





VPK Advance Payment Timeline Chart For Processing Certificates and/or Pilot Child Applications

<p>To Receive an Advance Payment for the Month of:</p> 	<p>Data, (i.e. certificates/child applications, class information) Must Be in the 4C System and Processed <i>BEFORE</i> the 30th of:</p> 	<p>Payment Funds Will Be Received:</p> 	<p>Advance Payment Processing Deadline Missed? Payment for Children Will Be Made on:</p> 
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August	June	July	September 15th
September	July	August	October 15th
October	August	September	November 15th
November	September	October	December 15th
December	October	November	January 15th
January	November	December	February 15th
February	December	January	March 15th
March	January	February	April 15th
April	February	March	May 15th
May	March	April	June 15th
June	April	May	July 15th
July	May	June	August 15th

- Attendance Sheets **MUST** be in the Reimbursement Office at 3500 W. Colonial Drive, Orlando by 12:00 pm on the 3rd of each month for processing or at one of our convenient drop boxes.
- Classroom, calendar & staff changes **MUST** be received by the Early Learning Coalition of Orange County in advance for approval.
- Delete forms, classroom transfers **MUST** be sent in to the VPK Enrollment Specialist office at 3500 W. Colonial Drive or faxed to (407) 532-4595.
- If an Advance payment deadline is missed, the child will be enrolled and paid through the normal attendance payment schedule (See schedule above)
- You may contact the Early Learning Coalition of Orange County to discontinue the Advance Payment option.
- Pilot Providers must submit child applications and supporting documents within 5 days from the date the parent registered at the center.