VPK $15/hr Wage Incentive Process Flow
1. 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

![Provider Surveys](image)

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

![AFFIDAVIT ON $15 HOURLY WAGE FOR VPK PERSONNEL](image)

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
4. Opt out
   a. Filled opt out attestation

b. Clicking submit will open the Opt Out confirmation modal
   i. Clicking Yes will opt the provider out
   ii. Clicking No will cancel the opt out process and returns to the attestation page.

c. 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

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

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

![VPK Wage Incentive Provider Signature]

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

4. Opted Out queue
   a. Contains records of providers who have opted out of the program

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

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