

**EFS Modernization Process for Temporary Closures**  
**Guidance for Providers that offer both SR and VPK Programs**

*Updated 11/12/2020*

This document provides the steps necessary to report temporary closures for providers that offer **both** the School Readiness (SR) program and Voluntary Prekindergarten (VPK) program. VPK class/program closures are limited by Rule 6M-8.204 Uniform Attendance Policy for Funding the VPK Program.

**Scenario 1**

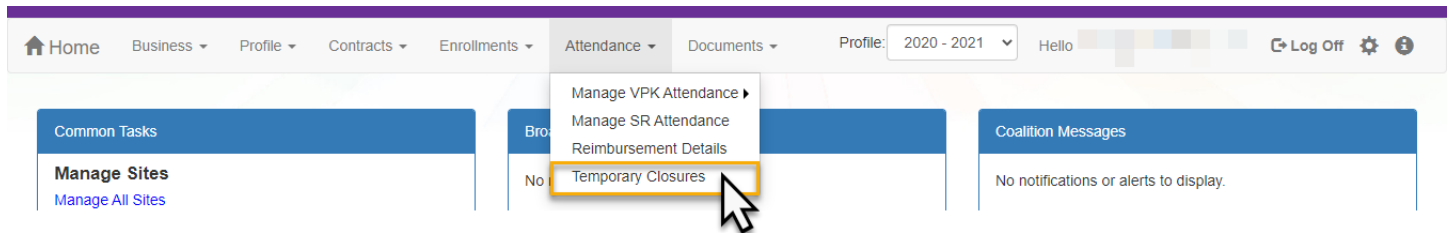
**Site Is Completely Closed – No Services Provided for Any Children**

**Important things to know:**

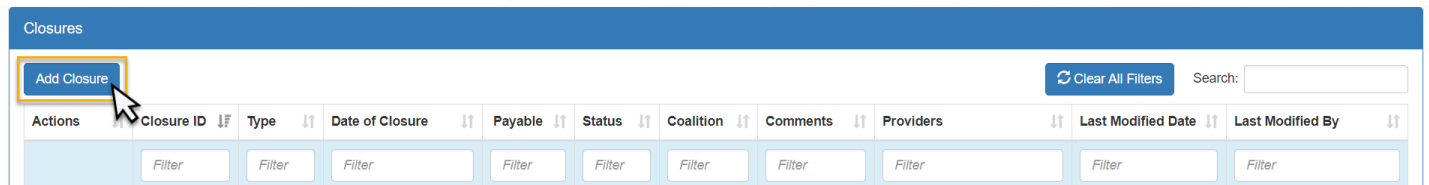
1. This scenario requires the new Temporary Closure reporting form.
2. The reporting form consists of three main sections: temporary closure type, closed provider site(s), and closure details.
3. The form must be completed and submitted to early learning coalitions **before** attendance is submitted for the month in which the closure occurs.
4. Submitted closures appear on the closures log with the *Submitted* status. Once the coalition has processed the request, the status changes to *Processed* and additional information appears.
5. The closure dates do not appear on the attendance roster until the status is *Processed*.

**Steps for completing the form:**

1. Navigate to **Attendance** → **Temporary Closures**.



2. Click the **Add Closure** button.



3. Complete the form.

- a. **Temporary Closure Type** = When one or more sites that you manage are completely closed temporarily due to emergency circumstances, where all programs and all children are impacted, select “Yes, the whole site(s) was closed. Services were not provided to **any children.**”
  - i. **Note:** Individual class closures are covered in the other scenarios.
- b. **Closed Provider Site(s)** = Select the provider site(s) that were completely closed temporarily due to emergency circumstances. Each site the user has access to manage are listed.
  - i. **Note:** If more than one site is selected and they were closed for different dates, they should be unchecked and have separate closure events created.
- c. **Closure Dates** = Enter the closure date range. The “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are rendered on dates included in the closure date range. Enter the anticipated date services will resume. While the reopen date may be unknown, enter your best estimate.
  - i. **Note:** The closure date range is limited to a single month. If the closure crosses into the next month, you will need to create an additional closure to cover that time period.

- a. **Reasons** = Select the closure reason(s). Select all that apply.
  - ii. **Note:** At this point, you may click the **Save** button to save your work and return to the form at a later time. Incomplete forms may be accessed by the early learning coalition for assistance. Remember, the form must be completed and submitted to early learning coalitions **before** attendance is submitted for the month in which the closure occurs.
- b. **Documentation** = Upload documentation to support closure reasons as needed. Up to five documents may be uploaded. (Optional)
- c. **Comments** = Enter additional information to support closure reasons. (Optional)

4. When complete, click the **Submit to Coalition** button.

Select Language | Powered by Google Translate

### Report Temporary Closure

**D** Closure Reasons (select all that apply) \*

- Exposure to COVID-19
- Scheduled deep-cleaning due to COVID-19
- Declared state of emergency other than COVID-19 (such as a hurricane)
- Other

**E** Documentation

Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document...

**F** Comments (limit 1000 characters)

Save | Cancel | **Submit to Coalition**

5. Complete the Sign and Certify modal by entering your full name, checking the “Certify by Electronic Signature” box, and clicking the **Submit** button.

### Temporary Closure ~ Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name \*

Certify by Electronic Signature \*

Submission Date

10/28/2020

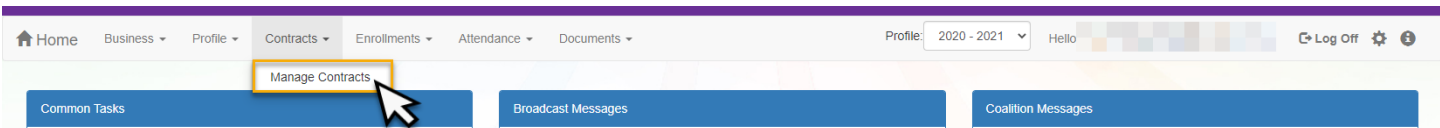
**Submit**

Cancel

6. These steps will submit the closure information to the early learning coalition to process. The closure information appears on the closures log with the *Submitted* status. Once the coalition has processed the request, the status changes to *Processed* and additional information appears. The closure dates do not appear on the attendance roster until the status is *Processed*.

Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
<a href="#">View</a>	12555	Whole Site	10/05/2020 - 10/05/2020		Submitted	ELC of Lake			10/28/2020 7:37:22 AM	
<a href="#">View</a>	1113	Whole Site	09/03/2019 - 09/04/2019	Yes	Processed	ELC of Lake	Hurricane Dorian - Closure September 3 & 4		9/30/2019 10:07:33 AM	

7. Navigate to **Contracts** → **Manage Contracts**.



8. Locate the VPK Provider Application (VPK-APP) for the current program year and click the **Edit** button.

9. Select the **VPK Class(es)** tab.

- Locate the class that did not have instructional hours due to the temporary closure and identify the class calendar assigned to the class.
- Review the other classes (if any) and identify whether they use the same calendar. When other classes use the same calendar, a new calendar for the class must be created and assigned. If you have multi-classes using the same calendar, skip to Scenario 4.

2020 - 2021 (Certified)

Attendance Policy VPK Director VPK Instructors VPK Calendars **VPK Class(es)** Review Certify and Submit

[Add New Class](#)

Show removed classes

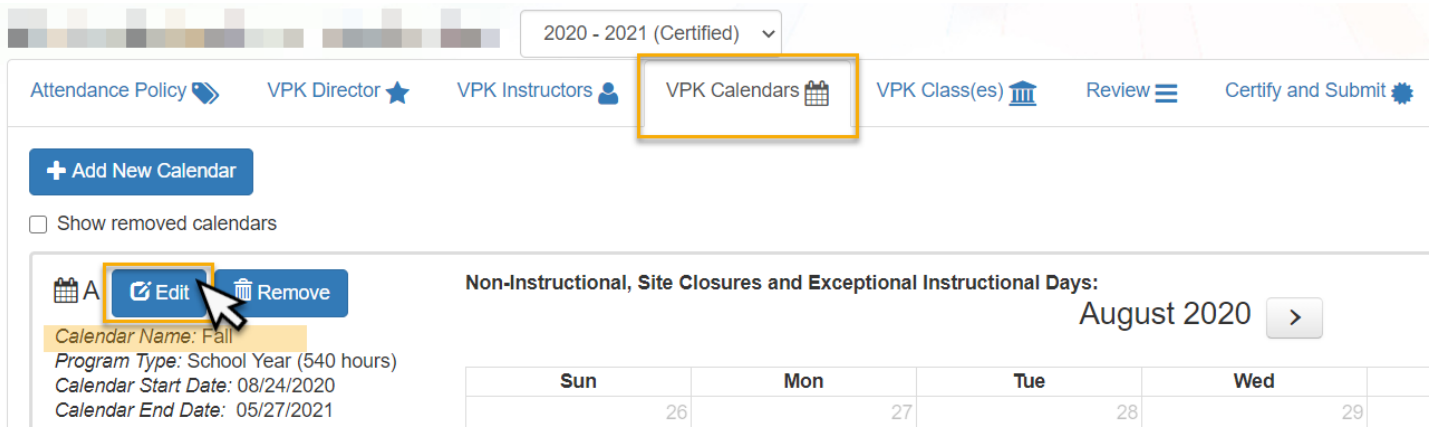
**AF20** [Edit](#) August 2020

Class Name: Blue  
 Class Calendar: Fall  
 Main Curriculum: Learn Every Day for Infant, Toddler & Twos (Birth to 3)  
 Class License Capacity:  
 Class Start Date: 08/24/2020  
 Class End Date: 05/27/2021  
 Vendor Number:

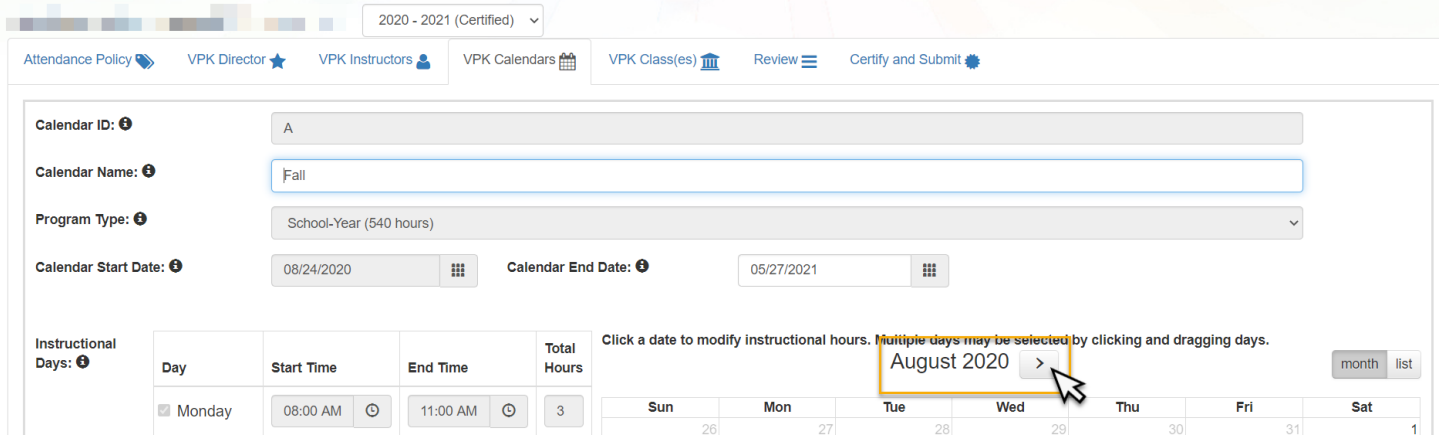
Sun	Mon	Tue	Wed
26	27	28	29

10. Select the **VPK Calendars** tab.

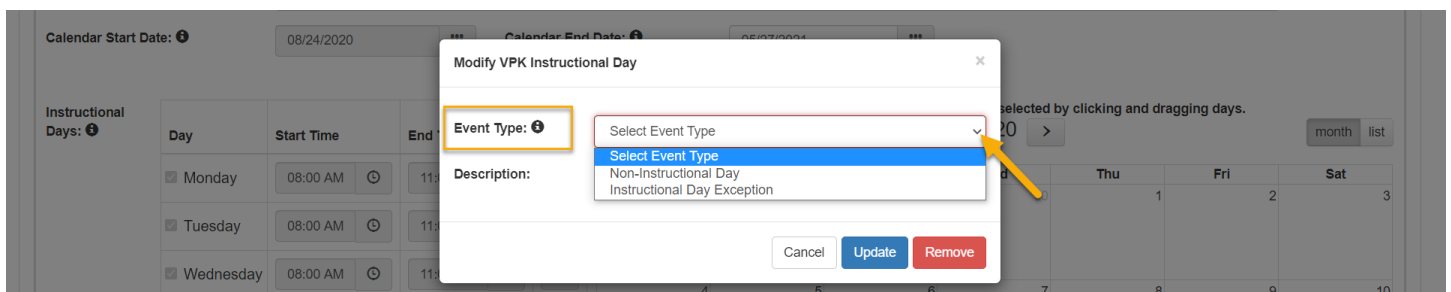
- Locate the calendar assigned to the class and click the **Edit** button.



11. Click the arrow button above the calendar to view the month in which the temporary closure occurred.
  - a. **Note:** The system defaults to the first calendar month of the class.



12. Select the temporary closure day(s) by clicking on the date(s) within the calendar.
  - a. **Note:** Multiple days may be selected by clicking and dragging over the date range.
  - b. After selecting the date(s), a pop up window will appear. There are two event types available:
    - i. **Instructional Day Exception** = Use when closure date(s) will not be made up; this ensures that instructional hours are maintained and reimbursed (up to the number permitted). See below for additional steps.
    - ii. **Non-Instructional Day** = Use when closure date(s) will be made up; this deducts instructional hours from the calendar; calendar may be revised to restore lost instructional hours (required if beyond the number permitted). See below for additional steps.



## Instructional Day Exception

1. For closures that do not reduce instructional hours, select **Instructional Day Exception** as the event type (up to the number permitted).
2. Once selected:
  - a. Enter a description. The example below uses “Closure due to Covid.”
  - b. Enter the same time range for the closed day as it appears on the calendar.
    - i. If a date range was used and the days have different instructional hours (i.e. Mondays are 3 hours and Tuesdays are 3.5 hours), click the **Cancel** button and create separate events.
  - c. Click the **Update** button.

Day	Start Time	End Time	Hours
Monday	08:00 AM	11:00 AM	3
Tuesday	08:00 AM	11:00 AM	3
Wednesday	08:00 AM	11:00 AM	3
Thursday	08:00 AM	11:00 AM	3
Friday	08:00 AM	11:00 AM	3
Saturday			0
Sunday			0

3. The information is displayed on the calendar. The total calculated class hours and total instructional days have not changed.

Instructional Days: ⓘ

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	08:00 AM	11:00 AM	3
<input checked="" type="checkbox"/> Tuesday	08:00 AM	11:00 AM	3
<input checked="" type="checkbox"/> Wednesday	08:00 AM	11:00 AM	3
<input checked="" type="checkbox"/> Thursday	08:00 AM	11:00 AM	3
<input checked="" type="checkbox"/> Friday	08:00 AM	11:00 AM	3
<input type="checkbox"/> Saturday			0
<input type="checkbox"/> Sunday			0

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8 8a Exception, Closures	9 8a Exception, Closures	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The closure days display on the calendar without changing the total calculated hours or instructional days.

Total Calculated Hours: 540.00  
Total VPK Instructional Days: 180

4. When changes are complete, click the calendar's **Save** button.

### Non-Instructional Day

1. For closures that reduce instructional hours, select **Non-Instructional Day** as the event type (required if beyond the number permitted).
2. Once selected:
  - a. Enter a description. The example below uses "Closure due to Covid."
  - b. Click the **Update** button

Instructional Days: ⓘ

Day	Start Time	End Time	Total Hours
<input type="checkbox"/> Monday	08:00 AM	11:00 AM	3
<input type="checkbox"/> Tuesday	08:00 AM	11:00 AM	3
<input type="checkbox"/> Wednesday	08:00 AM	11:00 AM	3
<input type="checkbox"/> Thursday	08:00 AM	11:00 AM	3
<input type="checkbox"/> Friday	08:00 AM	11:00 AM	3
<input type="checkbox"/> Saturday			0
<input type="checkbox"/> Sunday			0

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8 8a Exception, Closures	9 8a Exception, Closures	10
11	12 8a Exception, Closures	13 8a Exception, Closures	14 8a Exception, Closures	15	16	17

Modify VPK Instructional Day

Event Type: ⓘ Non-Instructional Day

Description: ⓘ Closure due to covid

3. The total calculated hours and VPK instructional days are reduced for each non-instructional day based on the hours defined for the day. Additional modifications are needed to restore 540 hours. This can be accomplished in a variety of ways such as canceling previously identified (future) non-instructional days, extending the class end date, or even extending the time on some instructional days (by creating exception days with different hours).

Instructional Days: 6

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	08:00 AM	11:00 AM	3
<input checked="" type="checkbox"/> Tuesday	08:00 AM	11:00 AM	3
<input checked="" type="checkbox"/> Wednesday	08:00 AM	11:00 AM	3
<input checked="" type="checkbox"/> Thursday	08:00 AM	11:00 AM	3
<input checked="" type="checkbox"/> Friday	08:00 AM	11:00 AM	3
<input type="checkbox"/> Saturday			0
<input type="checkbox"/> Sunday			0

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8 8a Exception: Closure	9 8a Exception: Closure	10
11	12 8a Exception: Closure	13 8a Exception: Closure	14 8a Exception: Closure	15 Noninstructional: Closure due to covid	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The closure days display on the calendar and reduce the total calculated hours and instructional days. Additional modifications are needed to restore 540 hours.

Total Calculated Hours: 534.00

The Total Calculated Hours are less than the hours allotted for the VPK Program Type selected. Please correct if needed.

Total VPK Instructional Days: 178

4. When changes are complete, click the calendar's **Save** button.

13. This should be repeated for all impacted class calendars. When all class calendars are updated, click on the **Certify and Submit** tab. Complete the signature information and click the **Submit VPK Provider Application** button.

## Scenario 2

### Site Is Partially Closed – All VPK Classes Closed (No Services Provided for the VPK Program)

1. Navigate to **Attendance** → **Temporary Closures**.

Home Business Profile Contracts Enrollments Attendance Documents Profile: 2020 - 2021 Hello Log Off

- Manage VPK Attendance
- Manage SR Attendance
- Reimbursement Details
- Temporary Closures

2. Click the **Add Closure** button.

Closures

Add Closure Clear All Filters Search:

Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter



3. Complete the form.

- a. **Temporary Closure Type** = When the site that you manage is partially closed temporarily due to emergency circumstances, where only the VPK program and all VPK classes are impacted, select “No, the site was partially closed. Services were not provided to the **VPK program.**”
  - i. **Note:** Individual VPK class closures are covered in Scenario 3.
- b. **Closed Provider Site(s)** = Select the provider site where all VPK classes were closed temporarily due to emergency circumstances. Only one site may be selected.
- c. **Closure Dates** = Enter the closure date range. The “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are rendered on dates included in the closure date range. Enter the anticipated date services will resume. While the reopen date may be unknown, enter your best estimate.
  - i. **Note:** The closure date range is limited to a single month. If the closure crosses into the next month, you will need to create an additional closure to cover that time period.

- d. **Reasons** = Select the closure reason(s). Select all that apply.
  - i. **Note:** At this point, you may click the **Save** button to save your work and return to the form at a later time. Incomplete forms may be accessed by the early learning coalition for assistance. Remember, the form must be completed and submitted to early learning coalitions **before** attendance is submitted for the month in which the closure occurs.
- e. **Documentation** = Upload documentation to support closure reasons as needed. Up to five documents may be uploaded. (Optional)
- f. **Comments** = Enter additional information to support closure reasons. (Optional)

4. When complete, click the **Submit to Coalition** button.

Select Language Powered by Google Translate

### Report Temporary Closure

**D** Closure Reasons (select all that apply) \*

- Exposure to COVID-19
- Scheduled deep-cleaning due to COVID-19
- Lack of child attendance
- Lack of staff availability
- Declared state of emergency other than COVID-19 (such as a hurricane)
- Other

**E** Documentation

Attach the documentation necessary to establish proof of site closure.

**Closure Documents**

Upload Document...

**F** Comments (limit 1000 characters)

Showing 0 to 0 of 0 entries

Save Cancel **Submit to Coalition**

- Complete the Sign and Certify modal by entering your full name, checking the “Certify by Electronic Signature” box, and clicking the **Submit** button.

### Temporary Closure - Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name \*

Certify by Electronic Signature \*

Submission Date

10/28/2020

**Submit**

Cancel

- These steps will submit the closure information to the early learning coalition to process. The closure information appears on the closures log with the *Submitted* status. Once the coalition has processed the request, the status changes to *Processed* and additional information appears. The closure dates do not appear on the attendance roster until the status is *Processed*.
- See Scenario 1, complete steps 7 through 13.

Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
<a href="#">View</a>	12556	Partial VPK	10/12/2020 - 10/12/2020		Submitted	ELC of Lake	All VPK classes closed today.		10/28/2020 8:02:10 AM	
<a href="#">View</a>	11305	Whole Site	10/05/2020 - 10/05/2020		Submitted	ELC of Lake			10/28/2020 7:37:22 AM	
<a href="#">View</a>	1113	Whole Site	09/03/2019 - 09/04/2019	Yes	Processed	ELC of Lake	Hurricane Dorian - Closure September 3 & 4		9/30/2019 10:07:33 AM	

### Scenario 3

#### Site Is Partially Closed – Some VPK Classes Closed

##### Important things to know:

1. The temporary closure reporting form is for whole site or whole program closures (for providers offering both SR and VPK programs). Until additional functionality becomes available, individual VPK class closures are managed through the VPK Provider Application class calendar.

1. See Scenario 1, complete steps 7 through 13.

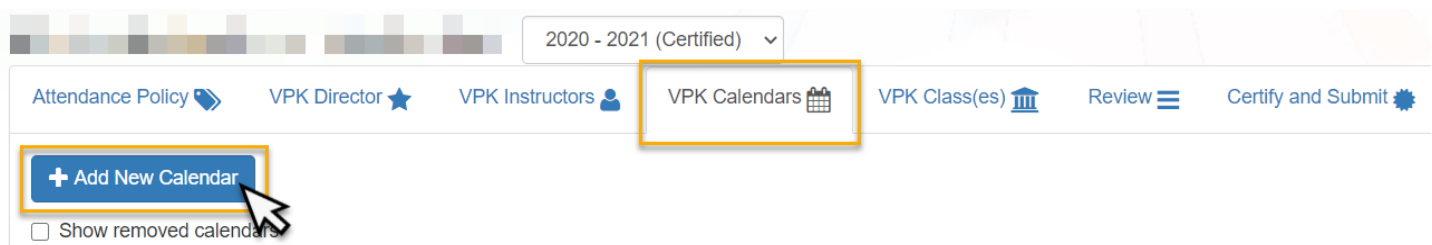
### Scenario 4

#### Multiple VPK Classes Use the Same Calendar

##### Important things to know:

1. After a class has started and attendance is submitted, the class calendar cannot be re-assigned. Therefore, a new calendar must be created, the existing class must be ended, a new class must be created and assigned the continued calendar, and children transferred to the new class.
2. While having separate calendars for each class is not required, it is recommended so that each class may handle different calendar/scheduling issues as needed.

1. Select the **VPK Calendars** tab. Then, click the **Add New Calendar** button.



2. Complete the calendar fields.
  - a. **Calendar Name** = Enter "Continued for (enter Class ID)". The example below uses "Continued for CF20."
  - b. **Program Type** = Select the same program type as the prior calendar.
  - c. **Calendar Start Date** = Enter the start date for the new calendar. This is a continued calendar so it should not be the original start date.

- i. Note, the class that is being separated from the existing calendar will be ended one day prior in a future step.
- ii. For example, if this calendar will start on November 1, 2020; the existing class using this calendar will get an end date of October 31, 2020.
- d. **Calendar End Date** = Enter the end date for the new calendar. This may or may not be the same as the original end date. The example below uses the same end date.
  - i. Note, a calendar and/or class end date can be edited at a later time as needed.
- e. **Instructional Days** = Enter the same instructional days and times as the prior calendar.
- f. **Modify Instructional Hours** = Click the arrow button above the calendar to view the months and enter the same planned non-instructional days as the prior calendar.

Calendar ID:

Calendar Name:  **A**

Program Type:  **B**

For School-Year Programs, VPK Calendars must:

- be comprised of 540 hours
- not begin instruction more than fourteen (14) calendar days before Labor Day; or, for programs located in counties where the uniform date for the opening of public schools fixed by the district school board under Section 1001.42(4)(f), F.S. occurs more than fourteen (14) calendar days before Labor Day, the school-year program shall not begin instruction before the uniform date.
- complete instruction by June 30

Calendar Start Date:  **C**      Calendar End Date:  **D**

Instructional Days: **E**

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	09:30 AM	12:30 PM	3
<input checked="" type="checkbox"/> Tuesday	09:30 AM	12:30 PM	3
<input checked="" type="checkbox"/> Wednesday	09:30 AM	12:30 PM	3
<input checked="" type="checkbox"/> Thursday	09:30 AM	12:30 PM	3

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

November 2020 **F** month list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 NonInstructional: Veti	12	13	14

3. When complete, click the calendar **Save** button.

4. Select the **VPK Class(es)** tab.

- a. Locate the class that will be ended and continued as a new class with the continued calendar.
- b. Click the **Edit** button.

5. Change the class end date to one day prior to the continued calendar's start date. Then, click the **Save** button.

Class ID:

Class Name:

Class Calendar:

Main Curriculum:

Class License Capacity:

Class Start Date:

Class End Date:

Instructors:

- (Received an Associate of Science or A.A.S. Degree, Lead, A.A., A.S., A.A.S. in an approved field with required minimum hours and experience )
- (Completed High School, Substitute, 40-hour introductory child care training course )

Instruction Start Date:

- (Received a Technical Certificate, including NECC, FCCPC, ECPC, CCAC, CDAE, Substitute, 40-hour introductory child care training course )

6. On the **VPK Class(es)** tab, click the **Add New Class** button.

7. Complete the class fields.

- Class Name** = Enter "Continued for (enter Class ID)". The example below uses "Continued CF20 – Ladybug."
- Class Calendar** = Select the newly created "continued" calendar for this class.
- Main Curriculum** = Select the same curriculum (or update as needed).
- Class License Capacity** = Licensed providers enter the number; non-licensed providers do not have this field.
- Instructors** = Select same instructors (or update as needed).

8. When complete, click the class **Save** button.

Class ID:

Class Name:

Class Calendar:

Main Curriculum:

Class License Capacity:

Class Start Date:

Class End Date:

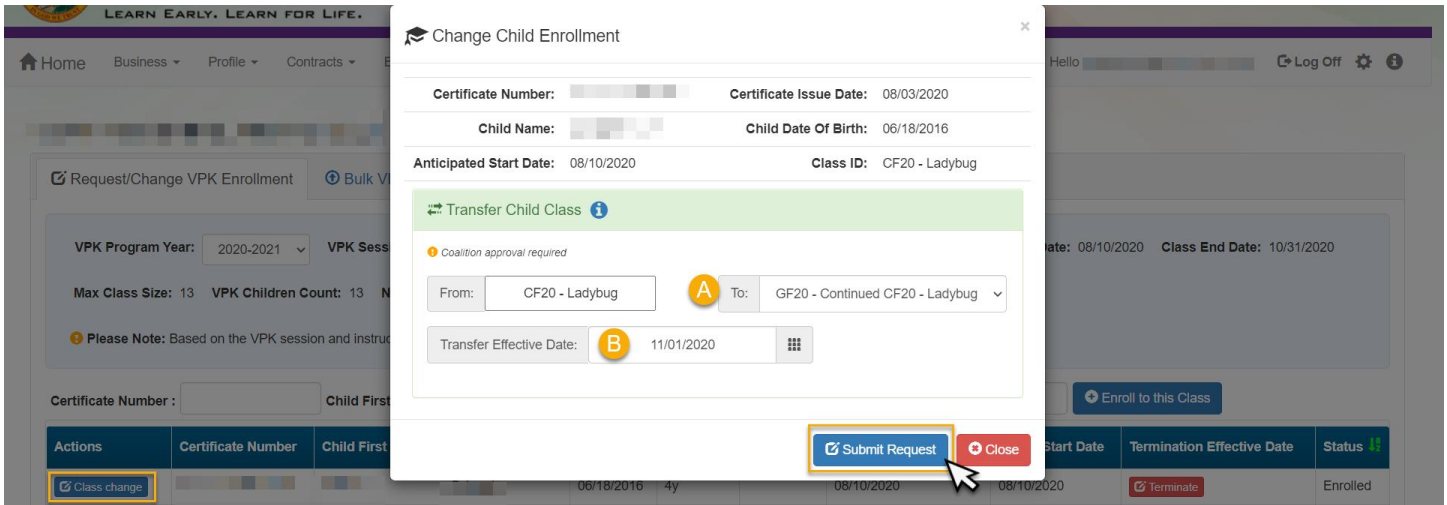
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Instructors:

- (Received an Associate of Science or A.A.S. Degree, Lead, A.A., A.S., A.A.S. in an approved field with required minimum hours and experience )
- (Completed High School, Substitute, 40-hour introductory child care training course )
- (Received an Associate of Science or A.A.S. Degree, Aide, A.A., A.S., A.A.S. in an approved field with required minimum hours and experience )
- (Received a B.S. or a B.A, Substitute, A.A., A.S., A.A.S. in an approved field with required minimum hours and experience )

You must select at least one Lead instructor or enter a new class end date.

9. When all calendars and classes are updated, click on the **Certify and Submit** tab. Complete the signature information and click the **Submit VPK Provider Application** button.
  - a. Note, the next step cannot be completed until the VPK-APP changes are verified by the coalition and the status is *Certified*.
10. Navigate to **Enrollments** → **Manage VPK Enrollments** → **Request/Change Enrollment**.
11. Select the VPK Program Year, VPK Session, and VPK Class for the original class.
12. Click the Class change button for the first enrolled child. Complete the transfer fields.
  - a. **To** = Select the newly created continued class.
  - b. **Transfer Effective Date** = Enter the first day of the class calendar.
13. When complete, click the **Submit Request** button.



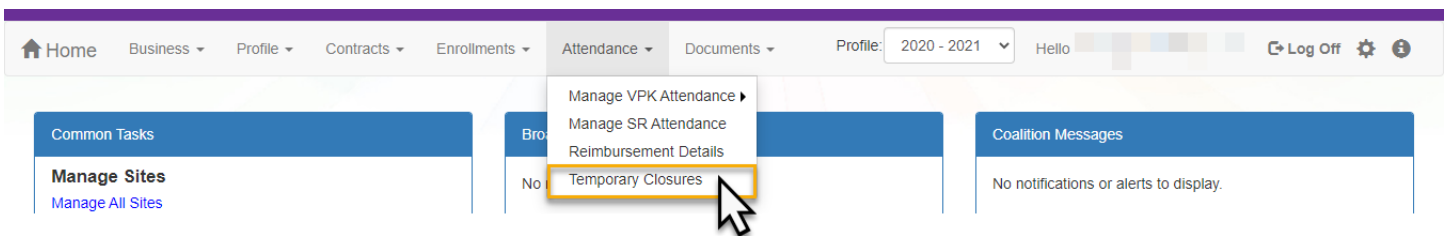
14. Refresh the page and repeat steps 11-13 for the remaining enrolled children. The children will appear as *Enrolled* in the **From** class and *Enrolled-Change Requested* in the **To** class. Once the coalition approves each enrollment change request, the children will appear as *Enrollment Ended (Terminated)* in the **From** class and *Enrolled* in **To** class.

15. Now that the calendar and class have been separated and enrollments updated, proceed with step 9 in Scenario 1.

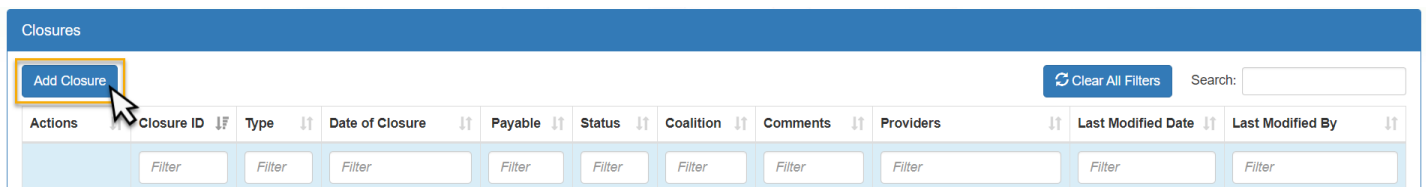
## Scenario 5

### Site Is Partially Closed – All SR Classes Closed (No Services Provided for the SR Program)

2. Navigate to **Attendance** → **Temporary Closures**.



3. Click the **Add Closure** button.



4. Complete the form.

- a. **Temporary Closure Type** = When the site that you manage is partially closed temporarily due to emergency circumstances, where only the SR program and all SR classes are impacted, select “No, the site was partially closed. Services were not provided to the **SR program**.”

- i. **Note:** Individual class closures are covered in another scenario.
- b. **Closed Provider Site(s)** = Select the provider site where all SR classes were closed temporarily due to emergency circumstances. Only one site may be selected.
- c. **Closure Dates** = Enter the closure date range. The “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are rendered on dates included in the closure date range. Enter the anticipated date services will resume. While the reopen date may be unknown, enter your best estimate.
  - i. **Note:** The closure date range is limited to a single month. If the closure crosses into the next month, you will need to create an additional closure to cover that time period.

The screenshot shows a web application interface for reporting a temporary closure. The main form is titled "Report Temporary Closure" and is overlaid on a sidebar. The sidebar includes a "Home" button, a "Business" section, and a "Closures" section with an "Add Closure" button. Below the sidebar, there is a table with one entry, showing a "View" button and the number "1113". The form itself has a blue header and contains the following sections:

- Temporary Closure Type:** Three radio button options:
  - Yes, the whole site(s) was closed. Services were not provided to **any children**.
  - No, the site was partially closed. Services were not provided to the **VPK** program.
  - No, the site was partially closed. Services were not provided to the **SR** program.
- Closed Provider Site(s):** A "Select Providers" dropdown menu.
- Closure Details:**
  - "Closed From" and "Closed To" input fields.
  - "Anticipated Reopen Date" input field.

At the bottom of the form are three buttons: "Save", "Cancel", and "Submit to Coalition". A yellow callout bubble on the right side of the form says "Scroll down for more".

- d. **Reasons** = Select the closure reason(s). Select all that apply.
  - i. **Note:** At this point, you may click the **Save** button to save your work and return to the form at a later time. Incomplete forms may be accessed by the early learning coalition for assistance. Remember, the form must be completed and submitted to early learning coalitions **before** attendance is submitted for the month in which the closure occurs.
- e. **Documentation** = Upload documentation to support closure reasons as needed. Up to five documents may be uploaded. (Optional)
- f. **Comments** = Enter additional information to support closure reasons. (Optional)

5. When complete, click the **Submit to Coalition** button.



- Complete the Sign and Certify modal by entering your full name, checking the “Certify by Electronic Signature” box, and clicking the **Submit** button.

- These steps will submit the closure information to the early learning coalition to process. The closure information appears on the closures log with the *Submitted* status. Once the coalition has processed the request, the status changes to *Processed* and additional information appears. The closure dates do not appear on the attendance roster until the status is *Processed*.

Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
<a href="#">View</a>	12557	Partial SR	10/14/2020 - 10/14/2020		Submitted	ELC of Lake	All SR classes closed today.		10/28/2020 8:13:34 AM	
<a href="#">View</a>	12558	Partial VPK	10/12/2020 - 10/12/2020		Submitted	ELC of Lake	All VPK classes closed today.		10/28/2020 8:02:10 AM	
<a href="#">View</a>	12555	Whole Site	10/05/2020 - 10/05/2020		Submitted	ELC of Lake			10/28/2020 7:37:22 AM	
<a href="#">View</a>	1113	Whole Site	09/03/2019 - 09/04/2019	Yes	Processed	ELC of Lake	Hurricane Dorian - Closure September 3 & 4		9/30/2019 10:07:33 AM	

Showing 1 to 4 of 4 entries.

## Scenario 6

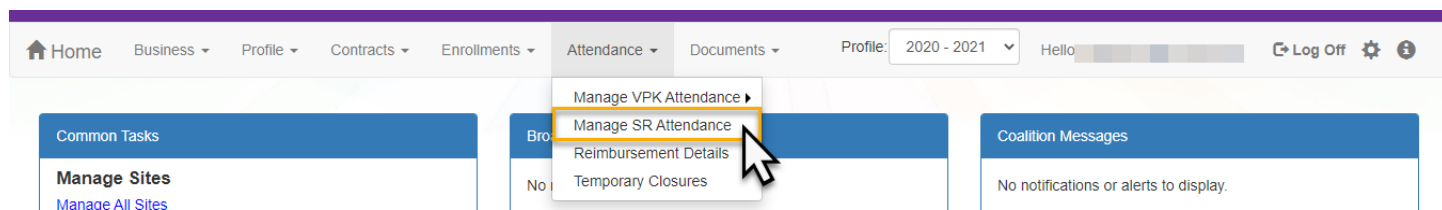
### Site Is Partially Closed – Some SR Classes Closed

#### Important things to know:

- The temporary closure reporting form is for whole site or whole program closures (for providers offering both SR and VPK programs). Until additional functionality becomes available, individual SR class closures are managed through attendance.
- Absences due to temporary class closures must be submitted **with** the service period attendance in which the closure occurred. These steps cannot be completed when attendance is already submitted or approved.

#### Steps:

- Navigate to **Attendance** → **Manage SR Attendance**.



- Click an impacted child and the date when the temporary class closure occurred. In the absence modal:
  - Select the “Absence due to disaster” reason.
  - Enter a note regarding the temporary class closure.
  - Then, click the **Save** button.

Reason for Absence on 10/15/2020

**A** Reason

**B** Note  
The PR3 class was temporarily closed due to Covid-19. Class will resume on Monday.

Max length allowed is 500 characters: 417 remaining.

Attach your document

This will upload a copy of your document and store it in the document library management system. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.

Select a file to upload  
 No file chosen

**C**

Child Name	DOB	Age	Billing Group	Status
1.	7/6/2020	0y	BG1	
2.	11/25/2018	1y	BG1	
3.	11/25/2018	1y	BG8	
4.	1/30/2018	2y	BG1	
5.	2/6/2016	4y	BG1	
6.	2/6/2016	4y	BG8	
7.	8/10/2012	8y	BG1	
8.	1/11/2017	3y	BG8	
9.	4/21/2016	4y	BG8	
10.	3/28/2018	2y	BG1	
11.	2/24/2017	3y	BG8	
12.	12/31/2016	3y	BG8	
13.	1/12/2010	10y	BG1	
14.	5/26/2015	5y	BG1	
15.	7/2/2014	6y	BG8	
16.	7/18/2016	4y	BG8	
17.	8/7/2016	4y	BG8	
18.	2/15/2020	0y	BG1	
19.	2/15/2020	0y	BG8	
20.	7/29/2014	6y	BG8	

Child's Current Information

Name: [Redacted]  
DOB: 2/24/2017 Age: 3  
Copay: \$5.10 BGrp: BG8  
Status: Enrolled

Monthly Attendance Summary

Anticipated Start Date: 9/28/2020  
Days Absent: 0  
Days Present: 21  
Reimbursed Holidays: 1  
Non-Reimbursable Days: 0  
RWA: No  
Schedule Note: N/A  
Reject Reason: N/A  
Reject Comment: N/A

10. Repeat for each impacted child and temporary class closure day. When service period ends, click the **Submit to Coalition** button and submit attendance per usual.