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Reenrollment for Good Cause & Extreme Hardship FAQs
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General Reenrollment Questions

Q: Why did the policy on reenrollment for good cause and extreme hardship change?

A: In 2009, the state legislature changed the wording of the law concerning student reenrollment in the Voluntary Prekindergarten Education (VPK) Program. The Agency was required to adopt rule to implement the new legislation found at section 1002.71(4), Florida Statutes.

Q: Why is the term “provider transfer” no longer used?

A: The Agency previously used the term “provider transfer” to refer to the movement of a student from one provider to another for the purposes of using the remaining full-time equivalent (FTE) funding. The legislature revised the statutory definition of good cause reenrollment to equate to a “provider transfer.” Therefore, the term “provider transfer” has been replaced with the term “good cause reenrollment.”

Q: What is a reenrollment?

A: Rule 60BB-8.210, Florida Administrative Code, defines “reenrollment” as “the enrollment of a student in a new VPK program type (school-year or summer) or with a new VPK provider following the student’s removal or withdrawal from enrollment with a VPK provider after the student has attended a portion of VPK instruction.” In other words, a reenrollment is the movement of a child from one VPK Program provider to another or the movement of a child from the school year to the summer program at any time after the child has attended part of the VPK Program.

A reenrollment does not include a transfer from one classroom to another within the same VPK provider or a return to a provider’s classroom after an extended period of absence, even if the provider has dismissed the child from a class.

There are two types of reenrollment: reenrollment for good cause and reenrollment due to extreme hardship.

Q: What are the requirements to be eligible for a reenrollment for good cause or a reenrollment due to extreme hardship?

A: A student is eligible for a reenrollment for good cause if the student has not substantially completed the VPK Program type, has not previously reenrolled due to good cause or extreme hardship and the student’s parent has completed Form AWI-VPK 05. A student is eligible for a reenrollment due to extreme hardship if the student has not substantially completed the VPK Program type, has not previously reenrolled due to good cause or extreme hardship and the student’s parent has completed Form AWI-VPK 05 and provided supporting documents.

Q: Where does it state that children are allowed only one reenrollment?

A: Section 1002.71(4), Florida Statutes, states that children are allowed only one reenrollment. The relevant portion of paragraph (4) is underlined:

(4) Notwithstanding s. 1002.53(3) and subsection (2):

(a) A child who, for any of the prekindergarten programs listed in s. 1002.53(3), has not completed more than 70 percent of the hours authorized to be reported for funding under subsection (2), or has not expended more than 70 percent of the funds authorized for the child under s. 1002.66, may withdraw from the program for good cause and reenroll in one of the programs. The total funding for a child who reenrolls in one of the programs for good cause may not exceed one full-time equivalent student. Funding for a child who withdraws and reenrolls in one of the programs for good cause shall be issued in accordance with the agency's uniform attendance policy adopted pursuant to paragraph (6)(d).

(b) A child who has not substantially completed any of the prekindergarten programs listed in s. 1002.53(3) may withdraw from the program due to an extreme hardship that is beyond the child's or parent's control, reenroll in one of the summer programs, and be reported for funding purposes as a full-time equivalent student in the summer program for which the child is reenrolled.

A child may reenroll only once in a prekindergarten program under this section. A child who reenrolls in a prekindergarten program under this subsection may not subsequently withdraw from the program and reenroll. The Agency for Workforce Innovation shall establish criteria specifying whether a good cause exists for a child to withdraw from a program under paragraph (a), whether a child has substantially completed a program under paragraph (b), and whether an extreme hardship exists which is beyond the child's or parent's control under paragraph (b).

Q: Previously, the reenrollment policy counted days attended for the purpose of determining whether a child was eligible to reenroll. The rule says time enrolled is used to determine "substantial completion." What is "substantial completion" and how is this different from the old policy?

A: Rule 60BB-8.210(1)(b), Florida Administrative Code, states that "substantial completion means a student has been enrolled in a VPK provider's class for more than 70 percent of the instructional hours for the program type." The new rule bases "substantial completion" on the amount of time the student was enrolled to correspond to Rule 60BB-8.204, F.A.C., Uniform Attendance Policy for Funding the VPK Program. Since attendance reports are sometimes delayed from providers, a coalition can make a determination about substantial completion by knowing the child's start date and either the child's withdrawal/dismissal date or whether the child is still enrolled. A calculation of hours based on the class schedule allows a coalition to determine if substantial completion has been reached.

Q: When should a coalition use Forms AWI-VPK 04, AWI-VPK 05, and AWI-VPK 06?

A: A coalition may still use Form AWI-VPK 04 (Informed Consent) dated 09-21-05 to document a delayed enrollment. A coalition must use Form AWI-VPK 05 (Reenrollment Application) dated 04-09-10, whenever a reenrollment for good cause or extreme hardship is requested. Form AWI-VPK 06 (Informed Parental Consent for Class Transfers) dated 12-21-10 has been recently modified, and may be used by coalitions to track changes in the transfer of a child from one classroom at a VPK provider to another classroom at the same VPK provider.

Reenrollment for Good Cause

Q: Is it easier for a student to qualify for a good cause reenrollment under the new rule (60BB-8.210) than it was to qualify under the Agency's former policy?

A: Yes. A parent need only complete the Reenrollment Application (Form AWI-VPK 05) and submit it to the coalition in order to request a good cause reenrollment. No additional documentation is required to request a good cause reenrollment.

Q: Can a student who reenrolls for good cause receive full funding?

A: Yes. A VPK student who reenrolls for good cause receives full funding if the student began the first day of class, attended through the last day of class, and was absent for no more than the period of time permitted by rule 60BB-8.204, F.A.C., Uniform Attendance Policy for Funding the VPK Program. However, it is important to note that section 1002.71(4), Florida Statutes, states that the total funding for a student who reenrolls for good cause cannot exceed one full-time equivalent (FTE). As a result, one FTE will be split between the two providers, based upon the amount of time the student attended the VPK program at each provider. The new provider does not receive a full new FTE funding for the student.

Reenrollment due to Extreme Hardship

Q: Is reenrollment due to extreme hardship more restrictive than reenrollment for good cause?

A: Yes. Rule 60BB-8.210, Florida Administrative Code, provides fewer circumstances for a VPK student to qualify for an extreme hardship reenrollment. A parent/guardian requesting an extreme hardship reenrollment for his/her child must complete the Reenrollment Application (Form AWI-VPK 05), attach the supporting documentation required for the reason selected, and submit the package to the coalition. The coalition will then process the Reenrollment Application and verify that the student has not previously been reenrolled, the student has not substantially completed the program, and the parent has submitted valid supporting documentation.

Q: Does the new rule include a requirement that students reenrolling because of extreme hardship from school-year programs to summer programs must have completed 10 percent of the program's hours?

A: No. The rule states that a student is eligible to reenroll for extreme hardship if the student has not reenrolled previously, the student has been enrolled for 70 percent or less of the instructional hours, and the student qualifies for the reenrollment type selected on the Reenrollment Application with documentation as proof, if needed.

Q: Does the new provider receive a new full-time equivalent (FTE) funding for a student who reenrolls due to extreme hardship?

A: Yes. Section 1002.71(4), Florida Statutes, allows a child to reenroll for extreme hardship in the summer program with a new FTE.

Examples of Reenrollment Scenarios

Q: If a parent transferred to a new provider prior to the rule going into effect on 12/21/10, should coalitions count that as the parent's one-time reenrollment?

A: Yes. The limitation to a single reenrollment found in section 1002.71(4), Florida Statutes, has been in effect since the 2010-2011 VPK Program year started. As a result, if a child has reenrolled in the VPK Program, even if that reenrollment occurred prior to 12/21/2010, that constitutes the child's one-time reenrollment and an additional reenrollment is not permitted. As this child had already received a reenrollment, the child does not qualify for another reenrollment, either with a third provider or with the original (first) provider.

Q: If a parent withdraws a student from a provider and then wishes to have the student return to the same provider to finish the same program type, does this count as the student's one-time reenrollment?

A: No. If a child has temporarily ceased attending the VPK program at Provider A and then seeks to return to Provider A to complete the same VPK program type later during the same VPK session, it does not constitute a reenrollment.

Q: Would a VPK student changing from a provider site owned by one company to another site within the same provider network be considered a reenrollment?

A: Yes. One factor in distinguishing providers is a provider's specific address or location. Each facility has its own unique extension in the statewide information system, must meet the requirements to provide the VPK program, receives a readiness rate, and must meet licensing requirements. Each location is treated as a separate entity, so it would be considered the child's one-time reenrollment if the child moves from one facility or location to another.

Q: Would a VPK student going from one public school VPK site to another public school in the same district be considered a one-time reenrollment?

A: Yes. This would be considered the child's one time reenrollment since each school location is treated as a separate entity. Please see the answer immediately above.

Q: If a child from another coalition comes to my coalition, but has already had a reenrollment in another coalition, can the child enroll in my coalition?

A: No. A child is allowed only one reenrollment. In this case, the child had already received a reenrollment with the other coalition. Enrollment with the second coalition would constitute a prohibited second reenrollment.

Q: Children in foster care may change guardians throughout the year. Each guardian may want to reenroll the child under his/her name and to enroll the child at a different VPK provider near where the guardian lives. Is there any exception to the one-time reenrollment for foster children or children in other types of protective services?

A: No. There is no exception to the one-time reenrollment law. Since VPK enrollment follows the child rather than the parent or guardian, the child is limited to one reenrollment by section 1002.71, Florida Statutes.

Q: A VPK provider moves from one address to another and the parents want their child to continue VPK instruction with this provider, is this a reenrollment?

A: No. The provider's move to a new address does not constitute a reenrollment because the child remains with the same provider in the same program type. However, if parents do not want to move their children to the new address with the same provider and want their children to attend another VPK program at a new provider instead, changing to a new provider would constitute a reenrollment.

Q: If two VPK providers with the same owner merge and combine VPK classes from two sites to offer VPK at a single site, is this a reenrollment?

A: No. Two providers with the same owner that merge and combine VPK classes from two sites to a single site is not a reenrollment. For Kindergarten Readiness Rate purposes, the children's attendance will be combined across the two locations.

Q: A VPK provider stops delivering the VPK program, but has an agreement with another provider (different owner) to serve the first VPK provider's students. Is this a reenrollment?

A: Yes. This is a reenrollment since the students are moving from one provider to another to complete the VPK program.

Q: A VPK provider sells its facility during the program year. The new owner continues providing the VPK program at that location. Is this a reenrollment?

A: No. Ownership of a provider facility is only one factor in distinguishing providers. If the new owner continues to offer the VPK program at that location and the student remains enrolled with the provider, no reenrollment takes place. However, if parents do not want their child to remain in the VPK program offered by the new provider but want their child to attend another VPK program at a new provider instead, moving to a new provider would constitute a reenrollment.

Q: A VPK provider has lost its operating license or accreditation and is being closed. The students have to go to another provider. Is this a reenrollment?

A: Yes. This is a reenrollment since the students are moving from one provider to another to complete the VPK program.

Q: Is it a reenrollment if the coalition has terminated a VPK provider's Statewide Provider Agreement and the student has to move to another VPK provider to complete the VPK program?

A: Yes. This is a reenrollment since the students are moving from one provider to another to complete the VPK program.

Q: A child has already had his/her one-time reenrollment, what are the child's options now?

A: The child has at least two options. First, the parent may coordinate with the provider with which the student was last enrolled to determine whether the provider would permit the child to return to finish the program type. Second, the parent may enter into a private pay contract with a provider of his/her choice.

Q: How does a coalition document situations in which a student leaves a provider and returns to the same provider to finish a program type if this situation is not treated as a reenrollment? Should the coalition issue a new Certificate of Eligibility?

A: A coalition may use Form AWI-VPK 06, Informed Parental Consent for Class Transfers, to document situations in which a child leaves and returns to a provider to finish a program type. A coalition should issue a new Certificate of Eligibility after it verifies that the student has not enrolled with another VPK provider during the time the child was absent from the provider to which the student is returning. When issuing the new Certificate of Eligibility (Form AWI-VPK 02), the coalition should note on the new certificate that this is a return enrollment in the margins near Box 4 of this form.