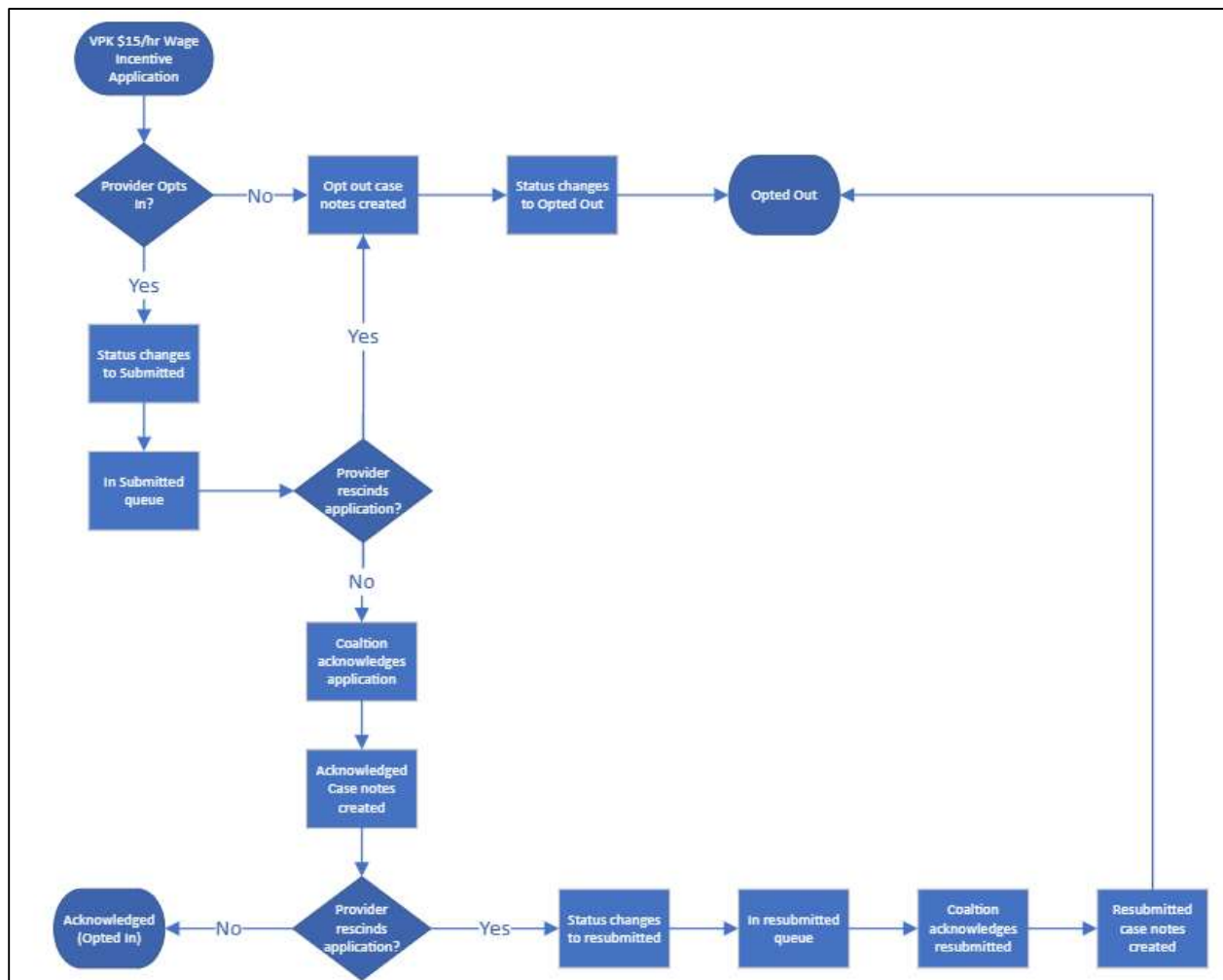


VPK \$15/hr Wage Incentive Process Flow



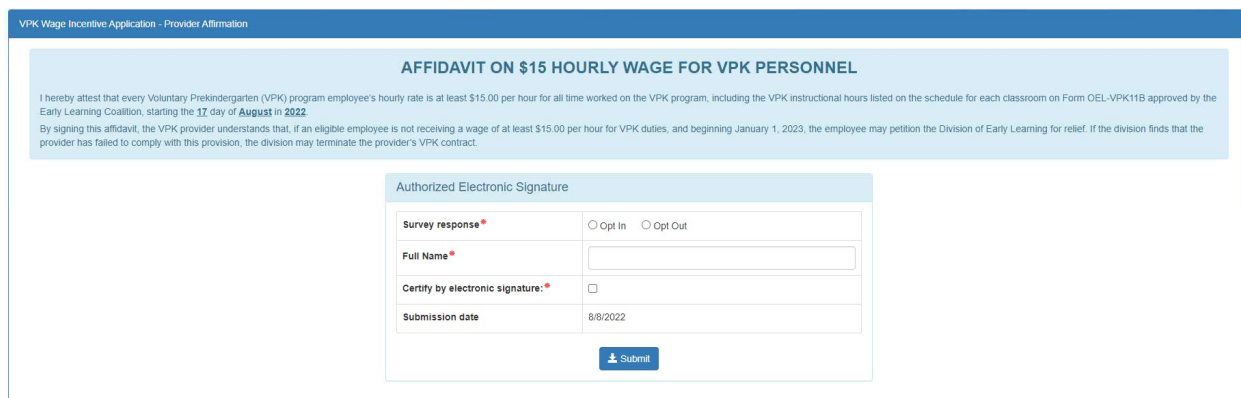
I. Provider Portal

1. Providers with a Certified VPK contract for program year 2022-2023 will see this pop up
 - a. Pop up message will continue to appear until the provider submits a response



The image shows a blue header bar with a graduation cap icon and the text "Provider Surveys". Below the header is a light blue box containing the text: "Applications are now being accepted for the VPK \$15/hr Wage Incentive Program. Proceed to the survey to Opt in or Opt out of the program." Below this box is a blue button with white text that says "Proceed to VPK incentive survey". In the bottom right corner of the pop-up is a "Close" button.

2. Clicking "Proceed to VPK incentive survey" will open a new tab to the attestation page



The image shows a web page titled "VPK Wage Incentive Application - Provider Affirmation". The main heading is "AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL". Below this is a paragraph of text: "I hereby attest that every Voluntary Prekindergarten (VPK) program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B approved by the Early Learning Coalition, starting the 17 day of August in 2022. By signing this affidavit, the VPK provider understands that, if an eligible employee is not receiving a wage of at least \$15.00 per hour for VPK duties, and beginning January 1, 2023, the employee may petition the Division of Early Learning for relief. If the division finds that the provider has failed to comply with this provision, the division may terminate the provider's VPK contract." Below the text is a form titled "Authorized Electronic Signature". The form has four fields: "Survey response" with radio buttons for "Opt In" (selected) and "Opt Out"; "Full Name" with a text input field; "Certify by electronic signature" with a checkbox; and "Submission date" with a date field showing "8/8/2022". At the bottom of the form is a blue "Submit" button.

3. Opt in
 - a. Opt in radio button selected
 - b. Provider must enter the Full Name associated with the provider's account for electronic signature
 - c. Certify box must be checked
 - d. Affidavit start date conditions
 - i. Start Date of earliest VPK class or Attestation Submitted Date (whichever is later) = Starting Date
 - ii. The system will search for a verified VPK Calendar and classroom. If none are found, the Attestation Submitted Date will be used for Starting Date (must have a Certified VPK Contract to receive survey)
 - e. After the provider clicks submit, a Coalition User will need to acknowledge the affidavit

VPK Wage Incentive Application - Provider Affirmation

AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

I hereby attest that every Voluntary Prekindergarten (VPK) program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B approved by the Early Learning Coalition, starting the 17 day of **August** in **2022**.

By signing this affidavit, the VPK provider understands that, if an eligible employee is not receiving a wage of at least \$15.00 per hour for VPK duties, and beginning January 1, 2023, the employee may petition the Division of Early Learning for relief. If the division finds that the provider has failed to comply with this provision, the division may terminate the provider's VPK contract.

Authorized Electronic Signature

Survey response *	<input checked="" type="radio"/> Opt In <input type="radio"/> Opt Out
Full Name *	DEL Test
Certify by electronic signature: *	<input checked="" type="checkbox"/>
Submission date	8/8/2022

Submit

4. Opt out

a. Filled opt out attestation

VPK Wage Incentive Application - Provider Affirmation

AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

I hereby attest that every Voluntary Prekindergarten (VPK) program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B approved by the Early Learning Coalition, starting the 17 day of **August** in **2022**.

By signing this affidavit, the VPK provider understands that, if an eligible employee is not receiving a wage of at least \$15.00 per hour for VPK duties, and beginning January 1, 2023, the employee may petition the Division of Early Learning for relief. If the division finds that the provider has failed to comply with this provision, the division may terminate the provider's VPK contract.

Authorized Electronic Signature

Survey response *	<input type="radio"/> Opt In <input checked="" type="radio"/> Opt Out
Full Name *	DEL Test
Certify by electronic signature: *	<input checked="" type="checkbox"/>
Submission date	8/8/2022

Submit

b. Clicking submit will open the Opt Out confirmation modal

- Clicking Yes will opt the provider out
- Clicking No will cancel the opt out process and returns to the attestation page.

Confirm VPK \$15/hr Wage Incentive Opt Out

Are you sure you want to opt out from the VPK \$15/hr Wage Incentive Program?

Yes No

- If the provider clicks "yes" in the opt out confirmation modal, the provider is opted out from the program. No further action from the Coalition.

- d. Opt out provider notes generated
 - i. The provider opted out from VPK \$15 / hr Wage Incentive Program
5. The provider can revisit the attestation page by clicking the VPK \$15/hr Wage Incentive Program Hyperlink from the Home Page of the Provider Portal

The screenshot shows the Provider Portal Home Page. At the top is a navigation bar with links: Home, Business, Profile, Contracts, Enrollments, Attendance, and Documents. Below this is a 'Common Tasks' sidebar on the left with the following sections:

- Manage Sites**
 - Manage All Sites
- Manage Users**
 - Manage All Users
- Manage VPK Applications and Contracts**
 - VPK Provider Application
 - Manage VPK Instructors, Calendars, and Classes
 - Statewide VPK Provider Contract
 - VPK Contract Amendment
- Manage SR Contracts**
 - Statewide SR Provider Contract
 - SR Contract Amendment
- Surveys/Grant Applications**
 - VPK \$15/hr Wage Incentive Program** (highlighted with a red box)
 - ARPA Stabilization Subgrant Installment 2 Certification
 - ARPA Stabilization Subgrant Application

On the right side of the page, there are two sections:

- Broadcast Messages**: No messages to display.
- Provider Site Summary**:
 - Business name:
 - Doing business as:
 - Provider ID:
 - License number:
 - SSN / Federal ID number:

6. The provider can review previous submission or resubmit a response

The screenshot shows the 'VPK Wage Incentive Application - Provider Affirmation' page. It features an affidavit titled 'AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL'. The text of the affidavit states that the provider attests that every VPK program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B approved by the Early Learning Coalition, starting the 17 day of August in 2022. It also states that by signing this affidavit, the VPK provider understands that, if an eligible employee is not receiving a wage of at least \$15.00 per hour for VPK duties, and beginning January 1, 2023, the employee may petition the Division of Early Learning for relief. If the division finds that the provider has failed to comply with this provision, the division may terminate the provider's VPK contract.

Below the affidavit is a form titled 'Authorized Electronic Signature' with the following fields:

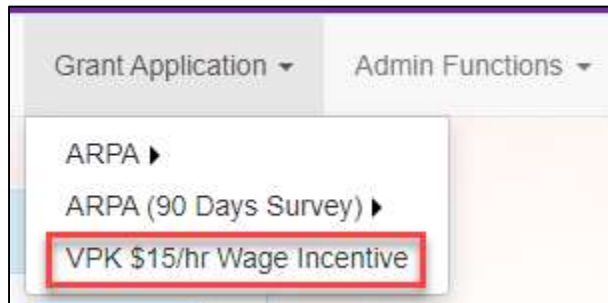
- Survey response**: Radio buttons for 'Opt In' and 'Opt Out'.
- Full Name**: A text input field.
- Certify by electronic signature**: A checkbox that is checked.
- Submission date**: A date field showing '8/8/2022'.

At the bottom of the form is a 'Submit' button.

- a. If the provider resubmits response prior to Coalition Acknowledgement (opt in or out), no further action needed from the Coalition.
- b. If the provider resubmits an opt in response to opt out after Coalition Acknowledgement, the Coalition will need to acknowledge the Opt out resubmission.

II. Coalition Portal

1. Coalition users can access the VPK \$15/hr Wage Incentive provider submissions under Grant Application > VPK \$15/hr Wage Incentive



2. Submitted queue
 - a. Default queue when clicking VPK \$15/hr Wage Incentive
 - b. Records in this queue consist of providers who have opted into the program and need acknowledgement from the Coalition

Select Queue to retrieve

Status: Submitted Search

Current Submitted Providers 2 Total Records

Show 10 entries

Clear All Filters Search Export to Excel

Provider ID	Doing Business As	Phone	County	Submitted By	Submitted On	Last Modified By	Last Modified Date	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
			Miami-Dade		8/6/2022		8/6/2022	Acknowledge
			Miami-Dade		8/6/2022		8/6/2022	Acknowledge

Showing 1 to 2 of 2 entries

Previous 1 Next

- c. Clicking the Acknowledge button will open the VPK Wage Incentive Provider Signature modal

VPK Wage Incentive Provider Signature

AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

I hereby attest that every Voluntary Prekindergarten (VPK) program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B approved by the Early Learning Coalition, starting the 17 day of August in 2022.

By signing this affidavit, the VPK provider understands that, if an eligible employee is not receiving a wage of at least \$15.00 per hour for VPK duties, and beginning January 1, 2023, the employee may petition the Division of Early Learning for relief. If the division finds that the provider has failed to comply with this provision, the division may terminate the provider's VPK contract.

Survey response*	<input checked="" type="radio"/> Opt In <input type="radio"/> Opt Out
Full Name:	<input type="text"/>
Certify by electronic signature:	<input checked="" type="checkbox"/>
Submission date	8/8/2022

Acknowledge

Close

- i. Clicking the Acknowledge button in the modal will change submission status to "Acknowledged"
- Acknowledged provider notes generated
 - Provider opted in to the VPK \$15/hr Wage Incentive Program and Provider's attestation is acknowledged

3. Acknowledged queue

- a. Contains records of providers that have opted into the program and have been acknowledged by the Coalition

Select Queue to retrieve
Status: * Acknowledged Q Search

Current Acknowledged Providers 3 Total Records

Show 10 entries

Clear All Filters Search: Export to Excel

Provider ID	Doing Business As	Phone	County	Submitted By	Submitted On	Last Modified By	Last Modified Date	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
		7662602833	Miami-Dade		8/6/2022		8/6/2022	
		3055133888	Miami-Dade		8/5/2022		8/5/2022	
		3055675855	Miami-Dade		8/5/2022		8/5/2022	

Showing 1 to 3 of 3 entries

Previous 1 Next

4. Opted Out queue

- a. Contains records of providers who have opted out of the program

Select Queue to retrieve
Status: * Opted Out Q Search

Current Opted Out Providers 6 Total Records

Show 10 entries

Clear All Filters Search: Export to Excel

Provider ID	Doing Business As	Phone	County	Submitted By	Submitted On	Last Modified By	Last Modified Date	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
		3053885233	Miami-Dade		8/5/2022		8/5/2022	
		3052713723	Miami-Dade		8/5/2022		8/5/2022	
		3058237888	Miami-Dade		8/5/2022		8/5/2022	
		3058215954	Miami-Dade		8/5/2022		8/5/2022	
		3058251477	Miami-Dade		8/5/2022		8/6/2022	
		3054008654	Miami-Dade		8/8/2022		8/8/2022	

Showing 1 to 6 of 6 entries

Previous 1 Next

5. Resubmitted queue

- a. Contains records of providers who previously opted into the program, were acknowledged by the Coalition, and then opted out of the program at a later date

Select Queue to retrieve
Status: * Resubmitted Q Search

Current Resubmitted Providers 1 Total Records

Show 10 entries

Clear All Filters Search: Export to Excel

Provider ID	Doing Business As	Phone	County	Submitted By	Submitted On	Last Modified By	Last Modified Date	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
		3052670510	Miami-Dade		8/8/2022		8/8/2022	Acknowledge

Showing 1 to 1 of 1 entries

Previous 1 Next

- b. Clicking the Acknowledge button will open the VPK Wage Incentive Provider Signature modal (Similar to the Submitted queue without the attestation language)

VPK Wage Incentive Provider Signature	
Survey response *	<input type="radio"/> Opt In <input checked="" type="radio"/> Opt Out
Full Name:	<input type="text"/>
Certify by electronic signature:	<input checked="" type="checkbox"/>
Submission date	8/8/2022

[Acknowledge](#) [Close](#)

- i. Clicking the Acknowledge button in the modal will change the submission status to "Opted Out"
- Resubmitted opt out provider notes generated
 - Provider opted out from the VPK \$15/hr Wage Incentive Program after submitting an application