrolled in both SR and VPK. The VPK class is 3 hours long and the child has full time care.

NOTE: The calculations are to 4 decimal places until the Gross Payment Amount, where it is rounded.

How are wrap rates calculated?

1. Provider Contract Approved Rate
2. Hourly Rate = Daily Rate/Max SR Hours *[calculated to 4 decimal places]*
3. Payable Hours = Max SR Hours - VPK Hours
4. SR Daily Rate = Payable Hours * Hourly Rate *[calculated to 4 decimal places]*
5. Gross Payment Amount = SR Daily Rate * Total Days Paid *[calculated to 4 decimal places]*

Example:

1. Provider Contract Approved Rate (PR4): \$24.50
2. Hourly Rate: $\$24.50/11 = \2.2273
3. Payable Hours: $11-3 = 8$
4. SR Daily Rate: $8 * \$2.2273 = \17.8184
5. Gross Payment Amount: $\$17.8184 * 20 = \356.3680

For this record on the 5045, the provider is reimbursed for \$356.37.

Close