



Early Learning Coalition of the Nature Coast
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties



Provider Alert #104

Date: August 25, 2011
Subject: VPK Program Updates

Language addressing Voluntary Prekindergarten child re-enrollment as stated in *Rule 60BB-8.210* has recently changed. Please refer to this provider alert as notification of the most recent updates for VPK providers within the Nature Coast service delivery area.

Re-enrollment

Re-enrollment occurs when a VPK student meets certain criteria to move from one VPK provider to another VPK provider. VPK students are limited to only ONE re-enrollment meeting criteria under Good Cause or Extreme Hardship. Good Cause Re-enrollment will allow a student to re-enroll with another VPK provider if he or she:

- Has attended a portion of VPK instruction
- Has not previously re-enrolled for good cause or extreme hardship
- Has been enrolled in a VPK program less than 70% of the instructional hours

Examples of reasons for a student's withdrawal or dismissal from their current VPK provider that qualify for a one-time re-enrollment include:

- Illness of student or anyone living in the student's household
- Disagreement between parent and provider concerning policies or practices within the provider's program
- Change in student's residence
- Change in parent's employment schedule or place of employment
- Provider's inability to meet the student's health care or educational needs
- Student is dismissed for failure to comply with provider's attendance policy
- Termination of VPK class before 70% of instructional hours are delivered
- Provider is designated a low-performing provider under section 1002.67 Florida Statutes
- Other reason which prevents the student from attending or which prevents the provider from serving the student according to program requirements

Note: Good cause re-enrollment does not require documentation from parent

Re-enrollment based on Extreme Hardship will allow the VPK student to withdraw from a 540 hour (school year) program and re-enroll into a 300 hour (summer) program. Extreme hardship re-enrollment requires documentation from the parent/caregiver. Examples of reasons for re-enrollment due to Extreme Hardship include:

- Illness of the student only if the illness would result in the student being absent for more than 30% of the program hours
- Provider inability to offer the VPK program, as documented by the Coalition
- Parent's inability to meet the basic needs of the student, as documented by a government official
- Provider's inability to meet the student's educational needs due to the student's learning or developmental disability, as documented by a governmental official
- Provider's inability to meet the health needs of the student, as documented by a governmental official
- Displacement of the student from his/her place of residence or closure of the student's VPK provider as a result of a state of emergency, as declared by a governmental official

Please see attached [VPK Activity Quick Reference Guide for Providers](#) for further examples and comments.

VPK Provider Calendars

Several sections in the new attendance rule involve the modification of class calendars. VPK providers are limited to modifying class calendars only twice per program year. Please review the class calendar for your VPK program to determine whether or not changes will need to be made. All changes must be submitted to the Coalition in writing, preferably on form AWI-VPK 11B (available on the Coalition's website).

Certificate of Eligibility (COE)

Prior to enrolling an eligible VPK student into your program, the Coalition must obtain the signed yellow copy of the COE. If you are made aware of a situation when the parent may be waiting for an opening with another provider, please do not complete the provider section of the COE until the parent confirms enrollment with your program. The Coalition is making every effort to reduce and offset costs associated with the disbursement of Child Certificates of Eligibility.

Attendance Sheets/Rolls

When documenting student attendance on the VPK roster, please identify the day of attendance with an "X" and a day of absence with an "A". It is not necessary to insert an "E" (excused) on the VPK roster. The tracking system recognizes "A" for absent and automatically determines whether the absence is payable during that month based on the number of daily absences. If the child's enrollment has been terminated, insert a "T" on the first day termination occurred. Do not insert "N" on the VPK rolls; Non-reimbursable days within the VPK program will be determined by the Coalition. The EFS system automatically determines the payable absences per month based on the monthly 80/20 attendance rule. Counselors processing VPK attendance insert the same number of "A's" into the payment system as documented on attendance rolls submitted by the provider. If the daily VPK child sign-in/out sheet is submitted for audit without a parent signature, the day will be adjusted in the payment system from a day of attendance to a day of absence. This may or may not affect the provider payment; it will be determined automatically by allowing monthly payment for up to 20% of absences. At the end of the program year, the payment system determines whether or not the provider was paid for 20% of child absences per month and reconciles the difference. VPK providers are reimbursed 20% of child absences for the entire 540 hour program or 300 hour program.

VPK Classroom Audit

AWI's Office of Early Learning requires the Coalition to conduct at least one classroom audit per program year. Classrooms found out of compliance at time of audit will not receive funding for that day for each child in attendance. The provider will have the opportunity to make up the day of non-compliance by adding a day of attendance to the VPK calendar (keep in mind providers may revise VPK calendars only twice). If the provider is found out of compliance during the thirty day re-visit after technical assistance was provided during the initial audit, funding for the day will not be reimbursed for each child in attendance and provider will not have the opportunity to make up the non-reimbursable day.

Please contact the Coalition if you have questions or concerns regarding the VPK program.

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