



Coalition Portal User Guide

Version 5.11

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Document Overview

This document provides a step-by-step guide for Coalition staff who are assisting families to navigate the Family Portal and providers to navigate the Provider Portal.

Purpose of this Document

The purpose of this document is to provide coalition users with a reference document to successfully navigate and perform business processes included in Release 5.11 of EFS Mod.

Intended Audience

The intended audience for this document includes staff responsible for processing School Readiness Program and/or VPK Program applications, as well as staff responsible for providing technical assistance to parent users of the Family Portal, in addition to staff responsible for processing Provider Portal profiles, contracts, enrollments, attendance, and reimbursement, as well as staff responsible for providing technical assistance to Provider Portal users.

What's New in this User Guide?

New screenshots for VPK & SR Contracts/Amendments and Temporary Closures.

Assistance

If you have questions about any of the material in this User Guide or about any processes not covered by this guide, please contact the Division of Early Learning Service Desk at Service.Desk@oel.myflorida.com or (850) 717-8600.

Logging on to the Coalition Services Portal

The Coalition Services Portal allows coalition users to manage all School Readiness and VPK applications submitted through the Family Portal. Coalition admins will also be able to manage coalition user accounts and run ad hoc reports from the Coalition Services Portal.

Coalition users can access the Coalition Services Portal at <https://coalitionservices.floridaearlylearning.com>.

[Log On]

Coalition User Logon

I need to register for a new account.
I need to change my password.
I have an account, but I forgot my password.

Account Information

User name (must be a valid email address)
Enter User Name

Password
Enter Password

Log On

Creating a New Coalition Services Portal Account

To access the Coalition Services Portal, the coalition user must first register an account. To get started, click the **register** link.

Coalition User Logon

I need to register for a new account.
I need to change my password.
I have an account, but I forgot my password.

Account Information

User name (must be a valid email address)
Enter User Name

Password
Enter Password

Log On

The **Access user name** (email address) and **Access password** must be obtained from the Coalition Services Portal administrator.

The coalition user must fill in all fields and click the **Continue** button to submit a request for approval to create an account.

NOTE: It is important for the coalition user to select the correct **Coalition Name** to enable the coalition admin to find the correct account to activate.

Register For A New Account (Coalition Users Only)



This site is for coalition users only.

If you would like to register a child for the Voluntary Prekindergarten Education or School Readiness Program, please visit familyservices.floridaeearlylearning.com.

Complete the fields below to create a new account

Account Information

Access user name

Access password

User name (must be a valid email address)

Password (must be at least 8 characters)

Confirm password

Coalition name

Account Information

Your account request was sent to your local administrator for processing.
You will receive an email when your account is approved.

Please click **Continue** to go to the logon page.

The coalition user must wait until the coalition admin activates the account before the user can log on.

Re-Adding a Coalition User

If a coalition user ended employment with the coalition, was inactivated from the portal, but then returned to employment with the same coalition, the user can be re-added by a coalition admin. The user will go to Coalition Services logon screen and click the forgot my password link.

Coalition User Logon

I need to [register](#) for a new account.
I need to [change my password](#).
I have an account, but [I forgot my password](#).

Account Information

User name (must be a valid email address)

Password

Log On

Once the user receives the new password and logs on to the Coalition Services Portal, the user must enter the Access user name and Access password. Then, the Coalition Admin will reactivate the user.

If the user receives a new coalition email address upon reemployment, the user will create a new account.

Password Recovery

If the Coalition user cannot remember the password, the user can click the **Forgot my password** link.

Provider Services Logon

Account Information

User name (must be a valid email address)

Password

Log On

[Forgot my password](#)

[Change my password](#)

Clicking the **Forgot my password** link will display the following page:

Forgot Your Password?

Account Information

Please type the user name of your account and then click **Continue**. A password reset link will be sent to the email address associated with your account.

User name

[← Back](#) [Continue](#)

The Coalition user must know the email address used for the account. Once the user enters an email address and clicks the **Continue** button, the following page will display:

Forgot Password Confirmation

A password reset link was sent to the email address associated with your account.
Please click **Continue** to proceed to the login page.

[Continue](#)

The Provider Portal user should then access the email account used for the account and find the email sent by DONOTREPLY@oel.myflorida.com. After clicking the **here** link in the email, the following page will display:

Reset Your Password

Account Information

Please type the user name and new password for your account, and then click **Reset Password**.

User name

Password (must contain at least 8 characters)

Confirm password

[Reset Password](#)

The Coalition user must enter the user name (email address), new password and confirm the new password. After entering the required fields, click the **Reset Password** button to continue.

If the user successfully changes the password, the following page will display:

Reset Password Confirmation

The password for your account was successfully reset.

Please click **Continue** to proceed to the login page.

[Continue](#)

Change Password Process

A Coalition user can change the password at any point by clicking the **Change my password** link.

Provider Services Logon

Account Information

User name (must be a valid email address)

Password

[Log On](#)

[Forgot my password](#)
[Change my password](#)

Clicking the **Change my password** link will display the following page:

Change Password

Account Information

Please type your account information below and click **Change Password**.

User name

Current password

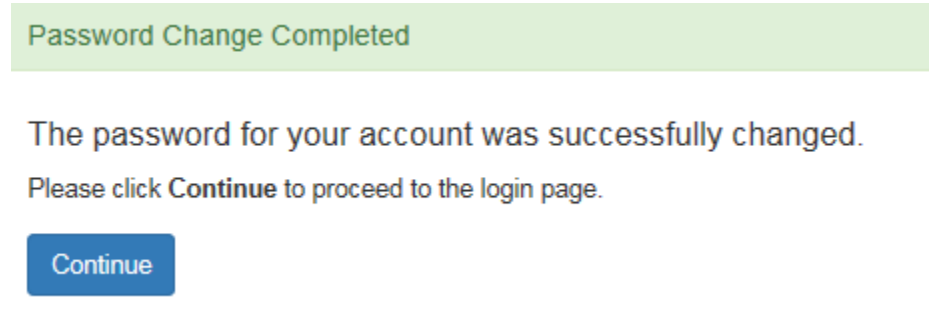
New password (must be at least 8 characters)

Confirm new password

[Change Password](#)

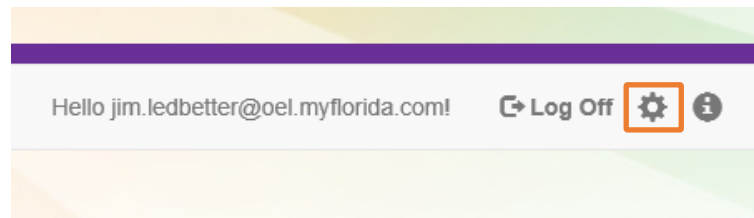
The Coalition user must enter the User Name (email address), current password, new password and confirm the new password. After entering the required fields, click the **Change Password** button to continue.

If the user successfully changes the password, the following page will display:

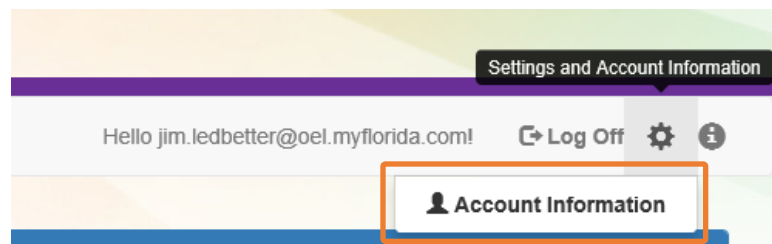


Updating Coalition User Account Information

Coalition users are able to update their user information – name and phone number – associated with their email address. Click on the gear icon.



The following will display. Click the **Account Information** button.



Enter the additional information and click **Save**.

A screenshot of a form titled "Update User Account Information". The form contains the following fields: "First Name" with the value "Jim", "Middle Name" with the placeholder "Enter Middle Name", "Last Name" with the value "Ledbetter", "Suffix" with a dropdown arrow, and "Phone Number" with the value "(850) 717-8607". At the bottom of the form are two buttons: "Cancel" and "Save", with the "Save" button highlighted by an orange box.

Password Complexity

Password complexity requirements for the Coalition Portal:

- User will not be able to reuse their last 6 passwords
- Password is good for 90 days before user is required to update it
- User will not be able to change the password until 25 hours from when it is first set
- Minimum password length is 8 characters
- Passwords must use at least three of the four available character types
 - o lowercase letters (a through z)
 - o uppercase letters (A through Z)
 - o numbers (0 through 9)
 - o special characters: !, @, #, \$, %, ^, &, +, =, ?, ~, -, _ /, ., \ |, ; ; (**NOTE:** quotes, commas, and brackets are NOT allowed)

Coalition User Roles and Permissions

Coalition Services Portal User Types:

- Coalition User – Coalition Admin sets specific permissions to customize a user’s access
- Coalition Admin – Full access to Coalition Services Portal

Activate Coalition Portal User Accounts

Use this page to approve Coalition Portal account activation requests.

To view, approve, or reject an account activation request, click on the corresponding entry in the table below to show the full details of the request.

User Name	Coalition
OEL.PS.TEST+CoalitonUser@gmail.com	ELC of the Big Bend Region
lhugh2012+172@gmail.com	ELC of the Big Bend Region
jcole268+1@gmail.com	ELC of the Big Bend Region

Click on CoalitionUser, in Account Roles.

Activate Coalition Portal User Account

Please fill out the user information below and then click **Activate**. Or click **Reject** to reject the activation request or **Cancel** to discard any changes.

User Name	Coalition	Account Roles*
<input type="text" value="OEL.PS.TEST+CoalitonUser@gmail.com"/>	<input type="text" value="ELC of the Big Bend Region"/>	<input type="text" value="CoalitionAdmin
CoalitionUser"/>
<input type="button" value="Activate"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>		

To change a coalition user's access permissions, the coalition admin will select a permission groups to grant sets of related permissions, and use the Override columns to grant or revoke individual permissions, as needed.

Activate Coalition Portal User Account

Please fill out the user information below and then click **Activate**. Or click **Reject** to reject the activation request or **Cancel** to discard any changes.

User Name
Coalition
Account Roles*

To change the user's access permissions, select permission groups to grant sets of related permissions, and use the override columns (✓ and ✗) to grant or revoke individual permissions.

Permission Groups

<input checked="" type="checkbox"/>	Family Processes (VPK & SR)
<input type="checkbox"/>	SR Processes (SR Only)
<input type="checkbox"/>	VPK Processes (VPK Only)
<input type="checkbox"/>	Provider Processes (All)
<input type="checkbox"/>	Provider Profile Processes
<input type="checkbox"/>	Contract Processes (VPK & SR)
<input type="checkbox"/>	SR Contract Processes (SR Only)
<input type="checkbox"/>	VPK Contract Processes (VPK Only)

Individual Permissions

Name	Granted by Groups	Override		Effective Permissions
		✓	✗	
Manage SR Applications	✓			✓
Manage VPK Applications	✓			✓
Manage SR Contracts				
Manage VPK Contracts				
Manage Provider Profiles				
View SR Applications	✓			✓
View VPK Applications	✓			✓
View SR Contracts				
View VPK Contracts				
View Provider Profiles				
ReOpenVPKApp				
ManageVPKEnroll				
ViewVPKEnroll				
MananeSRWaitlist				
ViewProviderMessages				
MangeSRPlanRates				
ManagePFPRates				
ManageVPKRates				
ManageSRHolidaySchedule				
GuardianshipTransfer				
CoalitionTransfer				
VPKAdhocReports				
SRAdhocReports				
ProviderAdhocReports				

FAMILY PROCESSES

Creating a Family Portal Account

First-time users must register for an account to access the Family Portal.

Family Portal Account Logon

If you are a new user, [Click Here](#) to register for an account.

If you are a returning user, enter your user name and password below.
If you have forgotten your password, click the Forgot My Password link below.
If you need to change your password, click the Change My Password link below.

Returning User

Parent User Name (Must be a valid email address)

Password

Log On

[Forgot My Password](#)
[Change My Password](#)

Click the [Click Here](#) link to start the new account registration process and the following page will display:

OFFICE OF **Early Learning**
LEARN EARLY. LEARN FOR LIFE.

Family Portal

Register for a Family Portal Account - Step 1

⚠ Completing the account registration process requires a valid email address for user verification purposes.

If you do not already have a valid email address, you can create a free email account through one of the following providers:

[Gmail](#) [Outlook](#) [YAHOO!](#)

Complete and submit the form below to register for a Family Portal account. After submitting the registration form, you will receive an email containing an account verification link to activate your account.

IMPORTANT NOTE: You will not be able to log on and submit an application until you verify your account information. When you created your account, you received an email with your account information. If you no longer have the email with the verification link, reenter your user name and password and you will receive a new verification email.

Account Information

Parent User Name (Must be a valid email address)

amymendez@yahoo.com

Confirm Parent User Name

amymendez@yahoo.com

Password (must be at least 8 characters)

Confirm password

[Register my Account](#)

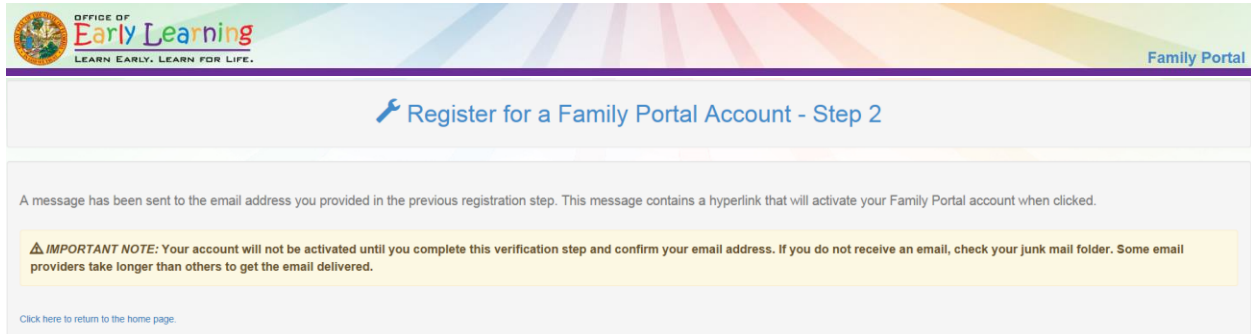
[Return to Logon Page](#)

A valid email address is required for the registration process. If a Family Portal user does not have an email address, then the user can click one of the links to create an email address. [Gmail](#) [Outlook](#) [YAHOO!](#)

The user must create a password. The password must contain at least eight characters with no spaces.

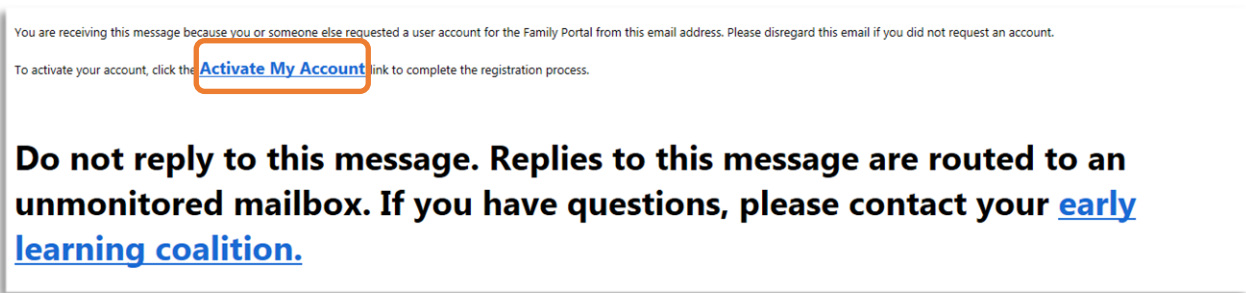
The user must click the **Register my Account** button to complete step 1 of the Family Portal account registration process.

Once the Family Portal user submits a request for an account registration, the following page will display:



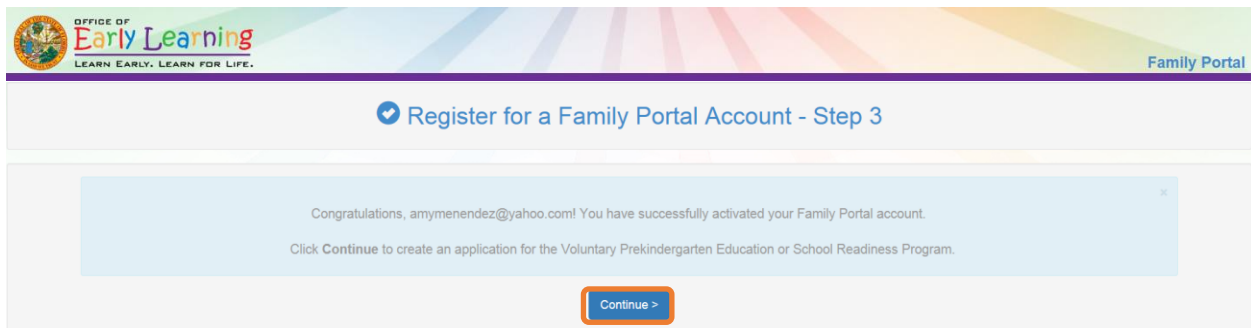
The Family Portal user should access an email account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

Email Message:



The Family Portal user must click the **Activate My Account** link to validate the email address and complete the registration process.

After the Family Portal user clicks the activation link, the following page will display:



The Family Portal user must then click the **Continue** button to log on to the account.

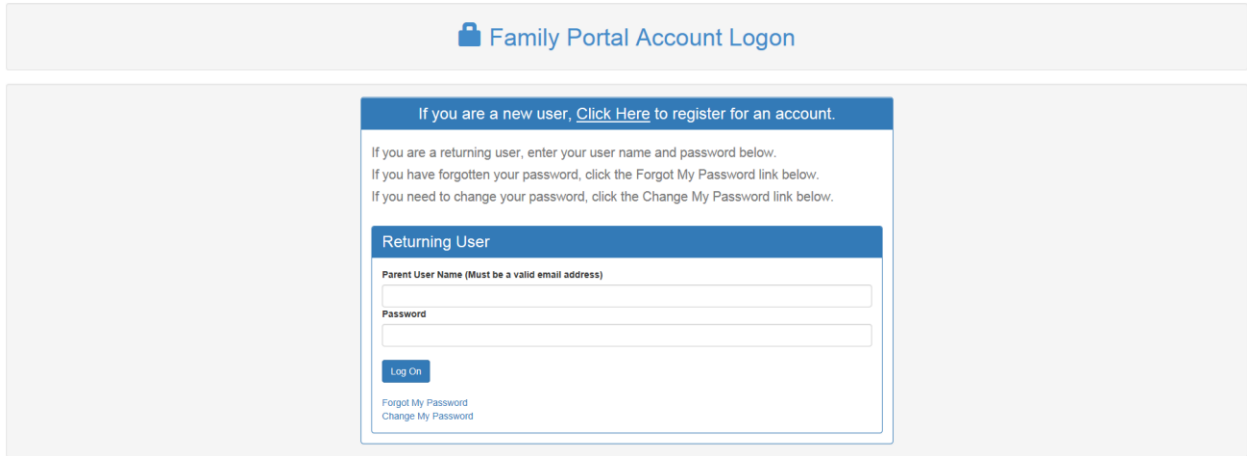
Family Portal Returning User

Log on Process

Family Portal users who have already created a Family Portal account can log on from the Family Portal welcome page by clicking the **Sign in [here](#)** link.

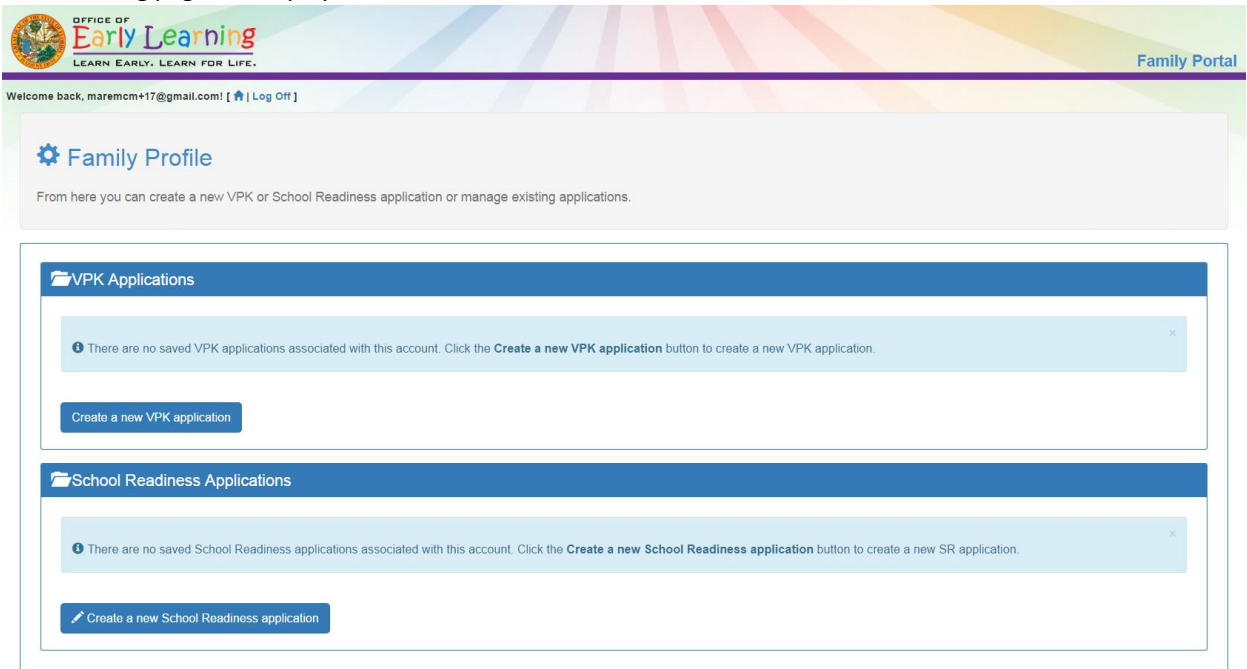


The following page will display:



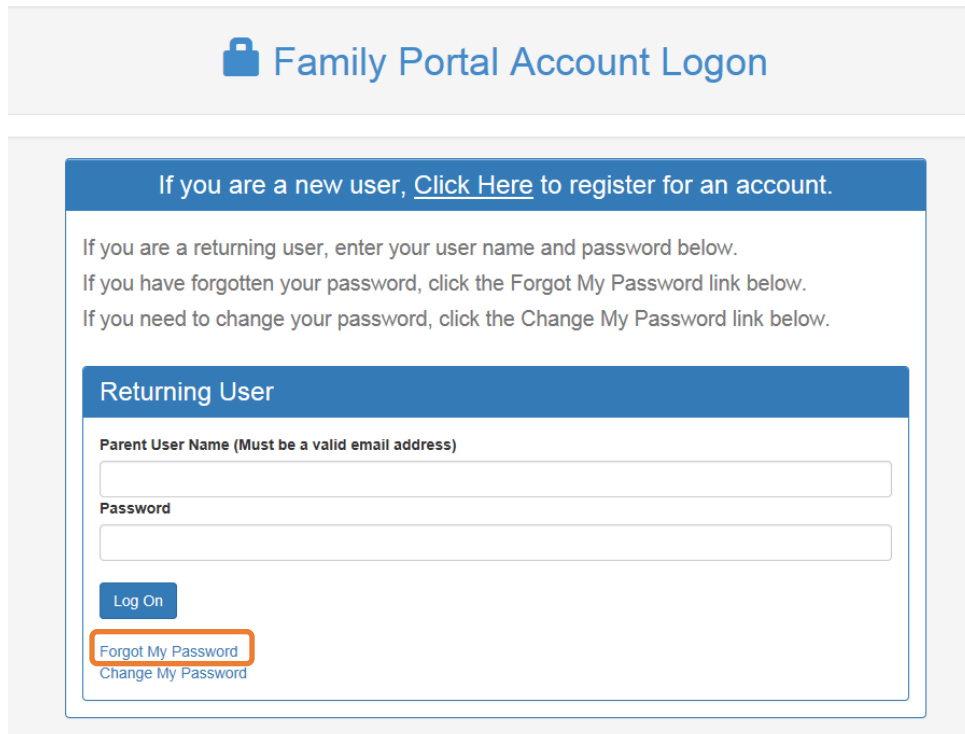
The Family Portal user must enter the User Name (email address) and Password and click the **Log On** button to sign in to the account.

The following page will display:



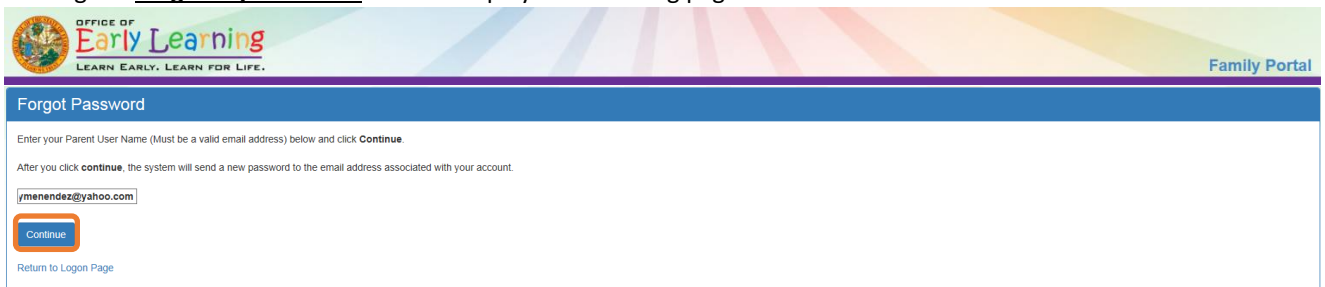
Password Recovery

If the Family Portal user cannot remember the password, the user can click the **Forgot My Password** link on the Logon page.



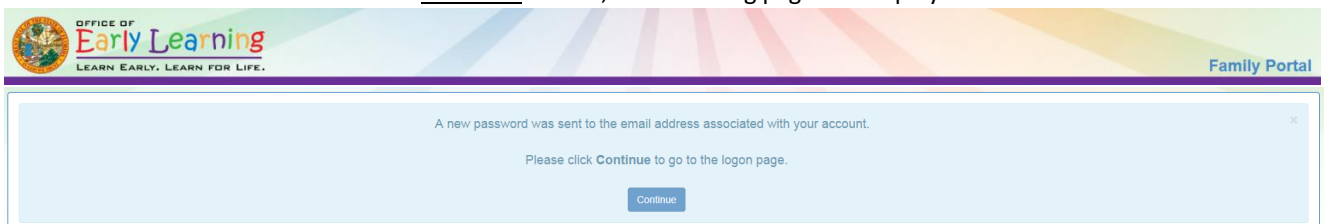
The image shows the 'Family Portal Account Logon' page. At the top, there is a blue header with a lock icon and the text 'Family Portal Account Logon'. Below this, a blue banner reads: 'If you are a new user, [Click Here](#) to register for an account.' The main content area contains instructions: 'If you are a returning user, enter your user name and password below.', 'If you have forgotten your password, click the Forgot My Password link below.', and 'If you need to change your password, click the Change My Password link below.' A white box titled 'Returning User' contains two input fields: 'Parent User Name (Must be a valid email address)' and 'Password'. Below these fields is a 'Log On' button. At the bottom of the box, there are two links: 'Forgot My Password' (highlighted with an orange border) and 'Change My Password'.

Clicking the **Forgot My Password** link will display the following page:



The image shows the 'Forgot Password' page. At the top, there is a header with the 'OFFICE OF Early Learning' logo and the tagline 'LEARN EARLY. LEARN FOR LIFE.' on the left, and 'Family Portal' on the right. The main content area has a blue header with the text 'Forgot Password'. Below this, there are instructions: 'Enter your Parent User Name (Must be a valid email address) below and click **Continue**.' and 'After you click **continue**, the system will send a new password to the email address associated with your account.' There is an input field containing the email address 'ymendez@yahoo.com'. Below the input field is a 'Continue' button (highlighted with an orange border). At the bottom left, there is a link 'Return to Logon Page'.

The Family Portal user must know the email address used to register for the account. Once the Family Portal user enters an email address and clicks the **Continue** button, the following page will display:



The image shows a confirmation message box. At the top, there is a header with the 'OFFICE OF Early Learning' logo and the tagline 'LEARN EARLY. LEARN FOR LIFE.' on the left, and 'Family Portal' on the right. The main content area has a light blue background and contains the text: 'A new password was sent to the email address associated with your account.' Below this, there is a link 'Please click Continue to go to the logon page.' and a 'Continue' button.

The Family Portal user should then access an email account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

Email Message:

Your new password is **etPWJSpJ**

Click the [Family Portal Logon](#) link to log on with your new password.

You can change this new password at any time by clicking the [Change my Password](#) link on the Family Portal Logon page. You are receiving this message because you or someone else requested a new Family Portal password from this email address. Please disregard this email if you did not request a new password.

Do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

The Family Portal user will find the new password within the email. The Family Portal user can keep the new password and click the [Family Portal Logon](#) or click the [Change my Password](#) link within the email.

Change Password Process

A Family Portal user can change the password at any point by clicking the [Change my Password](#) link on the Logon page to start this process.

 **Family Portal Account Logon**

If you are a new user, [Click Here](#) to register for an account.

If you are a returning user, enter your user name and password below.
If you have forgotten your password, click the [Forgot My Password](#) link below.
If you need to change your password, click the [Change My Password](#) link below.

Returning User

Parent User Name (Must be a valid email address)

amymendez@yahoo.com

Password

••••••••

Log On

[Forgot My Password](#)

[Change My Password](#)

Clicking the **Change my Password** link will display the following page:

OFFICE OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.

Family Portal

Change Password

Use the form below to change your password.

Account Information

Parent User Name (Must be a valid email)

Current password

New password (must be at least 8 characters)

Confirm new password

The Family Portal user must enter the User Name (email address), current password, new password and confirm new password. After entering the required fields, click the **Change Password** button to continue.

If the Family Portal user successfully changed the password, the following page will display:

OFFICE OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.

Family Portal

Welcome back, amymendez@yahoo.com! [[Home](#) | [Log Off](#)]

Change Password

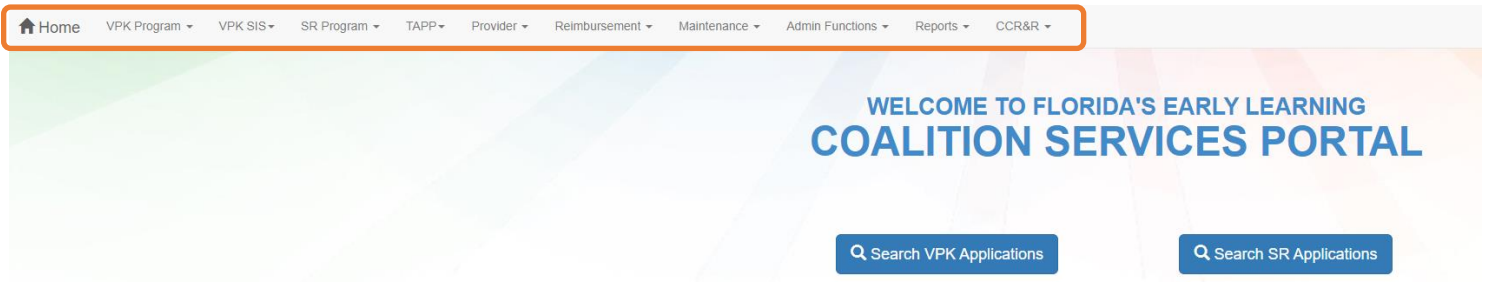
Your password has been changed successfully and you are currently logged in with this new password.
Please click the **Continue** button to go back to the main menu.

Change User Name Process

A Family Portal user can change the User Name (email address) at any point by sending an email request to early learning coalition, who will then verify the request and send an email request to the OEL Service Desk (service.desk@oel.myflorida.com), listing the old email address and the new email address for the Family Portal.

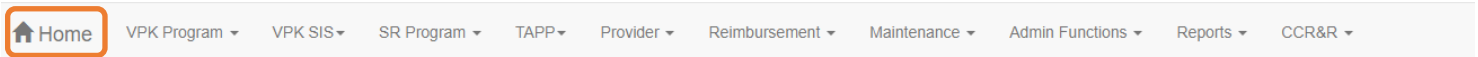
Coalition Services Portal Main Page Navigation

The Navigation Bar is near the top of the page.



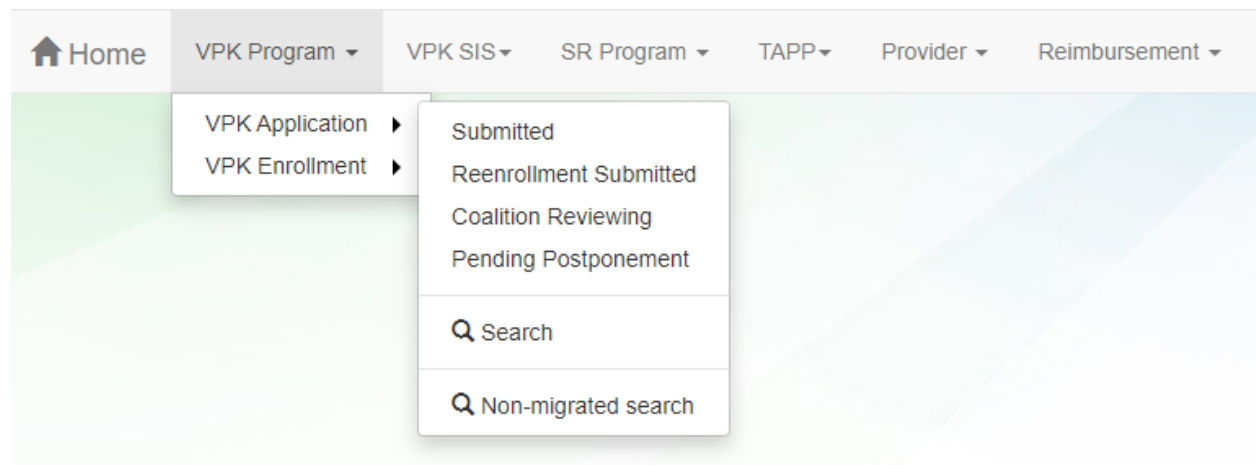
Home Button

The **Home** button will take the coalition user to the Coalition Services Portal main page.



VPK Program Tab

Click the *VPK Program* tab to activate the dropdown menu.

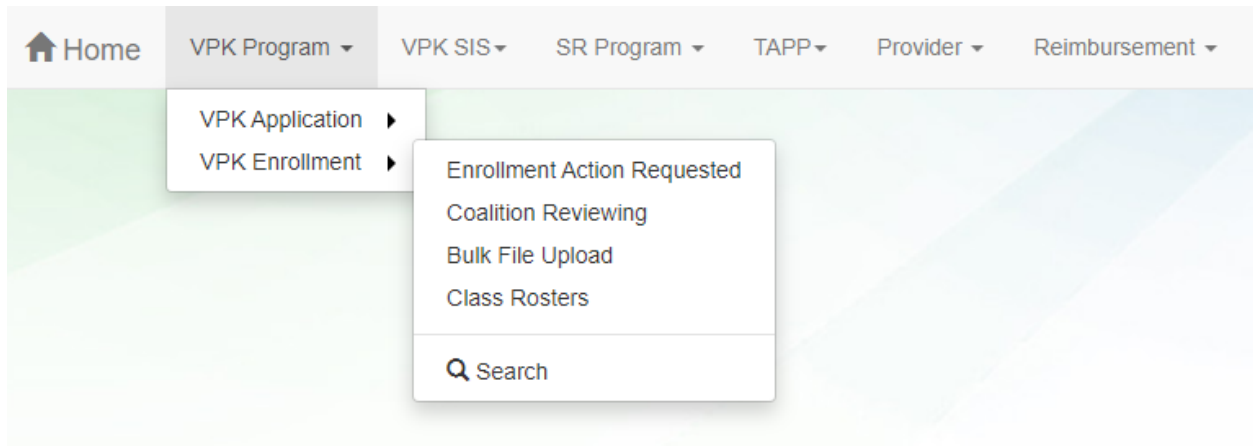


VPK Application > Submitted – Display all active VPK applications in Submitted status.

VPK Application > Reenrollment Submitted – Search for all VPK reenrollment applications in submitted status.

VPK Application > Coalition Reviewing – Search for all submitted VPK applications marked **Coalition Reviewing**.

VPK Application > Pending Postponement – Search for all VPK pending postponement applications.



VPK Enrollment > Enrollment Action Requested – Display all VPK enrollments that need coalition action.

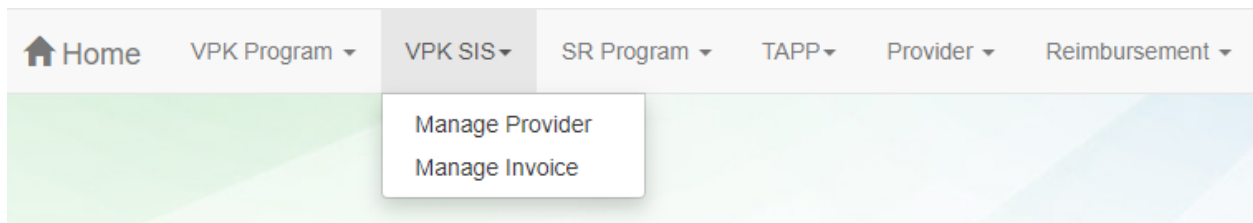
VPK Enrollment > Coalition Reviewing – Display VPK enrollments that need to be approved or rejected.

VPK Enrollment > Bulk File Upload – Upload VPK enrollment data for providers.

VPK Enrollment > Class Rosters – Allow a search for a provider’s class roster.

VPK SIS Tab

Click the *VPK SIS* tab to activate the dropdown menu.

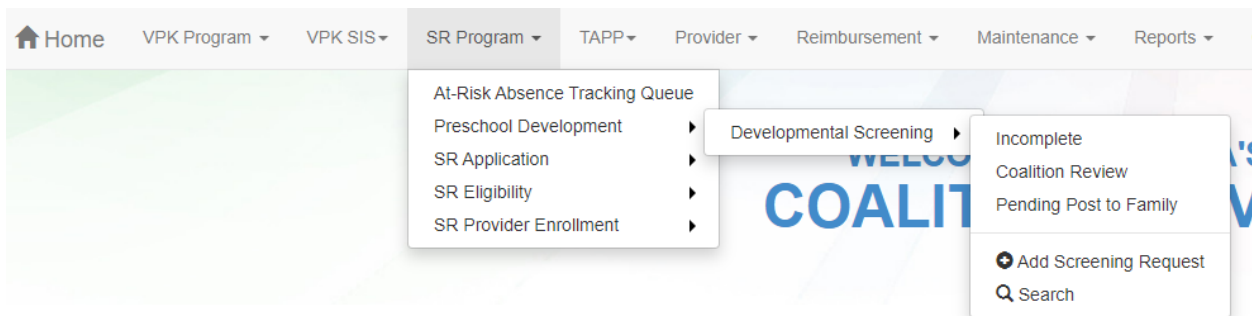
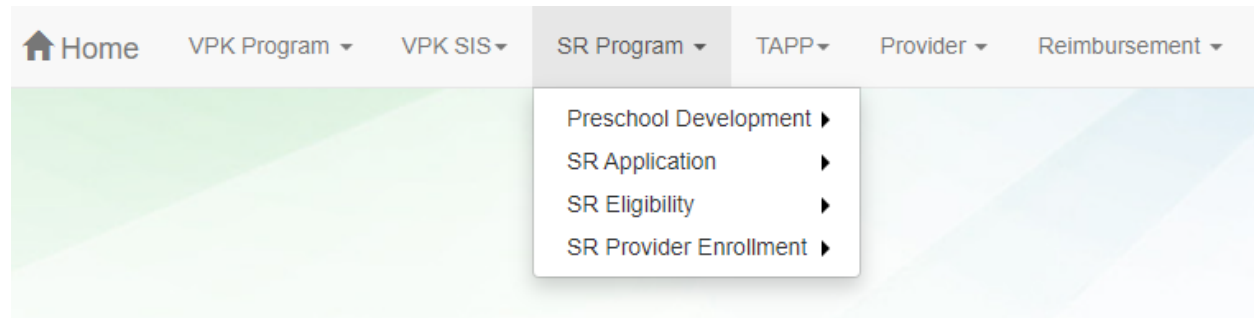


VPK SIS > Manage Provider – Add or edit existing VPK SIS providers.

VPK SIS > Manage Invoice – Create, manage, and process a VPK SIS invoice.

SR Program Tab

Click the *SR Program* tab to activate the dropdown menu.



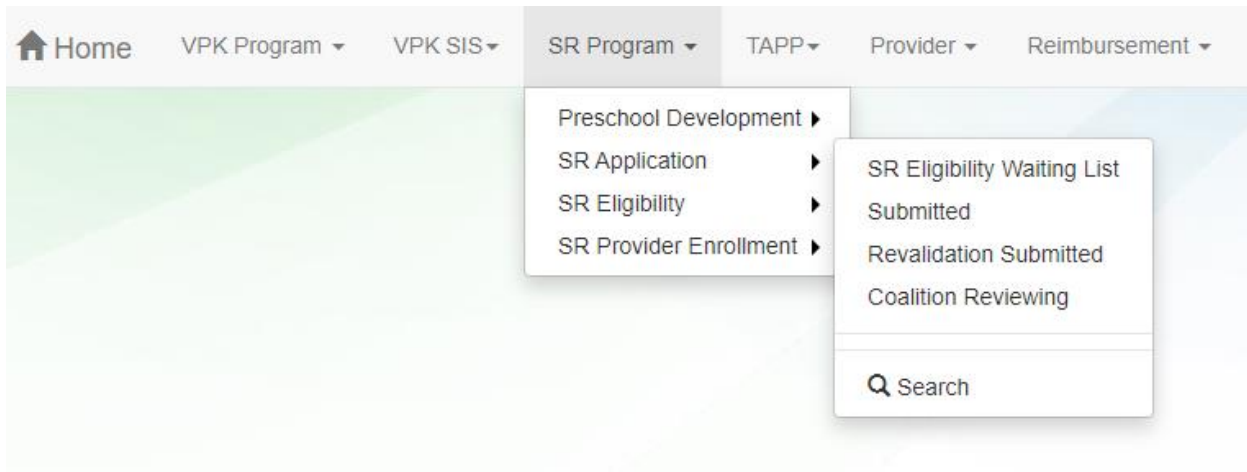
Preschool Development > Developmental Screening – Display all outstanding screening requests to be completed.

Preschool Development > Developmental Screening > Incomplete – Display the screenings that are incomplete.

Preschool Development > Developmental Screening > Coalition Review – Display all outstanding screening responses to be processed.

Preschool Development > Developmental Screening > Pending Post to Family – Display all approved screenings that need to be posted to the Family Portal.

Preschool Development > Developmental Screening > Add Screening Request – Allows coalition to initiate a screening.

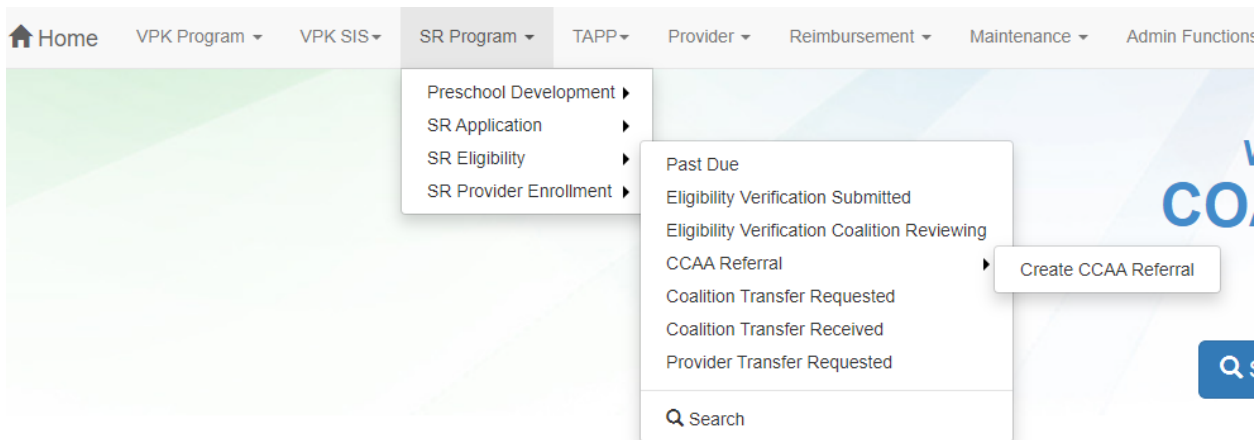


SR Application > SR Eligibility Waiting List – Display all applications in **Active** status that are awaiting funding notification. This was formerly the Waiting List that contained **Active-Waiting** applications.

SR Application > Submitted – Display all SR applications in **Submitted** status.

SR Application > Revalidation Submitted – Display all SR applications in **Revalidation Submitted** status.

SR Application > Coalition Reviewing – Display all SR applications awaiting coalition action.



SR Eligibility > Past Due – Display eligibility verifications with a **Past Due** status.

SR Eligibility > Eligibility Verification Submitted – Display eligibility verifications with a **Submitted** status.

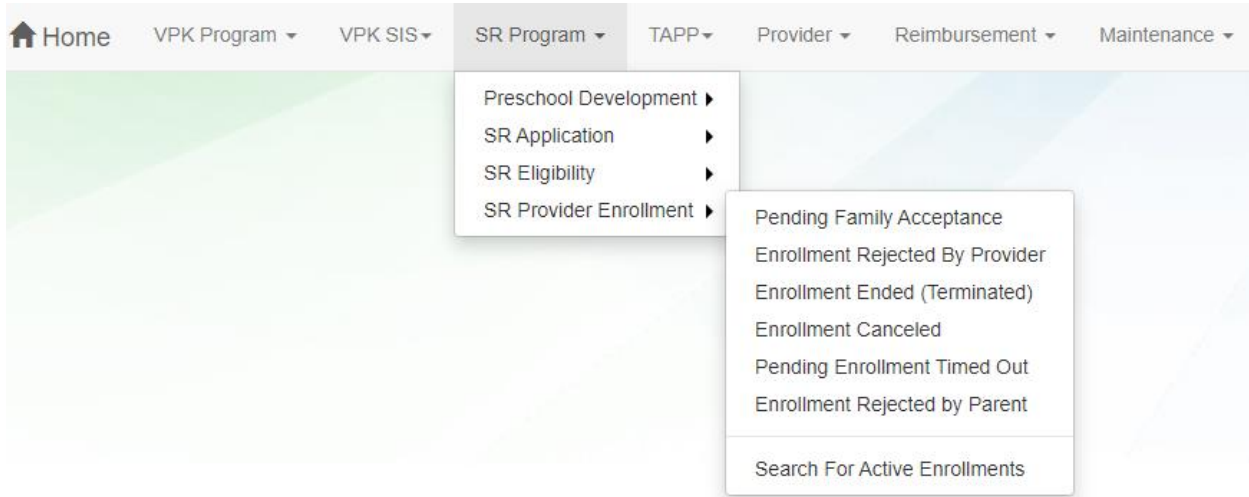
SR Eligibility > Eligibility Verification Coalition Reviewing – Display eligibility verifications with a **Coalition Reviewing** status.

SR Eligibility > CCAA Referral > Create CCAA Referral – Create a referral by completing an intake form.

SR Eligibility > Coalition Transfer Request – Display requests to transfer eligibility out of and into the coalition.

SR Eligibility > Coalition Transfer Received – Display requests to transfer eligibility out of the coalition or to another provider within the coalition with a status of **Transfer Received**.

SR Eligibility > Provider Transfer Requested – Display requests to transfer eligibility to another provider.



SR Program > SR Provider Enrollment - Display enrollments awaiting action from the Parent, Provider and/or Coalition:

- Pending Family Acceptance
- Enrollment Rejected By Provider
- Enrollment Ended
- Enrollment Canceled
- Pending Enrollment Timed Out (**NOTE:** after 5 days for the provider)
- Enrollment Rejected by Parent

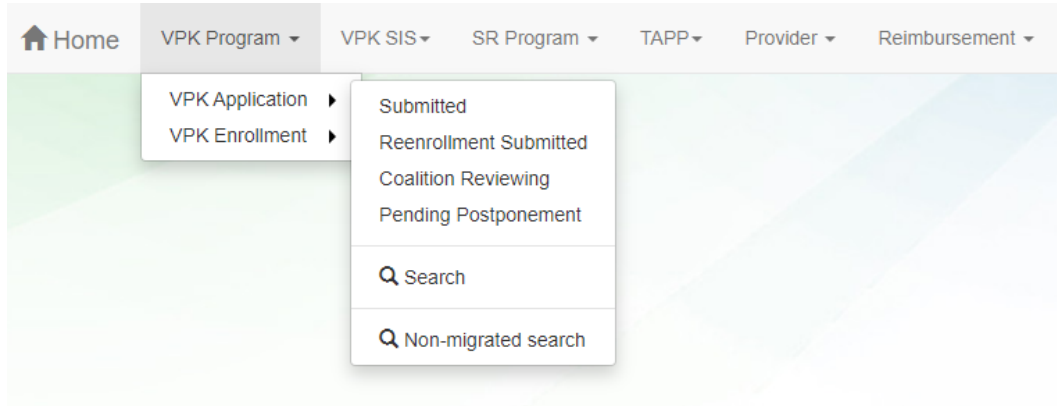
Click Here For Filtering Tips

Show 10 entries Clear All Filters Search:

Child Name	Eligibility Verification Number	Provider Site	Status	Days In Status	Parent(s)	Zipcode	Billing Group	Eligibility Code	Care Level	Eligibility Start Date	Redetermination Due Date	Acknowledge
	EV_0000160719	Boys & Girls Clubs of Bay County (Margaret K. Lewis EL.)	Rejected by Provider	196		32401	BG8	SRMT	SCH	07/14/2021	07/14/2022	Acknowledge
	EV_0000611083	Little Butterflies Childcare and Learning Center	Rejected by Provider	174		32401	BG1	11	TWOYR	08/24/2021	02/25/2022	Acknowledge
	EV_0000607314	Little Butterflies Childcare and Learning Center	Rejected by Provider	174		32401	BG1	11	INF	08/24/2021	02/25/2022	Acknowledge
	EV_0000647406	BEACH KIDS ACADEMY	Rejected by Provider	167		32408	BG8	ECON	TWOYR	07/21/2021	07/21/2022	Acknowledge

NOTE: Clicking the Eligibility Verification Number link will open the child's eligibility details. Clicking **Acknowledge** will remove the record from this queue.

The **Search** function allows a coalition user to quickly search for VPK child applications/enrollments or School Readiness applications/eligibilities in any status.



VPK Application Search

By Person Info

Person Type Child Primary Parent

First Name
(starts with)

Last Name
(starts with)

Date of Birth

Parent Phone Number

By Application Info

Certificate Number

County for Services

Program Year

VPK Session

Record Phase VPK Application VPK Reenrollment

Application Status

VPK Enrollment Search

By Person Info

Person Type Child Primary Parent

First Name
(starts with)

Last Name
(starts with)

Date of Birth

Parent Phone Number

By Enrollment Info

Enrollment ID

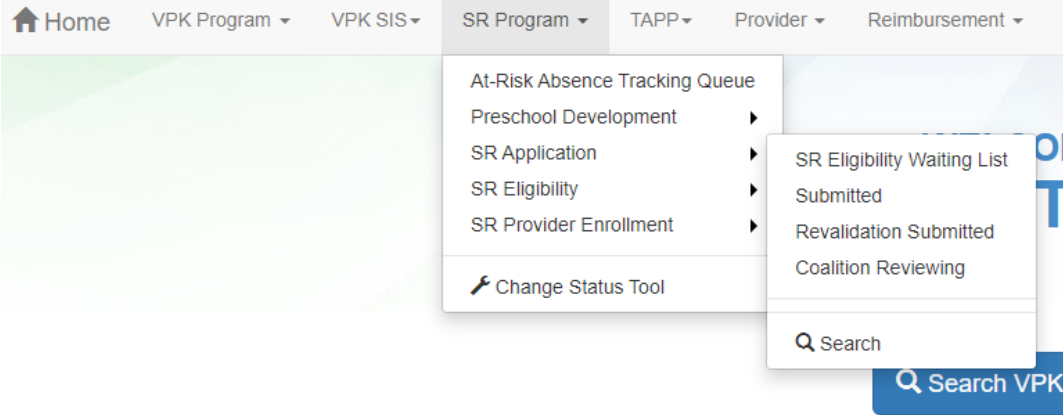
Certificate Number

County for Services

Program Year

VPK Session

Enrollment Status



Search For A School Readiness Application

Search Type: Child Parent

First Name: (starts with) Last Name: (starts with)

SSN: Zip:

County: Confirmation Number:

Child Status: Application Status:

Parent Phone Number:

Search For A School Readiness Eligibility Verification

Coalition: Priority:

Eligibility Verification Number:

Funding Type: SR Local

Household Process Code: CCAA: Yes No

Household Status Code: Assigned Counselor:

Child Status Code: Assigned Date: to

Include Past Due?: Yes No

County: Zip Code:

Parent Name: First Name (starts with) Last Name (starts with)

Last Updated Date: to

Child Name: First Name (starts with) Last Name (starts with)

Coalition Transfer: Requested In Out

Child Age: to

Family Requested for Provider Transfer: Yes No

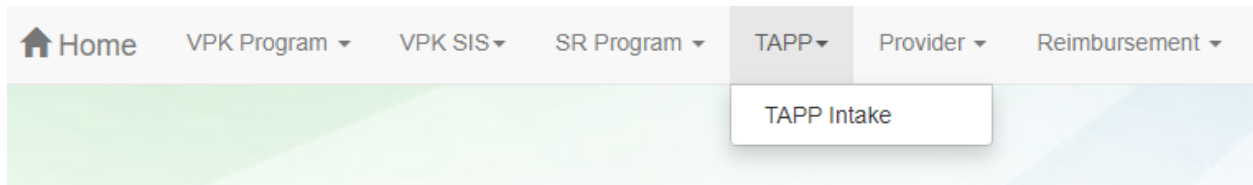
Child Date of Birth: to

Parent Phone Number:

NOTE: To ensure accurate searches, click the work queues dropdown menu when changing search terms (child name, confirmation numbers, etc.) or starting a new search. Do not use the Back button on the internet browser.

TAPP Tab

Click the *TAPP* tab and then click **TAPP Intake** to capture Teenage Parent Program (TAPP) information.



Provider Tab

Click the *Provider* tab to display a dropdown menu. More information on *Provider* tab options is in the “Provider Portal User Guide.”

Reimbursement Tab

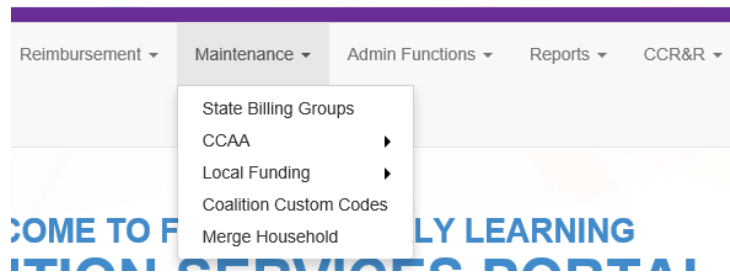
Click the *Reimbursement* tab to display a dropdown menu. More information on *Reimbursement* tab options is in the “Provider Portal User Guide.”

Maintenance Tab

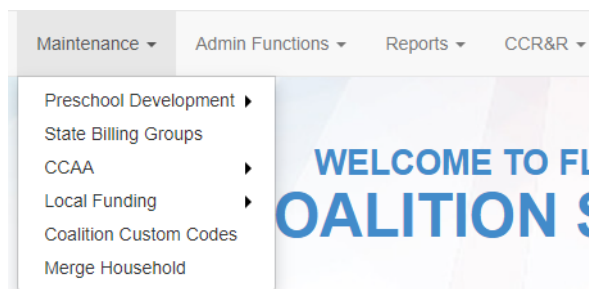
Click the *Maintenance* tab to display a dropdown menu.

State Billing Groups – Display available billing groups.

CCAA > Referring Agencies – Display local referring agencies in the coalition.



Coalition Custom Codes – Create custom codes for case notes, status records, and provider notes.

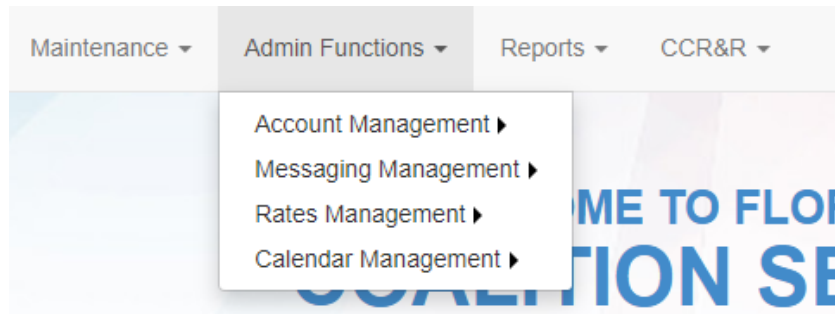


Local Funding > Local Funding Agencies – Display local and match funders within the coalition.

Local Funding > Local Funding County Settings – Display counties in a coalition with local funding opportunities for families that do not qualify for SR funding.

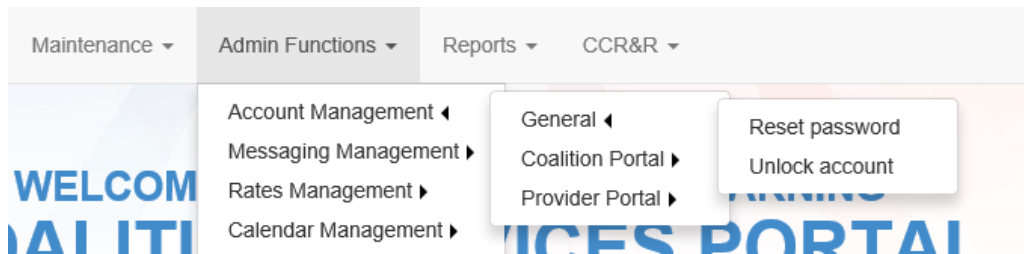
Admin Functions Tab

Only coalition admins or DEL admins will be able to view and access the *Admin Functions* tab.



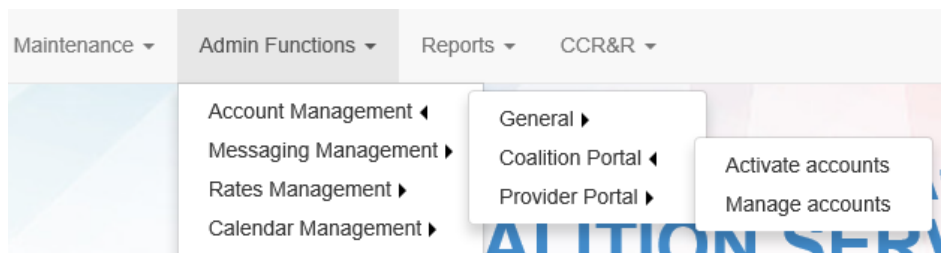
Account Management > General > Reset password – Reset coalition user and coalition admin passwords.

Account Management > General > Unlock account – Unlock locked coalition user and coalition admin accounts.

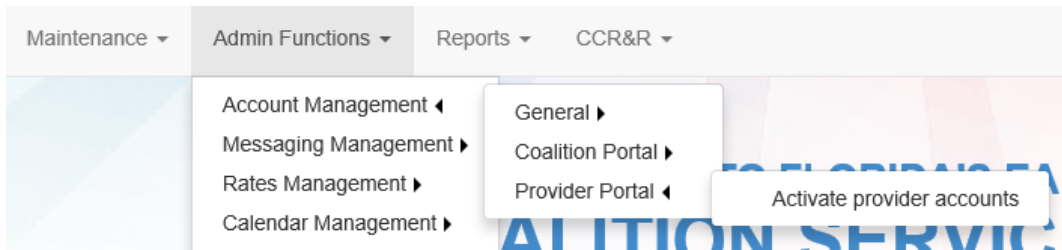


Account Management > Coalition Portal > Activate accounts – Activate coalition user and coalition admin accounts.

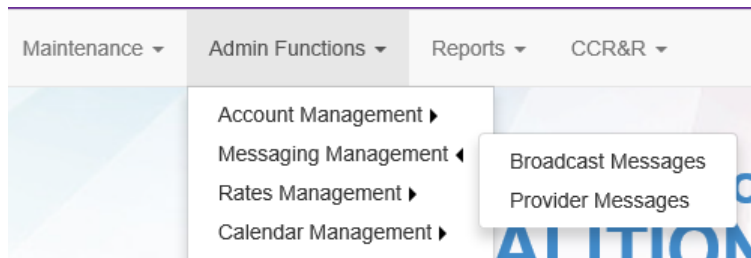
Account Management > Coalition Portal > Manage accounts – Modify coalition user and coalition admin accounts and inactivate accounts.



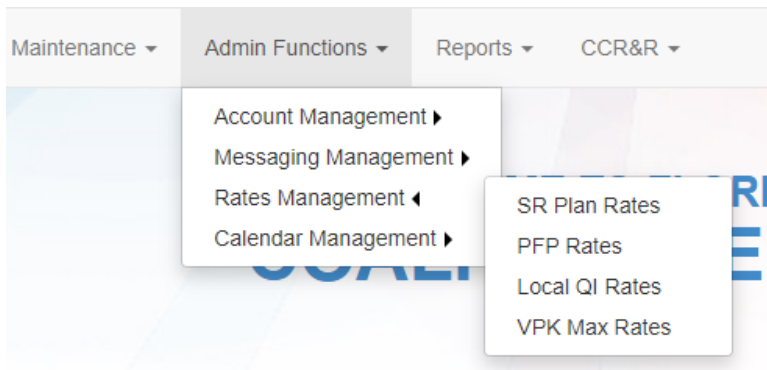
Account Management > Provider Portal > Activate provider accounts – Activate provider accounts.



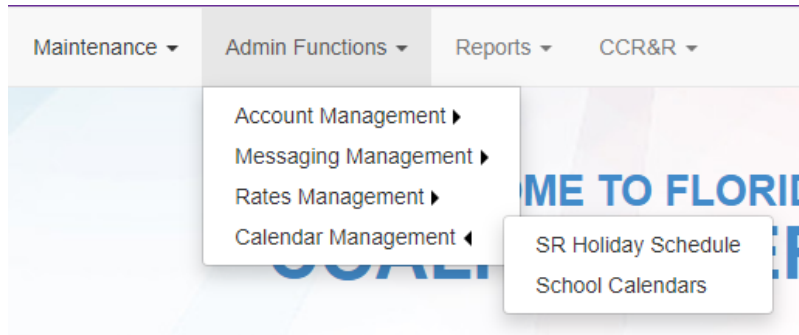
Messaging Management – Send messages to individual providers (Provider Messages), providers based on services (SR, VPK, CCR&R), or all providers in the coalition service area (Broadcast Messages).



Rates Management – Manage SR Plan, PFP, Local QI, and VPK rates.

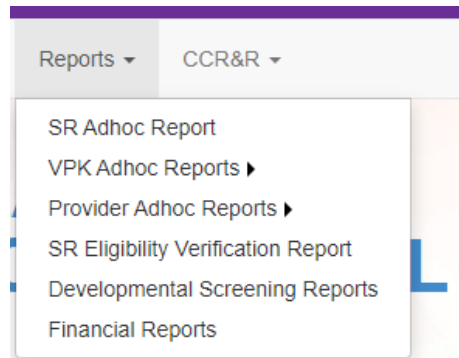


Calendar Management – Set reimbursable closure days for providers within the coalition service area and school district calendars.



Reports Tab

Click the *Reports* tab to display the list of available reports.



SR Adhoc Report – Create a detailed report of SR applications, using several filters.

VPK Adhoc Reports – Create a detailed report of VPK applications and VPK payments, using several filters.

Provider Adhoc Reports – See Provider Processes section.

SR Eligibility Verification Report – Create a detailed report of Eligibility Verifications.

Developmental Screening Reports – Create a detailed report of developmental screenings and follow ups.

Financial Reports – Create a 5045 report and coalition invoices from current and past service/payment periods, using several filters.

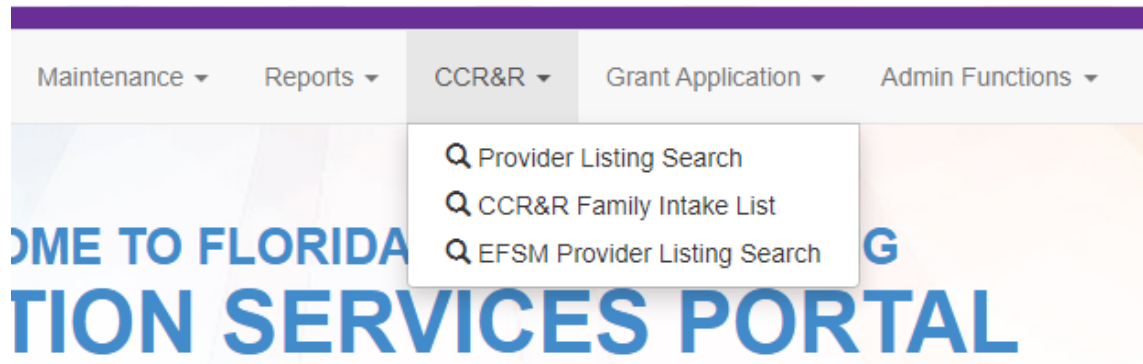
CCR&R Provider Listing

When a family completes the Eligibility Verification (EV) process, a provider can be selected. The list of providers available to the family comes from the CCR&R Provider Listing. For a provider to appear in a provider listing search, the profile status must have been Active at one point. If the provider has not had an Active profile, the provider will not appear in a provider listing search. For example, a provider completing a profile for the first time will have an Incomplete, then a Submitted profile, and then a Coalition Reviewing profile, but will not appear in the provider listing search until the profile status is Active. A provider who has an Active profile status but then makes edits to the profile, causing it to change to an Incomplete status, will still display in the provider listing search.

To view the CCR&R Provider Listing Search, currently there are 2 options:

Option 1 – EFS-MOD

Click **CCR&R**, then **EFSM Provider Listing Search**.



Select search parameters and click **Search**. Click **+ advanced search** for more search parameters.

A screenshot of the Provider Listing Search form. The form is titled 'Provider Listing Search' and includes a search bar at the top. Below the search bar, there are several search parameters: Provider Program Type (with checkboxes for VPK, SR, VPKSIS Only, and CCRR Only), Coalition (a dropdown menu), County (a dropdown menu), City (a dropdown menu), Zip Code (a dropdown menu), Doing Business As (a text input field), Program Year (a dropdown menu), and # of Providers (a text input field with the value 10). There are also buttons for '+ advanced search', 'Reset', and 'Search'.

Provider Listing Search ← advanced search

Basic Search

Provider Program Type VPK SR VPKSIS Only CCRR Only

Coalition* County City Zip Code

Doing Business As Program Year # of Providers

Advanced Search

Accredited Special Needs Faith Based Not For Profit Military Child Care Gold Seal

Open Time Close Time 24-hour Care

Curriculum Types My Program Type Description Accreditation Types Care Levels Days of Care

Provider Program Types Languages Transportation Meal Types Provider Types Discount Types

[Reset](#) [Search](#)

After clicking **Search**, click on the provider's name in the search results to see provider details. The search results can be exported to Excel.

CCR&R Provider Listing Search Results

[Click Here For Filtering Tips](#)

Show entries

[Clear All Filters](#) Search: [Export to Excel](#)

Provider ID	Provider Name	Provider Program Type	County Name	Address	Provider Type	Hours of Operation	Contact Number	Services Provided	Gold Seal Level	Child Age Groups
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
	F...	VPK, SR	Alachua		Center	M-F 7:00am-6:00pm	(352) 373-0108	Summer Care	Not a Gold Seal provider	6 Weeks - 5 Years



CCR&R Provider Details

Provider Type: Center

URL:

Email:

Phone:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
x	✓	✓	✓	✓	✓	x

SR	VPK	Not for Profit	Faith based	Transportation
✓	✓	✓	✓	Near public transportation

Programs offered	Meals provided
> Summer Care	> Afternoon Snack > Morning Snack

> Gold Seal	x
> Character Development Program	✓
> Therapeutic services offered	✓
> Military Childcare offered	x
> Program equipped to care for children with special needs	x
> Is facility wheelchair accessible	x
> Program participates in a Quality Rating System	x

Enhanced Schedule	Languages Spoken	Accreditation	Curriculum
> Full-time	> English		> Learn Every Day & Nemours
> Full Year			BrightStart! Superset Preschool
> Part time			Curriculum (3 to K)
> Early/Extended Care			> Learn Every Day for Infant, Toddler & Twos (Birth to 3)

My Program Type Description

- > Faith-Based
- > Fenced Yard
- > Limited TV viewed
- > On-site screenings
- > School System Weather Days
- > Smoke Free

Weekly rates and fees								VPK Rates	
	Infant	1 year old	2 year old	3 year old	4 year old	5 year old	School Age	VPK Weekly	
Full Time	\$199.77	\$185.91	\$169.75	\$151.27	\$151.27	\$151.27	\$0.00	Full Time	\$118.94
Part Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Part Time	\$80.83

Additional Fees				Discounts	
> Application Registration	One time	Per Child	\$200.00	> Scholarships	
> Early Drop Off	Monthly	Per Child	\$50.00	> Sibling Discount	
> Extended Stay	Monthly	Per Child	\$50.00		
> Late Payment	Weekly	Per Child	\$10.00		
> Late Pickup	Per minute	Per Child	\$2.00		
> Returned Check	As needed	Per Family	\$25.00		
> Supplies/Materials	Annual	Per Child	\$100.00		
> Waiting List Registration	One time	Per Child	\$200.00		

Training / Education	Staff to Child Ratio						
	Infant	1 year old	2 year old	3 year old	4 year old	VPK	5 year old
> 40/45 HR INTRO CHILD CARE							
> AA/AS EARLY CHILDHOOD OR RELATED FIELD	1:4	1:6	1:9	1:12	1:15	1:11	1:15
> BA EARLY CHILDHOOD OR RELATED FIELD							
> DIRECTOR CREDENTIAL ADV							
> DIRECTOR CREDENTIAL LEVEL 1							
> EARLY (EMERGENT) LITERACY							
> FCCH 30 HOUR TRAINING							
> FCCPC/ECPC/CCAC/CDAE							
> GED/HIGH SCHOOL							
> MA DEGREE EARLY CHILDHOOD							
> NATL EARLY CHILDHOOD CERT							
> VPK DIRECTOR CREDENTIAL							

SR CLASS® Composite Score

5.29

out of 7.00

Participates in School Readiness Child Assessment: No

View Provider Inspection Report: <https://caressearch.myffamilies.com/PublicSearch>

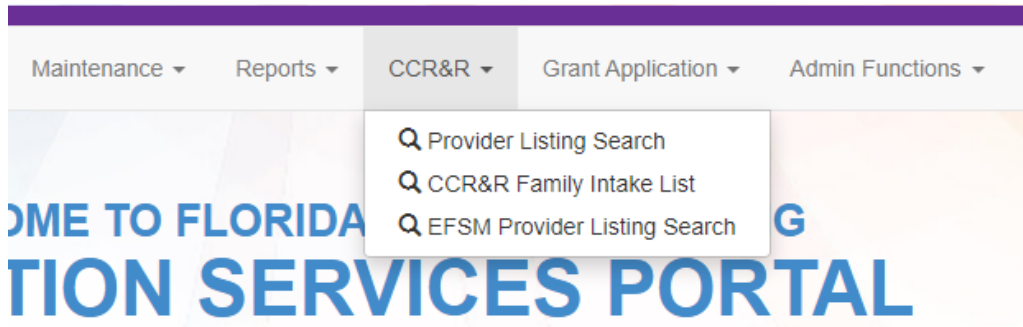
This provider is a School Readiness (SR) Program provider. All School Readiness providers are required to have an annual program assessment using CLASS®.

CLASS® is an observation-based tool that measures the quality of teacher-child interactions in the classroom. Using trained, certified observers, the CLASS® tool measures how classroom interactions and experiences help children develop language and learn new concepts, how the classroom is organized to manage children's attention, time and behavior, and the responsiveness and sensitivity of the classroom environment to children's emotions, which helps develop their ability to interact with others. For more information about CLASS® and your School Readiness provider's composite score, please contact your local early learning coalition.

Close

Option 2 – Tableau

Click **CCR&R**, then **Provider Listing Search**.



Select a coalition, or (All) from the **Coalition Name** dropdown menu, and a report will display, presenting the providers for the coalition, along with many filters to select a provider that meets the family’s needs.

Provider Listing Search Number of Providers: 220

Coalition Name: ELC of Alachua | County Name: (All) | City: (All) | Zip Code:

Doing Business As: | Provider Type: (All) | Program Year: (All)

Select Care Levels | **Select Days of Care** | **Select Other Information** | **Select Enrollment Types** | **Select Detail Types**

<12 MONTHS | SUNDAY | ACCREDITED | SR | Accreditation Types: (All) | Curriculum Types: (All)

12-24 MONTHS | MONDAY | SPECIAL NEEDS | VPK | My Program Types: (All) | Program Types: (All)

26-36 MONTHS | TUESDAY | FAITH BASED N/A | **Select Open/Close Times** | Language: (All) | Transportation: (All)

36-48 MONTHS | WEDNESDAY | NOT FOR PROFIT | Open Hour: Pick An Opening Time | Close Hour: Pick A Closing Time | Meal Types: (All) | How Many Records to Show: 100

48-60 MONTHS | THURSDAY | MILITARY CHILD CARE

60-72 MONTHS | FRIDAY | GOLD SEAL

SCHOOLAGE | SATURDAY

Provider Listing Results

Doing Business	Profile Progr...	Phone Number	Hours Of Operation	Provider Type	Provider Address	Programs Offered	Gold Seal Type Description	Child Age Groups	Languages	
2017			M-F 5:30am-11:00pm	Center		After School, Before School, Playgroup	Not a Gold Seal provider	1 Years - 12 Years	Español	➔
2018			M-F 5:30am-11:00pm	Center		After School, Before School, Playgroup	Not a Gold Seal provider	1 Years - 12 Years	Español	➔
2017			M-F 6:00am-6:00pm	Center		After School	Not a Gold Seal provider	1 Years - 12 Years	Español	➔
2018			M-F 6:00am-6:00pm	Center		After School	Not a Gold Seal provider	1 Years - 12 Years	Español	➔
2017			M-F 6:30am-6:30pm	Center		After School, Before School, School Age, Summer Care	Not a Gold Seal provider	6 Weeks - 10 Years	Español, Kreybi	➔
2018			M-F 6:30am-6:30pm	Center		After School, Before School, School Age, Summer Care	Not a Gold Seal provider	6 Weeks - 10 Years	Español, Kreybi	➔

To see provider details, click a provider and links will display to **Open Detail View** or **Open Detail in PDF**.

Provider Listing Results

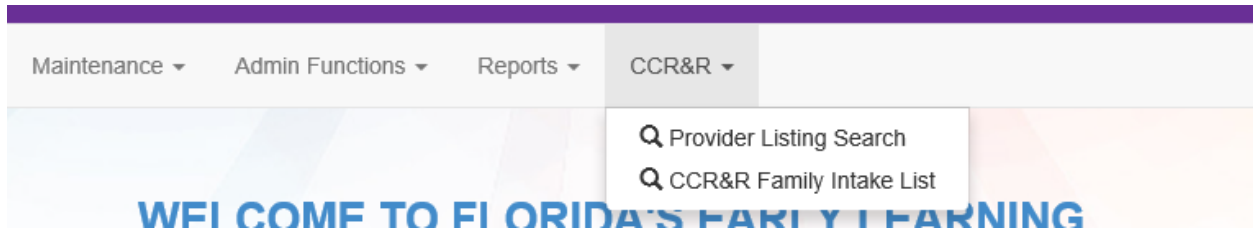
Doing Business	Profile Progr...	Phone Number	Hours Of Operation	Provider Type	Provider Address	Programs Offered	Gold Seal Type Description	Child Age Groups	Languages	
2017			M-F 5:30am-11:00pm	Center		After School, Before School, Playgroup	Not a Gold Seal provider	1 Years - 12 Years	Español	➔
2018			M-F 5:30am-11:00pm	Center		After School, Before School, Playgroup	After School, Before School, Playgroup	Years	Español	➔
2017			M-F 6:00am-6:00pm	Center		After School	After School, Before School, Playgroup	Years	Español	➔

Open Detail View
Open Detail in PDF

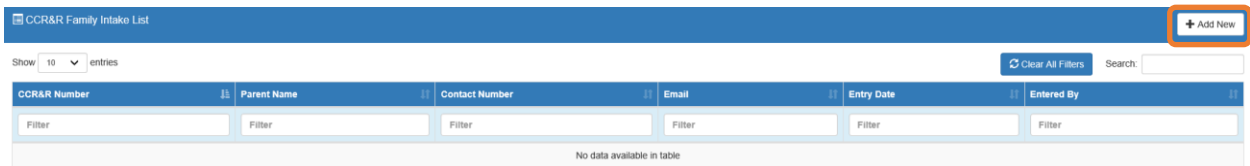
CCR&R Intake Process

CCR&R staff capture family data when contacted by families who are not yet being served. The coalition user is able to capture family information and child care request information for a family when the family contacts the coalition for information, but the family has not, and may not, complete an SR or VPK application.

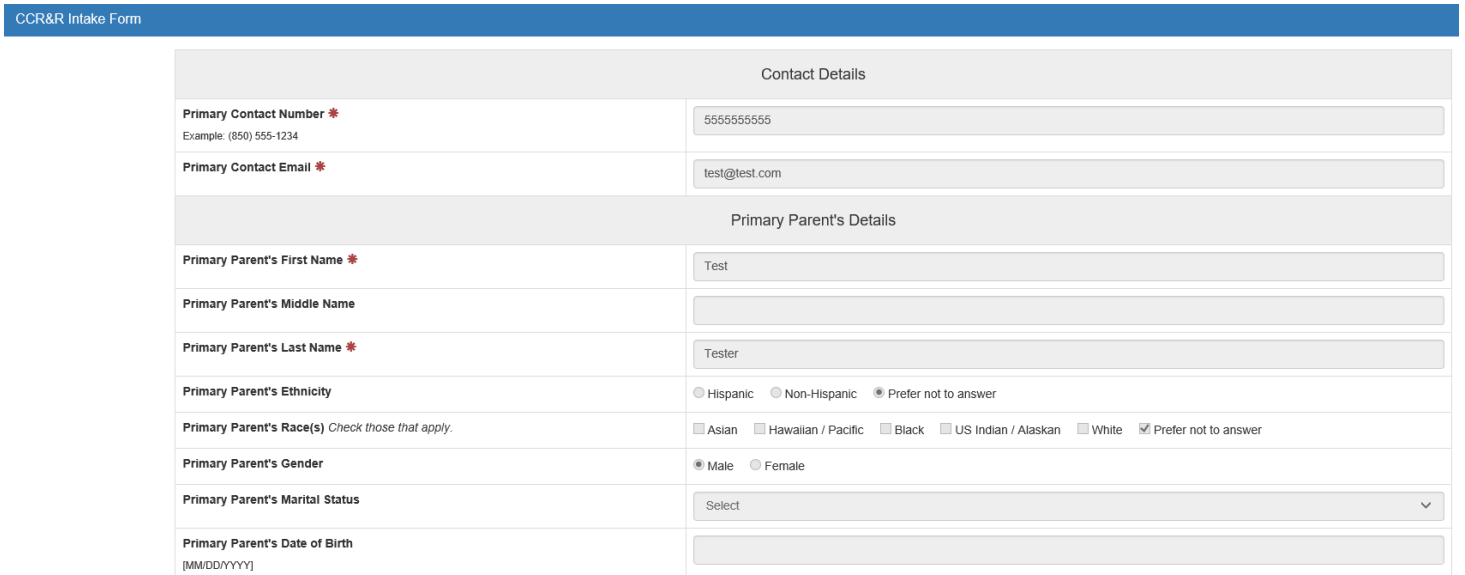
To capture family information, click **CCR&R Family Intake List**.



The following screen will display. Click the **Add New** button.



Complete the form and click **Save**. The **Add Another Child** button allows additional children to be added to the household.

A screenshot of the 'CCR&R Intake Form'. The form is divided into two main sections: 'Contact Details' and 'Primary Parent's Details'.
Contact Details:
- Primary Contact Number: 5555555555 (Example: (850) 555-1234)
- Primary Contact Email: test@test.com
Primary Parent's Details:
- Primary Parent's First Name: Test
- Primary Parent's Middle Name: (empty)
- Primary Parent's Last Name: Tester
- Primary Parent's Ethnicity: Hispanic Non-Hispanic Prefer not to answer
- Primary Parent's Race(s): Asian Hawaiian / Pacific Black US Indian / Alaskan White Prefer not to answer
- Primary Parent's Gender: Male Female
- Primary Parent's Marital Status: Select (dropdown menu)
- Primary Parent's Date of Birth: (empty) [MM/DD/YYYY]

Primary Parent's Address

Address Line 1

Address Line 2 (Apt, Suite, etc)

City *

County *

State

Zip Code *

Additional Information

Primary Language *

Referred By

Request Additional Services

Comments

Child Needing Care Details

Child's First Name

Child's Middle Name

Child's Last Name

Child's Ethnicity Hispanic Non-Hispanic Prefer not to answer

Child's Race(s) *Check those that apply.* Asian Hawaiian / Pacific Black US Indian / Alaskan White Prefer not to answer

Child's Gender Male Female

Child's Date of Birth *
[MM/DD/YYYY]

Parent Relationship to Child *

[Remove Child](#)

[+ Add Another Child](#)

[Cancel](#) [Save](#)

The saved form will display. Click **Cancel** to exit.



To edit a record, click a **CCR&R Number**.

CCR&R Family Intake List [+ Add New](#)

Show entries [Clear All Filters](#) Search:

CCR&R Number	Parent Name	Contact Number	Email	Entry Date	Entered By
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
45	Test Tester	(555) 555-5555	test@test.com	7/6/2018 7:34:08 PM	jim.ledbetter@oel.myflorida.com

Click the **Edit** button at the bottom of the page to make edits, then click **Save**. Children can also be added and removed when editing a CCR&R record.

Child Needing Care Details	
Child's First Name	<input type="text"/>
Child's Middle Name	<input type="text"/>
Child's Last Name	<input type="text"/>
Child's Ethnicity	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Child's Race(s) <i>Check those that apply.</i>	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Child's Gender	<input type="radio"/> Male <input type="radio"/> Female
Child's Date of Birth * <small>[MM/DD/YYYY]</small>	<input type="text" value="07/01/2018"/>
Parent Relationship to Child *	<input type="text" value="Parent/Step Parent"/>

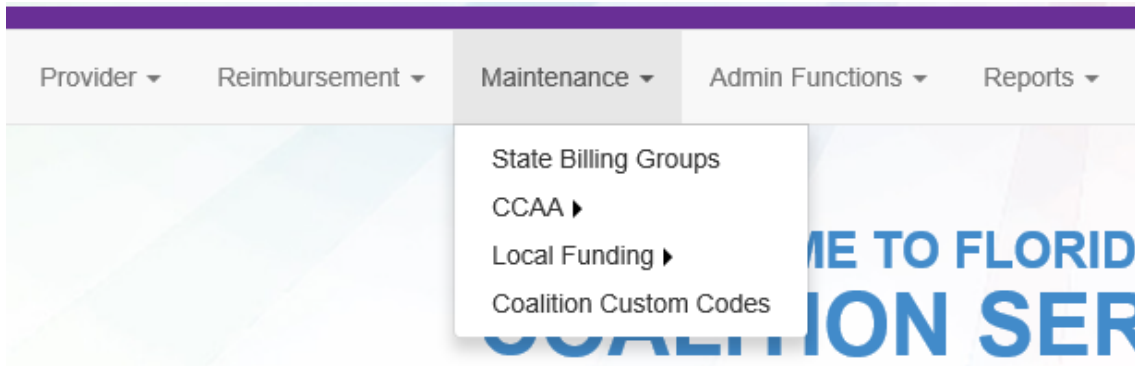
[Remove Child](#)

[Cancel](#) [Edit](#) [Save](#)

Coalition Custom Codes

Custom codes can be created by a coalition admin to allow flexibility in case notes, status records, and provider notes.

In the *Maintenance* tab, click **Coalition Custom Codes**.



The following screen will display. Select a **Code Type** and click **Add Custom Code** to create a new code.

Coalition Custom Codes

Show entries

Code Type: [Add Custom Code](#)

Select One
 Provider Custom Code
 Parent Custom Code
 Child Custom Code

Code	Description	Active	Start Date	End Date	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
No data available in table					

Complete the **Code** and **Description** fields and enter a **Start Date**. An **End Date** is not required. Click **Save**.

Add a Custom Code ✕

Code Type * **Code *** **Description *** **Text**

Start Date * MM/DD/YYYY **End Date** MM/DD/YYYY

The new code is available. An **Edit** button and **Delete** button are displayed.

Coalition Custom Codes

Code Type:

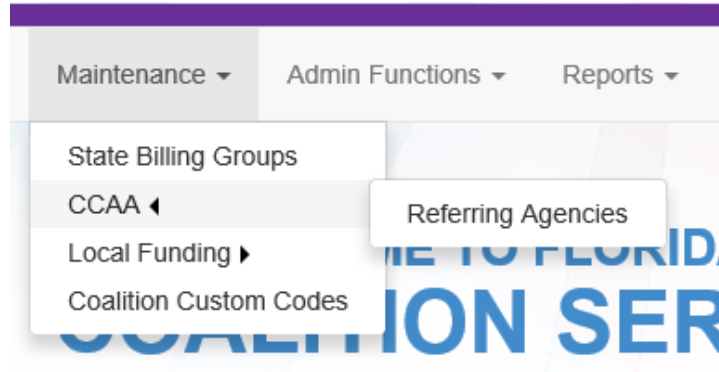
Show entries Search:

Code	Description	Active	Start Date	End Date	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
Test	Test	Yes	7/9/2018		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Child Care Application and Authorization (CCAA) Referring Agencies

Active referring agencies will appear in a dropdown list of referring agencies on the CCAA referral intake form.

In the *Maintenance* tab, click **CCAA**, then click **Referring Agencies**.



The following screen will display. Click **Create New Referring Agency**.

Local Referring Agencies List 13 Total Records

[Create New Referring Agency](#)

Show : 10 entries ▾ First < 1 2 > Last

Edit	Authorization Code	Name	Active
<input type="checkbox"/>	33-12321	Teen Parent Program 2	✓
<input type="checkbox"/>	33-123456	ELC of Big Bend	✓
<input type="checkbox"/>	33-123TAPP	Testing2	✓
<input type="checkbox"/>	33-12521	Tallahassee Technical College	✓
<input type="checkbox"/>	33-2344	test	✓
<input type="checkbox"/>	33-333	friday	✓
<input type="checkbox"/>	33-3757588	tuesday	✗
<input type="checkbox"/>	33-DFDF454	wednesday	✓
<input type="checkbox"/>	33-N/A	Jay J Mack	✓
<input type="checkbox"/>	33-TEST	Test 4	✓

[Edit Referring Agency](#)

Select the Agency Category and complete the fields marked with a red asterisk. Click **Save**.

Referring Agency - Create Record

Agency Category * COORD - Coordinating Agency
DCF - DCF
WT - WT Contracted Provider
PRIV - Privatization Provider
TAPP - Teenage Parent Plan
LOC - Local Referring Agency

Agency Name * _____

Authorization Code * ⓘ _____

Address Line 1 * _____

Address Line 2 _____

City * _____

State * _____

Zip Code * _____

Agency Phone * _____

Agency Fax _____

Agency Email * _____

Additional Contacts	
Primary Contact	<input type="checkbox"/>
Contact Person	_____
Primary Phone Number	_____
Secondary Phone Number	_____
Email	_____
Primary Contact	<input type="checkbox"/>
Contact Person	_____
Primary Phone Number	_____
Secondary Phone Number	_____
Email	_____

Type of Referral * AT-RISK DOMESTIC VIOLENCE HOMELESS RELATIVE CARE GIVER TANF TCC TAPP LOCAL

Is Active

Save Cancel

Created By: ledbetter.kiwanis+7@gmail.com
Last Modified By: ledbetter.kiwanis+7@gmail.com

Created Date: 7/6/2018
Last Modified Date: 7/6/2018

NOTE: The **Is Active** checkbox is automatically checked. If the referring agency is no longer active, uncheck the checkbox.

To edit an existing referring agency, check the **Edit** checkbox for an agency and click **Edit Referring Agency** to edit the agency.

Local Referring Agencies List 13 Total Records

Create New Referring Agency

Show: 10 entries

First « 1 2 » Last

Edit	Authorization Code	Name	Active
<input type="checkbox"/>	33-12321	Teen Parent Program 2	✓
<input type="checkbox"/>	33-123456	ELC of Big Bend	✓
<input type="checkbox"/>	33-123TAPP	Testing2	✓
<input type="checkbox"/>	33-12521	Tallahassee Technical College	✓
<input type="checkbox"/>	33-2344	test	✓
<input type="checkbox"/>	33-333	friday	✓
<input type="checkbox"/>	33-3757588	tuesday	✗
<input type="checkbox"/>	33-DFDF454	wednesday	✓
<input type="checkbox"/>	33-N/A	Jay J Mack	✓
<input type="checkbox"/>	33-TEST	Test 4	✓

Edit Referring Agency

Once edits are complete, click **Save**.

Referring Agency - Edit Record

Agency Category: LOC - Local Referring Agency

Agency Name: Teen Parent Program 2

Authorization Code: 33-12321

Address Line 1: 458 Drone Avenue

Address Line 2:

City: Tallahassee

State: FL

Zip Code: 32308

Agency Phone: (850)678-1234

Agency Fax:

Agency Email: test.test@gmail.com

Additional Contacts

Primary Contact	<input type="checkbox"/>
Contact Person	
Primary Phone Number	
Secondary Phone Number	
Email	
Primary Contact	<input type="checkbox"/>
Contact Person	
Primary Phone Number	
Secondary Phone Number	
Email	

Type of Referral: AT-RISK DOMESTIC VIOLENCE HOMELESS RELATIVE CARE GIVER TANF TCC TAPP LOCAL

Is Active:

Save Cancel

Created By: cmoneyb2+911@gmail.com
Last Modified By: cmoneyb2+911@gmail.com

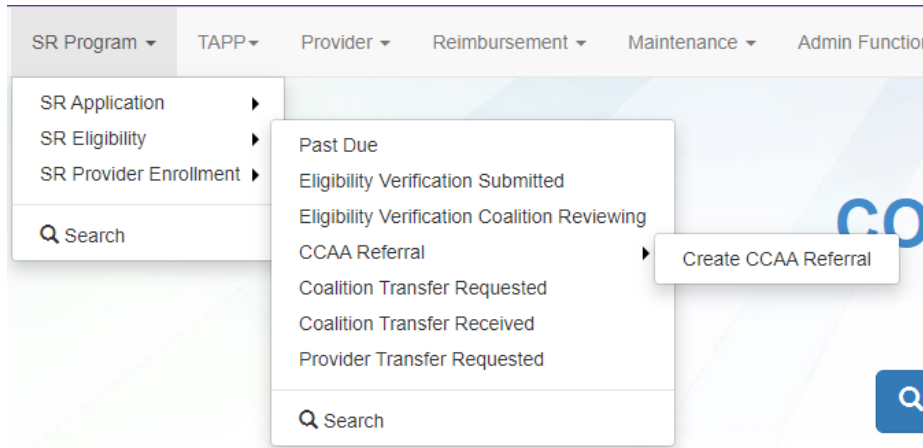
Created Date: 5/23/2018
Last Modified Date: 5/23/2018

Child Care Application and Authorization (CCAA) Intake Process

The CCAA Data Entry by Coalition feature is used in situations where the coalition receives a referral document from a referring agency on behalf of a family that does not have a profile in the EFS Modernization system. This is most common in At-Risk referral cases; however, this functionality can be used in any CCAA Referral scenario to create a household and assign eligibility for referred children and families.

NOTE: The CCAA intake process allows coalition users to identify the physical county of residence and families receiving RCMA services.

In the *SR Program* tab, click **SR Eligibility**, then **CCAA Referral**, and then **Create CCAA Referral**.



Select the **Agency Category** and complete the fields marked with a red asterisk. Click **Continue**.

Create CCAA Referral - Intake Form

Referring Agency Details	
Agency Category *	<input type="text" value="select agency category"/> <ul style="list-style-type: none"> COORD - Coordinating Agency DCF - DCF WF - WF Contracted Provider PRIV - Privatization Provider TAPP - Teenage Parent Plan LOC - Local Referring Agency
Agency Name *	<input type="text"/>
Referral Number	<input type="text"/>
FAHS Investigation Intake number <small>[Florida Abuse Hotline Information System]</small>	<input type="text"/>
Referral Start Date *	<input type="text" value="MMDDYYYY"/>
Referral End Date *	<input type="text" value="MMDDYYYY"/>
DCF Placement & Care / Custody *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Authorizing Worker From Referring Agency *	<input type="text"/>
Comments	<input type="text"/>
Primary Parents Details	
Primary Parent's First Name *	<input type="text"/>
Primary Parent's Middle Name	<input type="text"/>
Primary Parent's Last Name *	<input type="text"/>
Primary Parent's Ethnicity *	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Primary Parent's Race(s) <i>Check those that apply.</i> *	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Primary Parent's Gender *	<input type="radio"/> Male <input type="radio"/> Female
Primary Parent's Marital Status *	<input type="text" value="-- select --"/>
Primary Parent's Date of Birth *	<input type="text" value="[MMDDYYYY]"/>

Primary Parent's Address	
Address Line 1 *	<input type="text"/>
Address Line 2 (Apt, Suite, etc)	<input type="text"/>
City *	<input type="text"/>
County *	--please select a value--
State	FLORIDA
Zip Code *	<input type="text"/>

Child Needing Care Details	
Child's First Name *	<input type="text"/>
Child's Middle Name	<input type="text"/>
Child's Last Name *	<input type="text"/>
Child's Ethnicity *	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Child's Race(s) <i>Check those that apply.</i> *	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Child's Gender *	<input type="radio"/> Male <input type="radio"/> Female
Child's Date of Birth * [MM/DD/YYYY]	<input type="text"/>

Eligibility Details For Child	
Billing Group Code *	-- select eligibility group --
Eligibility Code *	-- select eligibility code --
Priority *	01
Purpose for Care *	BOTH EMPLOYMENT AND EDUCATION/TRAINING

[Add Another Child](#)

[Previous](#)

[Continue](#)

The Household at a Glance screen displays. Click **Upload Document** and select a file.

Eligibility Verification Active
Eligibility Verification Number: **174**

Assign Counselor Change Household Status
Case Notes Add Note

- Household at a Glance
- Contact Information
- Children Needing Care
- Parents
- Other Household Members
- CCAA Referral Information
- Employment
- School/Training
- Alimony and Child Support Income
- Other Income
- Deductions
- Totals
- Documents

Household at a Glance...

<p>Children Needing Care</p> <p>Child First CCAA Child Last CCAA (child, male, age 1)</p>	<p>Parents</p> <p>Parent First CCAA Parent Last CCAA (adult, male)</p>	<p>Other Household Members</p>
--	---	---------------------------------------

Household ID: 1488

Contact Information

<p>Primary Address</p> <p>250 Marriott Drive Tallahassee, Florida 32399 Leon County</p>	<p>Primary Parent</p> <p>Email: Not On File Primary phone: (999) 999-9999</p>	<p>Family Portal Account</p> <p>Account Not Found</p>
--	--	--

History [Update Account](#)

Children Needing Care

<p>Child First CCAA Child Last CCAA (child, male, age 1) Change</p> <p>Eligibility status: Eligible</p> <p>Enrollment status: Not Enrolled</p> <p>Date of birth: 07/10/2017</p> <p>Ethnicity: Prefer not to answer</p> <p>Race(s): Prefer not to answer</p> <p>Care days: (no care days selected)</p> <p>Care types: (no care types selected)</p> <p>Citizenship: Unknown</p> <p>Age verification: Unknown</p> <p>Medicaid eligibility: Unknown</p> <p>Current Authorization Period: 07/10/2018 - 07/09/2019</p> <p style="border: 1px solid red; padding: 2px;">Required information is missing or invalid</p>	<p>History</p> <p>Change Status</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Eligibility</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Enroll</p> <p>Edit</p>
---	--

Add Child...

- Household at a Glance
- Contact Information
- Children Needing Care
- Parents
- Other Household Members
- CCAA Referral Information
- Employment
- School/Training
- Alimony and Child Support Income
- Other Income
- Deductions
- Totals
- Documents

Parents

Parent First CCAA Parent Last CCAA (adult, male, primary parent) History

Date of birth: 07/10/1998 Edit

Ethnicity: Prefer not to answer

Races: Prefer not to answer

Marital status: Single

Email: Fake.Parent First CCAA.Parent Last CCAA13719982016710@oel.admin

Primary phone: (999) 999-9999

Disabled: No

Disability documentation: No documents available

Required information is missing or invalid.

Add Parent...

Other Household Members

Your application contains no people listed as other household members.

Add Other Household Member...

CCAA Referral Information

Child Last CCAA Child First CCAA Edit Remove

Referring Agency: test

Referral Number:

Referral Start Date: 07/10/2018

Referral End Date: 07/10/2019

Referring Agency Staff Name: test test

Comments:

Do you have a form from another agency titled Child Care Application and Authorization? No

CCAA Referral Documentation

There are no attached documents of this type.

Upload Document...

Employment

Parent First CCAA Parent Last CCAA

Parent First CCAA is not currently employed.

Add Job...

History

School/Training

Parent First CCAA Parent Last CCAA

Parent First CCAA is not currently attending a school or training facility.

Add School or Training Facility...

History

Alimony and Child Support Income

Parent First CCAA Parent Last CCAA Edit

No alimony or child support income.

Omit Alimony

Omit Child Support

History

Other Income

No one in the household is receiving additional income.

Add Other Income... History

Deductions

Parent First CCAA Parent Last CCAA Edit

No alimony or child support payments.

Omit Alimony

Omit Child Support

History

Totals

Totals information goes here...

Documents

Additional Documentation

There are no attached documents of this type.

Upload Document...

Career Source Regional Workforce Welfare Transition Program Participant

There are no attached documents of this type.

Upload Document...

- Contact Information
- Children Needing Care
- Parents
- Other Household Members
- CCAA Referral Information
- Employment
- School/Training
- Alimony and Child Support Income
- Other Income
- Deductions
- Totals
- Documents

After a document is uploaded, an **Associate Children** button is displayed to enable additional children to be linked to the referral.

NOTE: Children added on the CCAA referral cannot be removed. Children added to the EV with an Eligibility status of “(new)” can be removed.

CCAA Referral Information

<p>Child Last CCAA Child First CCAA</p> <p>Referring Agency: test</p> <p>Referral Number:</p> <p>Referral Start Date: 07/10/2018</p> <p>Referral End Date: 07/10/2019</p> <p>Referring Agency Staff Name: test test</p> <p>Comments:</p>	<p>Edit Remove</p>
--	--------------------

Do you have a form from another agency titled Child Care Application and Authorization? No

<p>CCAA Referral Documentation</p> <p>TEST.docx</p> <p>Upload Document...</p>	<p>View</p> <p>Associate Children</p>
---	---------------------------------------

School Readiness Application Status Definitions

With the deployment of Release 3.0, School Readiness application and child statuses have changed. Also, the child status, not the application status (as in the past), indicates if the family is waiting for services or receiving services.

Here is a chart of the old and new statuses:

OLD SR APPLICATION STATUS	NEW SR APPLICATION STATUS
Active - Waiting	ACTIVE
Active - Pending Documents	
Active - Eligible	
Active - Pending Update	Active - Pending Update
Coalition Reviewing	Coalition Reviewing
Inactive	Inactive
Incomplete	Incomplete
Rejected	Rejected
Submitted	Submitted
Revalidation Submitted	Revalidation Submitted
Revalidation Incomplete	Revalidation Incomplete

OLD CHILD STATUS	NEW CHILD STATUS
Active - Waiting	Waiting
Active - Pending Documents	Pending
Active - Eligible	Eligible
Terminated	Terminated

Application Statuses

Incomplete

The application is not complete. The parent has to complete the required fields, upload the required document, certify, sign and submit the application.

Coalitions cannot change the status of an **Incomplete** application; however, coalition users have read-only access to look at an incomplete school readiness application to assist the parent in completing the application if needed.

No child status is assigned to a child listed on an application that is in **Incomplete** status.

Revalidation Incomplete

The parent has started an application to revalidate their eligibility to remain on the waiting list. The parent has to complete the required fields, upload the required document, certify, sign and submit the application.

Coalitions cannot change the status of a **Revalidation Incomplete** application; however, they have read-only access to look at an incomplete application to assist the parent in completing the application if needed.

The child status assigned to a child listed on an application that is in **Revalidation Incomplete** status will default to the child status that is assigned to the child on the **Active** application.

Submitted

The application has been completed and submitted by the parent for the coalition to review. The application is not editable by the parent while in **Submitted** status.

No child status is assigned to a child listed on an application that is in **Submitted** status.

Revalidation Submitted

The application has been completed and submitted by the parent for the coalition to review. The application is not editable by the parent while in **Revalidation Submitted** status.

The status of the child will carry over from the previous application.

When the status of this application is changed, the previous application status will automatically change to **Inactive**.

Coalition Reviewing

Upon opening a **Submitted** application, the system will automatically change the status of the application to **Coalition Reviewing**.

No child status is assigned while the application is in a **Coalition Reviewing** status.

Active (Previously Active – Waiting, Active – Pending Documents, Active – Eligible)

The **Active – Waiting** application status is no longer needed, as this occurs when the child status is set to **Waiting**.

The **Active – Eligible** application status is no longer needed, as this occurs when the child status is set to **Eligible**.

The **Active – Pending Documents** application status is no longer needed, as this occurs when the child status is set to **Pending**.

Active – Pending Update

Active – Pending Update is used when a change needs to be made to the application by the family.

If a parent calls the coalition to report they have changed jobs or moved, the coalition can manually change the status of the application to **Active – Pending Update**, and this will allow the parent to update their application. If the coalition manually changes the application status to **Active – Pending Update**, the family has 15 days to make changes, and after 15 days, the application will become **Coalition Reviewing**.

When an application status is set to **Active**, the system will calculate a revalidation notification date of 180 days.

On day 150, the system will change the status of the **Active** application to **Active – Pending Update** and will send the parent an email notifying them they have 30 days to update their application to remain on the waiting list.

When the parent submits an updated application, the status will change to **Revalidation Submitted**.

Inactive

The application is no longer active. Inactivating an application should only occur when an application has been placed in **Active** status.

Prior to the changing the status of an application to **Inactive**, the child status must be changed to **Terminated**.

Rejected

The application is missing information that is necessary to make a decision regarding a customer's potential eligibility. Upon rejection, the application is editable only by the parent.

After 30 days, a **Rejected** application will automatically be set to **Inactive** and the children **Terminated**.

Rejected status is used to return the application to the parent for edits prior to placing the application in one of the **Active** statuses.

Child Statuses

Waiting

The coalition has reviewed the application and determined that the family may meet eligibility requirements based on the information submitted, but the coalition does not have funding to authorize eligibility for the family; therefore, the application is placed on a list of families who are waiting for funding.

A nightly automated process at DEL checks for 13-year-olds with a **Waiting** child status and automatically sets the child status to **Terminated**.

Pending

Authorization of eligibility can be established without placing a child on the waiting list for funding, pending the parent submitting the required documents in an eligibility interview.

Eligible

The coalition has reviewed the application and supporting document(s), and determined the family meets program requirements and eligibility can be authorized.

A nightly automated process at DEL checks for 13-year-olds with an **Active** child status and automatically sets the child status to **Terminated**.

Terminated



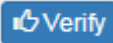




If the parent fails to revalidate the application, the system will automatically change the child status to **Terminated** on day 181 and will change the application status to **Inactive**.

After 30 days, a **Rejected** application will automatically be set to **Inactive** and the children **Terminated**.

A nightly automated process at DEL checks for 13-year-olds with an **Active** child status and automatically sets the child status to **Terminated**.

Coalition User Task Bar

At the top and bottom of the application is a list of buttons used to maintain and process School Readiness applications.

	Click to add a case note.
	Click to log an application owner contact attempt.
	Click to verify user uploaded documents.
	Click to change the status of an application.
	Click to view all case notes regarding the application.
	Click to view all contact attempts.
	Click to download the family's SR application.

Adding a Case Note

The coalition user must click the **Add Note** button to add a Case Note. 

The Case Note entry window will pop up, allowing the coalition user to add a description and a note up to 1,000 characters. Select a **Custom Code Type** and **Custom Code**. If no custom codes are available in the dropdown, see the Custom Codes section. Click the **Save** button to add the Case Note.

Case Note ×

Description:
Select code...

Custom Code Type **Custom Code**

Note:

(Up to 1000 characters. 1000 characters remaining.)

Case Note ×

Description:
Select code...


Custom Code Type

Custom Code

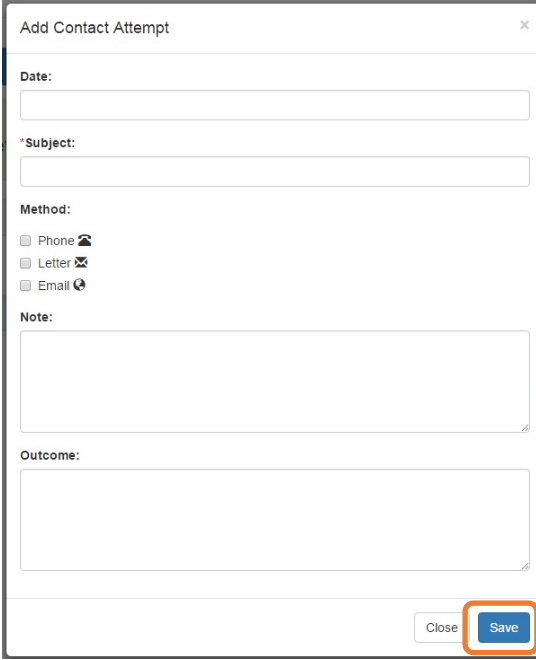
Note:

(Up to 1000 characters. 1000 characters remaining.)

Adding a Contact Attempt

The coalition user must click the **Add Contact Attempt** button to add a Contact Attempt entry. 


The contact attempt entry window will pop up, allowing you to add a date, subject, method, note and outcome. Click the **Save** button to add the Contact Attempt.



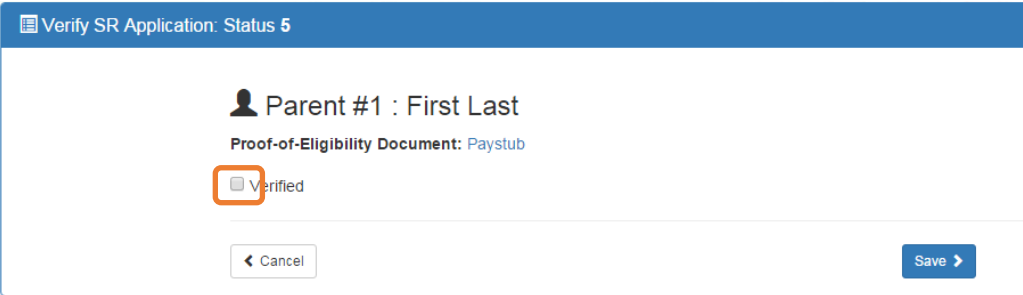
The dialog box titled "Add Contact Attempt" contains the following fields and options:

- Date:** A text input field.
- Subject:** A text input field.
- Method:** Three radio button options: Phone (with a phone icon), Letter (with a letter icon), and Email (with an email icon).
- Note:** A large text area for notes.
- Outcome:** A large text area for the outcome.
- At the bottom right, there are two buttons: "Close" and "Save". The "Save" button is highlighted with an orange border.

Verify Attached Documents

The coalition user can view and verify attached documents by clicking the **Verify** button. 

To view the Proof-of-Eligibility Document, click the link to open the document in a new browser tab. The coalition user will also have the option to click the **Verified** checkbox.



The dialog box titled "Verify SR Application: Status 5" displays the following information:

- Parent #1 : First Last**
- Proof-of-Eligibility Document:** [Payscale](#)
- A checkbox labeled "Verified" is checked and highlighted with an orange border.
- At the bottom, there are two buttons: "Cancel" and "Save".

Once verified, the date and time of the verification, as well as the coalition user will appear. Once the coalition user is finished, click the **Save** button to return to the application.

Verify SR Application: Status **Coalition Reviewing**

Parent #1 : test test

Proof-of-Eligibility Document: [School Enrollment Form](#)

Verified

Verified by : jim.ledbetter@oel.myflorida.com Verified Date: 7/29/2016 5:30:20 PM

Change Application Status

Once the coalition user is ready to update the status of an application, click the **Change Application Status** button.



Once the new status is selected, the coalition has the ability to add a comment and click the **Save** button.

SR Application: Change Status **Coalition Reviewing**

Application Status: *

Coalition Reviewing

Comments:

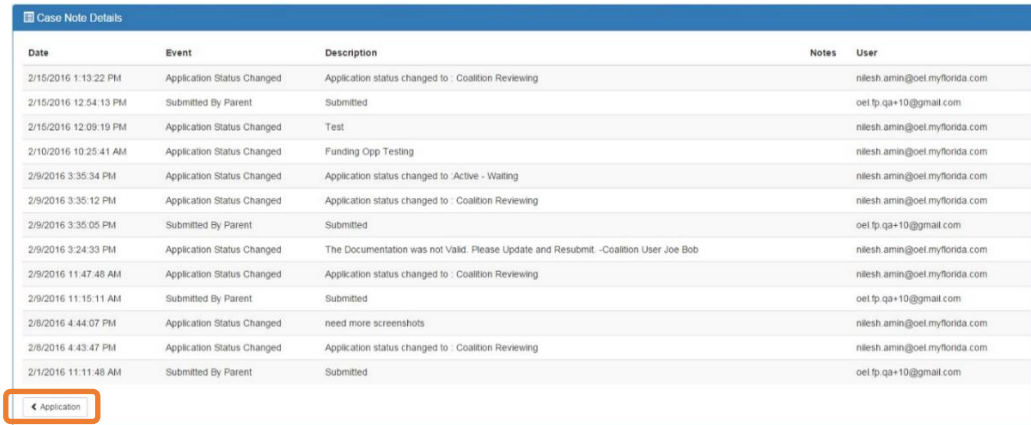
Note: In case of rejection this comment will be included in the Email Notification to the parent

View Case Notes

The coalition user can view Case Notes by clicking the **View Case Notes** button.



To get back to the School Readiness Application, the coalition user will click the **<Application** button. Do not use the Back button on the internet browser.



Date	Event	Description	Notes	User
2/15/2016 1:13:22 PM	Application Status Changed	Application status changed to : Coalition Reviewing		nilesh.amin@oet.myflorida.com
2/15/2016 12:54:13 PM	Submitted By Parent	Submitted		oet.tp.qa+10@gmail.com
2/15/2016 12:09:19 PM	Application Status Changed	Test		nilesh.amin@oet.myflorida.com
2/10/2016 10:25:41 AM	Application Status Changed	Funding Opp Testing		nilesh.amin@oet.myflorida.com
2/9/2016 3:35:34 PM	Application Status Changed	Application status changed to : Active - Waiting		nilesh.amin@oet.myflorida.com
2/9/2016 3:35:12 PM	Application Status Changed	Application status changed to : Coalition Reviewing		nilesh.amin@oet.myflorida.com
2/9/2016 3:35:05 PM	Submitted By Parent	Submitted		oet.tp.qa+10@gmail.com
2/9/2016 3:24:33 PM	Application Status Changed	The Documentation was not Valid. Please Update and Resubmit. -Coalition User Joe Bob		nilesh.amin@oet.myflorida.com
2/9/2016 11:47:48 AM	Application Status Changed	Application status changed to : Coalition Reviewing		nilesh.amin@oet.myflorida.com
2/9/2016 11:15:11 AM	Submitted By Parent	Submitted		oet.tp.qa+10@gmail.com
2/8/2016 4:44:07 PM	Application Status Changed	need more screenshots		nilesh.amin@oet.myflorida.com
2/8/2016 4:43:47 PM	Application Status Changed	Application status changed to : Coalition Reviewing		nilesh.amin@oet.myflorida.com
2/1/2016 11:11:48 AM	Submitted By Parent	Submitted		oet.tp.qa+10@gmail.com

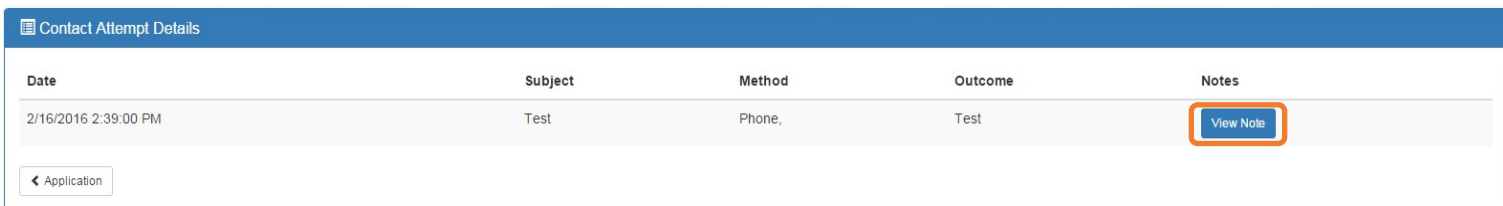
[← Application](#)

View Contact Attempts

The coalition user can view Contact Attempts by clicking the **View Contact Attempts** button.



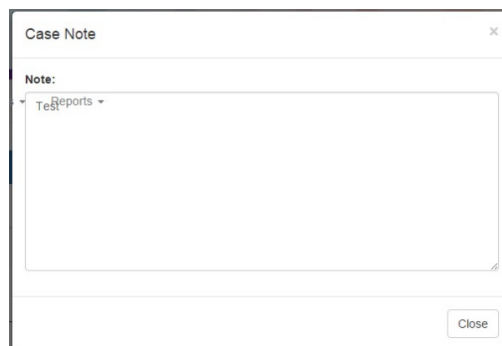
Once on the Contact Attempt Details page, click the **View Note** button to view any notes regarding the contact attempt. To get back to the School Readiness application, the coalition user will click the **<Application** button. Do not use the Back button on the internet browser.



Date	Subject	Method	Outcome	Notes
2/16/2016 2:39:00 PM	Test	Phone,	Test	View Note

[← Application](#)

Clicking the **View Note** button should display the following:



Download SR-01

The coalition user can view the family's SR application by clicking the **Download SR-01** button.



Processing a School Readiness Application

The first step in processing a School Readiness Application is to search for **Submitted** applications. To begin the review, the coalition user will click the **Confirmation Number** link of the record assigned to review.

Search Results - Status: Submitted 1 Total Records

Show : 10 entries ▾

Confirmation Number	Parents	Original Submission Date	Application Status	Date Last Updated	Updated By
SR_0000000026	First Last	2/1/2016	Submitted	2/15/2016	oel.fp.qa+10@gmail.com

The following page will display:

Review Application - Status **Coalition Reviewing** Household **HH_0001653278** Confirmation Number # **SR_0000811073**

✓ The application is complete. Please review the application before approving or rejecting.

[Add Note](#) [Add Contact Attempt](#) [Non SR Funding](#) [Verify](#) [Change Application Status](#) [View Case Notes](#) [View Contact Attempts](#) [Download SR-01](#)

Parents

[Add a Parent](#)

Parent #1 : [Edit this Parent Information](#)

Ethnicity : **Non-Hispanic**
 Races : **White**
 Gender : **Female**
 Marital Status : **Single**
 Date Of Birth : **07/13/2000**
 SSN : **[REDACTED]**
 Person ID : **[REDACTED]**

Primary [\[lock\]](#) ✓
 Are you currently homeless or located at a Domestic Violence Shelter? : **No**
 Primary Residence Address
 Is this a RCMA family? :
 Fort Myers, Florida 33907
 County: **Lee**
 Family is not displaced. [Edit](#)

Email : **[REDACTED]**
 Preferred Method of Contact : **Primary Contact Number**
 Primary language spoken at home: **English**

Do you have a form from another agency titled Child Care Application and Authorization? : **No**
 Are you currently working at least 20 hours per week, or if there are two parents in the household, are both of you working for a combined 40 hours per week? : **No**
 Are you currently searching for a job? : **No**
 Are you currently employed but working less than 20 hours per week? : **Yes**
 Are you currently enrolled and attending school? : **No**
 In School and Working? : **No**
 Are you disabled or unable to work as documented by a physician or a letter from the Social Security Administration awarding you disability benefits? : **No**
 Are you currently active duty (serving full-time) in the US Military? : **No**
 Are you a member of either a National Guard Unit or Military Reserve Unit? : **No**

Employer : J
 How often do you get paid? : **Bi-weekly**
 Rate of Pay : **\$10.00**
 Number of hours per week worked : **10 hrs/week**
 Annual Income : **\$5,200.00**
 Employer Address
 Florida
 Phone : **[REDACTED]**
 Child support and/or alimony that is deducted from your paycheck : **No**

[Add a Child Information](#)

Children Needing Care

test double email [Edit this Child Information](#)

Ethnicity : **Prefer not to answer**
 Races : **Prefer not to answer**
 Gender : **Female**
 Date Of Birth : **10/25/2010**
 SSN : **[REDACTED]**
 Parent #1's Relationship to child: **Parent/Step Parent**
 Citizen or lawfully entered alien for permanent residence? : **Yes**
 Have an individual Educational Plan (IEP) or Individual Family Service Plan (IFSP) ? : **No**
 Have a 504 designation ? : **No**
 Participated in a Head Start program? : **No**
 Child Care is needed on the following days : **Monday, Tuesday, Wednesday, Thursday, Friday**
 Type of care is needed: **Full-time**
[Remove test from Application](#)

Child Status
 Child Status : **Active - Waiting**
 Eligibility : **WRC-RCI**
 Priority : **9**
 Status Change Date : **01/18/2017**
 Reason : **NIA**
 Original Waiting List Date : **N/A**
 Revalidation Notification Date : **02/23/2017**
 Revalidation Due Date : **N/A**

Eddie Munster [Edit this Child Information](#)

Ethnicity : **Non-Hispanic**
 Races : **Prefer not to answer**
 Gender : **Male**
 Date Of Birth : **12/08/2012**
 SSN : **[REDACTED]**
 Parent #1's Relationship to child: **Parent/Step Parent**
 Citizen or lawfully entered alien for permanent residence? : **Yes**
 Have an individual Educational Plan (IEP) or Individual Family Service Plan (IFSP) ? : **No**
 Have a 504 designation ? : **No**
 Participated in a Head Start program? : **No**
 Child Care is needed on the following days : **Monday, Tuesday, Wednesday, Thursday, Friday**
 Type of care is needed: **Full-time**
[Remove Eddie from Application](#)

Child Status
 Child Status : **Active - Waiting**
 Eligibility : **BGS-TCC**
 Priority : **9**
 Status Change Date : **01/18/2017**
 Reason : **NIA**
 Original Waiting List Date : **N/A**
 Revalidation Notification Date : **02/23/2017**
 Revalidation Due Date : **N/A**

[Add a Household Member](#)

[Add Note](#) [Add Contact Attempt](#) [Verify](#) [Change Application Status](#) [View Case Notes](#) [View Contact Attempts](#) [Download SR-01](#)

Coalition Reviewing Status

Confirmation Number	Parents	Original Submission Date	Application Status	Date Last Updated	Updated By
SR_0000000026	First Last	2/1/2016	Submitted	2/15/2016	oel.fp.qa+10@gmail.com

Once the coalition user clicks the **Confirmation Number** link, the status of the application is systematically changed to **Coalition Reviewing**. An automated email message from **DONOTREPLY@oel.myflorida.com** is sent to the Family Portal user's email address, notifying them that the application is being reviewed by the early learning coalition.

Also, an automated Case Note will be recorded to reflect the status change and user name of the user who is reviewing the application.

The application can be changed to **Rejected** or set to one of the **Active** statuses, based on local application processes. If the application does not have the information needed to determine if the family is potentially eligible for funding, the application should be **Rejected**. If the application appears to meet eligibility requirements and no funding is available in the coalition services area, the child status should be changed to **Waiting**. If funding is available but additional documents are needed to authorize eligibility during an eligibility interview, the child status should be changed to **Pending**. If funding is available and eligibility and enrollment have been entered, the child status should be changed to **Active**.

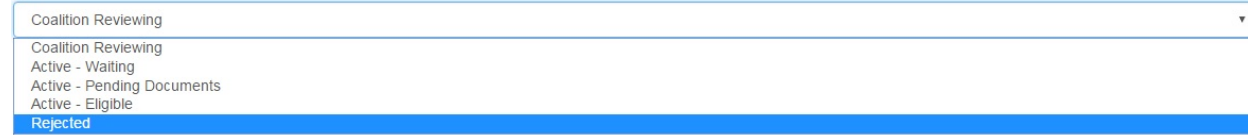
NOTE: With Release 4.5, coalition users can select families receiving RCMA services with a "Is this a RCMA family" checkbox under Primary Residence Address.

Rejected Status

To reject an application, the coalition user must click the **Change Application Status** button.

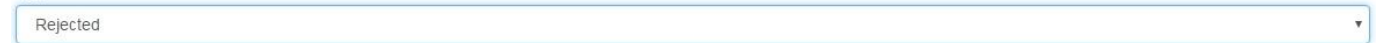
Once on the Change Application Status page, select **Rejected** in the Application Status dropdown menu.

Application Status: *

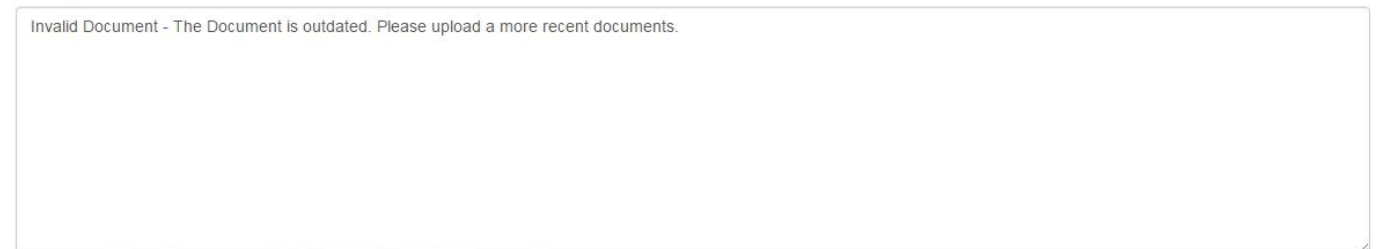


Enter the reason for the rejection in the comments section; the comment will be included in the automated email sent to the Family Portal user from **DONOTREPLY@oel.myflorida.com**. After entering all required fields, click **Save** to proceed.

Application Status: *

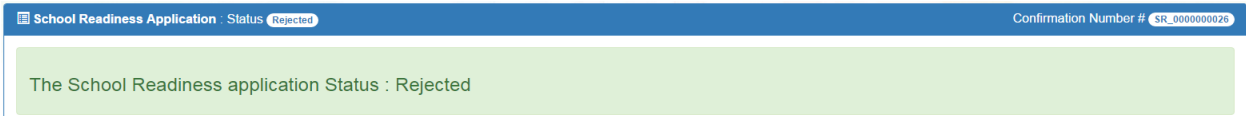


Comments:



Note: In case of rejection this comment will be included in the Email Notification to the parent

The status has been updated at the top of the application.



Once in **Rejected** status, the coalition user or coalition admin will not be able to edit the application until the application is resubmitted by the family.

Inactive Status

To change an application status from **Inactive** to **Active** or **Coalition Reviewing**, the coalition user must click the **Change Application Status** button.

Once on the Change Application Status page, select **Active** or **Coalition Reviewing** in the Application Status dropdown menu.

Click **Save** to proceed.

Active Statuses

To activate services for a child, the coalition user must click the **Change Household Status** button.

Select one of the **Active** child status types:

- **Waiting**: Puts the children listed in need of care on the application on the waiting list until funding is available.
- **Pending**: Contact has been made to the parent that funding is available and additional documentation is required during an eligibility interview to authorize services.
- **Active**: Eligibility has been authorized and child enrollment(s) have been made.

Changing Child Statuses

When a child is removed from the waiting list due to authorization of eligibility, the child status should be changed from **Waiting** to **Active**.

When a child is removed from the waiting list due to non-compliance or ineligibility, the child status should be changed from **Waiting** to **Terminated**.

If a child's eligibility and enrollment are terminated, the child status must be **Terminated** and the application status changed to **Inactive**.

The Revalidation Notification Date will system-populate based on the original waiting list date entered when the application status was changed to **Waiting**. This process should display 150 days from the original waiting list date entered, and will change to reflect a new 150-day period each time a revalidation occurs.

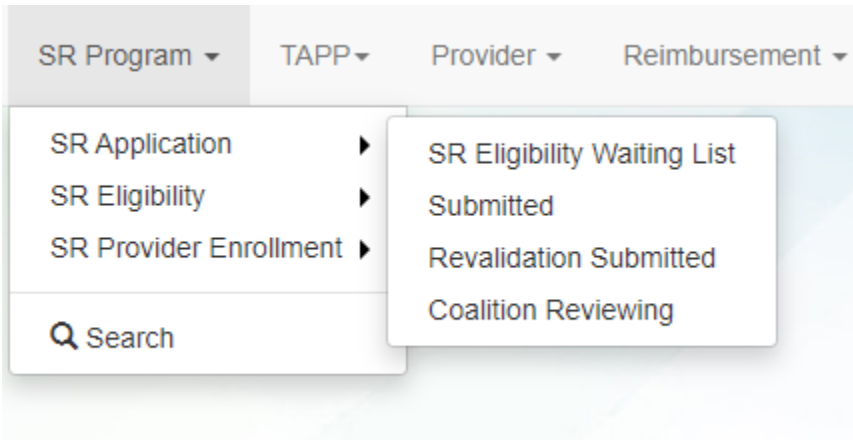
SR Eligibility Process

Once funding becomes available for a child, the coalition user will send a funding notification to the family.

Generate Funding Notification

Under the **SR Program** dropdown menu, select **SR Application**, then **SR Eligibility Waiting List**.

NOTE: All household statuses will display, but the child status must be **Waiting** for the application to display on the Waiting List. A funding notification can be sent to household statuses of Coalition Reviewing, Active, and Active – Pending Update. Household statuses of Inactive, Revalidation Incomplete, or No Status will display on the waiting list, but cannot be sent a funding notification.



NOTE: All household statuses will display, but the child status must be **Waiting** for the application to display on the Waiting List. A funding notification can be sent to household statuses of **Coalition Reviewing, Active, and Active – Pending Update**. Household statuses of **Inactive, Revalidation Incomplete, or No Status** (see below with a grayed-out status and a grayed-out checkbox) will display on the waiting list, but cannot be sent a funding notification.

<input type="checkbox"/>	SR_0000001883	P1 CT03	C1 CT03	Leon	Revalidation Incomplete
<input type="checkbox"/>	SR_0000001883	P1 CT03	C2 CT02	Leon	Revalidation Incomplete
<input type="checkbox"/>	SR_0000001873	Jamie York	Clarence york	Leon	Inactive
<input type="checkbox"/>	SR_0000001881	Thomas Scott	Michael Carter	Leon	Inactive
<input type="checkbox"/>	SR_0000001853	Pamela Smith	Jamie Smith	Leon	Active
<input type="checkbox"/>	SR_0000001839	P1 TS04	C2 TS04	Leon	Active
<input type="checkbox"/>	SR_0000001836	Brick City	Onion Latham	Leon	Active

The SR Waiting List will display. For each child that has available funding, check the **Send Funding Notification** checkbox, and check the **Generate PDF** box, if a physical copy of the notification is needed. Then, click the **Generate Funding Notification** button. The **Show entries** dropdown displays 10, 25, 50, 100, 1000, or all records.

School Readiness Waiting List 40 Total Records

Show 10 entries Clear All Filters Search:

Send Funding Notification Select All	Generate PDF Select All	Confirmation Number	Household ID	Parent First Name	Parent Last Name	Child First Name	Child Last Name	County	Status	Date of Birth	Age	Priority	Billing Group	Eligibility	Original Wait List Date
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	786520					Leon	Inactive		4y 5m	4	BG8	ECON	01/04/2022
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	1897798					Leon	Active		2y 4m	4	BG8	ECON	03/23/2022
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	1897798					Leon	Active		2y 4m	4	BG8	ECON	03/23/2022
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	1897570					Leon	Active		2y 7m	4	BG8	ECON	03/23/2022
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	1888402					Taylor	Active		2y 4m	4	BG8	ECON	03/23/2022
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	1888402					Taylor	Active		7y 2m	4	BG8	ECON	03/23/2022
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	1888402					Taylor	Active		3y 8m	4	BG8	ECON	03/23/2022
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	1685517					Leon	Active		9y 0m	4	BG8	ECON	03/23/2022
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	1685517					Leon	Active		9y 0m	4	BG8	ECON	03/23/2022
<input type="checkbox"/>	<input type="checkbox"/>	SR_00010	1685517					Leon	Active		10y 9m	4	BG8	ECON	03/23/2022

Showing 1 to 10 of 40 entries. Previous 1 2 3 4 Next

Generate Funding Notification

Once a funding notification has been generated for a child, the child will be removed from the School Readiness Waiting List screen.

The parent will receive an email from DONOTREPLY@oel.myflorida.com.

NOTE: Due to continuing updates, the email text displayed below may differ from the email the parent receives.

Notice of School Readiness Funding From The ELC of the Big Bend Region

Hello,

The ELC of the Big Bend Region would like you to know they now have funding to assist you with paying for child care.

IMPORTANT NOTE: You must respond by **08/05/2018** or your application will expire and you will have to reapply for the waitlist.

You will need to provide the following documents to determine your eligibility as well as your parent copayment. Please remember, you may be asked for additional documents to support your eligibility for services.

Identity

Please provide one of the following documents to verify your identity:

- Florida Driver's License
- Valid picture identification (must be government issued)

Child Documentation

Provide at least one of the following documents to verify the child's age:

- An original or certified copy of the child's birth record,
- An original or certified copy of the child's certificate of baptism or other religious record of the child's birth, with an affidavit stating that the certificate is true and correct,
- An insurance policy on the child's life which has been in force for at least 2 years,
- A passport or certificate of the child's arrival in the United States,
- An immunization record signed by a public health officer or licensed practicing physician, or A valid military dependent identification card.
- Proof of guardianship – court ordered documents (if applicable)

Family Size

Please provide at least one of the following documents to verify your family size:

- Documentation of civil status (proof of separation/divorce), if applicable.
- Child Care Authorization form from referring agency
- Food Stamp Award Letter

Residency

Provide at least one of the following documents to verify residency:

- Utility bill (electric, gas, water), cable, internet or home phone bill dated within 12 months of the date the child application is submitted.
- Current and signed residential rental agreement or receipt from rental payment dated within 12 months of the date the child application is submitted.
- Government-issued document (e.g., Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption), or
- Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty and resides in Florida when the child attends the school readiness program (e.g., permanent change of station).
- Current proof of residence with your name (examples: lease/mortgage statement signed by all parties, property taxes, current utility bill, current mail from FOOD Stamps/Medicaid (within the last 30 days), paystubs).
- If living with someone - Provide their residency document and a notarized statement written by homeowner confirming their address and that you and child(ren) live in their home, if applicable

Education/Academic Activity

If you are currently enrolled in school, please provide the following documents:

- Current school schedule with your name on official school letterhead
- Proof of enrollment from an accredited educational institution.

Employment

If you are currently employed, please provide the following (as applicable):

Current and consecutive paystubs from employment income (must be working at least 20 hours per week):

- four (4) weekly paystubs, or
- two (2) biweekly paystubs, or
- two (2) semi-monthly paystubs, or
- one (1) monthly paystub, or
- Self-Employment-
 - Business account ledgers, or
 - Written documentation from customers or contractors, or
 - Federal tax returns

Verification of Employment (VOE) and Loss of Income form completed by your employer. Verification of Employment may be submitted if applicant has been working less than 4 weeks with current employer.

State employees may submit a printout of hours worked from People First website.

Earned/ Unearned Income

Please provide the following documents as applicable:

- Proof of all other earned and unearned income within the last four (4) weeks (child support, alimony, social security, veterans' benefits, unemployment, or adoption subsidy, etc.)
- Social security letter must be dated for current year and give a description of the reason the income is awarded (i.e. disabled child; dependent of wage earner; survivors' benefits, etc)
- Physician disability statement confirming the parent is exemption from work requirement and providing recommendation for child care (MUST be dated and signed by the physician only).
- If income such as child support or alimony is ordered but not received, submit current documentation/printout confirming non-receipt.
- Proof of Relative Caregivers/Relative Caretaker (TANF) funds by obtaining the current printout from DCF Access web account (must print detail pages that show the names of the children served)
- For self-employment and cash payment jobs ? call the office and ask to speak with a specialist for more information.

If the above documents are not available, you have any questions about the required documents, or need assistance with uploading the documents, please call the ELC of the Big Bend Region and ask to speak with a specialist for more information.

If you have any questions about the required documents or need assistance uploading documents, please contact the early learning coalition at the number listed below. The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care options and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

Thank you,

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

The child status changes to **Pending Eligibility**. The family has 30 days to respond to the funding notification by completing the Eligibility Verification Wizard or the notification will expire, and the coalition will determine if the child should be placed back on the waiting list or terminate the SR Application.

School Readiness Funding

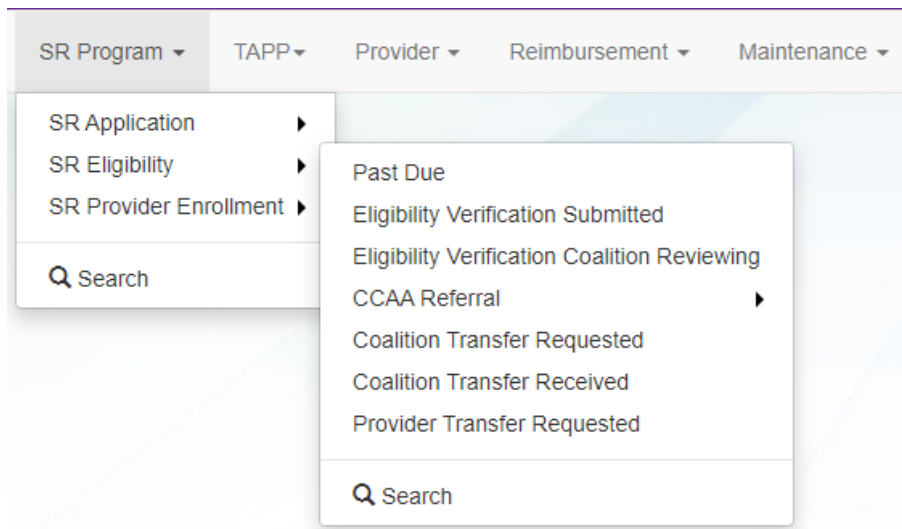
The following table shows the School Readiness funding status for all of the children in your household.

Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
Not Test Tester JR	EV_0000001392	Eligible	-	-	-
Not Test Tester III	EV_0000001675	Eligible	Enrolled	Jim's House of Smarties	View
Not Test Tester IV	EV_0000001708	Pending Eligibility	-	-	-

Eligibility Verification

Once a parent responds to the funding notification, the eligibility must be verified.

From the *SR Program* tab, select **SR Eligibility**, then **Search**.



Enter the first and/or last name of the parent or child, and click **Search**.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number	<input type="text"/>	Priority	<input type="text" value="Select One"/>
Household Process Code	<input type="text"/>	Funding Type	<input type="radio"/> SR <input type="radio"/> Local <input type="button" value="Refresh"/>
Household Status Code	<input type="text"/>	CCAA	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Refresh"/>
Child Status Code	<input type="text"/>	Assigned Counselor	<input type="text" value="Select One"/>
Include Past Due?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Refresh"/>	Assigned Date	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
Parent Name	First Name: <input type="text" value="Enter Parent First Name"/> Last Name: <input type="text" value="Enter Parent Last Name"/>	County	<input type="text"/>
Child Name	First Name: <input type="text" value="Enter Child First Name"/> Last Name: <input type="text" value="Enter Child Last Name"/>	Zip Code	<input type="text"/>
Child Age	<input type="text"/> to <input type="text"/>	Last Updated Date	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
Child Date of Birth	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>	Coalition Transfer	<input type="radio"/> Requested <input type="radio"/> In <input type="radio"/> Out <input type="button" value="Refresh"/>
		Family Requested for Provider Transfer	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Refresh"/>

Click the **Eligibility Verification (EV) Number** of the child for whom the funding notification was sent.

Search Results

Click Here For Filtering Tips

Show 10 search results. Assign Counselor Clear All Filters

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status	Days in SR Status	SR Status Change Date
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> EV_0000		Unassigned		4			Active	0	04/26/2019

...

[← Return to Search](#)

Assign Counselor Clear All Filters Search:

Child Status	Billing Group	Eligibility Code	Priority	Assigned Date	Past Due	CCAA	Last Updated Date	Zip Code	County	Coalition Transfer Requested	Coalition Transferring In	Coalition Transferring Out	Provider Transfer
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Terminated	BG1	FAM	1	N/A	No	No	N/A	33145	Miami-Dade	False	False	False	False

The EV status is **Submitted – Eligibility Verification**, and the child status is **Pending Eligibility**.

Eligibility Verification **Submitted – Eligibility Verification** Eligibility Verification Number: **6302**

[Assign Counselor](#) [Change Household Status](#) [Case Notes](#) [Add Note](#)

Household at a Glance... **Household ID: 1344**

Children Needing Care	Parents	Other Household Members	Total Household Income Calculations
Test Tester JR (child, male, age 0)	Test Tester (adult, male) asdasd asdasd (adult, female)		Employment income: \$41,600 Alimony and child support income: \$0 Other income: \$0 Alimony and child support deductions: \$0 Total annual gross income: \$41,600

Contact Information

Primary Address	Primary Parent	Family Portal Account	History
Change	Email: ledbetter.kivans+8@gmail.com Primary phone: (555) 555-5555	ledbetter.kivans+8@gmail.com	Edit

Children Needing Care

Test Tester JR (child, male, age 0)	History
Change Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 05/10/2018 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: US Citizen or Qualified Alien Age verification: Verified Medicaid eligibility: Not eligible	Change Status Edit

[Add Child...](#)

Parents

Not Test Tester (adult, male, primary parent)	History
Date of birth: 05/10/2000 Ethnicity: Prefer not to answer Races: Prefer not to answer Marital status: Divorced Email: ledbetter.kivans+9@gmail.com Primary phone: (777) 777-7777 Disabled: No Disability documentation: No documents available	Edit

[Add Parent...](#)

Other Household Members

Your application contains no people listed as other household members.

[Add Other Household Member...](#)

CCAA Referral Information

Tester Not Test	Edit	Remove
Referring Agency: test Referral Number: 123 Referral Start Date: 05/10/2018 Referral End Date: 05/10/2019 Referring Agency Staff Name: Comments:		

Do you have a form from another agency titled Child Care Application and Authorization? No

CCAA Referral Documentation
There are no attached documents of this type.

[Upload Document...](#)

Children Needing Care

Parents

Other Household Members

CCAA Referral Information

Employment

School/Training

Alimony and Child Support Income

Other Income

Deductions

Totals

Documents

School/Training

Alimony and Child Support Income

Other Income

Deductions

Totals

Documents

Employment

Not Test Tester

OEL

Location: Florida

Schedule: 40 hours per week, Monday-Friday

Pay: \$10.00 per hour, paid monthly

Omit

School/Training

Not Test Tester

Not Test is not currently attending a school or training facility.

Alimony and Child Support Income

Not Test Tester

No alimony or child support income.

Omit Alimony

Omit Child Support

Other Income

No one in the household is receiving additional income.

Deductions

Not Test Tester

\$100 per month paid in alimony, \$122 per month paid in child support.

Omit Alimony

Omit Child Support

Totals

Totals information goes here...

Documents

Additional Documentation

There are no attached documents of this type.

Career Source Regional Workforce Welfare Transition Program Participant

There are no attached documents of this type.

NOTE: Coalition users can determine if families receive RCMA services with an "RCMA Family" Yes or No answer under Primary Address.

Add a Child to an Eligibility Verification

Scenario 1

To add a new child, the coalition can trigger the Eligibility Verification Wizard for the family to complete. Click the **Add Child...** button to add a child to the Children Needing Care section.

Children Needing Care

<p>Not Test Tester JR (child, male, age 1)</p> <p>Eligibility status: Eligible</p> <p>Enrollment status: Enrollment Ended (Terminated)</p> <p>Date of birth: 05/10/2017</p> <p>Ethnicity: Prefer not to answer</p> <p>Races: Prefer not to answer</p> <p>Care days: Monday-Friday</p> <p>Care types: Fulltime</p> <p>Citizenship: Unknown</p> <p>Age verification: Unknown</p> <p>Medicaid eligibility: Unknown</p> <p>Current Authorization Period: 06/30/2018 - 06/30/2019</p>	<p>History</p> <p>Change Status</p> <p>Eligibility</p> <p>Update Enrollment</p> <p>Edit</p>	<p>Not Test Tester III (child, male, age 0)</p> <p>Eligibility status: Eligible</p> <p>Enrollment status: Enrolled</p> <p>Date of birth: 12/01/2017</p> <p>Ethnicity: Prefer not to answer</p> <p>Races: Prefer not to answer</p> <p>Care days: Monday-Friday</p> <p>Care types: Fulltime</p> <p>Citizenship: US Citizen or Qualified Alien</p> <p>Age verification: Verified</p> <p>Medicaid eligibility: Not eligible</p> <p>Current Authorization Period: 07/01/2018 - 07/01/2019</p>	<p>History</p> <p>Change Status</p> <p>Eligibility</p> <p>Update Enrollment</p> <p>Edit</p>
<p>Not Test Tester IV (child, male, age 0) Change</p> <p>Eligibility status: Eligible</p> <p>Enrollment status: Not Enrolled</p> <p>Date of birth: 07/01/2018</p> <p>Ethnicity: Prefer not to answer</p> <p>Races: Prefer not to answer</p> <p>Care days: Monday-Friday</p> <p>Care types: Fulltime</p> <p>Citizenship: Unknown</p> <p>Age verification: Unknown</p> <p>Medicaid eligibility: Unknown</p> <p>Current Authorization Period: 07/06/2018 - 07/06/2019</p>	<p>History</p> <p>Change Status</p> <p>Eligibility</p> <p>Enroll</p> <p>Edit</p>		

[Add Child...](#)

Enter the required child information and click **Save**.

Add Child Needing Care

First Name

Middle Name

Last Name

Suffix

Ethnicity Hispanic Non-Hispanic Prefer not to answer

Races (select all that apply) Asian Hawaiian / Pacific Black US Indian / Alaskan White Prefer not to answer

Gender Male Female

Date of Birth

SSN

Days on which childcare is needed (select all that apply)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Types of care needed (select all that apply)

- Fulltime
- Parttime
- Before School
- After School
- Days School is out

[Save](#) [Cancel](#)

The child now has a status of **Added**.

Children Needing Care

Not Test Tester JR (child, male, age 1) Eligibility status: Eligible Enrollment status: Enrollment Ended (Terminated) Date of birth: 05/10/2017 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown Current Authorization Period: 06/30/2018 - 06/30/2019	History Change Status Eligibility Update Enrollment Edit
Not Test Tester III (child, male, age 0) Eligibility status: Eligible Enrollment status: Enrolled Date of birth: 12/01/2017 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: US Citizen or Qualified Alien Age verification: Verified Medicaid eligibility: Not eligible Current Authorization Period: 07/01/2018 - 07/01/2019	History Change Status Eligibility Update Enrollment Edit
Not Test Tester IV (child, male, age 0) Change Eligibility status: Eligible Enrollment status: Not Enrolled Date of birth: 07/01/2018 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown Current Authorization Period: 07/06/2018 - 07/06/2019	History Change Status Eligibility Enroll Edit
Not Test Tester (child, male, age 8) Added Eligibility status: (new) Date of birth: 07/01/2010 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Before School, After School, Days School is out Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown	History Change Status Edit Remove

Click Change Status for the child.

Not Test Tester (child, male, age 8) Changed

Eligibility status: (new)
Date of birth: 07/01/2010
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Before School, After School, Days School is out
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown

History
Change Status
Edit
Remove

Change the New Status to **Pending Eligibility** and click Save.

Current Status: (new)

New Status*: Pending Eligibility

Save Cancel

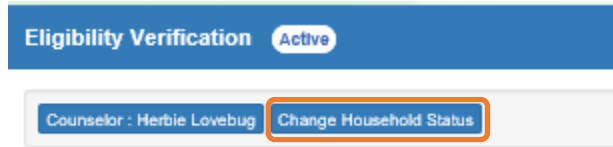
Not Test Tester (child, male, age 8) Changed

Eligibility status: Pending Eligibility
Enrollment status: Not Enrolled
Date of birth: 07/01/2010
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Before School, After School, Days School is out
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown

History
Change Status
Edit

Required information is missing or invalid.

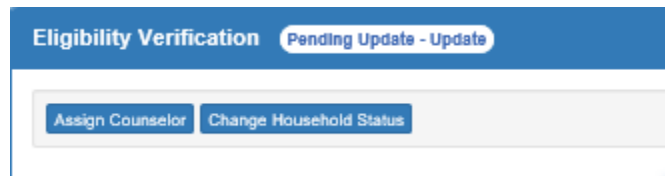
To allow the family to update the EV, set the EV Household Status to **Pending Update**. Click **Change Household Status**.



Select **Pending Update** for the New Status, enter Comments, and click **Save**.

A screenshot of a form titled 'Change Household Eligibility Status'. The form has a blue header bar with the title. Below the header, there are four sections: 'Current Status' with a dropdown menu showing 'Active'; 'New Status' with a dropdown menu showing 'Pending Update' and a downward arrow; 'Review Period' with an unchecked checkbox; and 'Comments' with a text area containing the text 'Complete the Eligibility Wizard for the new child. |'. At the bottom right of the form, there are two buttons: 'Save' (highlighted with an orange border) and 'Cancel'.

The EV Household Status is now **Pending Update – Update**.



The family will receive an email from **DONOTREPLY@oel.myflorida.com**.

Hello,

You have requested the ELC of the Big Bend Region to open your Family Portal account for you to make any necessary updates. If you did not make this request, please contact the ELC of the Big Bend Region as soon as possible. To access your family portal account, go to: <https://familyservices.floridaearlylearning.com/>

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

If you have any questions you may contact the ELC of the Big Bend Region at the number listed below.

Thank you,

ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your early learning coalition.

The family will see an **Update Eligibility** button on their Family Portal Profile page.

School Readiness Funding

The following table shows the School Readiness funding status for all of the children in your household.

Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
Not Test Tester JR	EV_0000001382	Eligible	-	-	-
Not Test Tester III	EV_0000001675	Eligible	Enrolled	Jim's House of Smarlies	View
Not Test Tester IV	EV_0000001708	Eligible	-	-	-
Not Test Tester	EV_0000001711	Pending Eligibility	-	-	-

[Click here to update your family's eligibility.](#)

[Update Eligibility](#)

When the family clicks **Update Eligibility**, the Eligibility Verification Wizard is launched.



Welcome to the Eligibility Verification Wizard

The Early Learning Coalition may have funding available to assist in paying for child care.

But first, we need your help in confirming that your child is still eligible.

This Eligibility Verification Wizard will guide you through the processes of:

1. Verifying your existing information (and updating whatever may have changed), and
2. Uploading documents that validate the information you've provided.

When you're ready to begin, click **Start**.



Start!

The family will click the green **Yes** or red **No** button in each section.

Eligibility Verification Wizard

Household Address

Our records indicate the following primary address for your household.

Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 * 250 Marriott Drive

Address Line 2 (Apt, Suite, etc)

City * Tallahassee

County * Leon

State * Florida

Zip Code * 32399

Proof of Residency * Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency *
TEST DOCUMENT.docx View
TEST.docx View

Is this information accurate and complete?

Yes It is accurate and complete. **No** I need to update the information.

Previous Next

The **Next** button is disabled until the family chooses a **Yes** or **No** button.

Eligibility Verification Wizard

Household Address

Our records indicate the following primary address for your household.

Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 * 250 Marriott Drive

Address Line 2 (Apt, Suite, etc)

City * Tallahassee

County * Leon

State * Florida

Zip Code * 32399

Proof of Residency * Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency *
TEST DOCUMENT.docx View
TEST.docx View

Is this information accurate and complete?

Yes It is accurate and complete. **No** I need to update the information.

Previous **Next**

Children Needing Care

Our records indicate that the following people reside in your household as children needing care.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit

<p>Not Test Tester JR (child, male, age 1) Eligibility status: Eligible Enrollment status: Enrollment Ended (Terminated) Date of birth: 05/10/2017 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Current Authorization Period: 06/30/2018 - 06/30/2019</p>
<p>Not Test Tester III (child, male, age 0) Eligibility status: Eligible Enrollment status: Enrolled Date of birth: 12/01/2017 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Current Authorization Period: 07/01/2018 - 07/01/2019</p>
<p>Not Test Tester IV (child, male, age 0) Eligibility status: Eligible Enrollment status: Not Enrolled Date of birth: 07/01/2018 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Current Authorization Period: 07/06/2018 - 07/06/2019</p>
<p>Not Test Tester (child, male, age 8) Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 07/01/2010 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Before School, After School, Days School is out Additional information is needed</p>

Is this information accurate and complete?

It is accurate and complete.
 I need to update the information.

Previous

Next

Children Needing Care

Use the Add and Remove buttons to update the list of children needing care. When everything looks good, click Yes.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit

<p>Not Test Tester JR (child, male, age 1) Eligibility status: Eligible Enrollment status: Enrollment Ended (Terminated) Date of birth: 05/10/2017 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Current Authorization Period: 06/30/2018 - 06/30/2019</p>	<input type="button" value="Edit"/>
<p>Not Test Tester III (child, male, age 0) Eligibility status: Eligible Enrollment status: Enrolled Date of birth: 12/01/2017 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Current Authorization Period: 07/01/2018 - 07/01/2019</p>	<input type="button" value="Edit"/>
<p>Not Test Tester IV (child, male, age 0) Eligibility status: Eligible Enrollment status: Not Enrolled Date of birth: 07/01/2018 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Current Authorization Period: 07/06/2018 - 07/06/2019</p>	<input type="button" value="Edit"/>
<p>Not Test Tester (child, male, age 8) Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 07/01/2010 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Before School, After School, Days School is out Additional information is needed</p>	<input type="button" value="Edit"/>

Is this information accurate and complete?

It is accurate and complete.
 I need to update the information.

Previous

Next



Eligibility Verification Wizard

Children Needing Care: Edit Child Details

Please update the child information for Not Test Tester, and then click Save to save your changes. Or click Cancel to discard your changes.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit

First Name *

Middle Name

Last Name *

Suffix

Ethnicity * Hispanic Non-Hispanic Prefer not to answer

Races (select all that apply) * Asian Hawaiian / Pacific Black US Indian / Alaskan White Prefer not to answer

Gender * Male Female

Date of Birth *

SSN

Days on which childcare is needed (select all that apply) *

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Types of care needed (select all that apply) *

- Fulltime
- Parttime
- Before School
- After School
- Days School is out

Proof of Age and Citizenship *

Attach the documentation necessary to establish the child's proof of age and U.S. citizenship.

Proof of Age *

Proof of U.S. Citizenship Or Qualified Alien *

A proof-of-age document is required.
A proof-of-citizenship document is required.



Eligibility Verification Wizard

Children Needing Care: Edit Child Details

Please update the child information for Not Test Tester, and then click Save to save your changes. Or click Cancel to discard your changes.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit

First Name *

Middle Name

Last Name *

Suffix

Ethnicity * Hispanic Non-Hispanic Prefer not to answer

Races (select all that apply) * Asian Hawaiian / Pacific Black US Indian / Alaskan White Prefer not to answer

Gender * Male Female

Date of Birth *

SSN

Days on which childcare is needed (select all that apply) *

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Types of care needed (select all that apply) *

- Fulltime
- Parttime
- Before School
- After School
- Days School is out

Proof of Age and Citizenship *

Attach the documentation necessary to establish the child's proof of age and U.S. citizenship.

Proof of Age *

Proof of U.S. Citizenship Or Qualified Alien *

A proof-of-age document is required.
A proof-of-citizenship document is required.

Children Needing Care

Use the Add and Remove buttons to update the list of children needing care. When everything looks good, click Yes.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit!

<p>Not Test Tester JR (child, male, age 1) Eligibility status: Eligible Enrollment status: Enrollment Ended (Terminated) Date of birth: 05/10/2017 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Current Authorization Period: 06/20/2016 - 06/30/2019</p>	<input type="button" value="Edit"/>
<p>Not Test Tester III (child, male, age 3) Eligibility status: Eligible Enrollment status: Enrolled Date of birth: 12/01/2017 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Current Authorization Period: 07/01/2016 - 07/01/2019</p>	<input type="button" value="Edit"/>
<p>Not Test Tester IV (child, male, age 0) Eligibility status: Eligible Enrollment status: Not Enrolled Date of birth: 07/01/2016 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Current Authorization Period: 07/01/2016 - 07/01/2019</p>	<input type="button" value="Edit"/>
<p>Not Test Tester (child, male, age 8) Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 07/01/2010 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Before School, After School, Days School is out</p>	<input type="button" value="Edit"/>

Is this information accurate and complete?

It is accurate and complete.
 I need to update the information.

Parents

Our records indicate that the following people reside in your household as parents.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit!

<p>Not Test Tester (adult, male, primary parent) Date of birth: 05/10/2000 Ethnicity: Prefer not to answer Races: Prefer not to answer Marital status: Divorced Email: ledbetter.kwanis-9@gmail.com Primary phone: (777) 777-7777 Disabled: No Disability documentation: No documents available.</p>

Is this information accurate and complete?

It is accurate and complete.
 I need to update the information.



Eligibility Verification Wizard

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit!

Other Household Members

In addition to the parents and then children needing care, our records indicate that the following people reside in your household, either as adults or as children not needing care.

Your application contains no people listed as other household members.

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.



Previous

Next



Eligibility Verification Wizard

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit!

Child Care Application and Authorization Referral

Child Care Application and Authorization Form ¹ Do you have a form from another agency titled Child Care Application and Authorization (CCAA)?

Yes No

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.



Previous

Next



Eligibility Verification Wizard

Employment Information

Excellent! Now let's make sure we've got current employment information for the adults in your household. In this section, we'll have you confirm or update the following information for each adult.

- Their current list of employers.
- Their weekly schedule for each job.
- Their income for each job.

When you're ready to continue, click **Next**.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit!



Previous

Next



Eligibility Verification Wizard

Employment Information

Our records indicate that the adults in your household currently hold the following jobs.

Not Test Tester

OEL
 Location: Florida
 Schedule: 40 hours per week, Monday-Friday
 Pay: \$10.00 per hour, paid monthly

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit!



Previous

Next



Eligibility Verification Wizard

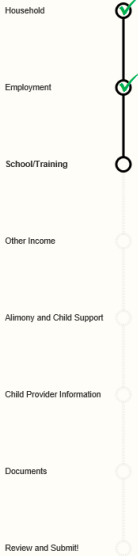
Schooling/Training Information

Wonderful! Now let's make sure we've got current school/training information for the adults in your household.

In this section, we'll have you confirm or update the following information for each adult.

- The list of schools and training facilities that they are currently attending.
- Their weekly class schedule for each school or facility.

When you're ready to continue, click Next.



Previous

Next



Eligibility Verification Wizard

School/Training Information

Our records indicate that the adults in your household *currently* attend the following schools and training facilities.

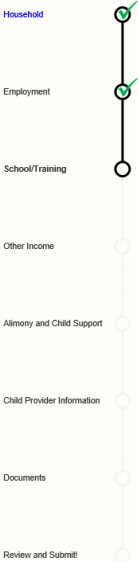
Not Test Tester

Not Test is not currently attending a school or training facility.

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.



Previous

Next

Other Income

Perfect! You're half way there. Now let's make sure we've got current information about any additional income that your household receives.

In this section, we'll have you confirm or update the following information:

- The household members that receive additional income.
- The amount and source of the additional income.

When you're ready to continue, click Next.

Household

Employment

School/Training


Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit!



Other Income

Our records indicate that your household members receive the following additional income.

No one in the household is receiving additional income.

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.

Household

Employment

School/Training


Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit!



Alimony and Child Support

Great! Now let's make sure we've got current information about your alimony and child support payments.

In this section, we'll have you confirm or update the following information:

- The adults in your household that are making alimony and child support payments.
- The amounts of the payments.

When you're ready to continue, click Next.

Household

Employment

School/Training

Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit!

Previous Next

Alimony and Child Support

Payments
Our records indicate that the parents in your household pay the following amounts in alimony and child support.

Not Test Taker
\$100 per month paid in alimony, \$122 per month paid in child support.

Income
Our records indicate that the parents in your household receive the following amounts in alimony and child support.

Not Test Taker
No alimony or child support income.

Is this information accurate and complete?

Yes It is accurate and complete. **No** I need to update the information.

Household

Employment

School/Training

Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit!

Previous Next

When the parent clicks **Yes**, the following confirmation message will display. Click **Save**.

Certify Alimony Child Support

Do you certify that this household does not receive Alimony Payments? Yes No

Do you certify that this household does not receive Child Support Payments? Yes No

Save Cancel



Eligibility Verification Wizard

Provider Enrollments

Wonderful! You're in the home stretch. Now let's make sure we know your childcare provider preferences. In this section, we'll have you review enrollments. At this point you will be able to request a provider transfer. The Early Learning Coalition will review your request and process it. When you're ready to continue, click Next.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit!



Eligibility Verification Wizard

Child Enrollments

For each child listed below, you will see all providers your Early Learning Coalition has placed your child. Our records indicate the following provider selections. If these are still the ones you want, simply click Yes, otherwise click No.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit!

Not Test Tester JR
Not Test Tester III
Jim's House of Smarties Location: 250 WARRIOTT DR, TALLAHASSEE, Florida 32301 Phone: (904) 855-8555 Enrollment Start Date: 07/01/2018 Enrollment End Date:
Not Test Tester IV
Not Test Tester

Is this information accurate and complete?

It is accurate and complete.
 I need to update the information.

Child Enrollments

Not Test Tester JR
Not Test Tester III
Not Test Tester IV
Not Test Tester

Joe's House of Securities
Location: 250 MARRIOTT DR , TALLAHASSEE, Florida 32301
Phone: (904) 559-8500
Enrollment Start Date: 07/01/2018
Enrollment End Date:

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.

Household

Employment

School/Training

Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit!

Provider Selections

Wonderful! You're in the home stretch. Now let's make sure we know your childcare provider preferences.

In this section, we'll have you select childcare providers for your children. The Early Learning Coalition will refer to your selections when enrolling your children with School Readiness childcare providers.

If you need help finding a childcare provider, please visit <https://cares.myfamilies.com/PublicSearch> to search for School Readiness childcare providers in your area.

When you're ready to continue, click Next.

Household

Employment

School/Training

Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit!



Eligibility Verification Wizard

Provider Selections

For each child listed below, you may specify up to three providers for your Early Learning Coalition to consider when placing your child. Our records indicate the following provider selections. If these are all the ones you want, simply click **Yes**, otherwise click **No**.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit

<p>Not Test Tester JR Assistance in selecting a provider has been requested for Not Test.</p>
<p>Not Test Tester III Assistance in selecting a provider has been requested for Not Test.</p>
<p>Not Test Tester IV Assistance in selecting a provider has been requested for Not Test.</p>
<p>Not Test Tester A provider selection is required. Additional information is needed.</p>

Is this information accurate and complete?

Yes It is accurate and complete.
 No I need to update the information.

[Previous](#)

[Next](#)



Eligibility Verification Wizard

Provider Selections

Use the **Add** and **Remove** buttons to update your provider selections, making up to three selections per child. When everything looks good, click **Yes**.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit

<p>Not Test Tester JR Assistance in selecting a provider has been requested for Not Test. Add Provider Selection... or <input checked="" type="checkbox"/> I need help selecting a childcare provider.</p>
<p>Not Test Tester III Assistance in selecting a provider has been requested for Not Test. Add Provider Selection... or <input checked="" type="checkbox"/> I need help selecting a childcare provider.</p>
<p>Not Test Tester IV Assistance in selecting a provider has been requested for Not Test. Add Provider Selection... or <input checked="" type="checkbox"/> I need help selecting a childcare provider.</p>
<p>Not Test Tester A provider selection is required. Add Provider Selection... or <input type="checkbox"/> I need help selecting a childcare provider. Additional information is needed.</p>

Is this information accurate and complete?

Yes It is accurate and complete.
 No I need to update the information.

[Previous](#)

[Next](#)

Eligibility Verification Wizard

Provider Selection: Add Provider Selection to Verification
Please select a childcare provider for Not Test Tester, and then click Save.

Step 1: Search the Childcare Provider Listing
Type all or part of the childcare provider's name and address, then click Search.

Household

Employment

School/Training

Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit

Provider Name

Street Address

City

Zip Code

County

The family can enter a search parameter and click **Search** to find a provider.

Eligibility Verification Wizard

Provider Selection: Add Provider Selection to Verification
Please select a childcare provider for Not Test Tester, and then click Save.

Step 1: Search the Childcare Provider Listing
Type all or part of the childcare provider's name and address, then click Search.

Household

Employment

School/Training

Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit

Provider Name

Street Address

City

Zip Code

County

Step 2: Select a Childcare Provider!
Select a childcare provider from the search results below. If you don't see the childcare provider that you're looking for, click Enter Provider Information to enter their information.

Select from Search Results Or...

The family will select the provider returned from the search and select if the child is currently attending the provider.

Eligibility Verification Wizard
 Provider Selection: Add Provider Selection to Verification
 Please select a childcare provider for Not Test Tester, and then click Save.

Step 1: Search the Childcare Provider Listing
 Type all or part of the childcare provider's name and address, then click Search.

Provider Name: smarties
 Street Address:
 City:
 Zip Code:
 County: Leon

Step 2: Select a Childcare Provider
 Select a childcare provider from the search results below. If you don't see the childcare provider that you're looking for, click Enter Provider Information to enter their information.

Select from Search Results: **Jim's House of Smarties (TALAHASSEE)**

Details of Selected Childcare Provider		
Name	Contact Phone Number	Provider Type
Jim's House of Smarties	(850) 555-5555	Private School
Location	Contact Email Address	Child Ages
250 MARRIOTT DR TALAHASSEE, Florida 32301 Leon	test@test.com	1 MO - 12 MO
	Hours of Business	Gold Seal Type
	M-F 8:00am-6:00pm	Gold Seal for preschool to 5

Please contact the provider for more information on any additional fees and charges that may be applied once your child is enrolled.

Step 3: Currently Attending?
 Please let us know if Not Test Tester is currently attending Jim's House of Smarties.

Yes, Not Test Tester is currently attending this childcare provider.
 No, Not Test Tester is not currently attending this childcare provider.
 Estimated Start Date*

Save Cancel

If the family selects that the child is not currently attending the provider, an Estimated Start Date must be entered.

Eligibility Verification Wizard
 Provider Selection: Add Provider Selection to Verification
 Please select a childcare provider for Not Test Tester, and then click Save.

Step 3: Currently Attending?
 Please let us know if Not Test Tester is currently attending Jim's House of Smarties.

Yes, Not Test Tester is currently attending this childcare provider.
 No, Not Test Tester is not currently attending this childcare provider.
 Estimated Start Date*
 9/23/2026

Save Cancel

Provider Selections

Use the Add and Remove buttons to update your provider selections, making up to three selections per child. When everything looks good, click Yes.

Household

Employment

School/Training

Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit

Not Test Tester JR
Assistance in selecting a provider has been requested for Not Test.
Add Provider Selection... or I need help selecting a childcare provider.

Not Test Tester III
Assistance in selecting a provider has been requested for Not Test.
Add Provider Selection... or I need help selecting a childcare provider.

Not Test Tester IV
Assistance in selecting a provider has been requested for Not Test.
Add Provider Selection... or I need help selecting a childcare provider.

Not Test Tester
Jim's House of Smarties
Location: 250 MARROTT DR, TALLAHASSEE, Florida 32301
Attendance: Estimated to start on 07/06/2018
Information source: Provider Listing Remove

Add Provider Selection...

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.

Previous Next

Attach Supporting Documents

One last step! Let's make sure that we can verify the information that you've provided.

In this final section, we'll have you upload documentation that validates the information in your application. Here are some examples.

- Identifications: birth certificate, driver's license, etc.
- Proof of residency: current utility bill, paystub, etc.
- Proof of employment: paystubs, employment/income verification form, etc.

The actual list of documents that we need will depend on the information you have provided.

When you're ready to continue, click **Next**.

Household

Employment

School/Training

Other Income

Alimony and Child Support

Child Provider Information

Documents

Review and Submit

Previous Next

Attach Supporting Documents

When you've completed all the sections and everything looks good, click **Yes**.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit!

Additional Documentation ⓘ

Career Source Regional Workforce Welfare Transition Program Participant ⓘ

Is this information accurate and complete?

Yes It is accurate and complete.



Previous

Next

Review

And that's it! Please take a moment to review your responses for accuracy. If everything looks good, click **Next** to continue to the **Submit** page where you can sign and submit your Eligibility Verification. Or, if you need to make corrections to your information, use the corresponding **Edit** buttons to go back and edit your information.

- Household
- Employment
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit
- School/Training
- Other Income
- Alimony and Child Support
- Child Provider Information
- Documents
- Review and Submit

Household Address

250 Marriott Drive
Tallahassee, Florida 32301
Leon County

Has CCAA Form

Do you have a form from another agency titled **Child Care Application and Authorization**? No

Children Needing Care

Not Test Tester JR (child, male, age 1)
Eligibility status: Eligible
Enrollment status: Enrollment Ended (Terminated)
Date of birth: 05/10/2017
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime
Current Authorization Period: 06/30/2018 - 06/30/2019

Not Test Tester III (child, male, age 0)
Eligibility status: Eligible
Enrollment status: Enrolled
Date of birth: 12/01/2017
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime
Current Authorization Period: 07/01/2018 - 07/01/2019

Not Test Tester IV (child, male, age 0)
Eligibility status: Eligible
Enrollment status: Not Enrolled
Date of birth: 07/01/2018
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime
Current Authorization Period: 07/06/2018 - 07/06/2019

Not Test Tester (child, male, age 3)
Eligibility status: Pending Eligibility
Enrollment status: Not Enrolled
Date of birth: 07/01/2010
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Before School, After School, Days School is out

Parents

Not Test Tester (adult, male, primary parent)
Date of birth: 05/10/2000
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Marital status: Divorced
Email: nottestertester@gmail.com
Primary phone: (777) 777-7777
Disabled: No
Disability documentation: No documents available.

Other Household Members

Your application contains no people listed as other household members.

Employment

Not Test Tester
OEL
Location: Florida
Schedule: 40 hours per week, Monday-Friday
Pay: \$10.00 per hour, paid monthly

School/Training

Not Test Tester
Not Test is not currently attending a school or training facility.

Alimony and Child Support Paid

Not Test Tester
\$100 per month paid in alimony, \$122 per month paid in child support.

Alimony and Child Support Received

Not Test Tester
No alimony or child support income.

Other Income

No one in the household is receiving additional income.

Provider Selections

Not Test Tester JR
Assistance in selecting a provider has been requested for Not Test.

Not Test Tester III
Assistance in selecting a provider has been requested for Not Test.

Not Test Tester IV
Assistance in selecting a provider has been requested for Not Test.

Not Test Tester
Jim's House of Smarts
Location: 250 MARRIOTT DR, TALLAHASSEE, Florida 32301
Attendance: Estimated to start on 07/08/2018
Information source: Provider Listing

To submit the Eligibility Verification, the family must check the **Certify by Electronic Signature** checkbox, enter a parent name, and click **Submit Eligibility Verification**.

Eligibility Verification Wizard

Submit

Ready to submit your Eligibility Verification? Terrific! Here's what you need to do.

Step 1: Read the certification statement.
Please read through the following certification statement, and be sure that you agree with it.

By signing this form, I certify that:

- I have examined this verification and, to the best of my knowledge and belief, the information provided is true and correct.
- I give consent to the Office of Early Learning and/or the Department of Financial Services to request all information relating to my eligibility and to make inquiry into all statements of information given.
- I understand that if I give false information, sign inaccurate attendance documents or fail to report changes in my circumstances that would affect my eligibility for services or the level of my services, my case may be referred to law enforcement for investigation and possible prosecution.
- I also give consent to the Office of Early Learning to use computer matches with other government agency systems to verify the information I've presented.
- I understand that upon the submission of my verification, the early learning coalition will review it and send me instructions on how to proceed.
- I certify that my family's total assets do not exceed \$1,000,000.

Step 2: Sign and submit the verification.
In the Parent Signature box below, select the check box labeled Certify by Electronic Signature, type the primary parent's full name into the Signature field, and then click the Submit Eligibility Verification button to submit your verification.

Parent Signature

I hereby certify that the household income information I provided is true and complete to the best of my knowledge. I understand that if I knowingly give wrong information, I may be liable for prosecution under state law and that School Readiness services may be terminated. I also understand that if any changes occur to the information on this worksheet, I will notify the coalition of those changes within ten (10) calendar days.

Certify by Electronic Signature *

Signature *

Not Test Tested
(Parent's Full Name)

Verification Completion Date 07/09/2018

Submit Eligibility Verification

Previous

Eligibility Verification Wizard

Review and Submit

Congratulations! You have successfully submitted your Eligibility Verification.

Your early learning coalition will now review your verification and contact you soon about your child's eligibility for funding.

Previous

The family will receive an email from DONOTREPLY@oel.myflorida.com.

Hello,

The ELC of the Big Bend Region has received the documents you submitted in the Family Portal to assist you with child care payments.

The ELC will review these documents and notify you on the status of your application within in 10 calendar days through the Family Portal account or your preferred contact method listed in your application.

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

If you have any questions please contact the ELC of the Big Bend Region at the number listed below.

Thank you,

ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

Scenario 2

If the SR application was set to **Pending Update**, the household was updated by the family, the child was added to the Waiting List by the coalition, and then a Funding Notification was sent, the Eligibility Verification Wizard has been skipped. To update the EV, there are two options: the family comes in to the coalition to update the EV, or the coalition sets the EV Household Status to **Pending Update** to allow the family to update the EV.

To update the EV at the coalition, click the **Edit** button for the new child.

Children Needing Care

<p>Not Test Tester JR (child, male, age 1) Change</p> <p>Eligibility status: Eligible</p> <p>Enrollment status: Enrollment Ended (Terminated)</p> <p>Date of birth: 05/10/2017</p> <p>Ethnicity: Prefer not to answer</p> <p>Races: Prefer not to answer</p> <p>Care days: Monday-Friday</p> <p>Care types: Fulltime</p> <p>Citizenship: Unknown</p> <p>Age verification: Unknown</p> <p>Medicaid eligibility: Unknown</p> <p>Current Authorization Period: 06/30/2018 - 06/30/2019</p>	<p>History</p> <p>Change Status</p> <p>Eligibility</p> <p>Update Enrollment</p> <p>Edit</p>	<p>Not Test Tester III (child, male, age 0) Add</p> <p>Eligibility status: Eligible</p> <p>Enrollment status: Enrolled</p> <p>Date of birth: 12/01/2017</p> <p>Ethnicity: Prefer not to answer</p> <p>Races: Prefer not to answer</p> <p>Care days: Monday-Friday</p> <p>Care types: Fulltime</p> <p>Citizenship: US Citizen or Qualified Alien</p> <p>Age verification: Verified</p> <p>Medicaid eligibility: Not eligible</p> <p>Current Authorization Period: 07/01/2018 - 07/01/2019</p>	<p>History</p> <p>Change Status</p> <p>Eligibility</p> <p>Update Enrollment</p> <p>Edit</p>
<p>Not Test Tester IV (child, male, age 0) Add</p> <p>Eligibility status: Pending Eligibility</p> <p>Enrollment status: Not Enrolled</p> <p>Date of birth: 07/01/2018</p> <p>Ethnicity: Prefer not to answer</p> <p>Races: Prefer not to answer</p> <p>Care days: Monday-Friday</p> <p>Care types: Fulltime</p> <p>Citizenship: Unknown</p> <p>Age verification: Unknown</p> <p>Medicaid eligibility: Unknown</p> <p>Required information is missing or invalid.</p>	<p>History</p> <p>Change Status</p> <p>Eligibility</p> <p>Edit</p>		

Add Child...

Then, complete the missing required information in red and click **Save**.

Edit Child Needing Care

First Name *

Middle Name

Last Name *

Suffix

Ethnicity * Hispanic Non-Hispanic Prefer not to answer

Races (select all that apply) * Asian Hawaiian / Pacific Black US Indian / Alaskan White Prefer not to answer

Gender * Male Female

Date of Birth *

SSN

Days on which childcare is needed (select all that apply) *

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Types of care needed (select all that apply) *

- Fulltime
- Parttime
- Before School
- After School
- Days School is out

Proof of Age and Citizenship * Attach the documentation necessary to establish the child's proof of age and U.S. citizenship.

Proof of Age *

There are no attached documents of this type.

Proof of U.S. Citizenship Or Qualified Alien *

There are no attached documents of this type.

A proof-of-age document is required.
A proof-of-citizenship document is required.

Citizenship * Is the child a U.S. Citizen or Qualified Alien?

Yes No

The U.S. Citizen or Qualified Alien field is required.

Age Verification * Has the child's age been verified?

Yes No

The Verification of Age field is required.

Medicaid Eligibility * Is the child eligible for Medicaid?

Yes No

The Medicaid Eligible field is required.

To allow the family to update the EV, set the EV Household Status to **Pending Update**. Click **Change Household Status**.

The screenshot shows the 'Eligibility Verification' interface for an 'Active' household. The 'Change Household Status' button is highlighted with an orange box. The interface includes a sidebar with navigation options like 'Household at a Glance', 'Contact Information', 'Children Needing Care', 'Parents', and 'Other Household Members'. The main content area displays 'Household at a Glance...' with details for 'Children Needing Care', 'Parents', and 'Other Household Members'. On the right, there are 'Total Household Income Calculations' and a 'Household ID: 1347'.

Select **Pending Update** for the New Status and click **Save**.

The screenshot shows the 'Change Household Eligibility Status' form. The 'Current Status' is 'Active'. The 'New Status' dropdown menu is open, showing 'Inactive' and 'Pending Update', with 'Pending Update' selected. The 'Save' button is highlighted with an orange box, and the 'Cancel' button is also visible.

The EV Household Status is now **Pending Update – Update**.

The screenshot shows the 'Eligibility Verification' interface with the status updated to 'Pending Update - Update'. The 'Change Household Status' button is highlighted in blue.

The family will receive an email from **DONOTREPLY@oel.myflorida.com**.

Hello,

You have requested the ELC of the Big Bend Region to open your Family Portal account for you to make any necessary updates. If you did not make this request, please contact the ELC of the Big Bend Region as soon as possible. To access your family portal account, go to: <https://familyservices.floridaearlylearning.com/>

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

If you have any questions you may contact the ELC of the Big Bend Region at the number listed below.

Thank you,

ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your early learning coalition.

The family will see an **Update Eligibility** button on their Family Portal Profile page.

School Readiness Funding

The following table shows the School Readiness funding status for all of the children in your household.

Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
Not Test Tester JR	EV_0000001392	Eligible	-	-	-
Not Test Tester III	EV_0000001675	Eligible	Enrolled	Jim's House of Smarties	<input type="button" value="View"/>
Not Test Tester IV	EV_0000001708	Pending Eligibility	-	-	-

Please click the Update Eligibility button to update your family's eligibility.

When the family clicks **Update Eligibility**, the Eligibility Verification Wizard is launched.



Welcome to the Eligibility Verification Wizard

The Early Learning Coalition may have funding available to assist in paying for child care.

But first, we need your help in confirming that your child is still eligible.

This Eligibility Verification Wizard will guide you through the processes of:

1. Verifying your existing information (and updating whatever may have changed), and
2. Uploading documents that validate the information you've provided.

When you're ready to begin, click **Start**.



Start!



Eligibility Verification Wizard

Household



Employment



School/Training



Other Income



Alimony and Child Support



Child Provider Information



Documents



Review and Submit



Household Information

Let's begin by making sure we've got current information about your household.

In this section, we'll have you confirm or update the following information.

- The primary address for your household.
- The list of children in your household who need care.
- The list of parents in your household, along with their contact information.
- The list of other people in your household, including adults and children not needing care.
- The required CCAA documentation (if applicable).

When you're ready to continue, click **Next**.



Previous

Next

Household

Household Address

Our records indicate the following primary address for your household.

Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 *

Address Line 2 (Apt, Suite, etc)

City *

County *

State *

Zip Code *

Proof of Residency * Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency * ⓘ

View

[Additional information is needed.](#)

Is this information accurate and complete?

Yes

It is accurate and complete.

No

I need to update the information.



Previous

Next

Household

Children Needing Care

Our records indicate that the following people reside in your household as children needing care.

Not Test Tester JR (child, male, age 1)

Eligibility status: Eligible
Enrollment status: Enrollment Ended (Terminated)
Date of birth: 05/10/2017
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime
Current Authorization Period: 06/30/2018 - 06/30/2019

Not Test Tester III (child, male, age 0)

Eligibility status: Eligible
Enrollment status: Enrolled
Date of birth: 12/01/2017
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime
Current Authorization Period: 07/01/2018 - 07/01/2019

Not Test Tester IV (child, male, age 0)

Eligibility status: Pending Eligibility
Enrollment status: Not Enrolled
Date of birth: 07/01/2018
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime

[Additional information is needed.](#)

Is this information accurate and complete?

Yes

It is accurate and complete.

No

I need to update the information.



Previous

Next

Not Test Tester IV (child, male, age 0) Edit

Eligibility status: Pending Eligibility
 Enrollment status: Not Enrolled
 Date of birth: 07/01/2018
 Ethnicity: Prefer not to answer
 Races: Prefer not to answer
 Care days: Monday-Friday
 Care types: Fulltime

Additional information is needed.

Add Child...

Proof of Age and Citizenship

Attach the documentation necessary to establish the child's proof of age and U.S. citizenship.

Proof of Age ⓘ

Upload Document...

Proof of U.S. Citizenship Or Qualified Alien ⓘ

Upload Document...

A proof-of-age document is required.
 A proof-of-citizenship document is required.

Proof of Age and Citizenship

Attach the documentation necessary to establish the child's proof of age and U.S. citizenship.

Proof of Age ⓘ

TEST.docx View Delete

Upload Another Document...

Proof of U.S. Citizenship Or Qualified Alien ⓘ

TEST.docx View Delete

Upload Another Document...

A proof-of-age document is required.
 A proof-of-citizenship document is required.

After the family completes and submits the Eligibility Verification Wizard, the EV Household Status is **Submitted – Update**.

The family will receive an email from DONOTREPLY@oel.myflorida.com.

Hello,

The ELC of the Big Bend Region has received the documents you submitted in the Family Portal to assist you with child care payments.

The ELC will review these documents and notify you on the status of your application within in 10 calendar days through the Family Portal account or your preferred contact method listed in your application.

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county, CCR&R staff will let you know about community resources, child care listings and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

If you have any questions please contact the ELC of the Big Bend Region at the number listed below.

Thank you,

ELC of the Big Bend Region
 8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

Use the search feature and enter the first and last name of the parent or child or the EV Number. Click the **EV Number**.

Search Results

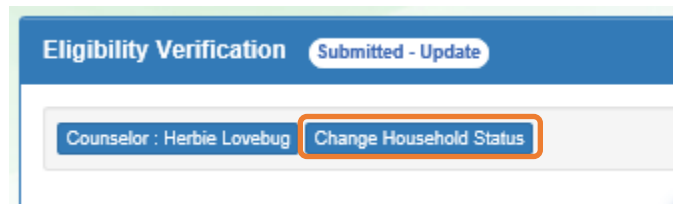
Click Here For Filtering Tips

Show 10 search results. Assign Counselor Clear All Filters

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status	Days In SR Status	SR Status Change Date
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> EV_0000		Unassigned		4			Active	0	04/26/2019

Eligibility Verification Review

Once the family has completed the EV Wizard, the coalition must review the EV. Click **Change Household Status**.



Select Active, or Coalition Reviewing if more review is needed. Click **Save**.

Change Household Eligibility Status

Current Status: Submitted

New Status *

- Active
- Coalition Reviewing
- Inactive
- Rejected

Save Cancel

Assign Eligibility

Set the Household Status to **Active**. The **Eligibility** button will then display. Click the **Eligibility** button.

Not Test Tester IV (child, male, age 0) Eligibility status: Pending Eligibility Enrollment status: Not Enrolled Date of birth: 07/01/2018 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown	History Change Status Eligibility Edit
---	--

Click **Add Eligibility Assignment...**

Update Eligibility

Eligibility Assignments

There are no eligibility assignments for this child.

Add Eligibility Assignment...

Current Eligibility Map

Save Cancel

Complete the Add Eligibility Assignment screen, and click **OK**.

Add Eligibility Assignment

Funding Details

Funder Type ^{*}
 SR Local

Billing Group ^{*} **Eligibility Code** ^{*} **Match Funder** ^{*}

Eligibility Begin Date ^{*} **Eligibility End Date** ^{*} **Purpose-for-Care Review Date**

Care Information

Priority ^{*} **Level of Care** ^{*} **Purpose for Care** ^{*}

Rilya Wilson Reporting Requirements **Authorized Unit of Care** ^{*}

Co-Payment

Total Household Members **Full time Co-payment Amount** **Part time Co-payment Amount**

Full Time Co-payment Waiver or Reduction

Full Time Co-payment is Waived or Reduced

Reduction Amount ^{*} **Co-payment Reduction or Waiver Reason** ^{*}

Additional Waiver or Reduction Details

Part Time Co-payment Waiver or Reduction

Part Time Co-payment is Waived or Reduced

Reduction Amount ^{*} **Co-payment Reduction or Waiver Reason** ^{*}

Additional Waiver or Reduction Details

Resulting Full Time Co-payment Amount **Resulting Part Time Co-payment Amount**

The Full-Time and Part-Time co-payment amounts are calculated based on the number of people in the household and the total annual household income. If changes are made to either the household size or the annual income, click the **Recalculate** button to update the assessed co-payment amounts.

If a co-payment waiver or reduction is approved, enter the Reduction Amount, and select the reduction or waiver reason for both the Full-Time and Part-Time amounts. Click **OK**.

NOTE: The amount entered in the Reduction Amount field is not the new total for the co-payment, but the actual amount of the reduced co-payment. Amounts that result in a negative full-time and part-time copayment amount (ex: -1.00) cannot be saved. Resulting copayment amounts that are greater than the highest approved full-time and part-time amounts for the program year cannot be saved. Resulting copayment amounts must be between \$0.00 and the highest approved amount in the coalition sliding fee schedule.

Co-Paymen Recalculate

Total Household Members

Full time Co-payment Amount \$ 2.5

Part time Co-payment Amount \$ 1.25

Full Time Co-payment Waiver or Reduction

Full Time Co-payment is Waived or Reduced

Reduction Amount \$ 1.00

Co-payment Reduction or Waiver Reason NEGOTIATED LOWER FEE

Additional Waiver or Reduction Details

Part Time Co-payment Waiver or Reduction

Part Time Co-payment is Waived or Reduced

Reduction Amount \$ 0

Co-payment Reduction or Waiver Reason

Additional Waiver or Reduction Details

Resulting Full Time Co-payment Amount \$ 1.50

Resulting Part Time Co-payment Amount \$ 1.25

OK Cancel

After the **OK** button is clicked, the Update Eligibility screen will display. Click **Save**, or click the **Update** button to continue making edits.

Update Eligibility

Eligibility Assignments

Eligibility Code	Begin Date	End Date	Billing Group	Match Funder	Actions
<i>Current Authorization Period (07/06/2018 - 07/05/2019)</i> <input type="button" value="Update"/>					
ECON	07/06/2018	07/05/2019	BG8	Any	<input type="button" value="Update"/> <input type="button" value="End Eligibility"/>

Current Eligibility Map

Current Authorization Period
07/06/2018 - 07/05/2019

Eligibility Assignment
07/06/2018 - 07/05/2019

Archiving Eligibility Documents

An Archive button is available for all Eligibility documents on the Eligibility Verification screen.

Eligibility Documents Sections

- Contact Information – Proof of Residency
- Child Edit Info – Proof of Age and Citizenship
- Parent Edit Info – Required Document
- Other Household Member – Proof of Identify
- Employment – Proof of Employment
- School Training – Proof of School/Training
- Other Income – Proof of Other Household Income
- Documents – All types

Users are able to click **Archive** and remove the document from the documents listed on the EV. When the user hovers over **Archive**, a Tool Tip displays stating: **“Document will be removed from this list and stored in the Household Document Hub.”** Archiving the document will also create a household case note.

Proof of Residency*

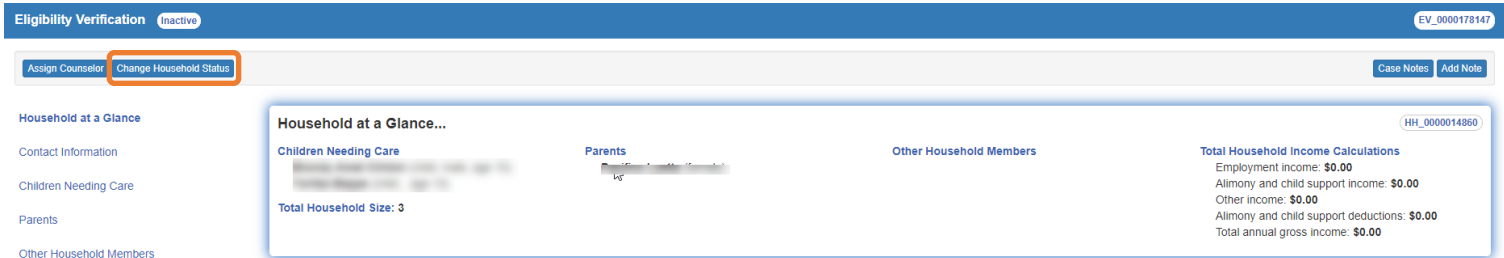
Attach the documentation necessary to establish the household's proof of residency.

The screenshot displays a user interface for uploading proof of residency documents. It features a title "Proof of Residency*" and a sub-instruction "Attach the documentation necessary to establish the household's proof of residency." Below this, there is a list of three documents, each with a "View" and "Verify" button. The "REFERRAL-.pdf" and "HOMELESS VERIFICATION LETTER.pdf" documents also have an "Archive" button, which is highlighted with a red box. The "Fake Proof Of Address.docx" document has a "Delete" button instead. At the bottom of the list is an "Upload Document..." button.

Reactivating a Household

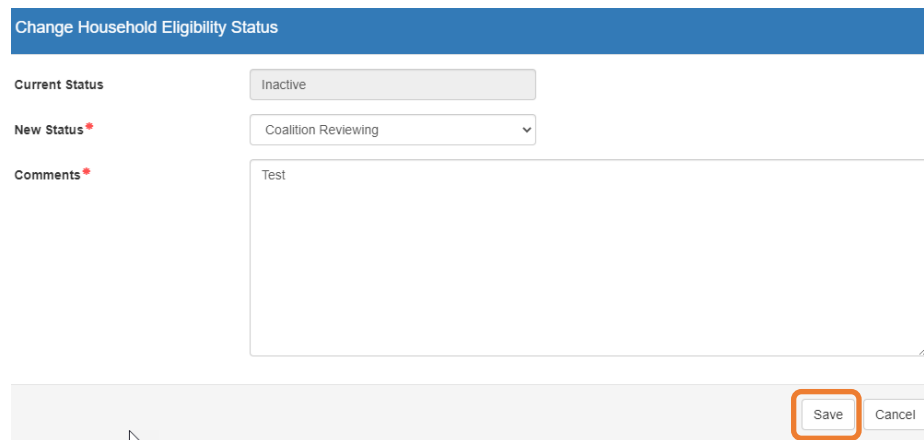
An **Inactive** household can be reactivated to allow the creation of a new eligibility verification number, eligibility assignment, and SR enrollment for children needing care.

From the Eligibility Verification screen, click **Change Household Status**.



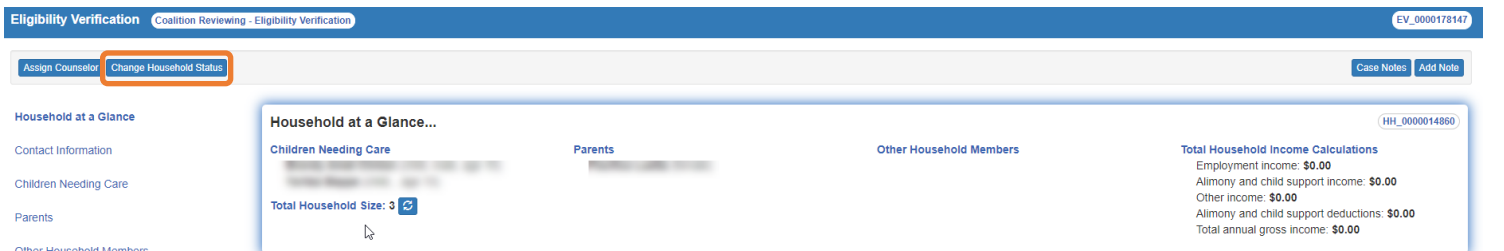
The screenshot shows the 'Eligibility Verification' interface with the status 'Inactive'. The 'Change Household Status' button is highlighted with a red box. The main content area displays 'Household at a Glance...' with various sections: Children Needing Care, Parents, Other Household Members, and Total Household Income Calculations. The total household size is 3. The income calculations show Employment income: \$0.00, Alimony and child support income: \$0.00, Other income: \$0.00, Alimony and child support deductions: \$0.00, and Total annual gross income: \$0.00.

The only household status option is **Coalition Reviewing**. Enter a Comment, and click **Save**.



The 'Change Household Eligibility Status' form shows the current status as 'Inactive' and the new status as 'Coalition Reviewing'. A text area for comments contains the word 'Test'. The 'Save' button is highlighted with a red box.

The status is now **Coalition Reviewing – Eligibility Verification**. After review, click **Change Household Status** to change the status.



The screenshot shows the 'Eligibility Verification' interface with the status 'Coalition Reviewing - Eligibility Verification'. The 'Change Household Status' button is highlighted with a red box. The main content area displays 'Household at a Glance...' with various sections: Children Needing Care, Parents, Other Household Members, and Total Household Income Calculations. The total household size is 3. The income calculations show Employment income: \$0.00, Alimony and child support income: \$0.00, Other income: \$0.00, Alimony and child support deductions: \$0.00, and Total annual gross income: \$0.00.

Each child's Eligibility Verification status is **Inactivated**, so the applicable child(ren) in the Children Needing Care section must be reactivated. Click **Change Status**.

(child, female, age 5)
Eligibility status: **Terminated**
Enrollment status: Not Enrolled
Date of birth: 0
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Current authorization period: 05/14/2020 - 02/15/2021
Terms and Conditions: N/A
Allow Developmental Screening: N/A
Allow Child Assessment: N/A
Person ID: 1755733
Eligibility verification ID: EV_0000420684 **Inactivated**

History
Change Status
Eligibility
Enrollments
Edit Remove

Select **Pending Eligibility** under New Status and click **Save**.

Current Status: Terminated
New Status*: Pending Eligibility

Save Cancel

The child's status is now **Pending Eligibility**. A new EV number is generated for the child. Repeat the process for any additional children who are eligible for services.

JANE DOE (child, female, age 5) **Changed**
Eligibility status: **Pending Eligibility**
Enrollment status: Not Enrolled
Date of birth: 01/02/2017
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Terms and Conditions: N/A
Allow Developmental Screening: N/A
Allow Child Assessment: N/A
Person ID: 1755733
Eligibility verification ID: EV_0000723501

History
Change Status
Eligibility
Enrollments
Edit

Now, the available household statuses are **Active**, **Inactive**, and **Rejected**. Select the new status and click **Save**.

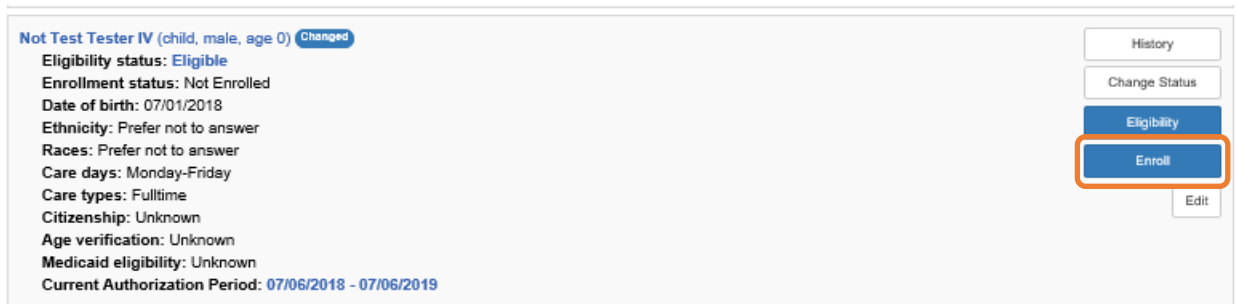
Change Household Eligibility Status

Current Status: Coalition Reviewing
New Status*: Active, Inactive, Rejected

Save Cancel

SR Enrollment Process

Now, an **Enroll** button is displayed for the child. Click **Enroll**. The Enrollments window will display. This window displays all of the child's provider enrollments.

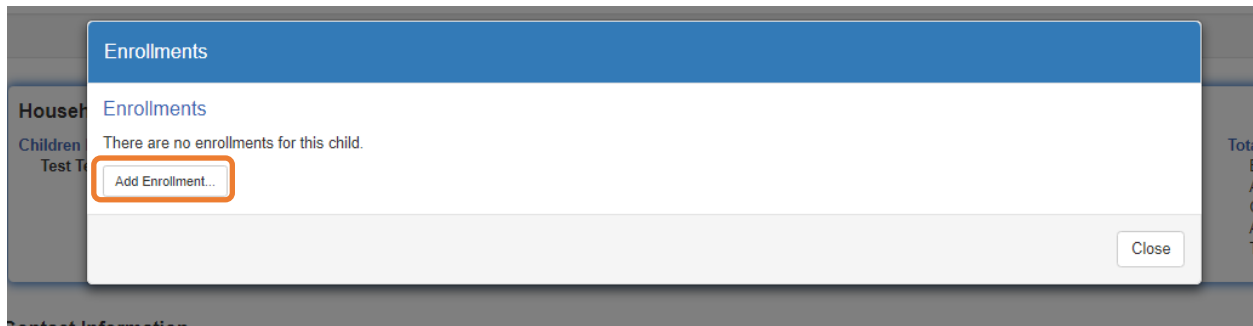


Not Test Tester IV (child, male, age 0) Changed

Eligibility status: Eligible
Enrollment status: Not Enrolled
Date of birth: 07/01/2018
Ethnicity: Prefer not to answer
Races: Prefer not to answer
Care days: Monday-Friday
Care types: Fulltime
Citizenship: Unknown
Age verification: Unknown
Medicaid eligibility: Unknown
Current Authorization Period: 07/06/2018 - 07/06/2019

History
Change Status
Eligibility
Enroll
Edit

Click **Add Enrollment...**



Enrollments

Enrollments

There are no enrollments for this child.

Add Enrollment...

Close

The Add Enrollments window will display. If the family selected a provider when on the Eligibility Verification Wizard, the provider selection will display. If the family did not select a provider, the coalition user is able to search and select a provider on behalf of the family.

Add Enrollment

Select a Provider for Cristiano Urse*

There are no provider selections for this child.

Other:

Details of Selected Provider

Name	Provider ID	Hours of Business
Location	Provider Type	Child Ages
Contact Phone Number	Profile Status	<input type="button" value="View Provider Profiles"/>
Contact Email Address	Program Year	<input type="button" value="View Provider Rates"/>
	Gold Seal Type	<input type="button" value="View Provider Contracts"/>

Enrollment Start Date *

Continuation of Services * Is this enrollment a continuation of services with the selected provider?
 Yes No

Eligibility Information

Eligibility Begin Date	Eligibility End Date	Level of Care
Full time Co-payment \$	Part time Co-payment \$	Copay in Effect

Override Copay in Effect

The enrollment start date cannot be prior to the child’s eligibility start date. The enrollment start date is the first day the provider will be able to record attendance for the child on the provider attendance roster.

Non-school age children do not require a school calendar to be assigned. The child’s Childcare Enrollment Schedule is what sets the child’s attendance schedule at the provider. Every day marked with a unit of care will be considered as an authorized day of care at that provider location. All days not marked with a unit of care will be considered as non-reimbursable days.

Enrolling a Special Needs Child

The Special Needs indicator will be available on the Add Enrollment page for enrollments with eligibility assignments that start 7/1/2022 or later. When enrolling a child that is deemed to have special needs, select the “Has Special Needs” checkbox. Then, select the special needs rate (10%, 15%, or 20%) that was negotiated with the provider.

Override Copay in Effect

School Calendar Apply Holiday Unit of Care Flip? Yes No

School Holiday Unit of Care

School Day Unit of Care

Special Needs Child has special needs.
Special Needs Rate*

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text" value="FT"/>	<input type="text"/>	<input type="text"/>

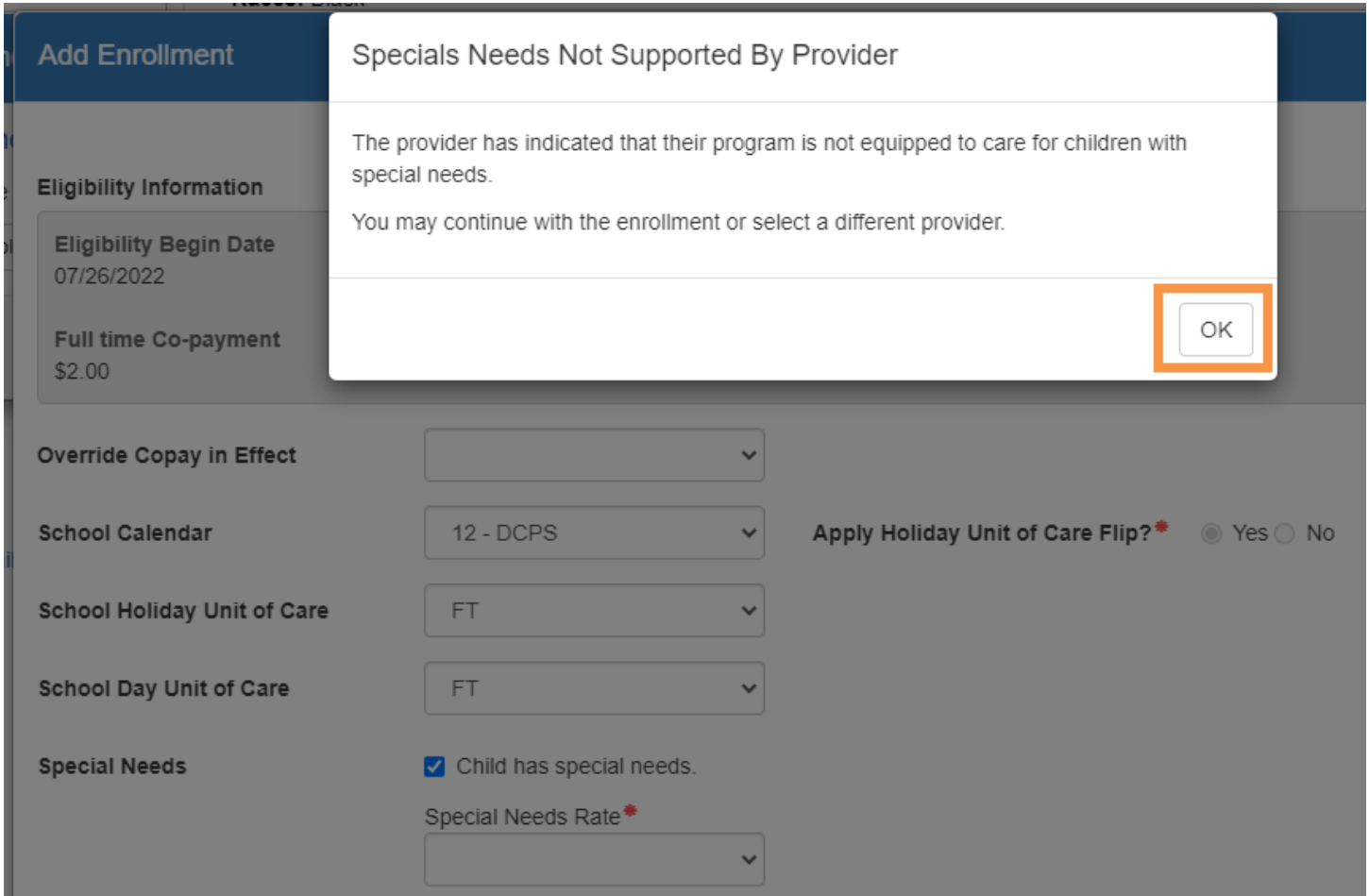
Enrollment Schedule Note

Initial Enrollment Action*

Assign to provider for confirmation or rejection.
 Enroll on behalf of provider.

NOTES:

- If the provider indicated on their profile Services tab that they are not equipped to care for children with special needs, a message pops-up notifying the user of this; however, it is informational only and does not stop the enrollment. The user can proceed with the enrollment with that provider or select a different provider.



- Special needs rates are calculated using the coalition infant care reimbursement rates. If there is not an SR reimbursement rate plan for the period that coincides with the enrollment start date, a rate plan needs to be created.

Initial Enrollment Action

In the Initial Enrollment Action section, there are two options.

- **Option 1 – Assign to the provider for confirmation or rejection.** This option places the enrollment request in the provider’s queue to accept or reject the enrollment. The provider has 5 calendar days to complete the enrollment or rejection or the system will automatically terminate the enrollment request and the coalition user will be required to submit another enrollment request.
- **Option 2 – Enroll on behalf of provider.** This option allows the coalition user to accept the enrollment on behalf of the provider without sending an enrollment request and waiting up to 5 calendar days for response.

After selecting Option 1 or 2, click **Save**.

The screenshot shows the 'Add Enrollment' form for Cristiano Ursei. The form is divided into several sections:

- Select a Provider for Cristiano Ursei***: A dropdown menu shows 'FAMILY DAY CARE HOME, LLC' with a 'Browse...' button.
- Details of Selected Provider**: A table with the following information:

Name FAMILY DAY CARE HOME, LLC	Provider ID 10057	Hours of Business M-F 7:00am-6:00pm ;
Location Duval	Provider Type Family Child Care Home	Child Ages 12 MO - 12 YR
Contact Phone Number (904) [Redacted]	Profile Status Incomplete	View Provider Profiles
Contact Email Address hfd daycare.learningcenter@gmail.com	Program Year 2022 - 2023	View Provider Rates
	Gold Seal Type Not a Gold Seal provider	View Provider Contracts
- Enrollment Start Date***: 07/26/2022
- Continuation of Services***: Is this enrollment a continuation of services with the selected provider?
 Yes No
- Eligibility Information**:

Eligibility Begin Date 07/26/2022	Eligibility End Date 07/26/2023	Level of Care In School
Full time Co-payment \$2.00	Part time Co-payment \$1.00	Copay in Effect FT
- Override Copay in Effect**: [Dropdown menu]
- School Calendar**: 12 - DCPS **Apply Holiday Unit of Care Flip?*** Yes No
- School Holiday Unit of Care**: [Dropdown menu]
- School Day Unit of Care**: [Dropdown menu]
- Special Needs**: Child has special needs.
Special Needs Rate*: 20% [Dropdown menu]
- Childcare Enrollment Schedule**:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
[FT]	[FT]	[FT]	[FT]	[FT]	[]	[]
- Enrollment Schedule Note**: [Text area]
- Initial Enrollment Action***:
 Assign to provider for confirmation or rejection.
 Enroll on behalf of provider.

At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with an orange box.

Enrollment Option 1

The coalition user has the ability to override the enrollment request and complete the enrollment on the provider's behalf in the event the provider is not able to do so. The coalition user is also able to cancel the enrollment request if the provider requests not to have the enrollment or the family changes their mind prior to the enrollment being completed.

Enrollments

Enrollments for Cristiano Ursei (4 years old)

Pending Provider Approval

FAMILY DAY CARE HOME, LLC

Level of Care In School	Full Time Copayment \$2.00	School Calendar 12 - DCPS	Calendar Applied	Provider ID 10057 (View Profile)	Cancel														
Has Special Needs Yes	Special Needs Rate 20%	Part Time Copayment \$1.00	School Holiday Unit of Care FT	Location	End														
Age at Enrollment Start 4 years	Copayment in Effect FT	Care Days	Enrollment Schedule Note N/A	Duval County	Repair														
Enrollment Period 07/26/2022 - N/A	Billing Group / Eligibility BG8 / ECON	<table border="1" style="font-size: 8px; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>Sa</td><td>Su</td></tr> <tr><td>FT</td><td>FT</td><td>FT</td><td>FT</td><td>FT</td><td></td><td></td></tr> </table>	M	T	W	R	F	Sa	Su	FT	FT	FT	FT	FT			Contact Phone (904) 781-4640	@gmail.com	History
M	T	W	R	F	Sa	Su													
FT	FT	FT	FT	FT															
Attendance N/A - N/A	Match Funder ID 911 (04-BG8, BG8)			Contact Email	Payment Certificate														

Past Enrollments
There are no past enrollments for this child.

Close

Enrollment Option 2

The completion of the enrollment is now dependent on the family verifying the Terms and Conditions and signing the Payment Certificate on the Family Portal. The child's enrollment will not be completed and the provider will not be able to begin marking attendance for the child until the family completes the enrollment.

Enrollments

Enrollments for Cristiano Ursei (4 years old)

Pending Family Acceptance

FAMILY DAY CARE HOME, LLC

Level of Care In School	Full Time Copayment \$2.00	School Calendar 12 - DCPS	Calendar Applied	Provider ID 10057 (View Profile)	Cancel														
Has Special Needs Yes	Special Needs Rate 20%	Part Time Copayment \$1.00	School Holiday Unit of Care FT	Location	End														
Age at Enrollment Start 4 years	Copayment in Effect FT	Care Days	Enrollment Schedule Note N/A	Duval County	Repair														
Enrollment Period 07/26/2022 - N/A	Billing Group / Eligibility BG8 / ECON	<table border="1" style="font-size: 8px; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>Sa</td><td>Su</td></tr> <tr><td>FT</td><td>FT</td><td>FT</td><td>FT</td><td>FT</td><td></td><td></td></tr> </table>	M	T	W	R	F	Sa	Su	FT	FT	FT	FT	FT			Contact Phone (904) 781-4640	@gmail.com	History
M	T	W	R	F	Sa	Su													
FT	FT	FT	FT	FT															
Attendance N/A - N/A	Match Funder ID 911 (04-BG8, BG8)			Contact Email	Payment Certificate														

Past Enrollments
There are no past enrollments for this child.

Close

Additional SR Enrollment Functionality

Enrollments

Enrollments for (5 years old)

Current Enrollments

Enrolled ST THOMAS CHILD DEVELOPMENT CENTER

Level of Care 60 < 72 Months	Full Time Copayment \$4.00	School Calendar 63 - DCPS - Sch & Non-Sch Days	Provider ID [REDACTED] (View Profile)														
Age at Enrollment Start 5 years	Part Time Copayment \$2.00	School Holiday Unit of Care N/A	Location [REDACTED]														
Enrollment Period 01/17/2019 - N/A	Copayment in Effect FT	Care Days	Duval County														
Attendance 01/17/2019 - N/A	Billing Group / Eligibility BG8 / ECON	<table border="1"> <tr> <td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>Sa</td><td>Su</td> </tr> <tr> <td>FT</td><td>FT</td><td>FT</td><td>FT</td><td>FT</td><td></td><td></td> </tr> </table>	M	T	W	R	F	Sa	Su	FT	FT	FT	FT	FT			Contact Phone [REDACTED]
M	T	W	R	F	Sa	Su											
FT	FT	FT	FT	FT													
	Match Funder ID N/A		Contact Email [REDACTED]														

2

3

1

Past Enrollments

Level of Care Change (Admin Termination) ST THOMAS CHILD DEVELOPMENT CENTER

Level of Care 48 < 60 Months	Full Time Copayment \$4.00	School Calendar 63 - DCPS - Sch & Non-Sch Days	Provider ID [REDACTED] (View Profile)	<input type="button" value="History"/>														
Age at Enrollment Start 4 years	Part Time Copayment \$2.00	School Holiday Unit of Care N/A	Location [REDACTED]	<input type="button" value="Payment Certificate"/>														
Enrollment Period 06/29/2018 - 01/16/2019	Copayment in Effect FT	Care Days	Duval County															
Attendance 06/29/2018 - N/A	Billing Group / Eligibility BG8 / ECON	<table border="1"> <tr> <td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>Sa</td><td>Su</td> </tr> <tr> <td>FT</td><td>FT</td><td>FT</td><td>FT</td><td>FT</td><td></td><td></td> </tr> </table>	M	T	W	R	F	Sa	Su	FT	FT	FT	FT	FT			Contact Phone [REDACTED]	
M	T	W	R	F	Sa	Su												
FT	FT	FT	FT	FT														
Termination Reason	Match Funder ID N/A		Contact Email [REDACTED]															

Close

Notes:

- 1) **IF THE REPAIR FEATURE DOES NOT LOOK CORRECT, PLEASE PRESS 'CTRL+F5' TO REFRESH THE PAGE. YOU SHOULD ONLY NEED TO DO THIS ONCE.**
- 2) **Cancel** will remove the record from the listing.
- 3) Last Attendance Date will no longer be user entered when ending enrollment. It will now be populated when the provider submits their final attendance roster.

Cancel

Click the **Cancel** button to initiate the Cancel process.

? Cancel Pending Enrollment

You have requested to cancel the enrollment with **Testy Tots LLC.**

Upon canceling this enrollment:

- The enrollment will no longer appear in this enrollment listing or on the provider enrollment and attendance rosters.
- Any attendance that has already been recorded by the provider will be removed.
- The provider will not be able to submit attendance for this enrollment.

Do you want to cancel the enrollment for **C1 EA-02?**

- 1) (Coalitions) The enrollment will no longer appear under the enrollment listing page.
- 2) (Providers) The enrollment will no longer appear under provider enrollments or attendance roster. Any attendance recorded that have not been submitted will be removed. The Provider will no longer be able to submit attendance for this enrollment record.
- 3) If the provider has already submitted attendance for this enrollment record, then they will not get the option to cancel it.

Repair

Click the **Repair** button to initiate the Repair process.

Repair Mode

Repair Mode will result in changes to an existing enrollment record without ending the existing enrollment and creating a new one. As such, it is intended only for correcting issues with an existing enrollment record, and not for addressing routine changes that can occur during the enrollment period. Use the Update feature for routine changes.

Repair Mode may only be used on enrollment records for which attendance has not yet been submitted.

- 1) In Repair mode you will be able to overwrite an existing enrollment record in the event an error has occurred.
- 2) Repair mode should NOT be used to address routine changes. For example, a Funding Transfer or a change in copay.
- 3) Repair mode should only be used to fix errors. For example, data was entered incorrectly or ended incorrectly.
- 4) If the Copayment Amount has been modified after the family has signed their Payment Certificate, then a new Payment Certificate will be generated and the family will need to re-sign it. The Enrollment Status should be in Pending Family Acceptance and you should notify the parent.

Anticipated Start Date *

Last Day of Service *

Enrollment Status *

Eligibility Information

Eligibility Begin Date 06/04/2018	Eligibility End Date 06/04/2019	Level of Care 60 < 72 Months
Full time Co-payment \$9.98	Part time Co-payment \$4.99	Copay in Effect FT

Full time Copayment Amount *

Part time Copayment Amount *

Override Copay in Effect

School Calendar

School Holiday Unit of Care

School Day Unit of Care

Childcare Enrollment Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

End Enrollment

Click the **End Enrollment** button to initiate the End Enrollment process.

End Enrollment

End Enrollment Reason*

Last Day of Service*


Is there a past due parent fee?* Yes No

Past Due Parent Fee Amount \$

Is there a payment plan in place? Yes No

Please attach payment plan document. No file chosen

'Last Day of Service' should be considered the last day you will allow the provider to mark attendance and get paid for.



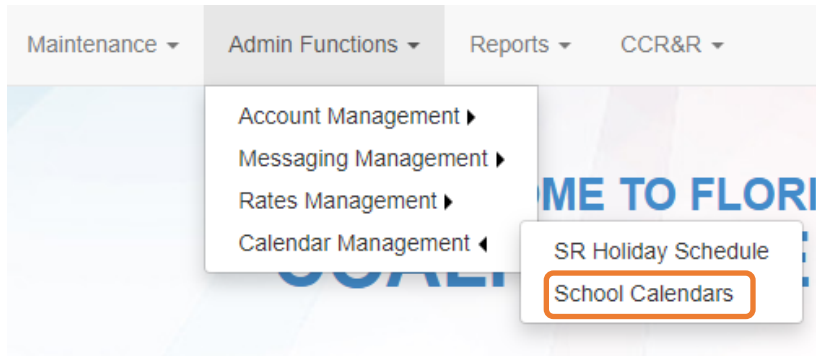
Confirm Confirm End Enrollment

Ending the enrollment on this day means that reimbursements will not be provided for services after this date.
End this enrollment with the specified dates?

School Calendar

The School Calendar is created by the coalition, based on the school board/school district academic calendar. The dates on the School Calendar are used in enrollment and provider attendance to show care levels for school-age children. For example, a child may receive PT care during the school year, but FT care during the summer. The date that the care level changes from PT to FT and back to PT is based on the school calendar.

To create a School Calendar, go to **Admin Functions > Calendar Management > School Calendars**.



Click **+ Create New Calendar**.



Fill in the School Name field, select the County, and select the First Day and Last Day of instruction. Click **Save**.

A screenshot of the 'Create School Calendar' form. The form title is 'Create School Calendar for ELC of Northwest Florida'. It contains the following fields:

- 'School Name*' with an empty text input field.
- 'Select County*' with a dropdown menu.
- 'Calendar Instruction Dates' section with 'First Day*' set to '01/01/2022' and 'Last Day*' set to '01/31/2022'.
- 'Calendar Instructional Days*' section with checkboxes for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. 'Monday' through 'Friday' are checked.

At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with an orange border.

School Name*

Select County*

Calendar Instruction Dates

First Day* Last Day*

Calendar Instructional Days*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Save Cancel

Click **+ New Closed Date** to select the days school is closed.

School Name*

Select County*

Calendar Instruction Dates

First Day* Last Day*

Calendar Instructional Days*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Search:

School Closed Dates	
No data available in table	

Showing 0 to 0 of 0 entries

Previous Next

+ New Closed Date

Save Cancel

An individual day can be selected, or check the Date Range checkbox, and select multiple days.

📅 School Closed Date(s) ✕

Select Closed Date or ***Date Range**

📅 School Closed Date(s) ✕

Select Closed Date or ***Date Range**

Once all closed dates are entered, click **Save**.

📅 Create School Calendar for ELC of Northwest Florida ✕

School Name*

Select County*

Calendar Instruction Dates

First Day* Last Day*

Calendar Instructional Days*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Search:

		School Closed Dates	+ New Closed Date
1.		1/18/2022	Remove
2.		1/19/2022	Remove
3.		1/20/2022	Remove

Showing 1 to 3 of 3 entries Previous **1** Next

Click the **Show Calendars** button to see all School Calendars under the Master School Calendar.

Enrollment School Calendars + Create New Calendar

Show 10 entries Search:

Show All Coalitions		Show Removed Calendars		Calendar Information			
School ID	Coalition	County	Name				
43	ELC of Hillsborough	Hillsborough	Hillsborough County Public Schools	Show Calendars + Add Calendar			
220	ELC of Hillsborough	Hillsborough	2021-2022	Hide Calendars + Add Calendar			
Calendar ID	Start	End	Instructional Days	Open	Closed		
720	9/1/2021	5/31/2022	Mon, Tue, Wed, Thu, Fri	189	6		Edit Remove

Showing 1 to 2 of 2 entries Previous 1 Next

Enrollment School Calendars + Create New Calendar

Show 10 entries Search:

Show All Coalitions		Show Removed Calendars		Calendar Information			
School ID	Coalition	County	Name				
43	ELC of Hillsborough	Hillsborough	Hillsborough County Public Schools	Hide Calendars + Add Calendar			
Calendar ID	Start	End	Instructional Days	Open	Closed		
550	8/24/2020	5/28/2021	Mon, Tue, Wed, Thu, Fri	172	28		Edit Remove
160	8/12/2019	5/29/2020	Mon, Tue, Wed, Thu, Fri	176	36		View Remove
1	8/10/2018	5/31/2019	Mon, Tue, Wed, Thu, Fri	180	37		View Remove
220	ELC of Hillsborough	Hillsborough	2021-2022	Show Calendars + Add Calendar			

Showing 1 to 2 of 2 entries Previous 1 Next

In this example, the Master School Calendar 43 has Calendar IDs 1, 160, and 550 for each year.

Enrollment School Calendars

Show 10 entries

Show All Coalitions		Show Removed Calendars	
School ID	Coalition	County	
43	ELC of Hillsborough	Hillsborough	
Calendar ID	Start	End	
550	8/24/2020	5/28/2021	
160	8/12/2019	5/29/2020	
1	8/10/2018	5/31/2019	
220	ELC of Hillsborough	Hillsborough	

Showing 1 to 2 of 2 entries

Pending Family Acceptance Emails

SR families who have child records in Pending Family Acceptance status will receive an email notification with instructions to log in to the Family Portal to sign their payment certificate. The email notification will continue to be sent every five days until the payment certificate is signed and the child record is in the Enrolled, Canceled or Terminated status.

Hello,

Your child's enrollment with the child care provider you selected requires your electronic signature on the payment certificate in order to complete the enrollment. The payment certificate authorizes payment for services from the state to the child care provider. Failure to sign the payment certificate could result in the child's enrollment being ended and out-of-pocket expenses to accrue.

Please log into your family portal account to review and sign the payment certificate. Once logged in, scroll down to the School Readiness Funding section and click the "Sign" button in the Payment Certificate column.

<ELC NAME> also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care options and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

Sign SR Enrollment Payment Certificate

After the provider approves the enrollment, the family will receive the following email from DONOTREPLY@oel.myflorida.com.

OELSystemTest@oel.myflorida.com
to me

7:15 PM (21 minutes ago) ☆ ↶ ↷

Hello,

The application you submitted for assistance in paying for child care has been approved by the ELC of the Big Bend Region.

Please log into your family portal account to review the Parental Rights and Responsibilities/Terms and Conditions. Once you have agreed to the terms and conditions you must electronically sign your child's payment certificate in order to confirm your child's enrollment with the child care provider.

The ELC of the Big Bend Region also provides Child Care Resource and Referral (CCR&R) services. CCR&R is the front door for family services in your county. CCR&R staff will let you know about community resources, child care options and other information that may be of assistance to you. Please contact your early learning coalition and ask to speak to a CCR&R specialist for further assistance.

Thank you,


ELC of the Big Bend Region
8669739030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have question, please contact your [early learning coalition](#).

When the Family Portal user logs on to the Family Services Portal, click the **Sign** button for the Payment Certificate.

School Readiness Funding


The following table shows the School Readiness funding status for all of the children in your household.

Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
	EV_	Eligible	Pending Family Acceptance		

The following screen will display.

I understand I have the right to be notified of decisions made regarding my services and the right to appeal any decision, including reductions in or termination of services.	<input type="checkbox"/>
I understand that services will be provided based on placement priorities (section 1002.87, F.S.), and availability of funding. I must recertify on or before my last day of authorized care or my services will be terminated. If termination occurs, I will be fully responsible for my child care costs. To reapply for services, I must submit a new application in the Family Portal.	<input type="checkbox"/>
I understand my information may be shared with other state and local agencies for the purposes of program administration and public assistance fraud prevention.	<input type="checkbox"/>
I understand that if this is my first 12-month eligibility determination, or subsequent 12-month eligibility determination where my income remains at or below 150% of the federal poverty level (FPL), it is my responsibility to report within 14 calendar days of any change of circumstances related to: <ul style="list-style-type: none">• Address• Temporary/Non-temporary work or education• Family size• Failure to maintain attendance at a job training or education program• Income exceeds 85% of the state median income (SMI)	<input type="checkbox"/>
I understand that after my first eligibility determination for subsequent 12-month eligibility periods, where my income exceeds 150% federal poverty level and I am considered to be in graduated phase-out from the program, it is my responsibility to report within 10 calendar days of any change of circumstances related to: <ul style="list-style-type: none">• Address• Temporary/Non-temporary work or education• Family size• Failure to maintain attendance at a job training or education program• Income exceeds 85% of the state median income (SMI)• Any changes in income	<input type="checkbox"/>
I understand that the coalition or contractor will not discriminate against my family on the basis of race, national origin, ethnic, background, sex, religious affiliation or disability.	<input type="checkbox"/>
I understand that if I am assessed a parent copay by the coalition or contractor for participation in the School Readiness (SR) Program, I must satisfactorily fulfill my copayment obligation before I will be allowed to transfer to another SR Program provider. Satisfactory fulfillment of the copayment obligation is defined as immediate payment of the outstanding copayment obligation or establishment of a repayment plan for the outstanding copayment obligation.	<input type="checkbox"/>
I understand that I have the right to unlimited access to my child during normal hours of child care provider operation and whenever the child is in the provider's care.	<input type="checkbox"/>
I understand that I have the right to confidentiality of my child's or children's information and the right to inspect, review and request a copy of my child's or children's SR records.	<input type="checkbox"/>
I understand that as a parent, I have the right to choose from a variety of child care categories, including center-based care, faith-based care, family child care and informal child care to the extent authorized in the state's Child Care and Development Fund State Plan that the United States Department of Health and Human Services approved pursuant to 45 CFR s. 98.30.	<input type="checkbox"/>
I accept the coalition's/contractor's determination of my income and household size used to assess my parent copay.	<input type="checkbox"/>

After the parent reads each statement, and clicks the checkbox for each statement, the statement box will collapse, and a green checkmark will appear.

	<input type="checkbox"/>
I understand that services will be provided based on placement priorities (section 1002.87, F.S.), and availability of funding. I must recertify on or before my last day of authorized care or my services will be terminated. If termination occurs, I will be fully responsible for my child care costs. To reapply for services, I must submit a new application in the Family Portal.	<input type="checkbox"/>

Once all boxes have been checked, a pop-up window will display for developmental screening and child assessment authorizations. After clicking **Yes** or **No**, the parent will click the **Save** button.

 Update Needed

Authorization For Developmental Screening

We encourage you to complete the developmental screening of your child. It is an important step to determine if he/she is developing typically or may need extra support.

Want to know more about screening? [Click here](#)

I give my permission to screen my child. I also give permission to share the results with my child care provider and other agencies to make a plan to help my child in the classroom.

Yes

No

Authorization For Child Assessment

Child assessments help you and your child care provider know how your child grows and changes over time and whether your child meets the typical developmental milestones in playing, learning, speaking, behaving, and moving. Providers conduct this assessment by observing your child over time during their typical day. This information can be used to provide personalized education planning supports for your child.

I give permission to assess my child. I also give permission to share the results with my child care provider and other agencies for the purpose of developing intervention plans or program improvement.

Yes

No

Save

After clicking **Save**, the parent will click **Accept** to accept the terms and conditions and continue or click **Decline** to submit terms and conditions and decline the enrollment.

If the parent clicks **Decline**, a pop-up window will display.

Decline SR Enrollment Terms & Conditions ✕

Declining Terms & Conditions of enrollment in the School Readiness Program (SR).

Are you sure want to decline this SR enrollment for [redacted] ?

Continue
Cancel

The parent can click **Cancel** and then click **Accept** to accept the terms and conditions.

After **Continue** is clicked, the Enrollment Status will be blank and the **Sign** button for the payment certificate is no longer visible.

School Readiness Funding						Download Consumer Education Statement
The following table shows the School Readiness funding status for all of the children in your household.						
Child Name	Screenings and Assessments	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
[redacted]	Screening History	EV_[redacted]	Eligible	-	-	-

On the EV, the Eligibility Status will remain **Eligible**, but the Enrollment Status will change to **Enrollment Ended (Terminated)**.

) Changed

Eligibility status: Eligible

Enrollment status: Enrollment Ended (Terminated)

Date of birth: [redacted]

Ethnicity: Prefer not to answer

Races: Prefer not to answer

Care days: Monday-Friday

Care types: Fulltime

Citizenship: US Citizen or Qualified Alien

History

Change Status

Eligibility

Enrollments

Edit

After clicking **Accept**, the payment certificate will display.

ELC of Pinellas
 Non-transferable Child Care Certification
 School Readiness Program

Certificate Number: 69825433

* This certificate is not valid for care arranged after: 4/22/2023

PARENT INFORMATION						
Name: _____	Date of Birth: _____	Social Security Number: _____				
Home Address: _____	City: _____	State: FL	Zip: _____			
Home Phone: _____	Work Phone: _____	Employer: _____				
ENROLLED CHILD INFORMATION						
Name: _____	Date of Birth: _____	Social Security Number: _____				
PROVIDER INFORMATION						
Provider: Bright Discoveries for Early Learning	Phone: (727) 527-5690	Address: 438 62ND AVE N ST PETERSBURG, FL 33702				
ENROLLMENT INFORMATION						
Eligibility Start: 4/23/2022	Eligibility End**: 4/22/2023			Counselor: N/A		
Case Worker: Bernice Rodriguez of ELC of Pinellas			* No reimbursements made after this date			
Gold Seal Rate: \$0.00	Reimbursement Rate: \$37.40	Parent Full-time Co-Pay**: \$10.20	Parent Part time Co-Pay**: \$5.10			
Enrolled On: 3/22/2022	Enrollment Start: 4/23/2022	Enrollment End: 4/22/2023				
Unit of Care: FT	Billing Group: BG8	Eligibility: ECON				
** Parent co-payment is what the parent is responsible for paying (copay)						
Unit of Care / Day of Care:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	FT	FT	FT	FT	FT	

Privacy Act Statement: Social security numbers are requested on this form under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Office of Early Learning (OEL) and Early Learning Coalitions. Social security numbers will be used for routine data requests, state and federal reporting requirements, identification, and to verify eligibility for the School Readiness Program including, but not limited to, family income. Submission of social security numbers on this form is voluntary and not a condition of enrollment in the School Readiness Program.

I certify that by use of this certificate that I am exercising my choice of caregiver for my child. Other placement options in licensed and subcontract facilities and homes have been explained to me. OEL, the early learning coalition, and its contracted provider, if applicable, are indemnified from and its contract provider are indemnified from all possible liability for payments to the caregiver that I select and from liability for the quality of care my child receives. I understand that I have access to my children at any time and that I may visit the provider's setting at any time during care hours.

Signature of Parent: _____	Date: _____
<input type="checkbox"/> By Electronic Signature	
Signature of Provider: _____	Date: <u>3/22/2022</u>
<i>Bernice Rodriguez (E-Signed, On Behalf of Provider)</i>	
<input type="checkbox"/> By Electronic Signature	
Signature of Early Learning Coalition Counselor: _____	Date: <u>3/22/2022</u>
<i>Bernice Rodriguez (E-Signed)</i>	
<input checked="" type="checkbox"/> By Electronic Signature	

Submit

The parent will check the By **Electronic Signature** checkbox and sign the full name as it appears on the SR application, and click **Yes**.

Payment Certificate Electronic Signature ✕

You are about to electronically sign the SR Enrollment Payment Certificate.

Full Name: *

Click "Yes" to confirm your electronic signature.

Yes Cancel

Then, click **Submit**.

Privacy Act Statement: Social security numbers are requested on this form under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Office of Early Learning (OEL) and Early Learning Coalitions. Social security numbers will be used for routine data requests, state and federal reporting requirements, identification, and to verify eligibility for the School Readiness Program including, but not limited to, family income. Submission of social security numbers on this form is voluntary and not a condition of enrollment in the School Readiness Program.

I certify that by use of this certificate that I am exercising my choice of caregiver for my child. Other placement options in licensed and subcontract facilities and homes have been explained to me. OEL, the early learning coalition, and its contracted provider, if applicable, are indemnified from and its contract provider are indemnified from all possible liability for payments to the caregiver that I select and from liability for the quality of care my child receives. I understand that I have access to my children at any time and that I may visit the provider's setting at any time during care hours.

Signature of Parent:	<input type="text"/> (E-Signed)	Date:	3/24/2022
	<input checked="" type="checkbox"/> By Electronic Signature		
Signature of Provider:	<u>Bernice Rodriguez</u> (E-Signed, On Behalf of Provider)	Date:	3/22/2022
	<input type="checkbox"/> By Electronic Signature		
Signature of Early Learning Coalition Counselor:	<u>Bernice Rodriguez</u> (E-Signed)	Date:	3/22/2022
	<input checked="" type="checkbox"/> By Electronic Signature		

Submit

After clicking **Submit**, the following confirmation message will display. The parent will click **Accept** or **Decline**.

Accept Enrollment/Payment Certificate ✕

You are about to accept the conditions of enrollment and payment responsibility. Once signed and submitted, you will be able to print your SR Enrollment Payment Certificate.

Would you like to accept the current enrollment for ?

Accept **Decline**

Once **Accept** is clicked, the parent may print the certificate by clicking the **Print** button.



ELC of Pinellas
Non-transferable Child Care Certification
School Readiness Program

Certificate Number: 09826433

* This certificate is not valid for care arranged after: 4/22/2023

PARENT INFORMATION		
Name: [REDACTED]	Date of Birth: [REDACTED]	Social Security Number: [REDACTED]
Home Address: [REDACTED]	City: [REDACTED] State: FL	Zip: [REDACTED]
Home Phone: [REDACTED]	Work Phone: [REDACTED]	Employer: [REDACTED]

The Enrollment Status on the Family Portal profile page is now **Enrolled**.

School Readiness Funding

The following table shows the School Readiness funding status for all of the children in your household.

Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
[REDACTED]	[REDACTED]	Eligible	Enrolled	[REDACTED]	View

Once the parent has signed the payment certificate, the answers to the screening and assessment questions on the terms and conditions are displayed for the child.

[REDACTED] (child, male, age 1) **Changed**

Eligibility status: Eligible

Enrollment status: Enrolled

Date of birth: [REDACTED]

Ethnicity: Non-Hispanic

Races: White

SSN: [REDACTED]

Care days: Monday-Friday

Care types: Fulltime

Citizenship: US Citizen or Qualified Alien

Age verification: Verified

Medicaid eligibility: Eligible

Current authorization period: 04/23/2021 - 04/22/2022

Next authorization period: 04/23/2022 - 04/22/2023

Terms and Conditions: 03/24/2022

Allow Developmental Screening: Yes

Allow Child Assessment: Yes

Person ID: [REDACTED]

Eligibility verification ID: EV_[REDACTED]

History

Change Status

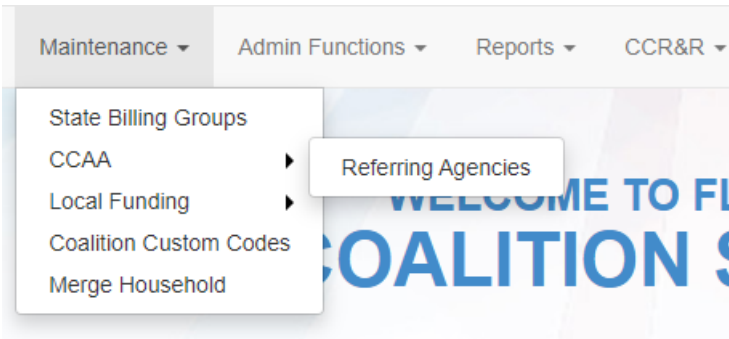
Eligibility

Enrollments

Edit

Teenage Parent Program (TAPP) Setup and Referral Entry

1. TAPP Providers must have a profile in EFS-Mod before they will be available for selection during child enrollment.
2. Navigate to **Maintenance > CCAA > Referring Agencies**.
 - a. Create New Referring Agency
 - b. Agency Category: Select TAPP – Teenage Parent Plan
 - c. Enter All Required Data
 - d. Select TAPP as the Type of Referral. Click **Save**.



Local Referring Agencies List 19 Total Records

Create New Referring Agency

Show : 10 entries

Referring Agency - Edit Record

Agency Category *	TAPP - Teenage Parent Plan
Agency Name *	Teen Parent Program 2
Authorization Code * ⓘ	33-12321
Address Line 1 *	458 Drone Avenue
Address Line 2	
City *	Tallahassee
State *	FL
Zip Code *	32308
Agency Phone *	(850)678-1234
Agency Fax	

Agency Email *

test.test@gmail.com

Additional Contacts

Primary Contact	<input type="checkbox"/>
Contact Person	<input type="text"/>
Primary Phone Number	<input type="text"/>
Secondary Phone Number	<input type="text"/>
Email	<input type="text"/>
Primary Contact	<input type="checkbox"/>
Contact Person	<input type="text"/>
Primary Phone Number	<input type="text"/>
Secondary Phone Number	<input type="text"/>
Email	<input type="text"/>

Type of Referral *

- AT-RISK DOMESTIC VIOLENCE HOMELESS RELATIVE CARE GIVER TANF TCC TAPP LOCAL

Is Active

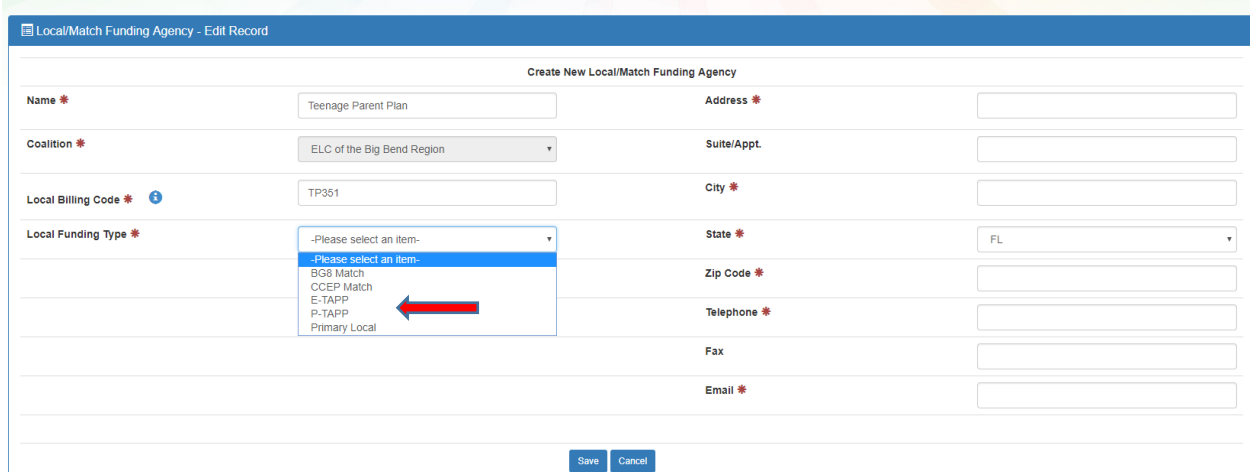
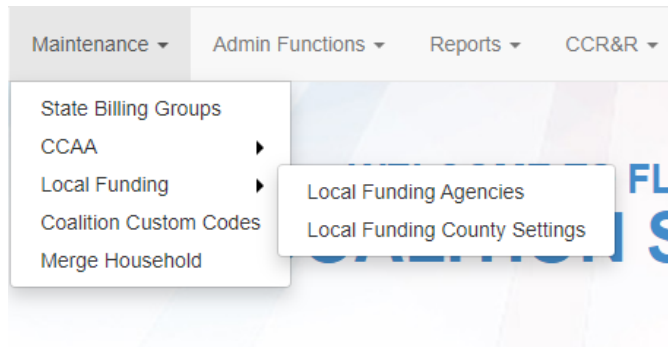


Save

Cancel

3. Local Funding > Local Funding Agencies

- a. Create new Local/Match Funding Agency
- b. Enter All Required Data
- c. Select Local Funder Type **E-TAPP** (Track TAPP Enrollments) for TAPP Enrollments that will only populate the Provider enrollment roster). Set up TAPP Local Funding Billing Group; or
- d. Select Local Funder Type **P-TAPP** (Track TAPP Enrollment and Payment) for TAPP Enrollments that will populate the Provider Attendance roster and be submitted for Reimbursements
- e. **View Local Funding Allocation > Create New Local Funding Allocation**
 - i. Set the Match Percent to 100%
 - ii. **Set Use Approved SR Rates for Provider to = NO**
 - iii. Backdate the Begin Date to the earliest enrollment that should be funded by the provider
 - iv. Set the End Date if applicable



Local/Match Funding Agency - Edit Record

Local/Match Funding Agency ID - 47

Name * Teenage Parent Plan Address * Test Road

Coalition * ELC of the Big Bend Region Suite/Appt.

Local Billing Code * 33-TP351 City * Tallahassee

Local Funding Type * E-TAPP State * FL

Zip Code * 32301

Telephone * (850)555-5555

Fax

Email * test.test@gmail.com

Save Cancel

Local Funding Allocation Maintenance 0 Total Records

Create New Local Funding Allocation

Funding Agency: Teenage Parent Plan 33-TP351

No data available to display

Local Funding Allocation - Edit Record

Create New Local Funding Allocation

* MATCH PERCENT OR DOLLAR AMOUNT IS REQUIRED.

Local/Match Funding Agency Name Teenage Parent Plan

Local Funding Type E-TAPP

Local/Match Funding Agency ID * 47 Match Percent (%) 100

Coalition * ELC of the Big Bend Region Dollar Amount 00000.00

Local Billing Code * 33-TP351 Begin Date * 11/01/2018

End Date

Save Cancel

Local Funding Allocation Maintenance 1 Total Records

Create New Local Funding Allocation

Show: 10 entries

Funding Agency: Teenage Parent Plan 33-TP351

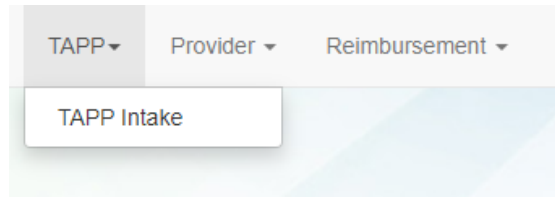
Edit	Local Funding Allocation ID	Local Billing Code	Match Percent (%)	Begin Date	End Date	Active
<input type="checkbox"/>	36	33-TP351	100	11/1/2018		✓

Edit Funding Allocation

4. TAPP Intake

- a. Select the TAPP Agency from the Agency Category. This dropdown only displays the TAPP Referral Agencies that have been entered.
- b. Enter All Required Data
- c. Enter the TAPP Enrollment Details
- d. Select E-TAPP to see only the local E-TAPP billing codes
- e. Select P-TAPP to see only the local P-TAPP billing codes
- f. Make the eligibility start and end dates the TAPP enrollment start and end dates
- g. Add the child(ren) data. Click **Save**.

NOTE: The TAPP intake process allows coalition users to identify the physical county of residence and families receiving RCMA services.



Teenage Parent Program (TAPP) - Intake Form

Referring Agency Details	
Agency Category	Teenage Parent Plan
Agency Name *	12 - Teen Parent Program 2
Information Supplied By (School District Personnel) *	Test School Provider
Contact Number * <small>Example: (850) 555-1234</small>	850-850-8500
Referral Date *	11/03/2018
Teenage Parent Information	
Primary Parent's First Name *	TAPPMother
Primary Parent's Middle Name	
Primary Parent's Last Name *	Testing
Primary Parent's Ethnicity *	<input type="radio"/> Hispanic <input checked="" type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Primary Parent's Race(s) <i>Check those that apply.</i> *	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input checked="" type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Primary Parent's Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Primary Parent's Marital Status *	Single
Primary Parent's Date of Birth * <small>[MM/DD/YYYY]</small>	08/22/2002
Primary Parent's Address	
Address Line 1 *	Newton Ave
Address Line 2 (Apt, Suite, etc)	
City *	Tallahassee
County *	Leon
State	FLORIDA
Zip Code *	32301

Additional Information	
Primary Language *	English
Homeless	<input type="checkbox"/> Select if parent is currently homeless or located at a Domestic Violence Shelter
Military	<input type="checkbox"/> Is parent currently active duty (serving full-time) in the US Military? OR <input type="checkbox"/> Is parent a member of either a National Guard Unit or Military Reserve Unit?
TAPP Eligibility Details	
Funding Type *	<input checked="" type="radio"/> E-TAPP <input type="radio"/> P-TAPP
Local Billing Code *	33-TP351
Eligibility Code	ETPP
Eligibility Begin Date * [MM/DD/YYYY]	11/05/2018
Eligibility End Date (last day of eligibility) * [MM/DD/YYYY]	06/03/2019

Child Needing Care Details	
Child's First Name *	TAPPInfant
Child's Middle Name	
Child's Last Name *	Testing
Child's Ethnicity *	<input type="radio"/> Hispanic <input checked="" type="radio"/> Non-Hispanic <input type="radio"/> Prefer not to answer
Child's Race(s) Check those that apply. *	<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian / Pacific <input type="checkbox"/> Black <input type="checkbox"/> US Indian / Alaskan <input checked="" type="checkbox"/> White <input type="checkbox"/> Prefer not to answer
Child's Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Child's Date of Birth * [MM/DD/YYYY]	01/01/2018
Is Child Disabled?	<input type="checkbox"/>
Level of Care	< 12 Months
<input type="button" value="Remove Child"/>	



5. TAPP EV opens.
 - a. Verify all of the data input into the TAPP Intake form is correct
 - b. Upload the TAPP Referral Document in the Additional Documents section
 - c. There is no TAPP Referral Section
 - d. Click **Eligibility**
 - i. Verify the eligibility information that was entered into the TAPP Intake form is correct
 - ii. Priority is not required
 - iii. Purpose for care is not required
 - iv. Zero (0.00) copay is allowed
 - e. Click **Enroll** - **The TAPP Provider must have a profile in EFS-Mod before they will be available for selection during child enrollment**
 - i. Search for TAPP Provider
 - ii. Enter Anticipated start date (the date as the eligibility start date)
 1. Verify that the eligibility information populates the UI
 - iii. Enter Copay in Effect
 - iv. Select school calendar if applicable
 - v. Select school holiday unit of care if applicable
 - vi. Select school day unit of care if applicable
 - vii. Select Enrollment Schedule days
 - viii. Enroll on behalf of the provider and click **Save**
 - ix. The enrollment is complete
 - x. The payment certificate is created without the parent signature
 1. Print the Payment Certificate and have the parent sign it
 2. Upload the signed payment certificate to the EV in the Additional Documents section of the Household Review screen

The screenshot displays the 'Children Needing Care' section of a software interface. On the left is a navigation menu with options like 'Household at a Glance', 'Contact Information', 'Children Needing Care', 'Parents', 'Other Household Members', 'CCAA Referral Information', 'Employment', 'School/Training', 'Alimony and Child Support Income', 'Other Income', 'Deductions', 'Totals', and 'Documents'. The main area shows three child profiles, each with a 'Change' or 'Admin' button and a set of action buttons: 'History', 'Change Status', 'Eligibility', 'Enroll', and 'Edit'. A red arrow points from the 'Eligibility' button of the first child to the 'Enroll' button of the second child.

Child Name	Eligibility Status	Date of Birth	Current Authorization Period
TAPPInfant Testing (child, male, age 0)	Eligible	01/01/2018	11/05/2018 - 11/04/2019
TAPPInfantThree Testing (child, female, age 0)	Eligible	01/01/2018	11/05/2018 - 11/04/2019
TAPPInfantTwo Testing (child, female, age 0)	Eligible	01/02/2016	11/05/2018 - 11/04/2019

- Household at a Glance
- Contact Information
- Children Needing Care**
- Parents
- Other Household Members
- CCAA Referral Information
- Employment
- School/Training
- Alimony and Child Support Income
- Other Income
- Deductions
- Totals
- Documents

Parents

TAPPMother Testing (child, female, age 16) History

Date of birth: 08/22/2002 Edit

Ethnicity: Non-Hispanic

Races: White

Marital status: Single

Email: Fake.TAPPMother.Testing228200220181111@oet.admin

Primary phone: (999) 999-9999

Disabled: No

Disability documentation: No documents available.

Required information is missing or invalid.

Add Parent...

Other Household Members

Your application contains no people listed as other household members.

Add Other Household Member...

CCAA Referral Information

No Referrals

Do you have a form from another agency titled Child Care Application and Authorization? No

CCAA Referral Documentation

There are no attached documents of this type.

Upload Document...

Leon County

Update Eligibility

Eligibility Assignments

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (11/05/2018 - 11/04/2019) Update					
ETPP	ETAPP	11/05/2018	06/03/2019	47 (33-TP351, E-TAPP, Teenage Parent Plan)	Update End Eligibility

Add Eligibility Assignment...
Add Next Authorization Period...

Current Eligibility Map

Current Authorization Period
11/05/2018 - 11/04/2019

Eligibility Assignment
ETPP ETAPP (33-TP351)
11/05/2018 - 06/03/2019

Save
Cancel

Edit Eligibility Assignment

Funding Details

Funder Type*

SR Local E-TAPP P-TAPP

Local Billing Code*

33-TP351 ▼

Eligibility Code

ETPP

Match Funder

Teenage Parent Plan

Eligibility Begin Date*

11/05/2018

Eligibility End Date*

06/03/2019

Purpose-for-Care Review Date

Care Information

Priority*

01 ▼

Level of Care*

< 12 Months ▼

Purpose for Care*

EDUCATION/TRAINING ▼

Rilya Wilson Reporting Requirements

Copay in Effect*

PART TIME DAILY RATE ▼

Co-Payment Recalculate

Total Household Members

4

Full time Co-payment Amount

\$ 0.00

Part time Co-payment Amount

\$ 0.00

Full Time Co-payment Waiver or Reduction

Full Time Co-payment is Waived or Reduced

Reduction Amount*

\$ 0.00

Co-payment Reduction or Waiver Reason*

▼

Additional Waiver or Reduction Details

Part Time Co-payment Waiver or Reduction

Part Time Co-payment is Waived or Reduced

Reduction Amount*

\$ 0.00

Co-payment Reduction or Waiver Reason*

▼

Additional Waiver or Reduction Details

Resulting Full Time Co-payment Amount

\$ 0.00

Resulting Part Time Co-payment Amount

\$ 0.00



OK

Cancel

Enrollments

Enrollments

There are no enrollments for this child.

Add Enrollment...



Close

Date of birth: 01/01/2018

Date of birth: 01/01/2018

Search for a Provider

Look for providers that match your desired search criteria.

Provider Name	<input type="text" value="Test"/>	<input type="button" value="Search"/>
Street Address	<input type="text"/>	
City	<input type="text"/>	
Zip Code	<input type="text"/>	
County	<input type="text" value="Leon"/>	

Select the desired provider from the search results below.

Search Results

- 15214TEST [Tallahassee]
- Provider Test [TALLAHASSEE]
- TEST ONE [TALLAHASSEE]
- Testing [TALLAHASSEE]**

Details of Selected Childcare Provider

Name Testing	Provider ID 8415	Hours of Business Su-Sa 6:00am-6:00pm ;
Location 501 BLAIRSTONE RD APT 301 TALLAHASSEE, Florida 32301 Leon	Provider Type Family Child Care Home	Child Ages 1 MO - 16 MO
Contact Phone Number (850) 201-1111	Profile Status Active	Part Time Rates Yes
Contact Email Address cmoneyb2+006@gmail.com	Program Year 2018 - 2019	Full Time Rates Yes
	Gold Seal Type Gold Seal for preschool to 5	



OK

Cancel

Add Enrollment

Select a Provider for TAPPI Infant Testing*

Other:

Testing

Browse...

Details of Selected Provider

Name Testing	Provider ID 8415	Hours of Business Su-Sa 6:00am-6:00pm ;
Location 501 BLAIRSTONE RD APT 301 TALLAHASSEE, Florida 32301 Leon	Provider Type Family Child Care Home	Child Ages 1 MO - 16 MO
Contact Phone Number (850) 201-1111	Profile Status Active	Part Time Rates Yes
Contact Email Address cmoneyb2+006@gmail.com	Program Year 2018 - 2019	Full Time Rates Yes
	Gold Seal Type Gold Seal for preschool to 5	

Anticipated Start Date*

11/06/2018

Eligibility Information

Eligibility Begin Date 11/05/2018	Eligibility End Date 06/04/2019	Level of Care < 12 Months
Full time Co-payment \$0.00	Part time Co-payment \$0.00	Copay in Effect FT

Override Copay in Effect

FT

School Calendar

135 - Florida State Univers

School Holiday Unit of Care

FT

School Day Unit of Care

FT

Childcare Enrollment Schedule

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

FT

FT

FT

FT

FT

Initial Enrollment Action*

- Assign to provider for confirmation or rejection.
- Enroll on behalf of provider.

Save

Cancel

Enrollments

Child Enrollment Status: Enrolled [View Payment Certificate](#)

Provider Name: Testing **Provider ID:** 8415 [View Profile](#)
Contact Phone: (111) 222-3333 **Contact Email:** cmoneyb+006@gmail.com
Location: 501 BLAIRSTONE RD **Parent Fee (Copay):** \$0.00
 APT 301
 TALLAHASSEE, 32301
 Leon County
Enrollment Start Date: 11/06/2018 **Enrollment End Date:** N/A
First Attendance Date: N/A **Last Attendance Date:** N/A

Parental Payment Certificate

ELC of the Big Bend Region Certificate Number: 680
 Non-transferable Child Care Certification
 School Readiness Program

* This certificate is not valid for care arranged after: 8/3/2019

PARENT INFORMATION

Name: Tappmother Testing **Date of Birth:** 8/22/2002
Social Security Number:
Home Address: Newton Ave **City:** Tallahassee
State: FL **Zip:** 32301
Home Phone: (999) 999-9999 **Work Phone:**
Employer:

ENROLLED CHILD INFORMATION

Name: Tappinfant Testing **Date of Birth:** 1/1/2018
Social Security Number:

PROVIDER INFORMATION

Provider: Testing **Phone:** (225) 478-2966
Address: 501 BLAIRSTONE RD APT 301 TALLAHASSEE, FL
32301

ENROLLMENT INFORMATION

Eligibility Start: 11/5/2018 **Eligibility End**:** 6/3/2019
Counselor: N/A **Case Worker:** N/A
* No reimbursements made after this date

Gold Seal Rate: \$0.00 **Reimbursement Rate:** \$0.00
Parent Full-time Co-Pay:** \$0.00 **Parent Part-time Co-Pay**:** \$0.00
Enrolled On: 11/11/2018 **Enrollment Start:** 11/5/2018
Enrollment End: 6/3/2019
Unit of Care: FT **Billing Group:** ETAPP
Eligibility: ETPP
** Parent co-payment is what the parent is responsible for paying (copay)

Unit of Care / Day of Care:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FT	FT	FT	FT	FT		

Privacy Act Statement: Social security numbers are requested on this form under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Office of Early Learning (OEL) and Early Learning Coalitions. Social security numbers will be used for routine data requests, state and federal reporting requirements, identification, and to verify eligibility for the School Readiness Program including, but not limited to, family income. Submission of social security numbers on this form is voluntary and not a condition of enrollment in the School Readiness Program.

I certify that by use of this certificate that I am exercising my choice of caregiver for my child. Other placement options in licensed and subcontract facilities and homes have been explained to me. OEL, the early learning coalition, and its contracted provider, if applicable, are indemnified from and its contract provider are indemnified from all possible liability for payments to the caregiver that I select and from liability for the quality of care my child receives. I understand that I have access to my children at any time and that I may visit the provider's setting at any time during care hours.

Signature of Parent: _____ **Date:** _____
 By Electronic Signature

Signature of Provider: Jevan Mac (E-Signed, On Behalf of Provider) _____ **Date:** 11/11/2018
 By Electronic Signature

Signature of Early Learning Coalition Counselor: Jevan Mac (E-Signed) _____ **Date:** 11/11/2018
 By Electronic Signature

Below is a view of the E-TAPP and P-TAPP enrollments in the Provider Portal. E-TAPP Enrollments only display on the Provider's Enrollment Roster.

SR Enrollments

Show 1 to 1 entries

Child Name	Birth Date	Age	Parent Name	Billing Group	Alt Risk	SR	Eligibility Start Date	Reenrollment Due Date	Developmental Screening Due Date	Care Level	Unit of Care	Child Care Schedule	Full Time Copayment	Part Time Copayment	Enrollment Start Date	Attendance Start Date	Enrollment End Date	Status	Action
TAPPinfant Testing	01/01/2018	0	TAPPinfant Testing Contact Number: (955) 395-3555 Email: Fala.TAPPinfant.Testing2020220181111@gmail.com	ETAPP	No	No	11/05/2018	11/05/2019	11/10/2018	INF	FT	Mon, Tues, Wed, Thurs, Fri	\$0.00	\$0.00	11/11/2018			Enrolled	View Payment Certificate End Enrollment

Showing 1 to 1 of 1 entries (filtered from 31 total entries)

The E-TAPP Enrollment is not present on the Attendance Roster.

Home Business Profile Contracts Enrollments Attendance Documents Hello cmoneyb2+006@gmail.com

SR Attendance Roster

Program Type: SR
 Service Period: 11/1/2018 to 11/30/2018
 Coalition: ELC of the Big Bend Region
 School Readiness (SR) Due Date: 12/5/2018

Attendance has NOT been submitted to ELC of the Big Bend Region.
 Care Level: INF, 2YR, PR3, PR4, PR5, SCH
 Hours Of Operation: Su-Sa 6:00am-6:00pm
 SR/Local Funding Students: 19
 Paid Holidays: 19

1 to 19 of 19 enrolled

Search: TAPPinfant

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

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

Select a child from enrollees to edit attendance

Enrolled/Present

Save Save & Exit Cancel Submit to Coalition

P-TAPP Enrollments display on the Provider's Enrollment Roster and Attendance Roster.

SR Enrollments

Show 1 to 1 entries

Child Name	Birth Date	Age	Parent Name	Billing Group	Alt Risk	SR	Eligibility Start Date	Reenrollment Due Date	Developmental Screening Due Date	Care Level	Unit of Care	Child Care Schedule	Full Time Copayment	Part Time Copayment	Enrollment Start Date	Attendance Start Date	Enrollment End Date	Status	Action
TAPPinfantThree	01/01/2018	0	TAPPinfantThree Testing Contact Number: (955) 395-3555 Email: Fala.TAPPinfantThree.Testing2020220181111@gmail.com	PTAPP	No	No	11/05/2018	11/05/2019	11/10/2018	INF	FT	Mon, Tues, Weds, Thurs, Fri	\$0.00	\$0.00	11/11/2018			Enrolled	View Payment Certificate End Enrollment

Showing 1 to 1 of 1 entries (filtered from 32 total entries)

P-TAPP Enrollments are present on the Attendance Roster. The provider is able to mark attendance for these enrollments in the same way as all other enrollments.

SR Attendance Roster

Program Type: SR
 Service Period: 11/1/2018 to 11/30/2018
 Coalition: ELC of the Big Bend Region
 School Readiness (SR) Due Date: 12/5/2018

Attendance has NOT been submitted to ELC of the Big Bend Region.
 Care Level: INF, 2YR, PR3, PR4, PR5, SCH
 Hours Of Operation: Su-Sa 6:00am-6:00pm
 SR/Local Funding Students: 20
 Paid Holidays: 19

1 to 1 of 20 enrolled

Search: TAPPinfantThree

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

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

Child's Current Information

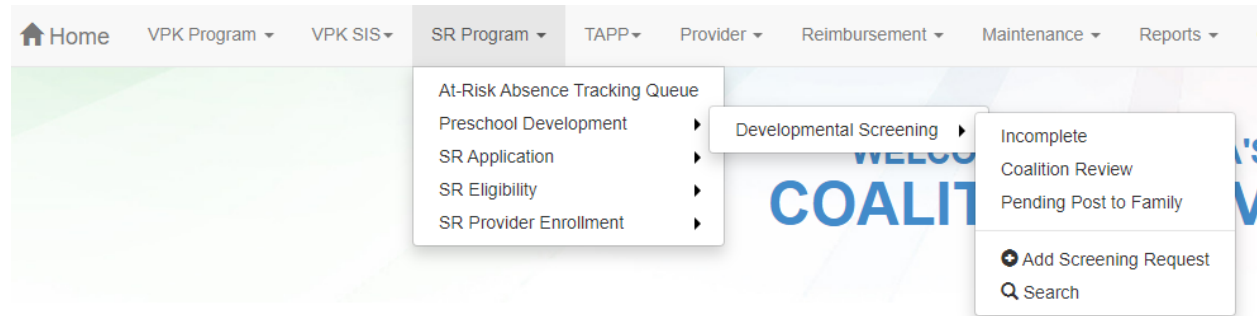
Name: TAPPinfantThree Testing
 DOB: 1/1/2018 Age: 0
 Copay: \$0.00 BGrp: PTAPP
 Status: Enrolled

Monthly Attendance Summary

Anticipated Start Date: 11/6/2018
 Days Absent: 0
 Days Present: 4
 Reimbursed Holidays: 0
 Non-Reimbursable Days: 2

Developmental Screening

Developmental Screening menu is available at **SR Program > Preschool Development > Developmental Screening**.



Search

The search function allows coalition users to search by multiple criteria:

- Screening ID – the ID assigned after a screening is started.
- Child ID
- First Name – of child
- Last Name – of child
- Screener Type – Coalition, Family or Provider
- Screening Status – Approved, Incomplete, Coalition Reviewing
- Begin Date
- End Date

To see all children with screenings in a coalition, click the **Search** button without entering any search criteria.

A screenshot of a search form titled 'Search For A Developmental Screening'. At the top left is a search icon and the title. Below the title is a checkbox labeled 'Include Previously Served Children'. The form contains several input fields: 'Screening ID', 'Child ID', 'First Name', 'Last Name', 'Screener Type' (a dropdown menu with 'Any' selected), 'Screening Status' (a dropdown menu with 'Any' selected), 'Begin Date' (with a date format 'MM/DD/YYYY' and a calendar icon), and 'End Date' (with a date format 'MM/DD/YYYY' and a calendar icon). At the bottom of the form are two buttons: 'Reset' and 'Search'.

Incomplete Queue

SR Program > Preschool Development > Developmental Screening > Incomplete

The Incomplete queue displays the screenings for children in a coalition that are incomplete. The queue displays 10 records on a page. If more than 10 records display, then multiple pages will display below the grid. Each column can be sorted and filtered.

- Clicking on the **Child ID** link navigates to the screening history for the child.
- Clicking on the **Screening ID** link navigates to the child's screening results for that screening.
- Clicking on the **Screening** link in the Vendor Link column opens the questionnaire so the coalition can complete the screening.

Preschool Developmental Screening Work Queue

The page displays all outstanding screening request that need to be completed. Selecting Child ID takes you to the child's Screening History. Selecting Screening ID takes you to the child's screening information. Selecting the Vendor link takes you vendor's site to complete the questionnaires.

[Click Here For Filtering Tips](#)

Show entries [Clear All Filters](#) Search:

Child ID	Child Name	DOB	Assigned Counselor	Provider ID	Provider Name	Screening ID	Request Date	Questionnaire	Vendor Link
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
3857190 A				1096	HONEY BEE'S EDUCATIONAL CENTER II	34017 B	5/10/2021	ASQ-3 & ASQ:SE-2	Screening C
5175407				16528	Brian's Technology Daycare LLC	34077	5/10/2021	ASQ-3 & ASQ:SE-2	Screening

Showing 1 to 2 of 2 entries Previous **1** Next

Coalition Review Queue

The Coalition Review queue displays all outstanding responses that need to be processed.

- Clicking on the **Child ID** link navigates to the screening history for the child.
- Clicking on the **Screening ID** link navigates to the child's screening results for that screening.

Preschool Developmental Screening Coalition Review Queue

The page displays all outstanding screening responses that need to be processed. Selecting Child ID takes you to the child's Screening History. Selecting Screening ID takes you to the child's screening information.

[Click Here For Filtering Tips](#)

Show entries [Clear All Filters](#) Search:

Child ID	Child Name	DOB	Assigned Counselor	Provider ID	Provider Name	Screening ID	Request Date	Screeener	Status	Completed Date	Questionnaire
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
5166748 A				20574	Aim High Academy, Umatilla Campus	37700 B	05/17/2021	Family	Coalition Reviewing		ASQ:3 & ASQ:SE2
2351659				717	WOODLANDS LUTHERAN CHURCH AND EARLY LEARNING CENTER	19334	05/01/2021	Provider	Coalition Reviewing		ASQ-3
4394364				4630	CARE 4 KIDS DAYCARE, INC	37585	05/17/2021	Family	Coalition Reviewing		ASQ-3
4531505				18420	Harley's Angels Child Care Center 2	37709	05/17/2021	Family	Coalition Reviewing		ASQ:3 & ASQ:SE2
5276009				19176	Stepping Stones Christian Academy	38029	05/17/2021	Family	Coalition Reviewing		ASQ:3 & ASQ:SE2

Showing 1 to 5 of 5 entries Previous **1** Next

Screening Results

The screening results screen display the results for the child’s screening. There are buttons at the top of the page. The light blue buttons indicate functionality that is not yet available in EFS Mod. The dark blue buttons indicate coalition user actions.

- Add New DSR – add a new developmental screening request
- Change Status – change the status of the screening
- View Screening History – view the screening history of the child
- Cancel Screening – cancel the screening. This functionality is coming soon.
- Post to Family Portal – share the results of the screening on the Family Portal
- View Screening Notes – view any screening notes entered by the screener, provider or coalition
- Assign Counselor – This functionality is coming soon.
- Add Screening Notes – add a new screening note
- Status Change History – view the status changes for the screening
- Screener Change History – view the screener changes
- Change Screener – change the screener for an incomplete screening

The details on the screening display in the Screening Info box:

- Status
- Screener
- Provider
- Request Date
- Completed Date

The results of the screening(s) display with scores.

- Typical – the child’s scores are on or above the typical cutoff range
- Monitoring – the child’s scores are below the typical cutoff range but above the concern cutoff range
- Concern – the child’s scores are below or at the concern cutoff range

The screenshot shows the 'Child Screening Result for' interface. At the top right, it says 'Household'. Below this is a row of buttons: 'Add New DSR', 'Change Status', 'View Screening History', 'Cancel Screening', 'Post to Family Portal', and 'View Screening Notes'. Below that is another row of buttons: 'Assign Counselor', 'Add Screening Notes', 'Status Change History', and 'Screener Change History'. In the center is a 'Screening Info' box with the following details:

Status	Coalition Reviewing	Request Date	5/17/2021
Screener	Family	Completed Date	5/17/2021
Provider	Aim High Academy, Umatilla Campus		

Below the info box are two screening result tables. The first is 'ASQ-3 Screening Result' for a 42-month-old child:

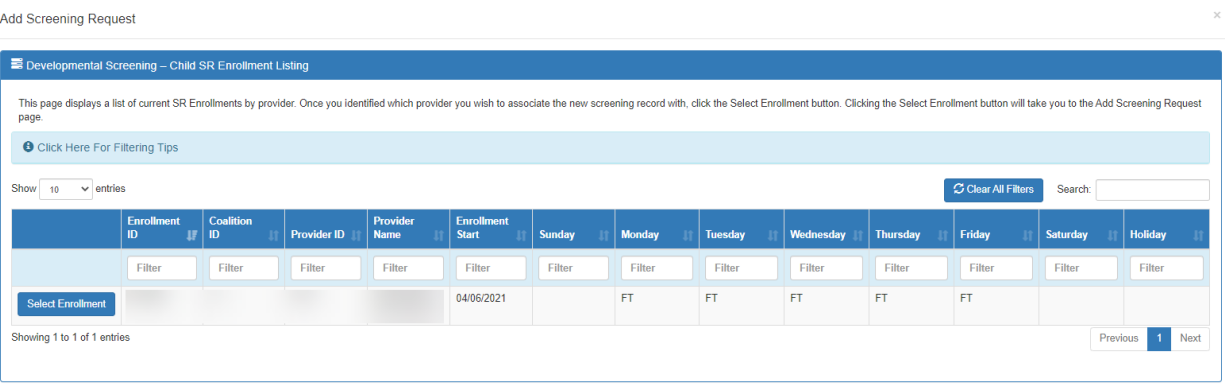
Domain	Cutoff 1	Cutoff 2	Score	Results
Communication	27.06	38.54	60.00	Typical
Gross Motor	36.27	45.15	60.00	Typical
Fine Motor	19.82	33.68	60.00	Typical
Problem Solving	28.11	39.82	60.00	Typical
Personal - Social	31.12	41.25	60.00	Typical

The second is 'ASQSE-2 Screening Result' for a 36-month-old child:

Domain	Cutoff 1	Cutoff 2	Score	Results
Social-Emotional	105.00	75.00	10.00	Typical

Adding a Screening Request

From the Screening Results screen, clicking **Add New DSR** opens the Add Screening Request pop-up window. Clicking the **Select Enrollment** button navigates to the Add Development Screening Request page.

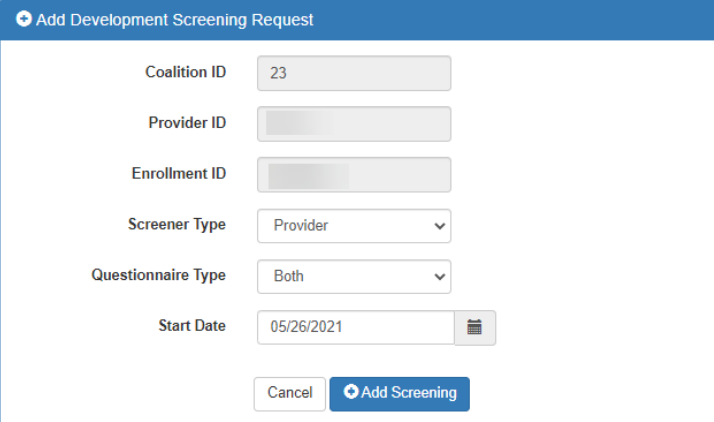


The screenshot shows a window titled "Add Screening Request" with a sub-header "Developmental Screening – Child SR Enrollment Listing". Below the header is a text box explaining that the page displays a list of current SR Enrollments by provider and that clicking the "Select Enrollment" button will take the user to the "Add Screening Request" page. There is a link for "Click Here For Filtering Tips".

Below the text is a table with columns: Enrollment ID, Coalition ID, Provider ID, Provider Name, Enrollment Start, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Holiday. Each column has a "Filter" button. The "Enrollment Start" column shows the date "04/06/2021". The "Monday" through "Friday" columns show "FT".

At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and has "Previous" and "Next" navigation buttons. There is also a "Select Enrollment" button on the left side of the table.

Select the Screener Type, Questionnaire Type and Start Date. Then click **Add Screening**.

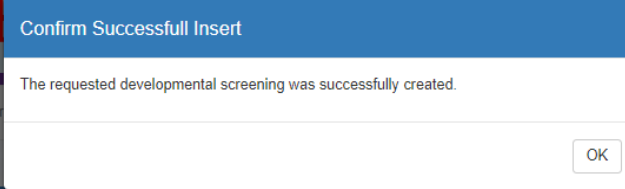


The screenshot shows a form titled "Add Development Screening Request". The form has the following fields:

- Coalition ID: 23
- Provider ID: (empty)
- Enrollment ID: (empty)
- Screener Type: Provider (dropdown menu)
- Questionnaire Type: Both (dropdown menu)
- Start Date: 05/26/2021 (calendar icon)

At the bottom of the form are two buttons: "Cancel" and "Add Screening".

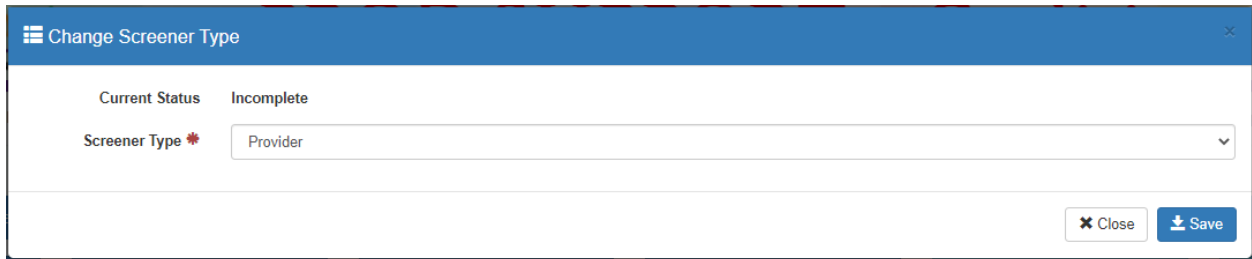
The Confirm Successful Insert pop-up window opens. The screening will now appear in the queue for the selected screener.



The screenshot shows a pop-up window titled "Confirm Successful Insert". The message inside the window reads: "The requested developmental screening was successfully created." There is an "OK" button at the bottom right of the window.

Change Screener

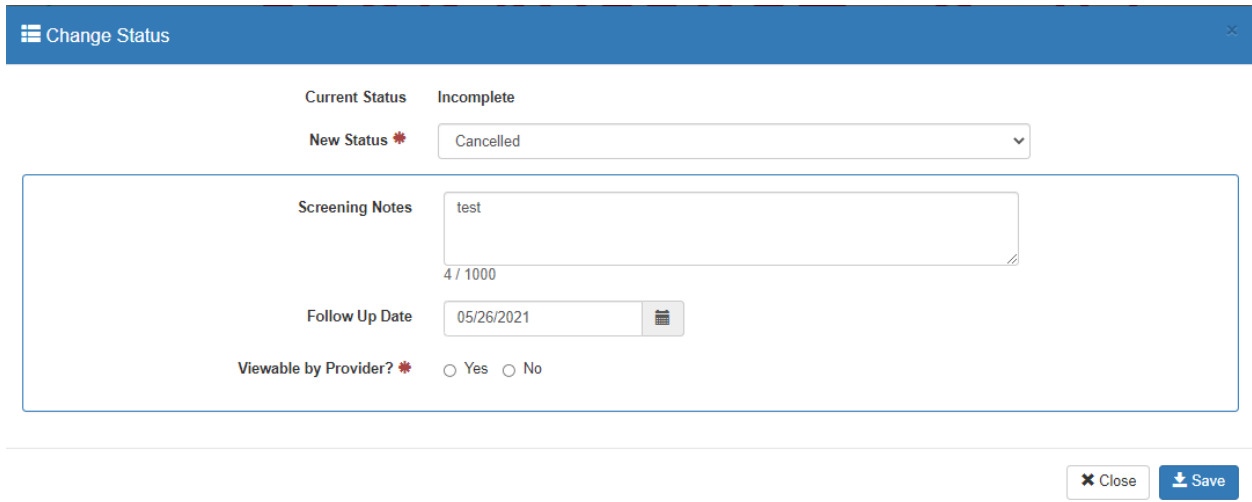
From the Screening Results, clicking the **Change Screener** button opens the Change Screener Type pop-up window. This button is only available for Incomplete screenings.



The 'Change Screener Type' pop-up window has a blue header with a hamburger menu icon, the text 'Change Screener Type', and a close button (X). The main content area shows 'Current Status' as 'Incomplete' and 'Screener Type' with a dropdown menu currently set to 'Provider'. At the bottom right, there are 'Close' and 'Save' buttons.

Change Status

From the Screening Results, clicking the **Change Status** button opens the Change Status pop-up window. This button is not available for Approved screenings.



The 'Change Status' pop-up window has a blue header with a hamburger menu icon, the text 'Change Status', and a close button (X). The main content area shows 'Current Status' as 'Incomplete' and 'New Status' with a dropdown menu set to 'Cancelled'. Below this is a 'Screening Notes' text area containing the word 'test' and a character count '4 / 1000'. The 'Follow Up Date' is set to '05/26/2021' with a calendar icon. At the bottom, there is a 'Viewable by Provider?' section with radio buttons for 'Yes' and 'No'. At the bottom right, there are 'Close' and 'Save' buttons.

Screening History

The screening history displays all the screening results for the child over time. The screening history can be shown by clicking the:

1. **View Screening History** button on the Screening Results page
2. Child ID link from the queue

On the Screening History page:

- A. Clicking on the **Screening ID** link navigates to the child's screening results for that screening.
- B. The screening history can be exported to Excel.

Screening ID	Screener	Status	Status Change Date	Provider	ASQ3 Interval Completed	Communication Results	Gross Motor Results	Fine Motor Results	Problem Solving Results	Personal - Social Results	ASQ-SE2 Interval Completed	Social - Emotional Results
34017	Coalition	Incomplete	5/17/2021	HONEY BEE'S EDUCATIONAL CENTER II	24 Months	Typical	Typical	Typical	Typical	Typical	N/A	N/A

Showing 1 to 1 of 1 entries

Previous 1 Next

View Screening Notes

From the Screening Results, clicking the **View Screening Notes** button navigates to the Screening Case Note History page. The Screening Notes can be exported to Excel.

Child Info	Event	Note	Follow Up Date	Viewable By Provider	Created By	Created Date										
<table border="1"> <tr><td>Screening ID</td><td>7112</td></tr> <tr><td>ASQ3 Interval</td><td>18 Months</td></tr> <tr><td>ASQ SE2 Interval</td><td>18 Months</td></tr> <tr><td>Provider ID</td><td></td></tr> <tr><td>Provider Name</td><td></td></tr> </table>	Screening ID	7112	ASQ3 Interval	18 Months	ASQ SE2 Interval	18 Months	Provider ID		Provider Name		Coalition Approved	Developmental screening has been completed by parent. Screening results for effect as "Monitor". Screening results have been shared with the parent via Family Portal. A follow up email was shared with helpful tools that further support child's learning and growing.	-	Yes		4/12/2021 1:51:47 PM
Screening ID	7112															
ASQ3 Interval	18 Months															
ASQ SE2 Interval	18 Months															
Provider ID																
Provider Name																

Showing 1 to 1 of 1 entries

Previous 1 Next

Add Screening Note

From the Screening Results, clicking the **Add Screening Note** button navigates to the Add Screening Case Note screen.

- Enter the case note for the screening.
- Optionally, a follow-up date can be selected using the calendar. Selecting a follow-up date is for reporting purposes only.
- Select whether the note will be viewable by the provider.

DSR ID: 10705
Child ID: [Redacted]
Provider ID: [Redacted]
Provider Name: [Redacted]
ASQ3 Interval: 16 Months
ASQ SE2 Interval: 18 Months

0 / 1000

Follow Up Date: [Calendar Icon]

Viewable by Provider? Yes No

Save Screening Note Cancel

Status Change History

From the Screening Results, clicking the **Status Change History** button opens the Status Change History pop-up window. The most recent status displays at the top of the grid.

Show 10 entries Search: [Input]

Changed From	Changed To	Changed Date	Changed By
Coalition Reviewing	Approved	2021-04-12 13:51:46	[Redacted]
Incomplete	Coalition Reviewing	2021-04-07 15:46:43	API
n/a	Incomplete	2021-04-06 12:27:40	[Redacted]

Showing 1 to 3 of 3 entries Previous 1 Next

Close

Screener Change History

From the Screening Results, clicking the **Screener Change History** button opens the Screener Change History pop-up window.

Show 10 entries Search: [Input]

Changed From	Changed To	Changed Date	Changed By
n/a	Family	2021-04-06 12:27:40	[Redacted]

Showing 1 to 1 of 1 entries Previous 1 Next

Close

Bulk Billing Group Transfer

Coalitions can apply for and receive from the state a match allocation based on a dollar-for-dollar match. Once awarded, the match allocation can be applied at the participant level in the manner determined by the coalition to represent the most efficient expenditure of the coalition's awarded SR dollars. In order to access the awarded match dollars, coalitions should invoice DEL through the BG8 SRMAT eligibility code and should expect to receive the amount equal to the local match received to complete the balance of the monthly payment. Coalitions should not invoice DEL for any records that include CCEP for any period in the 2019-2020 fiscal year.

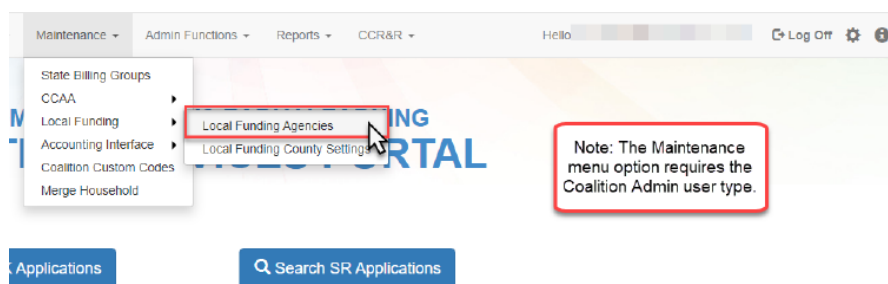
In an attempt to assist coalitions through the transition of the match process, DEL developed a bulk billing group transfer tool within EFS Mod that allows coalition to transfer records, on a monthly basis, to the appropriate category to best utilize the needed match for that payment period. This tool was provided to allow coalitions additional time to make eligibility and enrollment changes to child records, as needed, to accurately reflect the actual match application. **The tool only makes the changes for the current month and for payment purposes only. If eligibility and enrollment data is not made at the child level, the tool would need to be used again in the next month to accurately assess the match as determined by the coalition.** This process would continue until the eligibility and enrollment records were changed at the child level.

Beginning with the July 2019 service period, children with the CCEP match billing group must be updated with the Bulk Billing Group Transfer feature while in Closed Attendance to an appropriate billing group. Children eligible for the new SR Match program need to be updated with the Bulk Billing Group Transfer feature so that their billing group is BG8 and their eligibility code is SR MATCH, provided that the coalition has SR Match funds to use. This will apply a 50% default match assessment calculation that can be increased, decreased, or zeroed out with the Run Match Assessment feature, if needed, as determined by the coalition. This also associates the records to the new SR Match OCA Payment Code, SRMAT. Children may remain in the BG8 billing group with the ECON eligibility code. With the release of 4.1.6, the default match assessment calculation will be 0%. The calculation can be increased, as needed, using the Run Match Assessment feature. This associates the records to the current 97P00 OCA Payment Code. Separate match funding agencies and allocation plans for BG8 ECON and BG8 SRMAT must be created.

NOTE: This process is a temporary solution required each service period until new match funders are created and enrollment records are updated.

SR Match Funder Allocation for BG8-SRMAT

To use the BG8 SRMAT eligibility code, a new BG8 match funder must be set up. Go to **Maintenance > Local Funding > Local Funding Agencies**.



Make sure that a SRMAT funder is created with an allocation.

Local/Match Funding Agency Maintenance 17 Total Records

Create New Local/Match Funding Agency

Show 10 entries Clear All Filters Search:

Edit Agency	View Allocations	Local/Match Funding Agency ID	Name	Local Billing Code	Local Funding Type	City	Phone
<input type="checkbox"/>	<input type="checkbox"/>	1555	CHSP - Leon	33-CHSPLEO	BG8 Match	Tallahassee	(850) 606-1948
<input type="checkbox"/>	<input type="checkbox"/>	209	Leon County - 371K8	33-371K8	BG8 Match	Tallahassee	(850) 606-1900
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1561	SR Match	33-23-SRMT	BG8 Match	Tallahassee	(123) 543-5345
<input type="checkbox"/>	<input type="checkbox"/>	1292				Tallahassee	(850) 606-1900
<input type="checkbox"/>	<input type="checkbox"/>	210				Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	236				Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	237				Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	238				Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	239	United Way of the Big Bend - Taylor	33-621K6	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	240	United Way of the Big Bend - Wakulla	33-651K6	BG8 Match	Tallahassee	(850) 414-0844

Showing 1 to 10 of 17 entries

[Edit Funding Agency](#) [View Funding Allocation](#)

Previous **1** 2 Next

In This example, A BG8-SRMT funding agency exists.
Check the View Allocations box and click the View Funding Allocation button to ensure the allocation is setup as well

Local Funding Allocation Maintenance 0 Total Records

Create New Local Funding Allocation

Funding Agency: SR Match 23-SRMT

No data available to display

In this example, the funding allocation does not exist and needs to be created.

If no BG8 SRMAT funder exists, click the **Create Local/Match Funding Agency** button and complete the required fields.

Local/Match Funding Agency - Edit Record

Create New Local/Match Funding Agency

Name * Address *

Coalition * e/Appt.

Local Billing Code * *

Local Funding Type * State *

Zip Code *

Telephone *

Fax

Email *

Create a Name and Local Billing Code that can easily be identified with SRMAT.
The Local Billing Code must be 7 or fewer characters.

Locate the newly created funding agency. Check the **View Allocations** box and click the **View Funding Allocation** button.

Local/Match Funding Agency Maintenance 18 Total Records

Create New Local/Match Funding Agency

Show 10 entries

Clear All Filters Search:

Edit Agency	View Allocations	Local/Match Funding Agency ID	Name	Local Billing Code	Local Funding Type	City	Phone
<input type="checkbox"/>	<input type="checkbox"/>	1555	CHSP - Leon	33-CHSPLEO	BG8 Match	Tallahassee	(850) 606-1948
<input type="checkbox"/>	<input type="checkbox"/>	209			BG8 Match	Tallahassee	(850) 606-1900
<input type="checkbox"/>	<input type="checkbox"/>	1561			BG8 Match	tallahassee	(123) 543-5345
<input type="checkbox"/>	<input type="checkbox"/>	1292			BG8 Match	Tallahassee	(850) 606-1900
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1562	SRMAT2	33-SRMAT2	BG8 Match	tallahassee	(123) 543-5345
<input type="checkbox"/>	<input type="checkbox"/>	210	United Way of the Big Bend - Gadsden	33-20IK8	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	236	United Way of the Big Bend - Jefferson	33-33IK8	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	237	United Way of the Big Bend - Liberty	33-39IK8	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	238	United Way of the Big Bend - Madison	33-40IK8	BG8 Match	Tallahassee	(850) 414-0844
<input type="checkbox"/>	<input type="checkbox"/>	239	United Way of the Big Bend - Taylor	33-62IK8	BG8 Match	Tallahassee	(850) 414-0844

Showing 1 to 10 of 18 entries

Edit Funding Agency View Funding Allocation

Previous 1 2 Next

If no BG8 SRMAT allocation exists, click the **Create New Local Funding Allocation** button.

Local Funding Allocation Maintenance 0 Total Records

Create New Local Funding Allocation

Funding Agency: SRMAT2 23-SRMAT2

No data available to display

Complete the required fields.

Local Funding Allocation - Edit Record

Create New Local Funding Allocation

* MATCH PERCENT OR DOLLAR AMOUNT IS REQUIRED.

Local/Match Funding Agency Name: SRMAT2

Local Funding Type: BG8

Local/Match Funding Agency ID: 1283

Coalition: ELC of Palm Beach

Local Billing Code: 23-SRMAT2

Match Percent (%): 6.00

Dollar Amount: 00000.00

Begin Date: 07/01/2019

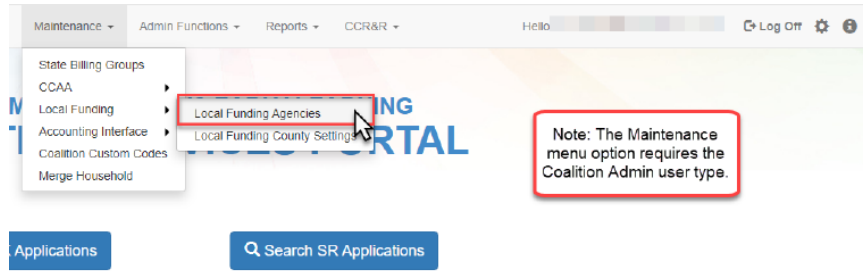
End Date:

Leave the Match Percent set to 6% (or change it to 0; this will not impact the match assessment amount).

Be sure to change the Begin Date to July 1, 2019 (or the service period begin date that will start to use SRMAT).

SR Match Program Changes for 2019-2020

Go to **Maintenance > Local Funding > Local Funding Agencies > Edit Agency.**



For Local Funding, the same questions for CCEP will display for BG8. CCEP can only have a start date prior to July 1, 2019.

- Federally Eligible
- Match Funding Type
- Business Type

The screenshot shows the 'Local/Match Funding Agency - Edit Record' form. The form is titled 'Create New Local/Match Funding Agency' and contains the following fields:

Name *	19 20	Address *	
Coalition *	ELC of the Big Bend Region	Suite/Appt.	
Local Billing Code *	1920	City *	
Local Funding Type *	BG8 Match	State *	FL
Use Approved SR Paid Holidays for Provider	<input type="radio"/> Yes <input checked="" type="radio"/> No	Zip Code *	
Federally Eligible	<input type="radio"/> Yes <input checked="" type="radio"/> No	Telephone *	
Match Funding Type *	<input type="radio"/> Employee Benefit <input type="radio"/> Community Benefit	Fax	
Business Type *	<input type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Non-Profit	Email *	

At the bottom of the form are 'Save' and 'Cancel' buttons. A red box highlights the 'Federally Eligible', 'Match Funding Type', and 'Business Type' fields.

Funding Allocation

After creating a new Local/Match Funding Agency, click the View Allocations checkbox. Then click the **View Funding Allocation** button.

Local/Match Funding Agency Maintenance 20 Total Records

Create New Local/Match Funding Agency

Show 10 entries Clear All Filters Search:

Edit Agency	View Allocations	Local/Match Funding Agency ID	Name	Local Billing Code	Local Funding Type	City	Phone
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8	Andrea's Foundation	37-ALF1	BG8 Match	TALLAHASSEE	(185) 032-1528
<input type="checkbox"/>	<input type="checkbox"/>	9	Andrea's Foundation	37-ALF2	CCEP Match	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	10	Andrea's Foundation	37-ALF3	Primary Local	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	11	Andrea's Fun Foundation	37-ALF4	Primary Local	TALLAHASSEE	(555) 555-5555
<input type="checkbox"/>	<input type="checkbox"/>	1384	Casey Sunshine	37-KC-SUN	Primary Local	TALLAHASSEE	(850) 123-4567
<input type="checkbox"/>	<input type="checkbox"/>	1383	Casey's Match	37-1234	CCEP Match	TALLAHASSEE	(850) 123-4567
<input type="checkbox"/>	<input type="checkbox"/>	7	JDM Prod Testing Local Funding	37-JDM	Primary Local	Tallahassee	(850) 112-3252
<input type="checkbox"/>	<input type="checkbox"/>	370	Kim's BG8	37-KTBG8	BG8 Match	Tallahassee	(444) 444-4444
<input type="checkbox"/>	<input type="checkbox"/>	16	Kim's Test	37-12345	Primary Local	Tallahassee	(850) 123-4567
<input type="checkbox"/>	<input type="checkbox"/>	252	KREPSISLAND	37-JCEP	CCEP Match	Tallahassee	(850) 588-5555

Showing 1 to 10 of 20 entries Previous 1 2 Next

[Edit Funding Agency](#) [View Funding Allocation](#)

Create New Local Funding Allocation

Clicking the **Create New Local Funding Allocation** button opens the Local Funding Allocation – Edit Record screen.

Local Funding Allocation Maintenance 0 Total Records

Create New Local Funding Allocation

Funding Agency: 19 20 33-1920

No data available to display

[← Previous](#)

Local Funding Allocation – Edit Record

For BG8 records, the Match Percent defaults to 50%. The Begin Date can only be on the first day of the month. If a date other than the first day of the month, clicking the **Save** button will change the date to the first day of the month. The End Date can only be the last day of the month. If a date other than the last day of the month, clicking the **Save** button will change the date to the last day of the month.

Local Funding Allocation - Edit Record

Create New Local Funding Allocation

** MATCH PERCENT OR DOLLAR AMOUNT IS REQUIRED.*

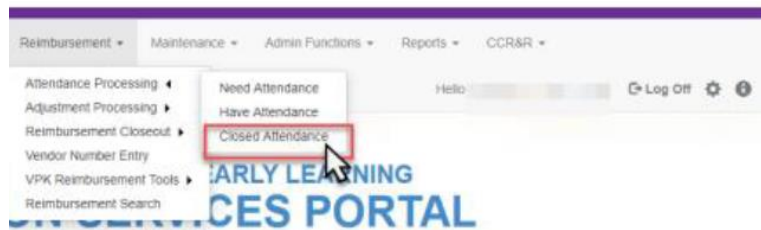
Local/Match Funding Agency Name	19 20		
Local Funding Type	BG8		
Local/Match Funding Agency ID *	70	Match Percent (%)	50.0
Coalition *	ELC of the Big Bend Region	Dollar Amount	00000.00
Local Billing Code *	33-1920	Begin Date *	12/01/2019
		End Date	

Save

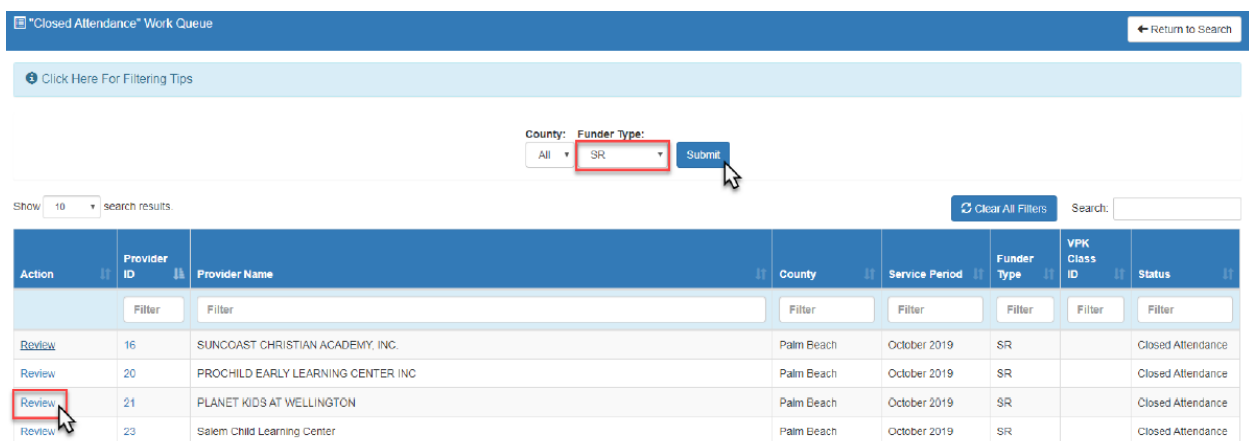
Cancel

Closed Attendance Check

Once the new funder and funding allocations are created, at the end of the payment period, go to **Reimbursement > Attendance Processing > Closed Attendance**.



Select the Funder Type (SR) from the funder type drop down menu and click **Submit**. Then, click on the Review link to open a provider's Closed Attendance records for a service period.

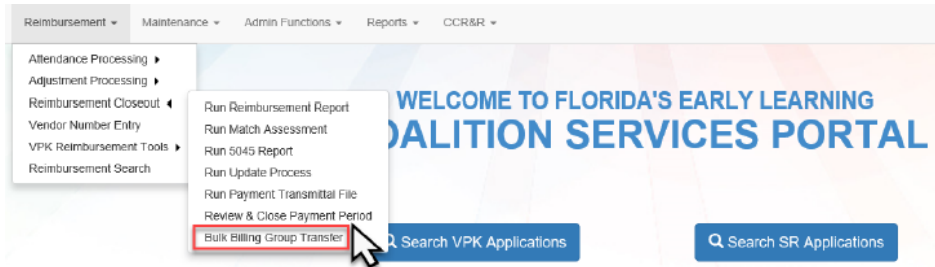


Review the records. Are there are CCEP records? If so, STOP!



The CCEP records must be changed with the bulk billing group transfer process before verifying.

Go to **Reimbursement > Reimbursement Closeout > Bulk Billing Group Transfer**.



The Bulk Billing Group Transfer Search screen displays. Select the *Funder Type*, *Billing Group*, *Eligibility Code*, and *Service Period* that need to be updated and click the Search button.

Note: Each selection is a filter that must be selected (in order) before the search can be initiated.

- 1. The Billing Group dropdown menu displays all of the billing group codes that are associated with the selected funder type.
- 2. The Eligibility Code dropdown menu displays all of the eligibility codes that are associated with the selected funder type and billing group code.

The Service Period dropdown menu displays all service periods that are associated with the selected funder type, billing group, and eligibility code **AND** are in the Closed Attendance status.

The results display all records in Closed Attendance that have the funder type, billing group, and eligibility combination for the service period selected. Use the Search feature and column filters to narrow results. Scroll to the right to see more. The **Update** button is disabled until a record is selected.

Bulk Billing Group Transfer Search
Service Period May 2019

Search Results

Show 10 entries

Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended	Rate	Parent Fee	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	07/03/2018	07/03/2019	1.87	FT	9	0	33.66	1
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	12/09/2018	12/09/2019	0.63	FT	9	0	11.25	1
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	12/23/2018	12/23/2019	0.63	FT	5	0	3.15	1
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	02/23/2019	09/25/2019	0.63	FT	9	0	5.67	2
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	03/06/2019	07/17/2019	0.63	FT	7	0	8.75	1
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	03/12/2019	11/25/2019	0.63	FT	9	0	5.67	1
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	03/23/2019	04/01/2019	0.63	FT	9	0	11.25	1

Showing 1 to 7 of 7 entries

Previous 1 Next

Select each row that needs to be updated by clicking the row. The row becomes highlighted blue and the total number of rows selected display at the bottom of the screen. A Select All feature is also available, to the left of the Child Name header. The **Update** button is now enabled. Click the **Update** button.

Bulk Billing Group Transfer Search

Service Period May 2019

Search Results

Show 10 entries

<input checked="" type="checkbox"/> Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended	Rate	Parent Fee
<input checked="" type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	07/03/2018	07/03/2019	1.87	FT	9	0	33.66
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	12/09/2018	12/09/2019	0.63	FT	9	0	11.25
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	12/23/2018	12/23/2019	0.63	FT	5	0	3.15
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	02/23/2019	09/25/2019	0.63	FT	9	0	5.67
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	03/05/2019	07/17/2019	0.63	FT	7	0	8.75
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	03/12/2019	11/25/2019	0.63	FT	9	0	5.67
<input type="checkbox"/>		19449	Growing Up Strong	BG8	ECON	03/23/2019	04/01/2019	0.63	FT	9	0	11.25

Showing 1 to 7 of 7 entries 1 row selected

Update Cancel

The Update Billing Group Assignments pop-up displays. The Current Information area displays the current funder type, billing group, eligibility code and match funder name. Coalition users input the changes needed in the New Information area. Then, click the **Run** button.

Update Billing Group Assignments

Current Information

Funder Type	Billing Group Code	Eligibility Code	Match Funder
SR	CCEP	P1	P1

New Information

Funder Type*	Billing Group Code*	Eligibility Code*	Match Funder*
<input checked="" type="radio"/> SR <input type="radio"/> Local	BG8	ECON - Economically Disadvantage SRMT - SR Match Program	

Choose BG8-Econ or BG8-SRMT; separate match funders must be set up.

Run Cancel

The Results window displays a preview of the updated reimbursement records. Notice the changed billing group, eligibility code. If correct, click the **Save** button. Otherwise, click the **Cancel** button to abandon the changes.

Results

Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended	Rate
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	05/22/2019	03/30/2020	0.00	FT	23	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2018	10/28/2019	2.45	FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2018	10/28/2019	2.45	PT	17	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/20			PT	17	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/20			FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	FT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	PT	21	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	01/22/2019	01/22/2020	2.76	FT	23	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	1	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	2	0
		21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	4	0

Confirm the changes made. Click the Save button to continue.

Save Cancel

Next, a confirmation message displays. Click the **Yes** button to commit the changes. Otherwise, click the **Cancel** button to abandon the changes.

Confirm Submit Reimbursement Updates

This will save all changes and make the reimbursement updates final.
Are you sure you want to continue?

Yes Cancel

Then, a success message displays with the total number of records that were updated. Click the **OK** button.

Bulk Billing Group

31 Reimbursements were updated successfully.

OK

When the message is closed, the screen returns to the Bulk Billing Group Transfer search page. The changes can now be verified in Closed Attendance.

Review the records. Now that there are no CCEP records, continue to verify records as usual. Repeat for all service period rosters.

Reimbursement Record for PLANET KIDS AT WELLINGTON 103 Total Records

Funder Type: SR Payment Period: Nov - 2019 Service Period: 10/01/2019 to 10/31/2019
 Status: Closed Attendance Provider Type: Center Provider ID: 21
 Vendor Number: Provider Name: PLANET KIDS AT WELLINGTON Phone: (1) 434-9098
 Site Address: 9135 LAKE WORTH RD LAKE WORTH, FL 33467 County: Palm Beach

[Print](#) [Refresh Calculations](#) [Move All to 'Have'](#)

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Other Amount	PPF CA Amount	QI Amount	CS Amount	Status	Action
1.	[Redacted]	3/27/2019	BG8	SRMT	INF	FT	23	\$37.45	\$4.91	\$861.35	\$112.93	\$748.42	\$92	\$27.83	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
2.	[Redacted]	12/10/2016	BG8	SRMT	INF	FT				\$861.35	\$126.96	\$734.39	\$138.92	\$27.83	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
3.	[Redacted]	4/19/2019	BG8	ECON	INF	FT				\$27.72	\$24.16	\$3.56	\$4.84	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
										\$1,872.62		\$1,610.63	\$302.00	\$80.60	\$0.00	\$0.00		
4.	[Redacted]	3/17/2018	BG8	SRMT	TOD	FT	4	\$32.87	\$2.45	\$131.48	\$9.84	\$121.64	\$21.20	\$4.24	\$0.00	\$0.00		Verify Adjust Back to 'Have'

The CCEP records have been changed to BG8 - SRMT.

Create a Review Period

A coalition admin can set up a review period for a child by setting the household status to **Pending Update**. Check the **Review Period** checkbox and select the child.

NOTE: Creating a Review Period has requirements:

- There must be a least one day between the review period start and end dates.
- The start date must fall within the current authorization period and must be within the existing eligibility assignment.
- If the review period extends past the current authorization period, the next authorization period is created.
- If the current eligibility assignment corresponds to a TANF billing group, a new eligibility assignment is created.

Change Household Eligibility Status

Current Status	Active
New Status [■]	Pending Update ▼
Review Period	<input checked="" type="checkbox"/>
Child Selection [■]	<input type="checkbox"/> Not Test Tester JR <input type="checkbox"/> Not Test Tester III <input type="checkbox"/> Not Test Tester IV <input checked="" type="checkbox"/> Not Test Tester
Review Period Reason [■]	▼
Review Period Start Date [■]	MM/DD/YYYY
Review Period End Date [■]	MM/DD/YYYY
Comments [■]	<div style="border: 1px solid #ccc; height: 60px;"></div>

Select the **Review Period Reason**.

Change Household Eligibility Status

Current Status: Active

New Status: Pending Update

Review Period:

Child Selection: Not Test Tester JR
 Not Test Tester III
 Not Test Tester IV
 Not Test Tester

Review Period Reason: End of school year transfers due to parents placing children in summer camp
Family moved
Parents do not like the provider
Provider closed

Review Period Start Date: MM/DD/YYYY

Review Period End Date: MM/DD/YYYY

Comments:

Save Cancel

Select the **Review Period Start Date** and **Review Period End Date**. Enter Comments and click **Save**.

Change Household Eligibility Status

Current Status: Active

New Status: Pending Update

Review Period:

Child Selection: Not Test Tester JR
 Not Test Tester III
 Not Test Tester IV
 Not Test Tester

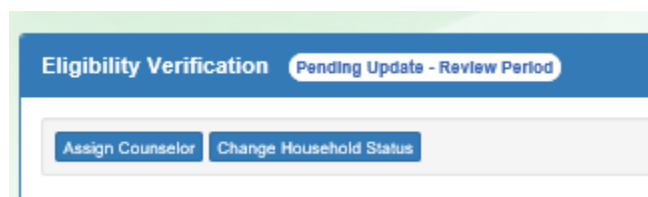
Review Period Reason: Family moved

Review Period Start Date: 07/09/2018

Review Period End Date: 07/27/2018

Comments: Please complete the update to the Eligibility Verification. |

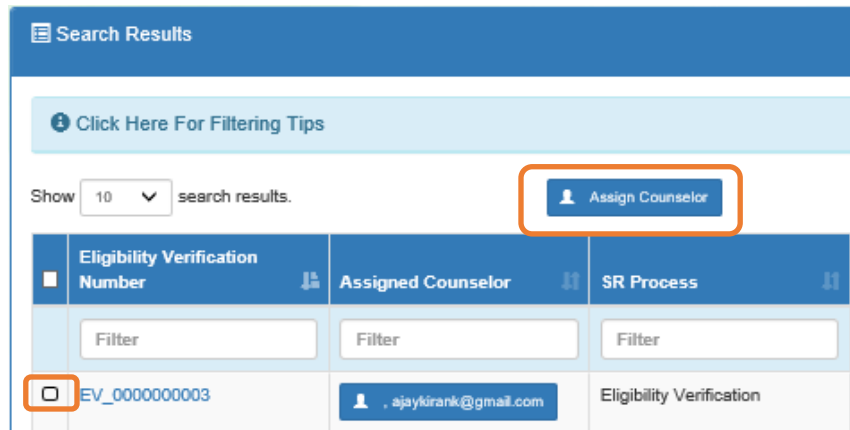
Save Cancel



The family will then update and submit the Eligibility Verification as shown above.

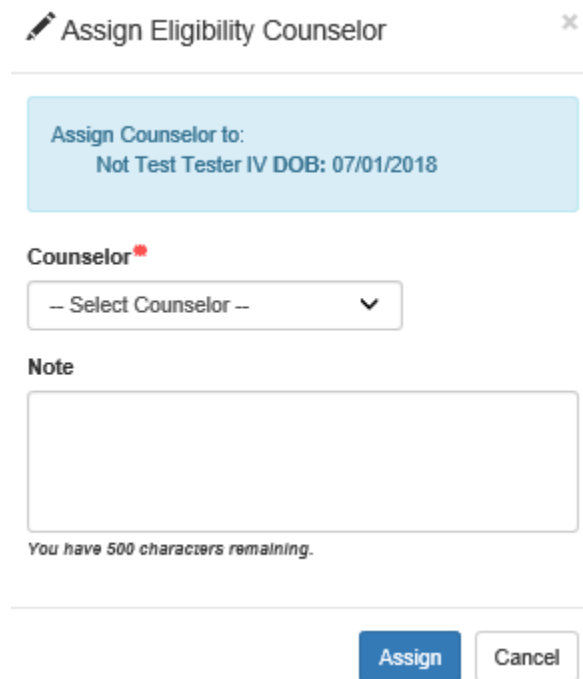
Assign a Counselor

A counselor is not required, but may be assigned to an EV. Select an Eligibility Verification Number and click **Assign Counselor**.



The screenshot shows a 'Search Results' interface. At the top, there is a blue header with 'Search Results' and a link 'Click Here For Filtering Tips'. Below this, a 'Show 10 search results.' dropdown is visible. A blue button labeled 'Assign Counselor' is highlighted with an orange box. Below the button is a table with three columns: 'Eligibility Verification Number', 'Assigned Counselor', and 'SR Process'. Each column has a 'Filter' input field. The first row of the table has 'EV_000000003' in the first column, 'ajaykirank@gmail.com' in the second, and 'Eligibility Verification' in the third. The 'EV_000000003' cell is also highlighted with an orange box.

The following screen will display.



The screenshot shows a modal window titled 'Assign Eligibility Counselor'. It contains the following elements:

- A blue box with the text: 'Assign Counselor to: Not Test Tester IV DOB: 07/01/2018'
- A 'Counselor' dropdown menu with the text: '-- Select Counselor --'
- A 'Note' text area with a character count: 'You have 500 characters remaining.'
- Two buttons at the bottom: 'Assign' and 'Cancel'.

Select a counselor from the **Counselor** dropdown. The list of counselors is generated from coalition users who are given the Manage SR Applications and Manage Eligibility permissions for their user role or coalition admins.

Assign Eligibility Counselor

Assign Counselor to:
Not Test Tester IV DOB: 07/01/2018

Counselor*

Select Counselor --

- Herbie Lovebug
- Pio Brown
- Jevan McGhee
- Andrea Latham
- Nilesch Amin
- Katrina Campbell
- Nilesch Amin
- Nancy Thomas
- Paige Ehrlich
- Kimberly Troke
- Nilesch Amin
- Jevan McGhee
- Todd Behnke
- ELC User
- Andrea Latham
- ELC User2
- Jevan McGhee
- ajaykirank@gmail.com
- Martin Stevens
- k c
- NTest ATest

Assign Cancel

Click **Assign** to assign the counselor.

Assign Eligibility Counselor

Assign Counselor to:
Not Test Tester IV DOB: 07/01/2018

Counselor*

Herbie Lovebug

Note

You have 500 characters remaining.

Assign Cancel

The counselor is assigned.

Eligibility Verification **Active**

Counselor : Herbie Lovebug Change Household Status

Change an Assigned Counselor

From the EV Search page, select the current Assigned Counselor from the dropdown.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number	<input type="text"/>	Priority	<input type="text" value="Select One"/>
Household Process Code	<input type="text"/>	Funding Type	<input type="radio"/> SR <input type="radio"/> Local <input type="button" value="↺"/>
Household Status Code	<input type="text"/>	CCAA	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↺"/>
Child Status Code	<input type="text"/>	Assigned Counselor	<input type="text" value="Select One"/>
Include Past Due?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↺"/>	Assigned Date	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
Parent Name	First Name: <input type="text" value="Enter Parent First Name"/> Last Name: <input type="text" value="Enter Parent Last Name"/>	County	<input type="text"/>
Child Name	First Name: <input type="text" value="Enter Child First Name"/> Last Name: <input type="text" value="Enter Child Last Name"/>	Last Updated Date	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
Child Age	<input type="text"/> to <input type="text"/>	Coalition Transfer	<input type="radio"/> Requested <input type="radio"/> In <input type="radio"/> Out <input type="button" value="↺"/>
Child Date of Birth	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>	Family Requested for Provider Transfer	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↺"/>

From the Search Results list, put a check in each checkbox for 50 of the results. Don't use the select all feature (in red). Then, click the **Assign Counselor** button.

Show search results.

<input type="checkbox"/>	Eligibility Verification Number	Child Name	Assigned Counselor
<input type="checkbox"/>	EV_0000		<input type="button" value="Jim Ledbetter"/>
<input type="checkbox"/>	EV_00003		<input type="button" value="Jim Ledbetter"/>

Showing 1 to 2 of 2 search results.

Select the new Counselor from the dropdown and click **Assign**.

The screenshot shows a web application interface for the 'OFFICE OF Early Learning' with the tagline 'LEARN EARLY. LEARN FOR LIFE.' and 'PROD'. The main content area displays a table of search results with columns for 'Eligibility Verification Number', 'Child Name', 'Assigned Counselor', and 'Date of Birth'. Two rows are selected, both showing 'Jim Ledbetter' as the assigned counselor. A modal window titled 'Assign Eligibility Counselor' is open, featuring a dropdown menu for 'Counselor' (currently set to '-- Select Counselor --') and a text area for 'Note' with a 500-character limit. The modal includes 'Assign' and 'Cancel' buttons.

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth
EV_00001		Jim Ledbetter	
EV_00002		Jim Ledbetter	

Showing 1 to 2 of 2 search results. 2 rows selected

Remove an Assigned Counselor

If a new Assigned Counselor is not known, or has not been determined, all cases from the current Assigned Counselor can be marked unassigned.

From the EV Search, select the current Assigned Counselor from the dropdown.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number:

Household Process Code:

Household Status Code:

Child Status Code:

Include Past Due? Yes No

Parent Name: First Name Last Name
(starts with)

Child Name: First Name Last Name
(starts with)

Child Age: to

Child Date of Birth: to

Priority:

Funding Type: SR Local

CCAA: Yes No

Assigned Counselor:

Assigned Date: to

County: Zip Code:

Last Updated Date: to

Coalition Transfer: Requested In Out

Family Requested for Provider Transfer: Yes No

From the Search Results list, put a check in each checkbox for 50 of the results. Don't use the select all feature. Then, click **Assign Counselor**.

Search Results [Return to Search](#)

[Click Here For Filtering Tips](#)

Show search results Search:

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status
<input checked="" type="checkbox"/>	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	1	6	Nc	Update	Rejected
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	C	5	Wl		Active
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	1	6	Nu		Active
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	1	3	Ni		Active
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	C	2	La		Active
<input checked="" type="checkbox"/> EV_00002	I	<input type="button" value="R"/>	C	6	La		Active
<input checked="" type="checkbox"/> EV_00002	S	<input type="button" value="R"/>	1	3	St		Active
<input checked="" type="checkbox"/> EV_00000	/	<input type="button" value="R"/>	C	6	Nc		Active
<input checked="" type="checkbox"/> EV_00001	I	<input type="button" value="R"/>	C	5	Ar		Active
<input checked="" type="checkbox"/> EV_00001	I	<input type="button" value="R"/>	1	4	Jo		Active

Select "Assign Counselor" from the dropdown and click **Assign**.

The screenshot shows a web application interface with a search results table and a modal dialog. The table has columns for Eligibility Verification Number, Child Name, Assignee, Parent Name, SR Process, and SR Status. The modal dialog, titled "Assign Eligibility Counselor", contains a text area for "Assign Counselor to:" and a dropdown menu labeled "Counselor". The dropdown menu is open, showing a list of names with "Assign Counselor" highlighted in blue. The dialog also features "Assign" and "Cancel" buttons at the bottom.

Eligibility Verification Number	Child Name	Assignee	Parent Name	SR Process	SR Status	
EV_000C	C	Ran...	None	Update	Rejected	
EV_000C	E	Ran...	W...		Active	
EV_000C	D	Ran...	N...		Active	
EV_000C	M	Ran...	N...		Active	
EV_000C	K	Ran...	L...		Active	
EV_000C	M	Ran...	L...		Active	
EV_000C	S	Ran...	S...		Active	
EV_000C	A	Ran...	6	N...	Active	
EV_000C	K	Ran...	5	A...	Active	
EV_000C	F	Ran...	11/14	4	Jc...	Active

The previously assigned counselor is removed from the EVs. When those EVs are searched for, Assign Counselor displays and a case note is added to the household case notes for each eligibility verification that was updated.

Search Results ← Return to Search

Click Here For Filtering Tips

Show 10 search results. Assign Counselor Clear All Filters Search:

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status
EV_00002		Assign Counselor	11/13	6	Nc	Update	Rejected

Showing 1 to 1 of 1 search results. Previous 1 Next

OFFICE OF

Household Case Notes

Show 10 entries Search:

Date	Code	Custom Code	Event	Description	Notes	User
5/14/2021 10:47:27 AM	UNASG N		Counselor was unassigned from household by ELC	Counselor [gl [redacted] n] was unassigned from household by coalition ELC of Northwest Florida.		

Coalition Transfer

To transfer an EV from Coalition A to Coalition B, Coalition A will look up the record and click the EV number of the desired record.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number: 3128

Household Process Code: [Dropdown]

Household Status Code: [Dropdown]

Child Status Code: [Dropdown]

Include Past Due? Yes No

Parent Name: First Name [Text], Last Name [Text]

Child Name: First Name [Text], Last Name [Text]

Child Age: [Text] to [Text]

Child Date of Birth: MM/DD/YYYY to MM/DD/YYYY

Priority: Select One [Dropdown]

Funding Type: SR Local

CCAA: Yes No

Assigned Counselor: Select One [Dropdown]

Assigned Date: MM/DD/YYYY to MM/DD/YYYY

County: [Dropdown] Zip Code: [Text]

Last Updated Date: MM/DD/YYYY to MM/DD/YYYY

Coalition Transfer: Requested In Out

Family Requested for Provider Transfer: Yes No

Search Reset

Search Results

Click Here For Filtering Tips

Show 10 search results. Assign Counselor

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process
EV_000003128	Jim 1 Test	Assign Counselor	02/01/2014	5	Jim Test	

Showing 1 to 1 of 1 search results.

Coalition A will change the Household Status to **Pending Update** and request the family to update their address.

Eligibility Verification Active

Assign Counselor Change Household Status

Household at a Glance

Contact Information

Children Needing Care

Parents

Other Household Members

Household at a Glance...

Children Needing Care

- Jim 1 Test (child, male, age 5)
- Jim 2 Test (child, male, age 5)
- Jim 3 Test (child, male, age 5)
- Jim 4 Test (child, male, age 5)

Parents

- Jim Test (adult, male)

Other Household Members

Total Household Size : 5

Change Household Eligibility Status

Current Status

New Status *

Review Period

Comments *

The Household Status is now **Pending Update**.

Eligibility Verification Pending Update - Update

[Assign Counselor](#) [Change Household Status](#)

Household at a Glance

Contact Information

Children Needing Care

Parents

Other Household Members

Household at a Glance...

Children Needing Care **Parents** **Other Household Members**

Jim 1 Test (child, male, age 5) Jim Test (adult, male)

Jim 2 Test (child, male, age 5)

Jim 3 Test (child, male, age 5)

Jim 4 Test (child, male, age 5)

Total Household Size : 5

The family will see a blue **Update Eligibility** button on their dashboard.

School Readiness Funding

The following table shows the School Readiness funding status for all of the children in your household.

Child Name	EV Number	Status	Enrollment Status	Provider Name
Jim 1 Test	EV_0000003128	Eligible	Enrolled	Jim's House of Smarties
Jim 2 Test	EV_0000003129	Eligible	Enrolled	Jim's House of Smarties
Jim 3 Test	EV_0000003130	Eligible	Enrolled	Jim's House of Smarties
Jim 4 Test	EV_0000003131	Eligible	Enrolled	Jim's House of Smarties

Please click the Update Eligibility button to update your family's eligibility.



The family will update the address in the Eligibility Wizard from the old address...

- Household **○**
- Employment ○
- School/Training ○
- Other Income ○
- Alimony and Child Support ○
- Child Provider Information ○
- Documents ○
- Review and Submit! ○

Household Address

Our records indicate the following primary address for your household.

Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 * 250 Marriott Drive

Address Line 2 (Apt, Suite, etc)

City * Tallahassee

County * Leon

State * Florida

Zip Code * 32399

Proof of Residency * Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency ⓘ

OEL Logo.PNG

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.

...to the new address and click **Save**.

- Household **○**
- Employment ○
- School/Training ○
- Other Income ○
- Alimony and Child Support ○
- Child Provider Information ○
- Documents ○
- Review and Submit! ○

Household Address

Please update your primary address, and then click **Save** to save your changes. Or click **Cancel** to discard your changes.

Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1 * 4424 NW 13th Street

Address Line 2 (Apt, Suite, etc)

City * Gainesville

County * Alachua

State * Florida

Zip Code * 32609

Proof of Residency * Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency ⓘ

OEL Logo.PNG

Upload Another Document...

Save Cancel

Once the family clicks **Save**, the following will display. The family will click **Yes** to continue.

Coalition Transfer Warning

The county change will result in a transfer to a new coalition. Are you sure you want to change your address?

OFFICE OF Early Learning
LEARN EARLY. LEARN FOR LIFE.

Eligibility Verification Wizard

Household Address
Our records indicate the following primary address for your household.

Select if you are currently homeless or located at a Domestic Violence Shelter

Address Line 1* 4424 NW 13th Street

Address Line 2 (Apt, Suite, etc)

City* Gainesville

County* Alachua

State* Florida

Zip Code* 32609

Proof of Residency*
Attach the documentation necessary to establish the household's proof of residency.

Proof of Residency* 6
OEL Logo.PNG

Is this information accurate and complete?

Yes It is accurate and complete.

No I need to update the information.

Household (selected)
Employment
School/Training
Other Income
Alimony and Child Support
Child Provider Information
Documents
Review and Submit!

Coalition A will now see a “Transfer Household For Services” banner at the top of the EV.

Eligibility Verification Submitted - Update

Assign Counselor Change Household Status

Transfer Household For Services

Household at a Glance

Contact Information
Children Needing Care
Parents
Other Household Members

Household at a Glance...

Children Needing Care
Jim 1 Test (child, male, age 5)
Jim 2 Test (child, male, age 5)
Jim 3 Test (child, male, age 5)
Jim 4 Test (child, male, age 5)
Total Household Size : 6

Parents
Jim Test (adult, male)

Other Household Members

Coalition A will note that the **Transfer Household** button is grayed out.

Contact Information

Primary Address <small>Changed</small> 4424 NW 13th Street Gainesville, Florida 32609 Alachua County	Primary Parent Email: ledbetter.kiwanis+4@gmail.com Primary phone: (555) 555-5555	Family Portal Account ledbetter.kiwanis+4@gmail.com	History Transfer Household
--	--	---	--------------------------------------

When Coalition A hovers over the **Transfer Household** button, a message will appear, reminding Coalition A that enrollments must be terminated to initiate the transfer.

Contact Information

Primary Address <small>Changed</small> 4424 NW 13th Street Gainesville, Florida 32609 Alachua County	Primary Parent Email: ledbetter.kiwanis+4@gmail.com Primary phone: (555) 555-5555	Family Portal Account ledbetter.kiwanis+4@gmail.com	You must end all enrollments in the household to complete services transfer Transfer Household
--	--	---	--

To end an enrollment, go to the Children Needing Care section and click the **End Enrollments** button for each child.

Children Needing Care

Jim 2 Test (child, male, age 5) Eligibility status: Eligible Enrollment status: Enrolled Date of birth: 02/01/2014 Ethnicity: Prefer not to answer Races: Prefer not to answer Care days: Monday-Friday Care types: Fulltime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown Current authorization period: 02/27/2019 - 02/26/2020 Person ID: 4927 Eligibility verification ID: EV_0000003129	History End Enrollments
---	-----------------------------------

Then, click the **End Enrollment** button.

Enrollments

Enrollments for Jim 2 Test

Child Enrollment Status: Enrolled View Payment Certificate

Provider Name: Jim's House of Smarties	Provider ID: 8435 View Profile
Contact Phone: (555) 555-5555	Contact Email: test@test.com
Location: 250 MARRIOTT DR TALLAHASSEE, 32301 Leon County	Parent Fee (Copay): \$1.25
Enrollment Start Date: 02/27/2019	Enrollment End Date: N/A
First Attendance Date: N/A	Last Attendance Date: N/A

End Enrollment History

Close

Enter the End Enrollment Reason as 49-Moved out of Service Area and set the Last Day of Service. Click **Save**.

End Enrollment

End Enrollment Reason* 49-Moved out of Service Area ▼

Last Day of Service* 02/27/2019 x

Is there a past due parent fee?* Yes No

Past Due Parent Fee Amount \$

Is there a payment plan in place? Yes No

Please attach payment plan document. Browse...

Save **Cancel**

Then, click **Yes**.

Confirm Confirm End Enrollment x

Ending the enrollment on this day means that reimbursements will not be provided for services after this date.
End this enrollment with the specified dates?

Yes **Cancel**

The Enrollment Status is now **Enrollment Ended (Terminated)**.

Enrollments

Enrollments for Jim 2 Test

Child Enrollment Status: Enrollment Ended (Terminated) [Acknowledge](#) [View Payment Certificate](#)

Provider Name: Jim's House of Smarties	Provider ID: 8435 View Profile
Contact Phone: (555) 555-5555	Contact Email: test@test.com
Location: 250 MARRIOTT DR TALLAHASSEE, 32301 Leon County	Parent Fee (Copay): \$1.25
Enrollment Start Date: 02/27/2019	Enrollment End Date: 02/27/2019
First Attendance Date: N/A	Last Attendance Date: N/A

[History](#)

[Close](#)

To initiate the transfer process, Coalition A will click the **Transfer Household** button and click **Yes** when the confirmation message displays.

Contact Information

Primary Address Changed 4424 NW 13th Street Gainesville, Florida 32609 Alachua County	Primary Parent Email: ledbetter.kiwanis+4@gmail.com Primary phone: (555) 555-5555	Family Portal Account ledbetter.kiwanis+4@gmail.com	History Transfer Household
---	--	---	---

Confirm Transfer of Household Services

Do you want to continue with the transfer of this household to **ELC of Alachua** for processing?

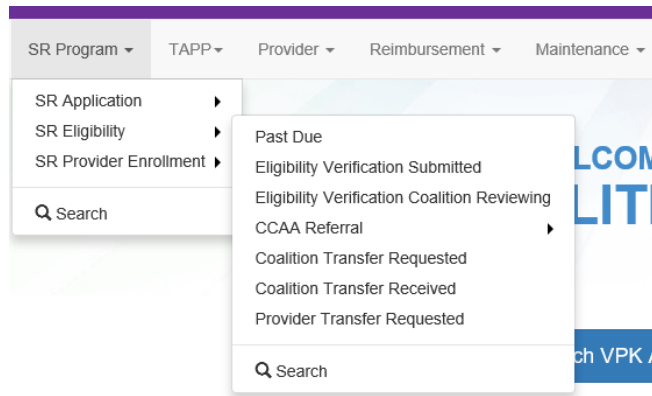
Coalition A will now see a "Household Transferred Services" banner at the top of the EV and the **Change Household Status** and **Assign Counselor** buttons are grayed out.

Eligibility Verification [Submitted - Update](#)

[Assign Counselor](#) [Change Household Status](#) **Household Transferred Services**

Household at a Glance	Household at a Glance...	Parents	Other Household Members
Contact Information	Children Needing Care Jim 1 Test (child, male, age 5) Jim 2 Test (child, male, age 5) Jim 3 Test (child, male, age 5) Jim 4 Test (child, male, age 5) Total Household Size : 5	Jim Test (adult, male)	

Coalition B will click the **Coalition Transfer Received** link.



Coalition B will search for the desired EV record that was transferred from Coalition A.

Search Results

Click Here For Filtering Tips

Show 10 search results. [Assign Counselor](#)

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status	Child Status
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> EV_0000003141	Jim 1 Test	Assign Counselor	02/01/2014	5	Jim Test	Update	Submitted	Eligible
<input type="checkbox"/> EV_0000003142	Jim 2 Test	Assign Counselor	02/01/2014	5	Jim Test	Update	Submitted	Eligible
<input type="checkbox"/> EV_0000003143	Jim 3 Test	Assign Counselor	02/01/2014	5	Jim Test	Update	Submitted	Eligible
<input type="checkbox"/> EV_0000003144	Jim 4 Test	Assign Counselor	02/01/2014	5	Jim Test	Update	Submitted	Eligible

Coalition B will now see a “Household Transferred Services” banner at the top of the EV. Click the **Change Household Status** button.

Eligibility Verification Submitted - Update

[Assign Counselor](#) [Change Household Status](#)

Household Transferred For Services

Household at a Glance

- Contact Information
- Children Needing Care
- Parents
- Other Household Members

Household at a Glance...

Children Needing Care

- Jim 1 Test (child, male, age 5)
- Jim 2 Test (child, male, age 5)
- Jim 3 Test (child, male, age 5)
- Jim 4 Test (child, male, age 5)

Total Household Size : 5

Parents

- Jim Test (adult, male)

Other Household Members

Change the status to **Active** and click **Save**.

Change Household Eligibility Status

Current Status: Submitted

New Status * **Active**

Save Cancel

Then, click the **Eligibility** button.

Children Needing Care

Jim 2 Test (child, male, age 5)

Eligibility status: Eligible

Enrollment status: Enrollment Ended (Terminated)

Date of birth: 02/01/2014

Ethnicity: Prefer not to answer

Races: Prefer not to answer

Care days: Monday-Friday

Care types: Fulltime

Citizenship: Unknown

Age verification: Unknown

Medicaid eligibility: Unknown

Current authorization period: 02/27/2019 - 02/26/2020

Person ID: 4927

Eligibility verification ID: EV_0000003142

History

Change Status

Eligibility

Enrollments

Edit

Click the **Add Eligibility Assignment...** button.

Update Eligibility

Eligibility Assignments for Jim 2 Test

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (02/27/2019 - 02/26/2020) Update					
Ended Assignments					
ECON	BG8	02/27/2019	02/27/2019	(Unknown funding agency ID: 5)	

Add Eligibility Assignment... Add Next Authorization Period...

Current Eligibility Map

Current Authorization Period
02/27/2019 - 02/26/2020

Save **Cancel**

Coalition B will create a new Eligibility Assignment. Ensure that the Eligibility Begin Date and Eligibility End Date is within the Authorization Period. Note that the Match Funder is from Coalition B, not Coalition A. Click **OK**.

Edit Eligibility Assignment

Funding Details

Funder Type*
 SR Local E-TAPP P-TAPP

Billing Group* BG8

Eligibility Code* ECON

Match Funder* Alachua Match Funds

Eligibility Begin Date* 02/27/2019

Eligibility End Date* 02/26/2020

Purpose-for-Care Review Date

Care Information

Priority* 03

Level of Care* 60 < 72 Months

Purpose for Care* EMPLOYED

Rilya Wilson Reporting Requirements

Copay in Effect* FULL TIME DAILY RATE

Co-Payment

Total Household Members 5

Full time Co-payment Amount \$ 1

Part time Co-payment Amount \$ 0.5

Full Time Co-payment Waiver or Reduction

Full Time Co-payment is Waived or Reduced

Reduction Amount* \$ 0

Co-payment Reduction or Waiver Reason*

Additional Waiver or Reduction Details

The Eligibility Assignment is now created within the Authorization Period. Click **Save**.

Update Eligibility

Eligibility Assignments for Jim 2 Test

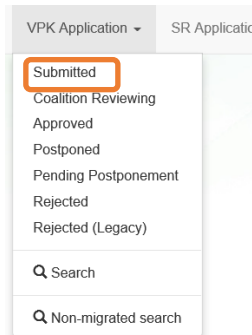
Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
Current Authorization Period (02/27/2019 - 02/26/2020) <input type="button" value="Update"/>					
ECON	BG8	02/27/2019	02/26/2020	61 (01-1, BG8, Alachua Match Funds)	<input type="button" value="Cancel"/> <input type="button" value="Update"/>
Ended Assignments					
ECON	BG8	02/27/2019	02/27/2019	(Unknown funding agency ID: 5)	

Current Eligibility Map

The map displays two nested horizontal bars. The outer bar is light green and represents the 'Current Authorization Period' from 02/27/2019 to 02/26/2020. The inner bar is light blue and represents the 'Eligibility Assignment' for 'ECON BG8 (01-1)' from 02/27/2019 to 02/26/2020. The inner bar is centered within the outer bar.

Processing a Submitted VPK Application

The first step to process a **Submitted** VPK Application is to click on the **Submitted** work queue. To begin reviewing an application, the coalition user must click the **Child Name** link of the record the user is assigned to review.



Submitted and Reenrollment Submitted VPK Applications									Program Year
COE Number	Child First Name	Child Last Name	Child DOB	Parent First Name	Parent Last Name	County	Program Year	VPK Status	
VPKRE11-4-2020	[Redacted]	[Redacted]	5/30/2016	[Redacted]	[Redacted]	Seminole	2020 - 2021	Reenrollment Submitted	9/25/2020
VPKRE11-1-2020	[Redacted]	[Redacted]	5/14/2016	[Redacted]	[Redacted]	Hillsborough	2020 - 2021	Reenrollment Submitted	9/25/2020
VPK13-4-2020	[Redacted]	[Redacted]	8/11/2015	[Redacted]	[Redacted]	Miami-Dade	2020 - 2021	Submitted	9/23/2020

Please note that the Program Year for the search automatically selects the current program year. To see all program years, click the dropdown menu arrow.

The following page will display:

VPK Application for [Redacted] Household ID: 000027251

Certificate Number: VPK1-1-2020 Current Application Status: Submitted Program Year: 2020 - 2021

CHILD AND PROGRAM INFORMATION

First Name * [Redacted] Middle Name [Redacted] Last Name * [Redacted] Suffix [Redacted]

Ethnicity * Hispanic Non-Hispanic Not answered

Race(s) * Asian Hawaiian/Pacific Black Us Indian/Alaskan White Not Answered

DOB (mm/dd/yyyy) [Redacted] SSN ** [Redacted] Desired VPK Session * [Redacted]

Primary Language [Redacted] County for Services * [Redacted]

Preferred Program Setting [Redacted] Child admitted to kindergarten? No

Has this child previously participated in a VPK program? No Yes

Child Proof-of-Age Documentation [Redacted] [View] [Action...]

PARENT OR GUARDIAN INFORMATION

First Name * [Redacted] Middle Name [Redacted] Last Name * [Redacted] Suffix [Redacted]

Ethnicity * Hispanic Non-Hispanic Not answered

Race(s) * Asian Hawaiian/Pacific Black Us Indian/Alaskan White Not Answered

Email (readonly) [Redacted] Relationship to Child * [Redacted]

Primary Contact Number * [Redacted] Secondary Contact Number [Redacted]

Preferred Method of Contact [Redacted]

Family is not displaced. [Edit]

SECONDARY PARENT OR GUARDIAN

FirstName [Redacted] MiddleName [Redacted] LastName [Redacted] Suffix [Redacted]

Relationship to Child [Redacted]

IEP Documentation
 ✖ No Current IEP
 Add Document...

Residential Address

Is this a RCMA family? ⓘ:

Address Line One *

Address Line Two City *

Enter Address north port

County * Zip Code * State

Sarasota 34288 FLORIDA

Proof-of-Residence Documentation
 ✖ No Current Proof of Residence
 Add Document...

Parent/Step Parent

Parent 2 Address Information
 Same address as child address Different address as child address Other

CASE NOTES

Status Records Custom Code Type Custom Code Add Case Note

Select Select a Custo

Last updated by [redacted] at 9/24/2020 4:36:42 PM

Other records associated with userid

VPK01 form

Set Coalition Reviewing Save Changes Approve Reject

Verify Attached Documents

The coalition user can review the attached documents by clicking the **View** button. Each document must be verified prior to approval of the application. To verify the document, click the **Action...** dropdown menu and select Verify Document or Delete Document.

Child Proof-of-Age Documentation

Koala.jpg View Action...

Add Document...

IEP Documentation

✖ No Current IEP

Add Document...

When the document is verified by the coalition user and the user clicks **Save Changes**, a green check mark will appear in the checkbox.

Child Proof-of-Age Documentation

Koala.jpg View Action...

Add Document...

IEP Documentation

✖ No Current IEP

Add Document...

VPK Application Review Process

Depending on the application review process, the VPK application can be set to **Coalition Reviewing**, **Approved** or **Rejected**.

Coalition Reviewing

If the coalition user needs more time to review the application before making a decision to approve or reject, the application's status can be set to **Coalition Reviewing** by clicking the **Set Coalition Reviewing** button. See the **Managing VPK Applications for a Family Portal User** section for the auto-generated email that is delivered to the parent when the application is set to coalition reviewing.

NOTE: With Release 4.5, coalition users can select families receiving RCMA services with a "Is this a RCMA family" checkbox under Residential address.

The screenshot displays the VPK application review interface. On the left, there are sections for 'IEP Documentation' (with a red error message 'No Current IEP' and an 'Add Document' button), 'Residential Address' (with a checkbox for 'Is this a RCMA family?' and fields for address, city, county, zip code, and state), and 'Proof-of-Residence Documentation' (with a red error message 'No Current Proof of Residence' and an 'Add Document' button). On the right, there is a 'Parent/Step Parent' dropdown, 'Parent 2 Address Information' with radio buttons for 'Same address as child address', 'Different address as child address', and 'Other', a 'CASE NOTES' section with a text area and buttons for 'Status Records', 'Custom Code Type', 'Custom Code', and 'Add Case Note', and a section for 'Other records associated with userid'. At the bottom, there is a 'VPK01 form' button and a row of action buttons: 'Set Coalition Reviewing' (highlighted with a red box), 'Save Changes', 'Approve', and 'Reject'.

Once an eligibility decision is made, the coalition user will then either click the **Approve** or **Reject** button.

Approved Applications

If supporting eligibility documents meet VPK program requirements and are verified, the coalition user will click the **Approve** button. This will trigger the system to generate a Certificate of Eligibility (COE/DEL-VPK 02) for the parent to access in their Family Portal account. See the **Managing VPK Applications for a Family Portal User** section for the auto-generated email that is delivered to the parent when the application is approved.

This screenshot is identical to the one above, showing the VPK application review interface. The only difference is that the 'Approve' button at the bottom is now highlighted with a red box, indicating the final action taken by the coalition user.

Rejected Applications

If supporting eligibility documents do not meet VPK program requirements, the coalition user will click the **Reject** button to reject the application.

The screenshot displays a web interface for reviewing VPK applications. On the left, there are sections for 'IEP Documentation' (with a red error message 'No Current IEP' and an 'Add Document...' button), 'Residential Address' (with a form for address details including 'Address Line One', 'Address Line Two', 'City', 'County', 'Zip Code', and 'State'), and 'Proof-of-Residence Documentation' (with a red error message 'No Current Proof of Residence' and an 'Add Document...' button). On the right, there is a 'Parent/Step Parent' dropdown, 'Parent 2 Address Information' radio buttons, and a 'CASE NOTES' section with a text area and buttons for 'Status Records', 'Custom Code Type', 'Custom Code', and 'Add Case Note'. Below these are buttons for 'Set Coalition Reviewing', 'Save Changes', 'Approve', and 'Reject' (which is highlighted with an orange border). A green 'VPK01 form' button is also visible.

Then, the coalition user must select the checkbox for the appropriate rejection reason(s), enter a comment and click the **Send Response** button. The comment will appear in the auto-generated email from **DONOTREPLY@oel.myflorida.com** to the parent. See the **Managing VPK Applications for a Family Portal User** section for the auto-generated email that is delivered to the parent when the application is rejected.

Reject VPK Application

Select the issues identified with the application for Fake Child. An email will be sent to megan.folts@oel.myflorida.com.

- Issue with proof of residence
- Issue with age verification
- Issue with IEP

Comments:

Send Response

Once the coalition user has rejected the application, the user can only add or review Case Notes, but no other actions can be performed because the application is in editable status for the parent.

Inactive Applications

An application should be set to **Inactive** to remove duplicate or erroneous applications from the VPK application work queues. **Inactive** applications are accessed using the VPK advanced search feature. An **Inactive** application can be re-opened and **Approved** or **Rejected** if it was inactivated by mistake.



CHILD INFORMATION

Child First Child Last

Ethnicity : **Not answered** Gender : **Female** Race : **Prefer not to answer**
DOB : **12/25/2011** SSN :
Primary Language : **English** County for Services : **Leon**
Preferred Program Setting : **Public school**
Desired VPK Session : **School year (540 hours)**
Child admitted to Kindergarten? : **No**

[Current Age Verification](#) | Verified by jim.ledbetter@oel.myflorida.com on 06/24/2016

No Current IEP

View Case Notes

To view all Case Notes for an application, the coalition user can click the **Status Records** button.

CASE NOTES

Submitted application was transferred from Leon County to Alachua County.

Last updated by ledbetter.kiwanis@gmail.com at 6/22/2016 12:03:30 PM

VPK Application Transfer Process – Change in County of Service

If a child has not used any VPK hours, applications can be transferred by a coalition admin or DEL admin, from one county to another when the application is in **Submitted**, **Approved** or **Enrolled** status. If an application is in **Rejected** status, the parent can be instructed to update the county of service on the application and resubmit. The application will be delivered to the appropriate coalition, based on the county of service selected.

Submitted Applications

To transfer a **Submitted** VPK application, select the new county from the **County for Services** dropdown menu.

CHILD AND PROGRAM INFORMATION

First Name * <input type="text" value="Child First"/>	Middle Name <input type="text" value="Enter Middle Name"/>	Last Name * <input type="text" value="Child Last"/>	Suffix <input type="text" value=""/>
Ethnicity * <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input checked="" type="radio"/> Not answered		Gender * <input type="radio"/> Male <input checked="" type="radio"/> Female	
Race(s) * <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Pacific <input type="checkbox"/> Black <input type="checkbox"/> Us Indian/Alaskan <input type="checkbox"/> White <input checked="" type="checkbox"/> Not Answered			
DOB (mm/dd/yyyy)* <input type="text" value="12/25/2011"/>	SSN ** <input type="text" value="Enter SSN"/>	Desired VPK Session * <input type="text" value="School year (540 hours)"/>	
Primary Language <input type="text" value="English"/>		County for Services * <input type="text" value="Leon"/>	
Preferred Program Setting <input type="text" value="Public school"/>		Child admitted to kindergarten?* No	

Has this child previously participated in a VPK program?* No Yes

CHILD AND PROGRAM INFORMATION

First Name * <input type="text" value="Child First"/>	Middle Name <input type="text" value="Enter Middle Name"/>	Last Name * <input type="text" value="Child Last"/>	Suffix <input type="text" value=""/>
Ethnicity * <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input checked="" type="radio"/> Not answered		Gender * <input type="radio"/> Male <input checked="" type="radio"/> Female	
Race(s) * <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Pacific <input type="checkbox"/> Black <input type="checkbox"/> Us Indian/Alaskan <input type="checkbox"/> White <input checked="" type="checkbox"/> Not Answered			
DOB (mm/dd/yyyy)* <input type="text" value="12/25/2011"/>	SSN ** <input type="text" value="Enter SSN"/>	Desired VPK Session * <input type="text" value="School year (540 hours)"/>	
Primary Language <input type="text" value="English"/>		County for Services * <input type="text" value="Alachua"/>	
Preferred Program Setting <input type="text" value="Public school"/>		Child admitted to kindergarten?* No	

Has this child previously participated in a VPK program?* No Yes

Enter a Case Note, documenting the application transfer from County A to County B and click the **Add Case Note** button.

CASE NOTES

Submitted application was transferred from Leon County to Alachua County.

Status Records Add Case Note

Last updated by ledbetter.kiwanis@gmail.com at 6/22/2016 12:03:30 PM

Click the **Save Changes** button.

CASE NOTES

Submitted application was transferred from Leon County to Alachua County.

Status Records Add Case Note

Last updated by jim.ledbetter@oel.myflorida.com at 6/24/2016 5:48:25 PM

Other records associated with userid

[VPK01 form](#) [VPK02 form](#)

Save Changes [Reject](#) [Inactivate](#)

Approved and Enrolled VPK Applications

To transfer an **Approved** or **Enrolled** VPK application, the original coalition must first confirm that the child has not participated in any VPK program hours.

If the child has **not** attended VPK program hours, the coalition user can open the VPK record in the Coalition Services Portal and click the **Re-Open Application** button.

CHILD INFORMATION

Child First Child Last

Ethnicity : **Not answered** Gender : **Female** Race : **Prefer not to answer**
DOB : **12/25/2011** SSN :
Primary Language : **English** County for Services : **Leon**
Preferred Program Setting : **Public school**
Desired VPK Session : **School year (540 hours)**
Child admitted to Kindergarten? : **No**

Current Age Verification | Verified by jim.ledbetter@oel.myflorida.com on 06/24/2016

No Current IEP

VPK01 formVPK02 form

Re-open ApplicationEnrolledReviewedInactivate

Then, select the new county from the **County for Services** dropdown menu. Once the county of service is changed, the receiving coalition can process the application.

CHILD AND PROGRAM INFORMATION

First Name * <input type="text" value="Child First"/>	Middle Name <input type="text" value="Enter Middle Name"/>	Last Name * <input type="text" value="Child Last"/>	Suffix <input type="text" value=""/>
Ethnicity * <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input checked="" type="radio"/> Not answered		Gender * <input type="radio"/> Male <input checked="" type="radio"/> Female	
Race(s) * <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Pacific <input type="checkbox"/> Black <input type="checkbox"/> Us Indian/Alaskan <input type="checkbox"/> White <input checked="" type="checkbox"/> Not Answered			
DOB (mm/dd/yyyy) * <input type="text" value="12/25/2011"/>	SSN ** <input type="text" value="Enter SSN"/>	Desired VPK Session * <input type="text" value="School year (540 hours)"/>	County for Services * <input type="text" value="Leon"/>
Primary Language <input type="text" value="English"/>			
Preferred Program Setting <input type="text" value="Public school"/>			

Child admitted to kindergarten?* No Yes

CHILD AND PROGRAM INFORMATION

First Name * <input type="text" value="Child First"/>	Middle Name <input type="text" value="Enter Middle Name"/>	Last Name * <input type="text" value="Child Last"/>	Suffix <input type="text" value=""/>
Ethnicity * <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic <input checked="" type="radio"/> Not answered	Gender * <input type="radio"/> Male <input checked="" type="radio"/> Female		
Race(s) * <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Pacific <input type="checkbox"/> Black <input type="checkbox"/> Us Indian/Alaskan <input type="checkbox"/> White <input checked="" type="checkbox"/> Not Answered			
DOB (mm/dd/yyyy)* <input type="text" value="12/25/2011"/>	SSN ** <input type="text" value="Enter SSN"/>	Desired VPK Session * <input type="text" value="School year (540 hours)"/>	
Primary Language <input type="text" value="English"/>	County for Services * <input type="text" value="Alachua"/>		
Preferred Program Setting <input type="text" value="Public school"/>	Child admitted to kindergarten?* No		
Has this child previously participated in a VPK program?* <input checked="" type="radio"/> No <input type="radio"/> Yes			

Enter a Case Note, documenting the application transfer from County A to County B, click the **Add Case Note** button and click the **Save Changes** button. NOTE: Once the county is changed, the original coalition will no longer have access to the application in the Coalition Services Portal.

CASE NOTES

Submitted application was transferred from Leon County to Alachua County.

Status Records Add Case Note

Last updated by jim.ledbetter@oel.myflorida.com at 6/24/2016 5:48:25 PM

Other records associated with userid

[VPK01 form](#) [VPK02 form](#)

[Save Changes](#) [Reject](#) [Inactivate](#)

VPK Reenrollment Applications

If the child **has** participated in VPK program hours, the Family Portal user needs to complete a reenrollment application.

To begin processing a VPK reenrollment application, select **Submitted** or **Reenrollment Submitted** from the VPK Application dropdown menu.

The following screen will display for the selected reenrollment application. Each screen can be expanded by clicking on the row. In this example, the child is reenrolling to another coalition.

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017 Current Application Status: Reenrollment Submitted Program Year: 2017-2018

Reenrollment Application

Application Info		Coalition Review	
Last County of Enrollment	Leon	Child's total VPK instructional hours used	<input type="text"/>
Last VPK Provider Name	Jim's House of Notes	Total hours remaining	<input type="text"/>
Is the child still attending the VPK provider?	No (answered on 03/22/2017)	Has the child substantially completed the VPK program?	<input type="text"/>
County of Reenrollment	Alachua	Last VPK Provider Name	Jim's House of Notes
Has the child ever reenrolled in VPK?	No	Is the child currently attending a VPK provider?	<input type="radio"/> Yes <input type="radio"/> No
Selected VPK reenrollment program type	School-year (540 hours) to School-year (540 hours)	Class ID of previous provider(s)	<input type="text"/>
Reenrollment into a subsequent program year	No	Child's last day attended with previous provider	MM/DD/YYYY
Reason for reenrollment	Primary reenrollment due to good cause - H. The provider's designation as a provider on probation under section 1002.67, Florida Statutes	Documentation requirement satisfied?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Documentation Provided	N/A	<input type="button" value="Save"/> <input type="button" value="Initiate Transfer"/> <input type="button" value="Reject"/> <input type="button" value="Set Coalition Reviewing"/>	

[Reenrollment Application \(VPK05 Pdf\)](#)

Original VPK Application

Child Info

Parent or Guardian Info

Case Notes

Other Records Associated with this User

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017 Current Application Status: Reenrollment Submitted Program Year: 2017-2018

Reenrollment Application

Original VPK Application

Original VPK Application (VPK01 Pdf) Original Certificate of Eligibility (VPK02 Pdf)

Child Info

Parent or Guardian Info

Case Notes

Other Records Associated with this User

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017	Current Application Status: Reenrollment Submitted	Program Year: 2017-2018
--	--	-------------------------

- Reenrollment Application >
- Original VPK Application >
- Child Info >

Jim Ledbetter JR
 Ethnicity : Not answered Gender : Male Race : Prefer not to answer
 DOB : 03/17/2013 SSN :
 Primary Language : County for Services : Leon
 Preferred Program Setting : Public school
 Desired VPK Session : School year (540 hours)
 Child admitted to Kindergarten? : No

Current Age Verification | Verified by jim.ledbetter@oel.myflorida.com on 03/22/2017
 No Current IEP

- Parent or Guardian Info >
- Case Notes >
- Other Records Associated with this User >

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017	Current Application Status: Reenrollment Submitted	Program Year: 2017-2018
--	--	-------------------------

- Reenrollment Application >
- Original VPK Application >
- Child Info >
- Parent or Guardian Info >

Jim Ledbetter
 Ethnicity : Not answered Gender : Male Race : Prefer not to answer
 Relationship to Child : Parent/Step Parent Address :
 Preferred Method of Contact : Email 250 Marriott Drive
 Tallahassee, 32399
 Email : ledbetter.kiwanis+4@gmail.com Primary : (555) 555-5555
 Secondary:

SECONDARY PARENT OR GUARDIAN :
 Relationship to Child :
 Parent 2 Address Information :

Current Proof of Residence | Verified by jim.ledbetter@oel.myflorida.com on 03/22/2017

- Case Notes >
- Other Records Associated with this User >

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017	Current Application Status: Reenrollment Submitted	Program Year: 2017-2018
--	--	-------------------------

- Reenrollment Application >
- Original VPK Application >
- Child Info >
- Parent or Guardian Info >
- Case Notes >

Status Records Add Case Note

Last updated by ledbetter.kiwanis+4@gmail.com on 3/22/2017 at 6:45:49 PM

- Other Records Associated with this User >

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017 Current Application Status: Reenrollment Submitted Program Year: 2017-2018

- Reenrollment Application >
- Original VPK Application >
- Child Info >
- Parent or Guardian Info >
- Case Notes >
- Other Records Associated with this User v

Application Type	Confirmation Number	Link
VPK	VPK449-2017	View

The Coalition Review screen allows a coalition user to input the number of VPK instructional hours paid. The system will calculate the number of hours remaining. Only applications with 70% or fewer hours paid are eligible for reenrollment. See examples below.

Coalition Review

Child's total VPK instructional hours used * ⓘ	<input type="text" value="100"/>
Total hours remaining	440.00 Hours (Percent complete: 18.51%)
Has the child substantially completed the VPK program?	No ✓ Eligible for Reenrollment
Last VPK Provider Name *	<input type="text" value="Jim's House of Noles"/>
Is the child currently attending a VPK provider? *	<input type="radio"/> Yes <input type="radio"/> No
Class ID of previous provider(s) *	<input type="text"/>
Child's last day attended with previous provider *	<input type="text" value="MM/DD/YYYY"/>
Documentation requirement satisfied? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Coalition Review

Child's total VPK instructional hours used * ⓘ	400
Total hours remaining	140.00 Hours (Percent complete: 74.07%)
Has the child substantially completed the VPK program?	Yes ❌ Not Eligible for Reenrollment
Last VPK Provider Name *	Jim's House of Noles
Is the child currently attending a VPK provider? *	<input type="radio"/> Yes <input type="radio"/> No Please select Yes or No
Class ID of previous provider(s) *	 Class ID is required
Child's last day attended with previous provider *	MM/DD/YYYY Child's last day attended with previous provider is required
Documentation requirement satisfied? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Coalition Review

Child's total VPK instructional hours used * ⓘ	100
Total hours remaining	440.00 Hours (Percent complete: 18.51%)
Has the child substantially completed the VPK program?	No ✅ Eligible for Reenrollment
Last VPK Provider Name *	Jim's House of Noles
Is the child currently attending a VPK provider? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Class ID of previous provider(s) *	Apple
Child's last day attended with previous provider *	03/07/2017
Documentation requirement satisfied? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

If the child is eligible for reenrollment, the coalition user must check the required fields and click the **Initiate Transfer** button to send the application to the receiving coalition.

The receiving coalition will determine if the documentation requirement has been met. If the reenrollment application is approved by the receiving coalition, the coalition user will click the **Approve** button.

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017 Current Application Status: Reenrollment Transfer Submitted Program Year: 2017-2018

Reenrollment Application

Application Info		Coalition Review	
Last County of Enrollment	Leon	Child's total VPK instructional hours used	100
Last VPK Provider Name	Jim's House of Noles	Total hours remaining	440.00 Hours (Percent complete: 18.51%)
Is the child still attending the VPK provider?	No (answered on 03/22/2017)	Has the child substantially completed the VPK program?	No <input checked="" type="checkbox"/> Eligible for Reenrollment
County of Reenrollment	Alachua	Last VPK Provider Name	Jim's House of Noles
Has the child ever reenrolled in VPK?	No	Is the child currently attending a VPK provider?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (answered on 03/22/2017)
Selected VPK reenrollment program type	School-year (540 hours) to School-year (540 hours)	Class ID of previous provider(s)	Apple
Reenrollment into a subsequent program year	No	Child's last day attended with previous provider	03/07/2017
Reason for reenrollment	Primary reenrollment due to good cause - H. The provider's designation as a provider on probation under section 1002.67, Florida Statutes	Documentation requirement satisfied?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Documentation Provided	N/A	<input type="button" value="Save"/> <input checked="" type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Set Coalition Reviewing"/>	

[Reenrollment Application \(VPK05 Pdf\)](#)

[Original VPK Application](#)

[Child Info](#)

[Parent or Guardian Info](#)

[Case Notes](#)

[Other Records Associated with this User](#)

After the reenrollment application is approved, the child can be enrolled by clicking the **Enrolled** button.

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017 Current Application Status: Reenrollment Approved Program Year: 2017-2018

Reenrollment Application

Application Info		Coalition Review	
Last County of Enrollment	Leon	Child's total VPK instructional hours used	100
Last VPK Provider Name	Jim's House of Noles	Total hours remaining	440.00 Hours (Percent complete: 18.51%)
Is the child still attending the VPK provider?	No (answered on 03/22/2017)	Has the child substantially completed the VPK program?	No <input checked="" type="checkbox"/> Eligible for Reenrollment
County of Reenrollment	Alachua	Last VPK Provider Name	Jim's House of Noles
Has the child ever reenrolled in VPK?	No	Is the child currently attending a VPK provider?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Selected VPK reenrollment program type	School-year (540 hours) to School-year (540 hours)	Class ID of previous provider(s)	Apple
Reenrollment into a subsequent program year	No	Child's last day attended with previous provider	03/07/2017
Reason for reenrollment	Primary reenrollment due to good cause - H. The provider's designation as a provider on probation under section 1002.67, Florida Statutes	Documentation requirement satisfied?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Documentation Provided	N/A	<input type="button" value="Attach Signed COE"/> <input checked="" type="button" value="Enrolled"/> <input type="button" value="Re-open"/> <input type="button" value="Inactivate"/>	

[Reenrollment Application \(VPK05 Pdf\)](#) [Certificate Of Eligibility \(VPK04 Pdf\)](#)

[Original VPK Application](#)

[Child Info](#)

[Parent or Guardian Info](#)

[Case Notes](#)

[Other Records Associated with this User](#)

If the reenrollment application is rejected, the coalition user will click the **Reject** button.

VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017 Current Application Status: Reenrollment Transfer Submitted Program Year: 2017-2018

Reenrollment Application

Application Info	Coalition Review
Last County of Enrollment: Leon	Child's total VPK instructional hours used: 100
Last VPK Provider Name: Jim's House of Notes	Total hours remaining: 440.00 Hours (Percent complete: 18.51%)
Is the child still attending the VPK provider?: No (answered on 03/22/2017)	Has the child substantially completed the VPK program?: No Eligible for Reenrollment
County of Reenrollment: Alachua	Last VPK Provider Name: Jim's House of Notes
Has the child ever reenrolled in VPK?: No	Is the child currently attending a VPK provider?: Yes <input type="radio"/> No <input type="radio"/> (answered on 03/22/2017)
Selected VPK reenrollment program type: School-year (540 hours) to School-year (540 hours)	Class ID of previous provider(s): Apple
Reenrollment into a subsequent program year: No	Child's last day attended with previous provider: 03/07/2017
Reason for reenrollment: Primary reenrollment due to good cause - H. The provider's designation as a provider on probation under section 1002.67, Florida Statutes	Documentation requirement satisfied?: Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Documentation Provided: N/A	

After clicking the **Reject** button, the coalition user will select the rejection reason and fill in the comments section.

Reject VPK Reenrollment Application For Jim Ledbetter JR

Confirmation Number (COE): VPKRE449-2017 Current Application Status: InActive Program Year: 2017-2018

Select the issue(s) identified with the application for Jim Ledbetter JR. An email will be sent to ledbetter.kiwanis-4@gmail.com.

- Documentation does not match the reason for reenrollment request
- Additional documentation is needed
- Incorrect selection(s)
- Other

Please select at least one reason

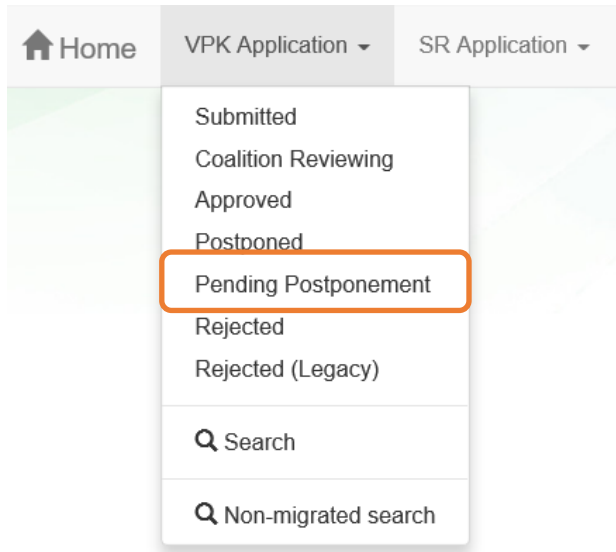
Comments: 500 Characters Remaining

VPK Program Year Postponement Process

If a child's date of birth is between Feb. 2 and Sept. 1, parents have the option to select the current VPK program year or postpone enrollment until a future VPK program year.

Processing Postponements

Pending Postponement applications are existing **Approved** applications where the parent has requested to postpone VPK for a different VPK program year than the original application. The coalition user must take action on the parent's request. Coalition users can click **Pending Postponement** from the work queues dropdown menu to do a quick search.



Child Name	Confirmation ID/COE Number	Parent Name	Original Submission Date ↓	Application Status
Stevens, Suzie Q	VPK272-2016	Stevens, Martin A	6/29/2016	Pending Postponement
Hooey, Yada Yada	VPK250-2016	Stevens, Martin A	6/24/2016	Pending Postponement
Stevens, Kiddo	VPK238-2016	Stevens, Martin A	6/23/2016	Pending Postponement
Lincoln, Andrew	VPK232-2016	Stevens, Martin A	6/23/2016	Pending Postponement

Coalition users must click the **Approve Postponement** or **Reject Postponement** button after determining the child has not used VPK hours in the coalition service area.

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'Residential Address' section with input fields for 'Address Line One *' (containing '123 Main St'), 'Address Line Two' (with a placeholder 'Enter Address'), 'City *' (containing 'Tallahassee'), 'County *' (a dropdown menu with 'Leon' selected), 'Zip Code *' (containing '31231'), and 'State' (a dropdown menu with 'FLORIDA' selected). Below this is a 'Proof-of-Residence Documentation' section with a checked checkbox for 'PoR.txt', a 'View' button, an 'Action...' dropdown, and an 'Add Document' button. The main content area has a 'Status Records' section with an 'Add Case Note' button and a timestamp 'Last updated by oel.fp.qa+UAT01@gmail.com at 6/22/2016 1:17:58 AM'. Below that is a section for 'Other records associated with user id' containing a table of VPK records: VPK2087-2016, VPK2088-2015, VPK2089-2015, VPK2090-2016, VPK2092-2016, and VPK2094-2015. At the bottom of the main content area are three buttons: 'Save Changes', 'Approve Postponement' (highlighted with an orange box), and 'Reject Postponement' (highlighted with an orange box). A green button labeled 'VPK01 form' is also visible.

If the coalition user approves the postponement, the application status will change to **Postponed** on the Family Profile, and the parent will receive an email from **DONOTREPLY@oel.myflorida.com**.

Email Message:

Hello sasd asd.

Your request to postpone VPK for Test5 Test has been approved.

The 2017 - 2018 program year *Certificate of Eligibility* for your child will be available on January 1, 2017. Beginning on this date you will be able to log on to your account at <https://familyservicesuat.floridaearlylearning.com> to print or download the *Certificate of Eligibility* for your child.

If your child has already attended or completed VPK, please contact the early learning coalition at the number below, as it impacts your child's eligibility. Please keep in mind your child cannot attend VPK once he or she has been admitted to kindergarten.

If you need assistance, please contact your early learning coalition at the link below.

Thank you,
ELC of Northwest Florida
(850) 747-5400
<http://www.elcnwf.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

If the coalition user rejects the postponement, the user must select the checkbox for the appropriate rejection reason(s), enter a comment and click the **Send Response** button. The comment will appear in the auto-generated email from **DONOTREPLY@oel.myflorida.com** to the parent.

Reject VPK Application

Select the issue identified with the postponement for Ruby Rose. An email will be sent to marybaker@elcpolk.org.

- Child attended VPK (more than 70 percent)
- Reenrollment needed, child attended VPK (less than 70 percent)
- Parent indicated child has been admitted to kindergarten
- Request for VPK SIS, parent did not provide current IEP

Comments:

Send Response

The application status will be set to **Approved**, and the parent will receive an email from **DONOTREPLY@oel.myflorida.com**.

Email Message:

Hello sasd asd.

Your request to postpone VPK to the 2017 - 2018 program year for sdf sdf was not approved for the following reason:

Child attended VPK (more than 70 percent)

<https://familyservicesuat.floridaearlylearning.com>

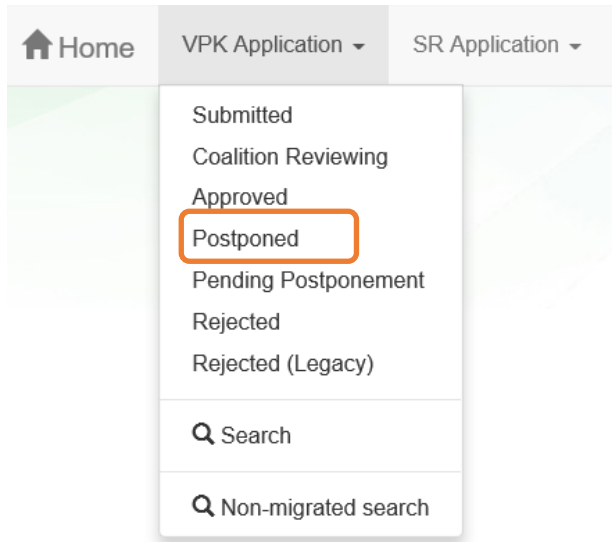
If you need assistance, please contact your early learning coalition at the link below.

Thank you,
ELC of Brevard
(321) 637-1800
<http://www.elcbrevard.org/>

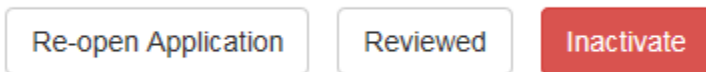
Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

Postponed Applications

Postponed applications are postponement requests the coalition user approved before the requested VPK program year application became available. Certificates of Eligibility for **Postponed** applications will become available for the parent after Jan. 1 of the selected VPK program year. The coalition user does not need to take action, but the application is viewable. Coalition users can click **Postponed** from the work queues dropdown menu to do a quick search.



Postponed applications can be inactivated following the same process as a standard VPK application.



Guardianship Transfer

Rules Overview

1. The Guardianship Transfer process is designed to only transfer children that have a School Readiness (SR) Eligibility Assignment and/or VPK Enrollment.
 - a. The child must exist in EFS-Mod
 - b. The transfer process will not transfer a child that is on the SR Waiting List
 - c. The transfer process will not transfer a child that has an Approved VPK application
 - d. The records for an SR Waiting List and/or VPK Approved child must be made inactive in the old guardian's household and the new guardian is required to submit an application to enroll the child in the SR and/or VPK program
 - e. The ELC user is responsible for inactivating all child records in the associated applications for children that are to be transferred out of a household. The EFS-Mod system will not automatically terminate or inactivate a child record in an application in association with a guardianship transfer process.
2. If the new guardian does not exist in EFS-Mod, the ELC user is able to create the new guardian household within the Guardianship Transfer module by entering the required data elements to create a primary parent of a household. Once the new household is created, the new guardian can be searched for and selected for a transfer.
3. For SR, only the child's active eligibility authorization period and active eligibility assignment will be transferred to the new guardian's household. No SR child/provider enrollments will be transferred. The SR provider enrollment must be ended before the transfer will process.
 - a. When ending a child's enrollment in the guardianship transfer module, the ELC user must enter a past date. An enrollment cannot be ended on the same day a guardianship transfer is processed because it appears as though the old guardian is responsible for paying for an enrollment on a day that the child is no longer in their household.
4. For VPK, the child's provider enrollment will not be terminated. There will not be a break in service in order to avoid losing count of the child's accrued VPK hours. The child will remain enrolled with the VPK provider until the new guardian or ELC initiates a re-enrollment.
 - a. Only children with an enrollment status of **Enrolled** and **Enrollment Ended** will appear in the From Household transfer list
 - b. If the child is going through a classroom transfer (the VPK enrollment status is **Change Requested**) at the time that a guardianship transfer becomes necessary, the classroom transfer must be completed before the guardianship transfer can be completed
 - c. If the VPK enrollment status is **Enrollment Submitted**, the coalition must complete enrollment request before a guardianship transfer can be completed
 - d. If the VPK enrollment status is **Enrollment Rejected**, a guardianship transfer cannot be completed. The coalition must re-open the VPK application to inactivate it; the new family must create a new VPK application for the child
 - e. If the VPK enrollment status is **Enrollment Canceled**, a guardianship transfer cannot be completed. The coalition must re-open the VPK application to inactivate it; the new family must create a new VPK application for the child
 - f. If the VPK enrollment status is **Coalition Reviewing** at the time that a guardianship transfer becomes necessary, the coalition must complete the enrollment request before the guardianship transfer can be completed
5. In the Guardianship Transfer process, only one child can be transferred from a household at a time.
 - a. If a child is enrolled in both the SR program and the VPK program, that child will display as two separate children in the transfer list. That child's records will have to be transferred individually.
 - i. This may not be the case in situations where the coalition has merged the child's VPK and SR records into one person record for the child. In that case, the child will only be listed once in the transfer list.
 - b. Siblings that are being transferred to a new guardian will have to be transferred individually

6. When the guardianship transfer process is completed:
 - a. For VPK the old guardian will only see **Enrollment Ended** for the transferred child's enrollment in the household. The old guardian will not have a view of the child's new enrollments or documents in the new guardian's household.
 - b. For SR the old guardian will not see the history of the child in their household
 - c. The new guardian will not see the history of the child's enrollment in the old guardian's household
 - d. The new guardian will not have access to view any of the documents from the old guardian's household. The new guardian or the ELC must upload all required documentation for the child.
7. The Guardianship Transfer process allows a child to be transferred across coalitions. The county of the household to which the child is being transferred is used to identify the coalition that will receive the transferred SR eligibility/VPK enrollment.
8. Things To Come (Not Yet Developed):
 - a. Guardianship Transfer Work Queue

NOTE: With Release 4.5, the guardianship transfer process allows coalition users to identify the physical county of residence and families receiving RCMA services.

Search for New Guardian and Transfer Child

After accessing the household dashboard, click the **Guardianship Transfer** button.

HH_000982221
Guardianship Transfer
Case Notes
Add Note

Household at a Glance...

Family Information	Children	Parents	Other Household Members
	NotCCAChild TestFamily (child, female, age 8) ThirdTestChild Waitlist TestFamily (child, female, age 8)	Andrew Hennesse (adult, male)	

Contact Information	Primary Address	Primary Parent	Family Portal Account
	TestRoad Tallahassee, Florida 32301 KREPS ISLAND County	Email: Cmoneyb2+798@gmail.com Primary phone: (999) 999-9999	Cmoneyb2+798@gmail.com

SR Information
School Readiness Applications Show All SR_0000431699, Active - Pending Update

Verify that the child that is to be transferred is listed in the From Household window. For SR – Children have an eligibility authorization period. For VPK – Children are enrolled or their enrollment has been ended.

Click **Search Guardian**.

Guardianship Transfer

Details of New Selected Parent / Guardian *

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
-----------	-------------	------------	--------	------	---------

Parent / Guardian relationship to child *

Transfer Reason *

Transferred As Of *

From Household:

To Household:

Enter the New Guardian Search Data: First Name, Last Name and DOB – click **Search**. Verify the Household ID and Household Status to confirm the correct guardian is selected. If correct, click the **OK** button.

Search Guardian

Look for Guardians that match your desired search criteria.

First Name *
Last Name
Date Of Birth

Select the desired guardian from the search results below.

Search Results

Choose Guardian/Parent

SmokeTapp Testing, Household ID: 1090256, Status : Active

Details of Selected Guardian Parent

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347371	SmokeTapp Testing	3/21/2001	KREPS ISLAND	Tallahassee	32301

Verify the New Guardian is displayed in the New Selected Parent/Guardian section. Select the child to transfer.

Guardianship Transfer

Details of New Selected Parent / Guardian *

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347371	SmokeTapp Testing	3/21/2001	KREPS ISLAND	Tallahassee	32301

Parent / Guardian relationship to child *

Transfer Reason *

Transferred As Of *

From Household: 982221

To Guardianship: 1090256

Click the move >> button to place the child into the To Household section. Complete the **Transfer Reason** and **Transferred As Of** date fields.

Guardianship Transfer

Details of New Selected Parent / Guardian *

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347371	SmokeTapp Testing	3/21/2001	KREPS ISLAND	Tallahassee	32301

Parent / Guardian relationship to child *

Transfer Reason *

Transferred As Of *

From Household: 982221

To Guardianship: 1090256

If the child's SR enrollments have not been ended prior to the start of the guardianship transfer, the End Enrollment screen will be displayed to allow the user to end the enrollment. Click the **End Enrollment** button.

End Enrollment

Enrollments

End Enrollment for Child 3009172 at this Provider Kim's Test Daycare - Child Enrollment Status : Enrolled

Provider Name: Kim's Test Daycare	Provider ID: 19448 View Profile
Contact Phone: (850) 555-5555	Contact Email: trokekim+prov1dir@gmail.com
Location: 2305 HOME CT TALLAHASSEE, 32303 KREPS ISLAND County	Parent Fee (Copay): 3.74
Enrollment Start Date: 12/9/2018	Enrollment End Date: N/A
First Attendance Date: N/A	Last Attendance Date: N/A

Fill in the required fields and click **Save**. Once the enrollment is ended, a popup window will display stating: Enrollment Ended for this Child Successfully.

End Enrollment

End Enrollment Reason*

Last Day of Service*

Is there a past due parent fee?* Yes No

Past due parent fee amount \$

Is there a payment plan in place? Yes No

Please attach payment plan document.


End Enrollment for Child 3009172 at this Provider

Provider Name: Growing Up Strong
Contact Phone: (555) 555-5555
Location: 205 MARRIOTT DR
TALLAHASSEE, 32301
KREPS ISLAND County
Enrollment Start Date: 12/9/2018
First Attendance Date: N/A

Enrollment End Date: N/A
Last Attendance Date: N/A

[Profile](#)
@gmail.com

Message from webpage

 Enrollment Ended for this Child Successfully.

Click the child name in the To Household window and click the **Complete Transfer** button. Once the transfer is completed, a popup window will display stating: Child has transferred to new household successfully.

Guardianship Transfer

Search Guardian Add Guardian

Details of New Selected Parent / Guardian *

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347371	SmokeTapp Testing	3/21/2001	KREPS ISLAND	Tallahassee	32301

Parent / Guardian relationship to child * Guardian

Transfer Reason * 53-Guardianship Change


Transferred As Of * 04/01/2011

From Household: 982221

ThirdTestChild TestFamily, DOB: 06/26/2011

01/2011, Person ID

Message from webpage

 Child has transferred to new household successfully.

OK

Complete Transfer Close

When the household dashboard refreshes, the child will be removed from the household.

HH_000982221

Guardianship Transfer Case Notes Add Note

Household at a Glance...

Family Information

Children

ThirdTestChild Waitlist TestFamily (child, female, age 8)

Parents

Andrew Hennesse (adult, male)

Other Household Members

Contact Information

Primary Address

TestRoad
Tallahassee, Florida 32301
KREPS ISLAND County

Primary Parent

Email: Cmoneyb2+798@gmail.com
Primary phone: (999) 999-9999

Family Portal Account

Cmoneyb2+798@gmail.com

SR Information

School Readiness Applications [Show All](#)

SR_0000431699, Active - Pending Update

Click **Case Notes** to view the new household case note.

Household Case Notes							
Date	Code	Custom Code	Event	Description	Notes	User	
4/24/2019 6:03:16 PM	TRANSFER		Guardianship Transfer: Children Transferred between Households	Transferred Person 3009172 from Old Household 982221 to New Household 1090256 Transferred As of Date 4/1/2019		jim.ledbetter@oel.myflorida.com	
4/24/2019 6:03:16 PM	TRANSFER		Due to Guardianship Transfer: Children removed from HouseHold	Household Status changed to Coalition Revieweing		jim.ledbetter@oel.myflorida.com	

Search for the child that was removed from the household.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number	<input type="text"/>	Priority	<input type="text" value="Select One"/>
Household Process Code	<input type="text"/>	Funding Type	<input type="radio"/> SR <input type="radio"/> Local <input type="button" value="↺"/>
Household Status Code	<input type="text"/>	CCAA	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↺"/>
Child Status Code	<input type="text"/>	Assigned Counselor	<input type="text" value="Select One"/>
Include Past Due?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↺"/>	Assigned Date	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
Parent Name	First Name <input type="text" value="Enter Parent First Name"/> Last Name <input type="text" value="Enter Parent Last Name"/>	County	<input type="text"/>
Child Name	First Name <input type="text" value="NotCCAAChild"/> Last Name <input type="text" value="TestFamily"/>	Zip Code	<input type="text"/>
Child Age	<input type="text"/> to <input type="text"/>	Last Updated Date	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
Child Date of Birth	<input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>	Coalition Transfer	<input type="radio"/> Requested <input type="radio"/> In <input type="radio"/> Out <input type="button" value="↺"/>
		Family Requested for Provider Transfer	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="↺"/>

The child shows up in the search results in the new guardian household. Click the EV number.

Search Results

[Click Here For Filtering Tips](#)

Show search results. Search:

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	SR Process	SR Status	Days in SR Status	SR Status Change Date	Child Status	Billing Group	Eligibility Code	Priority	Assign
<input type="text" value="EV_0000313362"/>	NotCCAAChild TestFamily	Unassigned	02/01/2011	8	SmokeTapp Testing	Update	Coalition Reviewing	0	04/24/2019	Eligible	BG8	ECON	1	N/A

The child is now in the new household with their authorization period from the old household. Click **Case Notes** in the new household to verify the child was moved successfully.

Household at a Glance... HH_0001090256

<p>Children Needing Care</p> <p>BabTapper SmokeTesting (child, male, age 1) Jude Davis (child, female, age 1) NotCCAAChild TestFamily (child, female, age 8)</p> <p>Total Household Size: 4</p>	<p>Parents</p> <p>SmokeTapp Testing (adult, male)</p>	<p>Other Household Members</p>	<p>Total Household Income Calculations</p> <p>Employment income: \$0 Alimony and child support income: \$0 Other income: \$0 Alimony and child support deductions: \$0 Total annual gross income: \$0</p>
--	--	---------------------------------------	--

Contact Information

<p>Primary Address</p> <p>the road Tallahassee, Florida 32301 KREPS ISLAND County</p>	<p>Primary Parent</p> <p>Email: Not On File Primary phone: (999) 999-9999</p>	<p>Family Portal Account</p> <p>Account Not Found</p>	<p>History</p> <p>Update Account</p> <p>Edit</p>
--	---	--	--

Children Needing Care

<p>Jude Davis (child, female, age 1) History</p> <p>Eligibility status: Eligible Change Status</p> <p>Enrollment status: Not Enrolled</p> <p>Date of birth: 03/01/2018</p> <p>Ethnicity: Hispanic</p> <p>Races: Black, White</p> <p>Care days: Monday, Thursday, Saturday</p> <p>Care types: Parttime, Before School</p> <p>Citizenship: US Citizen or Qualified Alien</p> <p>Age verification: Verified</p> <p>Medicaid eligibility: Not eligible</p> <p>Current authorization period: 06/21/2018 - 06/19/2019</p> <p>Allow Developmental Screening: Yes</p> <p>Person ID: 3009169</p> <p>Eligibility verification ID: EV_0000259682</p> <p>Required information is missing or invalid.</p> <p style="text-align: right;">Eligibility</p> <p style="text-align: right;">Edit</p>	<p>BabTapper SmokeTesting (child, male, age 1) History</p> <p>Eligibility status: Eligible Change Status</p> <p>Enrollment status: Enrolled</p> <p>Date of birth: 01/09/2018</p> <p>Ethnicity: Hispanic</p> <p>Races: Asian</p> <p>Care days: Thursday and Friday</p> <p>Care types: (no care types selected)</p> <p>Citizenship: Unknown</p> <p>Age verification: Unknown</p> <p>Medicaid eligibility: Unknown</p> <p>Current authorization period: 12/09/2018 - 12/08/2019</p> <p>Allow Developmental Screening: No</p> <p>Person ID: 3347372</p> <p>Eligibility verification ID: EV_0000259677</p> <p>Required information is missing or invalid.</p> <p style="text-align: right;">Eligibility</p> <p style="text-align: right;">Enrollments</p> <p style="text-align: right;">Edit</p>
<p>NotCCAAChild TestFamily (child, female, age 8) History</p> <p>Eligibility status: Eligible Change Status</p> <p>Enrollment status: Not Enrolled</p> <p>Date of birth: 02/01/2011</p> <p>Ethnicity: Non-Hispanic</p> <p>Races: Hawaiian / Pacific, Black</p> <p>Care days: Monday and Tuesday</p> <p>Care types: Parttime</p> <p>Citizenship: Unknown</p> <p>Age verification: Unknown</p> <p>Medicaid eligibility: Unknown</p> <p>Current authorization period: 06/30/2018 - 06/29/2019</p> <p>Allow Developmental Screening: Yes</p> <p>Person ID: 3009172</p> <p>Eligibility verification ID: EV_0000313362</p> <p>Required information is missing or invalid.</p> <p style="text-align: right;">Eligibility</p> <p style="text-align: right;">Edit</p>	

Household Case Notes

Show 10 entries Search:

Date	Code	Custom Code	Event	Description	Notes	User
4/24/2019 6:03:16 PM	TRANSFER		Guardianship Transfer: Children Added to new HouseHold	Child (TestFamily, NotCCAAChild) added to New Household 1090256 Transferred As of Date 4/1/2019		jim.ledbetter@oel.myflorida.com
4/24/2019 6:03:16 PM	TRANSFER		Due to Guardianship Transfer: Children added to HouseHold	Household Status changed to Coalition Revieweing		jim.ledbetter@oel.myflorida.com

Click the **Eligibility** button to verify the child's eligibility is still intact.

Household at a Glance... (HH_0001090256)

<p>Children Needing Care</p> <p>BabTapper SmokeTesting (child, male, age 1) Jude Davis (child, female, age 1) NotCCAAChild TestFamily (child, female, age 8)</p> <p>Total Household Size: 4</p>	<p>Parents</p> <p>SmokeTapp Testing (adult, male)</p>	<p>Other Household Members</p>	<p>Total Household Income Calculations</p> <p>Employment income: \$0 Alimony and child support income: \$0 Other income: \$0 Alimony and child support deductions: \$0 Total annual gross income: \$0</p>
--	--	---------------------------------------	--

Contact Information

<p>Primary Address</p> <p>the road Tallahassee, Florida 32301 KREPS ISLAND County</p>	<p>Primary Parent</p> <p>Email: Not On File Primary phone: (999) 999-9999</p>	<p>Family Portal Account</p> <p>Account Not Found</p>	<p>History</p> <p>Update Account</p> <p>Edit</p>
--	---	--	--

Children Needing Care

<p>Jude Davis (child, female, age 1) Change</p> <p>Eligibility status: Eligible Enrollment status: Not Enrolled Date of birth: 03/01/2018 Ethnicity: Hispanic Races: Black, White Care days: Monday, Thursday, Saturday Care types: Parttime, Before School Citizenship: US Citizen or Qualified Alien Age verification: Verified Medicaid eligibility: Not eligible Current authorization period: 06/21/2018 - 06/19/2019 Allow Developmental Screening: Yes Person ID: 3009169 Eligibility verification ID: EV_0000259682</p> <p style="border: 1px solid red; padding: 2px;">Required information is missing or invalid.</p> <p style="text-align: right;">History Change Status Eligibility Edit</p>	<p>BabTapper SmokeTesting (child, male, age 1)</p> <p>Eligibility status: Eligible Enrollment status: Enrolled Date of birth: 01/09/2018 Ethnicity: Hispanic Races: Asian Care days: Thursday and Friday Care types: (no care types selected) Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown Current authorization period: 12/09/2018 - 12/08/2019 Allow Developmental Screening: No Person ID: 3347372 Eligibility verification ID: EV_0000259677</p> <p style="border: 1px solid red; padding: 2px;">Required information is missing or invalid.</p> <p style="text-align: right;">History Change Status Eligibility Enrollments Edit</p>
<p>NotCCAAChild TestFamily (child, female, age 8) No Modification</p> <p>Eligibility status: Eligible Enrollment status: Not Enrolled Date of birth: 02/01/2011 Ethnicity: Non-Hispanic Races: Hawaiian / Pacific, Black Care days: Monday and Tuesday Care types: Parttime Citizenship: Unknown Age verification: Unknown Medicaid eligibility: Unknown Current authorization period: 06/30/2018 - 06/29/2019 Allow Developmental Screening: Yes Person ID: 3009172 Eligibility verification ID: EV_0000313362</p> <p style="border: 1px solid red; padding: 2px;">Required information is missing or invalid.</p> <p style="text-align: right;">History Change Status Eligibility Edit</p>	

Eligibility

Eligibility Assignments for NotCCAAChild TestFamily

Eligibility Code	Billing Group	Begin Date	End Date	Funding Agency ID (code, type, name)	Actions
<i>Current Authorization Period (06/30/2018 - 06/29/2019)</i>					
ECON	BG8	06/30/2018	06/29/2019	Any	View

Current Eligibility Map

Current Authorization Period

06/30/2018 - 06/29/2019

Eligibility Assignment

ECON BG8
06/30/2018 - 06/29/2019

Close

Add New Guardian

Click **Add Guardian**.

Guardianship Transfer

Search Guardian **Add Guardian**

Details of New Selected Parent / Guardian *

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
-----------	-------------	------------	--------	------	---------

Parent / Guardian relationship to child *

Transfer Reason *

From Household:
ThirdTestChild TestFamily, DOB: 06/26/2010, Person ID
NotCCAACHild TestFamily, DOB: 02/01/2011, Person ID

To Household:

Complete Transfer Close

The Add Guardian screen displays. Fill in the required fields and click **Save**.

Add Guardian

First Name *

Middle Name

Last Name *

Date of Birth *

Email Address *

SSN

Ethnicity * Hispanic Non-Hispanic Prefer not to answer

Races (select all that apply) * Asian Hawaiian / Pacific Black US Indian / Alaskan White Prefer not to answer

Gender * Male Female

Marital Status

Address Line1 *

AddressLine2

City *

County *

State *

Zip Code *

Contact Number *

Save Close

After clicking **Save**, a confirmation message displays: Added New Parent/Guardian Successfully. Click **OK**.

The screenshot shows a web browser window with the address bar displaying "Coalition Admin Logi". The page title is "Add Guardian". A confirmation dialog box is open, displaying the message "coalitionservices.floridaearlylearning.com says Added New Parent/Guardian Successfully." with an "OK" button highlighted by a red rectangle. The form below contains the following fields and options:

- First Name***: NewTest
- Middle Name**: J
- Last Name***: ParentGTX
- Date of Birth***: 11/15/1982
- Email Address***: PGTXTestEmail@gmail.com
- SSN**: (empty field)
- Ethnicity***: Hispanic Non-Hispanic Prefer not to answer
- Races (select all that apply)***: Asian Hawaiian / Pacific Black US Indian / Alaskan White Prefer not to answer
- Gender***: Male Female
- Marital Status**: Select
- Address Line1***: 123 Avenue
- AddressLine2**: (empty field)
- City***: Tallahassee
- County***: MATHISTOWN
- State***: Florida
- Zip Code***: 32301
- Contact Number***: 8502011111

At the bottom right of the form, there are "Save" and "Close" buttons.

Search for the newly-added guardian and they appear in the search results.

Search Guardian

Look for Guardians that match your desired search criteria.

First Name*

Last Name

Date Of Birth

Select the desired guardian from the search results below.

Search Results

-- Choose Guardian/Parent --

NewTest ParentGTX, Household ID:1090260, Status : null

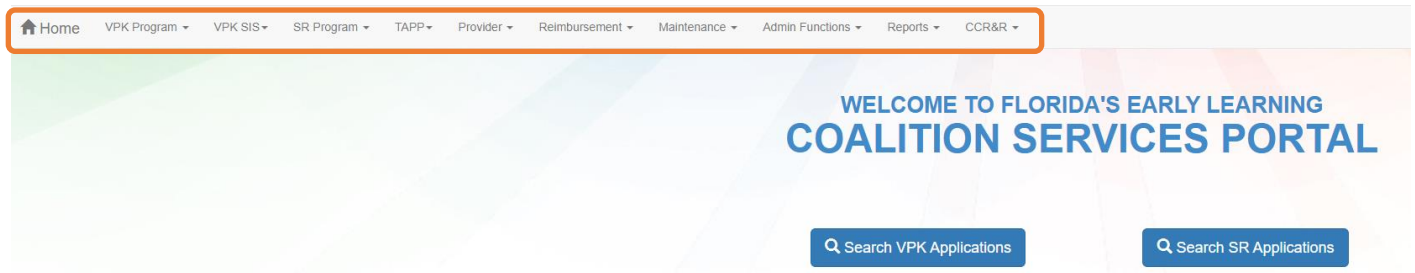
Details of Selected Guardian Parent

Parent ID	Parent Name	Parent DOB	County	City	ZipCode
3347387	NewTest ParentGTX	11/15/1982	MATHISTOWN	Tallahassee	32301

PROVIDER PROCESSES

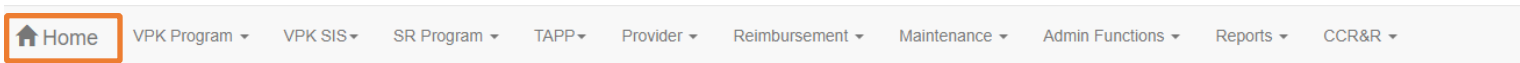
Coalition Services Portal Main Page Navigation

The Navigation Bar is near the top of the page.



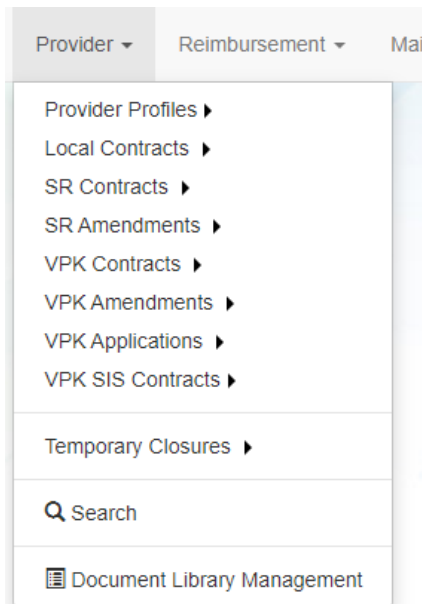
Home Button

The **Home** button will take the coalition user to the Coalition Services Portal main page.



Provider Menu

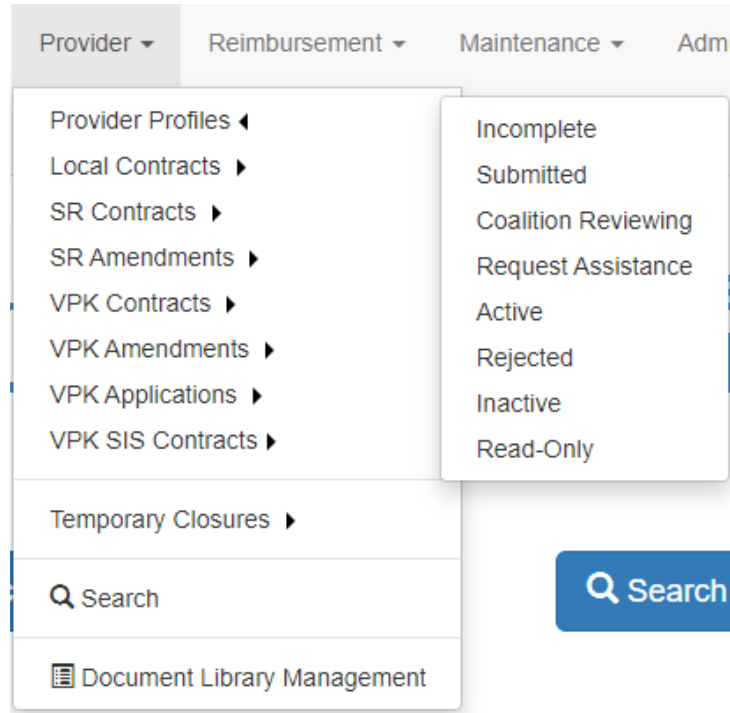
Clicking the **Provider** menu will activate the dropdown menu.



Provider Profiles

Clicking **Provider Profiles** will display all possible provider profile statuses.

Click on a status to see all provider profiles with that status.



Contracts & Amendments

The Contracts and Amendments functions allows a coalition admin to view a list of provider contracts and provider contract amendments in the local early learning coalition service area.

Temporary Closures

The Temporary Closures menu allows a coalition admin to view a list of Incomplete, Submitted, and Processed temporary closures from providers.

Provider Search

The Search function allows a coalition user to quickly search for provider profiles.

NOTE: To ensure accurate searches, click the dropdown menu when changing search terms (business name, provider ID, etc.) or starting a new search. Do not use the **Back** button on the internet browser.

Q Provider Search

Provider Type VPK SR Local CCR&R only All

Coalitions Just my coalition All coalitions

Program Year

Principal ID

Principal Name

Profile Status

Doing Business As

Director's Name

Provider ID

Tax ID (FEIN or SSN)

Street Address

City

Registered County

License or Registration or Exempt or MSID

Coalition users can also search for providers outside of their coalition service area (select **All coalitions** radio button) and will have read-only access to that provider profile. A provider may want to contract with multiple coalitions, so before the contract is certified, a coalition can have read-only access to that potential provider's profile.

After the coalition user clicks the **Search** button, the following will display. To view the Administrative Review screen of the provider profile, the user will click the **Profile ID** link of the desired record.

Provider Search Results 78 Total Records

Show 10 entries ▾

First « 1 2 3 4 5 6 7 » Last

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal Id	Principal Name	Street Address	Address Line2	City
21581	154407	exempt	2020 - 2021	Read-Only	03/30/2021	Debbie's Little Campers #2	Debbie Brown	88886432	16321	Debbie's Little Campers	130 MAIN ST		Tallahassee
21582	130397	OEL580151222	2020 - 2021	Read-Only		de Lugo's Test Daycare Center, LLC		OEL580151222	16322	de Lugo's Test Daycare Center, LLC	1222 Pine Hill RD.		Tallahassee
21621	158477	12234	2020 - 2021	Read-Only	04/29/2021	Shweta Fun house	Shweta Test	233	16346	Shweta Fun house	443 Glenmore Drive		Tallahassee
21621	180254	12234	2021 - 2022	Active	02/02/2022	Shweta Fun house	Shweta Test	233	16346	Shweta Fun house	443 Glenmore Drive		Tallahassee
22745	137782	56209	2020 - 2021	Read-Only	11/24/2020	Ventura Day School	Polly Avalos	654320	15662	Ventura Prod Provider Test 2	1 Shumark Oak Dr		Tallahassee
22745	158272	56209	2021 - 2022	Active	04/28/2021	Ventura Day School	Polly Avalos	654320	15662	Ventura Prod Provider Test 2	1 Shumark Oak Dr		Tallahassee
22745	177252	56209	2022 - 2023	Active	01/20/2022	Ventura Day School	Polly Avalos	654320	15662	Ventura Prod Provider Test 2	1 Shumark Oak Dr		Tallahassee
22947	143009	EXEMPT	2020 - 2021	Read-Only	01/28/2021	Emma's Stars	Jill Test	54654654654	16538	Emma's Stars	Capital Circle		tallahassee
22947	169082	EXEMPT	2021 - 2022	Active	08/30/2021	Emma's Stars	Jill Test	54654654654	16538	Emma's Stars	Capital Circle		tallahassee
22947	177255	EXEMPT	2022 - 2023	Incomplete		Emma's Stars	Jill Test	54654654654	16538	Emma's Stars	Capital Circle		tallahassee

To view the Manage Users screen, which displays the users and user roles for the provider, the user will click the **Provider ID** link of the desired record.

Provider Search Results 78 Total Records

Show 10 entries ▾

First « 1 2 3 4 5 6 7 » Last

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal Id	Principal Name	Street Address	Address Line2	City
21581	154407	exempt	2020 - 2021	Read-Only	03/30/2021	Debbie's Little Campers #2	Debbie Brown	88886432	16321	Debbie's Little Campers	130 MAIN ST		Tallahassee
21582	130397	OEL580151222	2020 - 2021	Read-Only		de Lugo's Test Daycare Center, LLC		OEL580151222	16322	de Lugo's Test Daycare Center, LLC	1222 Pine Hill RD.		Tallahassee
21621	158477	12234	2020 - 2021	Read-Only	04/29/2021	Shweta Fun house	Shweta Test	233	16346	Shweta Fun house	443 Glenmore Drive		Tallahassee
21621	180254	12234	2021 - 2022	Active	02/02/2022	Shweta Fun house	Shweta Test	233	16346	Shweta Fun house	443 Glenmore Drive		Tallahassee
22745	137782	56209	2020 - 2021	Read-Only	11/24/2020	Ventura Day School	Polly Avalos	654320	15662	Ventura Prod Provider Test 2	1 Shumark Oak Dr		Tallahassee
22745	158272	56209	2021 - 2022	Active	04/28/2021	Ventura Day School	Polly Avalos	654320	15662	Ventura Prod Provider Test 2	1 Shumark Oak Dr		Tallahassee
22745	177252	56209	2022 - 2023	Active	01/20/2022	Ventura Day School	Polly Avalos	654320	15662	Ventura Prod Provider Test 2	1 Shumark Oak Dr		Tallahassee
22947	143009	EXEMPT	2020 - 2021	Read-Only	01/28/2021	Emma's Stars	Jill Test	54654654654	16538	Emma's Stars	Capital Circle		tallahassee
22947	169082	EXEMPT	2021 - 2022	Active	08/30/2021	Emma's Stars	Jill Test	54654654654	16538	Emma's Stars	Capital Circle		tallahassee
22947	177255	EXEMPT	2022 - 2023	Incomplete		Emma's Stars	Jill Test	54654654654	16538	Emma's Stars	Capital Circle		tallahassee

The following will display. Click the **Manage Users** button to view the users.

NOTE: Manage Users information is not available for providers outside of a coalition's service area.

Manage Site

Use this page to edit or inactivate a specific provider site.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.

Location name	License number	Address	Actions
Smoke Test	333	250 MARRIOTT DR TALLAHASSEE, FL 32301-2983	Edit Manage Users

Manage Users

Use this page to add, edit, and inactivate users of a specific provider site.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.

Smoke Test			
User name	Role	Name	Actions
OEL.PS.Test+BusinessAdministrator@gmail.com	Business Administrator	Business Admin	<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>
OEL.PS.TEST+provider1001@gmail.com	Business Administrator	Flo Brown	<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>

Provider User Roles:

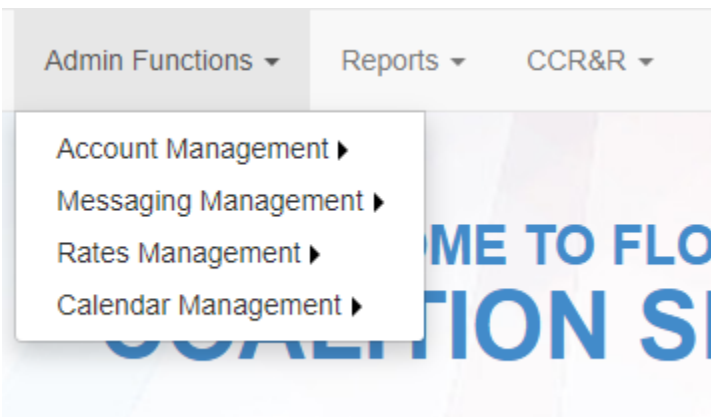
- Business Administrator – Able to edit the provider profile and principal business information that is shared among associated provider sites; able to add provider sites and users; submit profiles and profile updates; and create contracts. This role would typically be assigned to an owner.
- Site Administrator – Able to edit the provider profile associated to their site add provider users for a site, but cannot create a new site. This role would typically be assigned to a principal or director.
- User – Able to perform administrative tasks based on permissions granted by the Business Administrator or Site Administrator. This role would typically be assigned to teachers and aides.

NOTE: With Release 5.4, Coalition Admins can promote a Site Administrator or User to Business Administrator by clicking the **Edit** button on the Manage Users page.

Document Library Management

The Document Library Management function allows a coalition user to review documents uploaded to the provider profile.

Admin Functions Menu



Admins will be able to do the following functions for providers:

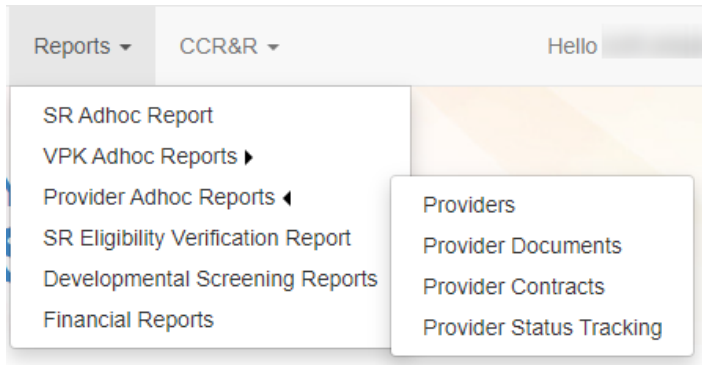
- Account Management – Manage accounts for coalition staff and providers within the coalition service area.
- Messaging management – Send messages to individual providers, providers based on services (SR, VPK, CCR&R) or all providers in the coalition service area.
- Rates management – Manage SR and VPK rates.
- Calendar Management – Set reimbursable closure days and school calendars for providers within the coalition service area.

NOTE: Only coalition admin or DEL admin users will be able to view and access the Admin Functions menu.

Reports Menu

Clicking the Reports menu will display the list of available reports.

NOTE: Only coalition admin or DEL admin users will be able to view and access the Reports menu.



Adhoc Report For Provider

Provider Type VPK SR Local CCR&R only All

Coalitions Just my coalition All coalitions

Program Year

Principal ID

Principal Name

Profile Status

Doing Business As

Director's Name

Provider ID

Tax ID (FEIN or SSN)

Street Address

City

Registered County

License or Registration or Exempt or MSID

ADHOC Report For Provider Documents

Provider Name

File Name

Uploaded On to

Valid On to

Verified Documents Only

Verified By

Folder Name

File Description

Expires In 90 Days 60 Days 30 Days Expired

Expires On to

Archived Documents Included

Verified On to

ADHOC Report For Provider Contracts

Coalitions Just my coalition All coalitions

Contract Type VPK VPK/SIS SR Local All

Contract Status

Doing Business As
(starts with)

Provider ID

Contract Start Date to

Contract End Date to

Contract Expires In 90 Days 60 Days 30 Days Expired

Contract Termination Date to

[Reset](#) [Download Report](#)

The Provider Status Tracking Adhoc Report generates a report that displays profile, contract, and principal information for providers in a coalition service area.

ProviderPrincipalID	ProviderID	ProviderProfileID	PrincipalBusinessName	DoingBusinessAs	ProviderTypeDescription	ProviderTypeOnContract	ProviderStatus	ProfileStatus	LegalStatus	ProviderProfileID
37	695	962	Mitchell Large Family Child Care Home	MITCHELL LARGE FAMILY CHILD CARE HOME	Large Family Child Care Home		Migrated-Unclaimed	Imported	Licensed	962
39	790	1098	Little Pioneers Preschool	LITTLE PIONEERS PRESCHOOL	Center		Migrated-Unclaimed	Imported	Licensed	1098
68	1192	1621	The Child's Garden	THE CHILD'S GARDEN	Center		Migrated-Unclaimed	Imported	Licensed	1621
141	2677	3676	Attentive Childcare and Pre-K LLC	ATTENTIVE CHILDCARE & PRE-K LLC (SUE)	Large Family Child Care Home		Migrated-Unclaimed	Imported	Licensed	3676
346	1182	1610	Townsend-Danzay Family Day Care Home	TOWNSEND-DANZAY FAMILY DAY CARE HOME	Family Child Care Home		Migrated-Unclaimed	Imported	Licensed	1610

Activating a Provider Account

Use this page to approve pending provider registration requests and create the corresponding businesses and sites.

To view, approve or reject a provider registration request, click on the corresponding entry in the table below to show the full details of the request.

Activate Provider Accounts

Use this page to approve pending provider registration requests and create the corresponding businesses and sites.
To view, approve, or reject a provider registration request, click on the corresponding entry in the table below to show the full details of the request.

User Name	Owner Name	License Number	Coalition
OEL.PS.Test+Two@gmail.com	Two Two	222	ELC of the Big Bend Region
OEL.PS.Test+Freshdesk@gmail.com	testing	363	ELC of the Big Bend Region
ccpboo@ko1.com	Katly Kelloggs	exempt	ELC of the Big Bend Region
airbourne1344@yahoo.com	Lucas Barber	1212	ELC of the Big Bend Region
ashley.mitchell@oel.myflorida.com	Ashley E. Mitchell	EXEMPT	ELC of the Big Bend Region
trokekim+informal@gmail.com	Exempt Informal	EXEMPT	ELC of the Big Bend Region
trokekim+military@gmail.com	Admiral Farragut	EXEMPT	ELC of the Big Bend Region
trokekim+exprivate@gmail.com	Exempt Private	EXEMPT	ELC of the Big Bend Region
trokekim+excharter@gmail.com	Exempt Charter	EXEMPT	ELC of the Big Bend Region
trokekim+expublic@gmail.com	Exempt Public	EXEMPT	ELC of the Big Bend Region

Business Details

Business name *
Exempt Public School

Taxpayer or Provider Identification number *
1111949494

Owner/Operator name *
Exempt Public

Principal Address line 1 *
3655 N MONROE ST

Principal Address line 2

Principal City *
TALLAHASSEE

Principal State *
Florida

Principal Zip code *
32303-2753

New Provider

Activate Reject

Location Details

Doing Business As name (DBA) *
Exempt Public School

Provider type *
Public School

Legal status *
Exempt

License/Registration/Exemption number, or EXEMPT *
EXEMPT

Contact person phone number *
(888) 888-8888

Physical Address of Location

Address line 1 *
3221 N MONROE ST

Address line 2

City *
TALLAHASSEE

State
Florida

Zip code *
32303

County *
Leon

When a provider account is activated, an email will be sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

The Provider Portal registration request you submitted for Jim's House of Learnin' 2 has been approved. You may now log on to the Provider Portal with the user name and password you registered with.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

Provider Profile Status Definitions

Incomplete

The profile is not complete. The provider has to complete the required fields, certify, sign and submit the profile. Coalitions cannot change the status of an **Incomplete** profile; however, coalition users have read-only access to assist the provider in completing the profile.

Request Assistance

The provider needs help to finish or edit the profile.

Submitted

The profile has been completed and submitted by the provider for coalition review. The profile is not editable by the provider while in **Submitted** status.

Coalition Reviewing

To review a **Submitted** profile, click the **Change Profile Status** button at the top of the Administrative Review page.

Active

The coalition has reviewed the profile and supporting document(s) and determined that the provider is eligible to receive funding.

Inactive

The profile is no longer active, due to a specific reason selected by the coalition user. **Inactive** profiles cannot be edited.

Rejected

The profile is missing information that is necessary to make a decision regarding eligibility to receive funding. **Rejected** status is used to return the profile to the provider for edits.

Read-Only

The profile is no longer active, due to the program year expiring. Profiles for past program years cannot be edited.

Coalition User Task Bar

At the top of the Administrative Review page is a list of buttons used to maintain and process a Provider Profile.

The screenshot shows a horizontal blue bar labeled "Administrative Review" at the top. Below it, a row of eight blue buttons is displayed: "Provider Notes", "Contact Attempts", "Inspections", "Administration", "Contracts", "SR Paid Holidays", "SR Reimbursement Rates", and "Child Assessment".

Button Label	Description
Provider Notes	Click to view or add a case note.
Contact Attempts	Click to log a provider contact attempt.
Inspections	Click to view or upload inspections.
Administration	Click to update provider information.
Contracts	Click to manage contracts.
SR Paid Holidays	Click to manage contracted SR provider paid holidays.
SR Reimbursement Rates	Click to manage contracted SR provider reimbursement rates.
Child Assessment	Click to input child assessment data (not yet available) and reimburse child assessment differentials.

The screenshot shows a blue bar at the top of a section. Below it, two blue buttons are displayed: "Assist Provider" and "Change Profile Status".

Button Label	Description
Assist Provider	Click to assist a provider with profile changes.
Change Profile Status	Click to change the status of a provider profile.

Adding a Provider Note

The coalition user must click the **Provider Notes** button to add a Provider Note.

Then, click the **+Add Provider Note** button.

Date	Reason	Note	Created By
10/10/2016 2:06:34 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gmail.com

The coalition user will then select a Provider Note Code, Custom Code Type, and Custom Code (if applicable) and complete the note field. Click the **Save Note** button to add the note.

Provider Note Code
Select reason code...

Custom Code Type
Select

Custom Code
Select a Custom Code Type

Provider Profile Note

Cancel Save Note

Click the **Return to review** button to go back to the Administrative Review page.

Date	Reason	Note	Created By
10/10/2016 2:06:34 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gmail.com

Adding a Contact Attempt

The coalition user must click the **Contact Attempts** button to add a Provider Notification.

Then, click the **+Add Provider Notification** button.

Date	Created By	Subject	Method(s)	Outcome	Note
No data available in table					

The coalition user will complete the Date and Subject fields, select which Method(s) of Contact were used, and complete the Note and Outcome fields. Click the **Save** button to add the notification.

NOTE: A contact attempt does not create a provider note.

✎ Add Jim's House of Learning 2 Notification ×

Date

Subject

Method(s) of Contact

Phone 📞 Letter ✉️ Email 📧

Note

Outcome

Click the **Return to review** button to go back to the Administrative Review page.

Provider Notifications For Jim's House Of Learning 2 ◀ Return to review

Show 10 entries + Add Provider Notification

Date	Created By	Subject	Method(s)	Outcome	Note
No data available in table					
Date	Created By	Subject	Method(s)	Outcome	Note

First Previous Next Last

Adding an Inspection

The coalition user must click the **Inspections** button to add a Provider Inspection.

Then, click the **+Add Provider Inspection** button.

Health And Welfare Inspections For Jim's House Of Learning 2 ◀ Return to review

Show 10 entries + Add Provider Inspection

Inspection Date	Passed	Note	Verified By	Verified On
No data available in table				
Inspection Date	Passed	Note	Verified By	Verified On

First Previous Next Last

The coalition user will complete the Date field, select the inspection result, and complete the Note field. Click the **Save** button to add the inspection.

Add Jim's House of Learning 2 Inspection

Inspection Date Inspection Passed Inspection Verified

MM/DD/YYYY

Note

Cancel Save

Click the **Return to review** button to go back to the Administrative Review page.

Health And Welfare Inspections For Jim's House Of Learning 2

Return to review

Show 10 entries

+ Add Provider Inspection

Inspection Date	Passed	Note	Verified By	Verified On
No data available in table				
Inspection Date	Passed	Note	Verified By	Verified On

First Previous Next Last

Adding Administrative Information

The coalition user must click the **Administration** button to update administrative information.

Profile Administration

Coalition users will be able to add, remove, and update administrative notes/documentation specific to the current profile in review.

SUNBIZ Document Number (if applicable)

Program Assessment Score ⓘ

0.00

Save Cancel

The coalition user will complete the SUNBIZ Document Number and Program Assessment Score. Click the **Save** button to add the number.

Adding SR Paid Holidays

Once an SR contract is certified, the provider's paid holidays must be set up. On the Administrative Review menu, click the **SR Paid Holidays** button. The provider's SR Paid Holidays for the profile year displays.

The page may pre-populate with days if they are available from the online SR contract or Coalition SR Holiday Schedule (established on the **Admin > Calendar Management > SR Holiday Schedule** page). While this information may be pre-populated for convenience, the remaining steps should be followed to ensure the correct paid holidays are recorded.

To add a new paid holiday, click the **+ Add Paid Holiday** button.

SR Paid Holidays For Growing Up Strong Return to review

Program Year: 2018 CountyName: KREPS ISLAND Maximum number of dates: Twelve

+ Add Paid Holiday

#	Date	Name	Update	Remove
1	7/4/2018	4TH OF JULY		
2	9/3/2018	LABOR DAY		
3	11/22/2018	THANKSGIVING DAY		
4	11/23/2018	DAY AFTER THANKSGIVING		
5	12/25/2018	CHRISTMAS	Update	Remove
6	1/1/2019	NEW YEARS DAY	Update	Remove
7	1/14/2019	MLK	Update	Remove

Enter the Holiday Date and Holiday Name. Then, click the **Save** button.

SR Paid Holidays

Holiday Date: 01/21/2019

Holiday Name: Martin Luther King Jr. Day

Save Cancel

To update a paid holiday, click the **Update** button. The saved holidays may be edited. Days that have occurred in the past cannot be updated or removed. When complete, click **Save**.

SR Paid Holidays For Growing Up Strong Return to review

Program Year: 2018 CountyName: KREPS ISLAND Maximum number of dates: Twelve

+ Add Paid Holiday

#	Date	Name	Update	Remove
1	7/4/2018	4TH OF JULY		
2	9/3/2018	LABOR DAY		
3	11/22/2018	THANKSGIVING DAY		
4	11/23/2018	DAY AFTER THANKSGIVING		
5	12/25/2018	CHRISTMAS	Update	Remove
6	1/1/2019	NEW YEARS DAY	Update	Remove
7	1/14/2019	MLK	Update	Remove

To remove a paid holiday, click the **Remove** button. Days that have occurred in the past cannot be updated or removed.

SR Paid Holidays For Growing Up Strong Return to review

Program Year: 2018 CountyName: KREPS ISLAND Maximum number of dates: Twelve

[+ Add Paid Holiday](#)

#	Date	Name	Update	Remove
1	7/4/2018	4TH OF JULY		
2	9/3/2018	LABOR DAY		
3	9/19/2018	Fall Holiday		
4	11/22/2018	THANKSGIVING DAY		
5	11/23/2018	DAY AFTER THANKSGIVING		
6	12/25/2018	CHRISTMAS	Update	Remove
7	1/1/2019	NEW YEARS DAY	Update	Remove
8	1/21/2019	Martin Luther King Jr. Day	Update	Remove
9	5/27/2019	Memorial Day	Update	Remove

Adding SR Reimbursement Rates

Once an SR contract is certified, the provider's reimbursement rates must be set up. On the Administrative Review menu, click the **SR Reimbursement Rates** button. The provider's SR Reimbursement Rate plan(s) display.

To establish a new rate plan, click on the **Add Reimbursement Rates** button.

SR Reimbursement Rates For Rand's House Return to review

[+ Add Reimbursement Rates](#)

No data available to display

The rate plan settings page displays. Enter the **Reimbursement Start Date** and **Reimbursement End Date**. Click **Save**.

NOTE: If multiple rate plans are needed to address a rate change, continue to set up the first rate plan for the original start and end dates. Then, additional rate plans can be created as shown in *Amending SR Reimbursement Rates (by adding another rate plan)*.

The screenshot shows a form titled "Add Provider Reimbursement Rate". The form contains the following fields and values:

- Coalition: ELC of TALLAHASSEE
- Provider: randi's house
- County: KREPS ISLAND
- Reimbursement Provider Type: Center
- Reimbursement Start Date: 09/01/2018
- Reimbursement End Date: 06/30/2019

At the bottom of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular box.

The provider's reimbursement rate plan page appears. Rate plans cannot overlap. If a rate plan is entered that overlaps, then a validation message displays. Clicking the **Yes** button will change the rate plan to prevent overlapping dates. Clicking the **No** button will discard the rate plan change.

The screenshot shows a warning dialog box with the following text:

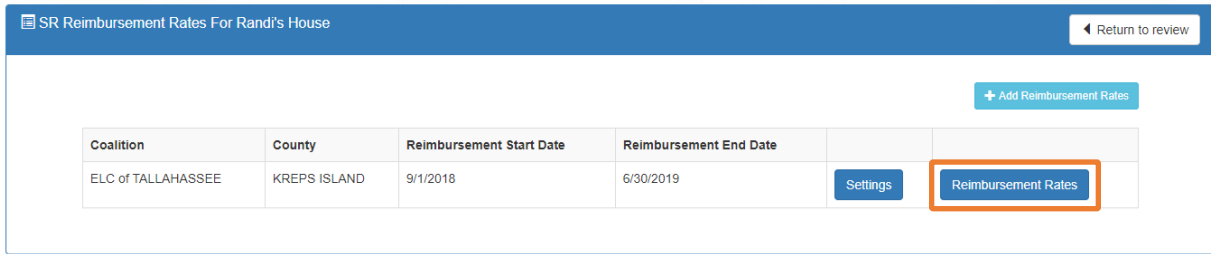
Warning: Reimbursement Rate Plan

This request impacts existing rate plan(s). The existing start/end dates must be changed to avoid overlapping days.
07/01/2019 to 07/01/2020

Do you wish to continue?

At the bottom of the dialog, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular box.

Click **Reimbursement Rates**.



The screenshot shows a web interface with a blue header bar. On the left, it says "SR Reimbursement Rates For Randi's House". On the right, there is a "Return to review" button. Below the header, there is a "+ Add Reimbursement Rates" button. A table with the following data is displayed:

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of TALLAHASSEE	KREPS ISLAND	9/1/2018	6/30/2019	Settings	Reimbursement Rates

The "Reimbursement Rates" button in the table is highlighted with an orange border.

The provider's rates for the rate plan appears.

2022-2023 Reimbursement Rate Plans

Effective July 1, 2022, the Approved Provider Reimbursement Rate without Gold Seal (column C) shall equal the Coalition Reimbursement Rates in column B, except when the Provider's Private Pay Rate (column A) is zero. When column A is zero, column C will be zero. Also, effective July 1, 2022, there is no provider private pay rates upper limit (column F).

A note displays at the top of the Rate Plan: *Special needs rate will be negotiated up to twenty (20) percent above the maximum approved base reimbursement rate established for infant care by the coalition pursuant to Rule 6M-4.500, F.A.C. The negotiated rate will be based on the level of care needed for an individual child.

SR Reimbursement Rates - 16 - -

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2022

* Special needs rate will be negotiated up to twenty (20) percent above the maximum approved base reimbursement rate established for infant care by the coalition pursuant to Rule 6M-4.500, F.A.C. The negotiated rate will be based on the level of care needed for an individual child.

Edit Provider Rates Edit Differential Rates

Care Code	Description	A Provider's Private Pay Rates	B Coalition Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal	D Gold Seal Differential (Column B x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	-	\$5.00	\$0.00	\$5.00	\$4.00	\$2.50
TOD	12 <24 Months	\$0.00	\$40.24	\$40.24	\$0.00	\$0.00	-	\$4.02	\$0.00	\$4.02	\$4.00	\$2.01
2YR	24 <36 Months	\$45.00	\$37.45	\$37.45	\$7.49	\$44.94	-	\$3.75	\$0.00	\$48.69	\$4.00	\$1.87
PR3	36 <48 Months	\$40.00	\$30.00	\$30.00	\$6.00	\$36.00	-	\$3.00	\$0.00	\$39.00	\$4.00	\$1.50
PR4	48 <60 Months	\$40.00	\$28.55	\$28.55	\$5.71	\$34.26	-	\$2.86	\$0.00	\$37.12	\$4.00	\$1.43
PR5	60 <72 Months	\$40.00	\$27.00	\$27.00	\$5.40	\$32.40	-	\$2.70	\$0.00	\$35.10	\$4.00	\$1.35
SCH	In School	\$39.00	\$19.86	\$19.86	\$3.97	\$23.83	-	\$1.99	\$0.00	\$25.82	\$0.00	-

- Column A = displays amounts from the provider's contract for private pay rates (captured at the time of contract initiation from the provider's profile).
- Column B = displays amounts from the Coalition's SR Plan Rates (established on the **Admin Functions > Rates Management > SR Plan Rates** page).
- Column C = displays the approved provider reimbursement rate without Gold Seal (same as column B except when column A is zero. If column A is zero, column C shall be zero).
- Column D = displays the Gold Seal differential (column C x the percentage established on the **Admin Functions > Rates Management > SR Plan Rates** page).
- Column E = displays the approved provider reimbursement rate with Gold Seal (column C + D). Gold Seal participation is established on the Edit Differentials tab and should match the contract or latest amendment.
- Column F = this column is not applicable, as there is no longer a provider private pay rates upper limit.
- Column G = displays the QPI differential rate (column C x tier percentage). QPI participation is established on the Edit Differentials tab and should match the contract or latest amendment.
- Column H = displays the Local QI differential rate (column C x tier percentage). QI participation is established on the Edit Differentials tab and should match the contract.

- Column I = displays the total payment to provider (column E + G + H).
- Column J = displays the total contracted slot differential rate available to selected children. Contracted Slots participation is established on the Edit Differentials tab and should match the contract or latest amendment.
- Column K = child assessment differential rate (column C x tier percentage). Child assessment participation is established on the Edit Differentials tab and should match the contract or latest amendment.

While some information may be pre-populated for convenience, the remaining steps should be followed to ensure the correct provider reimbursement rates are recorded.

Edit Provider Rate

Click the **Edit Provider Rates** button. The private pay rates page displays. Review and/or enter the provider's private pay rates (column A) for the established rate plan date range and click **Save**.

SR Reimbursement Rates - 16 --

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2022

* Special needs rate will be negotiated up to twenty (20) percent above the maximum approved base reimbursement rate established for infant care by the coalition pursuant to Rule 6M-4.500, F.A.C. The negotiated rate will be based on the level of care needed for an individual child.

[Edit Provider Rates](#) [Edit Differential Rates](#)

Care Code	Description	A Provider's Private Pay Rates	B Coalition Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal	D Gold Seal Differential (Column B x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
-----------	-------------	-----------------------------------	------------------------------------	---	---	---	--	---	--	--	--	--

NOTE: Rates may be edited on or before the rate plan start date, after which they cannot be edited unless payment has not been issued yet. At that point, a new rate plan must be created.

Provider's Private Pay Rates ACADEMY, INC.

Care Code	Description	FT	PT	PTL
INF	<12 Months	\$ 0.00	\$ 0.00	\$
TOD	12 <24 Months	\$ 0.00	\$ 0.00	\$
2YR	24 <36 Months	\$ 45.00	\$ 37.49	\$
PR3	36 <48 Months	\$ 40.00	\$ 33.00	\$
PR4	48 <60 Months	\$ 40.00	\$ 33.00	\$ 0.00
PR5	60 <72 Months	\$ 40.00	\$ 33.00	\$ 0.00
SCH	In School	\$ 39.00	\$ 15.00	\$ 12.50

[Cancel](#) [Save](#)

Edit Differentials

Next, click the **Edit Differential Rates** button.

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2022

* Special needs rate will be negotiated up to twenty (20) percent above the maximum approved base reimbursement rate established for infant care by the coalition pursuant to Rule 6M-4.500, F.A.C. The negotiated rate will be based on the level of care needed for an individual child.

	A	B	C	D	E	F	G	H	I	J	K	
Care Code	Description	Provider's Private Pay Rates	Coalition Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal	Gold Seal Differential (Column B × percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C + D)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	QPI Differential Rate (Column C × tier percentage)	Local QI Level Differential Rate (Column C × tier percentage)	Total Payment Rate (Column E + G + H)	Contracted Slots Differential Rate (per child flagged for contracted slots)	Child Assessment Differential Rate (Column C × tier percentage)

The differential rates page displays. Review and/or edit the differential rate settings (columns E, G, H, I, and K) for the established rate plan date range and click **Save**. Differential rates are turned on by selecting the **Yes** radio button and the tier level.

NOTES:

- The Effective Date and End Date match the established rate plan and cannot be changed. If a differential applies to a length of time other than the established rate plan, an additional plan must be created. See *Amending SR Reimbursement Rates (by adding another rate plan)*.
- Providers participating in contracted slots require the total number of slots per care level which are automatically populated on the differentials page from the SR contract upon certification. (Children receiving a contracted slot must be identified within the **SR Program > SR Provider Enrollment** work queues.) See *Contracted Slots*.

Provider's Differential Rates ACADEMY, INC.

Yes No

Gold Seal Designation All Ages Effective Date 07/01/2022 End Date 12/31/2022

Quality Performance Incentive (QPI) 10% Effective Date 07/01/2022 End Date 12/31/2022

Child Assessment Effective Date 07/01/2022 End Date 12/31/2022

Local Quality Improvement (QI) Effective Date 07/01/2022 End Date 12/31/2022

Effective Date 07/01/2022 End Date 12/31/2022

Care Level	INF	TOD	2YR	PR3	PR4	PR5	Total
Enter Number of Contracted Slots	0	3	3	3	3	0	12

Cancel Save

2019-2020 Reimbursement Rate Plans

A note displays at the top of the Rate Plan – “* Reimbursable rate is reduced because the amount exceeds the provider’s private pay rate upper limit set in Column F.” Any rates marked by a *, show the provider is near the upper limit (Column F) with the differential, and the amount shown is what the provider will reimbursed.

NOTE: The rate plans for 2019-2020 allow the provider to exceed the private pay rate. For 2019-2020, the Provider cannot exceed Column F – 20% above the private pay rate.

Care Code	Description	A	B	C	D	E	F	G	H	I	J	K
		Provider's Private Pay Rates	Coalition Maximum Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	Gold Seal Differential (Column C x percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	QPI Differential Rate (Column C x tier percentage)	Local QI Level Differential Rate (Column C x tier percentage)	Total Payment Rate (Column E + G + H; cannot exceed column F)	Contracted Slots Differential Rate (per child flagged for contracted slots)	Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$22.00	\$21.00	\$21.00	\$3.15	\$24.15	\$26.40	\$1.47	*\$0.78	*\$26.40	\$10.00	*\$1.05
TOD	12 <24 Months	\$23.00	\$20.00	\$20.00	\$3.00	\$23.00	\$27.60	\$1.40	\$2.60	\$27.00	\$11.00	*\$1.00
2YR	24 <36 Months	\$24.00	\$19.50	\$19.50	\$2.93	\$22.43	\$28.80	\$1.37	\$2.54	\$26.34	\$12.00	\$0.98
PR3	36 <48 Months	\$25.00	\$19.00	\$19.00	\$2.85	\$21.85	\$30.00	\$1.33	\$2.47	\$25.65	\$13.00	\$0.95
PR4	48 <60 Months	\$26.00	\$19.00	\$19.00	\$2.85	\$21.85	\$31.20	\$1.33	\$2.47	\$25.65	\$14.00	\$0.95
PR5	60 <72 Months	\$27.00	\$19.00	\$19.00	\$2.85	\$21.85	\$32.40	\$1.33	\$2.47	\$25.65	\$15.00	\$0.95
SCH	In School	\$15.00	\$10.00	\$10.00	\$1.50	\$11.50	\$18.00	\$0.00	\$1.30	\$12.80	\$0.00	\$0.00
SPCR	Special Needs	\$20.70	\$21.00	\$20.70	\$0.00	\$20.70	\$24.84	\$1.45	*\$2.69	*\$24.84	\$0.00	*\$1.04

- Column A = displays amounts from the provider's contract for private pay rates (captured at the time of contract initiation from the provider's profile).
- Column B = displays amounts from the Coalition's SR Plan Rates (established on the **Admin Functions > Rates Management > SR Plan Rates** page).
- Column C = displays the approved provider reimbursement rate without Gold Seal (the lower of column A or B).
- Column D = displays the Gold Seal differential (column C x the percentage established on the **Admin Functions > Rates Management > SR Plan Rates** page).
- Column E = displays the approved provider reimbursement rate with Gold Seal (column C + D; amount cannot exceed column F; Gold Seal participation is established on the Edit Differentials tab).
- Column F = displays the provider's private pay rate upper limit (column A x 20%)
- Column G = displays the QPI differential rate (column C x tier percentage; QPI participation is established on the Edit Differentials tab).
- Column H = displays the Local QI differential rate (column C x tier percentage; QI participation is established on the Edit Differentials tab).
- Column I = displays the total payment to provider (column E + G + H; cannot exceed column F).
- Column J = displays the total contracted slot differential rate available to selected children (Contracted Slots participation is established on the Edit Differentials tab).
- Column K = child assessment differential rate (column C x tier percentage; child assessment participation is established on the Edit Differentials tab).

Hovering over a rate marked with a *, displays the calculated amount prior to reaching the upper limit (Column F). The rate shown with a *, is the amount the provider will be reimbursed.

SR Reimbursement Rates - 8469 --

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2019

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

[Edit Provider Rates](#) [Edit Differential Rates](#)

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$22.00	\$21.00	\$21.00	\$3.15	\$24.15	\$26.40	\$1.47	\$2.73 *\$0.78	\$26.40	\$10.00	\$1.05
TOD	12 <24 Months	\$23.00	\$20.00	\$20.00	\$3.00	\$23.00	\$27.60	\$1.40	\$2.60	\$27.00	\$11.00	\$1.00

While some information may be pre-populated for convenience, the remaining steps should be followed to ensure the correct provider reimbursement rates are recorded.

Edit Provider Rate

Click the **Edit Provider Rates** button. The private pay rates page displays. Review and/or enter the provider's private pay rates (column A) for the established rate plan date range and click **Save**.

NOTE: Rates may be edited on or before the rate plan start date, after which they cannot be edited unless payment has not been issued yet. At that point, a new rate plan must be created.

Provider's Private Pay Rates randi's house

Care Code	Description	FT	PT	PTBA
INF	<12 Months	\$ 0.00	\$ 0.00	\$
TOD	12 <24 Months	\$ 0.00	\$ 0.00	\$
2YR	24 <36 Months	\$ 0.00	\$ 0.00	\$
PR3	36 <48 Months	\$ 0.00	\$ 0.00	\$
PR4	48 <60 Months	\$ 0.00	\$ 0.00	\$ 0.00
PR5	60 <72 Months	\$ 0.00	\$ 0.00	\$ 0.00
SCH	In School	\$ 0.00	\$ 0.00	\$ 0.00
SPCR	Special Needs	\$ 0.00	\$ 0.00	\$ 0.00

[Cancel](#) [Save](#)

Edit Differentials

Next, click the **Edit Differential Rates** button.

SR Reimbursement Rates - 8469 --

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2019

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

[Edit Provider Rates](#) [Edit Differential Rates](#)

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$22.00	\$21.00	\$21.00	\$3.15	\$24.15	\$26.40	\$1.47	\$2.73 *\$0.78	\$26.40	\$10.00	\$1.05
TOD	12 <24 Months	\$23.00	\$20.00	\$20.00	\$3.00	\$23.00	\$27.60	\$1.40	\$2.60	\$27.00	\$11.00	\$1.00

The differential rates page displays. Review and/or edit the differential rate settings (columns E, G, H, I, and K) for the established rate plan date range and click **Save**. Differential rates are turned on by selecting the **Yes** radio button and the tier level.

NOTE: The Effective Date and End Date match the established rate plan and cannot be changed. If a differential applies to a length of time other than the established rate plan, an additional plan must be created. See *Amending SR Reimbursement Rates (by adding another rate plan)*. Providers participating in contracted slots require the total number of slots to be selected and rate amounts entered. (Children receiving a contracted slot must be identified within the **SR Program > SR Provider Enrollment** work queues.) See *Contracted Slots*.

Provider's Differential Rates

	Yes	No		Effective Date	End Date
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gold Seal Designation <input type="text" value=""/>	<input type="text" value="04/01/2020"/>	<input type="text" value="06/30/2020"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Quality Performance Incentive (QPI) <input type="text" value=""/>	<input type="text" value="04/01/2020"/>	<input type="text" value="06/30/2020"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Child Assessment Effective Date <input type="text" value=""/>	<input type="text" value="04/01/2020"/>	<input type="text" value="06/30/2020"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Local Quality Improvement (QI) <input type="text" value=""/>	<input type="text" value="04/01/2020"/>	<input type="text" value="06/30/2020"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Contracted Slots <input type="text" value=""/>	<input type="text" value="04/01/2020"/>	<input type="text" value="06/30/2020"/>

Amending SR Reimbursement Rates (by adding another rate plan)

Open the provider's admin page from their profile. Click the **SR Reimbursement Rates** button. The provider's reimbursement rate plan page appears. Click on the **Add Reimbursement Rates** button.

SR Reimbursement Rates For Randi's House Return to review

[+ Add Reimbursement Rates](#)

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of TALLAHASSEE	KREPS ISLAND	9/1/2018	6/30/2019	Settings	Reimbursement Rates

The rate plan settings page appears. Enter the first day that the new rate plan is effective for the Reimbursement Start Date, then Enter the Reimbursement End Date and click **Save**.

Add Provider Reimbursement Rate

Coalition: ELC of TALLAHASSEE

Provider: randi's house

County: KREPS ISLAND

Reimbursement Provider Type: Center

Reimbursement Start Date: 09/17/2018

Reimbursement End Date: 06/30/2019

[Cancel](#) [Save](#)

Now, a new rate plan appears. The existing rate plan's Reimbursement End Date is changed by the system to end a day prior to the new rate plan's Reimbursement Start Date. Click on the **Reimbursement Rates** button for the new rate plan and proceed to review/modify the **Provider Rates** and **Differential Rates** accordingly.

SR Reimbursement Rates For Randi's House Return to review

[+ Add Reimbursement Rates](#)

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of TALLAHASSEE	KREPS ISLAND	9/1/2018	9/16/2018	Settings	Reimbursement Rates
ELC of TALLAHASSEE	KREPS ISLAND	9/17/2018	6/30/2019	Settings	Reimbursement Rates

Contracted Slots

Setting Up a Provider with Contracted Slots

Using the provider's SR Reimbursement rates from their profile (Private Pay Rates tab, bottom section), click the **Edit Differentials** button. Turn on the Contracted Slots differential rates by selecting the **Yes** radio button, then click **Save**.

Providers participating in contracted slots require the total number of slots to be filled in and rate amounts entered for each level of care.

Provider's Differential Rates **FIRST STEPS IN LEARNING INC.**

Yes No

Gold Seal Designation Effective Date 09/01/2019 End Date 06/30/2020

Quality Performance Incentive (QPI) 4% Effective Date 09/01/2019 End Date 06/30/2020

Child Assessment Effective Date 09/01/2019 End Date 06/30/2020

Local Quality Improvement (QI) Effective Date 09/01/2019 End Date 06/30/2020

Contracted Slots Effective Date 09/01/2019 End Date 06/30/2020

Care Level	INF	TOD	2YR	PR3	PR4	PR5
Enter Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Cancel Save >

Enrolling a Child in a Contracted Slot

The child has to have an active SR enrollment with the provider. If the enrollment has been terminated, the child will not be able to be enrolled in a contracted slot.

The children receiving a contracted slot must be identified within the **SR Program > SR Provider Enrollment** work queues. Search by provider name. The number of contracted slots for the provider are displayed.

Provider Search Results

Provider Name	Provider ID	Has Contracted Slots	Total Contracted Slots
HAMPSHIRE ACADEMY, INC	348	No	0

Providers that do not have contracted slots will not have the checkboxes to select a child for contracted slots enrollments.

Enrollments Results for HAMPSHIRE ACADEMY, INC - 348

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG8	06/13/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG8	06/12/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG1	06/20/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG8	07/27/2018	
Enrolled	[REDACTED]	7 yrs	FT	SCH	BG3R	08/07/2018	
Enrolled	[REDACTED]	2 yrs	FT	2YR	BG1	09/10/2018	
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG1	09/10/2018	
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/26/2018	

Providers that have contracted slots will have checkboxes to select a child for contracted slots enrollments, and the number of available contracted slots is displayed.

Provider Search Results

Provider Name	Provider ID	Has Contracted Slots	Total Contracted Slots
FIRST STEPS IN LEARNING INC.	719	Yes	10

Enrollments Results for FIRST STEPS IN LEARNING INC. - 719

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date	Is Contracted Slot	Contracted Slot Start Date	Contracted Slot End Date
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	07/18/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/21/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	7 yrs	PT	SCH	BG8	10/11/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	1 yr	FT	TOO	BG8	10/26/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	11/06/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	0 yr	FT	INF	BG8	11/06/2018		<input type="checkbox"/>		

The child's name, age, unit of care, level of care, billing group and enrollment dates are displayed.

Click on a contracted slots checkbox. A pop-up displays to enter the contracted slots enrollment dates.

Add Child to Contracted Slot

You have chosen to add this child to the contracted slot.

Contracted Slot Start Date *

mm/dd/yyyy

Contracted Slot End Date *

mm/dd/yyyy

Save Cancel

By checking the contracted slots checkbox, the Start and End date fields become required. The contracted slots dates do not have to coincide with the child exact enrollment dates, but the contracted slot start date cannot be prior to the SR enrollment Start Date. The Contracted Slot End date cannot be more than 60 days after the SR enrollment End Date. The contracted slots dates have to be within the provider's contracted slot agreement effective dates.

The provider is not allowed to select more than the amount of slots they have are contracted to have. If the provider has 10 slots in their contract, the coalition user can only fill 10 slots. Each time a slot is filled, the available slots decrease.

Enrollments Results for FIRST STEPS IN LEARNING INC. - 719 10 Contracted Slots - 9 Available

Status	Child Name	Child Age	Unit of Care	Level of Care	Billing Group	Enrollment Start Date	Enrollment End Date	Is Contracted Slot	Contracted Slot Start Date	Contracted Slot End Date
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	07/18/2018		<input checked="" type="checkbox"/>	07/18/2018	06/30/2019
Enrolled	[REDACTED]	3 yrs	FT	PR3	BG8	09/21/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	7 yrs	PT	SCH	BG8	10/11/2018		<input type="checkbox"/>		
Enrolled	[REDACTED]	1 yr	FT	TOD	BG8	10/26/2018		<input type="checkbox"/>		

The termination date for the Contracted Slots enrollment can be postponed for up to 60 consecutive calendar days if a child ages out when school starts, leaves the program, or has a schedule change that is no longer Full-Time (FT).

Clicking a checked contracted checkbox displays the Update or End question.

The screenshot shows a web application interface for the Office of Early Learning. A modal dialog box titled "Update or End Contracted Slots" is open, asking "Do you want to update or end contracted slots?". Below the question are three buttons: "Update", "End", and "Cancel". The "Update" button is highlighted with an orange border. In the background, a table of enrollment data is visible, with the first row's "Is Contracted Slot" checkbox checked. The table header and the first row of data are visible, matching the table in the previous image.

Selecting **End** will populate the current date, then click **Save**.

Selecting **Update** will require a new end date. The end date cannot be greater than 60 days after the SR enrollment end date. The new end date must be within the current billing period and cannot be in a previous month.

The provider will not see any indication of contracted slots enrollment on their enrollment and attendance roster.

The coalition will see the child's contracted slot enrollment and rate in the provider's Closed Attendance, Reimbursement Record.

Reimbursement Record for May Schools

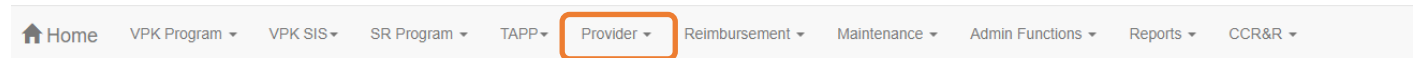
Fundr Type: SR Payment Period: Feb-2019 Service Period: 07/01/2018 to 03/31/2019
 Status: Closed Attendance Provider Type: Family Child Care Home Provider ID: 8457
 Vendor Number: 18457 Provider Name: May Schools Phone: (248) 324-2342
 Site Address: 123 GAK ST TALLAHASSEE, FL 32301 County: Gadsden

Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Card Amount	PPP Amount	PPP CA Amount	Q Amount	CS Amount	Status	Action
1. [Redacted]	12/12/2016	BGP	APP	TOD	FT	79	\$0.05	\$0.03	\$0.35	\$11.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contracted	Adjust
TOD TOTALS									\$0.35	\$11.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
2. [Redacted]	12/12/2015	CF	SN	2YR	FT	6	\$0.09	\$0.00	\$0.54	\$0.00	\$0.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contracted	Adjust
3. [Redacted]	12/12/2015	CF	SN	2YR	FFFT	3	\$0.18	\$0.00	\$0.54	\$0.00	\$0.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contracted	Adjust
2YR TOTALS									\$1.08	\$0.00	\$1.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Totals									\$2.03	\$11.97	\$1.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

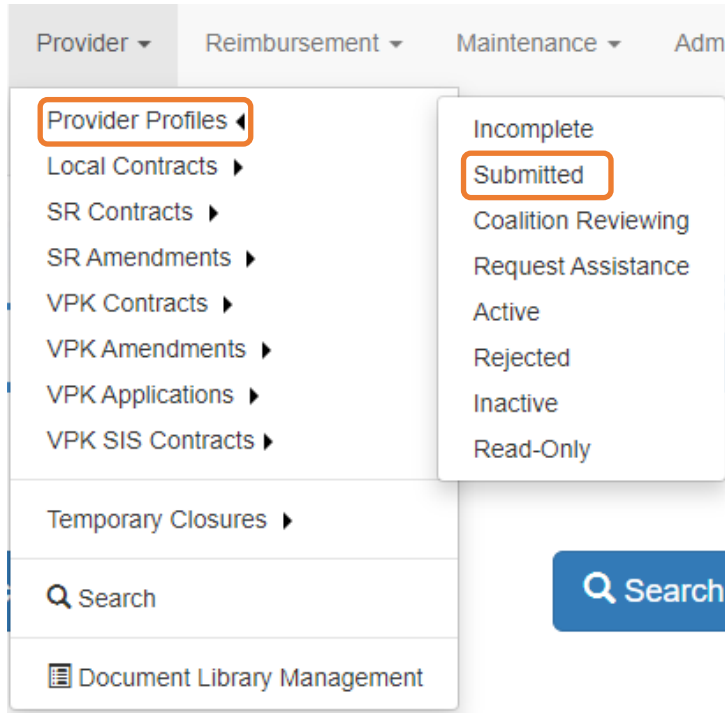
Continue

Processing a Provider Portal Profile

From the Home screen, the coalition user will click the **Provider** menu.

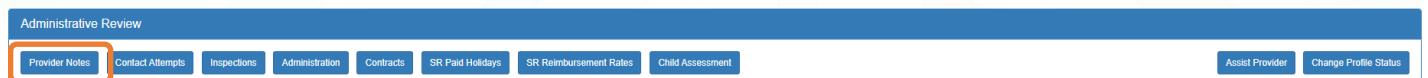


Then, the coalition user will click the Provider Profiles and select **Submitted** work queue to review a list of all submitted profile requests. Coalition staff may click the provider ID link to open a profile.

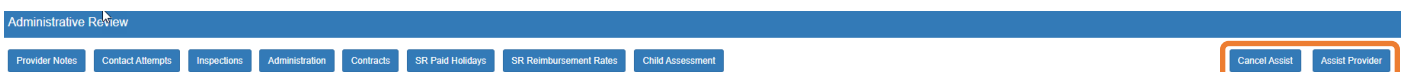


Request Assistance

Providers may request assistance from coalitions by using the Request Assistance feature. When selected by the provider, requests appear in the **Request Assistance** work queue. Coalition staff may click the provider ID link to open a profile. Once a profile is open, coalition staff may review the Provider Notes to locate information regarding the reason for the request.

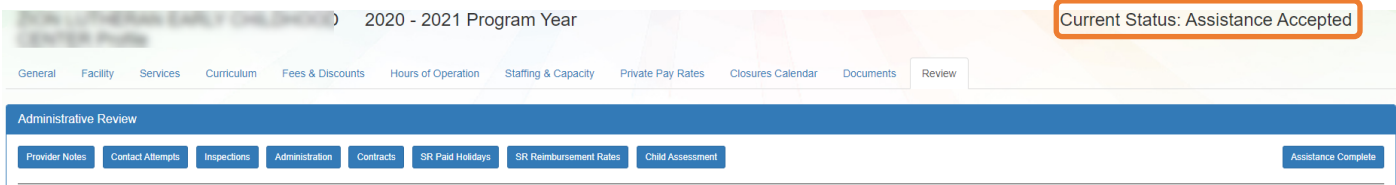


Next, coalition staff may select the **Cancel Assist** button or **Assist Provider** button.

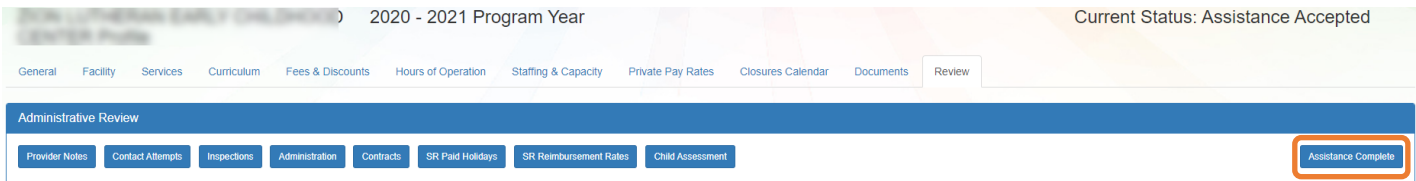


The **Cancel Assist** button will cancel the request and the provider will again be able to edit the profile. The profile status returns to its prior status.

The **Assist Provider** button places the profile in a status that allows coalition users to edit the profile. After clicking the **Assist Provider** button, the profile status will change to **Assistance Accepted**.



Once the coalition user has finished editing the provider profile, click the **Assistance Complete** button.



Then, the coalition user will fill in the Comments section of the **Assistance Request Completed** pop-up and click **Submit**.

Assistance Request Completed ✕

If the assistance request has been completed, please add your comments to the provider and click the "Submit" button to give control back to the provider.

Comments Send message

If a provider needs help uploading a document, and the coalition has an electronic copy of the document, the provider may use the Need Assistance function to allow the coalition to upload the document.

Provider Notes will be generated to reflect the acceptance of the assistance request and the comment included after completing the assistance.

Provider Notes For Jim's House Of Learning 2			
Date	Reason	Note	Created By
12/7/2016 4:11:31 PM	ASC MPL	Provider assistance completed. I just sent you an email about the correct edition of your curriculum. Message sent to Provider.	ledbetter.kiwans@gmail
12/7/2016 4:06:08 PM	ASACPT	Profile assistance request has been accepted and is under review.	ledbetter.kiwans@gmail
12/7/2016 2:35:28 PM	ASREQ	Provider has requested Profile Assistance on the [Provider Curriculum] section. I have a question about the edition year of my curriculum. by oeldemonstration+3@gmail.com.	oeldemonstration+3@gr
10/10/2016 2:53:16 PM	PSC	Profile status changed to Active.	jim.ledbetter@oel.mylfor
10/10/2016 2:52:18 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gr
10/10/2016 2:48:58 PM	PSC	Profile status changed to Rejected. Please provide additional documentation for your W-9.	jim.ledbetter@oel.mylfor
10/10/2016 2:43:18 PM	PSC	Profile status changed to Coalition Reviewing.	jim.ledbetter@oel.mylfor
10/10/2016 2:06:34 PM	UPRFL	Profile submitted by oeldemonstration+3@gmail.com	oeldemonstration+3@gr
Date	Reason	Note	Created By

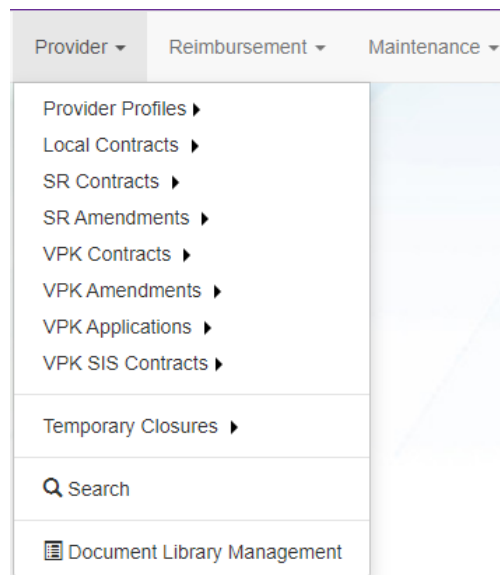
The provider profile will now return to the previous status, and the provider will again be able to edit the profile. However, if changes were made by the coalition, the provider profile will become Incomplete. The provider user may review the changes, sign and certify, and submit to the coalition.

Assist Provider

In addition to the Request Assistance feature available to providers, coalition users can also help providers through the Assist Provider feature. This feature allows coalition users to put a provider profile in Assistance Accepted status and make edits to the profile without the provider having to submit a request for assistance. The initial profile status has a role in the steps required for editing and the resulting status. For example, if the initial provider profile status is Active*, when the assistance is completed, the profile status becomes Incomplete in order for the provider to review and approve the changes. Other initial statuses are maintained when the assistance is completed (i.e. Incomplete stays Incomplete after assistance is completed). Editing is not available for Imported or Inactive profile statuses. Additionally, if the initial provider profile status is Submitted**, the status must first be changed to Coalition Reviewing in order for editing to occur. See the chart below:

Initial Profile Status	Editing Available	Coalition Reviewing Necessary	Resulting Status
Incomplete	Yes	No	Incomplete
Submitted**	No	Yes	Submitted
Coalition Reviewing	Yes	No	Coalition Reviewing
Request Assistance	Yes	No	Varies
Active*	Yes	No	Incomplete
Rejected	No	No	Rejected
Inactive, Imported	No	N/A	N/A

Go to **Provider > Search**.



Enter the provider ID, Click **Search**.

Provider Search

Provider Type VPK SR Local CCR&R only All

Coalitions Just my coalition All coalitions

Program Year

Principal ID

Principal Name

Profile Status

Doing Business As

Director's Name

Provider ID

Tax ID (FEIN or SSN)

Street Address

City

Registered County

License or Registration or Exempt or MSID

Identify the Program Year / Profile Status that needs assistance. Click the Profile ID.

Provider Search Results 2 Total Records

Show 10 entries ▾

Provider ID	Profile ID	Registration Number	Program Year	Profile Status
20837	102906	FHC433600	2019 - 2020	Active
20837	104765	FHC433600	2020 - 2021	Active

Click the **Assist Provider** button.

The screenshot shows the top navigation bar with '2020 - 2021 Program Year' and 'Current Status: Active' highlighted in red boxes. Below the navigation bar is a blue 'Administrative Review' header with a row of tabs: Provider Notes, Contact Attempts, Inspections, Administration, Contracts, SR Paid Holidays, SR Reimbursement Rates, Child Assessment, Assist Provider (highlighted in red), and Change Profile Status.

The current status on the provider profile changes to **Assistance Accepted**. All tabs on the provider profile are accessible and the fields are editable with the exception of some fields on the Facility tab.

The screenshot shows the top navigation bar with '2020 - 2021 Program Year' and 'Current Status: Assistance Accepted' highlighted in red boxes. Below the navigation bar is a blue 'Administrative Review' header with a row of tabs: Provider Notes, Contact Attempts, Inspections, Administration, Contracts, SR Paid Holidays, SR Reimbursement Rates, Child Assessment, and Assistance Complete.

A provider note is added: "Coalition initiated Request Assistance to assist provider"

The screenshot shows a provider note entry with the date '4/6/2020 3:20:55 PM', the user 'CPAST', and the text 'Coalition initiated Request Assistance to assist provider.'

Make any necessary edits to the profile.

The screenshot shows the 'Curriculum' tab highlighted in red in the top navigation bar. Below the navigation bar is a blue 'Administrative Review' header with a row of tabs: Provider Notes, Contact Attempts, Inspections, Administration, Contracts, SR Paid Holidays, SR Reimbursement Rates, Registration Fees, Child Assessment, and Assistance Complete. Below the tabs is a section with expandable headers: Business Info, General, Facility, Services, and Curriculum (highlighted in red).

Curriculum (select all that apply)		
Curriculum	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Balanced Learning (Primrose)	Birth - K	2018
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Big Day for PreK	4 to K	2018
Buttercups	Birth - 3	2017 - 2018
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012
Connect 4 Learning	4 - K	1st edition 2016
Core Knowledge Preschool Program	3 and 4	2013
Creative Curriculum for Family Child Care	Birth - 4	2nd edition/2009

Save all changes and click **Back to Review Page**.

Curriculum (select all that apply)		
Curriculum	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Balanced Learning (Primrose)	Birth - K	2018
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Big Day for PreK	4 to K	2018
Buttercups	Birth - 3	2017 - 2018
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012
Connect 4 Learning	4 - K	1st edition 2016
Core Knowledge Preschool Program	3 and 4	2013
Creative Curriculum for Family Child Care	Birth - 4	2nd edition/2009

Save Back to Review Page

Click the **Assistance Complete** button.

2020 - 2021 Program Year Current Status: Assistance Accepted

Profile

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment **Assistance Complete**

A pop-up displays. Write a comment in the comment box and click **Submit**.

NOTE: *Send message* is checked by default. When *Send message* is checked, a message is sent to the provider and a provider note is written; when it is un-selected, only a provider note is written.

Assistance Request Completed ✕

If the assistance request has been completed, please add your comments to the provider and click the "Submit" button to give control back to the provider.

Comments Send message

Curriculum added. |

Submit Cancel

The current status changes back to **Active**.

City of Tempe
2020 - 2021 Program Year
Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment Assist Provider Change Profile Status

A provider note is added: "Provider assistance completed. Message sent to provider." The provider note will also include any comments entered.

4/6/2020 3:29:51 PM	ASCMPL	Provider assistance completed. Curriculum added. Message sent to Provider.
------------------------	--------	--

Coalition Reviewing Status

To process a provider profile, the coalition user will select the **Submitted** work queue.

Provider Reimbursement Maintenance Adm

- Provider Profiles
- Local Contracts
- SR Contracts
- SR Amendments
- VPK Contracts
- VPK Amendments
- VPK Applications
- VPK SIS Contracts
- Temporary Closures
- Search
- Document Library Management

- Incomplete
- Submitted
- Coalition Reviewing
- Request Assistance
- Active
- Rejected
- Inactive
- Read-Only

Search

Then, the coalition user will click the **Provider ID** link of the record assigned to review.

Provider ID	Program Year	Business Name	Contact Name	Contact Number	Status	Submitted Date	Last Modified By	Last Modified Date
7546	2017 - 2018	OEL	AB	(850) 717-8599	Submitted	10/27/2016	abarber548@yahoo.com	10/27/2016

The Administrative Review page will display. Click the **Change Profile Status** button to change the profile status to **Coalition Reviewing**.

City of Tempe
2020 - 2021 Program Year
Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment Assist Provider Change Profile Status

Then, click the **Save** button to continue.

Provider Profile: Change Status Submitted

Profile Status: *

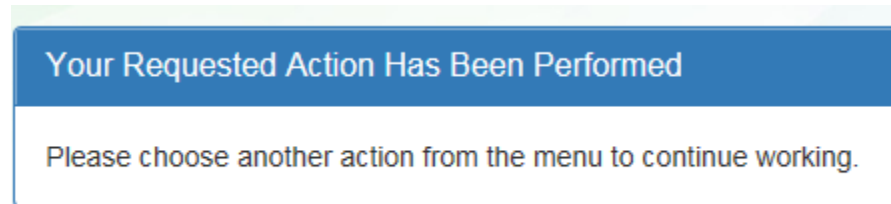
- Active
- CoalitionReviewing
- Inactive
- Rejected

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Once the status is changed to **Coalition Reviewing**, the following page will display:



To begin the review process, the coalition user will go back to the Provider Profiles Quick Access Dropdown Queue, select **Coalition Reviewing**, and find the profile that was set to **Coalition Reviewing**.

After coalition review, the profile can be changed to **Rejected**, **Inactive**, or **Active** status. If the profile does not have the information needed to determine if the provider is eligible for funding, the profile should be **Rejected**. If the provider is no longer providing School Readiness or Voluntary Prekindergarten services, the profile should be set to **Inactive**. If the coalition determines the provider is eligible to receive funding, the profile should be set to **Active**.

Rejected Status

To reject a profile, the coalition user must click the **Change Profile Status** button.

Once on the Change Profile Status page, select **Rejected** in the Profile Status dropdown menu.

Enter the reason for the rejection in the comments section; the comment will be included in the automated email sent to the Provider Portal user from **DONOTREPLY@oel.myflorida.com**. After entering all required fields, click **Save** to proceed.

Provider Profile: Change Status Coalition Reviewing

Profile Status: *
Rejected

Status Date:
10/10/2016

Comments: *
Please provide additional documentation for your W-9.

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Hello Jim Ledbetter,

The provider profile you submitted for Jim's House of Learning 2 was not approved for the following reason(s):

Please provide additional documentation for your W-9.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The status has been updated at the top of the review page.

Jim's House of Learning 2 Profile Current Status: Rejected

General Business Contact Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Play Rates Closures Calendar Documents Review

Once in **Rejected** status, the coalition user or coalition admin will not be able to edit the profile until the profile is resubmitted by the Provider Portal user.

Active Status

To activate a profile, the coalition user must click the **Change Profile Status** button.

Once on the Change Profile Status page, select **Active** in the Profile Status dropdown menu.

An automated email will be sent to the Provider Portal user from **DONOTREPLY@oel.myflorida.com**. After entering all required fields, click **Save** to proceed.

Provider Profile: Change Status Submitted

Profile Status: *
Active

Status Date:
10/10/2016

Sunbiz Document Number (if applicable):
[Empty field]

Comments:
[Empty text area]

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Hello Jim Ledbetter,

The provider profile you submitted for Jim's House of Learning 2 was approved. You may now log on to the Provider Portal with the user name and password at any time to update your information.

ELC of the Big Bend Region
(866) 973-9030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The status has been updated at the top of the review page.

Jim's House of Learning 2 Profile

General Business Contact Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Current Status: Active

Changing Profile Status

Once the coalition user is ready to update the status of a profile, click the **Change Profile Status** button.

City of Tempe - Beach Parks and Recreation Agency Profile

2020 - 2021 Program Year

Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment Assist Provider **Change Profile Status**

Once the new status is selected, the coalition user has the ability to add a comment and click the **Save** button.

Provider Profile: Change Status Active

Profile Status: *

PendingUpdate
Inactive
Rejected

10/03/2016

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Provider Profile Edits

After a provider profile has been set to Active status, if the provider makes a change and re-submits the profile, a notification will appear on the Administrative Review page to notify the coalition user that a change has been made to a profile section.

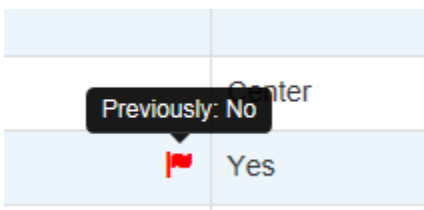


To see what specific answer has changed, expand the section that has the red flag and another red flag will show what answer has changed.

Click the headers or the + to expand and the - to collapse each section below. Click the to navigate to that section.

-		General
		General Data Has Changed
1. Do you want to have your program referred to families seeking child care listings?	Yes	
2. Do you want to complete a contract to participate in the School Readiness Program?	Yes	
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?	Yes	
4. Do you want to complete a contract to receive local funding?	No	
5. Business Ownership Type	Corporation	
6. Legal Status	Exempt	
7. Exemption Details		
Exempt Number	EXEMPT	
Expiration Date	05/05/2017	
Exemption Reason	School-Age Program	
Master School ID (MSID)		
8. Provider Type	Center	
9. Are you a Gold Seal provider?	Yes	
10. Are you an accredited provider?	Yes	
10.1 Accreditations	ACCREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT	

To see what the previous answer was, hover over the red flag.



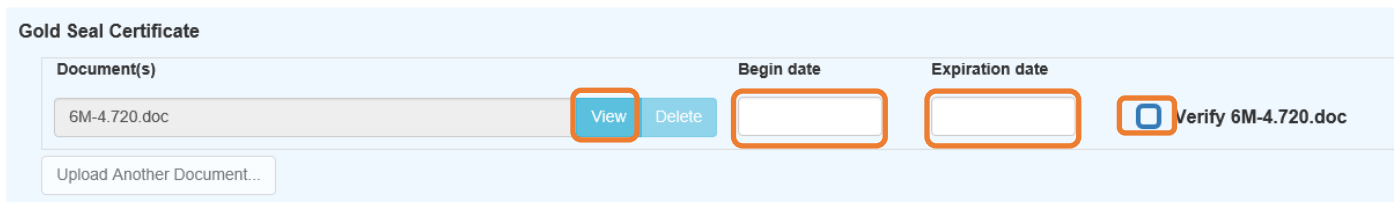
Verifying Documents

Provider documents can be verified and have a begin date and expiration date added by clicking the **Documents** tab from the Administrative Review page.



A coalition user will then view the document by clicking the **View** button, complete the Begin date and Expiration date for the document, and verify the document by clicking the check box. A coalition user can re-verify a document for a subsequent contract year even if the document was verified in the previous contract year.

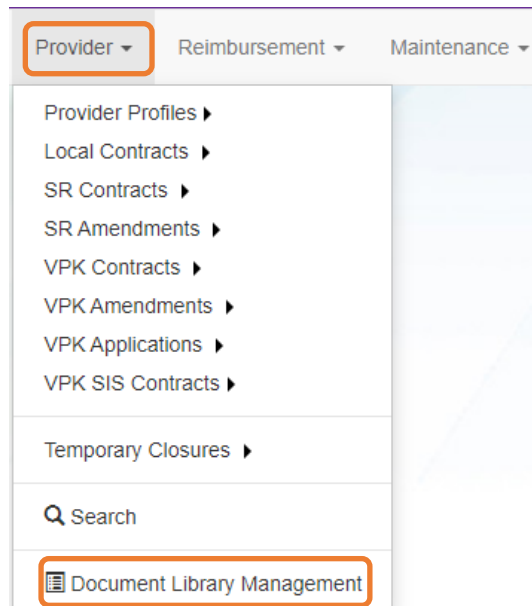
Supporting Documents



Document Library Management

The Document Library Management function allows a coalition user to review documents uploaded to the Provider Profile.

To access the Document Library Management function, coalition users will click the **Provider** button and then **Document Library Management**.



The folder list is standard for all providers, but a coalition-specific folder can be added. To add a new folder, coalition users will click the **Add New Folder** button.

Document Library Management

Add New FolderRename Folder

Select Provider:

Select Folder:

View Files **Move Files**

The coalition user will then create the new folder name and click the **Save Changes** button.

Add New Folder ×

Select Coalition:

*Folder Name:

Close **Save Changes**

To rename a folder that is not predefined, coalition users will click the **Rename Folder** button.

Document Library Management

Add New FolderRename Folder

Select Provider

Select Folder

View Files Move Files

Rename Folder ×

* Select Folder:

* Folder Name:

CloseSave Changes

The coalition user will then select the folder, rename the folder and click the **Save Changes** button.

The folder list is standard for all coalitions.

Document Library Management

Add New FolderRename Folder

Select Provider

Select Folder

- please select a folder -

Accreditation and / or Gold Seal

Contracts

Insurance Auto

Insurance Liability

Insurance-Worker Comp

License or Exemption

Miscellaneous

Monthly Adjustment Request

Monthly Classroom Transfer Forms

Monthly Extended Absence Request

Monthly Outstanding Parent Fee

Monthly Reimbursement Report

Monthly Sign in-out Sheet

Monthly VPK Child Withdrawal Forms

Provider Public Rate Sheet

Uncategorized

Unemployment Insurance

VPK Affidavit of Good Moral Character

VPK Background Screenings

VPK Curriculum

VPK Director Credentials

VPK Enrollment Certificates

VPK Instructor's Credentials

W9

View Files Move Files

Coalition users can view a provider's documents by selecting a provider and folder, then clicking **View Files**.

Document Library Management

Add New FolderRename Folder

Select Provider

Select Folder

View Files Move Files

Coalition users can upload a new file to a provider's folder by clicking the **Upload New File** button, browsing for the file and clicking the **Attach Selected Document** button to complete the upload.

Document Library Management - View Documents

Provider Name: Jim's House of Learning 2 ▼

Total Files: 1 **Folder Create Date:** 10/25/2016

Folder Details - Contracts Upload New File Rename File

File Name	Download	Archive	Date Uploaded	Uploaded By
Koala.jpg	Download	Archive	12/07/2016	

Add New File ×

Select a document to upload.

- Select the folder from the drop down list to which you would like to upload a file to.
- Click the *Browse...* button to browse your documents and select the one that you want to upload to the folder.
- You may give a description to the file you are uploading.

Upload file to site: **Jim's House of Learning 2**

Select Destination Folder * Contracts ▼

Select File * Browse...

Attach your document.

Click the *Attach Selected Document* button below to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a *minute*, depending on the size of the document and the speed of you internet connection.

Attach Selected Document

Cancel

Coalition users can rename a file in a provider's folder by clicking the **Rename File** button, selecting the file, inserting a new file name and clicking the **Save Changes** button.

Document Library Management - View Documents

Provider Name:

Total Files: 1 **Folder Create Date:** 10/25/2016

Folder Details - Contracts

File Name	Download	Archive	Date Uploaded	Uploaded By
Koala.jpg	<input type="button" value="Download"/>	<input type="button" value="Archive"/>	12/07/2016	

Rename File ✕

Site: Jim's House of Learning 2

Select Folder:

Select File:

File Name:

Document Library Management - View Documents

Provider Name:

Jim's House of Learning 2

Total Files:

1

Folder Create Date: 10/25/2016

Folder Details - Contracts

Upload New File

Rename File

File Name	Download	Archive	Date Uploaded	Uploaded By
Koala.jpg	Download	Archive	12/07/2016	

Coalition users can download or archive a document in a provider's folder by clicking the **Download** or **Archive** button, respectively. If the provider has reached the maximum number of documents allowed on the Profile Documents tab, archiving documents will free up room to allow additional documents to be uploaded for coalition verification.

Providers can also archive documents by clicking the **Remove** button to remove a document from the profile documents screen and archive it in the appropriate Document Library Management folder.

Supporting Documents

Certificate of Licensure

Document(s)	View	Remove	Delete	Begin Date	Expiration Date
2019-2020 License.pdf	View	Remove	Delete	02/23/2019	07/14/2019
2019-2020 New License.pdf	View	Remove	Delete	02/23/2019	02/22/2020
2020-2021BKAlicense.pdf	View	Remove	Delete	02/23/2020	02/22/2021
License2021.pdf	View	Remove	Delete	02/21/2021	02/22/2022
PayStub2.docx	View	Remove	Delete		

Provider Address Changes

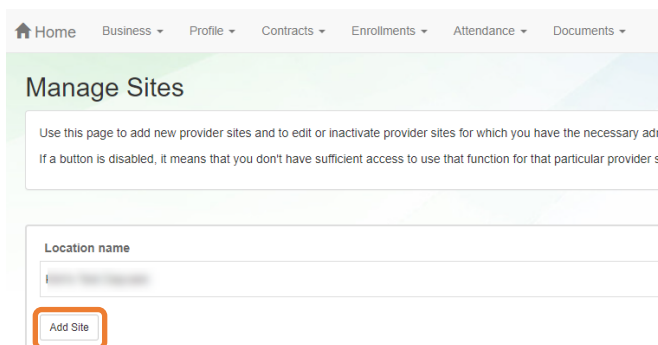
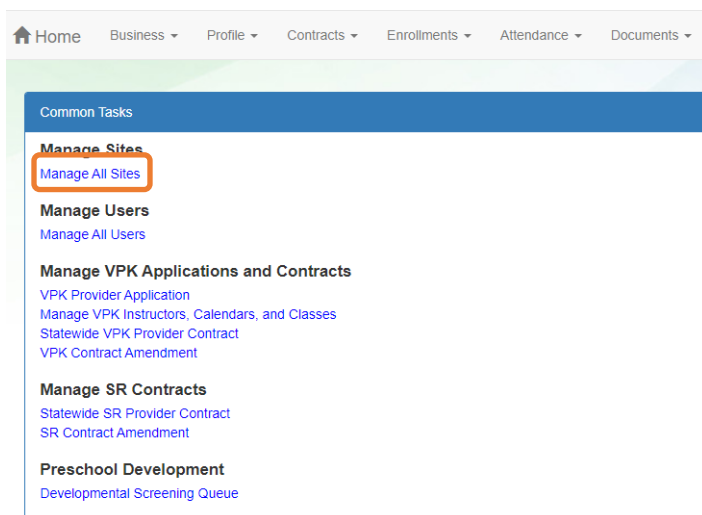
If a provider has a change to the facility address, there are several scenarios to consider, based on whether a new DCF license number is created.

- Scenario 1: NEW DCF license number/local licensing number/registration number, SAME owner
- Scenario 2: NEW DCF license number/local licensing number/registration number, NEW owner **OR** SAME DCF license number/local licensing number/registration number, NEW owner not already in EFS Mod
- Scenario 3: SAME DCF license number/local licensing number/registration number, NEW owner already in EFS Mod

Scenario 1

A provider is opening a new provider facility/site, or a facility/site is moving, but the owner is the same.

If the provider has a change to the Facility Address and a new DCF license number/local licensing number/registration number is assigned, the provider will create a new site by clicking the Manage All Sites link on the Provider Dashboard, then click the **Add Site** button. They will then fill out the new facility information. This will create a new Provider ID, but keep the new facility under the same EIN/SSN and Principal ID.



All contracts under the old facility will need to be terminated and initiated under the new profile and Provider ID.

If the Facility Address and the Business Address (Principal Address) are the same and both need to change, please submit a Service Desk ticket so a data fix can be completed. Please indicate if the Mailing Address and Payment Mailing Address are also changing, along with the Facility Address and Business Address (Principal Address). The Business tab can have different addresses for the Business Address (Principal Address), Mailing Address, and Payment Mailing Address.

Scenario 2

A provider is opening a new provider facility/site under a new owner or different EIN/SSN **OR** same DCF license number/local licensing number/registration number and a new owner not already in EFS Mod.

If a new provider facility/site is opening under a new owner, which means a new DCF license number/local licensing number/registration number AND a new EIN/SSN and Principal ID, the provider will need to create a new Provider Portal account by going to <https://providerservices.floridaearlylearning.com/Account/Register> and entering the new information. This new information will generate a new Principal ID and new Provider ID.

This scenario is also applicable if a provider facility/site has an ownership change, the DCF license number/local licensing number/registration number is the same, but the new owner does not already have a provider facility/site in EFS Mod.

Scenario 3

A provider facility/site has an ownership change, the DCF license number/local licensing number/registration number is the same, and the new owner already has a provider facility/site in EFS Mod.

Please submit a Service Desk ticket to change the Principal ID and EIN/SSN from the old owner to the new owner.

Provider Contracting

Prior to initiating SR contracts for a program year, the coalition must establish the SR Plan Rates (under **Admin Functions > Rates Management > SR Plan Rates**) and the SR Holiday Schedule (under **Admin Functions > Calendar Management > SR Holiday Schedule**).

Initiating a Contract

Only providers with an Active profile are eligible to have an electronic contract initiated, and only coalition admins have the ability to initiate a contract. On the provider Administrative Review page, the coalition admin must click the **Contracts** button, then, on the manage contracts page, click the **+Initiate Contract** button.

The screenshot shows the 'Administrative Review' section for a provider profile. The 'Current Status' is 'Active'. A navigation bar includes tabs for General, Facility, Services, Curriculum, Fees & Discounts, Hours of Operation, Staffing & Capacity, Private Pay Rates, Closures Calendar, Documents, and Review. Below this, a row of buttons includes Provider Notes, Contact Attempts, Inspections, Administration, **Contracts** (highlighted with an orange box), SR Paid Holidays, SR Reimbursement Rates, Child Assessment, Registration Fees, Assist Provider, and Change Profile Status.

Provider Contracts

The screenshot shows the 'Manage Contracts For' page. A 'Return to review' button is in the top right. A 'Show 10 entries' dropdown is on the left. A '+ Initiate Contract' button is highlighted with an orange box in the top right. Below is a table with columns: Contract ID, Type of Contract, Contract Name, Coalition, Status, Last Updated, Effective Date, Terminated, Program Year, Contract, Document, and Action. The first row shows Contract ID 71637, Type of Contract SR, Contract Name OEL-SR 20, Status Certified, Last Updated 04/13/2021, Effective Date 09/17/2020, and Program Year 2020 - 2021. Action buttons for View, Download, and Change Status are present. A pagination bar at the bottom shows 'First Previous 1 Next Last'.

Select a contract type from the **Type** dropdown menu.

The screenshot shows the 'Initiate Contract' modal form overlaid on the 'Manage Contracts For' page. The modal has a 'Type' dropdown menu with options: VPK, SR, Local, and VPK-APP. It also has 'Start Date' (04/23/2021) and 'End Date' (MM/DD/YYYY) fields, a 'Paper Process?' checkbox, and a 'Select Contact(s)...' dropdown. Below these are 'Coalition Contact Information' fields for Name, Email, and Phone. 'Cancel' and 'Save' buttons are at the bottom.

SR Contract

SR contracts will default to an electronic process. Paper contracts cannot be created for SR. Select the start date (cannot be a date in the past), select the responsible parties for development screenings and subsequent development screenings, select notification recipient(s), select multiple sites (if needed), and update the coalition contact information (if needed).

Initiate Contract for [REDACTED] with [REDACTED]

Type: * SR
Start Date: * 07/01/2021
End Date: * 06/30/2022

Paper Process?
 End On Fiscal Year?
 Notify DCF?

SR Contract Information 2021 - 2022 profile is [Active]

Responsible for development screenings: * Select
Responsible for subsequent screenings: * Select

Provider Notification Information

Email Notification To: Select Contact(s)...

Multiple Site Provider

Multiple Site Selection: Select Provider(s)...

Coalition Contact Information

Name: * [REDACTED] **Email:** * [REDACTED] **Phone:** * [REDACTED]

Cancel Save

The contract end date defaults to the end of the fiscal year.

Initiate Contract for [redacted] with [redacted] ✕

Type: ***** Start Date: ***** End Date: ***** Paper Process? End On Fiscal Year? Notify DCF?

The coalition can elect to have DCF notified of a contract initiation process. DCF will also then receive notifications of a certified and terminated contract.

Initiate Contract for [redacted] with [redacted] ✕

Type: ***** Start Date: ***** End Date: ***** Paper Process? End On Fiscal Year? Notify DCF?

When the fields are completed, click the **Save** button.

After the **Save** button is clicked, the following data entry page displays. Select the EIN or SSN radio button and complete the fields (all are required), then click **Next Step**.

Initiate SR Contract Preview Contract

Provider(s):

I. PARTIES AND TERMS OF CONTRACT

11. Contract Initiated Date:

Principal Name:

Principal Office Address:

Provider Name:

Provider Address:

11.c. EIN or SSN: SSN EIN

13. Contract Begins On: Contract Ends On:

II. PROVIDER ELIGIBILITY

13.a. Provider Type:

13.b. The Coalition participates in the Contracted Slots Program.

13.c. The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program.

III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

15. In accordance with s. 1002.88(1)(f), F.S., PROVIDER agrees to use the following state-approved curriculum or curriculum in the provision of the SR Program. Edition or date:

16. In accordance with s. 1002.88(1)(g), F.S., PROVIDER agrees to implement the following character development program to develop basic values: Edition or date:

If PROVIDER does not use a professionally published character development program and it is not included in the approved curriculum the PROVIDER uses, describe the program here:

17. PROVIDER acknowledges that the selected is responsible for conducting development screenings for each child age birth to kindergarten entry in accordance with Rule 68B, 4.726, F.A.C.:

PROVIDER acknowledges that the selected is responsible for subsequent screenings:

VII. COMPENSATION AND FUNDING

19. PROVIDER agrees to follow the holiday schedule approved by COALITION for PROVIDER's program, which includes up to the following days per year as set forth in Exhibit B: Holiday schedule and understands that these are the only holidays for which PROVIDER will receive reimbursement. Pursuant to Rule 68B-4.600, F.A.C., reimbursement may be made for up to twelve (12) recognized holidays per year.

XI. NOTIFICATION

20. Cost of the additional program assessment ordered by the COALITION:

21. The representative for COALITION for the purposes of this Contract is:

They can be contacted at: Or by email at:

After clicking **Next Step**, the following data entry page displays. Select from the dropdown fields, then click **Save & Initiate**.

NOTE: The same Quality Improvement Plan Strategies cannot be selected.

SR Contract Exhibit Data Entry Preview Contract

Provider: [Redacted]

Exhibit 1 PROVIDER Exempt from Program Assessment: Select

The COALITION has determined the PROVIDER is required to participate in a Quality Improvement plan. Select

Composite Program Assessment Score: [Input Box]

Exhibit 3 Quality Improvement Plan Strategies: Select

Exhibit 4 Contracted Slots Rate: Select

Exhibit 5 Quality Performance Incentive Rate: Select

Child Assessment Rate: Select

Local Quality Improvement (QI): Select

← Previous Step Save Save & Initiate →

After clicking the **Save & Initiate** button, the following displays. Click **Yes** to continue.

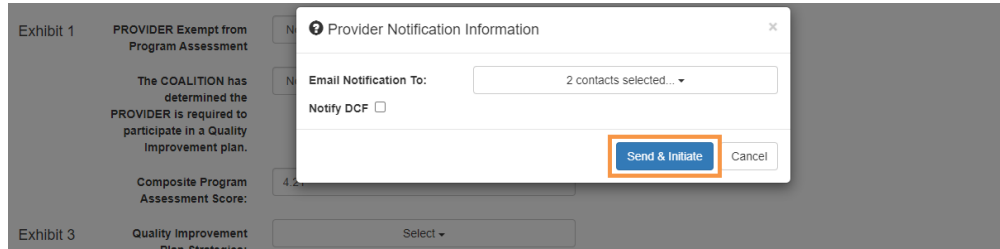
Confirm Initiate Contract

You are about to initiate the contract. This will set the contract status to initiated and you will not be able to make further changes to it as the Coalition. You will have to cancel the contract and re-initiate if you wish to undo this action.

Do you want to save and initiate the contract?

Yes Cancel

After clicking **Yes**, the following displays. Select email address recipient(s) from the **Email Notification To:** dropdown, then click **Send & Initiate**.



Navigate to the provider manage contracts page. The SR contract has a status of Initiated and is available on the provider portal for the provider to edit.

Provider Contracts

Manage Contracts For [Provider Name] Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
75636	SR	OEL-SR 20		Initiated	04/23/2021	07/01/2021		2021 - 2022	View	N/A	Cancel Contract
71637	SR	OEL-SR 20		Certified	04/13/2021	09/17/2020		2020 - 2021	View	Download	Change Status

First Previous 1 Next Last

Edit a Drafted Contract

After completing all fields on the exhibit data entry page, if the coalition user clicks the **Save** button instead of the **Save & Initiate** button and exits contract initiation, the contract is given a **“Drafted”** status.

SR Contract Exhibit Data Entry Preview Contract

Provider: [Provider Name]

Exhibit 1: PROVIDER Exempt from Program Assessment: No

The COALITION has determined the PROVIDER is required to participate in a Quality Improvement plan: No

Composite Program Assessment Score: 5.50

Exhibit 3: Quality Improvement Plan Strategies: Select -

Exhibit 4: Contracted Slots Rate: Up to 10% of 75th percentile

Care Level	INF	TOD	2YR	PR3	PR4	PR5	Total
Enter Number of Contracted Slots	0	3	3	3	3	3	15

Exhibit 5: Quality Performance Incentive Rate: 4.00%

Child Assessment Rate: 5.00%

Local Quality Improvement (QI): N/A

Previous Step Save Save & Initiate

To edit a **“Drafted”** contract, navigate to the provider manage contracts page. Click the **Edit Draft** button for the drafted contract.

VPK Contract

VPK contracts will default to an electronic process. Paper contracts cannot be created for VPK. Select the program year, start date, select notification recipient(s), select multiple sites (if needed), and update the coalition contact information (if needed). Then click the **Save** button.

The screenshot shows a web form titled "Initiate Contract for [redacted] with [redacted]". The form is divided into several sections:

- Type:** A dropdown menu set to "VPK".
- Start Date:** A date input field containing "07/01/2021".
- Paper Process?:** An unchecked checkbox.
- VPK Contract Information:** A section header with "2021 - 2022 profile is [Active]" on the right. Below it is a dropdown for **Program Year:** set to "2021 - 2022".
- Provider Notification Information:** A section header with an **Email Notification To:** dropdown set to "Select Contact(s)...".
- Multiple Site Provider:** A section header with a **Multiple Site Selection:** dropdown set to "Select Provider(s)...".
- Coalition Contact Information:** A section header with three input fields for **Name:**, **Email:**, and **Phone:**, each containing a redacted value.

At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with an orange border.

After the **Save** button is clicked, the following page displays. Select the EIN or SSN radio button. Update the coalition representative contact information (if needed). Then click **Save & Initiate**.

Initiate VPK Contract Preview Contract

Provider(s):
Kids World Academy Of Florida - Oak

I. PARTIES AND TERMS OF CONTRACT

I.1. Contract Initiated Date: 4/26/2021
Principal Name: _____
Principal Office Address: _____

I.1.c. EIN or SSN: _____ SSN EIN

I.3. Contract Begins On: 7/1/2021

II. PROVIDER ELIGIBILITY

II.7.a Provider Type: Center

XI. NOTIFICATION

XI.82.a The representative for COALITION for the purposes of this Contract is: _____
They can be contacted at: _____ Or by email at: _____

After clicking the **Save & Initiate** button, the following message displays. Click **Yes** to continue.

LEARN EARLY. LEARN FOR LIFE.

Home VPK Program VPK SIS SR Program TAB Reports CCR&R Hello Log Off

Initiate VPK Contract Preview Contract

Provider(s): _____

I. PARTIES AND TERMS OF CONTRACT

I.1. Contract Initiated Date: 4/26/2021
Principal Name: _____

Confirm Initiate Contract

You are about to initiate the contract. This will set the contract status to initiated and you will not be able to make further changes to it as the Coalition. You will have to cancel the contract and re-initiate if you wish to undo this action.

Do you want to save and initiate the contract?

After clicking **Yes**, the following displays. Select email recipient(s) from the **Email Notification To:** dropdown, then click **Send & Initiate**.

LEARN EARLY. LEARN FOR LIFE.

Home VPK Program VPK SIS SR Program TAB Reports CCR&R Hello Log Off

Initiate VPK Contract Preview Contract

Provider(s): _____

I. PARTIES AND TERMS OF CONTRACT

I.1. Contract Initiated Date: 4/26/2021

Provider Notification Information

Email Notification To: Director

Navigate to the provider manage contracts page. The VPK contract has a status of **Initiated** and is available on the provider portal for the provider to edit.

Provider Contracts

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
75639	VPK	OEL-VPK 20		Initiated	04/26/2021	07/01/2021		2021 - 2022	View	N/A	Cancel Contract

VPK-APP

VPK-APPs (VPK Provider Applications) – the VPK 10, VPK 11A, and VPK 11B – will default to an electronic process. Paper contracts cannot be created for VPK-APPs. Select the program year, notification recipient(s), and update the coalition contact information (if needed). Then click the **Save** button.

Initiate Contract for [redacted] with [redacted]

Type: * Paper Process?

VPK Contract Information 2021 - 2022 profile is [Active]

Program Year: *

Provider Notification Information

Email Notification To:

Coalition Contact Information

Name: * Email: * Phone: *

The VPK-APP has a status of **Initiated** and is available on the provider portal for the provider to edit.

Provider Contracts

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
26467	VPK-APP	VPK 10,11A,11B		Initiated	04/26/2021			2021 - 2022	View	N/A	Cancel Application

School Board/District Contracts

For SR and VPK contracts with a school board/district, the contract can be downloaded as a .pdf and printed.

Cancelling a Contract

A VPK Provider Application, VPK Contract or SR Contract can be cancelled if the contract status is **Initiated**, **Incomplete**, **Submitted**, **Coalition Reviewing** or **Reviewed**. The only statuses when a contract cannot be cancelled is **Rejected** or **Certified**. To cancel a contract, click the **Cancel** button. The below example is for cancelling a VPK Provider Application, so the button reads **Cancel Application**. If a VPK Contract or SR Contract is cancelled, the button will read **Cancel Contract**.

Provider Contracts

Manage Contracts For Jim's House Of Smarties Return to review

Show 10 entries Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
267	SR	OEL-SR 20	ELC of the Big Bend Region	Incomplete	04/23/2019	04/23/2019		2018 - 2019	View	N/A	Cancel Contract
266	VPK	OEL-VPK 20	ELC of the Big Bend Region	Submitted	04/23/2019	07/01/2019		2019 - 2020	View	Download	Cancel Contract
31	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Submitted	05/14/2018	05/15/2018		2017 - 2018	View	Download	Change Status
30	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Certified	05/14/2018	08/13/2018		2018 - 2019	View	Download	Change Status

Contract ID Type of Contract Contract Name Coalition Status Last Updated Effective Date Terminated Program Year Contract Document Action

First Previous 1 Next Last

After clicking the **Cancel Application** button, the following message will display. Click the **No** or **Continue** button.

Cancel Statewide VPK Provider Contract

Contract for Jim's House of Smarties with ELC of the Big Bend Region
VPK Contract ID: 266

Are you sure you want to cancel this contract?

[No](#) [Continue](#)

After clicking the **Continue** button, the following message will display. Enter a reason, and click the **Submit** button. Click the **Dismiss** button to not cancel the application/contract.

Cancel Statewide VPK Provider Contract

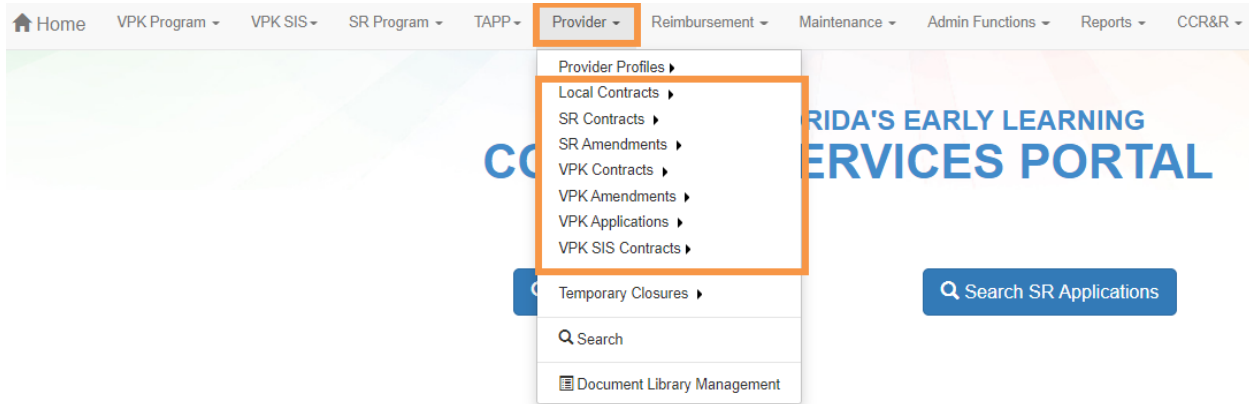
Contract for Jim's House of Smarties with ELC of the Big Bend Region
VPK Contract ID: 266 Canceled as of 04/23/2019 15:29:19

Reason for Cancellation *

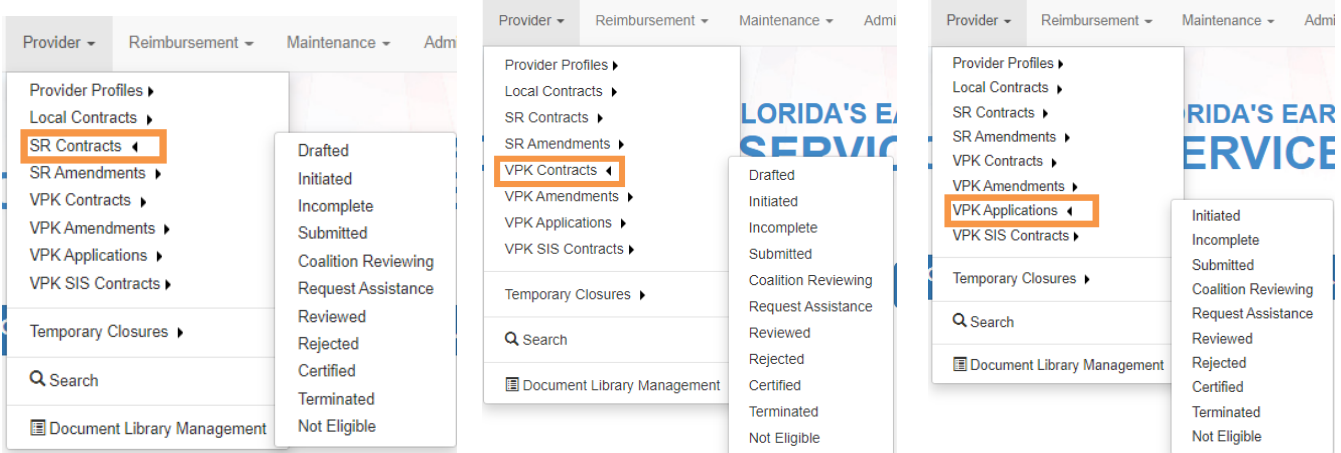
[Dismiss](#) [Submit](#)

Processing a Contract

Select any of the contract options from the **Provider** dropdown menu to see a list of contracts with the selected status.



SR, VPK and VPK Provider Application contracts share most of the same contract statuses, while Local contracts have a limited number of statuses.



Contract Status Definitions

Drafted

The coalition has started the provider contract process for a provider with an **Active** profile.

Initiated

The coalition has edited the provider contract draft, and the contract has been sent to the provider.

Incomplete

The provider has started, but not submitted, a contract.

Submitted

The authorized provider representative has electronically signed the contract and has submitted it to the coalition to be certified.

Coalition Reviewing

The coalition is actively reviewing the contract.

Request Assistance (not yet available)

The provider has requested assistance to complete the contract.

Reviewed

The coalition has reviewed, but not certified, the contract.

Rejected

The contract has missing or incorrect information that is necessary to approve the contract. Rejecting a contract will allow the provider to correct contract inputs that occurred during the contract edit process (such as signatures). Data that are populated in the contract from the provider profile cannot be changed by rejecting the contract. This information has to be corrected in the provider profile. Then, a new contract will need to be initiated to gather the new profile information.

Certified

The authorized coalition representative has signed and certified the contract, and the provider is ready to provide early learning services.

Terminated

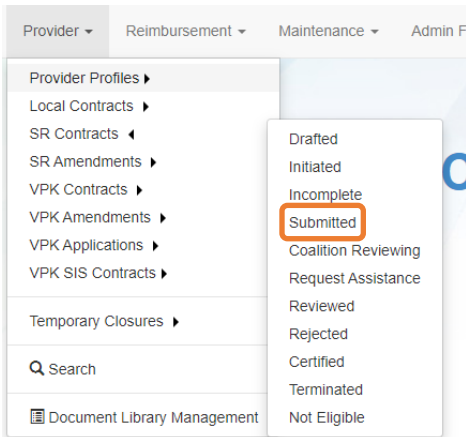
The coalition or provider, for one of several reasons, has revoked a provider contract: inactive provider, termination for cause, termination for fraud, emergency circumstances or provider decision.

Not Eligible

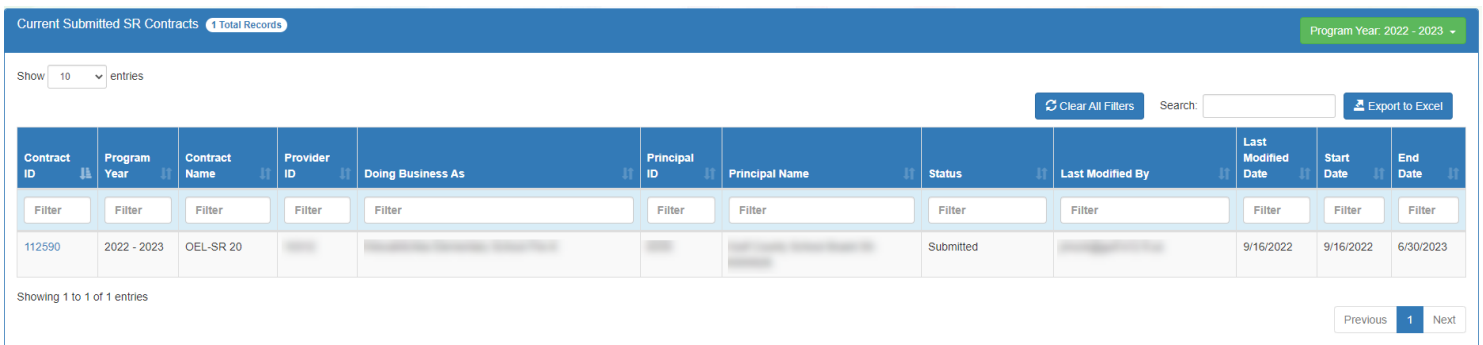
The coalition has determined that the provider is not eligible for a contract.

Reviewing a Contract

To review a contract, the coalition user will click the **Provider** dropdown menu, select a contract type (e.g. SR, VPK, VPK Application, etc.) and click **Submitted** to see all submitted contracts for that contract type.



Click the **Contract ID** of the desired contract.



Current Submitted SR Contracts 1 Total Records Program Year: 2022 - 2023


Show 10 entries Clear All Filters Search: Export to Excel

Contract ID	Program Year	Contract Name	Provider ID	Doing Business As	Principal ID	Principal Name	Status	Last Modified By	Last Modified Date	Start Date	End Date
112590	2022 - 2023	OEL-SR 20					Submitted		9/16/2022	9/16/2022	6/30/2023

Showing 1 to 1 of 1 entries Previous 1 Next

Then, the following displays. Click the **Change Contract Status** button.

Form OEL-SR 20 Change Contract Status



STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20

I. Preview Contract

XIV. EXECUTION OF CONTRACT

<input type="checkbox"/> By Electronic Signature <input checked="" type="checkbox"/> By Electronic Signature	
Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative	Print Name
Administrative Director	3/22/2022 3:28:16 PM
Title	Date

Provider's Additional Signatory (If required by the Provider)

By Electronic Signature

Print Name

Title

Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative

By Electronic Signature

Print Name

Title

Date

The following displays. Select **Coalition Reviewing** from the **Contract Status** dropdown menu and click **Save**.

Provider Contract: Change Status

Status: Submitted
Contract: OEL-SR 20

Contract Type:
SR

Contract Status: *
 - Select New Status -
 - Select New Status -
 Drafted
Coalition Reviewing
 Reviewed
 Rejected
 Certified
 Not Eligible

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Signing a Contract

While on the signatures page, the coalition admin can view the contract by clicking **Preview Contract**. The document viewer opens in a new browser tab. User can scroll through the pages or select the print icon to view a printable copy in PDF format.



STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20

Preview Contract

XIV. EXECUTION OF CONTRACT

(Electronic Signature) _____ Print Name _____
 Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative
 By Electronic Signature
 _____ 3/22/2022 3:28:16 PM
 Administrative Director Title Date

 Provider's Additional Signatory (If required by the Provider) Print Name
 By Electronic Signature

 Title Date
 COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

 Signature of Authorized Coalition Representative Print Name
 By Electronic Signature

 Title Date




STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM DEL-SR 20

I. PARTIES AND TERMS OF CONTRACT

1. **Parties.** This Contract is made and entered into this 1st day of July, 2022, by and between the Early Learning Coalition of _____ County (herein referred to as "COALITION"), and LEARNING CENTER, INC. doing business as (if applicable), Learning Center (herein referred to as "PROVIDER"), with its principal offices located at _____ and its provider physical site address (if the single site provider physical site address is different from principal office address) located at _____.
- a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) Program PROVIDERS, a list of their names and their physical addresses are included in Exhibit 1: PROVIDER Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.

To electronically sign the contract, click the **By Electronic Signature** checkbox.

Form OEL-SR 20 Change Contract Status



STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20

I. [Preview Contract](#)

XIV. EXECUTION OF CONTRACT

<p>_____ <i>(Electronic Signature)</i></p> <p>Signature of President/Vice President/Secretary/Officer/Owner/Principal/ Other Authorized Representative</p> <p><input checked="" type="checkbox"/> By Electronic Signature</p> <p>_____ Administrative Director</p> <p>Title</p>	<p>_____ _____</p> <p>Print Name</p> <p>_____ 3/22/2022 3:28:16 PM</p> <p>Date</p>
<p>Provider's Additional Signatory (If required by the Provider)</p> <p><input type="checkbox"/> By Electronic Signature</p> <p>_____</p> <p>Title</p>	<p>_____</p> <p>Print Name</p> <p>_____</p> <p>Date</p>

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

<p>Signature of Authorized Coalition Representative</p> <p><input type="checkbox"/> By Electronic Signature</p> <p>_____</p> <p>Title</p>	<p>_____</p> <p>Print Name</p> <p>_____</p> <p>Date</p>
---	---

After clicking the checkbox, the following message displays. Enter the **Title of Signator** and click **Yes**.

Form OEL-VPK 20 Electronic Signature


You are about to electronically sign the Form OEL-VPK 20.

Title of Signator: *

Click "Yes" to confirm your electronic signature.










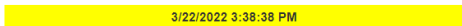
After clicking the **Yes** button, the electronic signature of the signatory, printed name, title, and the date/time will populate, highlighted in yellow.

Form OEL-SR 20 Change Contract Status

 STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20

I. Preview Contract

XIV. EXECUTION OF CONTRACT

	
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
	
Title	Date
Provider's Additional Signatory (If required by the Provider)	
<input type="checkbox"/> By Electronic Signature	
	
Print Name	Print Name
<input type="checkbox"/> By Electronic Signature	
	
Print Name	Print Name
<input type="checkbox"/> By Electronic Signature	
	
Title	Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Certifying a Contract

Once the contract has been electronically signed by the coalition representative, the coalition admin can certify the contract by clicking the **Change Contract Status** button.

Form OEL-SR 20 Change Contract Status

STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20

I. Preview Contract

XIV. EXECUTION OF CONTRACT

(Electronic Signature) _____
Signature of President/Vice President/Secretary/Officer/Owner/Principal/
Other Authorized Representative Print Name
 By Electronic Signature
Administrative Director 3/22/2022 3:28:16 PM
Title Date

Provider's Additional Signatory (If required by the Provider) Print Name
 By Electronic Signature
Title Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

(Electronic Signature) _____
Signature of Authorized Coalition Representative Print Name
 By Electronic Signature
Executive Director 3/22/2022 3:38:38 PM
Title Date

After the **Change Contract Status** button is clicked, the following will display. The coalition admin will change the Contract Status to Certified and click **Save**.

Provider Contract: Change Status

Status: Submitted
Contract: OEL-SR 20

Contract Type:
SR

Contract Status: *
Certified

Status Date:
03/22/2022

Start Date:
07/01/2022

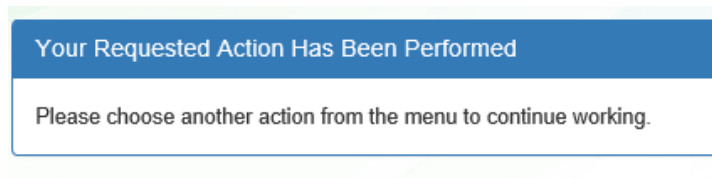
End Date:
06/30/2023

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

After the **Save** button is clicked, the following displays.



If the contract was not electronically signed, the following error message will display. Click **Cancel** and return to the electronic signatures page to sign the contract.

A screenshot of a web application interface. At the top, a blue header bar reads "Provider Contract: Change Status". Below this, a light blue bar displays "Status: Submitted" and "Contract: OEL-SR 20". A large red error banner contains the text "Error : Coalition signature is required before a contract can be certified." Below the error, the form fields are: "Contract Type:" with a text input containing "SR"; "Contract Status:" with a dropdown menu showing "Certified"; "Status Date:" with a text input containing "03/22/2022"; "Start Date:" with a date picker showing "07/01/2022"; "End Date:" with a date picker showing "06/30/2023"; and "Comments:" with a large empty text area. At the bottom, there are "Cancel" and "Save" buttons. A small note at the bottom left states: "Note: In case of rejection this comment will be included in the Email Notification to the provider".

Rejecting a Contract

To reject a contract, the coalition admin will select a Contract Status of **Rejected**, select a **Rejection Reason** and click **Save**.

Provider Contract: Change Status

Status: Submitted
Contract: OEL-SR 20

Contract Type:
SR

Contract Status: *
Rejected

Status Date:
04/06/2017

Rejection Reason: *

- Additional Information/Documentation Required
- Other
- Revisions Required
- Provider Ineligible to Contract for Program
- Health and Safety Inspection Not Completed or Scheduled
- Did Not Pass Health and Safety Pre-Inspections

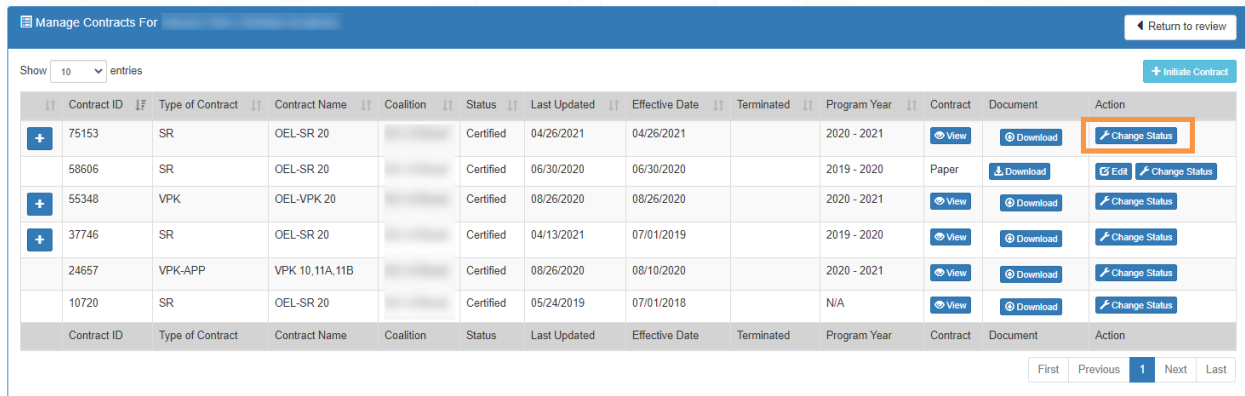
Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

Terminating a Contract

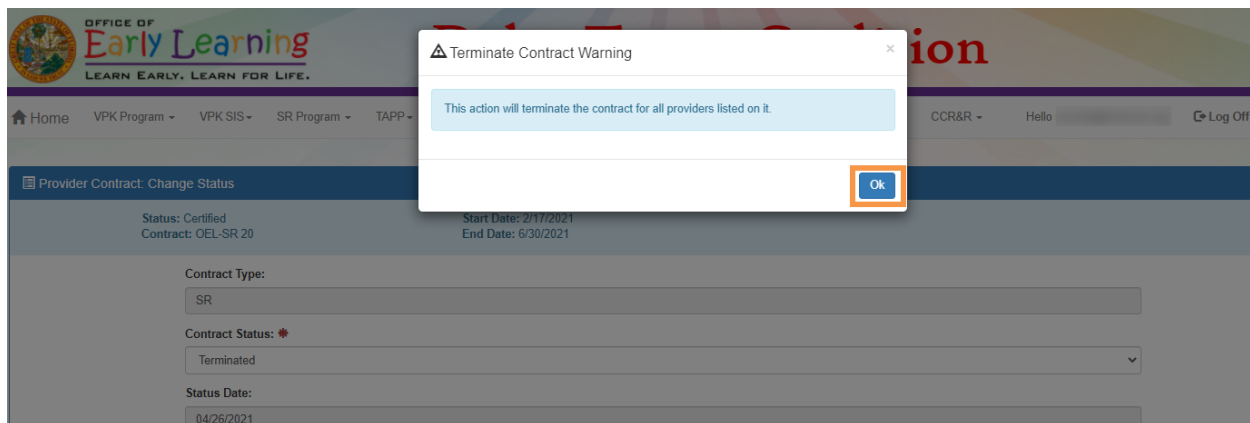
To terminate a **Certified** SR or VPK contract, from the provider manage contract page, the coalition admin will click the **Change Status** button.

Provider Contracts



Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
75153	SR	OEL-SR 20		Certified	04/26/2021	04/26/2021		2020 - 2021	View	Download	Change Status
58606	SR	OEL-SR 20		Certified	06/30/2020	06/30/2020		2019 - 2020	Paper	Download	Edit Change Status
55348	VPK	OEL-VPK 20		Certified	08/26/2020	08/26/2020		2020 - 2021	View	Download	Change Status
37746	SR	OEL-SR 20		Certified	04/13/2021	07/01/2019		2019 - 2020	View	Download	Change Status
24657	VPK-APP	VPK 10,11A,11B		Certified	08/26/2020	08/10/2020		2020 - 2021	View	Download	Change Status
10720	SR	OEL-SR 20		Certified	05/24/2019	07/01/2018		N/A	View	Download	Change Status

Select a **Contract Status of Terminated**. The following message displays. Click the **Ok** button to continue.



OFFICE OF Early Learning
LEARN EARLY. LEARN FOR LIFE.

Home VPK Program VPK SIS SR Program TAPP CCR&R Hello Log Off

Provider Contract: Change Status

Status: Certified
Contract: OEL-SR 20

Start Date: 2/17/2021
End Date: 6/30/2021

Contract Type:
SR

Contract Status: *
Terminated

Status Date:
04/26/2021

Terminate Contract Warning
This action will terminate the contract for all providers listed on it.
Ok

Next, select a **Termination Type** and corresponding **Termination Reason**.

Provider Contract: Change Status

Status: Certified
Contract: OEL-SR 20

Start Date: 2/17/2021
End Date: 6/30/2021

Contract Type:
SR

Contract Status: *
Terminated

Status Date:
04/26/2021

Termination Type: *
Termination Reason: *

Contract Termination Date: *
4/26/2021

Comments:

Termination Type: *

- Inactivation
- Termination for Cause
- Suspension
- Termination for Fraud, 5 year Revocation
- Termination for Cause, 5 year Revocation
- Termination for National Disqualification
- Emergency Termination
- Termination By Provider
- Appeal - Pending
- Emergency Termination, 5 year Revocation

Termination Type: *

Inactivation

Termination Reason: *

- Provider no longer wishes to participate in listing.
- Profile not updated by deadline.
- Ownership Change.
- Provider has a duplicate record.

Termination Type: *

Termination for Cause

Termination Reason: *

- Threat to child health, safety or welfare.
- Reason or probable cause to suspect fraud
- Failure to comply with contract - general.
- Failure to comply with contract - lapse of insurance.
- No school readiness contract due to curriculum requirement.
- Provider's license or registration has expired.
- DCF or licensing agent has revoked license or registration.
- Refusal to accept notice described under contract.
- Failure to satisfactorily pass the health and safety inspections.
- Failure to implement corrective action.
- Failure to comply with terms of probation.
- Provider shares an officer or director with a provider that is on the United States Department of Agriculture National Disqualified list of offenders.
- Provider is listed on the Department of Agriculture National Disqualified list of offenders.

Termination Type: *

Suspension

Termination Reason: *

Suspected fraud.

Termination Type: *

Termination for Fraud, 5 year Revocation

Termination Reason: *

Convicted of, found guilty of, or pleads guilty or nolo contendere to public assistance fraud.

Termination Type: *

Termination for Cause, 5 year Revocation

Termination Reason: *

Provider shares an officer or director with a provider that is convicted of, found guilty of, pleads guilty or nolo contendere regardless of adjudication to public assistance fraud- ineligible for funding for a 5 year period.
Action or lack of action which threatens the health and safety or welfare of children
Failure to satisfactorily pass the health and safety inspections
Material failure to comply with terms of contract -including lapse in liability insurance, or not being a legally operating provider.
Failure to implement corrective action.
Failure to comply with terms of probation.
Provider fails to implement approved improvement plan or staff development plan. Ineligible for VPK funding for a 5 year period.
Provider is on probation 3 or 3+ years without Good Cause Exemption.
Failure to comply with pre and post assessment requirements.
Refusal to accept any notice in which the coalition is required to send to the provider.

Termination Type: *

Termination for National Disqualification

Termination Reason: *

Provider placed on USDA National Disqualified List

Termination Type: *

Emergency Termination

Termination Reason: *

Notification by the Department of Children and Families or local licensing agency that actions or inactions of the provider pose an immediate and serious danger to the health and safety or welfare of children.

Termination Type: *

Termination By Provider

Termination Reason: *

Provider is no longer in business.
Provider is deceased.
Provider no longer wishes to accept SR funding.
Provider no longer wishes to accept VPK funding
Provider has completed their 540 or 300 instructional hours for their current contract.
Ownership of the child care site/location has changed.

Termination Type: *

Appeal - Pending

Termination Reason: *

Provider can not receive SR or VPK funding until the appeals process is completed.

Termination Type: *

Emergency Termination, 5 year Revocation ▼

Termination Reason: *

Emergency Termination, 5 year Revocation

Enter comments, then click the **Save** button.

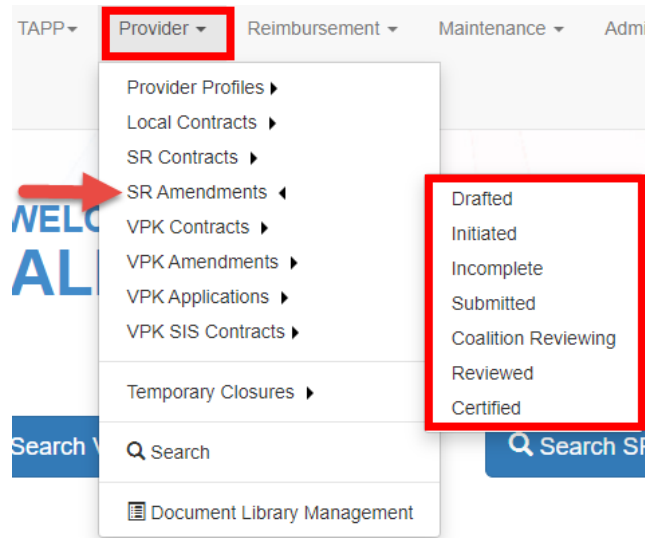
Amending a Contract

Please note the following prerequisites to amend a provider contract:

1. The contract to be amended must be certified.
2. Any existing amendments to the current program year contract must be certified before a new amendment to the contract can be initiated.
3. Amendments can be backdated to the date of the contract or latest **Certified** amendment for the same program year.

SR Contract Amendment

To access the SR contract amendment work queues, navigate to **Provider > SR Amendments**.



The amendment queues correspond to each of the amendment statuses:

- Drafted
- Initiated
- Incomplete
- Submitted
- Coalition Reviewing
- Reviewed
- Certified

Select a queue. Click the Amendment ID link to preview, sign, and change the amendment status, depending on the amendment stage.

Current Submitted SR Amendments

Show 10 entries Clear All Filters Search:

Amendment ID	Contract Type	Contract Name	Principal ID	Principal Name	Coalition	Amendment Status	Start Date	End Date
21	SR	SR 20 Amendment	6076			Submitted		6/30/2020

Showing 1 to 1 of 1 entries Previous 1 Next

SR Amendment Change Amendment Status

Preview Amendment

(Electronic Signature)

Signature of President/Vice President/Secretary/Officer/Owner/Principal/ or Other Authorized Representative Print Name

By Electronic Signature

Owner 1/10/2020 2:30:25 PM

Title Date

Provider's Additional Signatory (If required by the Provider) Print Name

By Electronic Signature

Title Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative Print Name

By Electronic Signature

Title Date

Manually Initiating an Amendment (Non-Profile-Related Changes)

From the provider profile Administrative Review page, click **Contracts**.

2021 - 2022 Program Year Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents **Review**

Administrative Review

Provider Notes Contact Attempts Inspections Administration **Contracts** SR Paid Holidays SR Reimbursement Rates Child Assessment Registration Fees Assist Provider Change Profile Status

Click the headers or the + to expand and the - to collapse each section below. Click the to navigate to that section.

+

+

The Manage Contracts page for the provider displays. Click the plus sign “+” to the left of the SR 20 contract to expand the amendment section. Then, click the **Initiate Amendment** button.

NOTE: The contract and any of its existing amendments must be in **Certified** status before a new amendment can be initiated.

Provider Contracts

Manage Contracts For Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
78474	SR	OEL-SR 20		Certified	06/03/2021	07/01/2021		2021 - 2022	View	Download	Change Status

Show 10 entries + Initiate Amendment

Amendment ID	Status	View	Document	Action
This contract currently has no amendments.				

First Previous Next Last

Click **Yes** to confirm and initiate an amendment or click **Cancel** to close the confirmation window.

OFFICE OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.

Home VPK Program SR Program TAPP Provider

CCR&R

fer.ventura.test+TBETACoalAdmin@gmail.com Log Off

Provider Contracts

Confirm Initiate Amendment

Are you sure you want to initiate an amendment for this contract?

Yes Cancel

When **Yes** is clicked, the Initiate SR Amendment page for coalition-relevant changes displays.

The screenshot shows the 'Initiate SR Amendment' page. At the top, there is a blue header with the title 'Initiate SR Amendment' and two buttons: 'Return to Manage Contracts' and 'Preview Amendment'. Below the header is a light blue box with the instruction 'Select the Coalition relevant changes to the contract.' Underneath, there is a list of six items, each with an unchecked checkbox:

- Change in Party Responsible for Administering Initial Developmental Screenings
- Change in Party Responsible for Administering Subsequent Developmental Screenings
- Change in PROVIDER'S eligibility for the Contracted Slots Program.
- Change in COALITION'S participation in the Contracted Slots Program.
- Number of Holidays
- Coalition Contact Persons and Information

At the bottom right of the page, there are two buttons: 'Save' and 'Next Step >'.

The coalition-relevant changes that can be manually selected are:

- Change in Party Responsible for Administering Initial Developmental Screenings
- Change in Party Responsible for Administering Subsequent Developmental Screenings
- Change in PROVIDER'S eligibility for the Contracted Slots Program
- Change in COALITION'S participation in the Contracted Slots Program
- Number of Holidays – This is the coalition-approved number of holidays per year
- Coalition Contact Persons and Information

When a box is selected, fields for the previous value, new value, and reason for modification appear. The previous value is pre-populated, and the user must select or type in the new value and the reason for modification.

NOTE: A reason for modification is not captured for “Number of Holidays” and “Coalition Contact Persons and Information,” similar to the 20A

This screenshot shows the 'Initiate SR Amendment' page with two items selected. The first two items have their checkboxes checked, and their respective input fields are visible:

- Change in Party Responsible for Administering Initial Developmental Screenings
 - The removed party is: Parent/PROVIDER
 - The replacement party is: Select
 - Reason for modification: [Text area]
- Change in Party Responsible for Administering Subsequent Developmental Screenings
 - The removed party is: Parent/PROVIDER
 - The replacement party is: Select
 - Reason for modification: [Text area]

The remaining three items are not selected:

- Change in PROVIDER'S eligibility for the Contracted Slots Program.
- Change in COALITION'S participation in the Contracted Slots Program.
- Number of Holidays
- Coalition Contact Persons and Information

At the bottom right, there are 'Save' and 'Next Step >' buttons.

NOTE: The **Preview Amendment** button is available to view the SR 20A form throughout the amendment process.

Select the box for one or more coalition-relevant changes, choose the new selection from the dropdown menu, enter the reason for modification if applicable, then click **Next Step**.

The Initiate SR Amendment page for provider-relevant (principal Location and profile) changes displays.

The boxes on this page are automatically selected if the provider made changes to those items after the contract or latest amendment was executed. Click **Next Step** to proceed.

NOTE: Provider-relevant changes will be covered later in the “Provider-Related Changes” section.

The Add or Remove Providers page displays for adding or removing provider(s) from the contract, if applicable. Click **Next Step** to proceed.

NOTE: Adding or removing providers will be covered later in the “Adding or Removing Providers” section.

After clicking **Next Step**, the SR Contract Exhibit Data Entry page displays. The previous fields are populated with the selections from the contract or latest amendment. Make any new selections, if applicable, enter the reason for modification, then click **Save & Initiate**.

SR Amendment Exhibit Data Entry [Return to Manage Contracts](#) [Preview Amendment](#)

Provider: XXXXXXXXXX Learning Center, L.L.C

Exhibit 1 Change in PROVIDER'S exemption from Program Assessment Requirements.

The previous selection is: ▼

The new selection is: ▼

Reason for modification:

Previous Composite Program Assessment Score:

New Composite Program Assessment Score:

Reason for modification:

Exhibit 3 Previously selected Quality Improvement Plan Strategies:

New Quality Improvement Plan Strategies:

Reason for modification:

Exhibit 4 Contracted Slots Rate: ▼

Exhibit 5 Previously selected Quality Performance Incentive Rate: ▼

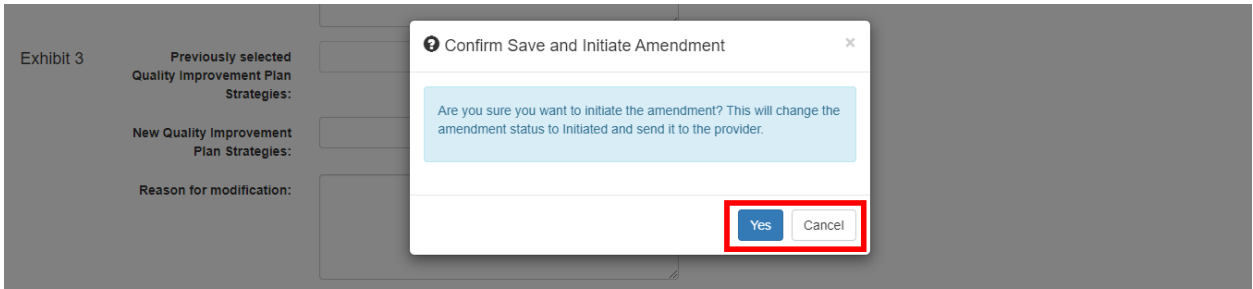
New Quality Performance Incentive Rate: ▼

Previously selected Child Assessment Rate: ▼

New Child Assessment Rate: ▼

[Previous Step](#) [Save](#) [Save & Initiate](#)

The Confirm Save and Initiate Amendment pop-up message appears. Click **Yes** to initiate the amendment and send it to the provider, or **Cancel** to close the message.



When the **Yes** button is clicked, the user is navigated to the Manage Contracts page. Click the plus “+” sign to the left of the SR 20 contract to expand the amendment section. The amendment is in **Initiated** status.

To preview the initiated SR 20A form and any associated exhibits, click the **View** button

Provider Contracts

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
78474	SR	OEL-SR 20		Certified	06/03/2021	07/01/2021		2021 - 2022	View	Download	Change Status

Amendment ID	Status	View	Document	Action
18484	Initiated	View		Cancel

To verify that a provider note was written when the amendment was initiated, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.

The screenshot shows the 'Administrative Review' page with a navigation bar containing buttons for 'Provider Notes', 'Contract Attempts', 'Inspections', 'Administration', 'Contracts', 'SR Paid Holidays', 'SR Reimbursement Rates', 'Registration Fees', 'Child Assessment', 'Assist Provider', and 'Change Profile Status'. The 'Provider Notes' button is highlighted with a red box. Below the navigation bar, the 'Provider Notes For' section is visible, featuring a 'Return to review' button and a '+ Add Provider Note' button. A table displays a single entry with the following details:

Date	Reason	Custom Code	Note	Created By
6/3/2021 4:39:05 PM	CSTAT		Provider Contract Amendment initiated. *ID: 18484 *Type: SR	

The amendment is now available in the **Provider > SR Amendments > Initiated** queue.

NOTE: An email notification is sent to the provider’s contact email address when the SR amendment is initiated.

Provider-Related Contract Changes

When a provider makes changes to their profile that warrant an SR contract amendment and submits the profile, the coalition will have the option to automatically draft an amendment upon approving the provider profile.

When the coalition reviews the profile changes and clicks the **Change Profile Status** button on the provider Administrative Review page, a message informs the user that the profile has contract-related changes.

The screenshot shows a message box titled 'Provider Profile: Change Status Submitted'. The message text reads: 'Profile has contract related changes. There are changes to profile fields affecting the certified VPK Provider Application, VPK 20 or SR 20 contract. Select the appropriate contract action below.' Below the message, there is a 'Profile Status' dropdown menu with a red asterisk icon and a 'Status Date' field displaying '06/03/2021'.

When the profile status is set to **Active**, the option to initiate an SR contract amendment appears (checked).

Provider Profile: Change Status Submitted

Profile has contract related changes.
There are changes to profile fields affecting the certified VPK Provider Application, VPK 20 or SR 20 contract.
Select the appropriate contract action below.

Initiate SR Contract Amendment

Profile Status: *

Active

Status Date:

06/03/2021

SUNBIZ Document Number (if applicable):

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

NOTE: If the coalition unchecks the box and saves, an SR amendment will not be drafted. If the user later decides to initiate an amendment, they can do so manually from the Manage Contracts page for the provider. The manually-initiated amendment will include the profile changes.

To create the amendment, leave the “Initiate SR Contract Amendment” box selected and click **Save**.

Your Requested Action Has Been Performed

Please choose another action from the menu to continue working.

Navigate to the provider’s Administrative Review page and click the **Contracts** button to access the Manage Contracts page.

2021 - 2022 Program Year Current Status: Active

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review

Administrative Review

Provider Notes Contact Attempts Inspections Administration **Contracts** SR Paid Holidays SR Reimbursement Rates Child Assessment Registration Fees Assist Provider Change Profile Status

Click the headers or the + to expand and the - to collapse each section below. Click the Button to navigate to that section.

+ Business Info

+ General

The Manage Contracts page for the provider displays. Click the plus “+” sign to the left of the SR 20 contract to expand the amendment section. The auto-generated amendment is in **Drafted** status. Click the **Edit Draft** button.

Provider Contracts

Manage Contracts For [Contract Name] Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
78474	SR	OEL-SR 20	[Redacted]	Certified	06/03/2021	07/01/2021		2021 - 2022	View	Download	Change Status

Show 10 entries All previous amendments must be certified in order to further amend the contract. + Initiate Amendment

Amendment ID	Status	View	Document	Action
18486	Drafted	View		Edit Draft Cancel

First Previous 1 Next Last

Click the **Next Step** button on the coalition-relevant changes page.

Initiate SR Amendment Return to Manage Contracts Preview Amendment

Select the Coalition relevant changes to the contract.

- Change in Party Responsible for Administering Initial Developmental Screenings
- Change in Party Responsible for Administering Subsequent Developmental Screenings
- Change in PROVIDER'S eligibility for the Contracted Slots Program.
- Change in COALITION'S participation in the Contracted Slots Program.
- Number of Holidays
- Coalition Contact Persons and Information

[Save](#) [Next Step >](#)

The Initiate SR Amendment page for provider-relevant (principal location and profile) changes displays.

If the profile change is one of those listed on the provider-relevant changes page, the applicable box would be checked, sometimes with the new value. Enter a reason for the modification if applicable, then click **Next Step**.

If the provider modified one or more of the items listed below, the box is automatically selected on the provider-relevant changes page:

- Location of the Provider’s Principal Office – This is selected if the principal business physical address was modified
- Doing Business As Name (DBA)
- Curriculum
- Character Development Program
- Change in Signature Authority
- Gold Seal Status
- Liability Insurance – This is selected if a new verified liability insurance document was uploaded since the contract or latest amendment and the begin date starts on or after the date the amendment is initiated
- Provider Reimbursed Rates – This is selected if there was a change to the differential question on the profile Private Pay Rates page, SR daily rates, registration fees, and/or operational hours

NOTE: “Reimbursement Rates Established” is not a change by the provider, but it is automatically selected if the COALITION modifies its SR max rates.

The previous and/or new values are populated based on changes to the provider’s business info or profile. Enter a reason for modification if applicable, then click **Next Step**.

The Add or Remove Providers page displays for adding provider(s) or removing provider(s) from the contract if applicable. Click **Next Step** to proceed.

Add or Remove Providers

Return to Manage Contracts Preview Amendment

Select the providers that you wish to ADD to the contract.

Select the providers that you wish to REMOVE from the contract.

Is A Provider You Expect To See Not Listed? Click Here For More Information.

Select

No providers to select.

Previous Step Save Next Step

NOTE: Adding or removing providers will be covered later in the “Adding or Removing Providers” section.

The SR Contract Exhibit Data Entry page displays. The previous fields are populated with the selections from the contract or latest amendment. Make any new selections if applicable and enter the reason for modification. Then click **Save & Initiate**.

SR Amendment Exhibit Data Entry Return to Manage Contracts Preview Amendment

Provider: XXXXXXXXXX Learning Center, L.L.C

Exhibit 1 Change in PROVIDER'S exemption from Program Assessment Requirements.

The previous selection is:

The new selection is:

Reason for modification:

Previous Composite Program Assessment Score:

New Composite Program Assessment Score:

Reason for modification:

Exhibit 3 Previously selected Quality Improvement Plan Strategies:

New Quality Improvement Plan Strategies:

Reason for modification:

Exhibit 4 Contracted Slots Rate:

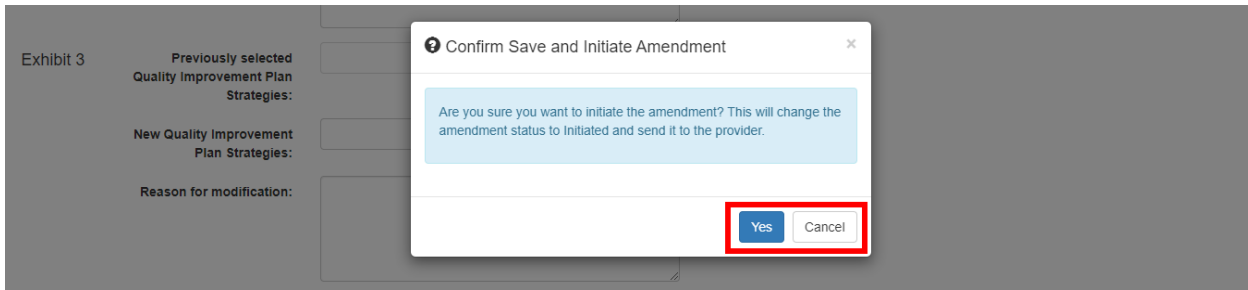
Exhibit 5 Previously selected Quality Performance Incentive Rate:

New Quality Performance Incentive Rate:

Previously selected Child Assessment Rate:

New Child Assessment Rate:

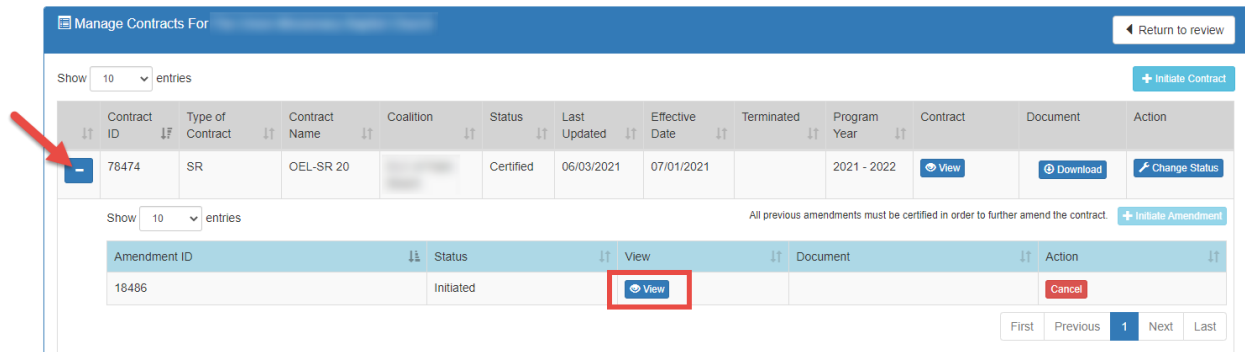
The Confirm Save and Initiate Amendment pop-up message appears. Click **Yes** to initiate the amendment and send it to the provider or **Cancel** to close the message.



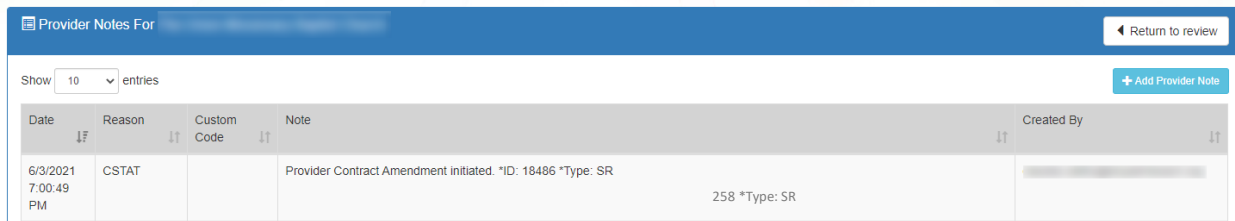
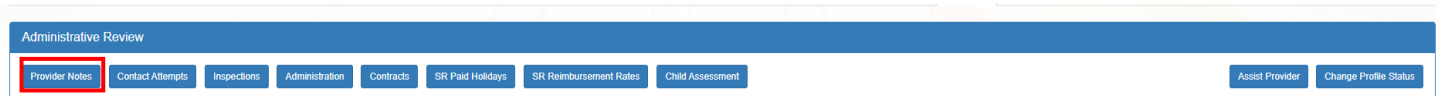
When the **Yes** button is clicked, the user is navigated to the Manage Contracts page. Click the plus “+” sign to the left of the SR 20 contract to expand the amendment section. The amendment is in **Initiated** status.

To preview the initiated SR 20A form and any associated exhibits, click the **View** button.

Provider Contracts



To verify that a provider note was written when the amendment was initiated, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.



The amendment is now available in the **Provider > SR Amendments > Initiated** queue.

NOTE: An email notification is sent to the provider’s contact email address when the SR amendment is initiated.

Adding or Removing Providers

For multiple-site providers, the Add or Remove Providers page allows the coalition to add provider(s) or remove provider(s) from the contract.

NOTE: If a provider you expect to see is not listed, it may be due to:

- The provider has a certified or in-progress SR 20 contract with the initiating coalition for the same program year
- The provider did not complete the health and safety inspection by DCF (question #2.1 on the profile General tab is “No”)
- The provider has invalid (expired) curricula
- The provider’s legal status or provider type does not match the provider(s) currently on the contract

To add an eligible provider to the contract, select the provider from the ADD list. Then, click **Save**.

To remove a provider, select the provider from the REMOVE list, then click the **Save** button. At least one provider must remain on the contract.

Clicking **Save** on this page will bring up the reason for modification box.

The screenshot shows the 'Add or Remove Providers' interface. At the top, there are navigation buttons: 'Return to Manage Contracts' and 'Preview Amendment'. Below this, there are two main sections: 'Select the providers that you wish to ADD to the contract.' and 'Select the providers that you wish to REMOVE from the contract.' The 'ADD' section is active, showing a dropdown menu with 'Select all' selected. The 'REMOVE' section is empty. At the bottom, there are buttons for 'Previous Step', 'Save', and 'Next Step'. The 'Save' button is highlighted with a green box, and the 'Next Step' button is disabled with a red 'X' over it.

The screenshot shows the 'Add or Remove Providers' interface. At the top, there are navigation buttons: 'Return to Manage Contracts' and 'Preview Amendment'. Below this, there are two main sections: 'Select the providers that you wish to ADD to the contract.' and 'Select the providers that you wish to REMOVE from the contract.' The 'REMOVE' section is active, showing a dropdown menu with 'The Union Missionary Baptist Church' selected. Below the dropdown, there is a red error message: 'At least one provider must remain on the contract.' The 'ADD' section is empty. At the bottom, there are buttons for 'Previous Step', 'Save', and 'Next Step'. The 'Save' button is highlighted with a green box, and the 'Next Step' button is disabled with a red 'X' over it.

After selecting the provider(s) and clicking **Save**, then click **Next Step**.

Add or Remove Providers

Return to Manage Contracts Preview Amendment

Revert Changes

Provider: Sprawling Hills SPCF Inc

Enter the reason for this provider's addition to the contract:

Adding new site #2 to the contract.

Previous Step Save Next Step

NOTE: To abandon changes and return to the Add or Remove Providers page, click the **Revert Changes** button.

Next, the Exhibit Data entry page displays for any added providers and original provider(s) on the contract. Complete all applicable fields for the added provider(s). On the original provider, amend any selections if applicable, then click **Save & Initiate**.

SR Amendment Exhibit Data Entry Preview Contract

Provider: **Previous Assets Academy Learning Center** Provider being added to the contract

Exhibit 1 PROVIDER Exempt from Program Assessment

The COALITION has determined the PROVIDER is required to participate in a Quality Improvement plan.

Composite Program Assessment Score:

Exhibit 3 Quality Improvement Plan Strategies:

Exhibit 4 Contracted Slots Rate:

Exhibit 5 Quality Performance Incentive Rate:

Child Assessment Rate:

Local Quality Improvement (QI):

Provider: **Learning Center, L.L.C** Original Provider

Exhibit 1 Change in PROVIDER'S exemption from Program Assessment Requirements.

The previous selection is:

The new selection is:

Reason for modification:

Previous Composite Program Assessment Score:

New Composite Program Assessment Score:

Reason for modification:

Exhibit 3 Previously selected Quality Improvement Plan Strategies:

New Quality Improvement Plan Strategies:

Reason for modification:

Exhibit 4 Contracted Slots Rate:

Exhibit 5 Previously selected Quality Performance Incentive Rate:

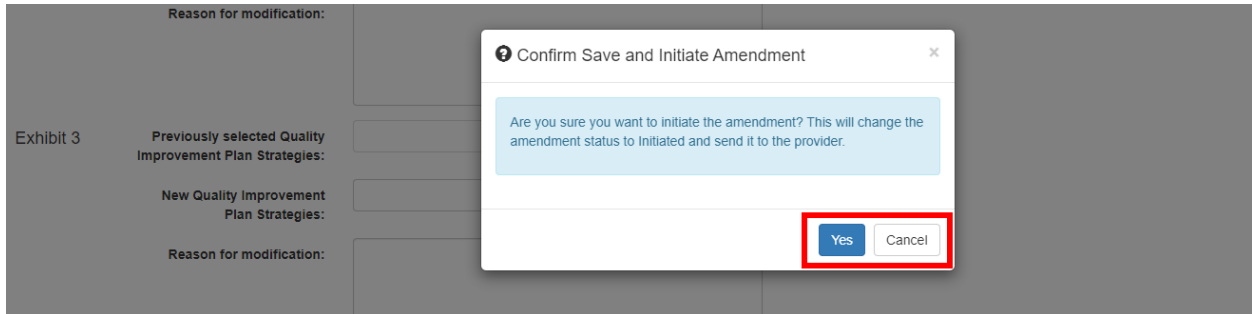
New Quality Performance Incentive Rate:

Previously selected Child Assessment Rate:

New Child Assessment Rate:

← Previous Step Save Save & Initiate →

The Confirm Save and Initiate Amendment pop up message appears. Click **Yes** to initiate the amendment and send it to the provider or **Cancel** to close the message.

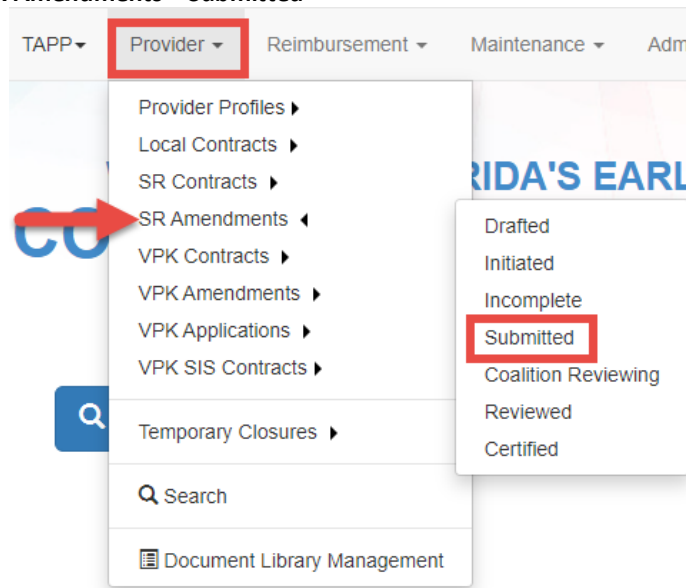


After clicking **Yes**, the amendment status changes to **Initiated** and the amendment is available in the **Provider > SR Amendments > Initiated** queue.

Reviewing and Certifying an SR Amendment

When the provider has submitted an SR amendment, the amendment will be available in the SR Amendments Submitted queue.

Navigate to **Provider > SR Amendments > Submitted**



Click the **Amendment ID** link for the provider.

Current Submitted SR Amendments 68 Total Records Program Year: 2022 - 2023											
Amendment ID	Program Year	Contract Name	Provider ID	Doing Business As	Principal ID	Principal Name	Amendment Status	Last Modified By	Last Modified Date	Start Date	End Date
36721	2022 - 2023	SR 20 Amendment					Submitted		07/26/2022		06/30/2023
37397	2022 - 2023	SR 20 Amendment					Submitted		08/10/2022		06/30/2023

On the signatures page, click **Preview Amendment** to view the SR 20A form in a new browser tab.

To electronically sign the amendment, click the “By Electronic Signature” box for the coalition.

The screenshot shows the 'SR Amendment' form interface. At the top left, there is a 'Preview Amendment' button highlighted with a red box. Below this, the form is divided into several sections for signatures. The first section is for the 'Authorized Representative' of the provider, with a 'By Electronic Signature' checkbox checked. The second section is for the 'Provider's Additional Signatory', with its 'By Electronic Signature' checkbox unchecked. The third section is for the 'Authorized Coalition Representative', with its 'By Electronic Signature' checkbox checked. A red arrow points to this checkbox. The form includes fields for 'Print Name', 'Date', and 'Title' for each signatory. A note states: 'COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.'

The SR Amendment Electronic Signature pop-up window appears. Enter the Title of Signator (NOT the Signator’s name), then click **Yes**. To close the window without signing, click **Cancel**.

The screenshot shows a pop-up window titled 'SR Amendment Electronic Signature'. The window contains a blue header with the text 'You are about to electronically sign the SR Amendment.' Below this, there is a label 'Title of Signator: *' followed by a text input field containing 'Contracts Manager'. Below the input field, there is a message: 'Click "Yes" to confirm your electronic signature.' At the bottom right of the window, there are two buttons: 'Yes' and 'Cancel', both of which are highlighted with a red box.

When **Yes** is clicked, the coalition user’s electronic signature, printed name, title, and the date are populated on the signatures page. Click **Change Amendment Status** to proceed.

The screenshot shows the 'SR Amendment' form. At the top right, there is a blue button labeled 'Change Amendment Status'. The main form area is titled 'Preview Amendment' and contains two signature sections. The first section is for the 'Authorized Representative' and includes a checkbox for 'By Electronic Signature' which is checked. The signature field contains a yellow bar with '(Electronic Signature)', the name field contains 'Director', and the date field contains '6/27/2021 8:48:24 PM'. The second section is for the 'Authorized Coalition Representative' and also has the 'By Electronic Signature' checkbox checked. Its signature field contains a yellow bar with '(Electronic Signature)', the name field contains 'Contracts Manager', and the date field contains '6/27/2021 9:22:53 PM'. There is also a section for 'Provider's Additional Signatory' which is currently unchecked.

NOTE: To remove the coalition’s signature, deselect the “By Electronic Signature” box and click **Yes** in the confirmation modal. To place the amendment in **Coalition Reviewing** or **Reviewed** status, click the **Change Amendment Status** button. Select a status and click **Save**. To access the amendment, navigate to the **Provider > SR Amendments > Coalition Reviewing OR Reviewed** queue.

After electronically signing the contract and clicking **Change Amendment Status**, set the amendment status to **Certified**.

The screenshot shows the 'Amendment: Change Status' modal. The current status is 'Coalition Reviewing'. The 'Amendment Type' is 'SR'. The 'Amendment Status' dropdown menu is open, showing options: '- Select New Status -', '- Select New Status -', 'Reviewed', and 'Certified'. A red arrow points to the 'Certified' option. At the bottom of the modal are 'Cancel' and 'Save' buttons.

Enter the amendment start date, then click **Save**.

NOTE: Amendments can be backdated to the effective date of the contract or latest certified amendment for the same program year. Amendments can also be future dated up to the contract/amendment end date.

Amendment: Change Status

Status: Coalition Reviewing

Amendment Type: SR

Amendment Status: * Certified

Status Date: 06/27/2021

Start Date: 07/01/2021

Save

Navigate to the provider's Manage Contracts page to view the certified amendment. Click the plus "+" sign to the left of the SR 20 contract to expand the amendment section. The amendment is in **Certified** status.

To download a PDF of the certified SR 20A and any associated exhibits, click the **Download** button.

Provider Contracts

Manage Contracts For [Contract Name] Return to review + Initiate Contract

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
83406	SR	OEL-SR 20		Certified	06/27/2021	07/01/2021		2021 - 2022	View	Download	Change Status

Show 10 entries + Initiate Amendment

Amendment ID	Status	Effective Date	View	Document	Action
	Certified	07/01/2021	View	Download	

To verify that a provider note was written when the amendment was certified, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.

The screenshot shows the 'Administrative Review' dashboard. The 'Provider Notes' button is highlighted with a red box. Below the dashboard is a 'Provider Notes For' section with a 'Return to review' button. A table of notes is displayed, with the first row highlighted in red. The table has columns for Date, Reason, Custom Code, Note, and Created By.

Date	Reason	Custom Code	Note	Created By
6/27/2021 9:42:36 PM	CSTAT		Provider Contract Amendment status changed. *ID: 18461 *Type: SR *Status Change: Coalition Reviewing to Certified *Comments: N/A.	
6/27/2021 9:26:44 PM	CSTAT		Provider Contract Amendment status changed. *ID: 18461 *Type: SR *Status Change: Submitted to Coalition Reviewing *Comments: N/A.	
6/27/2021 8:56:35 PM	PSC		A new SR Amendment has been submitted for review on 6/27/2021 8:56:35 PM.	
6/27/2021 7:41:11 PM	PSC		Provider Contract Amendment status changed to incomplete. *ID: 18461 *Type: SR	
6/27/2021 7:24:00 PM	CSTAT		Provider Contract Amendment initiated. *ID: 18461 *Type: SR	

The amendment is available in the **Provider > SR Amendments > Certified** queue.

Cancelling an SR Amendment

Cancelling an amendment will delete the amendment from the system. To cancel an amendment at any stage prior to being certified, on the Manage Contracts page, click the plus “+” sign to the left of the contract to expand the amendment section. Then, click the red **Cancel** button.

Provider Contracts

Manage Contracts For

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
78474	SR	OEL-SR 20		Certified	06/03/2021	07/01/2021		2021 - 2022	View	Download	Change Status

Show 10 entries

All previous amendments must be certified in order to further amend the contract.

Amendment ID	Status	View	Document	Action
18483	Drafted	View		Edit Draft Cancel

First Previous 1 Next Last

NOTE: Once the amendment is certified, the **Cancel** button is no longer available for that amendment.

The Confirm Cancel Amendment pop-up message displays. Click **Yes** to permanently delete the amendment, or **Cancel** to close the message.

Provider Contracts

Confirm Cancel Amendment

Are you sure you want to cancel this amendment? The amendment will be deleted, and this action cannot be undone.

Yes Cancel

When **Yes** is selected, the amendment is deleted from the system and is no longer visible on the provider Manage Contracts page.

To view the provider note for a canceled amendment, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.

Administrative Review

Provider Notes Contact Attempts Inspections Administration Contracts SR Paid Holidays SR Reimbursement Rates Child Assessment Registration Fees Assist Provider Change Profile Status

Provider Notes For

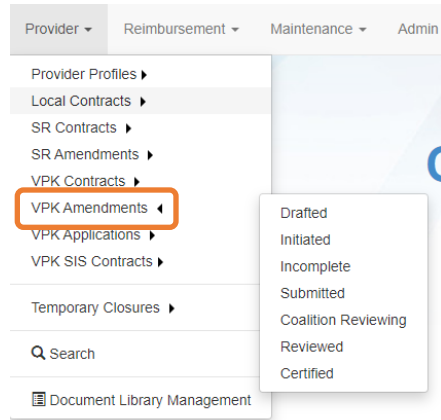
Show 10 entries

+ Add Provider Note

Date	Reason	Custom Code	Note	Created By
6/3/2021 3:19:41 PM	PSC		The SR amendment [ID: 18483] was canceled by [redacted] on 6/3/2021 3:19:41 PM.	[redacted]

VPK Contract Amendment

To access the VPK contract amendment work queues, navigate to **Provider > VPK Amendments**.



The amendment queues are:

- Drafted
- Initiated
- Incomplete
- Submitted
- Coalition Reviewing
- Reviewed
- Certified

NOTE: The queues correspond to each of the available amendment statuses.

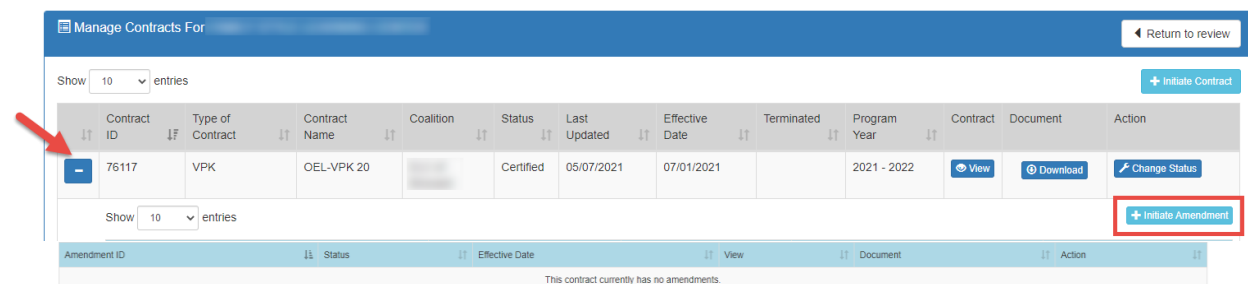
Initiating a VPK Amendment

From the provider profile Administrative Review page, click **Contracts**.



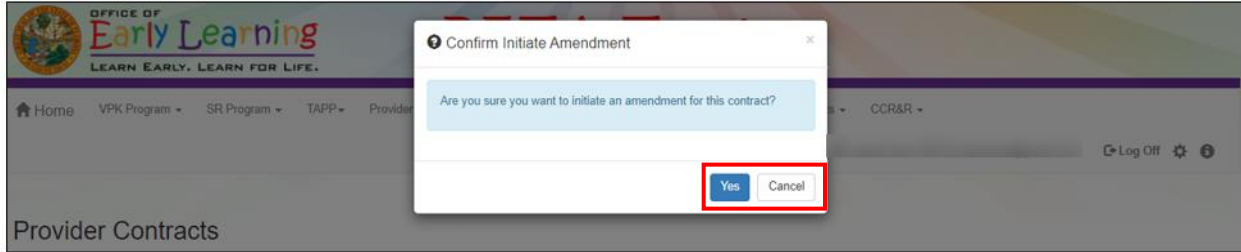
The Manage Contracts page for the provider displays. Click the plus “+” sign to the left of the VPK 20 contract to expand the amendment section. Then, click the **Initiate Amendment** button.

Provider Contracts

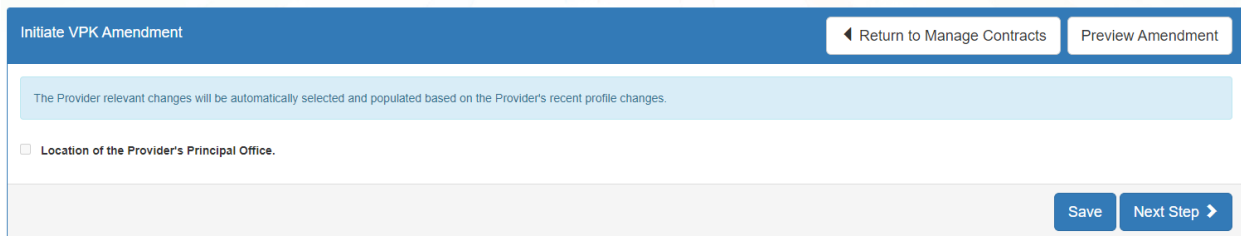


NOTE: The contract and any of its existing amendments must be in **Certified** status before a new amendment can be initiated for that contract.

A Confirm Initiate Amendment pop-up message displays. Click **Yes** to confirm that you want to initiate an amendment, or click **Cancel** to close the confirmation window.



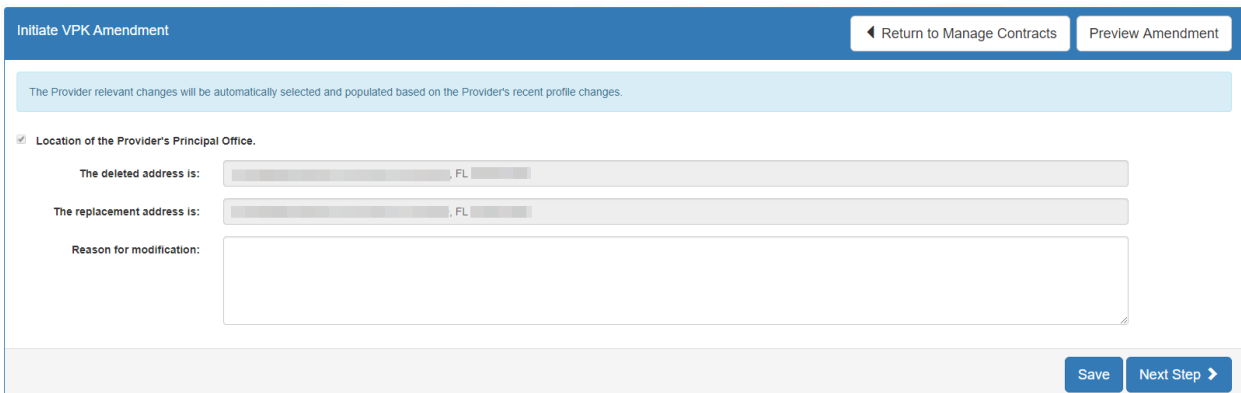
After clicking **Yes**, the Initiate VPK Amendment page for provider-relevant changes displays.



The box on this page is automatically selected if the principal office physical location (**Provider Portal > Business > Business Info > Physical Address Information**) has been modified since the contract or latest VPK amendment for the same contract year. The deleted and replacement addresses for the principal office's location are displayed.

If the location of the provider's principal office has changed, type in the reason for modification, then click **Next Step**. If there is no change, click **Next Step** to proceed.

NOTE: Do not initiate an amendment for location of the Provider's principal office if children are in care at that location. A change to the principal office physical location where children are in care requires a new VPK contract.



The Add or Remove Providers page displays for the user to add provider locations to, or remove locations from, the contract. If no changes are needed, click **Save & Initiate** to proceed.

NOTE: If a provider you expect to see is not listed, it may be due to:

- The provider has an in-progress or certified VPK 20 contract for the same program year
- The provider has invalid (expired) curricula
- The provider's legal status or provider type does not match the provider(s) currently on the contract

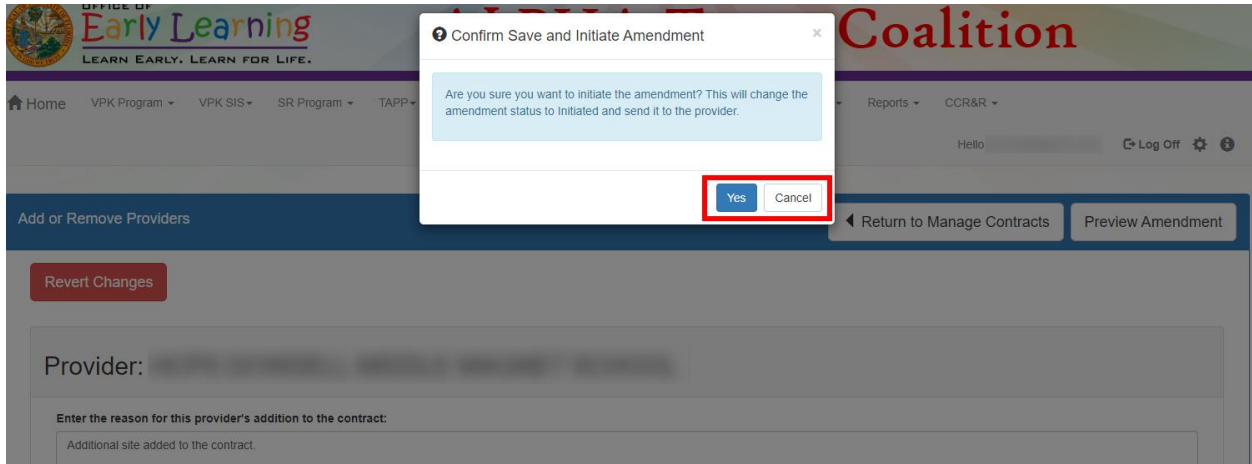
To add or remove eligible provider(s) from the contract, select the provider(s) from the list, then click **Save**. Clicking **Save** will bring up the reason for modification box.

The screenshot shows the 'Add or Remove Providers' interface. At the top, there are navigation buttons: 'Return to Manage Contracts' and 'Preview Amendment'. Below this, there are two main sections: 'Select the providers that you wish to ADD to the contract.' and 'Select the providers that you wish to REMOVE from the contract.' The 'ADD' section includes a link: 'Is A Provider You Expect To See Not Listed? Click Here For More Information.' Below this is a 'Select' dropdown menu that is open, showing a list of providers with checkboxes. The 'REMOVE' section has a 'Select' dropdown menu. At the bottom, there are navigation buttons: 'Previous Step', 'Save', and 'Save & Initiate'. The 'Save' button is highlighted with a green box, and the 'Save & Initiate' button is crossed out with a red circle and slash.

Enter the reason for adding or removing provider(s), then click **Save & Initiate**. To abandon changes and return to the Add or Remove Providers page, click **Revert Changes**.

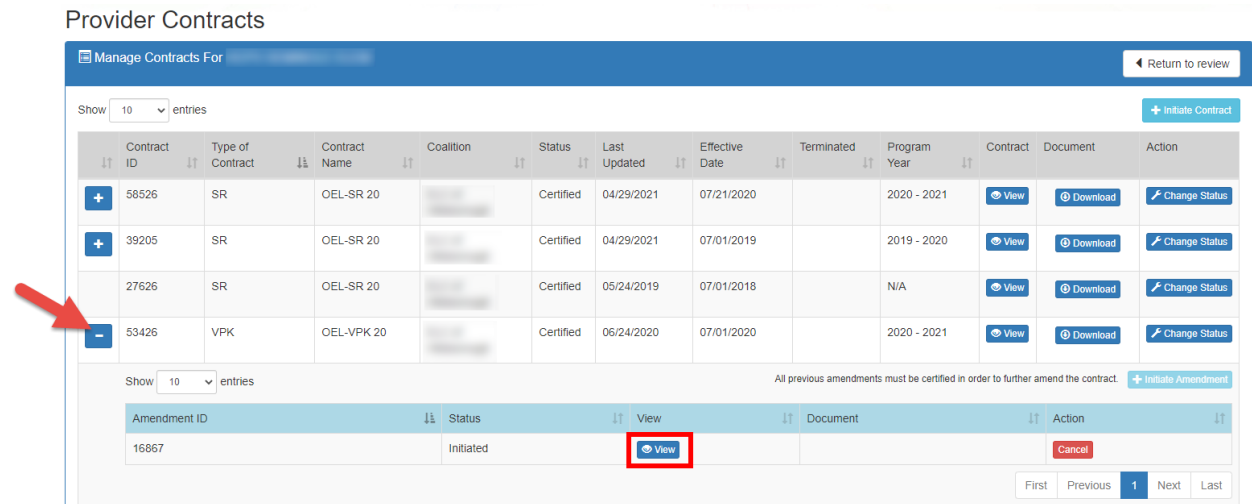
The screenshot shows the 'Add or Remove Providers' interface after clicking 'Save'. A 'Revert Changes' button is highlighted with a red box. Below it, there is a 'Provider:' label followed by a blurred provider name. Below the provider name is a text area with the prompt: 'Enter the reason for this provider's addition to the contract:'. At the bottom, there are navigation buttons: 'Previous Step', 'Save', and 'Save & Initiate'. The 'Save & Initiate' button is highlighted with a red box.

When **Save & Initiate** is clicked, the Confirm Save and Initiate Amendment pop-up message appears. Click **Yes** to initiate the amendment and send it to the provider, or **Cancel** to close the message.



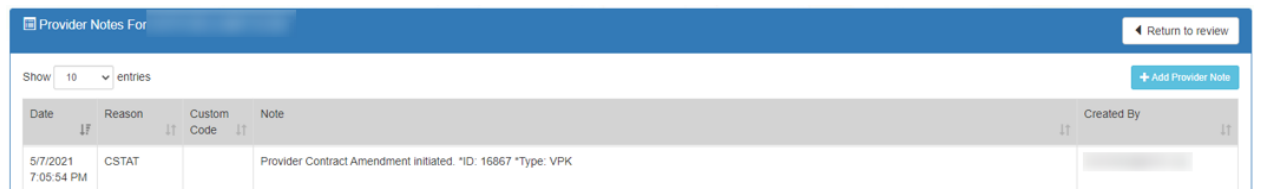
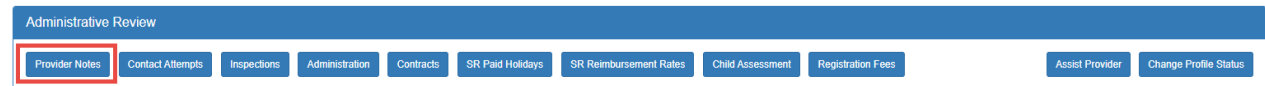
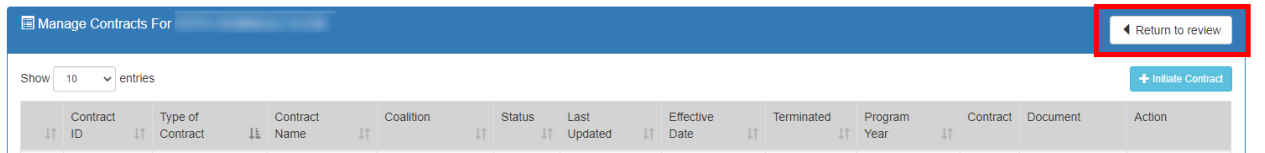
When the **Yes** button is clicked, the user is navigated to the Manage Contracts page. Click the plus "+" sign to the left of the VPK 20 contract to expand the amendment section. The amendment is in **Initiated** status.

To preview the **Initiated** VPK 20A form, and any associated exhibits, click the **View** button.



To verify that a provider note was written when the amendment was initiated, click the **Return to review** button to return to the Administrative Review page.

Provider Contracts



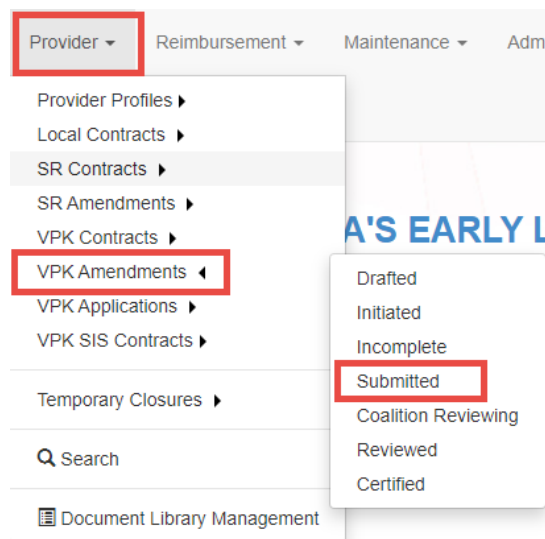
The amendment is now available at **Provider > VPK Amendments > Initiated**.

NOTE: An email notification is sent to the provider’s contact email address when the VPK amendment is initiated.

NOTE: If the provider decides to opt-in or opt-out of the VPK Advance Payment after the contract is **Certified**, an amendment must be initiated. If no other changes are needed, such as provider’s principal office location or adding/removing providers, the coalition user will click the **Next Step** buttons to skip through those pages and click the **Save & Initiate** button. The provider will edit the amendment and select yes or no to the VPK Advance Payment options on the amendment and then submit the amendment to the coalition.

Reviewing and Certifying a VPK Amendment

When the provider has signed and submitted the VPK amendment, navigate to **Provider > VPK Amendments > Submitted**.



Click the Amendment ID link for the provider.

Current Submitted VPK Amendments 1 Total Records Program Year: 2022 - 2023

Show entries

[Clear All Filters](#) Search: [Export to Excel](#)

Amendment ID	Program Year	Contract Name	Provider ID	Doing Business As	Principal ID	Principal Name	Amendment Status	Last Modified By	Last Modified Date	Start Date	End Date
38602	2022 - 2023	VPK 20 Amendment					Submitted		08/31/2022		06/30/2023

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

On the signatures page, click **Preview Amendment** to view the VPK 20A form. To sign the amendment, click the By Electronic Signature box for the authorized coalition representative.

VPK Amendment Change Amendment Status

[Preview Amendment](#)

(Electronic Signature)

Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative

By Electronic Signature

Director

Print Name

5/10/2021 10:41:11 AM

Title

Date

Provider's Additional Signatory (If required by the Provider)

By Electronic Signature

Print Name

Title

Date

Provider's Additional Signatory (If required by the Provider)

By Electronic Signature

Print Name

Title

Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative

By Electronic Signature

Print Name

Title

Date

When the By Electronic Signature box is selected, the VPK Amendment Electronic Signature pop-up message displays. Enter the Title of Signator (not a name), then click **Yes**. To close the message without signing, click **Cancel**.

VPK Amendment Electronic Signature

You are about to electronically sign the VPK Amendment.

Title of Signator: *

Click "Yes" to confirm your electronic signature.

[Yes](#) [Cancel](#)

When **Yes** is clicked, the coalition user's name, title, and the date are populated on the signature page. To remove the coalition's signature, uncheck the By Electronic Signature box and click **Yes** in the pop-up message.

After signing the amendment, click the **Change Amendment Status** button.

VPK Amendment Change Amendment Status

Preview Amendment

(Electronic Signature)

Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative

By Electronic Signature

Director

Print Name

5/10/2021 10:41:11 AM

Title

Date

Provider's Additional Signatory (If required by the Provider)

By Electronic Signature

Title

Date

Provider's Additional Signatory (If required by the Provider)

By Electronic Signature

Title

Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

(Electronic Signature)

Signature of Authorized Coalition Representative

By Electronic Signature

Contracts Manager

Print Name

5/10/2021 7:04:07 PM

Title

Date

Set the amendment status to **Coalition Reviewing** or **Reviewed**, if applicable. When the contract is ready to be certified, click the **Change Amendment Status** button on the signatures page and set the amendment status to **Certified**.

Amendment: Change Status

Status: Submitted

Amendment Type:

VPK

Amendment Status: *

- Select New Status -

- Select New Status -

Coalition Reviewing

Reviewed

Certified

Cancel Save

Enter the amendment start date, then click **Save**.

NOTE: Amendments can be backdated to the effective date of the contract or latest certified amendment for the same program year. Amendments can also be future dated up to the contract/amendment end date.

Amendment: Change Status

Status: Submitted

Amendment Type: VPK

Amendment Status: Certified

Status Date: 02/13/2020

Start Date: 02/13/2020

End Date: 05/30/2020

Cancel Save

Amendment: Change Status

Status: Submitted

Amendment Type: VPK

Amendment Status: Certified

Status Date: 05/25/2021

Start Date: 05/25/2021

End Date: 06/30/2021

Cancel Save

Your Requested Action Has Been Performed

Please choose another action from the menu to continue working.

Navigate to the provider's Manage Contracts page to view the certified amendment. Click the plus "+" sign to the left of the VPK 20 contract to expand the amendment section. The amendment is in **Certified** status.

To preview the certified VPK 20A form and any associated exhibits, click the **View** button, or click the **Download** button to download the amendment as a PDF.

Provider Contracts

Manage Contracts For

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Effective Date	Terminated	Program Year	Contract	Document	Action
58526	SR	OEL-SR 20		Certified	04/29/2021	07/21/2020		2020 - 2021	View	Download	Change Status
53426	VPK	OEL-VPK 20		Certified	06/24/2020	07/01/2020		2020 - 2021	View	Download	Change Status

Show 10 entries

Amendment ID	Status	View	Document	Action
16967	Certified	View	Download	

First Previous 1 Next Last

Cancelling a VPK Amendment

Cancelling an amendment will delete the amendment from the system. To cancel an amendment at any stage prior to being certified, from the Manage Contracts page, click the plus “+” sign to the left of the contract to expand the amendment section. Then, click the red **Cancel** button.

The screenshot shows the 'Manage Contracts For' interface. At the top, there is a 'Return to review' button and a 'Show 10 entries' dropdown. Below this is a table of contracts with columns: Contract ID, Type of Contract, Contract Name, Coalition, Status, Last Updated, Effective Date, Terminated, Program Year, Contract, Document, and Action. Two contracts are listed: 58526 (SR) and 53426 (VPK). A red arrow points to the minus sign next to contract 53426. Below the main table, there is an 'Amendments' section with a 'Show 10 entries' dropdown and a note: 'All previous amendments must be certified in order to further amend the contract.' The amendments table has columns: Amendment ID, Status, View, Document, and Action. Two amendments are listed: 16867 (Certified) and 17893 (Drafted). The 'Cancel' button in the Action column for amendment 17893 is highlighted with a red box.

NOTE: Once the amendment is certified, the **Cancel** button is no longer available for that amendment.

The Confirm Cancel Amendment pop-up message displays. Click **Yes** to permanently delete the amendment, or **Cancel** to close the message.

The screenshot shows a 'Confirm Cancel Amendment' pop-up window. The message inside reads: 'Are you sure you want to cancel this amendment? The amendment will be deleted, and this action cannot be undone.' At the bottom of the pop-up, there are two buttons: 'Yes' and 'Cancel', both of which are highlighted with a red box.

When **Yes** is selected, the amendment is deleted from the system and is no longer visible on the provider Manage Contracts page.

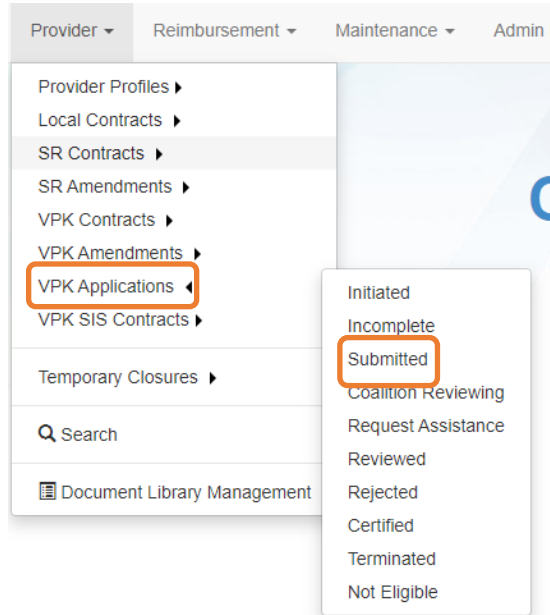
To view the provider note for a canceled amendment, click the **Return to review** button to return to the Administrative Review page, then click **Provider Notes**.

The screenshot shows the 'Administrative Review' page. At the top, there is a 'Return to review' button and a 'Show 10 entries' dropdown. Below this is a row of buttons: 'Provider Notes', 'Contact Attempts', 'Inspections', 'Administration', 'Contracts', 'SR Paid Holidays', 'SR Reimbursement Rates', 'Child Assessment', 'Registration Fees', 'Assist Provider', and 'Change Profile Status'. The 'Provider Notes' button is highlighted with a red box. Below the buttons is a 'Provider Notes For' section with a 'Return to review' button and a 'Show 10 entries' dropdown. Below this is a table of provider notes with columns: Date, Reason, Custom Code, Note, and Created By. One note is listed: 5/25/2021 7:50:57 PM, PSC, The VPK amendment [ID: 17893] was canceled by [redacted] on 5/25/2021 7:50:57 PM.

Processing a VPK-APP

Reviewing a VPK-APP

To review a VPK-APP, the coalition user will click the **Provider** dropdown menu, select VPK Applications and click **Submitted** to see all submitted VPK-APPs.



Click the Contract ID of the desired VPK-APP.

Current Submitted VPK-APP Contracts 7 Total Records Program Year: 2021 - 2022

Show 10 entries Clear All Filters Search:

Contract ID	Program Year	Contract Name	Provider ID	Doing Business As	Principal ID	Principal Name	Status	Last Modified By	Last Modified Date	Start Date	End Date
31826	2021 - 2022	VPK 10,11A,11B					Submitted		03/10/2022	07/01/2021	05/26/2022

Then, the following will display.

Smoke Test 2016 - 2017 (Submitted) Change Status

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

Attendance Policy Submission

A VPK Provider must

- ✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
- ✓ Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- ✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- ✓ Not amend its attendance policy for its VPK program duration of the VPK contract

Please Note

Section 1002.71, F.S., states a private prekindergarten provider or public school may not require payment of a fee or charge for services provided for a child enrolled in VPK during a period reported for funding purposes; or require a child to enroll for, or require the payment of any fee or charge for, supplemental services as a condition of admitting a child for enrollment in the VPK program.

File Name	Uploaded On	Size	Verified By	Verified On
Upload Docs.jpg Download	06/23/2017	73 KB	florindalbrown@gmail.com	06/23/2017

The coalition user can click on each tab to review the information.

To verify a document, the coalition user can click the **Verify** button on the VPK Director, VPK Instructor, VPK Calendars and VPK Class(es) tabs.

Smoke Test 2016 - 2017 (Submitted) Change Status

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

★ Janet Jackson

Telephone Number: 999999999
 Email: Test@gmail.com
 Credential Type: VPK Director Credential
 Credential Certificate Number: 26591621
 Credential Issue Date: 06/01/2017
 Credential Expiration Date: 06/30/2017

Supporting Documents: Edit

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-fical-blossa.jpg	Background Screening			06/23/2017	835 KB	florindalbrown@gmail.com	06/23/2017
flower-purple-fical-blossa.jpg	Affidavit of Good Moral Character			06/23/2017	835 KB	florindalbrown@gmail.com	06/23/2017
C:\Users\jrm.ledbetter\Pictures\Saved Pictures\TEST DOCUMENT.docx	Credential			06/28/2017	15 KB		

Smoke Test 2016 - 2017 (Submitted) Change Status

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

AS16 Verify

Non-instructional, Site Closures and Exceptional Instructional Days: June 2017

Calendar Name: AS16
 Program Type: School Year (540 hours)
 Calendar Start Date: 06/01/2017
 Calendar End Date: 06/11/2017

Instructional Days:

Day	Start Time	End Time
Monday	08:00 AM	04:00 PM
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

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

Total Calculated Hours: 80.00
 Total VPK Instructional Days: 10

Smoke Test 2016 - 2017 (Submitted) Change Status

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

AS16 Verify

Class Name: AS16
 Class Calendar: Calendar Name
 Main Curriculum: BABY DOLL CIRCLE TIME
 Class Start Date: 06/01/2017
 Class End Date: 06/11/2017

Instructors:

Name	Type
Michael Jackson	Lead

June 2017

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

After clicking the **Verify** button, the coalition user's email address and verification date will populate in each tab.

Supporting Documents: [Edit](#)

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blossio.jpg	Background Screening			06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
flower-purple-lcal-blossio.jpg	Affidavit of Good Moral Character			06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
C:\Users\jim.ledbetter\Pictures\Saved Pictures\TEST DOCUMENT.docx	Credential			06/28/2017	15 KB	oeldemonstration+elc@gmail.com	06/28/2017



Verified By oeldemonstration+elc@gmail.com, On 06/28/2017

Calendar Name: Calendar Name
 Program Type: School Year (540 hours)
 Calendar Start Date: 06/01/2017
 Calendar End Date: 08/11/2017



Verified By oeldemonstration+elc@gmail.com, On 06/28/2017

Class Name: N/A
 Class Calendar: Calendar Name
 Main Curriculum: BABY DOLL CIRCLE TIME
 Class Start Date: 06/01/2017
 Class End Date: 08/11/2017

Viewing VPK-APP Removed Items

Items that have been removed from the VPK-APP by the provider can be viewed on the following tabs:

- VPK Director
- VPK Instructors
- VPK Calendars
- VPK Classes
- Review

On the VPK Director, VPK Instructors, VPK Calendars, and VPK Classes tabs, click the checkbox to show any removed items on each tab.

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

Show removed class instructors

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
Background Screening.pdf	Background Screening	06/25/2019	01/23/2022	07/23/2019	192 KB		07/24/2019
Attestation of Good and Moral Character.pdf	Affidavit of Good Moral Character			07/23/2019	144 KB		07/24/2019
Educator Certificate.pdf	Credential	06/10/2019	06/30/2022	07/23/2019	90 KB		07/24/2019
transcripts.pdf	Additional Documentation			07/23/2019	788 KB		07/24/2019
- Attestation.pdf	Affidavit of Good Moral Character	05/13/2021		05/19/2021	146 KB		
- Attestation.pdf	Affidavit of Good Moral Character			06/25/2021	150 KB		

(Removed)

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
-clearance_001.pdf	Background Screening	02/21/2017	02/15/2022	03/23/2016	85 KB		03/26/2016
-affidavit_001.pdf	Affidavit of Good Moral Character	05/21/2014		03/23/2016	145 KB		03/26/2016
-attestation.pdf	Affidavit of Good Moral Character	05/13/2021		05/19/2021	144 KB		
-attestation.pdf	Affidavit of Good Moral Character			06/25/2021	154 KB		
-attestation.pdf	Affidavit of Good Moral Character	05/13/2021		06/25/2021	154 KB		06/26/2021
TEST DOCUMENT.docx	Background Screening			07/27/2021	11 KB		

Editing a VPK-APP

Coalition users can click the **Edit** button on the VPK Director and VPK Instructors tabs to edit information. Documents may be uploaded by users, and un-verified documents may be deleted.

Smoke Test 2016 - 2017 (Submitted) Change Status

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

Michael Jackson

SSN: 999999999
Degree: Received a B.S. or a B.A.
Type: Lead
Credential: Family Child Care Home or Large Family Child Care Home 30-hour training course
Start Date: 06/03/2017
End Date:
Certified Teacher? Yes

Supporting Documents **Edit**

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blosso.jpg	Background Screening	06/08/2017	06/30/2017	06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017

If edits are made to a tab, the coalition user must click the **Update** button to save the changes.

Smoke Test 2016 - 2017 (Submitted) Change Status

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

VPK Director Name: Janet Jackson
Telephone Number: 999999999
Email: Test@gmail.com
Credential Type: VPK Director Credential
Credential Certificate Number: 26591621
Credential Issue Date: 06/01/2017
Credential Expiration Date: 06/30/2017

Document Type:
 Background Screening
 Affidavit of Good Moral Character
 Credential
 Additional Documentation

Choose Files: Browse... Choose documents by clicking Browse button

Document Issued Date: Enter or Select Date
Document Expiration Date: Enter or Select Date

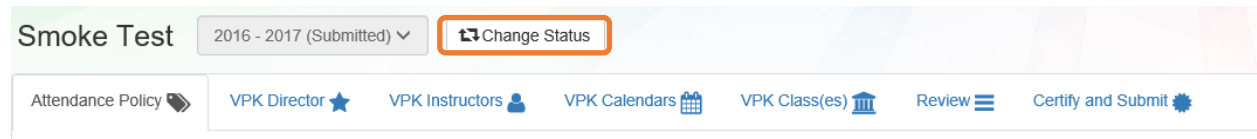
Upload

File Name	Document Type	Issued On	Expires On	Uploaded On	Size	Verified By	Verified On
flower-purple-lcal-blosso.jpg	Background Screening	Enter or Set	Enter or Set	06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
flower-purple-lcal-blosso.jpg	Affidavit of Good Moral Character	Enter or Set	Enter or Set	06/23/2017	835 KB	florindabrown@gmail.com	06/23/2017
C:\Users\jlm\edbetter\Pictures\Saved Pictures\TEST DOCUMENT.docx	Credential	Enter or Set	Enter or Set	06/28/2017	15 KB		

Update Issued, Expiration Dates Cancel

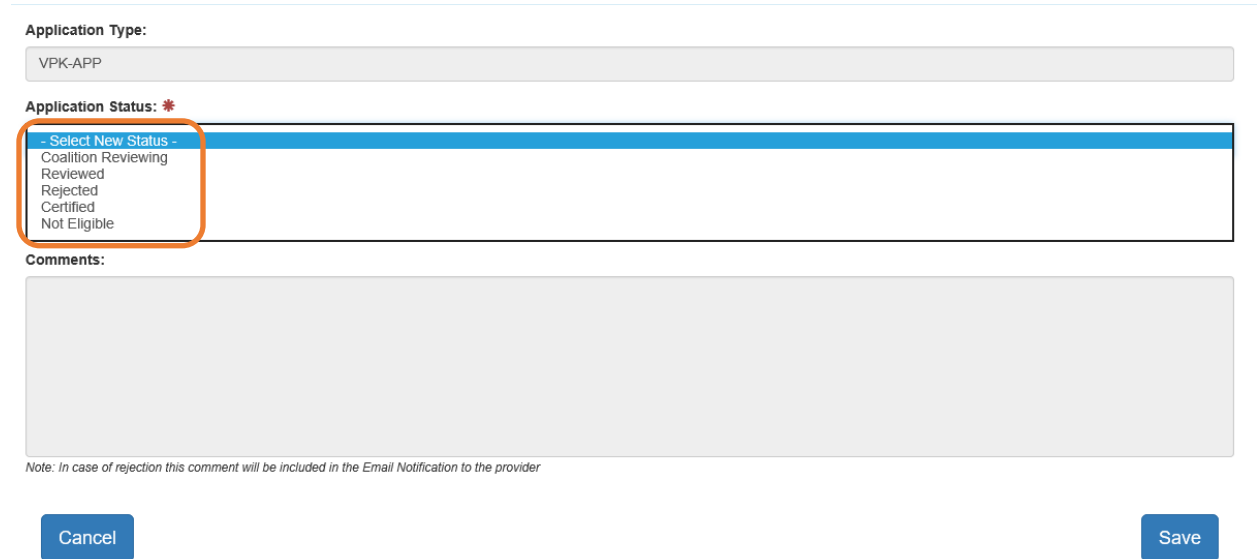
Changing VPK-APP Status

A coalition user can change a VPK-APP's status by clicking the **Change Status** button on any tab of the VPK-APP.



The screenshot shows the top navigation bar of the VPK-APP interface. The main title is "Smoke Test". To its right is a dropdown menu showing "2016 - 2017 (Submitted)". A button labeled "Change Status" with a circular arrow icon is highlighted with an orange box. Below the navigation bar is a horizontal menu with several items: "Attendance Policy" (with a document icon), "VPK Director" (with a star icon), "VPK Instructors" (with a person icon), "VPK Calendars" (with a calendar icon), "VPK Class(es)" (with a building icon), "Review" (with a list icon), and "Certify and Submit" (with a gear icon).

Then, select a new status.



The screenshot shows the "Change Status" form. The "Application Type" field is set to "VPK-APP". The "Application Status" field is highlighted with a blue border and contains a dropdown menu with the following options: "- Select New Status -", "Coalition Reviewing", "Reviewed", "Rejected", "Certified", and "Not Eligible". The "Coalition Reviewing" option is selected. Below the status field is a "Comments" text area. At the bottom of the form are two buttons: "Cancel" and "Save". A note at the bottom of the form reads: "Note: In case of rejection this comment will be included in the Email Notification to the provider".

VPK-APP Status Definitions

Coalition Reviewing

The coalition is actively reviewing the VPK-APP.

Reviewed

The coalition has reviewed, but not certified, the VPK-APP.

Rejected

The VPK-APP has missing or incorrect information that is necessary for approval.

Certified

The VPK-APP is approved.

Not Eligible

The coalition has determined that the provider is not eligible for a VPK-APP.

NOTE: The provider can edit the VPK-APP in any status, but must certify and submit the VPK-APP to notify the coalition that edits have been made.

Refreshing a VPK-APP

If a Provider Portal user has changed a profile field that affects the VPK-APP, the following will display on review.

Curriculum		
Curriculum	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Other		

After the coalition user clicks the **Change Profile Status** button...

Administrative Review

Provider Notes | Contact Attempts | Inspections | Administration | Contracts | SR Paid Holidays | SR Reimbursement Rates | Child Assessment

Assist Provider | **Change Profile Status**

...the following will display.

Provider Profile: Change Status Submitted

Profile has contract related changes.
There are changes to profile fields affecting the certified or pending VPK Provider Application (VPK 10, 11A, 11B):
Select the appropriate contract action below:

Update existing VPK App and notify provider

Profile Status: *

Active
CoalitionReviewing
Inactive
Rejected

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

Cancel Save

When the **Save** button is clicked, the provider's VPK-APP status will change to **Incomplete**. The Provider Portal user will then review the VPK-APP and re-submit the edited VPK-APP. If the coalition user un-checks the **Update existing VPK App and notify provider** checkbox, but decides to update and notify, the VPK-APP can be re-initiated again and the checkbox left checked.

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status
26723	SR	SR (Paper)	OEL	Terminated	04/05/2017	01/10/2017	1/10/2018	4/4/2017	Paper	None	Change Status
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	07/01/2017	3/2/2019	6/26/2017	Paper	None	Amend Change Status
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	07/01/2017	6/30/2018	5/26/2017	View	N/A	Amend Change Status
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Incomplete	08/11/2017	06/21/2017	7/27/2018		View	N/A	Change Status

Contract ID Type of Contract Contract Name Coalition Status Last Updated Start Date End Date Terminated Contract Document Action

First Previous 1 Next Last

The provider owner and VPK director will receive the following email from **DONOTREPLY@oel.myflorida.com**.

From: <OELSystemTest@oel.myflorida.com>
 Date: Wed, Aug 16, 2017 at 12:06 PM
 Subject: Signature Required - VPK Provider Application Updated
 To: alatham77@gmail.com
 Cc: ME@nowhere.com

Hello,

The VPK Provider Application (VPK 10.11A, 11B) forms have been updated for Maggie Mae Daycare. Your review and signature is required. Please log on the Provider Portal and go to the Contracts menu, and choose Manage Contracts. On this page, locate your VPK-APP and click Edit. Review the VPK Provider Application information and submit your signature on the Certify and Submit tab.

Please review and submit your signature as quickly as possible.

Thank you,

ELC of the Big Bend Region
 (866) 973-0030
<http://www.elcbigbend.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

After the Provider Portal user submits the edited VPK-APP, the coalition user will click the **Change Status** button...

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status
26723	SR	SR (Paper)	OEL	Terminated	04/05/2017	01/10/2017	1/10/2018	4/4/2017	Paper	None	Change Status
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	07/01/2017	3/2/2019	6/26/2017	Paper	None	Amend Change Status
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	07/01/2017	6/30/2018	5/26/2017	View	N/A	Amend Change Status
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Submitted	08/11/2017	06/21/2017	7/27/2018		View	Download	Change Status

First Previous 1 Next Last

...and change the VPK-APP status to **Certified**.

VPK Provider Application: Change Status

Status: Submitted
Application: OEL-VPK 10

Application Type:
VPK-APP

Application Status: *
Certified

Status Date:
08/11/2017

Start Date:
07/01/2017

End Date:
07/27/2018

Comments:

Note: In case of rejection this comment will be included in the Email Notification to the provider

The coalition user can also refresh the VPK-APP by clicking the **Initiate Contract** button.

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status

This will change the status of an existing VPK-APP to **Incomplete** from any status.

Provider Contracts

Manage Contracts For Jim's House Of Canes & Gators Return to review

Show 10 entries + Initiate Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
26804	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Terminated	06/26/2017	05/18/2017	6/30/2017	4/28/2017	Paper	None	Change Status
26788	VPK-SIS	VPK SIS 20S	ELC of the Big Bend Region	Certified	04/04/2017	04/04/2017	6/30/2017		Paper	None	Edit Change Status
26731	SR	SR (Paper)	OEL	Terminated	06/30/2017	01/01/2017	1/1/2018	6/30/2017	Paper	None	Change Status
26723	SR	SR (Paper)	OEL	Terminated	04/05/2017	01/10/2017	1/10/2018	4/4/2017	Paper	None	Change Status
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	07/01/2017	3/2/2019	6/26/2017	Paper	None	Amend Change Status
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	07/01/2017	6/30/2018	5/26/2017	View	N/A	Amend Change Status
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	07/01/2017	6/30/2018		View	N/A	Amend Change Status
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Incomplete	08/11/2017	06/21/2017	7/27/2018		View	N/A	Change Status

Contract ID Type of Contract Contract Name Coalition Status Last Updated Start Date End Date Terminated Contract Document Action

First Previous 1 Next Last

A Provider Portal user can also trigger a refresh of a **Certified** VPK-APP by editing the VPK-APP. This will change the status to **Incomplete** from **Certified** and then the user can submit the edited VPK-APP for coalition review.

Vendor Number Entry

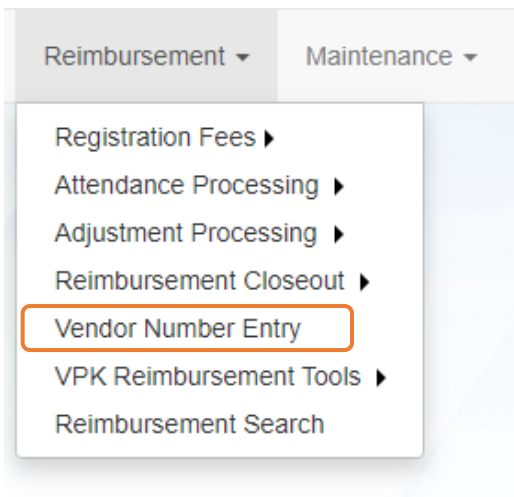
A vendor number is required for contracted providers. Coalitions may review a Tableau report to identify providers with or without vendor numbers, as well as create and manage vendor numbers.

Accessing the Vendor Number Report in Tableau

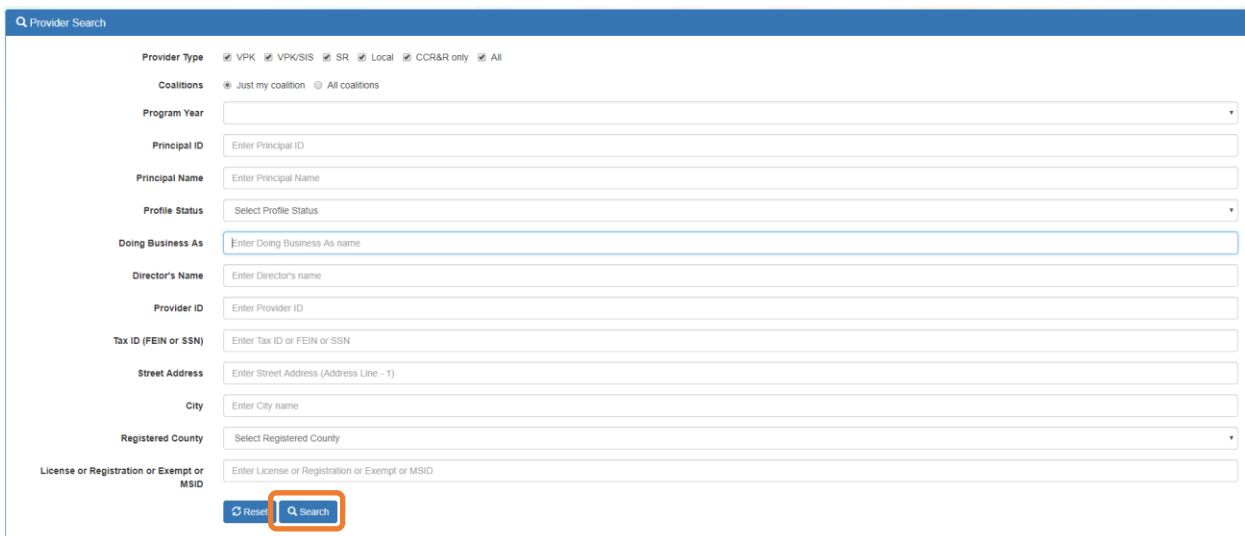
Coalition users with a Tableau account may access the Vendor Number Report by going to <https://oel-reports.floridaearlylearning.com>. From Projects, select the ~Mod 3.0~ folder. Select the **Vendor Number Report** workbook. Select the **Provider Vendor Dashboard** view (to search specific providers) or the **Vendor Number Report** view (to see all providers).

Adding/Viewing Vendor Numbers

To begin, go to the Reimbursement menu item and select Vendor Number Entry.



A provider search page displays. Enter search criteria for a provider and click **Search**.

A screenshot of the 'Provider Search' form. The form contains several fields for search criteria: 'Provider Type' (checkboxes for VPK, VPK/SIS, SR, Local, CCR&R only, All), 'Coalitions' (radio buttons for 'Just my coalition' and 'All coalitions'), 'Program Year' (dropdown), 'Principal ID' (text input), 'Principal Name' (text input), 'Profile Status' (dropdown), 'Doing Business As' (text input), 'Director's Name' (text input), 'Provider ID' (text input), 'Tax ID (FEIN or SSN)' (text input), 'Street Address' (text input), 'City' (text input), 'Registered County' (dropdown), and 'License or Registration or Exempt or MSID' (text input). At the bottom, there are 'Reset' and 'Search' buttons. The 'Search' button is highlighted with an orange border.

Results display. Click the **View Vendor Number** button.

Provider Search Results 3 Total Records

Show 10 entries ▾

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal id	Principal Name	Street Address	Address Line2	City	ZIP	Co	
19449	View Vendor Number	60984	3409823409842	2017 - 2018	Active	06/30/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KR
19449	View Vendor Number	66093	3409823409842	2018 - 2019	Active	11/30/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KR
19448	View Vendor Number	60953	TEST111	2017 - 2018	Active	06/30/2018	Kim's Test Daycare	Director Name	TEST111	14895	KIM TEST PROVIDER	2305 HOME CT		TALLAHASSEE	32303	KR
19448	View Vendor Number	60987	TEST111	2018 - 2019	Active	06/30/2018	Kim's Test Daycare	Director Name	TEST111	14895	KIM TEST PROVIDER	2305 HOME CT		TALLAHASSEE	32303	KR
19453	View Vendor Number	60990	EXEMPT	2017 - 2018	Incomplete		Provider_test	229999999	14900	Provider_test	250 MARRIOTT DR		TALLAHASSEE	32301	KR	
19449	View Vendor Number	60999	exempt	2018 - 2019	Active	07/01/2018	randi's house	dave	3453453	14908	jamie's house	123 OAK ST		TALLAHASSEE	32301	KR
19450	View Vendor Number	60998	exempt	2018 - 2019	Incomplete		SK Provider	TTTTTTTTTTTTTTTTTTTT	14907	SK Provider	250 MARRIOTT DR		TALLAHASSEE	32301	KR	
19458	View Vendor Number	60996	E978789789	2018 - 2019	Submitted	07/01/2018	Testers R Us	Desi Name	test2222	14905	Tester Test, Inc.	1513 BELMONT TRCE		TALLAHASSEE	32301	MP
19450	View Vendor Number	60985	exempt	2017 - 2018	Active	06/30/2018	TWIN DAYCARE	Marilyn	293493274739	14897	twin schools	123 OAK ST	123 OAK ST	TALLAHASSEE	32301	MP

The Vendor Number List for the provider displays with several sections: provider information, coalition drop down, saved vendor number list, and add a vendor number. The coalition drop down is restricted to the user's coalition.

Vendor Number List

Provider Information

Provider ID: 19461

Doing Business As Name: randi's house Street Address: 123 OAK ST TALLAHASSEE, FL 32301 Registered County: KREPS ISLAND

No Associated Vendor Numbers
This provider currently has no Vendor Numbers associated with it. To add one, first select a coalition that you have permission to access.

Coalition: ELC of TALLAHASSEE ▾

Show 10 entries ▾ Search:

Vendor Number	Description	EFS Legacy Provider/Extension	Funder Type	Created Date	Created By	Remove
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

+ Add A Vendor Number

Vendor Number * Description EFS Legacy Provider/Extension Funder Type *

In the Add a Vendor Number section, enter the required fields.

- a. Vendor Number – alphanumeric field that holds the local accounting system’s vendor number as input by the coalition
- b. Description – optional field (useful for labeling when this vendor number should be used)
- c. EFS Legacy Provider/Extension – optional field (useful for including EFS Legacy values)
- d. Funder Type – drop down; select a funding type (SR, Local, or VPK) or select All to apply the same number to all funding types for the provider.
 - a. The vendor numbers created may be assigned to attendance rosters for reimbursement.
 - b. It is possible to create multiple vendor numbers for the VPK program that can later be assigned to specific classes (if needed).

When complete, click the **Add Vendor Number** button. The saved vendor number list updates with the new information.

The screenshot shows the 'Vendor Number List' interface. At the top, there is a 'Provider Information' section with the following details:

- Provider ID: 19461
- Doing Business As Name: randi's house
- Street Address: 123 OAK ST TALLAHASSEE, FL 32301
- Registered County: KREPS ISLAND

Below this, there is a 'Coalition' dropdown set to 'ELC of TALLAHASSEE' and a search field. A table displays the following vendor numbers:

Vendor Number	Description	EFS Legacy Provider/Extension	Funder Type	Created Date	Created By	Remove
123456			SR	12/9/2018	alatham77+00996@gmail.com	X
123456			VPK	12/9/2018	alatham77+00996@gmail.com	X
123456			Local	12/9/2018	alatham77+00996@gmail.com	X

At the bottom, there is an 'Add A Vendor Number' form with fields for Vendor Number, Description, EFS Legacy Provider/Extension, and Funder Type, and an 'Add Vendor Number' button.

Removing Vendor Numbers

To remove a vendor number, follow the steps above to locate the provider through the Vendor Number Entry provider search and click the **View Vendor Number** button. In the saved vendor number list, click the Remove (X) button. A confirmation window displays. Click Yes to remove the vendor number or click Cancel to abandon the action.

Assigning Vendor Numbers to a VPK Class

Assigning a vendor number to a VPK class is an optional feature and may not be used by all coalitions. During reimbursement, the system will first look to see if a VPK class has a specific vendor number assigned, if not, the system will use the top VPK vendor number created (if more than one VPK vendor number exists).

To assign a vendor number to specific VPK class, follow the steps above to locate the provider through the Vendor Number Entry provider search, click the **View Vendor Number** button, and create the vendor numbers to be used by each class at the provider.

The screenshot shows the 'Vendor Number List' interface for a different provider. The 'Provider Information' section includes:

- Provider ID: 19449
- Doing Business As Name: Growing Up Strong
- Street Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301
- Registered County: KREPS ISLAND

The 'Coalition' is 'ELC of TALLAHASSEE'. The table below shows four vendor numbers, with the last two highlighted in orange:

Vendor Number	Description	EFS Legacy Provider/Extension	Funder Type	Created Date	Created By	Remove
123456			SR	12/9/2018	alatham77+00996@gmail.com	X
123456			Local	12/9/2018	alatham77+00996@gmail.com	X
55-987654	VPK Headstart Class		VPK	12/9/2018	alatham77+00996@gmail.com	X
75-654111	VPK County Class		VPK	12/9/2018	alatham77+00996@gmail.com	X

The 'Add A Vendor Number' form is also visible at the bottom.

With the VPK vendor numbers created, go to the Provider menu item and select **Search**. Enter criteria to locate the VPK provider and click the **Search** button. Results display. Click the **Profile ID** link to open the provider's profile.

Provider Search Results 2 Total Records

Show 10 entries -

Provider ID	Profile ID	Registration Number	Program Year	Profile Status	Submitted Date	Doing Business As	Director Name	Tax ID	Principal ID	Principal Name	Street Address	Address Line2	City	ZIP	County	Requested Contract T
19449	60984	3409823409842	2017 - 2018	Active	06/30/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KREPS ISLAND	Both VPK and SR
19449	60991	3409823409842	2018 - 2019	Active	07/01/2018	Growing Up Strong	Andrea Latham	0893485	14896	Growing Up Strong, LLC	205 MARRIOTT DR		TALLAHASSEE	32301	KREPS ISLAND	Both VPK and SR

On the provider's Administrative Review task bar, click the **Contracts** button.

Administrative Review

Provider Notes | Contact Attempts | Inspections | Administration | **Contracts** | SR Paid Holidays | SR Reimbursement Rates | Child Assessment

Assist Provider | Change Profile Status

Then, click the **View** button for the VPK Provider Application (VPK-APP) for the applicable program year.

Manage Contracts For Growing Up Strong Return to review

Show 10 entries Initalize Contract

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Start Date	End Date	Terminated	Contract	Document	Action
27708	VPK	OEL-VPK 20	ELC of TALLAHASSEE	Incomplete	07/01/2018	07/01/2018	6/30/2019		View	N/A	Cancel Contract
27703	SR	OEL-SR 20	ELC of TALLAHASSEE	Certified	07/29/2018	07/18/2018	6/30/2019		View	Download	Amend Change Status
27700	VPK	OEL-VPK 20	ELC of TALLAHASSEE	Certified	06/30/2018	06/30/2018	6/30/2018		View	Download	Amend Change Status
10214	VPK-APP	VPK 10,11A,11B	ELC of TALLAHASSEE	Certified	07/17/2018	07/01/2018	5/31/2019		View	Download	Change Status
10211	VPK-APP	VPK 10,11A,11B	ELC of TALLAHASSEE	Certified	06/30/2018	06/30/2018	7/26/2018		View	Download	Change Status

Contract ID | Type of Contract | Contract Name | Coalition | Status | Last Updated | Start Date | End Date | Terminated | Contract | Document | Action

First Previous 1 Next Last

The VPK Provider Application displays. Click the **VPK Class(es)** tab. For each class that needs a specific vendor number assigned, click the **Update** button.

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

AF18
Verified By alatham77+OELelc@gmail.com, On 07/03/2018
Class Name: Purple Room
Class Calendar: Fall
Main Curriculum: SCHOLASTIC ENGLISH
Class Start Date: 07/02/2018
Class End Date: 06/30/2019
Vendor Number: [Update](#)
Instructors:

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Noninstructional Holiday	5	6	7

A window displays with the available VPK vendor numbers. Choose the vendor number can click the **Select** button.

Home | VPK Program | SR Program | TAPP | Provider

Growing Up Strong | 2018 - 2019 (Certified) | [Close](#)

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

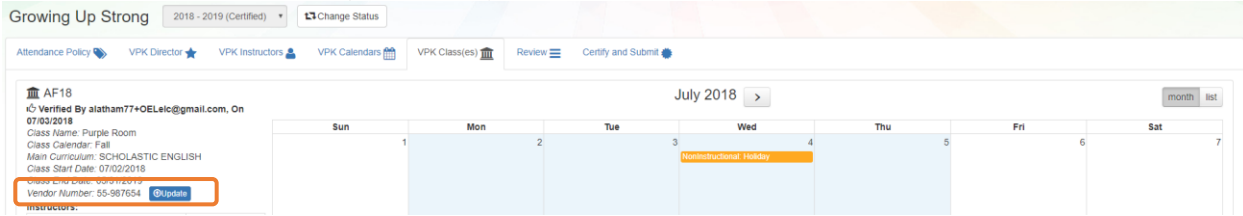
AF18
Verified By alatham77+OELelc@gmail.com, On 07/03/2018
Class Name: Purple Room
Class Calendar: Fall
Main Curriculum: SCHOLASTIC ENGLISH
Class Start Date: 07/02/2018
Class End Date: 06/30/2019
Vendor Number: [Update](#)
Instructors:

Vendor Number

Vendor Number	Description	EFS Legacy Provider/Extension	Action
55-987654	VPK Headstart Class		Select
75-654111	VPK County Class		Select

[Close](#)

Now, the vendor number is assigned to the specific VPK class. Repeat as needed.

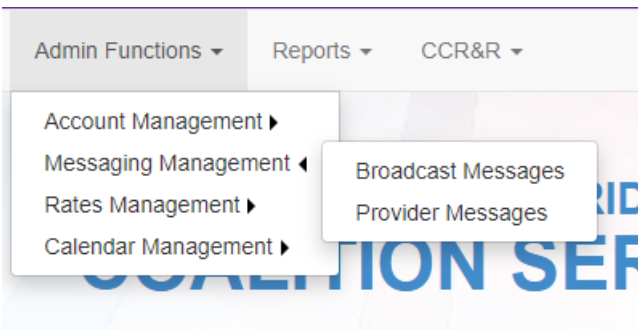


Provider Messaging

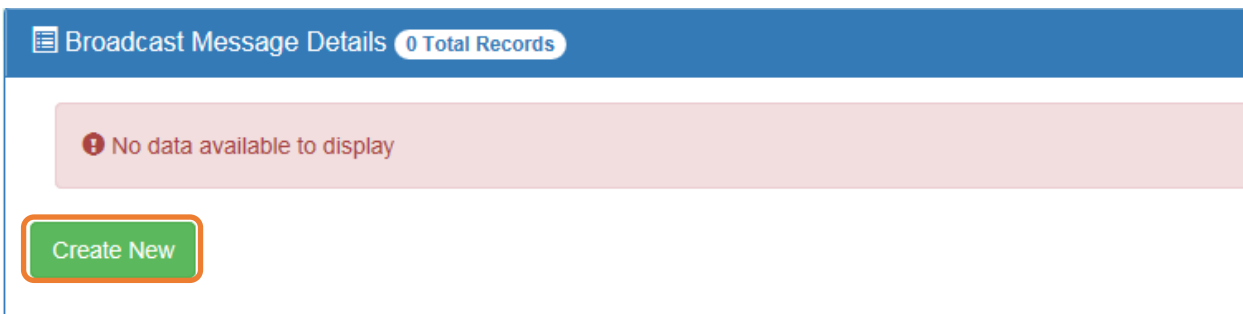
Broadcast Message Management (not yet available)

The Broadcast message management function allows coalitions to send messages to all providers in the coalition service area. This function is only available to coalition admins and DEL admins. Currently, coalitions cannot send to SR, VPK, or CCR&R providers each, but must send a message to all providers, regardless of services provided.

To access the Broadcast message management function, coalition admins will click the **Admin Functions** button, select **Messaging Management** and then **Broadcast messages**.



Then, click the **Create New** button.



The coalition admin will then select the audience for the message, decide which county(ies) (if a multi-county coalition) for the message, complete the Message field and select the Begin Date and End Date for the message. Unclicking the **Show** check box will hide the message from providers. Click the **Save** button to send the message.

* Message To Provider(s) All SR VPK CCR&R only ⓘ

County

* Message to be broadcast

Rich text editor toolbar with options: Bold (B), Underline (U), Helvetica font, Yellow highlighter (A), Bulleted list, Numbered list, Table, Link, Image, Video, Unlink, Source code, Help.

* Message Begin Date

* Message End Date

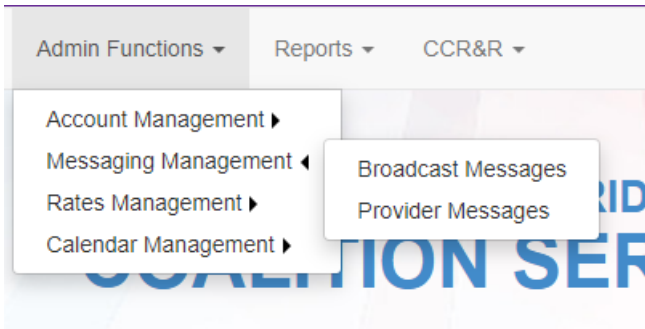
Save

Cancel

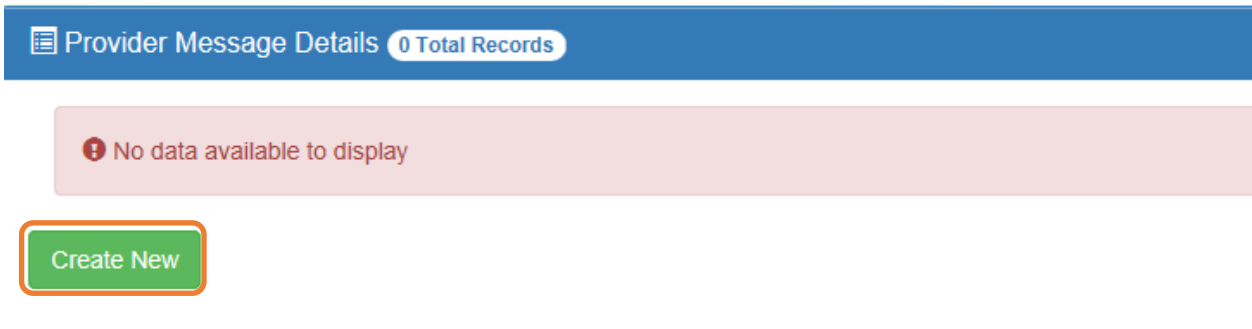
Provider Message Management

The Provider message management function allows coalitions to send messages to a specific provider in the coalition service area. This function is only available to coalition admins and DEL admins.

To access the Provider message management function, coalition admins will click the **Admin Functions** button, select **Messaging Management** and then **Provider messages**.




Then, click the **Create New** button.



The coalition admin will then complete the Provider Message and Provider Site fields. When the provider reads the message, the Read By and Read Date fields will be completed. Click the **Save** button to send the message.

Provider Message Details

Provider Message * 

Provider Site * *Enter the first 3 letters of the provider name*

Read By

Read Date

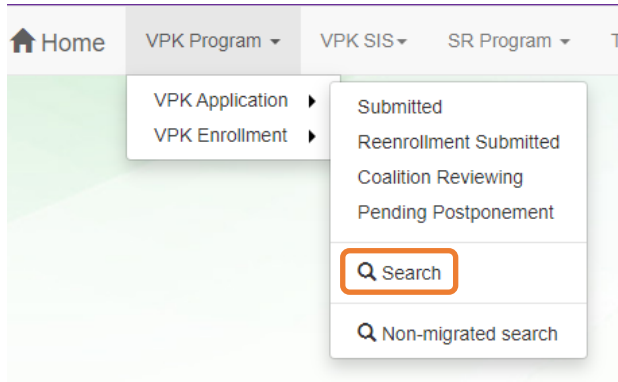
Created By: ledbetter.kiwanis@gmail.com Created Date: 9/29/2016 11:56:18 AM

VPK Enrollment

Coalitions may create new enrollments through the system or upload a bulk enrollment file in lieu of a provider submission. Additionally, coalition users manage enrollments by reviewing provider requests or saving changes directly.

Creating New Enrollments

Coalition users will navigate to the VPK Application menu item and select the **Search** option to locate the approved VPK child.



Clicking on the child's COE number opens their application record.

VPK Application Search

By Person Info

Person Type Child Primary Parent

First Name

Last Name

Date of Birth

By Application Info

Certificate Number

County for Services

Program Year

VPK Session

Record Phase VPK Application VPK Reenrollment

Application Status

Reset Search

Show 10 entries Clear All Filters Search:

COE Number	Child First Name	Child Last Name	Child DOB	Parent First Name	Parent Last Name	County	Program Year	VPK Status
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
VPK1116598-2018	Baby Ruth	Latham	9/9/2013	Andrea	Latham	KREPS ISLAND	2018 - 2019	Approved

Showing 1 to 1 of 1 entries

Previous 1 Next

Within the application record, click the **Enroll** button.

VPK Application For **Baby Ruth Latham**

Certificate Number: **VPK1116598-2018** Current Application Status: **Approved** Program Year: **2018 - 2019**

CHILD INFORMATION	PARENT OR GUARDIAN INFORMATION
<p>Baby Ruth Latham</p> <p>Ethnicity : Not answered Gender : Female Race : Prefer not to answer DOB : 09/09/2013 SSN : Primary Language : English County for Services : KREPS ISLAND Preferred Program Setting : Private provider (child care, private school, faith-based) Desired VPK Session : School year (540 hours) Child admitted to Kindergarten? : No</p> <p><input checked="" type="checkbox"/> Current Age Verification Verified by alatham77+00998@gmail.com on 07/24/2018</p> <p><input checked="" type="checkbox"/> No Current IEP</p> <p><input type="button" value="VPK01 form"/> <input type="button" value="VPK02 form"/></p> <p><input type="button" value="Re-open Application"/> <input checked="" type="button" value="Enroll"/> <input type="button" value="Reviewed"/> <input type="button" value="Inactivate"/></p>	<p>Andrea Latham</p> <p>Ethnicity : Not answered Gender : Female Race : Prefer not to answer Relationship to Child : Parent/Step Parent Preferred Method of Contact : Email Address : <input type="text"/></p> <p><input checked="" type="checkbox"/> Email : alatham77+prod3@gmail.com</p> <p><input checked="" type="checkbox"/> Current Proof of Residence Verified by alatham77+00998@gmail.com on 07/24/2018</p> <p>Family is not displaced.</p>

CASE NOTES

Now, the enrollment record opens for the child.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: **VPK1116598-2018** Issue Date: **07/24/2018** Current Enrollment Status: **Enrollment Ended (Terminated)** Program Year: **2018 - 2019**

Provider Info	Current Enrollment Info
<p>Provider ID</p> <p>Provider Name <input type="text" value="Enter the first 3 letters of the provider name"/></p> <p>Provider Address</p> <p>County of Service</p> <p>Provider Phone</p> <p>Provider Email</p>	<p>Class ID <input type="text" value=""/></p> <p>VPK Class Start Date: <input type="text" value=""/></p> <p>VPK Class End Date: <input type="text" value=""/></p> <p>VPK Calendar: <input type="text" value=""/></p> <p>Billing Group: <input type="text" value="VPK"/></p> <p>Anticipated Start Date: <input type="text" value="12/08/2018"/></p> <p>VPK Session: <input type="text" value="School year (540 hours)"/></p> <p>Eligibility: <input type="text" value="VPK"/></p> <p>Actual Start Date: <input type="text" value="N/A"/></p>

First, enter the provider name. As text is entered, matching providers are identified and display in a drop down. Select the provider and press the **Enter** key. Then, the provider information appears.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: **VPK1116598-2018** Issue Date: **07/24/2018** Current Enrollment Status: **Enrollment Ended (Terminated)** Program Year: **2018 - 2019**

Provider Info	Current Enrollment Info
<p>Provider ID: 19449</p> <p>Provider Name: <input type="text" value="Growing Up Strong"/></p> <p>Provider Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301</p> <p>County of Service: KREPS ISLAND</p> <p>Provider Phone: 5555555555</p> <p>Provider Email: alatham77@gmail.com</p>	<p>Class ID: <input type="text" value="-- Select --"/></p> <p>VPK Class Start Date: <input type="text" value=""/></p> <p>VPK Class End Date: <input type="text" value=""/></p> <p>VPK Calendar: <input type="text" value=""/></p> <p>Billing Group: <input type="text" value="VPK"/></p> <p>Anticipated Start Date: <input type="text" value="12/08/2018"/></p> <p>VPK Session: <input type="text" value="School year (540 hours)"/></p> <p>Eligibility: <input type="text" value="VPK"/></p> <p>Actual Start Date: <input type="text" value="N/A"/></p>

Use the Class ID drop down to select the appropriate class for enrollment. Then, the class information appears. Next, enter the anticipated start date for the child.

NOTE: The anticipated start date cannot be before the class start date or before the COE issue date (or before a termination date) - see highlighted dates.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: **VPK1116598-2018**
Issue Date: 07/24/2018
Current Enrollment Status: **Enrollment Ended (Terminated)**
Program Year: 2018 - 2019

Provider Info

Provider ID: 19449

Provider Name: *Enter the first 3 letters of the provider name*

Provider Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301

County of Service: KREPS ISLAND

Provider Phone: 5555555555

Provider Email: alatham77@gmail.com

Current Enrollment Info

Class ID:

VPK Class Start Date: 07/02/2018

VPK Calendar: A

Billing Group: VPK

Anticipated Start Date: 07/24/2018

VPK Class End Date: 05/31/2019

VPK Session: School Year (540 hours)

Eligibility: VPK

Actual Start Date: N/A

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
No Records Found.						

Other Enrollments for Child

Enrollment ID	COE Number	Program Year	Provider	Enrollment Status	Actual Start Date	Termination Effective Date	Last Action Date	
33724	VPK1116598-2018	2018	Growing Up Strong	Enrollment Ended (Terminated)	N/A	07/24/2018	07/24/2018	<input type="button" value="Re-open"/>

Case Notes

add your note here...

Status Records

Custom Code Type
 Select

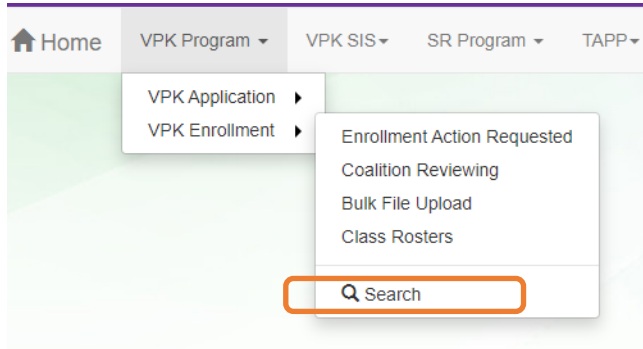
Custom Code
 Select a Custom Code Typ

+ Add Case Note

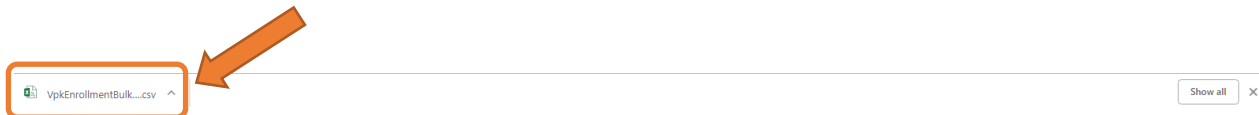
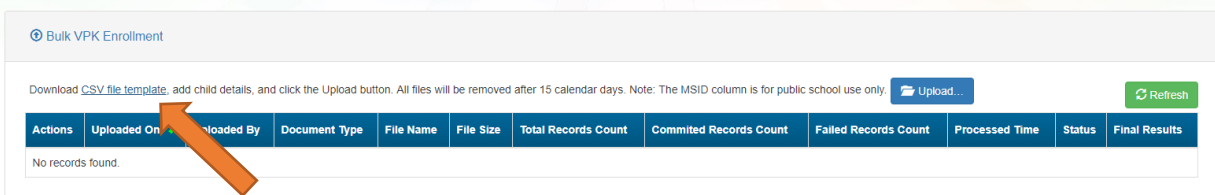
The page refreshes and the application records appears. Now, the button says **View Enrollment**. When clicked, the Enrolled record displays.

Creating New Enrollments through a Bulk File Upload

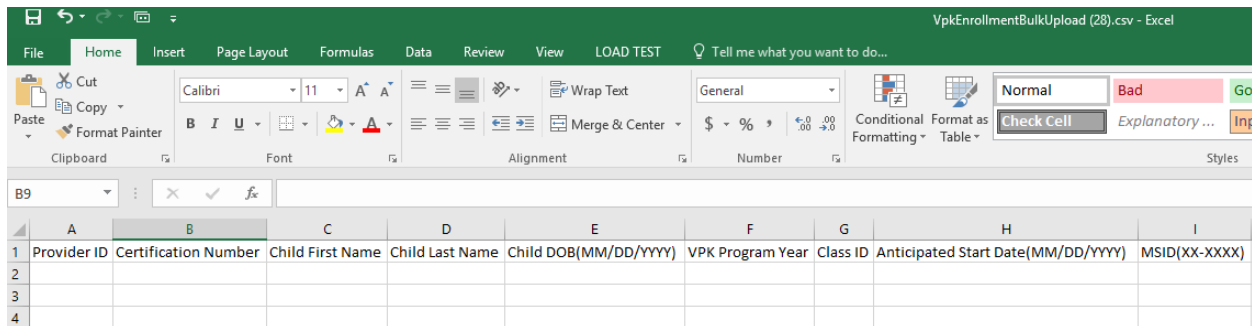
In addition to the enrollment method described in “Creating New Enrollments through the Coalition Services Portal” coalition users may submit enrollment requests on behalf of providers via a file process. To begin, click the **VPK Enrollment** menu item, then **Bulk File Upload**. The bulk file processing page displays.



Next, click on the link to download the **CSV file template**. The file may appear at the bottom of the computer screen depending on the user's browser.



Open the file and expand the columns. Each column is explained below.



- A. **Provider ID** = this is the provider ID for the site.
- B. **Certification Number** = this is the child's certificate number listed on their COE. The field is not case sensitive, however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM
Child Certificate of Eligibility

I. CHILD CERTIFICATE OF ELIGIBILITY *(Issued by Early Learning Coalition, through the Family Portal)*

1. VPK program year 2017-2018 F	2. Certificate number VPK1095621-2017 B	3. Certificate issue date 6/30/2018	4. Parent email address [Redacted]
5. Parent name [Redacted]	6. Primary contact number [Redacted]	7. Secondary contact number [Redacted]	
8. Child's full name KitKat Latham C D	9. Child's date of birth 09/09/2012 E	10. County [Redacted]	

- C. **Child First Name** = this is the child's first name listed on their COE. The field is not case sensitive.
- D. **Child Last Name** = this is the child's last name listed on their COE. Do not include a suffix (if any). The field is not case sensitive.
- E. **Child DOB (MM/DD/YYYY)** = this is the child's date of birth listed on their COE. The field will accept M/D/YYYY as well.
- F. **VPK Program Year** = this is the child's approved VPK program year listed on their COE. The field is looking for the first 4-digit year only. For example, if the VPK program year is 2017-2018, the entry would be 2017. Generally, the 4-digit VPK program year matches the year included at the end of the child's COE number.
- G. **Class ID** = this is the desired class's 4-digit ID. The class ID must be entered as the 4-digit assigned ID. Do not include the class name (if any). Looking at the example below, the entry would be "AS17" not "Songbirds" or "AS17-Songbirds."

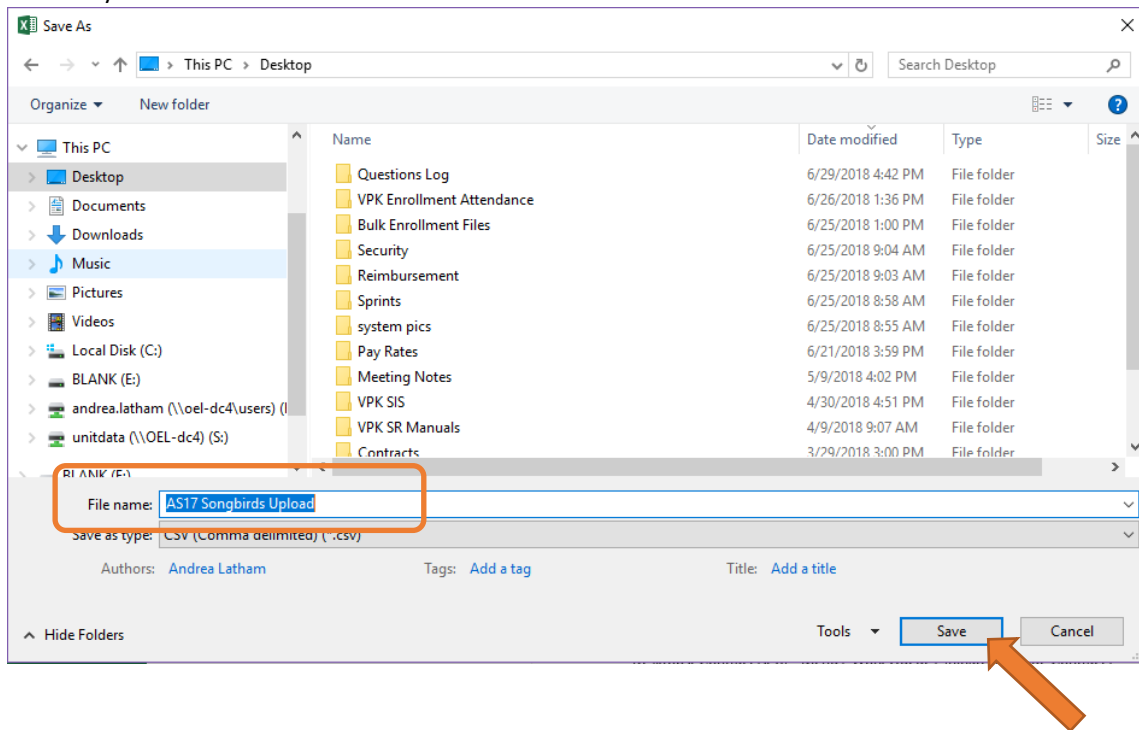
Request/Change VPK Enrollment [Bulk VPK Enrollment](#)

VPK Program Year: 2017-2018 VPK Session: Summer (300 hours) **VPK Class: AS17 - Songbirds** Class Start Date: 06/04/2018 Class End Date: 07/26/2018

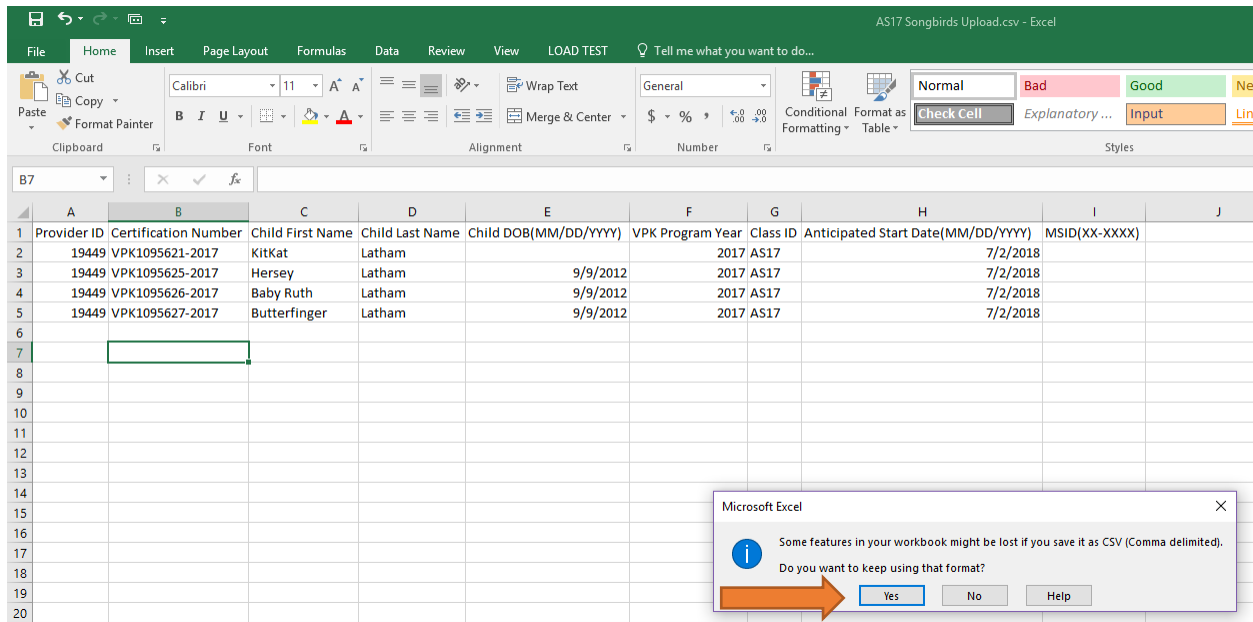
- H. **Anticipated Start Date (MM/DD/YYYY)** = this is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins. **NOTE:** An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date. The field will accept M/D/YYYY as well.
- I. **MSID (XX-XXXX)** = this field is for public schools only. Public schools may enter their Master School Identification (MSID) number in a 6-digit format, where the first 2 digits are the district number followed by a hyphen and 4-digit school number. The MSID number can be used in lieu of the Provider ID in column A. Both IDs are accepted.

When the file is complete, name it and save it as a CSV file type.

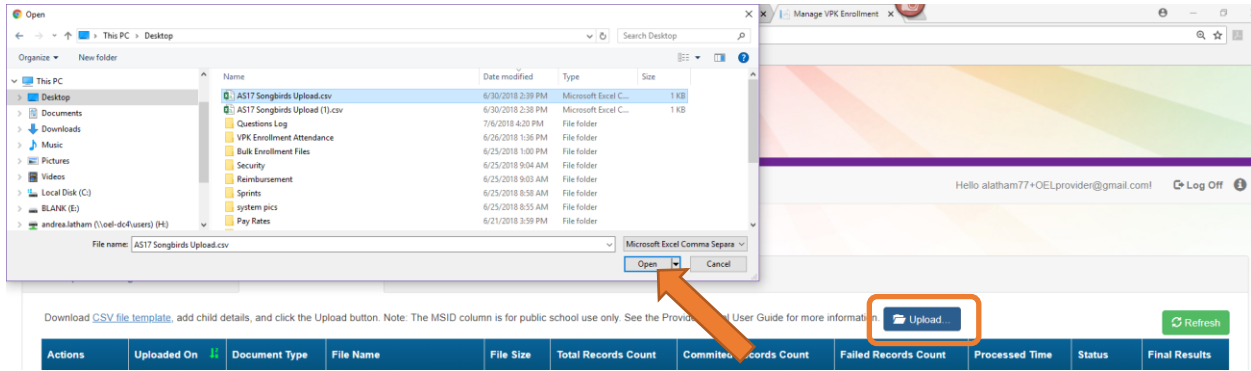
NOTE: It may be helpful to include your provider name and class in the file name if troubleshooting is ever necessary.



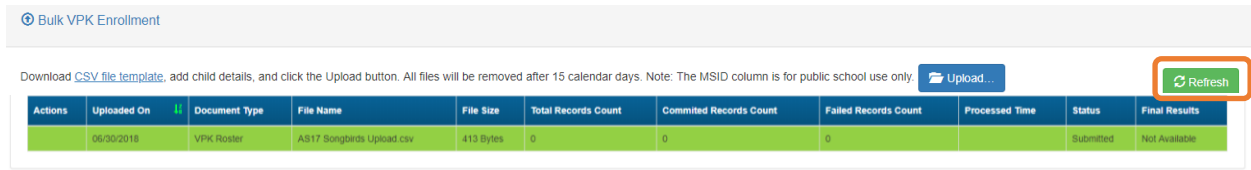
When changing the file format to CSV, Excel often displays a message to ask if you want to keep using that format. If this message appears, click **Yes**.



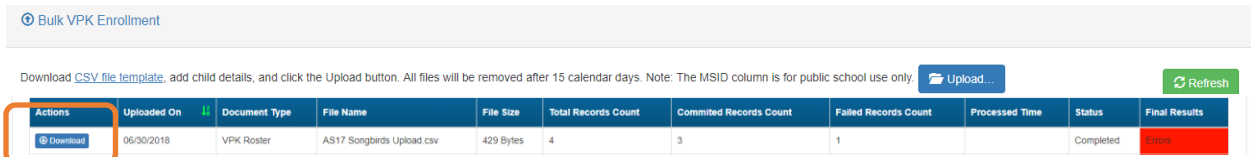
Click the **Upload** button. A window displays. Select your file and click **Open**.



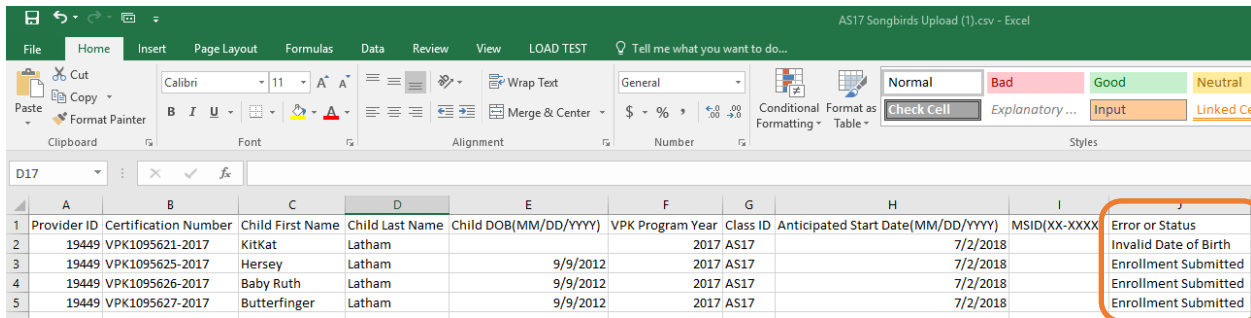
The file upload will begin. The file details will populate on a row and turn green. Click the **Refresh** button to populate the results.



The file details will be updated. The file size, total records count, committed records count, failed records count, processed time, status, and final results are updated. The file results are also returned and can be downloaded by clicking on the **Download** button.

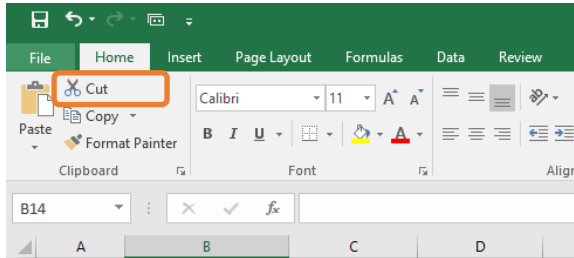


In this example, there is one failed record and three committed records. The file download will include the error message and status for each record submitted. The three committed records are now “Enrollment Submitted” and the failed record was not included because of an invalid date of birth. The same validations that occur with a manual child enrollment occur with the bulk enrollment file process.



The three committed records are displayed on the class’s enrollment roster as “Enrollment Submitted” and appear in the **VPK Enrollment> Enrollment Action Requested** work queue for review/approval/rejection. In addition, the family receives a notification that their child’s enrollment is in progress. The same processes that occur with a manual child enrollment occur with the bulk enrollment file process.

NOTE: When correcting records and re-uploading the file, be sure to remove the “Error or Status” column as it is not accepted for the upload. Also, it is best to NOT include records that have already been submitted successfully as they will now error as having been processed. When removing successful records and the Error or Status column, it is best to highlight the row/column and use the cut/delete option instead of just deleting the information. Excel often retains formats even if the cells are now empty.



VPK-20 Contract Verification

A provider must have a Certified VPK-20 contract on the Anticipated Start Date before an enrollment can be added. In the below example, the VPK application information is entered by the coalition, and the **Save & Enroll** button is clicked.

VPK Enrollment for [redacted] Household (HH_0000000000)

Certificate Number: VPK1[redacted]-2020 Issue Date: 01/28/2020 Current Enrollment Status: Program Year: 2020 - 2021

Provider Info		Current Enrollment Info	
Provider ID	6888	Class ID	AF20 - AF20
Provider Name	BOCC SOUTH COUNTY HEAD START CENTER	VPK Class Start Date:	01/26/2021
Provider Address	215 SE. 14TH AVENUE RUSKIN, FL 33570	VPK Calendar:	C-M-F 8.5 - 11.5 2.5 - 4.5
County of Service	Hillsborough	Billing Group:	VPK
Provider Phone	5555555555	Anticipated Start Date:	03/30/2021
Provider Email		VPK Class End Date:	06/30/2021
		VPK Session:	School Year (540 hours)
		Eligibility:	VPK
		Actual Start Date:	N/A

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
No Records Found.						



In this example, the provider does not have a Certified VPK-20 contract for the Anticipated Start Date of 03/30/2021, so an error message displays, alerting the coalition that the enrollment cannot be submitted.

Coalition Services

Sorry, something went wrong while processing your request.

Your last action was not completed for the following reason.

Enrollment cannot be submitted without a certified VPK-20 contract. Please initiate contracting processes with the provider.

You can click on button below to return to what you were doing or go to the home page.

[Return to home page](#) [Return to previous](#)

In the below example, the VPK application information is entered by the provider, and the **+ Enroll to this Class** button is clicked.

BOCC SOUTH COUNTY HEAD START CENTER

[Request/Change VPK Enrollment](#) [Bulk VPK Enrollment](#)

VPK Program Year: 2020-2021 VPK Session: School-year (540 hours) VPK Class: AF20 - AF20 Class Start Date: 01/26/2021 Class End Date: 06/30/2021

Max Class Size: 20 VPK Children Count: 20 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 20. The class must have a minimum of 4 VPK children to start.

Certificate Number: VPK-2020 Child First Name: Child Last Name: A Child DOB: **+ Enroll to this Class**

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date
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In this example, the provider does not have a Certified VPK-20 contract, so an error message displays, alerting the provider that the enrollment cannot be submitted.

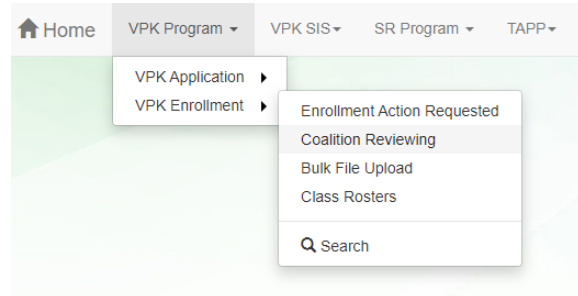
Request Enrollment ×

Enrollment cannot be submitted without a certified VPK-20 contract. Please contact your early learning coalition for assistance.

[Ok](#)

Reviewing VPK Enrollment Requests

Coalition users will navigate to the VPK Enrollment menu item and select the **Enrollment Action Requested** work queue to review/approve/reject enrollment requests made by the provider. Requests include new enrollments, class transfers, and child terminations.



The Enrollment Action Requested work queue displays the certificate of eligibility (COE) number, child name, parent name, provider name, provider phone number, provider county, program year, and enrollment status. The columns may be sorted by clicking on the column header. Each column may be filtered by typing criteria in the column's filter field. Additionally, there is a program year filter and search feature that can filter results.

A screenshot of a web application showing a table of enrollment requests. The table has columns for COE Number, Child First Name, Child Last Name, Parent First Name, Parent Last Name, Provider Name, Provider Phone, County, Program Year, and Enrollment Status. There are filter fields for each column. The table shows two entries: one for 'teresa may' and one for 'Alice Latham'. The table is titled 'Enrollment Action Requested VPK Enrollments' and has a 'Program Year' filter set to '2018 - 2019'. There is a search bar and a 'Clear All Filters' button. The table is showing 1 to 2 of 2 entries.

COE Number	Child First Name	Child Last Name	Parent First Name	Parent Last Name	Provider Name	Provider Phone	County	Program Year	Enrollment Status
VPK575-2018	teresa	may	Michaelen	White	May Schools	(234) 234-2424	Gadsden	2018 - 2019	Enrolled - Change Requested
VPK750-2018	Alice	Latham	Andrea	Latham	Daisy Mae Daycare	(850) 555-5555	Leon	2018 - 2019	Enrollment Submitted

Clicking on the child's COE number opens the enrollment record. Clicking on the parent's name opens the household view.

The child's enrollment record contains *Provider Information* (on the left) and the *Current Enrollment Information* (on the right). The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to **Approve**, **Reject**, or **Set Coalition Reviewing**.

Below, there are two more sections: *Other Enrollments for Child* and *Case Notes*. The *Other Enrollments for Child* area displays the enrollment history attached to this COE (i.e. cancellations, class transfers, rejections, etc.). The *Case Notes* area allows coalition users to create and view case notes related to the enrollment.

To create a case note, type in the text box area and click **Add Case Note**.

NOTE: When assigning a custom code to a case note, select the Custom Code Type and Custom Code prior to clicking **Add Case Note**.

To view case notes, click **Status Records**.

Case Note History

Show 10 entries Search:

Code	Custom Code	Date Created	Event	Description	Notes	User
ENRV		7/7/2018 10:02:28 AM	VPK County of Service Change	Child ID: 2230 Name: Apple Latham County of Service was changed during VPK enrollment from: Clay to : Leon		alatham77+0033@gmail.com
ENRV		7/7/2018 10:02:28 AM	Enrollment Submitted	*Child ID: 2230 *Name: Apple Latham *Program: VPK *Status: Enrollment Submitted *Provider ID: 8433 *Class ID: AF18 *Anticipated Start Date: 08/20/2018		alatham77+0033@gmail.com

Previous 1 Next

Close

In this example, the child had a VPK County of Service Change during the enrollment process. The COE listed Clay as the county of service and it was automatically updated to the provider's county (Leon) during the enrollment process. This enables the coalition of the provider to process the enrollment request without having the original coalition manually update the child's application record.

Case notes have a search feature that can filter results. Click **Close** to close the window.

New Enrollments

New enrollment requests appear in the **Enrollment Action Requested** work queue as *Enrollment Submitted*. Click on the **COE number** to continue. The child's enrollment record opens. The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to Approve, Reject, or Set to Coalition Reviewing.

Set Coalition Reviewing

Coalition users may place an enrollment request in the Coalition Reviewing status by clicking the **Set Coalition Reviewing** action button. This action changes the record's status from *Enrollment Submitted* to *Coalition Reviewing* and moves the record to the Coalition Reviewing work queue. The family, provider, and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Reject

Coalition users may reject an enrollment request by clicking the **Reject** action button. A window will appear to enter comments for the enrollment case note. The user must click **Save** to complete this action; otherwise click **Cancel** to abandon the rejection. Rejecting an enrollment request changes the record's status from *Enrollment Submitted* to *Enrollment Rejected*. In this status, the enrollment request is cancelled and the enrollment process starts over. The provider's VPK Director receives an email notification to inform them the enrollment process could not be completed for the child and the child's record is no longer listed on the class roster in the Provider Portal. The family also receives an email notification to inform them the enrollment process could not be completed for their child; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

Approve

Coalition users may approve an enrollment request by clicking the **Approve** action button. Approving an enrollment request changes the record's status from *Enrollment Submitted* to *Enrolled*. The family, provider, and

coalition will see the status update within the respective portals. The family receives an email notification to inform them the enrollment process is complete for their child. The provider will not receive an email notification for this action.

Class Transfers

Class transfer requests appear in the **Enrollment Action Requested** work queue as *Enrolled-Change Requested*. Click on the **COE number** to continue. The child’s enrollment record opens. The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to **Approve**, **Reject**, or **Set Coalition Reviewing**.

NOTE: During a class transfer, a child has two enrollment records; one for their current class (*Enrolled*) and one for the pending class transfer (*Enrolled-Change Requested*).

NOTE: Once a class change request is submitted to the coalition by a provider, a subsequent class change request for the same child is not allowed until the initial class change request is processed by the coalition.

VPK Enrollment for Latham, Apple

Certificate Number: VPK737-2018 Issue Date: 07/07/2018 Current Enrollment Status: Enrollment Submitted Program Year: 2018 - 2019

Provider Info

Provider ID: 8433
 Provider Name: Daisy Mae Daycare
 Provider Address: 250 MARRIOTT DR TALLAHASSEE, FL 32399-6535
 County of Service: Leon
 Provider Phone: (850) 555-5555 Provider Email: rose@nowhere.com

Current Enrollment Info

Class ID: BF18
 VPK Class Start Date: 08/20/2018 VPK Class End Date: 05/17/2019
 VPK Calendar: Fall PM VPK Session: School year (540 hours)
 Billing Group: VPK Eligibility: VPK
 Anticipated Start Date: 08/20/2018 Actual Start Date: N/A

Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/20/2018	BF18				Daisy Mae Daycare	07/07/2018
08/20/2018	AF18	08/20/2018			Daisy Mae Daycare	07/07/2018

Approve Reject Set Coalition Reviewing

Set Coalition Reviewing

Coalition users may place a class transfer request in the Coalition Reviewing status by clicking the **Set Coalition Reviewing** action button. This action changes the pending class transfer record’s status from *Enrolled-Change Requested* to *Coalition Reviewing* and moves the record to the Coalition Reviewing work queue. The family will not see the status change on their dashboard in the Family Portal. However, the provider and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Reject

Coalition users may reject a class transfer request by clicking the **Reject** action button. A window will appear to enter comments for the enrollment case note. The user must click **Save** to complete this action; otherwise click **Cancel** to abandon the rejection. Rejecting the pending class transfer record cancels the class transfer. The rejected class transfer request is no longer active or visible to the provider in the second class; only the enrolled record remains active in the first class. The provider’s VPK Director receives an email notification to inform them the change request was not approved for the child. The family will not receive an email notification for this action.

Approve

Coalition users may approve a class transfer request by clicking the **Approve** action button. Approving a class transfer request will change the pending class transfer record's status from *Enrolled-Change Requested* to *Enrolled*. The enrolled record in the first class is terminated with the class transfer effective date. The family, provider, and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Terminations

Termination requests appear in the **Enrollment Action Requested** work queue as *Enrolled-Change Requested*. Click on the **COE number** to continue. The child's enrollment record opens. The *Enrollment Actions To-Date* area displays the current request that was made by the provider with action buttons to **Approve**, **Reject**, or **Set Coalition Reviewing**.

The screenshot displays the VPK Enrollment for Latham, Apple interface. At the top, it shows the Certificate Number: VPK737-2018, Issue Date: 07/07/2018, Current Enrollment Status: Enrollment Submitted, and Program Year: 2018 - 2019.

Provider Info:

- Provider ID: 8433
- Provider Name: Daisy Mae Daycare
- Provider Address: 250 MARRIOTT DR TALLAHASSEE, FL 32399-6535
- County of Service: Leon
- Provider Phone: (850) 555-5555
- Provider Email: rose@nowhere.com

Current Enrollment Info:

- Class ID: BF18
- VPK Class Start Date: 08/20/2018
- VPK Class End Date: 05/17/2019
- VPK Calendar: Fall PM
- VPK Session: School year (540 hours)
- Billing Group: VPK
- Eligibility: VPK
- Anticipated Start Date: 08/20/2018
- Actual Start Date: N/A

Enrollment Actions To-Date:

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/20/2018	BF18				Daisy Mae Daycare	07/07/2018
08/20/2018	AF18	08/20/2018			Daisy Mae Daycare	07/07/2018

At the bottom right, there are three action buttons: **Approve** (with a checkmark icon), **Reject** (with an X icon), and **Set Coalition Reviewing** (with a gear icon).

Set Coalition Reviewing

Coalition users may place a termination request in the Coalition Reviewing status by clicking the **Set Coalition Reviewing** action button. This action changes the pending termination record's status from *Enrolled-Change Requested* to *Coalition Reviewing* and moves the record to the Coalition Reviewing work queue. The family will not see the status change on their dashboard in the Family Portal. However, the provider and coalition will see the status update within the respective portals. The family and provider will not receive an email notification for this action.

Reject

Coalition users may reject a termination request by clicking the **Reject** action button. A window will appear to enter comments for the enrollment case note. The user must click **Save** to complete this action; otherwise click **Cancel** to abandon the rejection. Rejecting the request cancels the termination and changes the record's status from *Enrolled-Change Requested* to *Enrolled*. The provider's VPK Director receives an email notification to inform them the change request was not approved for the child. The family will not receive an email notification for this action.

Approve

Coalition users may approve a termination request by clicking the **Approve** action button. Approving a termination request will change the record's status from *Enrolled-Change Requested* to *Enrollment Ended* (once the termination effective date is reached). The family, provider, and coalition will see the status update within the respective portals. The provider's VPK Director receives an email notification to inform them the enrollment has

ended and the child's record is no longer listed on the class roster in the Provider Portal (once the termination effective date is reached). The family also receives an email notification to inform them the enrollment has ended; instructions are provided to log into the Family Portal to request reenrollment if hours remain unused.

[Edit Termination Information](#)

If the VPK enrollment status is Enrollment Ended (Terminated), a coalition admin can change the termination date or termination reason if the date and/or reason was incorrectly entered by the provider.

From the enrollment screen, click the **[Edit Termination Info](#)** link.

Current Enrollment Status: **Enrollment Ended (Terminated)**

Program Year: **2018 - 2019**

Current Enrollment Info

Class ID	AF18 - VPK		
VPK Class Start Date:	08/20/2018	VPK Class End Date:	06/07/2019
VPK Calendar:	VPK	VPK Session:	School year (540 hours)
Billing Group:	VPK	Eligibility:	VPK
Anticipated Start Date:	08/20/2018	Actual Start Date:	08/20/2018

[Edit Termination Info](#)

Fill out the required fields and click **Save**.

Terminate Enrollment

Select the reason for terminating this enrollment.

Last Day of Services: * 

Termination Reason: * 

Comments: *

Cancel

Save

Saving Enrollment Changes Directly

Coalition users may also open an enrollment record and make changes directly, such as changing a class, terminating the enrollment or cancelling the enrollment.

Class Transfers

To save a class transfer change, open the enrollment record. Use the Class ID drop down to select the class to transfer to.


VPK Enrollment for Latham, Baby Ruth

Certificate Number: VPK1116598-2018 Issue Date: 07/24/2018 Current Enrollment Status: **Enrolled** Program Year: 2018 - 2019


Provider Info

Provider ID: 19448
Provider Name: *Enter the first 3 letters of the provider name*
Kim's Test Daycare
Provider Address: 2305 HOME CT TALLAHASSEE, FL 32303
County of Service: KREPS ISLAND
Provider Phone: (850) 555-5555
Provider Email: trokekim+prov1dir@gmail.com

Current Enrollment Info



Class ID 

VPK Class Start Date: 08/13/2018 VPK Class End Date: 05/24/2019
VPK Calendar: School Year VPK Session: School year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 08/13/2018 Actual Start Date: N/A

 Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/13/2018	AF18				Kim's Test Daycare	12/08/2018

 Save  Terminate

When the class changes, a "Class Change Effective Date" appears. Enter the first day the child will begin in the new class and click **Save**.

VPK Enrollment for Latham, Baby Ruth

Certificate Number: VPK1116598-2018 Issue Date: 07/24/2018 Current Enrollment Status: Enrolled Program Year: 2018 - 2019

Provider Info

Provider ID: 19448
 Provider Name: Enter the first 3 letters of the provider name
 Kim's Test Daycare
 Provider Address: 2305 HOME CT TALLAHASSEE, FL 32303
 County of Service: KREPS ISLAND
 Provider Phone: (850) 555-5555
 Provider Email: trokekim+prov1dir@gmail.com

Current Enrollment Info

Class ID: BF18 - School Year Class Change Effective Date:
 VPK Class Start Date: 08/13/2018 VPK Class End Date: 05/24/2019
 VPK Calendar: A VPK Session: School Year (540 hours)
 Billing Group: VPK Eligibility: VPK
 Anticipated Start Date: 08/13/2018 Actual Start Date: N/A

Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
08/13/2018	AF18				Kim's Test Daycare	12/08/2018

The page refreshes and the enrollment record is updated.

Terminations

To save a termination change, open the enrollment record and click **Terminate**. A pop-up message displays to collect termination information. Enter the last day that services will be/were rendered and select the reason for termination. The Termination Effective Date is displayed below the Last Day of Services as one day after the last day of services. Therefore, the Termination Effective Date is the first day the child is NOT attending class. Click **Save** to complete the task or click **Close** to abandon the termination and close the window.

Terminate Enrollment

Select the reason for terminating this enrollment.

Last Day of Services:
 Termination Effective Date: 12/22/2018

Termination Reason:

Comments:

The page refreshes and the enrollment record is updated.

Update Anticipated Start Date

To save an updated anticipated start date, open the enrollment record. Enter a new Anticipated Start Date and click **Save**. **NOTE:** An anticipated start date cannot be changed if an Actual Start Date is recorded. Also, the validations must still be met (i.e. the anticipated start date cannot be before the class start date or after the class end date; and, it cannot be before the child's COE issue date).

VPK Enrollment for Latham, Bacon

Certificate Number: VPK727-2018 Issue Date: 06/27/2018 Current Enrollment Status: Enrolled Program Year: 2018 - 2019

Provider Info

Provider ID: 8489
Provider Name: Enter the first 3 letters of the provider name
Provider Address: 2308 APALACHEE PKWY TALLAHASSEE, FL 32301
County of Service: Leon
Provider Phone: (555) 555-5555
Provider Email: dalmatian@nowhere.com

Current Enrollment Info

Class ID: FF18 - BBQ Room
VPK Class Start Date: 07/16/2018 VPK Class End Date: 03/22/2019
VPK Calendar: Fall Is Here VPK Session: School year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 07/16/2018 Actual Start Date: N/A

Remove Enrollment from Provider - Child never attended

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
07/16/2018	FF18				Provider In Time	07/31/2018

Save Terminate

Remove Enrollment from Provider - Child Never Attended

Coalition users may remove an enrollment from a provider, in effect cancelling the enrollment. This feature may be used if the child never attended and no reimbursement will be sought for the enrollment. To use this feature, open the enrollment record and click the **Remove Enrollment from Provider - Child Never Attended** button. A window displays to confirm the action. Click **Remove** to continue or click **Cancel** to abandon the action and close the window.

VPK Enrollment for Latham, Bacon

Certificate Number: VPK727-2018 Issue Date: 06/27/2018 Current Enrollment Status: Enrolled Program Year: 2018 - 2019

Provider Info

Provider ID: 8489
Provider Name: Enter the first 3 letters of the provider name
Provider Address: 2308 APALACHEE PKWY TALLAHASSEE, FL 32301
County of Service: Leon
Provider Phone: (555) 555-5555
Provider Email: dalmatian@nowhere.com

Current Enrollment Info

Class ID: FF18 - BBQ Room
VPK Class Start Date: 07/16/2018 VPK Class End Date: 03/22/2019
VPK Calendar: Fall Is Here VPK Session: School year (540 hours)
Billing Group: VPK Eligibility: VPK
Anticipated Start Date: 07/16/2018 Actual Start Date: N/A

Remove Enrollment from Provider - Child never attended

Confirm Enrollment Cancellation

If you remove this enrollment, you will not be able to make further changes to it.
Are you sure you want to remove it?

Remove Cancel

Enrollment Actions To-Date

Anticipated Start Date	Class ID	Class Transfer Effective Date	Termination Effective Date	Termination Reason	Submitted By	Submitted On Date
07/16/2018	FF18				Provider In Time	07/31/2018

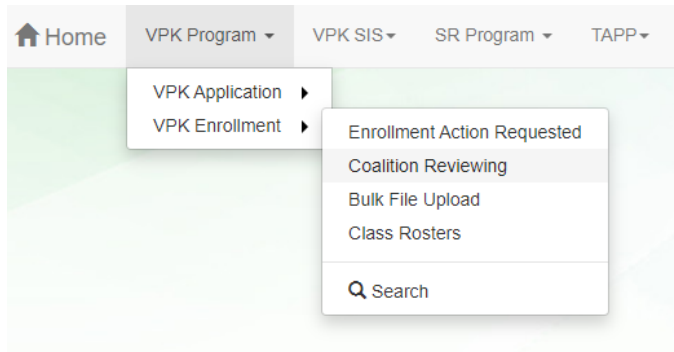
Save Terminate

Removing an enrollment changes the record's status to *Enrollment Cancelled* and the enrollment process starts over for the family. The provider's VPK Director will receive an email notification to inform them the enrollment is removed; no attendance or reimbursement may be sought. The child's record is no longer listed on the class enrollment roster or attendance roster in the Provider Portal. The family will receive an email notification to inform them the enrollment for their child was cancelled; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Never Attended** button is no longer available.

Review Class Rosters

Coalition users can navigate to the VPK Enrollment menu item and select the **Class Rosters** link to view provider rosters by class.



The View Class Rosters page displays.

A screenshot of the 'View Class Rosters' page. It features a blue header with the page title. Below the header, there are two input fields: 'Provider Name' and 'Provider ID'. To the right of these fields is a blue button labeled 'Search for Provider'.

Enter the provider name or provider ID and click the **Search for Provider** button. Next, the provider information and class selections appear.

A screenshot of the 'View Class Rosters' page after a search. The 'Provider ID' field now contains the value '19449'. The 'Search for Provider' button is still present. To the right, a 'Provider Info' box displays: 'Doing Business As: Growing Up Strong', 'Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301', and 'Provider ID: 19449'. Below the search fields, there are three dropdown menus: 'VPK Program Year', 'VPK Session', and 'VPK Class'.

Select the VPK program year, session, and class to view the roster. When selected, class information displays.

View Class Rosters

Provider Name

Provider ID Search for Provider

Provider Info

Doing Business As: Growing Up Strong **Provider ID:** 19449

Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301

VPK Program Year

VPK Session

VPK Class

Class Info

Class Start Date: 7/2/2018 **Class End Date:** 5/31/2019

Max Class Size: 11 **VPK Children Count:** 11 **Non-VPK Children Count:** 0

Show entries

Clear All Filters Search:

Action	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
View Enrollment	VPK1109705-2018	Reese's Pieces	Latham	9/9/2013	5	7/18/2018	7/18/2018		Enrolled
View Enrollment	VPK1109698-2018	Twix	Latham	9/9/2013	5	7/18/2018	7/18/2018		Enrolled
View Enrollment	VPK1109624-2018	Snickers	Latham	9/9/2013	5	7/18/2018	7/18/2018		Enrolled
View Enrollment	VPK1109732-2018	Three Musketeers	Latham	9/9/2013	5	7/17/2018	7/17/2018		Enrolled
View Enrollment	VPK1109729-2018	Crunch	Latham	9/9/2013	5	7/17/2018	7/17/2018		Enrolled
View Enrollment	VPK1109713-2018	Payday	Latham	9/9/2013	5	7/17/2018	7/17/2018		Enrolled
View Enrollment	VPK1116592-2018	Milky Way	Latham	9/9/2013	5	7/24/2018	7/24/2018		Enrolled
View Enrollment	VPK1116587-2018	Goodbar	Latham	9/9/2013	5	7/24/2018	7/24/2018		Enrolled

Columns may be sorted, filtered, and searched as needed. Clicking the **View Enrollment** button opens the child's enrollment record. The class rosters duplicate the provider roster view (without provider action buttons).

SR Enrollment

SR-20 Contract Verification

A provider must have a Certified SR-20 contract or an active SR-20 contract extension on the Enrollment Start Date before an enrollment can be added. In the below example, the provider does not have a Certified SR-20 contract for the Enrollment Start Date of 03/01/2021, so a validation message displays, and the enrollment cannot be saved.

The screenshot shows the 'Add Enrollment' form with the following details:

- Select a Provider for:** Other: Altha Public School
- Details of Selected Provider:**
 - Name: Altha Public School
 - Location: 25820 NE FUQUA CIR, ALTHA, Florida 32421-3485, Calhoun
 - Contact Phone Number: (850) 674-8734
 - Contact Email Address: staci.williams@calhounschools.org
 - Provider Type: Public School
 - Profile Status: Active
 - Program Year: 2020 - 2021
 - Gold Seal Type: Not a Gold Seal provider
 - Hours of Business: M-F 7:45am-2:30pm
 - Child Ages: 3 YR - 6 YR
- Enrollment Start Date:** 03/01/2021. A red box highlights this field with the message: "The provider does not have a Certified SR contract on this date."
- Continuation of Services:** Is this enrollment a continuation of services with the selected provider? (Yes/No radio buttons)
- Eligibility Information:**
 - Eligibility Begin Date: 01/02/2021
 - Eligibility End Date: 01/02/2022
 - Level of Care: 48 < 60 Months
 - Full time Co-payment
 - Part time Co-payment
 - Copy in Effect

Pending Family Acceptance Status

When a new School Readiness enrollment is created for an eligible child, families must accept the terms and conditions, establish their consent for developmental screening and/or child assessment, and sign the payment certificate. Families receive an email notification from DEL every five days until these steps are completed and the enrollment status changes from **Pending Family Acceptance** to **Enrolled**.

New enrollments in **Pending Family Acceptance** will not be visible on provider attendance rosters and will only appear once the family signs the payment certificate; however, there are exceptions.

- New enrollments for at-risk children (BG1) or at-risk children in relative care (BG3R) billing groups in **Pending Family Acceptance** will populate on attendance rosters
- Existing enrollments in **Pending Family Acceptance** that have already been submitted for attendance in previous months will continue to populate on attendance rosters

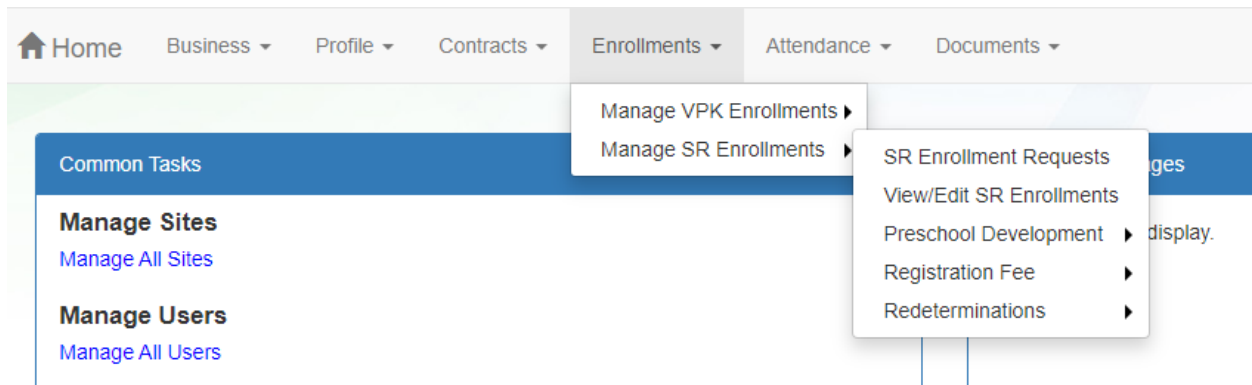
Providers will be able to process attendance and be paid for these enrollments, but not until the payment certificate is signed by the family.

If a provider has new enrollments in **Pending Family Acceptance**, when the provider accesses SR attendance, a pop-up window will display with a count of those new enrollments and a link to the Manage SR Enrollment queue.

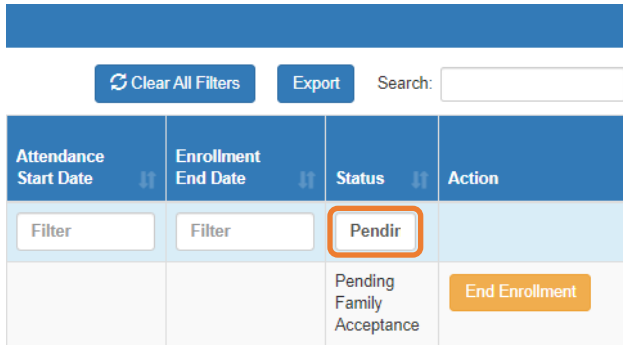


Viewing Enrollments in Pending Family Acceptance

To view enrollments in **Pending Family Acceptance**, navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments**.



Then, enter "Pending" in the Status column filter.

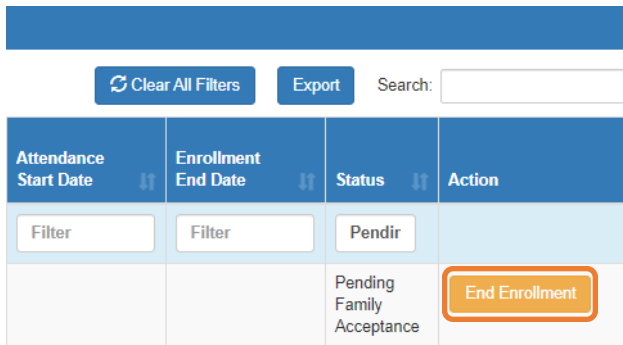


The screenshot shows a table interface with a blue header bar. Below the header, there are three buttons: "Clear All Filters" (with a refresh icon), "Export", and a "Search:" input field. The table has four columns: "Attendance Start Date", "Enrollment End Date", "Status", and "Action". Each of the first two columns has a "Filter" input field below it. The "Status" column has a filter field containing the text "Pendir", which is highlighted with an orange border. Below the filter fields, the table shows a row with "Pending Family Acceptance" in the "Status" column and an "End Enrollment" button in the "Action" column.

Attendance Start Date	Enrollment End Date	Status	Action
Filter	Filter	Pendir	
		Pending Family Acceptance	End Enrollment

Ending Enrollments in Pending Family Acceptance

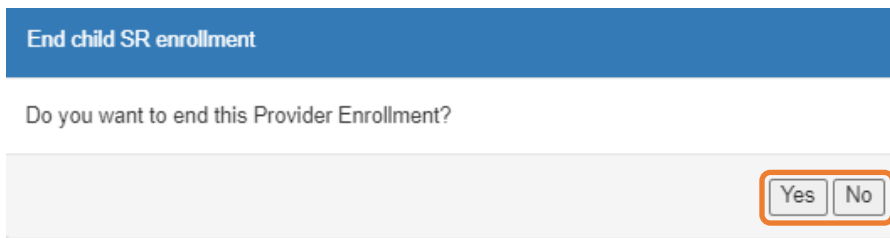
Providers can end enrollments in **Pending Family Acceptance**. Search for enrollments in **Pending Family Acceptance**, as detailed above, then click the **End Enrollment** button.



This screenshot is identical to the one above, but the "End Enrollment" button in the "Action" column is highlighted with an orange border.

Attendance Start Date	Enrollment End Date	Status	Action
Filter	Filter	Pendir	
		Pending Family Acceptance	End Enrollment

A confirmation pop-up window displays. Click **Yes** to continue or **No** to stop the End Enrollment process.



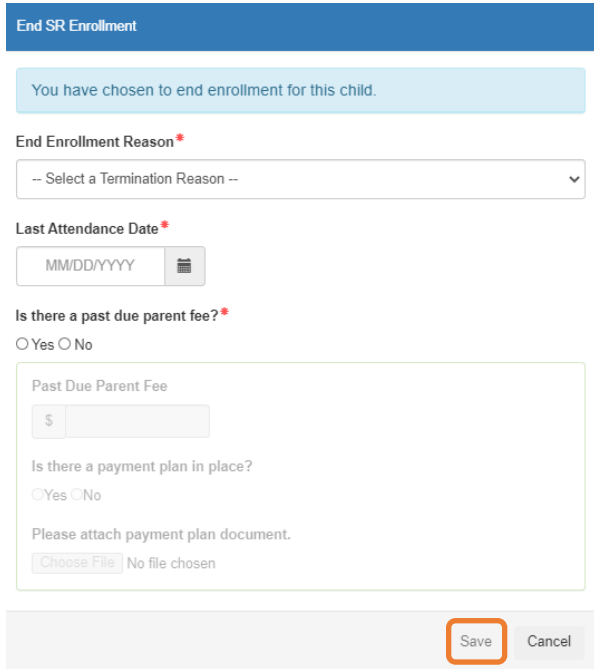
The screenshot shows a confirmation pop-up window with a blue header bar that reads "End child SR enrollment". Below the header, the text "Do you want to end this Provider Enrollment?" is displayed. At the bottom right of the window, there are two buttons: "Yes" and "No", both of which are highlighted with an orange border.

End child SR enrollment

Do you want to end this Provider Enrollment?

Yes No

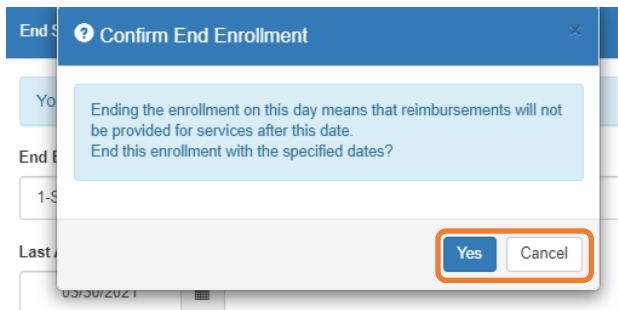
After clicking the **Yes** button, the following pop-up window displays. Complete the required information and click **Save**.



The form is titled "End SR Enrollment" and contains the following fields and options:

- A confirmation message: "You have chosen to end enrollment for this child."
- "End Enrollment Reason" dropdown menu with "-- Select a Termination Reason --".
- "Last Attendance Date" date picker with "MM/DD/YYYY" format.
- "Is there a past due parent fee?" radio buttons for "Yes" and "No".
- A "Past Due Parent Fee" input field with a dollar sign prefix.
- "Is there a payment plan in place?" radio buttons for "Yes" and "No".
- "Please attach payment plan document." with a "Choose File" button and "No file chosen" text.
- "Save" and "Cancel" buttons at the bottom.

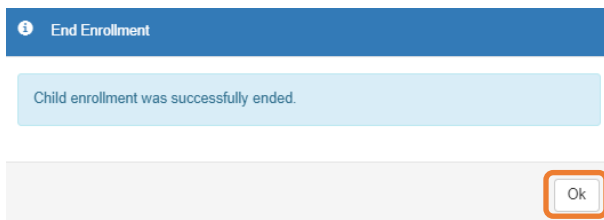
After clicking **Save**, a confirmation pop-up window displays. Click **Yes** to end the enrollment or **Cancel** to cancel the End Enrollment process.



The dialog is titled "Confirm End Enrollment" and contains the following text and buttons:

- Message: "Ending the enrollment on this day means that reimbursements will not be provided for services after this date. End this enrollment with the specified dates?"
- "Yes" and "Cancel" buttons at the bottom.

After clicking the **Yes** button, a pop-up window displays a message that the enrollment is ended. Click **Ok** to continue.



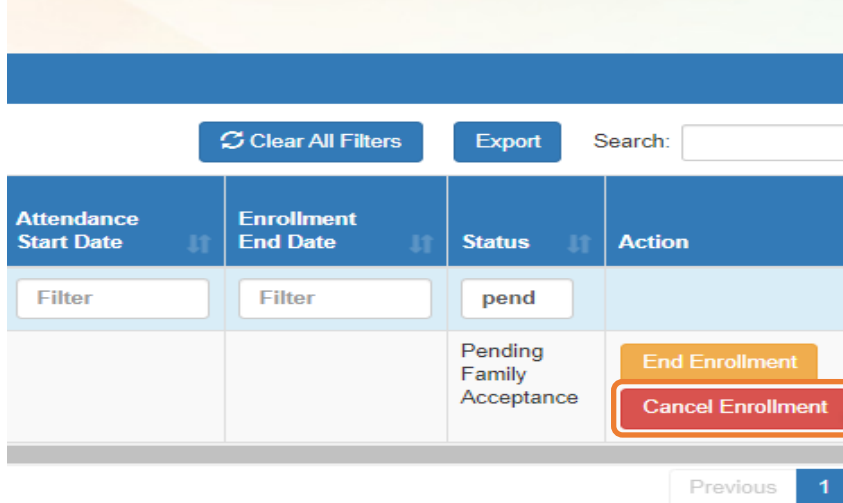
The message box is titled "End Enrollment" and contains the following text and button:

- Message: "Child enrollment was successfully ended."
- "Ok" button at the bottom.

Cancelling Enrollments in Pending Family Acceptance

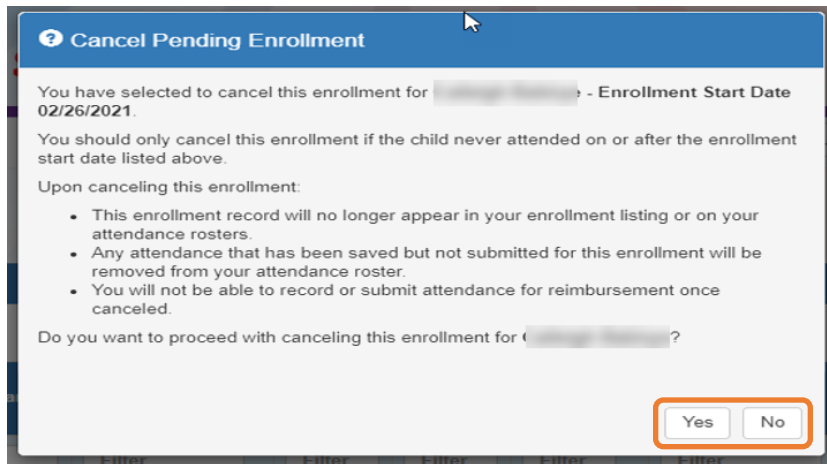
Providers can cancel enrollments in **Pending Family Acceptance**, but only if the enrollment is not for an at-risk child (BG1) or at-risk child in relative care (BG3R) and attendance has not been submitted for the enrollment.

Search for enrollments in **Pending Family Acceptance**, as detailed above, then click the **Cancel Enrollment** button.



Attendance Start Date	Enrollment End Date	Status	Action
Filter	Filter	pend	
		Pending Family Acceptance	<input type="button" value="End Enrollment"/> <input type="button" value="Cancel Enrollment"/>

Previous 1



Cancel Pending Enrollment

You have selected to cancel this enrollment for [redacted] - Enrollment Start Date 02/26/2021.

You should only cancel this enrollment if the child never attended on or after the enrollment start date listed above.

Upon canceling this enrollment:

- This enrollment record will no longer appear in your enrollment listing or on your attendance rosters.
- Any attendance that has been saved but not submitted for this enrollment will be removed from your attendance roster.
- You will not be able to record or submit attendance for reimbursement once canceled.

Do you want to proceed with canceling this enrollment for [redacted] ?

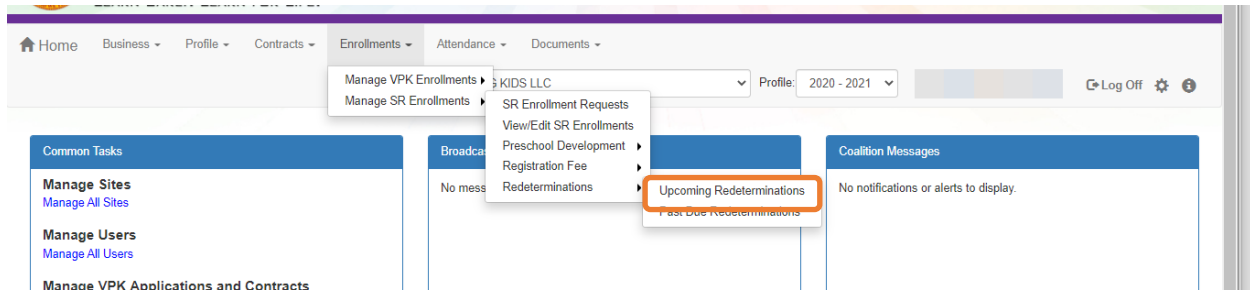
Click **Yes** to cancel the enrollment and remove it from the SR Enrollment queue. Click **No** to stop the Cancel Enrollment process.

SR Eligibility Redeterminations

The SR Eligibility Redetermination menu allows providers to view enrollments with “upcoming” or “past due” redeterminations. These queues are for informational purposes only and aid providers in knowing when an enrolled child is reaching the end of their School Readiness eligibility.

Upcoming Eligibility Redeterminations

To see the enrollments with upcoming eligibility redeterminations, the provider navigates to **Enrollments > Manage SR Enrollments > Redeterminations > Upcoming Redeterminations**.

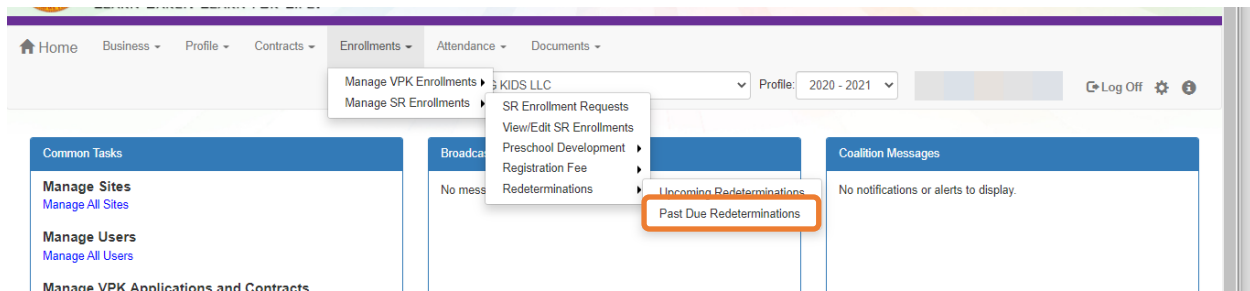


Redetermination records will only appear in the Provider Portal Upcoming Redetermination queue when:

- Child eligibility status is Eligible
- Child enrollment status is Enrolled or Pending Family Acceptance
- The redetermination is within 15 days from the due date

Past Due Eligibility Redeterminations

To see the enrollments with past due eligibility redeterminations, the provider navigates to **Enrollments > Manage SR Enrollments > Redeterminations > Past Due Redeterminations**.



Redetermination records will only appear in the Provider Portal Past Due Redetermination queue when:

- Child eligibility status is Eligible
- Child enrollment status is Enrolled or Pending Family Acceptance
- The redetermination is at least one day past the redetermination due date

After clicking the [Upcoming Redeterminations](#) or [Past Due Redeterminations](#) link, the following appears.

Click Here For Filtering Tips

Show 10 entries Clear All Filters Export Search:

Child Name	Eligibility Assignment Start Date	Eligibility Assignment End Date	Payment Certificate
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
Etti	08/03/2020	03/11/2021	View
Flo	12/05/2020	03/11/2021	View
Ge	12/07/2020	03/08/2021	View
Gie	09/03/2020	02/26/2021	View
Jyc	02/26/2020	02/26/2021	View
Na	11/09/2020	02/26/2021	View

Showing 1 to 6 of 6 entries Previous 1 Next

Click the link for a child name in the Child Name column, and a pop-up message displays child eligibility and enrollment details for the child.

Click [View](#) in the Payment Certificate column, and a pop-up message displays the payment certificate for the enrollment. If the payment certificate does not exist, the [View](#) button will not be active, but hovering over the button displays a message: "The payment certificate is not viewable until signed by the parent."

NOTE: If the ELC changes the Household Eligibility Status from **Redetermination** to **Active** or **Inactive**, the child's eligibility will be removed from Redetermination status and the record(s) will be removed from the Provider Portal Redetermination queues.

Child Eligibility Details

Child Information		
Name	Date of Birth	Age
Etti		1

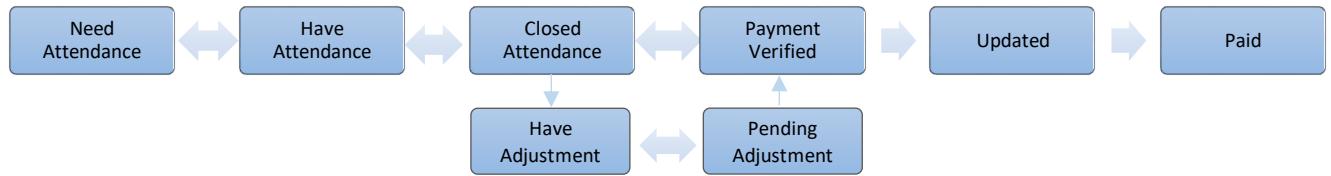
Parent Contact Information		
Name	Telephone	
Mrs. M.	(555) 555-5555	
Address		
2000 S. ...		
City	State	Zip Code
Mount Dora	FL	32757

Eligibility Information		
EV Number	Billing Group	Co-Payment
EV_0000437	BG8	\$4.25
Eligibility Status	Eligibility Start Date	Eligibility End Date
COALITION REVIEWING	08/03/2020	03/11/2021
Enrollment Status	Redetermination Due Date	
Enrolled	03/11/2021	

[Close](#)

Attendance and Reimbursement Processing

The EFS Mod financial system operates on a 12-month payment year (July 1 to June 30). Each payment period or month, providers submit attendance rosters for childcare services rendered during a service period. As these child records move through the payment cycle, different statuses are assigned.



1. Need Attendance – Outstanding attendance for a service period not yet submitted.
2. Have Attendance – Submitted attendance.
3. Closed Attendance – Approved attendance.
4. Payment Verified – Verified reimbursement detail.
5. Have Adjustment – Approved attendance in need of reimbursement detail correction.
6. Pending Adjustment – Reimbursement detail corrections pending approval.
7. Updated – Locked reimbursement detail.
8. Paid – Transmitted reimbursement detail.

At any given time, coalitions are see how many individual records are in each status for the current payment period by viewing the *Review & Close Payment Period* page (under the **Reimbursement > Reimbursement Closeout** menu).

Review & Close Payment Period										
Payment Period Summary										
Use this page to review and close										
Funding Type	Payment Period	Have Attendance	Closed Attendance	Pending Adjustment	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	April 2020	5232	610	5	1	0	0	-	-	Open
SR	April 2020	960	6103	1	0	0	0	0	0.00	Open
Local	April 2020	-	8	0	1	0	0	-	-	Open
VPK Advance-VPK	April 2020	-	-	-	0	0	0	-	-	Close
VPK Advance-VPKS	April 2020	-	-	-	0	0	0	-	-	Close
VPK SIS	April 2020	-	-	-	0	0	0	-	-	Close

Payment Periods

Attendance records for service periods move through different statuses within a payment period. The payment period automatically opens on the first of each month and automatically closes on the last day of the month. However, coalitions may choose to manually end a payment period early, such as on the 20th of each month, by using the *Review & Close Payment Period* feature. Closing a payment period, whether automatically or manually, opens the next payment period. Only one payment period is open at a time. Any records that are not in the Paid status when the payment period closes, carryover into the next payment period in the same status so they may continue to be worked until the Paid status is reached.

Service Periods

Service periods are one month. Service periods begin on the first day of the month and end on the last day of the month. When a child is enrolled with a provider, an attendance record is created. Providers are able to mark attendance during service periods in which the child is enrolled, beginning on the child's anticipated start date until the child's enrollment has ended. Each service period has a defined due date established by the statewide provider contract process. Providers that submit attendance before the end of the service period or after the service period due date are messaged accordingly. For example, attendance cannot be recorded for a day that has not occurred yet, therefore providers are alerted that future days are not reimbursable upon early submission. When submitting after the service period due date, providers are alerted that reimbursement may be delayed.

Attendance Process - VPK

The provider attendance process is based on reporting exceptions. VPK providers must report absences for enrolled children during each service period for each approved class. Information about the class, such as the start/end date and non-instructional days, are from the provider's VPK Provider Application. Information about the child, such as the child's anticipated start date and termination effective date, are from the child's enrollment record. Corrections to the class information or child information must be made in their source areas, not the attendance feature. Class and child information are refreshed each time an un-submitted attendance roster is opened by the provider.

Providers record attendance for each day the class is scheduled to be in session during the child's enrollment. As days occur in the month, they default to present (X). Providers click on a child's name and day to change the present (X) indicator to absent (A). No absent reasons or other information is collected on the provider's screen during the VPK attendance process. Features include a **Search** button (to search for any criteria included in the roster list, such as a name, age, billing group) and a **Summary** button (to display the entire class roster in a single month view and print).

VPK Attendance Roster

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 8/1/2018 to 8/31/2018 Due Date: 9/6/2018

Class ID: AF18 [Summary](#)

Class attendance has NOT been submitted to Coalition at this time.

Class	AF18-Frontierland	Max Class Size	11
Start Date	8/13/2018	End Date	5/31/2019
Curriculum	Knowledge Universe Early Foundations Discovery Infants	Edition	2004

Search:

1 to 4 of 4 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Baloo Latham	2/2/2014	4y	VPK	
2. Blue Fairy Latham	8/8/2013	5y	VPK	
3. Cinderella Latham	7/7/2013	5y	VPK	
4. Pinocchio Latham	12/12/2013	4y	VPK	

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

August 2018

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

Child's Current Information

Name: Blue Fairy Latham
 DOB: 8/8/2013 Age: 5
 Status: Enrolled BGrp: VPK
 Cert: VPK752-2018
 Class: AF18-Frontierland Room

Monthly Attendance Summary

Days Present: 15
 Days absent: 0

Legend: X Enrolled/Present, A Absent

Buttons: Save, Save & Exit, Cancel, Submit to Coalition

As absences are recorded, they are saved automatically. However, providers may choose to use the **Save** button to save their work periodically or when moving from child to child. When all child absences are recorded for the service period, the provider will click the **Submit to Coalition** button. This brings the provider to a *Sign and Certify* page where the page displays the summary view and collects the user's submission information.

Once submitted, providers see a submitted message in the class summary box and the "SUB" status in the Status column for each child record on the attendance roster. As the individual child records move through the payment period, their status is reflected in the provider's attendance roster Status column. On the Provider Portal, the child record statuses may be "SUB" (Submitted), "REJ" (Rejected), or "APP" (Approved). It is possible that a provider has some children listed as Approved and some children listed as Rejected after their submission. Providers are notified when rejections occur so they may re-visit the attendance roster to edit and re-submit. Only records that do not have a status or are rejected may be edited.

VPK Attendance Roster

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 8/1/2018 to 8/31/2018 Due Date: 8/6/2018

Class ID: AF18

Class attendance was submitted to Coalition on 10/24/2018 by alatham77+0033@gmail.com

Child Name	DOB	Age	Billing Group	Status
1. Anel Latham	2/2/2014	4y	VPK	✓ SUB
2. Bamol Latham	1/1/2014	4y	VPK	✓ SUB
3. Suse Fairy Latham	8/8/2013	5y	VPK	✓ SUB
4. Pinoschio Latham	12/12/2013	4y	VPK	✓ SUB

Attendance Calendar: August 2018

Select a child to edit attendance

Child record statuses also change on the Coalition Services Portal. Prior to the attendance roster being submitted by the provider, the child records were in the "Need Attendance" status. Once submitted, the child records are moved to the "Have Attendance" status. Approved records move forward to the "Closed Attendance" status while rejected records move back to the "Have Attendance" status. Additional information about the attendance process on the Coalition Services Portal is described in this guide.

Attendance Process - SR

The provider attendance process is based on reporting exceptions. SR providers must report absences for enrolled children during each service period for each contracted coalition. Information about the provider's operational schedule and site closures are from the provider's profile. Information about paid holidays are from the provider's SR Paid Holidays maintained by the coalition. Information about the child, such as the child's name, enrollment start and end dates, are from the child's enrollment record. Corrections to this information must be made in their source areas, not the attendance feature. Enrollment information is refreshed each time an un-submitted attendance roster is opened by the provider.

Providers record attendance for each day the site is opened and the child is scheduled for service during the child's enrollment. As days occur in the month, they default to present (X). Providers click on a child's name and day to change the present (X) indicator to absent (A). A reason for the absence must be selected. Documentation and a note to the coalition are optional. Non-scheduled days appear as NS on the attendance roster. If needed, providers may change a NS day to present (X) or even absent (A). Features include a **Search** button (to search for any criteria included in the roster list, such as a name, age, billing group) and a **Summary** button (to display the entire roster in a single month view and print).

SR Attendance Roster

Program Type*: SR School Readiness (SR)

Service Period*: 9/1/2018 to 9/30/2018 Due Date: 10/3/2018

Coalition*: ELC of the Big Bend Regic

Attendance has NOT been submitted to ELC of the Big Bend Region.

Care Level: INF, TOD, 2YR, PR3, PR4
 Hours Of Operation: M-F 6:00am-6:30pm
 SR/Local Funding Students: 6
 Paid Holidays: 2018-09-03

Search:

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Daphne Latham	3/3/2018	1y	BG8	
2. Fred Latham	3/3/2018	1y	BG8	
3. Scooby-Doo Latham	7/7/2015	2y	CCEP	
4. Scrappy-Doo Latham	8/8/2017	1y	CCEP	
5. Shaggy Latham	11/11/2014	4y	BG3	
6. Velma Latham	5/5/2016	2y	33-ALF	

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

September 2018

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

Child's Current Information

Name: Fred Latham
 DOB: 3/3/2018 Age: 1
 Copay: \$0.63 BGrp: BG8
 Status: Enrolled

Monthly Attendance Summary

Anticipated Start Date: 7/1/2018
 Days Absent: 0
 Days Present: 19
 Reimbursed Holidays: 1
 Non-Reimbursable Days: 0

Legend:

- X: Enrolled/Present
- A: Absent
- NS: Non-Reimbursable/Non-Scheduled Days

Buttons: Save, Save & Exit, Cancel, Submit to Coalition

Consecutive absences can be entered by using a date range. A document can be attached to the absence range and the document will be associated to every day entered in the date span.

Absence From: 10/08/2021 Absence To: 10/08/2021

Enzo Celestino

Reason*: Military Deployment

Note:

Max length allowed is 500 characters: 500 remaining.

Attach your document

PayStub2.docx

Removing an Absence

Absences entered by mistake can be changed back to present by clicking on the "A." The below pop-up message appears. To undo the absence, click the **Remove Absence** button. That day will show an "X", the absence reason is removed, and the attachment is removed.

Absence From: 10/08/2021 Absence To: 10/08/2021

Enzo Celestino

Reason: Military Deployment

Note:
 Max length allowed is 500 characters: 500 remaining.

Attach your document:
 PayStub2.docx [Remove]

[Remove Absence] [Save] [Cancel]

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar						
October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
					X FT	*
3	4	5	6	7	8	9
*	X FT	A	A	A	X FT	*
10	11	12	13	14	15	16
*	X FT	X FT	X FT	X FT	X FT	*
17	18	19	20	21	22	23
*	X FT	X FT	X FT	X FT	X FT	*
24	25	26	27	28	29	30
*	X FT					
31	1	2	3	4	5	6

Child's Current Information

Name: ██████████

DOB: 3/9/2018 Age: 3

Copay: \$2.15 BGrp: BG8

Status: Enrolled

Monthly Attendance Summary

Anticipated Start Date: 8/5/2021

Absences

10/05/2021 10/07/2021

10/06/2021

Days Absent: 3

Days Present: 14

Reimbursed Holidays: 0

Non-Reimbursable Days: 0

RWA: No

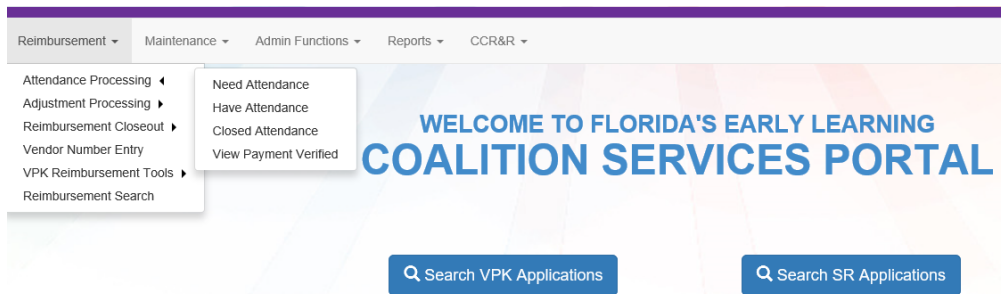
Schedule Note: N/A

Note:

- X - Enrolled/Present – **Allows Date Span Absence**
- A - Absent – **Allows Date Span Absence**
- CR - Reimbursable Temporary Closure Day - Partial – **Allows Date Span Absence**
- CN - Non-Reimbursable Temporary Closure Day – Partial – **Allows Date Span Absence**
- N - Non-Reimbursable Day – **Does Not Allow Date Span Absence**
- NS - Non-Scheduled Day – **Does Not Allow Date Span Absence**
- H - Paid Holiday – **Does Not Allow Date Span Absence**
- T - Terminated/Enrollment Ended – **Do Not Allow Date Span Absence**
- * - Closed – **Does Not Allow Date Span Absence**
- CR - Reimbursable Temporary Closure Day - Whole Site – **Does Not Allow Date Span Absence**
- CN - Non-Reimbursable Temporary Closure Day - Whole Site – **Does Not Allow Date Span Absence**
- Attendance has not started – **Does Not Allow Date Span Absence**

Attendance Processing

The Attendance Processing work queues are available under the Reimbursement menu item. The work queues include Need Attendance, Have Attendance, and Closed Attendance.



Need Attendance

The Need Attendance work queue displays all of the outstanding attendance rosters for providers by service period and funder type. Each provider that has an un-submitted attendance record for a child enrollment are represented here. The column filters and search feature may be used to filter the results by specific criteria such as a county name or provider name.

Need Attendance Work Queue

Click Here For Filtering Tips

County: All | Funder Type: VPK | Service Period: 8 | 2018 | Submit

Show 10 search results. Clear All Filters Search:

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Last Modified Date	Last Modified By
Missing	6435	Kim's ABC	Leon	August 2018	VPK	AS17	Need Attendance		
Missing	6435	Kim's ABC	Leon	August 2018	VPK	BS17	Need Attendance		
Incomplete	8433	Daisy Mae Daycare	Leon	August 2018	VPK	AF18	Need Attendance	10/23/2018	klcampbell0227+otg@gmail.com
Incomplete	8433	Daisy Mae Daycare	Leon	August 2018	VPK	AF18	Need Attendance	10/23/2018	klcampbell0227+otg@gmail.com
Incomplete	8433	Daisy Mae Daycare	Leon	August 2018	VPK	AF18	Need Attendance	10/23/2018	klcampbell0227+otg@gmail.com
Incomplete	8433	Daisy Mae Daycare	Leon	August 2018	VPK	AF18	Need Attendance	10/23/2018	klcampbell0227+otg@gmail.com
Missing	8437	Lucky Dog Daycare	Leon	August 2018	VPK	AF17	Need Attendance		
Missing	8437	Lucky Dog Daycare	Leon	August 2018	VPK	CF17	Need Attendance		
Missing	8437	Lucky Dog Daycare	Leon	August 2018	VPK	DS17	Need Attendance		
Missing	8437	Lucky Dog Daycare	Leon	August 2018	VPK	BF18	Need Attendance		

Showing 1 to 10 of 29 search results. Previous 1 2 3 Next

Coalition users cannot open or view the attendance rosters from this work queue. However, whether or not the provider has opened or worked on the attendance roster is known by looking at the Action column. The Action column has two indicators: Missing or Incomplete. Missing means the provider has not opened the roster. Incomplete means the provider has been working on the roster. In addition, the Last Modified Date and Last Modified By information will be populated. As attendance rosters are submitted, their status changes to Have Attendance. Therefore, they will not be listed in this work queue anymore. However, if the provider has one or more rejected attendance records (from Have Attendance), the service period roster will be listed in the Need Attendance work queue again because the provider has outstanding child attendance records that are not yet submitted for a service period. An additional report is available in Tableau with additional information about the outstanding child attendance records.

Have Attendance

The Have Attendance work queue displays all of the submitted attendance rosters for providers by county and funder type. Each provider that has submitted attendance records for a child enrollment are represented here. The column filters and search feature may be used to filter the results by specific criteria such as a county name, service period, or provider name. Attendance rosters submitted after their service period due date are bolded in red and have a warning symbol (⚠) to indicate their late submission. Coalitions may choose to work the late rosters or skip over them. Any rosters that do not reach the Paid status when the payment period closes, remain in their current status in the new payment period to continue being worked.

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Received Date	Last Modified Date	Last Modified By
Review	19449	Growing Up Strong	KREPS ISLAND	August 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018 ⚠	12/09/2018	alatham77+OEL.provider@gmail.com
Review	19449	Growing Up Strong	KREPS ISLAND	July 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018 ⚠	12/09/2018	alatham77+00998@gmail.com
Review	19449	Growing Up Strong	KREPS ISLAND	November 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018 ⚠	12/09/2018	alatham77+OEL.provider@gmail.com
Review	19449	Growing Up Strong	KREPS ISLAND	October 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018 ⚠	12/09/2018	alatham77+OEL.provider@gmail.com
Review	19449	Growing Up Strong	KREPS ISLAND	September 2018	VPK	AF18- Purple Room	Have Attendance	12/09/2018 ⚠	12/09/2018	alatham77+OEL.provider@gmail.com

To begin reviewing submitted attendance records, click on the **Review** link. The attendance roster opens. The top portion of the roster contains information about the provider and attendance roster. The service period, due date, and submitted date are displayed. Again, attendance rosters submitted after their service period due date are bolded in red and have a warning symbol (⚠) to indicate late submission.

Each record must have a status of Approved or Rejected in order to continue with the roster processing. Children with 3 or fewer absences default to the Approved status. Children with 4 or more absences must have the status selected.

Approved records will move forward in the reimbursement process to Closed Attendance. Rejected records will move backward in the reimbursement process to Need Attendance. Rejecting records is necessary when corrections are needed to the child enrollment information, attendance, or schedule (i.e. closures). Once rejected, edits to the enrollment, attendance, and schedule may be updated. Then, the provider may review and re-submit. **Rejecting one or more records will not prevent the other approved records from moving forward in the reimbursement process.**

Growing Up Strong - AF18 - Purple Room - Nov-2018

Child Name	DOB	Age	Billing Group	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Days Present	Days Absent	CR Days	Status	Action	
1. Crunch Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
2. Goodbar Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	A	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject
3. Krackel Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
4. Mentos Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
5. Milky Way Latham	9/9/2013	5y	VPK	X	*	*	*	X	A	X	X	*	*	*	X	X	X	A	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	14	2	1	Approved	Reject
6. Nestle Latham	1/1/2014	4y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
7. Payday Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
8. Reese's Pieces Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
9. Snickers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
10. Three Musketeers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
11. Twix Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	A	*	*	*	X	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject

NOTE: For VPK rosters, 1) absences between the anticipated start date and first present day are not reimbursable, and 2) absences between the last present day and termination effective date are not reimbursable. While actual absences are recorded in Have Attendance, the system excludes these absences from payment calculations in Closed Attendance.

To reject a single record, click the **Reject** action button for that row. A pop-up message appears to collect the rejection reason and comment.

NOTE: The rejection reasons are the same for both SR and VPK programs so they may not be applicable in all cases. Selecting "Other" requires a comment.

Reject Attendance Roster ✕

Child Name On Attendance: **Krackel Latham**

- Child marked present/absent conflicts with sign-in sheet
- Child absence documentation needs correction
- Provider requested attendance roster be returned for corrections
- Other

Comments:

◀ Cancel
Reject Attendance Record ▶

Once rejected, the child record status and action button change on the roster. The child record status may be changed back to approved by clicking the **Approve** action button. Statuses are not committed until the **Continue/Approve Roster** button is selected. In other words, it will not notify the provider of a rejected record as soon as the status is changed on the screen. There is another step to complete the process before the status is committed and notification of rejected records is sent.

Growing Up Strong - AF18 - Purple Room - Nov-2018

Attendance Record for Growing Up Strong 11 Total Records

Funder Type: VPK Payment Period: Dec - 2018 Service Period: 11/01/2018 to 11/30/2018
 Status: Have Attendance Due Date: 12/05/2018 Submitted Date: 12/09/2018
 Provider Name: Growing Up Strong Provider ID: 19449 Submitted By: alatham77+OELprovider@gmail.com
 Site Address: 205 MARRIOTT DR TALLAHASSEE, FL 32301 County: KREPS ISLAND Advance Payment: Yes
 Classroom: AF18 - Purple Room Class Start: 07/02/2018 Class End: 05/31/2019

Child Name	DOB	Age	Billing Group	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Days Present	Days Absent	CR Days	Status	Action
1. Crunch Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
2. Goodbar Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	A	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject
3. Krackel Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Rejected	Approve
4. Mentos Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
5. Milky Way Latham	9/9/2013	5y	VPK	X	*	*	*	X	A	X	X	*	*	*	X	X	X	A	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	14	2	1	Approved	Reject
6. Nestle Latham	1/1/2014	4y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
7. Payday Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
8. Reese's Pieces Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
9. Snickers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
10. Three Musketeers Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	X	*	*	*	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	16	0	1	Approved	Reject
11. Twix Latham	9/9/2013	5y	VPK	X	*	*	*	X	X	X	A	*	*	*	X	X	X	*	*	*	*	X	X	X	*	*	*	*	X	X	X	X	CR	15	1	1	Approved	Reject

When all records have a status, click **Continue/Approve Roster**. When rejected records appear, the **Continue** button brings the coalition user to the *Complete Roster Processing* pop-up message, where the summary is displayed and comments are captured for the provider case notes. When the **Complete Roster Processing** button is clicked, the statuses are committed. Rejected records are returned to Need Attendance so corrections may be made. The provider will receive a dashboard notification and the user that submitted the attendance roster will receive an email instructing them to log in to the Provider Portal to review and edit the rejected records (indicated with "REJ"). The rejected records for the service period move back to Need Attendance. The approved records for the service period move forward to Closed Attendance.

Attendance Processing

Total rejected records to return to provider 1 Total approved records for reimbursement 10

Rejected Attendance Records: Krackel Latham

Comments (for Provider Case Notes):

Cancel Complete Attendance Processing

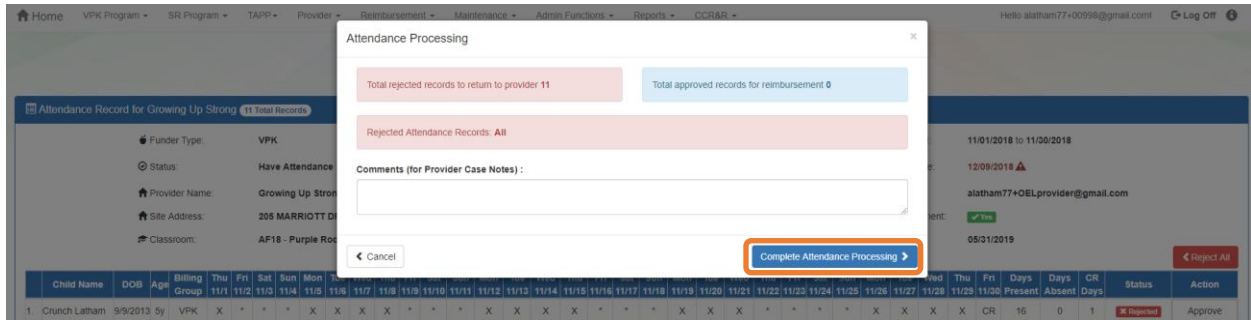
NOTE: It is possible to reject all children on the roster at once by using the **Reject All** button. A message appears to confirm that the coalition user would like to reject all of the children on the roster and return the roster to the provider for editing.

Reject All Children

Are you sure that you want to reject all children on this roster and return the roster to the provider for editing?

No Yes

Clicking **Yes** continues the process. This gives all records the rejected status. Next, click the **Continue** button. This brings the coalition user to the *Complete Roster Processing* pop-up message, where the summary is displayed and comments are captured for the provider case notes. When the **Complete Attendance Processing** button is clicked, the statuses are committed. The provider receives notifications and records as moved as described above.

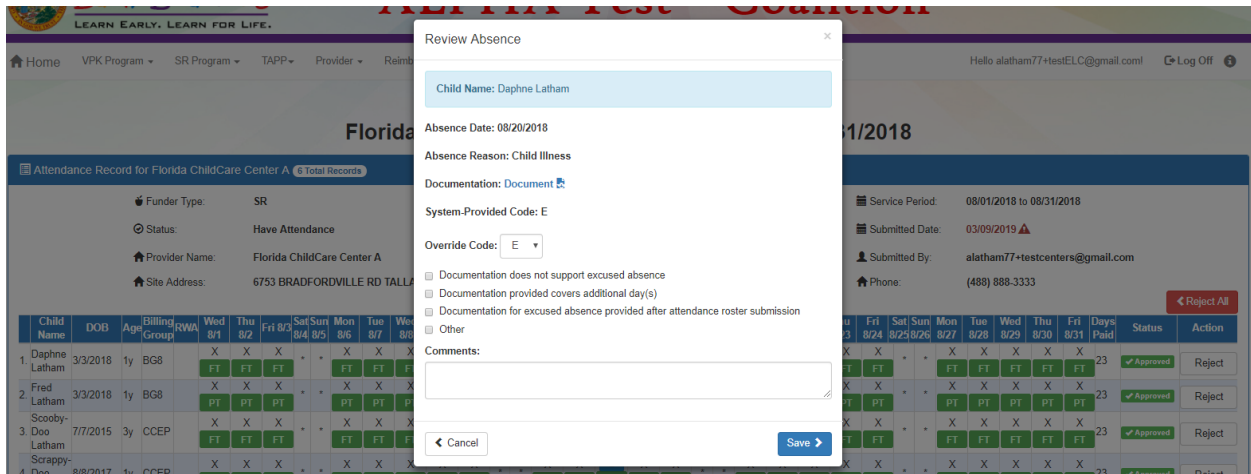


SR & Local rosters in Have Attendance function similarly to VPK in regards to rejecting records, giving each record a status, and completing roster processing. However, there are some differences. SR & Local rosters include a reimbursement code for each absence and display the unit of care per day.

Florida ChildCare Center A - 08/01/2018 to 08/31/2018

Attendance Record for Florida ChildCare Center A - 6 Total Records		Funder Type: SR		Payment Period: Mar - 2019		Service Period: 08/01/2018 to 08/31/2018																																
Status: Have Attendance		Due Date: 09/06/2018		Submitted Date: 03/09/2019		Submitted By: alatham77+testcenters@gmail.com																																
Provider Name: Florida ChildCare Center A		Provider ID: 9504		Submitted By: alatham77+testcenters@gmail.com		Phone: (488) 888-3333																																
Site Address: 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309		County: Leon		Phone: (488) 888-3333																																		
Child Name	DOB	Age	Billing Group	RWA	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Days Paid	Status	Action
1. Daphne Latham	3/3/2018	1y	BGG		FT	FT	FT			FT	FT	FT	FT	FT				X	X	X	X	X			E	X	X	X	X		X	X	X	X	23	Approved	Reject	
2. Fred Latham	3/3/2018	1y	BGG		PT	PT	PT			PT	PT	PT	PT	PT				X	X	X	X	X			PT	PT	PT	PT	PT		PT	PT	PT	PT	PT	23	Approved	Reject
3. Scooby-Doo Latham	7/7/2015	3y	CCEP		FT	FT	FT			FT	FT	FT	FT	FT				X	X	X	X	X			FT	FT	FT	FT	FT		FT	FT	FT	FT	FT	23	Approved	Reject
4. Scrapy-Doo Latham	8/8/2017	1y	CCEP		X	X	X			X	X	X	X	X				X	X	X	X	X			E	X	X	X	X		X	X	X	X	23	Approved	Reject	
5. Shaggy Latham	11/11/2014	4y	BG3		X	X	X			X	X	X	X	X				X	X	X	X	X			FT	FT	FT	FT	FT		FT	FT	FT	FT	FT	23	Approved	Reject
6. Velma Latham	5/5/2016	2y	33-ALF		X	X	X			X	X	X	X	X				X	X	X	X	X			E	X	X	X		X	X	X	X	23	Approved	Reject		

As providers record absences on the Provider Portal, the user will select a reason and optionally leave a note or upload a document. The absence information can be viewed in Have Attendance by clicking on the coded absence.



The system will code absences one to three as “E” for excused. The system will code absences four to seven as “A” for authorized. Absences 11 or more are coded as “N” for non-reimbursable. Coalition users may override the absence code by choosing another reimbursement code (within the system limitations of three E’s and seven A’s) and clicking **Save**. Absences due to disaster declarations are coded “D”, are not included in the 10-absence limit, and are considered paid absences.

Another feature of SR & Local attendance is the ability for providers to change the unit of care on the roster. This feature may be removed at a later time, but in the meantime, if a provider uses the feature the attendance roster in Have Attendance highlights the change in red.

Child Name	DOB	Age	Billing Group	RWA	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Sun 9/23	Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Sun 9/30	Days Paid	Status	Action
1. Daphne Latham	3/3/2018	1y	BG8			H	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	23	Approved	Reject	
2. Fred Latham	3/3/2018	1y	BG8			H	E	E	E	A			A	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X	20	Approved	Approve	
3. Doo Latham	7/7/2015	3y	CCEP																																		
4. Scrapy-	8/8/2017	1y	CCEP																																		

The unit of care change can be viewed in Have Attendance by clicking on the highlighted value. A pop-up message displays to accept or override the change.

Coalition staff can see a quick summary of SR enrollment details in Have Attendance. Click a **Child Name** link.

After the **Child Name** link is clicked, the following will display.

SUN	MON	TUE	WED	THU	FRI	SAT
NS	FT	FT	FT	FT	FT	NS

Closed Attendance

The Closed Attendance work queue displays all of the approved attendance records for providers by county and funder type. At this point, reimbursement calculations are run. The School Readiness funder type and Local funder type are separated. The column filters and search feature may be used to filter the results by specific criteria such as a county name, service period, or provider name.

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Received Date	Last Modified Date	Last Modified By
Review	19449	Growing Up Strong	KREPS ISLAND	November 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	October 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	September 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	August 2018	VPK	AF18	Closed Attendance			
Review	19449	Growing Up Strong	KREPS ISLAND	July 2018	VPK	AF18	Closed Attendance			

To begin reviewing approved attendance records with reimbursement detail, click on the **Review** link. The approved attendance records display with calculations. The top portion of the roster contains information about the provider and attendance roster, including whether closures are included and the vendor number for payment.

Growing Up Strong - AF18 - Purple Room - Dec - 2018

Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1. Reese's Pieces Latham	9/9/2013	VPK	PR4	0	8	24.00	0.00	24.00	24.00	\$4.38	\$105.12		Verify Adjust
2. Snickers Latham	9/9/2013	VPK	PR4	0	8	24.00	0.00	24.00	24.00	\$4.38	\$105.12		Verify Adjust
3. Three Musketeers Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26		Verify Adjust
4. Crunch Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26		Verify Adjust
5. Payday Latham	9/9/2013	VPK	PR4	0	9	27.00	0.00	27.00	27.00	\$4.38	\$118.26		Verify Adjust

Similar to Have Attendance, each record in Closed Attendance must have a status of Verified or Adjusted in order to continue with the roster processing.

Similar to Have Attendance, coalition staff can see a quick summary of SR enrollment details in Closed Attendance. Click a **Child Name** link.

Attendance Record for [Child Name] 10 Total Records

Funder Type: SR | Status: Have Attendance | Provider Name: [Redacted] | Site Address: [Redacted]

Payment Period: Apr - 2019 | Due Date: 09/06/2018 | County: Hillsborough

Service Period: 08/01/2018 to 08/31/2018 | Submitted Date: 03/20/2019 | Submitted By: [Redacted] | Phone: [Redacted]

Child Name	DOB	Age	Billing Group	RWA	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Days Paid	Status	Action
[Child Name]	12/30/2015	3y	BG8		X	X	X	NS	-	X	X	X	X	X	NS	-	X	X	X	X	X	NS	-	X	X	X	X	X	NS	-	X	X	X	X	X	23	Approved	Reject
[Child Name]	11/13/2013	5y	BG8		X	X	X	X	-	X	X	X	X	X	T	T	-	T	T	T	T	T	-	T	T	T	T	T	T	T	T	T	T	T	1	Approved	Reject	

After the **Child Name** link is clicked, the following will display.

Enrollment Information for [Child Name]

Birth Date	12/30/2015	Co-Payment	\$6.40
Billing Group	BG8	Copay In Effect	FT
Level of Care	24 < 36 Months		
Anticipated Start	4/5/2018	Actual Start	4/5/2018
Terminated On	12/30/2018		
School Calendar	Hillsborough County Public Schools		

Daily Care Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
NS	FT	FT	FT	FT	FT	NS

School Holiday

Close

Verified records will move forward in the reimbursement process to Payment Verified. Adjusted records will move to the Need Adjustment work queue for editing. **Marking one or more records for adjustment will not prevent the other verified records from moving forward in the reimbursement process.**

An individual record or an entire roster can be sent back to Have Attendance by clicking the **Back to "Have"** button. If the provider needs to make additional changes to the individual record or entire roster, the records can be rejected, moving the status back to Need Attendance.

Reimbursement Record for [Child Name] 6 Total Records

Funder Type: SR | Status: Closed Attendance | Vendor Number: [Redacted] | Site Address: [Redacted]

Payment Period: Apr - 2019 | Provider Type: Family Child Care Home | Provider ID: [Redacted] | County: Hillsborough

Service Period: 01/01/2019 to 01/31/2019 | Provider Name: [Redacted] | Phone: (813) 453-6136

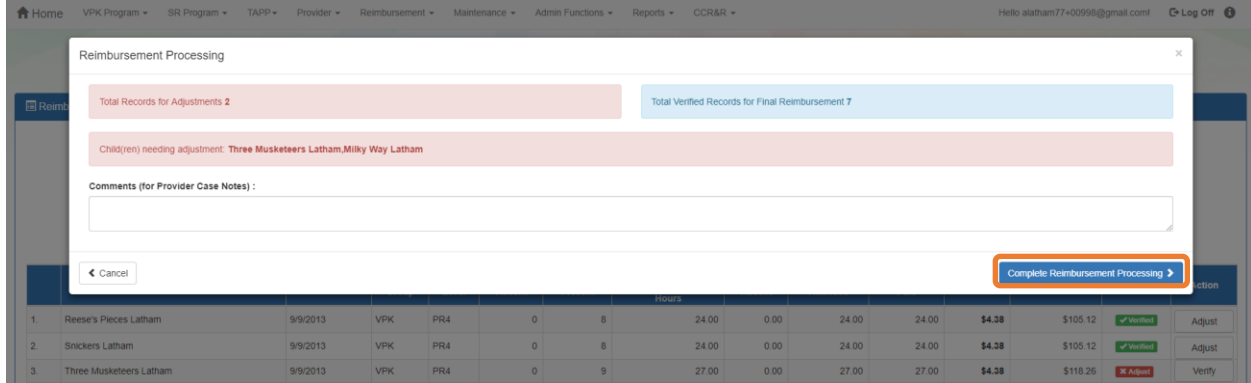
Buttons: Provider Rates, Refresh Calculations, Move All to 'Have'

Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	PFP Amount	PFP CA Amount	QI Amount	CS Amount	Status	Action
[Child Name]	6/10/2016	BG8	ECON	2YR	FT	4	\$19.80	\$5.50	\$79.20	\$22.00	\$57.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified	<div style="text-align: right;"> Adjust Back to 'Have' Continue </div>

NOTE: If any records have CCEP in the Billing Group column, those must be changed to SR Match through the Bulk Billing Group Transfer process. See the *Bulk Billing Group Transfer* section for more details.

When all records have a status, click **Continue**. This brings the coalition user to the *Complete Reimbursement Processing* pop-up message, where the summary is displayed and comments are captured for the provider case notes.

When the **Complete Reimbursement Processing** button is clicked, the statuses are committed.



Records marked for Adjustment move to the Have Adjustment work queue. Records marked as Verified move forward in the reimbursement process and may be Updated.

****Printing Tip** – An enhancement has been logged to include a print feature as well as a method to recall previously worked rosters. In the meantime, when all records have a status, prior to clicking **Continue**, follow the steps below to select all, copy, and paste the information into an Excel document that can be saved locally.

1. Click on the webpage (anywhere)
2. Hold the CTRL key and press A (CTRL + A)
3. Then, hold the CTRL key and press C (CTRL + C)
4. Open Excel
5. Then, in the Excel document, hold the CTRL key and press V (CTRL + V)
6. Save file locally (remove header/menu information that was included in copy/paste if needed)

VPK Calculations in Closed Attendance

VPK calculations in Closed Attendance are specific to the class calendar and individual enrollment record with 80/20 included in Hours Paid.

- Total Instructional Hours are the sum of instructional hours scheduled for the child’s enrollment during the service period.
- Hours Absent and Hours Attended are the sum of instructional hours on the individual days the child attended or missed. Remember, VPK calendars can have variances per day such that most weekdays are three hours and one day is four hours (for example). Therefore, it makes a difference which day the child attended or missed.
- Hours Paid and Amount is the result of the 80/20 calculation as follows:

	Total VPK Instructional Hours (54) x Rate (\$4.36) = Maximum Provider Reimbursement (\$235.44)
Bulk1 Attend	Total Hours Attended (54) / 0.8 = Hours Paid (84.38) Hours Paid ≥ Total Instructional Hours, then use Maximum Provider Reimbursement Hours Paid (54) x Rate (\$4.36) = Amount (\$235.44)
Bulk2 Attend	Total Hours Attended (39) / 0.8 = Hours Paid (48.75) Total VPK Instructional Hours (54) – Hours Paid (48.75) = Non-Reimbursable Hours (5.25) Non-Reimbursable Hours (5.25) x Rate (\$4.36) = 80/20 Adjustment (\$22.89) Max Provider Reimbursement (\$235.44) - 80/20 Adjustment (\$22.89) = Amount (\$212.55) Hours Paid (48.75) x Rate (\$4.36) = Amount (\$212.55)
Bulk3 Attend	Total Hours Attended (33) / 0.8 = Hours Paid (41.25) Total VPK Instructional Hours (54) – Hours Paid (41.25) = Non-Reimbursable Hours (12.75) Non-Reimbursable Hours (12.75) x Rate (\$4.36) = 80/20 Adjustment (\$55.59) Max Provider Reimbursement (\$235.44) - 80/20 Adjustment (\$55.59) = Amount (\$179.85) Hours Paid (41.25) x Rate (\$4.36) = Amount (\$179.85)

	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.	Bulk1 Attend	5/5/2013	VPK	PR5	0	18	54.00	0.00	54.00	54.00	\$4.36	\$235.44		Verify Adjust
2.	Bulk2 Attend	5/6/2014	VPK	PR4	5	13	54.00	15.00	39.00	48.75	\$4.36	\$212.55		Verify Adjust
3.	Bulk3 Attend	5/7/2014	VPK	PR4	7	11	54.00	21.00	33.00	41.25	\$4.36	\$179.85		Verify Adjust

SR Calculations in Closed Attendance

SR calculations in Closed Attendance are specific to the provider reimbursement rate plan in effect during the service period. To view the provider's rate plans, click the **Provider Rates** button.

Reimbursement Record for Florida ChildCare Center A 5 Total Records

Funder Type: SR Payment Period: Mar - 2019 Service Period: 08/01/2018 to 08/31/2018
 Status: Closed Attendance Provider Type: Center Provider ID: 9504
 Vendor Number: 55-1996 Provider Name: Florida ChildCare Center A Phone: (488) 888-3333
 Site Address: 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309 County: Leon

[Provider Rates](#) [Refresh Calculations](#)

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	PFP Amount	PFP CA Amount	QI Amount	CS Amount	Status	Action
1.	Daphne Latham	3/3/2018	BG8	ECON	INF	FT	23	\$30.00	\$1.25	\$690.00	\$28.75	\$661.25	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust
INF TOTALS										\$690.00	\$28.75	\$661.25	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00		
2.	Scrappy-Doo Latham	8/8/2017	CCEP	P1	TOD	FT	5	\$28.80	\$0.63	\$144.00	\$3.15	\$140.85	\$24.00	\$0.00	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust
3.	Scrappy-Doo Latham	8/8/2017	CCEP	P1	TOD	PT	18	\$11.50	\$0.63	\$207.00	\$11.34	\$195.66	\$50.40	\$0.00	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust
TOD TOTALS										\$351.00	\$14.49	\$336.51	\$74.40	\$0.00	\$0.00	\$0.00	\$0.00		
4.	Scooby-Doo Latham	7/7/2015	CCEP	P1	PR3	FT	23	\$28.80	\$1.25	\$662.40	\$28.75	\$633.65	\$110.40	\$0.00	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust
PR3 TOTALS										\$662.40	\$28.75	\$633.65	\$110.40	\$0.00	\$0.00	\$0.00	\$0.00		
5.	Shaggy Latham	11/11/2014	BG3	28A	PR4	FT	23	\$27.60	\$1.25	\$634.80	\$28.75	\$606.05	\$105.80	\$0.00	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust
PR4 TOTALS										\$634.80	\$28.75	\$606.05	\$105.80	\$0.00	\$0.00	\$0.00	\$0.00		
Totals										\$2,338.20	\$100.74	\$2,237.46	\$405.60	\$0.00	\$0.00	\$0.00	\$0.00		

[Continue](#)

This opens a new browser tab with the provider's reimbursement rate plans. Click on the **Reimbursement Rates** button.

SR Reimbursement Rates For Florida ChildCare Center A Return to review

[Add Reimbursement Rates](#)

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of the Big Bend Region	Leon	7/1/2018	6/30/2019	Settings	Reimbursement Rates

Now, the rates appear.

SR Reimbursement Rates - 9504 --

Unit of Care: Full-Time Daily Rates Rates in effect on: 7/1/2018

[Edit Provider Rates](#) [Edit Differential Rates](#)

Care Code	Description	A	B	C	D	E	F	G	H	I	J	K
		Provider's Private Pay Rates	Coalition Maximum Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	Gold Seal Differential (Column B x percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C+D; amount cannot exceed column A)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	PFP Tier Differential Rate (Column C x tier percentage)	PFP Child Assessment Differential Rate (Column C x tier percentage)	QI Level Differential Rate (Column C x tier percentage)	Total Payment Rate (Column E + G + H + I; cannot exceed column F)	Contracted Slots Differential Rate (per child flagged for contracted slots)
INF	<12 Months	\$36.00	\$25.00	\$25.00	\$5.00	\$30.00	\$43.20	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00
TOD	12 <24 Months	\$35.00	\$24.00	\$24.00	\$4.80	\$28.80	\$42.00	\$0.00	\$0.00	\$0.00	\$28.80	\$0.00
2YR	24 <36 Months	\$34.00	\$24.00	\$24.00	\$4.80	\$28.80	\$40.80	\$0.00	\$0.00	\$0.00	\$28.80	\$0.00
PR3	36 <48 Months	\$33.00	\$24.00	\$24.00	\$4.80	\$28.80	\$39.60	\$0.00	\$0.00	\$0.00	\$28.80	\$0.00
PR4	48 <60 Months	\$32.00	\$23.00	\$23.00	\$4.60	\$27.60	\$38.40	\$0.00	\$0.00	\$0.00	\$27.60	\$0.00
PR5	60 <72 Months	\$31.00	\$23.00	\$23.00	\$4.60	\$27.60	\$37.20	\$0.00	\$0.00	\$0.00	\$27.60	\$0.00
SCH	In School	\$0.00	\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPCR	Special Needs	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Column A represents the provider's private pay rates (source = *Edit Provider Rates*).
- Column B represents the coalition's maximum reimbursement rates for the provider type and county (source = **Admin Functions > Rates Management > SR Rate Plans**).

- Column C represents the approved reimbursement rate (lower of columns A or B) without Gold Seal (or other differentials).
- Column J represents the total payment rate (approved reimbursement rate with Gold Seal and other differentials).

Looking back at the Closed Attendance calculations, coalition users may confirm the rates in use.

- The *Total Payment Rate* for each child’s care level and unit of care in Closed Attendance match Column J of the provider reimbursement rate plan.
- The *Total Payment Rate* multiplied by *Days to be Paid* equals the *Gross Payment Amount*.
- The *Daily Parent CoPay Rate* multiplied by *Days to be Paid* equals the *Less Parent CoPay Amount*.
- The differential amounts (i.e. *Gold Seal Amount*, *PPF Amount*, *PPF CA Amount*, *QI Amount*, and *CS Amount*) are already included in the *Gross Payment Amount* as they are part of the *Total Payment Rate*, however, they can be confirmed by multiplying *Days to be Paid* and the differential rate on the Reimbursement Rate Plan.

NOTE: If changes to a rate plan are needed there are several options:

1. Remove a rate plan. Use the **Provider Rates** button in Closed Attendance to go to the provider’s reimbursement rate plan page. Then, click the **Settings** button and **Remove** button if reimbursement has never been processed against the rate plan. A new reimbursement rate plan can be created.
2. Edit a rate plan. Use the **Provider Rates** button in Closed Attendance to go to the provider’s reimbursement rate plan page. Then, click the **Reimbursement Rates** button. Next, click the **Edit Provider Rates** or **Edit Differential Rates** buttons to make edits if reimbursement has never been processed against the rate plan.
3. End a rate plan and make a new one. Use the **Provider Rates** button in Closed Attendance to go to the provider’s reimbursement rate plan page. Then, click the **Add Reimbursement Rates** button. Enter the start and end date for the new plan and click **Save**. Next, click the **Reimbursement Rates** button to set up the plan (by clicking the **Edit Provider Rates** or **Edit Differential Rates** buttons).

Once back in Closed Attendance, click the **Refresh Calculations** button to update with the new rate plan information.

Missing Rates

If a provider rate is missing for a care level in Closed Attendance, a red error message will display in the Total Payment Rate column and at the bottom of the page. A coalition user can enter the rate on the provider’s behalf. Click the **\$ Provider Rates** button.

SR Nicholas Creek Children Preschool | Jan - 2022

Reimbursement Record for SR | 1 Total Records

Funder Type: SR | Payment Period: Jan - 2022 | Service Period: 08/01/2021 to 08/31/2021
 Status: Closed Attendance | Provider Type: Center | Provider ID: 18462
 Vendor Number: [REDACTED] | Provider Name: [REDACTED] | Phone: [REDACTED]
 Site Address: [REDACTED] | County: Pinellas | Has Closures: No

Buttons: **\$ Provider Rates** (highlighted), Refresh Calculations, Move All to 'Have'

Showing 1 to 1 of 1 search results.

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Status	Action
Filter	Filter		Filter	Filter	Filter	Filter	14	▲ Rate	\$0.90	\$0.00	\$12.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Back to 'Have'
Totals										\$0.00	\$12.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Showing 1 to 1 of 1 search results.

▲ At least one record has a missing or negative rate amount.

This opens a new browser tab with the provider's reimbursement rate plans. Click the **Reimbursement Rates** button for the appropriate reimbursement rate plan.

SR Reimbursement Rates For [Provider Name] Return to review

+ Add Reimbursement Rates

Coalition	County	Reimbursement Start Date	Reimbursement End Date		
ELC of Pinellas	Pinellas	7/1/2018	6/30/2019	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	7/1/2019	1/31/2020	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	2/1/2020	6/30/2020	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	7/1/2020	12/31/2020	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	1/1/2021	6/30/2021	Settings	Reimbursement Rates
ELC of Pinellas	Pinellas	7/1/2021	6/30/2022	Settings	Reimbursement Rates

In this example, the Part-Time Daily Rate for SCH is \$0.00. Click **Edit Provider Rates**.

SR Reimbursement Rates - 18462 - -

Unit of Care: Part-Time Daily Rates Rates in effect on: 7/1/2021

* Reimbursable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

Edit Provider Rates Edit Differential Rates

Care Code	Description	A Provider's Private Pay Rates	B Coalition Maximum Reimbursement Rates	C Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	D Gold Seal Differential (Column C x percentage)	E Approved Provider Reimbursement Rate with Gold Seal (Column C + D; amount cannot exceed column F)	F Provider's Private Pay Rates Upper Limit (Column A + 20%)	G QPI Differential Rate (Column C x tier percentage)	H Local QI Level Differential Rate (Column C x tier percentage)	I Total Payment Rate (Column E + G + H; cannot exceed column F)	J Contracted Slots Differential Rate (per child flagged for contracted slots)	K Child Assessment Differential Rate (Column C x tier percentage)
INF	<12 Months	\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOD	12 <24 Months	\$0.00	\$33.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2YR	24 <36 Months	\$20.00	\$24.65	\$20.00	\$0.00	\$20.00	\$24.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00
PR3	36 <48 Months	\$20.00	\$17.36	\$17.36	\$0.00	\$17.36	\$24.00	\$0.00	\$0.00	\$17.36	\$0.00	\$0.00
PR4	48 <60 Months	\$20.00	\$17.36	\$17.36	\$0.00	\$17.36	\$24.00	\$0.00	\$0.00	\$17.36	\$0.00	\$0.00
PR5	60 <72 Months	\$20.00	\$17.36	\$17.36	\$0.00	\$17.36	\$24.00	\$0.00	\$0.00	\$17.36	\$0.00	\$0.00
SCH	In School	\$0.00	\$12.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPCR	Special Needs	\$0.00	\$54.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enter the correct rate. For this example, the rate is \$20.00. Only \$0.00 rates are editable. Click **Save**.

Provider's Private Pay Rates [Provider Name]

Care Code	Description	FT	PT	PTL
INF	<12 Months	\$ 0.00	\$ 0.00	\$ 0.00
TOD	12 <24 Months	\$ 0.00	\$ 0.00	\$ 0.00
2YR	24 <36 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR3	36 <48 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR4	48 <60 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR5	60 <72 Months	\$ 32.00	\$ 20.00	\$ 0.00
SCH	In School	\$ 32.00	\$ 20.00	\$ 0.00
SPCR	Special Needs	\$ 0.00	\$ 0.00	\$ 0.00

Cancel Save

A confirmation window will display. Click **Yes** or **Cancel**.

The screenshot shows a confirmation dialog box titled "Confirm Provider Rates Change" with the text: "Are you sure you want to save the Provider Rates change? This action is permanent and cannot be edited after saving." The dialog has "Yes" and "Cancel" buttons. In the background, a table titled "Provider's Private Pay Rates" is visible, showing columns for Care Code, Description, FT, PT, and PTL with corresponding rates.

Care Code	Description	FT	PT	PTL
INF	<12 Months	\$ 0.00	\$ 0.00	\$ 0.00
TOD	12 <24 Months	\$ 0.00	\$ 0.00	\$ 0.00
2YR	24 <36 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR3	36 <48 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR4	48 <60 Months	\$ 32.00	\$ 20.00	\$ 0.00
PR5	60 <72 Months	\$ 32.00	\$ 20.00	\$ 0.00
SCH	In School	\$ 32.00	\$ 20.00	\$ 0.00
SPCR	Special Needs	\$ 0.00	\$ 0.00	\$ 0.00

For each affected record, click the **Back to Have** button.

The screenshot shows a "Reimbursement Record for" page for "St. Nicholas Greek Orthodox Preschool - Jan - 2022". It includes a summary of provider information and a table of reimbursement records. The "Back to Have" button is highlighted in the "Action" column of the table.

Summary Information:

- Funder Type: SR
- Status: Closed Attendance
- Vendor Number: [Redacted]
- Site Address: [Redacted]
- Payment Period: Jan - 2022
- Provider Type: Center
- Provider Name: [Redacted] Preschool
- County: Pinellas
- Service Period: 08/01/2021 to 08/31/2021
- Provider ID: 18462
- Phone: [Redacted]
- Has Closures: No

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local OI Amount	CS Amount	Status	Action
Filter	Filter		Filter	Filter	Filter	Filter		▲ Rate	\$0.90	\$0.00	\$12.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Back to Have
Totals										\$0.00	\$12.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Showing 1 to 1 of 1 search results.

▲ At least one record has a missing or negative rate amount.

In Have Attendance, move the provider records to Closed Attendance. In Closed Attendance, the missing rate error is resolved, and the amount in the Total Payment Rate is based on the lower amount of the Provider Private Pay Rate and the Coalition Maximum Reimbursement Rate for that Care Level.

St. Nicholas Greek Orthodox Preschool Jan - 2022

Reimbursement Record for St. Nicholas Greek Orthodox Preschool 1 Total Records

Funder Type: **SR**

Status: **Closed Attendance**

Vendor Number: [REDACTED]

Site Address: [REDACTED]

Payment Period: **Jan - 2022**

Provider Type: **Center**

Provider Name: [REDACTED] Preschool

County: **Pinellas**

Service Period: **08/01/2021 to 08/31/2021**

Provider ID: **18462**

Phone: [REDACTED]

Has Closures: ✖ No

Provider Rates
Refresh Calculations
Move All to 'Have'

Showing 1 to 1 of 1 search results.

Clear All Filters

Last Name	First Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	OPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Status	Action
Filter	Filter		Filter	Filter	Filter	Filter												Filter	
T		1	BG8	SRMT	SCH	PT	14	\$12.38	\$0.90	\$173.32	\$12.60	\$160.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Verified ✓	Adjust Back to 'Have'
Totals										\$173.32	\$12.60	\$160.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Showing 1 to 1 of 1 search results.

Continue >

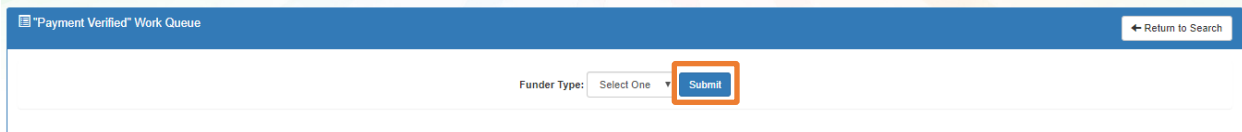
Payment Verified Work Queue

When a record, month (MTH), current period adjustment (MTH), prior period adjustment (PPA), or line item adjustment (LIA) is in Payment Verified status for the current payment period, it will display on the Payment Verified Work Queue. The Payment Verified Work Queue is only available for the following:

- For MTH records, selecting the record will move the record back to Closed Attendance
- For MTH records (current period adjustments), selecting the record will move the record back to Closed Attendance and delete the adjustment information
- For PPA and LIA records, selecting the record will delete the adjustment

From the Coalition Portal, navigate to **Reimbursement > Attendance Processing > View Payment Verified**.

On the Payment Verified Work Queue, select the Funder Type. Clicking the **Submit** button will display the selected funder type's work queue.



The screenshot shows a web interface for the "Payment Verified Work Queue". At the top, there is a blue header bar with the text "Payment Verified Work Queue" on the left and a "Return to Search" button on the right. Below the header, there is a form area. On the left side of the form, it says "Funder Type:". To the right of this label is a dropdown menu with "Select One" selected. To the right of the dropdown menu is a blue "Submit" button, which is highlighted with a red rectangular box.

SR

The search field displays at the top and will filter the work queue based on the information entered. The work queue displays 10 records per page by default. The work queue can be changed to display 10, 25, 50, or 100 records per page. If more than 10 records are available, then pagination is available. The number of entries display at the bottom of the work queue.

Only SR records in Payment Verified status will display in the queue. Clicking on the **Select All** checkbox will select all records on the screen. The following columns display in the work queue:

- Child Name
- Provider ID
- Provider Name
- Service Period
- Care Level
- Unit of Care
- Billing Group
- Match Funder ID-Name
- Match Funder Amount
- VPK Class ID
- Enrollment ID
- Is Adjustment
- Record Type
- Reimbursement ID

The work queue is sorted alphabetically by Child Name, by default. Each of the columns have a search filter to narrow the results. Clicking on a column header will sort the work queue by that criterion. Clicking the **Return to Search** button will navigate to the Payment Verified Work Queue Search screen.

The screenshot shows the "Payment Verified" Work Queue interface. At the top, there is a "Return to Search" button. Below it, a "Funder Type" dropdown is set to "SR" with a "Submit" button. A "Show 10 entries" dropdown and a "Clear All Filters" button are also present. The main table has 15 columns, each with a "Filter" button below the header. Two rows of data are visible: one for "Apr 2019" with "PR5" care level and "FTFT" unit of care, and another for "Oct 2019" with "PR4" care level and "PT" unit of care. At the bottom right of the table, there are "Previous", "1", and "Next" navigation buttons. A red box highlights a "Run" button located below the table.

After selecting one or more records to remove from the Payment Verified work queue, clicking the **Run** button opens the confirmation pop-up window. The confirmation pop-up shows the number of records that are impacted and the action that will be taken:

- PPA records will be deleted
- LIA records will be deleted
- MTH records will be moved to closed attendance

The screenshot shows a "Confirm Processing Actions" pop-up window. It contains three summary boxes: a red box for "Total PPA Records to be DELETED: 0", a blue box for "Total MTH Records to be moved to Closed Attendance: 1", and another red box for "Total LIA Records to be DELETED: 0". Below these boxes is the question "Are you sure you want to continue?". At the bottom right, there are two buttons: a blue "Yes" button and a white "Cancel" button with a grey border.

VPK

The search field displays at the top and will filter the work queue based on the information entered. The work queue displays 10 records per page by default. The work queue can be changed to display 10, 25, 50, or 100 records per page. If more than 10 records are available, then pagination is available. The number of entries display at the bottom of the work queue.

Only VPK records in Payment Verified status will display in the queue. Clicking on the **Select All** checkbox will select all records on the screen. The following columns display in the work queue:

- Child Name
- Provider ID
- Provider Name
- Service Period
- Care Level
- Unit of Care
- Billing Group
- Match Funder ID-Name
- Match Funder Amount
- VPK Class ID
- Enrollment ID
- Is Adjustment
- Record Type
- Reimbursement ID

The work queue is sorted alphabetically by Child Name, by default. Each of the columns have a search filter to narrow the results. Clicking on a column header will sort the work queue by that criterion. Clicking the **Return to Search** button will navigate to the Payment Verified Work Queue Search screen.

Show 10 entries Clear All Filters Search:

Select All	Child Name	Provider ID	Provider Name	Service Period	Care Level	Unit of Care	Billing Group	Match Funder ID-Name	Match Funder Amount	VPK Class ID	Enrollment ID	Is Adjustment	Record Type	Reimbursement ID
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>				Sep 2019	PRS	PT	VPK					No	MTH	
<input type="checkbox"/>				Aug 2018	VPK	PT	VPK					Yes	LIA	
<input type="checkbox"/>				Aug 2018	VPK	PT	VPK					Yes	LIA	
<input type="checkbox"/>				Aug 2019	VPK	PT	VPK					Yes	LIA	
<input type="checkbox"/>				Aug 2019	PRS	PT	VPK					No	MTH	
<input type="checkbox"/>				Sep 2019	PRS	PT	VPK					No	MTH	
<input type="checkbox"/>				Jul 2019	PRS	PT	VPK					No	MTH	
<input type="checkbox"/>				Aug 2019	PRS	PT	VPK					No	MTH	
<input type="checkbox"/>				Sep 2019	PRS	PT	VPK					No	MTH	
<input type="checkbox"/>				Oct 2019	PRS	PT	VPK					No	MTH	

Showing 1 to 10 of 39 entries Previous 1 2 3 4 Next

Run

After selecting one or more records to remove from the Payment Verified work queue, clicking the **Run** button opens the confirmation pop-up window. The confirmation pop-up shows the number of records that are impacted and the action that will be taken:

- PPA records will be deleted
- LIA records will be deleted
- MTH records will be moved to closed attendance

Confirm Processing Actions ✕

Total PPA Records to be DELETED: 0

Total MTH Records to be moved to Closed Attendance: 1

Total LIA Records to be DELETED: 0

Are you sure you want to continue?

Yes
Cancel

Local

The search field displays at the top and will filter the work queue based on the information entered. The work queue displays 10 records per page by default. The work queue can be changed to display 10, 25, 50, or 100 records per page. If more than 10 records are available, then pagination is available. The number of entries display at the bottom of the work queue.

Only Local records in Payment Verified status will display in the queue. Clicking on the **Select All** checkbox will select all records on the screen. The following columns display in the work queue:

- Child Name
- Provider ID
- Provider Name
- Service Period
- Care Level
- Unit of Care
- Billing Group
- Match Funder ID-Name
- Match Funder Amount
- VPK Class ID
- Enrollment ID
- Is Adjustment
- Record Type
- Reimbursement ID

The work queue is sorted alphabetically by Child Name, by default. Each of the columns have a search filter to narrow the results. Clicking on a column header will sort the work queue by that criterion. Clicking the **Return to Search** button will navigate to the Payment Verified Work Queue Search screen. Selecting one or more entries and clicking on the **Run** button will do the following:

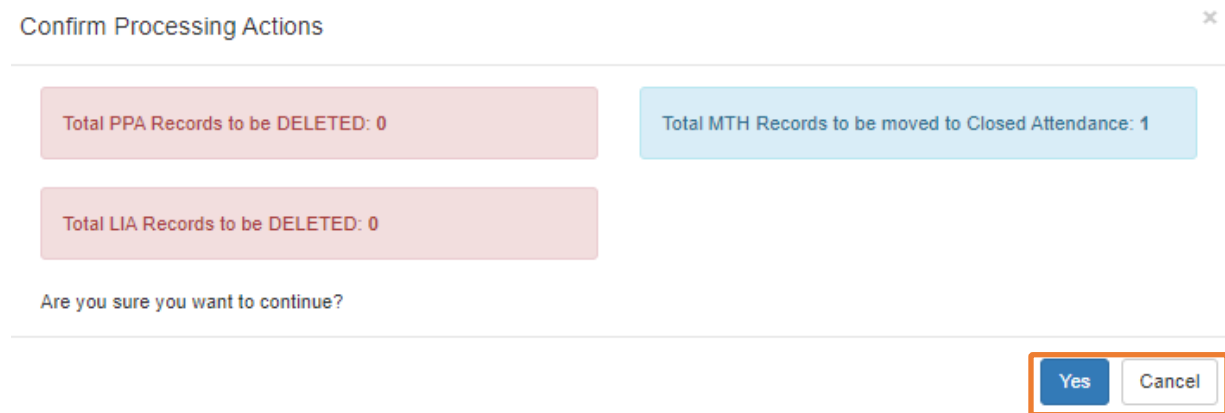
- Open the Confirm Submit for Reimbursement modal
- For MTH records, selecting the record will move the record back to Closed Attendance
- For MTH records (current period adjustments), selecting the record will move the record back to Closed Attendance and delete the adjustment information
- For PPA and LIA records, selecting the record will delete the adjustment

The screenshot shows the "Payment Verified" Work Queue interface. At the top, there is a "Return to Search" button. Below that, the "Funder Type" is set to "Local" with a "Submit" button. The interface displays "10 entries" and a "Clear All Filters" button. The table has 15 columns: "Select All", "Child Name", "Provider ID", "Provider Name", "Service Period", "Care Level", "Unit of Care", "Billing Group", "Match Funder ID-Name", "Match Funder Amount", "VPK Class ID", "Enrollment ID", "Is Adjustment", "Record Type", and "Reimbursement ID". Each column has a "Filter" button below it. A single record is shown with the following values: "Apr 2019", "SCH", "FT", "33-PR11", "8-New Provider", "No", "MTH". At the bottom, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" buttons. A "Run" button is highlighted with a red box at the bottom center.

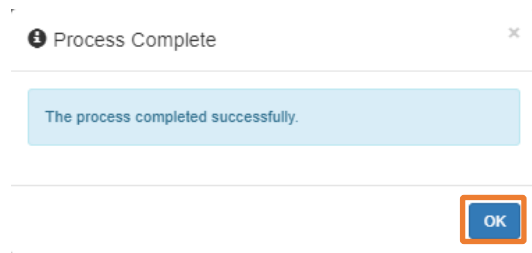
Confirmation Modal

Clicking the **Run** button opens the confirmation pop-up window. The confirmation pop-up shows the number of records that are impacted and the action that will be taken:

- PPA records will be deleted
- LIA records will be deleted
- MTH records will be moved to closed attendance



Clicking the **Cancel** button will close the modal and the entries will remain in the Payment Verified Work Queue.



Registration Fees

Providers will request registration fee payments through the Provider Portal. Once those requests are submitted, they will display in the Coalition's Registration Fee work queue.

To view/process Registration Fees navigate to **Reimbursement > Registration Fees > Pending Payments**

Coalitions can **Approve, Reject**, or mark the record **Ineligible** for payment.

Select All	Provider ID	Provider Name	Program Year	Child Name	Enrollment Status	Care Level	Unit of Care	Assessed Fee
<input type="checkbox"/>	252	WEST FAMILY LEARNING CENTER I INC	2019	Kianna Rose	Enrollment Ended (Terminated)	School Age	FT	75.00
<input type="checkbox"/>	10596	ALL STARS LEARNING	2020	Karson Penska	Enrolled	Preschool 4	FT	65.00

Approve the Registration Fee Request

The list displays the children submitted by the provider. To approve the registration fee payment, select the checkbox for the child(ren) and click the **Approve** button.

Select All	Provider ID	Provider Name	Program Year	Child Name	Enrollment Status	Care Level	Unit of Care	Assessed Fee
<input type="checkbox"/>	252	WEST FAMILY LEARNING CENTER I INC	2019	Kianna Rose	Enrollment Ended (Terminated)	School Age	FT	75.00
<input type="checkbox"/>	10596	ALL STARS LEARNING	2020	Karson Penska	Enrolled	Preschool 4	FT	65.00

On the Confirm Registration Payment Approved pop-up window, click **Yes**. The Registration Fee record's status is now **Updated**.

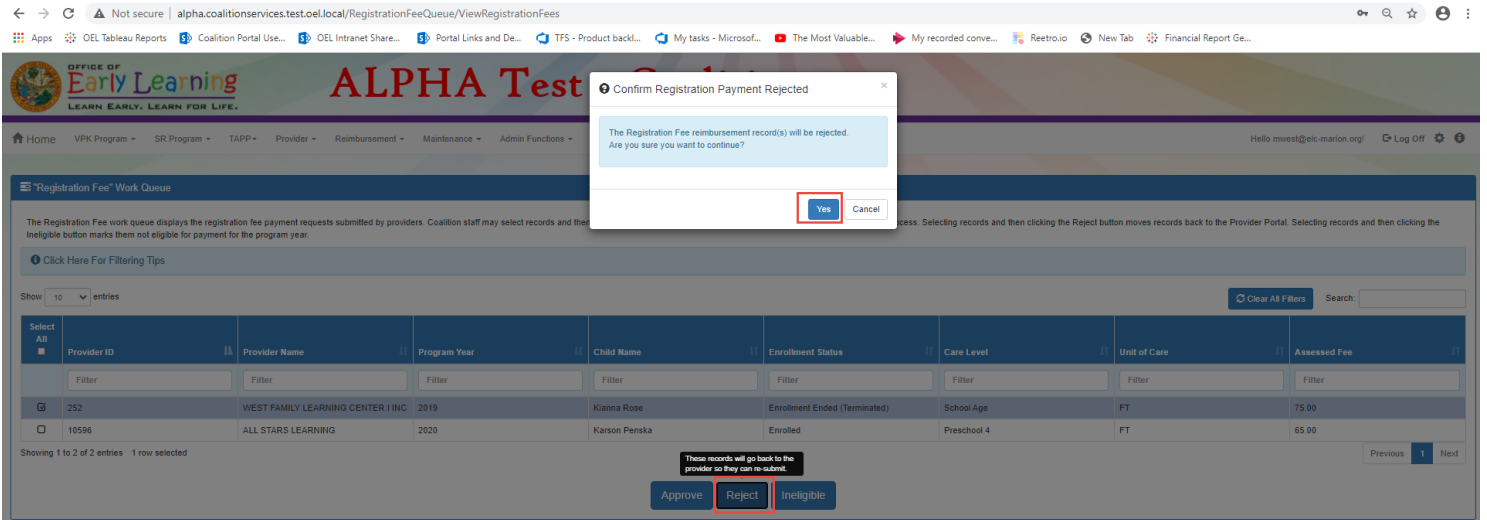
Select All	Provider ID	Provider Name	Program Year	Child Name	Enrollment Status	Care Level	Unit of Care	Assessed Fee
<input checked="" type="checkbox"/>	252	WEST FAMILY LEARNING CENTER I INC	2019	Kianna Rose	Enrollment Ended (Terminated)	School Age	FT	75.00
<input type="checkbox"/>	10596	ALL STARS LEARNING	2020	Karson Penska	Enrolled	Preschool 4	FT	65.00

Reject the Registration Fee Request

If the coalition determines that the record is incorrect, it can be rejected back to the provider for correction.

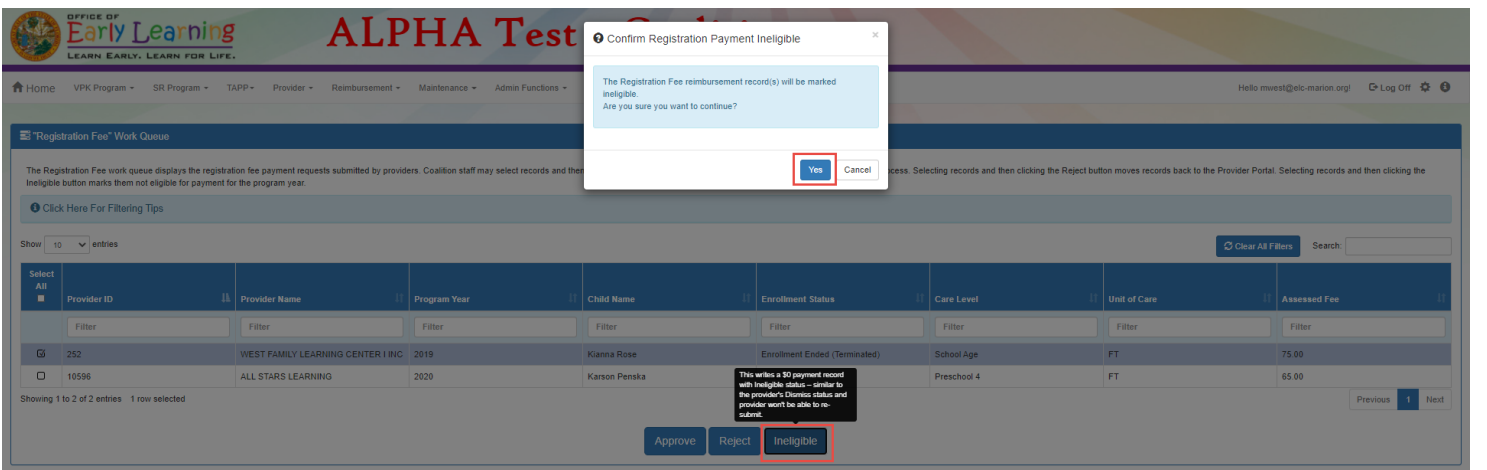
Rejected records can be re-submitted to the coalition for payment. To reject a record, check the checkbox and click

Reject to reject the records. The Registration Fee record gets the status of **Reject**. Provider would be able to re-submit the record for payment. On the Confirm Registration Payment Rejected pop-up window, click the **Yes** button. Hovering over the Reject button will display the following message: “These records will go back to the provider so they can re-submit.”



Mark the Registration Fee Requests 'Ineligible'

If the coalition determines that a record is ineligible for registration fee payment, then the coalition will check the checkbox for the record and click the **Ineligible** button. **NOTE:** The Registration Fee record gets the status of **Ineligible** with \$0 payment. Provider will NOT be able to re-submit these records for payment. Hovering over the Ineligible button will display the following message: “This writes a \$0 payment record with Ineligible status – similar to the provider’s Dismiss status and provider won’t be able to re-submit.”



Ineligible Registration Fee Work Queue (Override)

When a provider dismisses a child for registration fee payments on the Provider Portal, the child will show in the Ineligible Registration Fee Work Queue on the Coalition Portal. If the child was dismissed for the registration fee payment in error, coalition users can override and allow the registration fee payment to be processed.

In the Coalition Portal, navigate to the provider's Administrative Review screen and click the **Registration Fees** button.

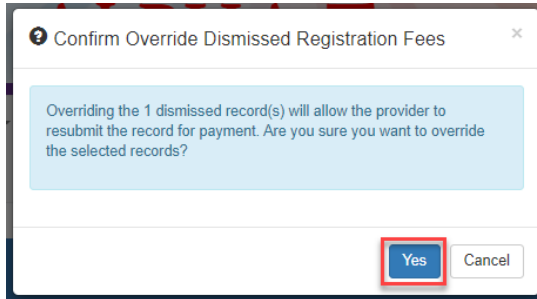
The screenshot shows the 'Administrative Review' section of a provider's profile for the 2020-2021 Program Year. The current status is 'Active'. The 'Registration Fees' button is highlighted with a red box. Below the navigation tabs, there are expandable sections for Business Info, General, Facility, and Services.

The Ineligible Registration Fee Work Queue displays. This lists all children at the provider that have been dismissed for registration fees for the current program year. Select the check box for the child and click the **Override** button. There is an option to select all children in the queue to override.

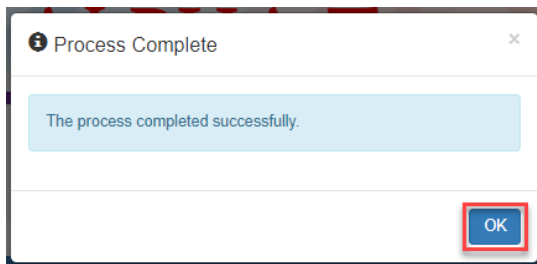
The screenshot shows the 'Ineligible Registration Fee Work Queue' table. The table has columns for Program Year, Child Name, Assessed Fee, Dismissed Date, and Dismissed By. The 'Select All' checkbox is highlighted with a red box. The 'Override' button is also highlighted with a red box. The table shows 4 entries for the year 2020, all with an assessed fee of 0.00 and a dismissed date of 03/11/2021.

Select All	Program Year	Child Name	Assessed Fee	Dismissed Date	Dismissed By
<input type="checkbox"/>	2020		0.00	03/09/2021	
<input type="checkbox"/>	2020		0.00	03/11/2021	
<input type="checkbox"/>	2020		0.00	03/11/2021	
<input type="checkbox"/>	2020		0.00	03/11/2021	

After clicking the **Override** button, the Confirm Override Dismissed Registration Fees pop-up window displays. Click the **Yes** button to override the records.



After clicking the **Yes** button on the Confirm Override Dismissed Registration Fees pop-up window, the Process Complete pop-up message opens. Click the **OK** button to close the window.

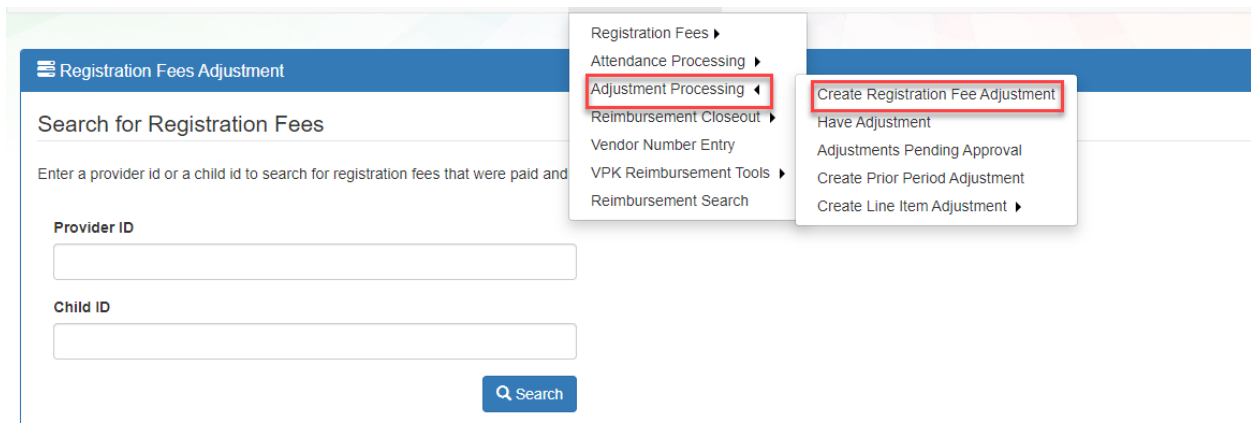


After the coalition has overridden the registration fee for payment, the child will show in the list of children eligible for registration fee payment on the Provider Portal. The provider can process the request for registration fee payments as usual.

Registration Fee Reversals (Adjustments)

Coalitions can create a reversal (adjustment) for a registration fee that has been paid. Navigate to **Reimbursement > Adjustment Processing > Create Registration Fee Adjustment**

On the Registration Fee Adjustment screen, search by the Provider ID and/or the Child ID, then click the **Search** button.



The Registration Fees Search Results screen displays the search results based on the criteria entered. To adjust a record, click the **Adjust** button.

Registration Fees Search Results

Search Results ← Return to Search

Click Here For Filtering Tips

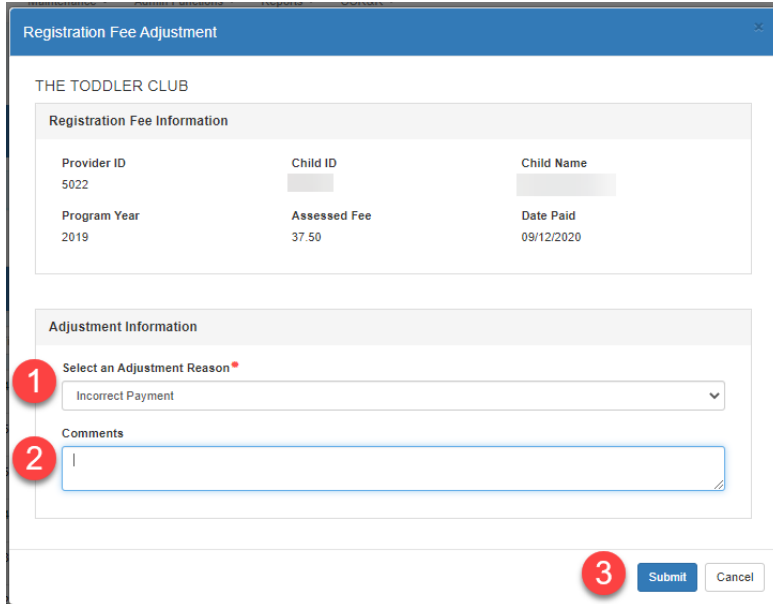
Show 10 entries Search:

Provider ID	Provider Name	Child ID	Child Name	Program Year	Date Paid	Assessed Fee	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	25.00	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	75.00	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	25.00	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	37.50	Adjust
5022	THE TODDLER CLUB			2019	09/12/2020	75.00	Adjust

Showing 1 to 10 of 105 entries Previous 1 2 3 4 5 ... 11 Next

The Registration Fee Adjustment pop-up window displays the details of the record. The adjustment will fully reverse the registration fee assessed.

1. Select the reason for the adjustment
2. Enter a comment
3. Click the **Submit** button

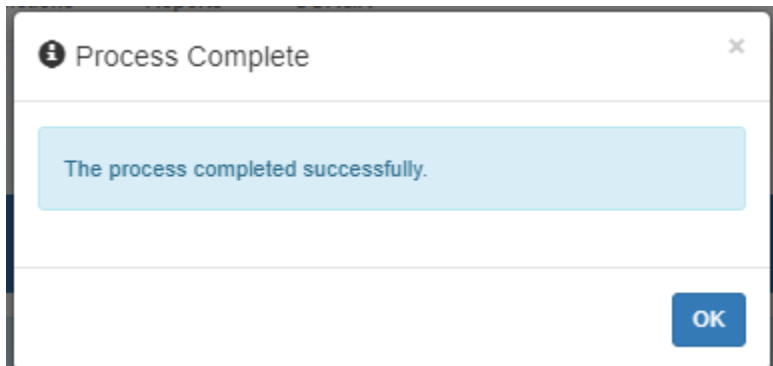


The image shows a 'Registration Fee Adjustment' pop-up window. At the top, it says 'Registration Fee Adjustment' with a close button. Below that, it identifies the entity as 'THE TODDLER CLUB'. There are two main sections: 'Registration Fee Information' and 'Adjustment Information'. The 'Registration Fee Information' section contains a table with the following data:

Provider ID	Child ID	Child Name
5022	[Redacted]	[Redacted]
Program Year	Assessed Fee	Date Paid
2019	37.50	09/12/2020

The 'Adjustment Information' section includes a dropdown menu for 'Select an Adjustment Reason' with 'Incorrect Payment' selected, and a text input field for 'Comments'. At the bottom right, there are 'Submit' and 'Cancel' buttons. Red circles with numbers 1, 2, and 3 are overlaid on the dropdown, the comments field, and the Submit button respectively.

The Process Complete pop-up window opens. Click the **OK** button.



The image shows a 'Process Complete' pop-up window. It has a title bar with an information icon and a close button. The main content area contains a light blue message box with the text 'The process completed successfully.' At the bottom right, there is a blue 'OK' button.

After the registration fee reversal is completed, it will display on the 5045 as a RFR negative amount.

Complete the Payment Transmittal Process

Navigate to **Reimbursement > Reimbursement Closeout > Run Payment Transmittal File**

Click **Run Transmittal File** button. Records that were in **Updated** status are now in **Paid** status.

Verify Data in 5045 report

Navigate to **Reimbursement > Reimbursement Closeout > Run 5045 Report**. Click the **Run Report** button for SR. The Run SR Report modal displays. Click the **Run Trial 5045 Report** button. The Reimbursement Detail Type drop down includes RFR when registration fee reversal records are present.

Child Assessment

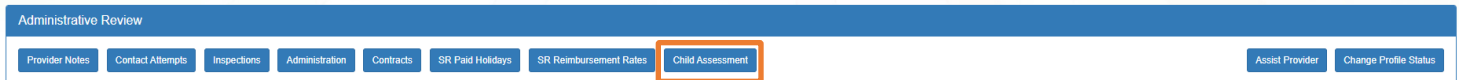
Eligibility Criteria

In the Coalition Portal, Providers meet the following criteria:

- Provider has an SR 20 contract/amendment with child assessment for the program year
- Provider has a rate plan with the child assessment differential effective on the last day of the assessment period for the program year
- Children have enrollments for at least 60 days during the assessment period with the provider
- Children have parental consent for assessment
- At least one service period reimbursement record marked Paid within the assessment period and child assessment processing has not been submitted
- No pending adjustments can be created for a MTH record within the assessment period (status of the adjustment must be Updated or Paid)
- Has not already been processed for the assessment period

Child Assessment Differentials

On the Provider Profile Administrative Review screen, click **Child Assessment**.



The children that meet the eligibility criteria will display on the Child Assessment screen.

The screenshot shows the "Child Assessment" screen. At the top right is a "Return to review" button. Below the header, there is a "Provider Name" field with a blurred name. A list of conditions for work queue results is displayed. Below this is a "Program Year - Child Assessment Period" dropdown menu set to "2019-1", a "Clear All Filters" button, and a search field. A table with columns "Child Name", "Date of Birth", and "Parental Consent" is shown. The table has two rows of data. At the bottom, there is a "Submit for Reimbursement" button.

Select All	Child Name	Date of Birth	Parental Consent
<input type="checkbox"/>	[Blurred]	1/26/2016	Yes
<input type="checkbox"/>	[Blurred]	8/3/2015	Yes

There are three assessment periods:

Assessment Period	Service Period	Payment Period
1 (2019-01)	August, September, October	July, August, September, October
2 (2019-02)	November, December, January	November, December, January
3 (2019-03)	February, March, April	February, March, April, May, June

- The Service Period are the months in which assessments may occur
- The Payment Period are the months in which the child assessment differential can be paid, once the child assessment for the respective assessment period has been approved by the Coalition

NOTE: The reimbursement will occur during the open Payment Period

Select an assessment period from the dropdown menu.

Child Assessment Return to review

Provider Name: [Redacted]

Work queue results will display with the following conditions:

- Provider has an SR 20 contract/amendment with child assessment for the program year.
- Provider has a rate plan with the child assessment differential effective on the last day of the assessment period for the program year.
- Children have enrollments for at least 60 days during the assessment period with the provider.
- Children have parental consent for assessment.
- At least one service period reimbursement record marked Paid within the assessment period and child assessment processing has not been submitted.
- No pending adjustments can be created for a MTH record within the assessment period.

Program Year - Child Assessment Period: 2019-1 Clear All Filters Search: []

Select All	Child Name	Date of Birth	Parental Consent
<input type="checkbox"/>	[Redacted]	1/26/2016	Yes
<input type="checkbox"/>	[Redacted]	8/3/2015	Yes

Showing 1 to 2 of 2 entries

Submit for Reimbursement

If the Service Period is in the past, then all months will be included in selecting the children.

- Example: Selecting one child for Assessment Period 1 (July – October) will create a child assessment reimbursement record for each month in the assessment period

If the Service Period is not yet complete, then only the completed months will be included for reimbursement.

- Example: Selecting one child for Assessment Period 3 (February – June) in the month of May will not pay for May or June. The child assessment reimbursement will only be for the completed months (February – April)

Coalition users will need to create the child assessment reimbursement records for May and June after the end of the month.

Select one or more children from the list and click **Submit for Reimbursement**.

Child Assessment Return to review

Provider Name: [Redacted]

Work queue results will display with the following conditions:

- Provider has an SR 20 contract/amendment with child assessment for the program year.
- Provider has a rate plan with the child assessment differential effective on the last day of the assessment period for the program year.
- Children have enrollments for at least 60 days during the assessment period with the provider.
- Children have parental consent for assessment.
- At least one service period reimbursement record marked Paid within the assessment period and child assessment processing has not been submitted.
- No pending adjustments can be created for a MTH record within the assessment period.

Program Year - Child Assessment Period: 2019-1 Clear All Filters Search: []

Select All	Child Name	Date of Birth	Parental Consent
<input type="checkbox"/>	[Redacted]	1/26/2016	Yes
<input type="checkbox"/>	[Redacted]	8/3/2015	Yes

Showing 1 to 2 of 2 entries

Submit for Reimbursement

Payment Verified Work Queue

The child assessment records can be seen in the Payment Verified Work Queue.

"Payment Verified" Work Queue Return to Search

Funder Type: SR Submit

Show 10 entries Clear All Filters Search: []

Select All	Child Name	Provider ID	Provider Name	Service Period	Care Level	Unit of Care	Billing Group	Match Funder ID- Name	Match Funder Amount	VPK Class ID	Enrollment ID	Is Adjustment	Record Type	Reimbursement ID
	[Redacted]	[Redacted]	[Redacted]	Jul 2019	PR3	FT	BG8	698-Match				Yes	CAA	[Redacted]
	[Redacted]	[Redacted]	[Redacted]	Jul 2019	PR3	FT	BG8	698-Match				Yes	CAR	[Redacted]
	[Redacted]	[Redacted]	[Redacted]	Aug 2019	PR3	FT	BG8	698-Match				Yes	CAR	[Redacted]
	[Redacted]	[Redacted]	[Redacted]	Aug 2019	PR3	FT	BG8	698-Match				Yes	CAA	[Redacted]

Each child will have two rows for each month in the assessment period:

- Record Type: CAA (Child Assessment Adjustment) – This record creates a new reimbursement record to include the child assessment differential
- Record Type: CAR (Child Assessment Reversal) – This record reverses out the original reimbursement record, where child assessment differential was not included

No action can be taken on these records from the Payment Verified Work Queue.

Reports

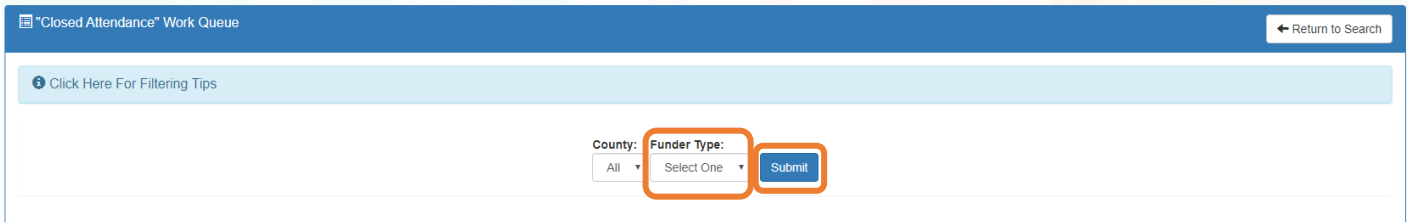
The child assessment reimbursements will be available on the 5045 with record types of CAA and CAR.

Adjustment Processing

Current Period Adjustments

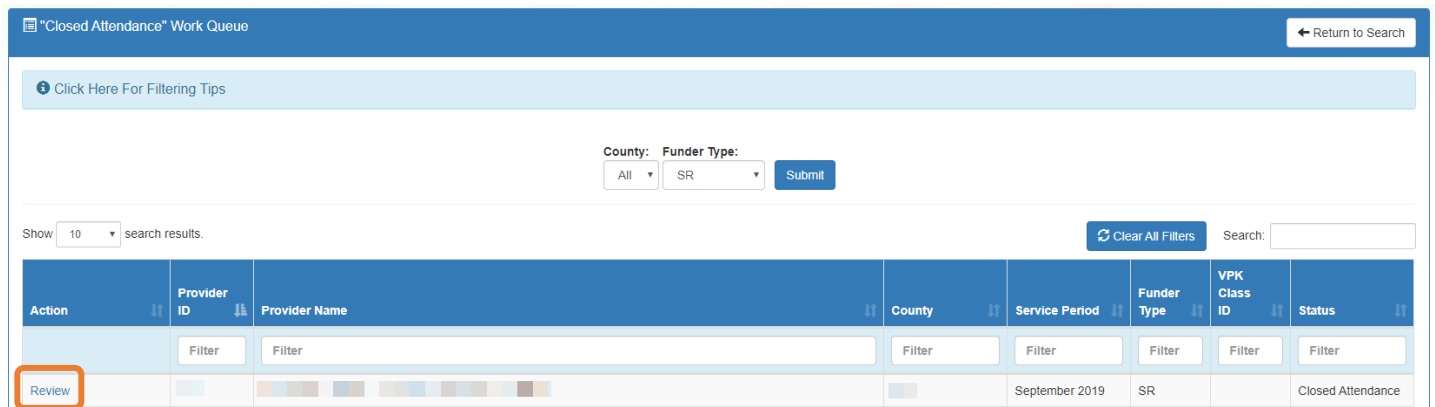
Coalitions can create a Current Period Adjustment for any attendance records that have been submitted by a provider and approved by the coalition.

Go to **Reimbursement > Attendance Processing > Closed Attendance**. Select the Funder Type. Click **Submit**.

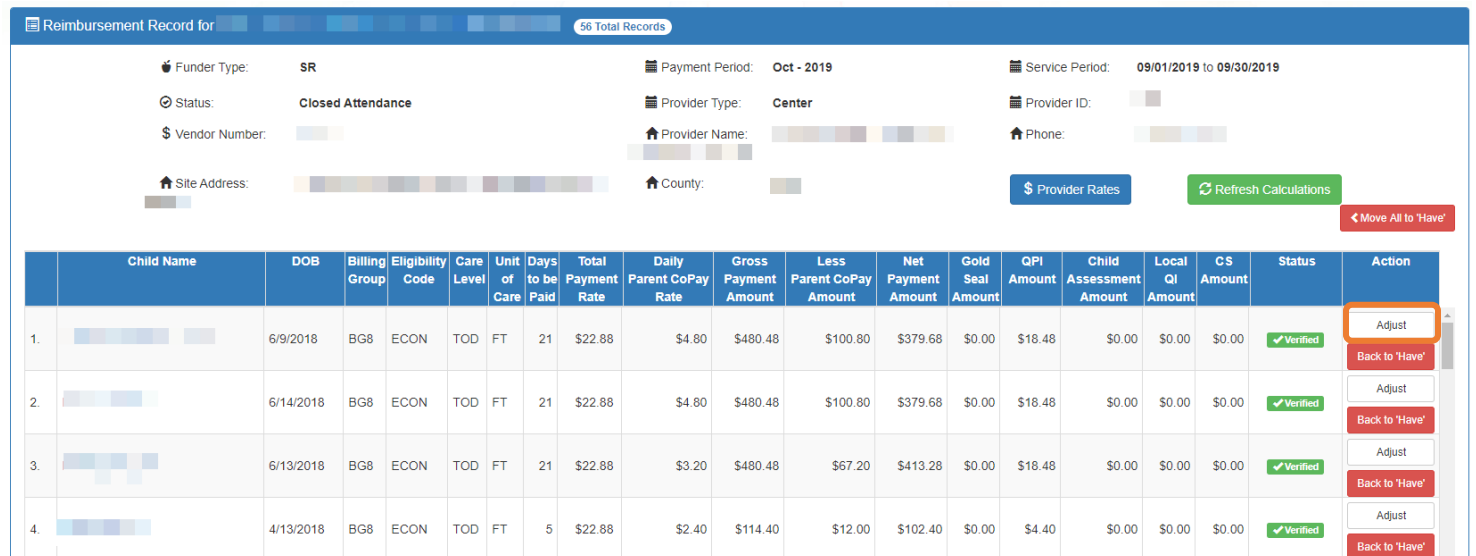


Current Period Adjustments for SR

The search results will display all the providers with a status of Closed Attendance. Click the **Review** link for the Service Period.



After clicking the Review link, the Reimbursement Record for the provider and service period display. Confirm that all children on the roster have a status. Click **Adjust** for the selected record.



After clicking **Adjust** from the Reimbursement Record, the Current Payment Period Adjustment Needed Here pop-up displays. Review the Child Name, to ensure this is the correct record to adjust. Select one or more reasons for the adjustment. Enter in a comment. Click **Move to Have Adjustment**.

Current Payment Period Adjustment Needed Here ✕

Child Name: ██████████

- Incorrect Care Level
- Incorrect Provider Rate
- Incorrect Parent Copay
- Child Did Not Attend But Paid
- Child Not on Attendance Sheet
- Parent Copay Not Deducted
- Incorrect Schedule
- Incorrect Provider
- Absences Not Recorded
- Other

Comments:

Test|

◀ Cancel
Move to Have Adjustment ▶

The adjusted record now has a status of Adjust on the Reimbursement Record screen. When all of the records have a status, the **Continue** button will display. Click **Continue**.

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Status	Action
1.	██████████	6/9/2018	BG8	ECON	TOD	FT	21	\$22.88	\$4.80	\$480.48	\$100.80	\$379.68	\$0.00	\$18.48	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
2.	██████████	6/14/2018	BG8	ECON	TOD	FT	21	\$22.88	\$4.80	\$480.48	\$100.80	\$379.68	\$0.00	\$18.48	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
3.	██████████	6/13/2018	BG8	ECON	TOD	FT	21	\$22.88	\$3.20	\$480.48	\$67.20	\$413.28	\$0.00	\$18.48	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
4.	██████████	4/13/2018	BG8	ECON	TOD	FT	5	\$22.88	\$2.40	\$114.40	\$12.00	\$102.40	\$0.00	\$4.40	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
5.	██████████	8/19/2012	BG8	ECON	TOD	FT	2	\$22.88	\$1.60	\$45.76	\$3.20	\$42.56	\$0.00	\$1.76	\$0.00	\$0.00	\$0.00	✗ Adjust	Verify Back to 'Have'
6.	██████████	5/12/2018	BG8	ECON	TOD	FT	21	\$22.88	\$2.40	\$480.48	\$50.40	\$430.08	\$0.00	\$18.48	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
TOD TOTALS										\$2,082.08	\$334.40	\$1,747.68	\$0.00	\$80.08	\$0.00	\$0.00	\$0.00		
7.	██████████	10/20/2016	BG8	ECON	2YR	FT	5	\$19.76	\$1.20	\$98.80	\$6.00	\$92.80	\$0.00	\$3.80	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust
Totals										\$9,662.20	\$1,776.40	\$7,922.16	\$0.00	\$379.68	\$0.00	\$0.00	\$0.00		

• Total Payment Rate is a daily average for VPK Wrap enrollments

Continue ▶

After clicking **Continue**, a Reimbursement Processing pop-up will display a summary:

- Records for Adjustments
- Records for Reverting
- Total Verified Record for Final Reimbursement
- Children needing adjustment

Review the Child(ren) needing adjustment listed for accuracy. Enter a comment for the provider case note. Click **Complete Processing**.

The screenshot shows a 'Reimbursement Processing' dialog box with a close button (X) in the top right corner. It contains several summary boxes: a red box for 'Total Records for Adjustments' with the value '8', a blue box for 'Total Verified Records for Final Reimbursement' with the value '48', and another red box for 'Total Records for reverting' with the value '0'. Below these is a red box labeled 'Child(ren) needing adjustment:' containing a blurred list of names. A text input field for 'Comments (for Provider Case Notes) :' is located below the list. At the bottom, there are two buttons: a 'Cancel' button with a left arrow and a 'Complete Processing' button with a right arrow, which is highlighted with an orange border.

After clicking **Complete Processing**, the user returns to the Closed Attendance work queue.

Go to **Reimbursement > Adjustment Processing > Have Adjustment** to see records marked as needing an adjustment. To create a Current Period Adjustment, select a record from the Have Adjustment work queue. Click the **Create Adjustment** button.

"Have Adjustment" Work Queue

[Click Here For Filtering Tips](#)

Show top 10 adjustments results. Clear All Filters Search:

Child Name	Provider ID	Provider Name	County	Service Period	Report Period	Funder Type	VPK Class ID	Adjustment Type	Received
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				September 2019	October 2019	SR		Payment Adjustment	10/14/2019
				October 2018	October 2019	SR		Payment Adjustment	8/9/2019
				October 2018	October 2019	SR		Payment Adjustment	8/9/2019

Showing 1 to 10 of 838 adjustments results. Previous 1 2 3 4 5 ... 84 Next

[Create Adjustment](#)

After clicking **Create Adjustment**, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. The required fields are marked with an asterisk (*). On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, and enter a comment. User will click **Submit** to confirm the adjustment. After the adjustment is submitted, it will no longer display in the “Have Adjustment” Work Queue.

Process Reimbursement Adjustment for [Redacted]

Provider (Payee) Information

Principal: [Redacted] FEID/SSN: [Redacted] County of Service: [Redacted] Provider Type: CNTR
 Provider: [Redacted] ProviderID: [Redacted] Vendor ID: [Redacted]

Parent & Child Information

Parent: [Redacted] Child: [Redacted] Child ID: [Redacted] County: [Redacted]
 Child Date of Birth: 11/07/2015 Billing Group: BG1 Eligibility: 14R - At Risk Out of Home Care Level: PR3 - 36 < 48 Months
 Unit Of Care: FT Match Funder: [Redacted] Enrollment ID: [Redacted]

Adjustment Information

Service Period: September, 2019 Funder Type*: SR Local Unit Of Care*: FT Reason*: -- Select Reason --
 Billing Group*: BG1 Eligibility*: 14R - At Risk Out of Home Care Level*: 36 < 48 Months Match Funder: -- No Match Funders --

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount
Balance	2	\$18.72	\$0.80	\$37.44	\$1.80	\$35.64	\$0.00	\$1.44	\$0.00	\$0.00	\$0.00
Adjusted	<input type="text" value="2"/>	\$18.72	\$ <input type="text" value="0.80"/>	\$37.44	\$1.80	\$35.64	\$0.00	\$1.44	\$0.00	\$0.00	\$0.00

Comments*

You have characters remaining.

Submit Cancel

The Adjustments Grid has a Balance row with the current balance for the record and an Adjusted row with any adjustments made during this edit. In the Adjustments Grid, only the Days to be Paid and Daily Parent CoPay Rate are editable. Any changes made that will impact rate (Unit of Care, Care Level, or Daily Parent CoPay Rate) will display in the Adjusted row.

The column headers in the grid for years 2018-2019 and prior are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (from SR Rate Plan)]
- PFP Amount = [Days to be Paid * PFP Amount (from SR Rate Plan)]
- PFP CA Amount = [Days to be Paid * PFP CA Amount (from SR Rate Plan)]
- Local QI Amount = [Days to be Paid * Local QI Amount (from SR Rate Plan)]
- CS Amount = [Days to be Paid * CS Amount (from SR Rate Plan)]

The column headers in the grid for years 2019-2020 and forward are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (from SR Rate Plan)]
- QPI Amount = [Days to be Paid * QPI Amount (from SR Rate Plan)]
- Child Assessment Amount = [Days to be Paid * Child Assessment Amount (from SR Rate Plan)]
- Local QI Amount = [Days to be Paid * Local QI Amount (from SR Rate Plan)]
- CS Amount = [Days to be Paid * CS Amount (from SR Rate Plan)]

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount
Balance	2	\$18.72	\$0.80	\$37.44	\$1.60	\$35.84	\$0.00	\$1.44	\$0.00	\$0.00	\$0.00
Adjusted	<input type="text" value="2"/>	\$18.72	\$ <input type="text" value="0.80"/>	\$37.44	\$1.60	\$35.84	\$0.00	\$1.44	\$0.00	\$0.00	\$0.00

Current Period Adjustments for VPK

The search results will display all the providers with a status of Closed Attendance. Click the **Review** link for the Service Period.

"Closed Attendance" Work Queue ← Return to Search

Click Here For Filtering Tips

County: All | Funder Type: VPK | Submit

Show 10 search results. Clear All Filters Search:

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status
Review				January 2020	VPK	DF19	Closed Attendance

After clicking the **Review** link, the Reimbursement Record for the provider and service period displays. Confirm that all children on the roster have a status. Click **Adjust** for the selected record.

Reimbursement Record for [Provider Name] 4 Total Records

Funder Type: VPK | Attendance Status: Closed Attendance | Provider Name: [Redacted] | Provider Address: [Redacted] | Classroom: [Redacted]

Payment Period: Oct - 2019 | Service Period: 08/13/2018 to 08/31/2018 | Advance Payment: No | Has Closures: No

Provider ID: [Redacted] | Vendor Number: [Redacted] | Provider County: [Redacted] | Provider Phone: [Redacted]

Class Start Date: 08/13/2018 | Class End Date: 05/30/2019

	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.	[Redacted]	11/12/2013	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10		Verify Adjust Back to 'Have'
2.	[Redacted]	9/24/2013	VPK	PR4	0	4	12.00	0.00	12.00	12.00	\$4.38	\$52.56		Verify Adjust Back to 'Have'
3.	[Redacted]	2/27/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10		Verify Adjust Back to 'Have'
4.	[Redacted]	4/23/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10		Verify Adjust Back to 'Have'
Total					0	49	147.00	0.00	147.00	147.00		\$643.86		

After clicking **Adjust** from the Reimbursement Record, the Current Payment Period Adjustment Needed pop-up displays. Review the Child Name, to ensure this is the correct record to adjust. Select one or more reasons for the adjustment. Enter a comment. Click **Move to Have Adjustment**.

Current Payment Period Adjustment Needed ✕

Child Name: [Redacted]

- Incorrect Care Level
- Incorrect Provider Rate
- Incorrect Parent Copay
- Child Did Not Attend But Paid
- Child Not on Attendance Sheet
- Parent Copay Not Deducted
- Incorrect Schedule
- Incorrect Provider
- Absences Not Recorded
- Other

Comments:(max 250 chars)

Test

← Cancel
Move to Have Adjustment →

The adjusted record now has a status of **Adjust**, on the Reimbursement Record screen. When all of the records have a status, the **Continue** button will display. Click **Continue**.

Reimbursement Record for [Redacted] 4 Total Records

Funder Type: VPK

Attendance Status: Closed Attendance

Provider Name: [Redacted]

Provider Address: [Redacted]

Classroom: [Redacted]

Payment Period: Oct - 2019

Advance Payment: X No

Provider ID: [Redacted]

Provider County: [Redacted]

Class Start Date: 08/13/2018

Service Period: 08/13/2018 to 08/31/2018

Has Closures: X No

Vendor Number: [Redacted]

Provider Phone: [Redacted]

Class End Date: 05/30/2019

	Child Name	DOB	Billing Group	Care Level	Days Absent	Days Present	Total Instructional Hours	Hours Absent	Hours Attended	Hours Paid	Rate	Amount	Status	Action
1.	[Redacted]	11/12/2013	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10	X Adjust	Verify Back to 'Have'
2.	[Redacted]	9/24/2013	VPK	PR4	0	4	12.00	0.00	12.00	12.00	\$4.38	\$52.56	✓ Verified	Adjust Back to 'Have'
3.	[Redacted]	2/27/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10	✓ Verified	Adjust Back to 'Have'
4.	[Redacted]	4/23/2014	VPK	PR4	0	15	45.00	0.00	45.00	45.00	\$4.38	\$197.10	X Adjust	Verify Back to 'Have'
Total					0	49	147.00	0.00	147.00	147.00		\$643.86		

Continue →

After clicking **Continue**, the Reimbursement Processing pop-up displays a summary:

- Records for Adjustments
- Records for Reverting
- Total Verified Record for Final Reimbursement
- Children needing adjustment

Review the Child(ren) needing adjustment listed for accuracy. Enter a comment for the provider case note. Click **Complete Reimbursement Processing**.

Reimbursement Processing ✕

Total Records for Adjustments
2

Total Verified Records for Final Reimbursement
2

Total Records for reverting 0

Child(ren) needing adjustment:

Comments (for Provider Case Notes) :

◀ Cancel
Complete Reimbursement Processing >

After clicking **Complete Reimbursement Processing**, the user returns to the Closed Attendance work queue.

After marking reimbursement records as needing an adjustment, they will display in the “Have Adjustment” Work Queue. To create a Current Period Adjustment, go to **Reimbursement > Adjustment Processing > Have Adjustment**. Select a record from the Have Adjustment Work Queue. Click **Create Adjustment**.

“Have Adjustment” Work Queue

[Click Here For Filtering Tips](#)

Show top 10 adjustments results. Clear All Filters Search:

Child Name	Provider ID	Provider Name	County	Service Period	Report Period	Funder Type	VPK Class ID	Adjustment Type	Received
				August 2018	October 2019	VPK	BF18	Payment Adjustment	10/14/2019
				August 2018	October 2019	VPK	BF18	Payment Adjustment	10/14/2019
				July 2018	October 2019	SR		Payment Adjustment	5/16/2019
				July 2018	October 2019	SR		Payment Adjustment	5/16/2019
				July 2018	October 2019	SR		Payment Adjustment	5/16/2019
				July 2018	October 2019	SR		Payment Adjustment	5/16/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019
				July 2019	October 2019	SR		Payment Adjustment	8/6/2019

Showing 1 to 10 of 11 adjustments results. (filtered from 840 total entries) 1 row selected

Previous 1 2 Next

Create Adjustment

After clicking **Create Adjustment**, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. The required fields are marked with an asterisk (*). On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, and enter a comment. User will click **Submit** to confirm the adjustment. After the adjustment is submitted, it will no longer display in the “Have Adjustment” Work Queue.

Provider (Payee) Information

Principal: [Redacted] FEID/SSN: [Redacted] County of Service: [Redacted] Provider Type: CNTR
 Provider: [Redacted] ProviderID: [Redacted] Vendor ID: [Redacted]

Parent & Child Information

Parent: [Redacted] Child: [Redacted] Child ID: [Redacted] County: [Redacted]
 Child Date of Birth: 11/12/2013
 Enrollment ID: [Redacted]

Adjustment Information

Service Period: August, 2018 Classroom: [Redacted] Classroom Name: Class B Reason*: -- Select Reason --

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount
Balance	0	15	45	45	45	\$197.10
Adjusted	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	\$ <input type="text" value="197.10"/>

Comments*:

You have characters remaining.

Submit **Cancel**

In the Adjustments Grid, the Balance row displays the summary of all adjustments for the record. The Adjusted row displays any adjustments made during this edit. In the Adjustments grid, the Days Absent, Days Present, Total Instructional Hours, Hours Attended fields are editable. The column headers in the grid are:

- Days Absent
- Days Present
- Total Instructional Hours
- Hours Attended
- Paid Hours = [(Hours Attended/.8) or Total Instructional Hours]
- Amount = [(Hours Attended/.8) or Total Instructional Hours] * VPK Rate

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount
Balance	0	15	45	45	45	\$197.10
Adjusted	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	\$ <input type="text" value="197.10"/>

Prior Period Adjustments (PPA)

Coalitions can create a Prior Period Adjustment (PPA) for any attendance records that have a PAID status. To create a PPA, go to **Reimbursement > Adjustment Processing > Create Prior Period Adjustment > Create MOD Adjustment**.

Create Prior Period Adjustment for SR/Local

On the *Create Period Adjustment for Reimbursement* screen, users will enter in criteria to search for paid records eligible for a PPA.

\$ Create Period Adjustment For Reimbursement

Find prior period paid records

Funder Type


SR ▼

Service Period

April 2019 ▼

Provider ID

8469

 Search

Only children that have a status of PAID will display in the search results. Click on a record then click **Create Adjustment**.

The columns can be filtered and sorted.

NOTE: Prior period adjustments cannot be created for wrap (PTV, FTV) reimbursement records.

Select Reimbursement Record for Adjustment ✕

BEGINNING OUR FUTURE LEARNING AND OUTREACH CENTER

Provider ID: Service Period: 2019 Oct Funding: SR

Show top reimbursement results. Search:

Reimbursement ID	Child	Care Level	Unit Care	VPK Class ID	Enrollment ID	Total Days Paid	Billing Group	Eligibility Code	Match Funder	Match Amount
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
6531038		2YR	FT		1140103	10	BG8	ECON	33	\$12.31
6531037		SCH	PT		1117170	4	BG8	ECON	33	\$2.87
6531036		SCH	PT		1117167	4	BG8	ECON	33	\$2.56
6531035		TOD	FT		1111071	19	BG1	14R		
6531034		PR3	FT		1110962	23	BG1	13		
6531033		PR3	FT		1110359	13	BG1	14R		
6531032		PR3	FT		1087377	23	BG8	ECON	33	\$22.63
6531031		TOD	FT		1079014	23	BG8	ECON	33	\$20.59
6531030		PR5	FTV	30651	1074890	17	BG8	ECON	33	\$10.84
6531029		PR5	FT		1074890	6	BG8	ECON	33	\$6.55

Showing 1 to 10 of 74 reimbursement records. 1 row selected

After clicking **Create Adjustment**, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. Required fields are marked with an asterisk *. On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, make the adjustment changes, and enter a comment. User will click **Submit** to confirm the adjustment.

If only the Adjustment Reason and Comment are entered, a PPA will not be saved because no changes were made.

Process Reimbursement Adjustment for ELC of Lake

Adjustment Information

Service Period:
October 2020

Billing Group*
BG8

Omit from Transmittal File?:
 Yes No

Funder Type*
 SR Local

Eligibility*
ECON - Economically Disadvantage

Unit Of Care*
FT

Care Level*
60 < 72 Months

Reason*
-- Select Reason --

Match Funder:
Lake County Match

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	OCA Amount	
Balance	4	\$20.46	\$0.00	\$81.84	\$0.00	\$81.84	\$0.00	\$81.84	\$13.20	\$2.64	\$0.00	\$0.00	\$0.00	\$66.00	View History
Payment	7	\$20.46	0.00	\$143.22	\$0.00	\$143.22	0.00	\$143.22	\$23.10	\$4.62	\$0.00	\$0.00	\$0.00	\$115.50	
Net Payment	3	\$0.00	\$0.00	\$61.38	\$0.00	\$61.38	\$0.00	\$61.38	\$9.90	\$1.98	\$0.00	\$0.00	\$0.00	\$49.50	

Comments*

You have characters remaining.

Submit
Cancel

In the Adjustments Grid, the Balance row displays the summary of all adjustments/changes for the record. The Payment row displays any adjustments made during this edit. In the Adjustments grid, only the Days to be Paid, Daily Parent CoPay Rate, and Match Amount (for BG8 and CCEP only) are editable. For any changes made, the difference will show on the Net Payment row.

Any changes that will change the Total Payment Rate or OCA Code will create two rows:

- PPA (Prior Period Adjustment) – the newly adjusted amount.
- PPR (Prior Period Reversal) – the reversed amounts.

Click **View History** to see the full history of adjustments for the record.

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	OCA Amount	
Balance	4	\$20.46	\$0.00	\$81.84	\$0.00	\$81.84	\$0.00	\$81.84	\$13.20	\$2.64	\$0.00	\$0.00	\$0.00	\$66.00	View History
Payment	7	\$20.46	0.00	\$143.22	\$0.00	\$143.22	0.00	\$143.22	\$23.10	\$4.62	\$0.00	\$0.00	\$0.00	\$115.50	
Net Payment	3	\$0.00	\$0.00	\$61.38	\$0.00	\$61.38	\$0.00	\$61.38	\$9.90	\$1.98	\$0.00	\$0.00	\$0.00	\$49.50	

The column headers in the grid for years 2018-2019 and prior are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Match Amount (only editable if the Billing Group is BG8 or CCEP)
- Net Less Match = [Net Payment Amount – Match Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (from SR Rate Plan)]
- PFP Amount = [Days to be Paid * PFP Amount (from SR Rate Plan)]
- PFP CA Amount = [Days to be Paid * PFP CA Amount (from SR Rate Plan)]
- Local QI Amount = [Days to be Paid * Local QI Amount (from SR Rate Plan)]
- CS Amount = [Days to be Paid * CS Amount (from SR Rate Plan)]
- OCA Amount
 - CCEP Billing Group = [Net Less Match – (PFP Amount + PFP CA Amount + Local QI Amount + CS Amount)]
 - All other Billing Groups = [Net Less Match – (Gold Seal + PFP Amount + PFP CA Amount + Local QI Amount + CS Amount)]

The column headers in the grid for years 2019-2020 and forward are:

- Days to be Paid
- Total Payment Rate
- Daily Parent CoPay Rate
- Gross Payment Amount = [Days to be Paid * Total Payment Rate]
- Less Parent CoPay Amount = [Days to be Paid * Daily Parent CoPay Rate]
- Net Payment Amount = [Gross Payment Amount – Less Parent CoPay Amount]
- Match Amount (only editable if the Billing Group is BG8 or CCEP)
- Net Less Match = [Net Payment Amount – Match Amount]
- Gold Seal Amount = [Days to be Paid * Gold Seal Amount (from SR Rate Plan)]

- QPI Amount = [Days to be Paid * QPI Amount (from SR Rate Plan)]
- Child Assessment Amount = [Days to be Paid * Child Assessment Amount (from SR Rate Plan)]
- Local QI Amount = [Days to be Paid * Local QI Amount (from SR Rate Plan)]
- CS Amount = [Days to be Paid * CS Amount (from SR Rate Plan)]
- OCA Amount
 - CCEP Billing Group = [Net Less Match – (QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]
 - All other Billing Groups = [Net Less Match – (Gold Seal + QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]

After clicking **View History**, in the below example, the Adjustments History grid shows that this record has had one adjustment saved. The PPA will display. If there was a change in OCA Code or Daily Payment Rate, the PPR row will show. The amounts deducted display in red text. The Adjustments History is sorted by Reimbursement Detail ID (oldest to newest). The Total row displays the calculated amounts based on all adjustments. The Total row information is also what displays in the Balance row on the Adjustments grid.

Adjustments History																					
	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	OCA Amount	Status	Type	Billing Group Code	Eligibility Code	Care Level Type Code	Unit Of Care	Match Funder ID
	4	\$20.46	\$0.00	\$81.84	\$0.00	\$81.84	\$0.00	\$81.84	\$13.20	\$2.64	\$0.00	\$0.00	\$0.00	\$66.00	PAID	MTH	BG8	ECON	PR5	FT	371
	-4	\$20.46	\$0.00	-\$81.84	\$0.00	-\$81.84	\$0.00	-\$81.84	-\$13.20	-\$2.64	\$0.00	\$0.00	\$0.00	-\$66.00	PENDING	PPR	BG8	ECON	PR5	FT	371
	7	\$20.46	\$0.00	\$143.22	\$0.00	\$143.22	\$0.00	\$143.22	\$23.10	\$4.62	\$0.00	\$0.00	\$0.00	\$115.50	PENDING	PPA	BG8	SRMT	PR5	FT	371
Final	7	\$20.46	\$0.00	\$143.22	\$0.00	\$143.22	\$0.00	\$143.22	\$23.10	\$4.62	\$0.00	\$0.00	\$0.00	\$115.50							

Ok

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	OCA Amount	
Balance	7	\$20.46	\$0.00	\$143.22	\$0.00	\$143.22	\$0.00	\$143.22	\$23.10	\$4.62	\$0.00	\$0.00	\$0.00	\$115.50	View History
Payment	7	\$20.46	0.00	\$143.22	\$0.00	\$143.22	0.00	\$143.22	\$23.10	\$4.62	\$0.00	\$0.00	\$0.00	\$115.50	
Net Payment															

After clicking **Create Adjustment**, in the above example, the confirmation modal displays. After the adjustment is saved, it is saved in a PENDING status and is available in the Pending Adjustment Work Queue.

Create Prior Period Adjustment for VPK

After clicking the **Create Adjustment** button, the Process Reimbursement Adjustment for [ELC Name] pop-up displays. Required fields are marked with an asterisk *. On the *Adjustment Information* section, it is pre-populated with the most recent information on the record. The user will need to select the Reason from the dropdown menu, and enter a comment. User will click the **Submit** button to confirm the adjustment.

Process Reimbursement Adjustment for ELC of the Big Bend Region

Provider (Payee) Information

Principal: Hughes Academy of Stars V FEID/SSN: 8541777 County of Service: Leon Provider Type: PUBS
 Provider: Hughes Academy of Stars V ProviderID: 8453 Vendor ID: 2-8453

Parent & Child Information

Parent: Andrea Latham Child: Orion Latham Child ID: 2071 County: Leon
 Child Date of Birth: 06/09/2013
 Enrollment ID: 2514

Adjustment Information

Service Period: July, 2019 Classroom: DF18 Classroom Name: Reason*
 Omit from Transmittal File?: Yes No -- Select Reason --

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	
Balance	0	13	60	60	60	264	View History
Adjusted	<input type="text" value="0"/>	<input type="text" value="13"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	\$ <input type="text" value="264"/>	
Net Adjusted						\$0.00	

Comments*

You have characters remaining.

In the Adjustments Grid, the Balance row displays the summary of all adjustments for the record. The Adjusted row displays any adjustments made during this edit. In the Adjustments grid, the Days Absent, Days Present, Total Instructional Hours, Hours Attended fields are editable. Click **View History** to see the full history of adjustments for the record.

The column headers in the grid are:

- Days Absent
- Days Present
- Total Instructional Hours
- Hours Attended
- Paid Hours = [(Hours Attended/.8) or Total Instructional Hours]
- Amount = [(Hours Attended/.8) or Total Instructional Hours] * VPK Rate

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	
Balance	0	13	60	60	60	264	View History
Adjusted	<input type="text" value="0"/>	<input type="text" value="13"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	<input type="text" value="60"/>	\$ <input type="text" value="264"/>	
Net Adjusted						\$0.00	

After clicking **View History**, in the below example, the Adjustments History grid shows that this record has had multiple adjustments saved. The Adjustments History is sorted by Reimbursement Detail ID (oldest to newest). The Total row displays the calculated amounts based on all adjustments. The Total row information is also what displays in the Balance row on the Adjustments grid.

The column headers in the Adjustments History grid are:

- Days Absent
- Days Present
- Total Instructional Hours
- Hours Attended
- Paid Hours = [(Hours Attended/.8) or Total Instructional Hours]
- Amount = [(Hours Attended/.8) or Total Instructional Hours] * VPK Rate

Adjustments History

Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	Status
0	23	69	69	69	\$303.60	PAID
3	-3	0	-9	0	\$0.00	PAID
2	-5	-4	-6	-4	-\$17.60	PAID
-2	-5	-7	4	-7	-\$30.80	PAID
-3	3	2	2	2	\$8.80	PAID

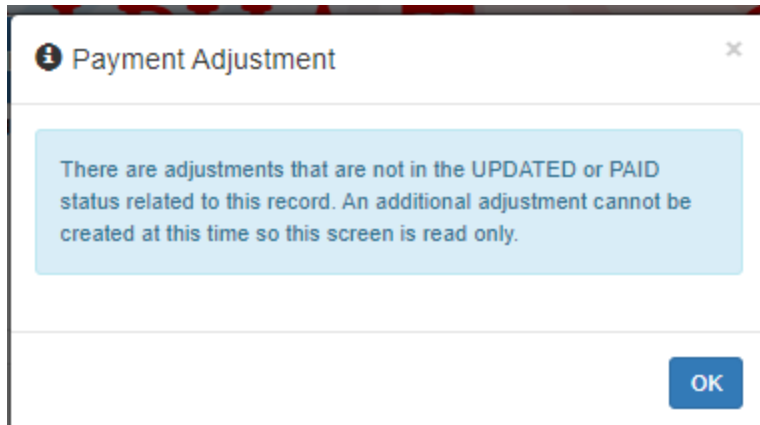
Service Period: July, 2019 Classroom: DF18 Classroom Name: Reason: -- Select Reason --

Omit from Transmittal File?: Yes No

	Days Absent	Days Present	Total Instructional Hours	Hours Attended	Paid Hours	Amount	
Balance	0	13	60	60	60	264	<input type="button" value="View History"/>
Adjusted	0	13	55	59	55	\$ 242.00	
Net Adjusted						-\$22.00	

Pending Adjustments

If there are Adjustments pending approval and not in PAID status, then an additional adjustment cannot be created for the record. If a record with a Pending Adjustment is selected, then a pop-up opens notifying the user that there is a Pending Adjustment. A record is related by the Reimbursement Detail ID. For example: if the January attendance for a child is PAID, then a Prior Period Adjustment is created and saved; another Prior Period Adjustment for this record cannot be created until the first PPA is in PAID status.



Pending Adjustment Work Queue

Any adjustments that are created will be in the Pending Adjustment Work Queue: **Reimbursement > Adjustment Processing > Adjustments Pending Approval**. The Pending Adjustment Work Queue allows the Coalition to review and approve any adjustments.

The different type of adjustments (MTH, PPA, LIA) all show in the Pending Adjustment Work Queue after they are created. The PPRs will not show on the Pending Adjustment Work Queue. The columns can be sorted and filtered using the column headers.

Click the **Approve** button to change the status from Pending to Payment Verified.

- After the adjustment is approved it will show in the Payment Verified Work Queue.

Click the **Void** button to delete the adjustment.

Click the **View Adjustment** button to see the details of the adjustment.

Child Name	Provider ID	Provider Name	Service Period	Funder Type	VPK Class ID	Adjustment Type	Adjusted Billing Group	Adjusted Unit of Care	Adjusted Days Paid	Adjusted Net Payment Amount	Action
Lyda Sherry	4338	FIRST UNITED METHODIST PRESCHOOL	Feb 2020	SR		PPA	BG1	FT	2	54.08	Approve Void View Adjustment

Pending Adjustments – 5045 Review

Before approving the pending adjustments, the 5045 can be reviewed to confirm the changes.

Open Tableau: <https://oel-reports.floridaeearlylearning.com/#/home> and search for the Financial Report Generator.

ELC of Alachua
4424 NW 13th Street Suite A-5
Gainesville, FL 32609

Coalition Name	Run In Environment
ELC of Alachua	PROD
Funder	Report Type
SR	PENDING
Payment Period	Provider ID (For Provider Reimb. Rpt)
09/2020	0

Coalition Invoice →

Coalition Invoice ADV →

Run 5045 Report →

1. Select your Coalition
 - a. Select Funder
2. Set the Report Type to Pending to view the Pending Adjustments
3. Click the Run 5045 Report

View the Detail report to see adjustments and confirm the changes are as expected.

- The new detail type of PPR (Prior Period Reversal) will display if applicable with a related PPA.
- If the results are correct, then approve the adjustment in the Pending Adjustment Work Queue.
- If the adjustment is incorrect, then the adjustment can be voided and recreated correctly.

The approved adjustments will now display on the Payment Verified Work Queue. This can include attendance that is approved.

Payment Verified Work Queue

The Payment Verified Work Queue shows all records with a status of Payment Verified: **Reimbursement > Attendance Processing > View Payment Verified.**

The Payment Verified Work Queue shows the following record types:

- MTH (approved from Closed Attendance)
- PPA
- LIA
- EOC/EOCR – VPK End of Class Records
- CAA/CAR – Child Assessment

The screenshot shows a web application interface for the "Payment Verified Work Queue". At the top, there is a "Fundier Type" dropdown menu set to "SR" and a "Submit" button. Below this is a search bar with "Clear All Filters" and "Search" options. The main area contains a table with the following columns: Select All, Child Name, Provider ID, Provider Name, Service Period, Care Level, Unit of Care, Billing Group, Match Fundier ID Name, Match Fundier Amount, VPK Class ID, Enrollment ID, Is Adjustment, Record Type, Reimbursement ID, Days Paid, and Net Payment Amount. Three rows of data are visible, each with a checkbox in the "Select All" column. The first row is selected. Below the table, it says "Showing 1 to 3 of 3 entries". At the bottom center, there is a "Run" button.

Records will only display in the Payment Verified Work Queue during the open payment period. The records can be Updated or when the payment period is closed.

After selecting one or more records to remove from the Payment Verified work queue, clicking the **Run** button opens the confirmation pop-up window. The confirmation pop-up shows the number of records that are impacted and the action that will be taken:

- PPA records will be deleted
- LIA records will be deleted
- MTH records will be moved to closed attendance

Confirm Processing Actions

Total PPA Records to be DELETED: 0

Total MTH Records to be moved to Closed Attendance: 1

Total LIA Records to be DELETED: 0

Are you sure you want to continue?

Yes

Cancel

5045 Review

The 5045 can be reviewed to confirm the changes.

Open Tableau: <https://oel-reports.floridaearlylearning.com/#/home> and search for the Financial Report Generator.

1. Select your Coalition
 - a. Select Funder
2. Set the Report Type to Trial to view the records in Payment Verified status
3. Click the Run 5045 Report

Review the Detail report to see records.

ELC of Alachua
4424 NW 13th Street Suite A-5
Gainesville, FL 32609

Coalition Name ELC of Alachua 1	Run In Environment PROD
Funder SR	Report Type 2 TRIAL
Payment Period 09/2020	Provider ID (For Provider Reimb. Rpt) 0

Coalition Invoice	➔
Coalition Invoice ADV	➔
Run 5045 Report 3	➔

The screen will be read-only until the Adjustment is in the Updated or Paid status.

The PPA screen will display as read-only, and the **Submit** button is deactivated if there is a Pending Adjustment.

Process Reimbursement Adjustment for ELC of Duval

Child Date of Birth: 01/25/2015	Billing Group: BG8	Eligibility: ECON - Economically Disadvantage	Care Level: PR4 - 48 < 60 Months
Unit Of Care: FT	Match Funder: BG8	Enrollment ID: 1174107	

Adjustment Information

Service Period: November 2019	Funder Type* <input checked="" type="radio"/> SR <input type="radio"/> Local	Unit Of Care* FT	Reason* -- Select Reason --
Billing Group* BG8	Eligibility* ECON - Economically Disadvai	Care Level* 48 < 60 Mon	Match Funder: BG8

Omit from Transmittal File?:
 Yes No

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	
Balance	10	\$18.72	\$5.94	\$187.20	\$59.40	\$127.80	\$0.00	\$7.20	\$0.00	\$0.00	\$0.00	View History
Adjusted	10	\$18.72	\$ 5.94	\$187.20	\$59.40	\$127.80	\$0.00	\$7.20	\$0.00	\$0.00	\$0.00	
Net Adjusted						\$0.00						

Comments*

You have 246 characters remaining.

Line Item Adjustments (LIA)

Coalitions can create Line Item Adjustments (LIA) for a reimbursement record. The LIA can add or create a new record, which may or may not be EFS Mod-generated records. Adjustments can add a new entry or reverse out an entry.

SR or Local Line Item Adjustments

To create a Line Item Adjustment, navigate to **Reimbursement > Adjustment Processing > Create Line Item Adjustment > SR/Local**

Any saved line item adjustments will be processed in the currently open payment period.


Required fields are marked with an asterisk *. A record does not have to be in EFS Mod to create a line item adjustment. Clicking the **Submit** button opens the SR Line Item Adjustment modal.

The screenshot shows a web form titled "SR or Local Line Item Adjustment" within the "ELC Of The Big Bend Region" system. The form is divided into several sections:

- Search For Adjustments:** Contains instructions: "Enter an existing Reimbursement ID to retrieve information from an existing reimbursement.", "Enter an existing Enrollment ID to retrieve information from an existing enrollment.", and "If Reimbursement ID or Enrollment ID are not known, enter in the Line Item Adjustment Information." Below these are two search boxes: "Reimbursement Detail ID" and "Enrollment ID", each with a "Search" button and a magnifying glass icon.
- Service Period Information:** Includes three dropdown menus: "Service Period Month*", "Service Period Year*", and "Adjustment Reason*".
- Provider (Payee) Information:** A section header for the bottom part of the form.

Search

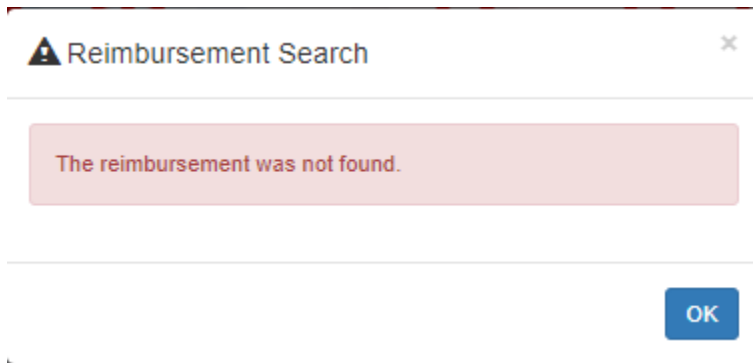
Before creating a Line Item Adjustment, search using the Reimbursement Detail ID or the Enrollment ID. Reimbursement Detail ID is available on the 5045 detail download.


Enter the Reimbursement Detail ID and click on the search icon  to populate the record with the available information:

- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Enrollment ID (dropdown selection of available enrollment dates)
- Purpose of Care
- Funding Type

- Unit of Care
- Billing Group
- Eligibility
- Care Level
- Days to be Paid
- Total Payment Rate
- Match Amount

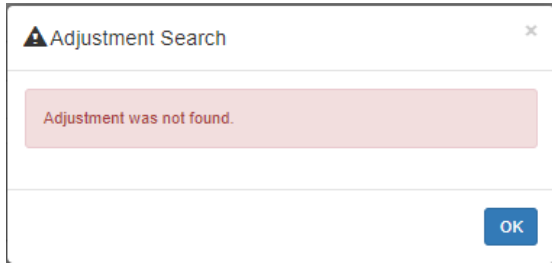
NOTE: If Reimbursement ID is used to search, and there is a Pending Adjustment, then a pop-up will display. Click the OK button and search again. A Line Item Adjustment cannot be created with through the Reimbursement ID search until the Pending Adjustment for the Reimbursement ID is in PAID status.



The Enrollment ID can be found on the Eligibility screen. Enter the Enrollment ID and click on the search icon  to populate the record with the available information:

- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Enrollment ID
- Purpose of Care

If a search result is not found, then the Adjustment Search pop up message opens. Clicking **OK** will close the Adjustment Search message.



If the Reimbursement Detail ID or Enrollment ID are not known, then enter the Service Period Month and Service Period Year. The Service Period Year must be between 1990 and the current year. Select the Adjustment Reason from the dropdown menu. Select Restitution if the LIA will have a Service Period prior to 7/1/2018.

Provider (Payee) Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or after, then the Provider ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Provider ID will not be required. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Provider Information will pre-populate.

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is prior to 7/1/2018, then the Provider ID search will not be available, see the screen below. If the Service Period is prior to 7/1/2018 and the Adjustment Reason is Restitution, then the Provider ID will not be required.

- The Name of Provider is a text field. If a Provider ID is entered, it must match a current Provider ID in EFS Mod. If the Provider ID does not match a current Provider ID in EFS Mod, then the LIA will not save.
- The Name of Principal is a text field. If a Principal ID is entered, it must match a current Principal ID in EFS Mod. If the Principal ID does not match a current Principal ID in EFS Mod, then the LIA will not save.
- The Vendor ID is an alphanumeric field. The Vendor ID is the Taxpayer ID Number, which can be found on the Provider's Business Info screen.
- The Provider Type dropdown field displays the available Provider Types.
- The Provider County dropdown displays all Florida counties.

Provider (Payee) Information

Provider ID

Name of Provider* Principal ID Name of Principal* Vendor ID

Provider Type Provider County*

Parent & Child Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or after, then the Child ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Child ID will not be required. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Parent & Child Information will pre-populate. The Enrollment ID will be a dropdown menu and display any enrollment dates the child was enrolled.

Parent & Child Information

Child ID

Name of Child* Name of Parent* County of Parent* Enrollment ID

Purpose Of Care*

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is prior to 7/1/2018, then the Child ID search will not be available, see the screen below. If the Service Period is prior to 7/1/2018 and the Adjustment Reason is Restitution, then the Child ID will not be required.

- The Name of Child is a text field.
- The Name of Parent is a text field.
- The County of Parent dropdown displays all Florida counties.
- If an Enrollment ID is entered, it must match a current Enrollment ID in EFS Mod. If the Enrollment ID does not match a current Enrollment ID in EFS Mod, then the LIA will not save.
- The Purpose of Care dropdown field displays the available Purposes of Care.

Parent & Child Information

Child ID

Name of Child* Name of Parent* County of Parent* Enrollment ID

Purpose Of Care*

Adjustment Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Adjustment Information will pre-populate.

- The Funding Type dropdown field displays the available Funding Types (SR or Local).
- The Service Period Month dropdown field displays the available Months.
- The Service Period Year is a numeric field. Users can save entries between 1990 and the current year.
- The Unit of Care dropdown field displays the available Units of Care.
- The Billing Group dropdown field displays the available Billing Groups.
- The Eligibility dropdown field displays the available Eligibility.
- The Care Level dropdown field displays the available Care Levels.
- The Match Funder dropdown field displays available Match Funders.
- The Days to be Paid can be a positive or negative number. The Days to be Paid cannot be 0.
- The Total Payment Rate is the daily payment rate. The Total Payment Rate must be between \$0.00 and \$100.00.
- The Daily Parent CoPay Rate must be greater than or equal to \$0.00.
- The Gross Payment Amount is a calculated field. [Total Payment Rate * Days to be Paid]
- The Less Parent CoPay Amount is a calculated field. [Daily Parent CoPay Rate * Days to be Paid]
- The Net Payment Amount is a calculated field. [Gross Payment Amount – Less Parent CoPay Amount]
- The Match Amount is the amount paid by a Match.
- The Net Less Match is a calculated field. [Net Payment Amount – Match Amount]
- OCA Amount is a calculated field.
 - CCEP Billing Group = [Net Less Match – (QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]
 - All other Billing Groups = [Net Less Match – (Gold Seal + QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]

The differentials grid will allow the entry of any adjustments for the following:

- a. 2018-2019 and Prior Years
 - i. Gold Seal Amount
 - ii. PFP Amount
 - iii. PFP CA Amount
 - iv. QI Amount
 - v. CS Amount
- b. 2019-2020 and Future Years
 - i. Gold Seal Amount
 - ii. QPI Amount
 - iii. Child Assessment Amount
 - iv. Local QI Amount
 - v. CS Amount

For 2019-2020 and future years, the differentials have under and over fields.

The Comments field is a text field.

Adjustment Information

Omit from Transmittal File? Yes No

Funding Type* SR

Unit Of Care* FT

Billing Group* BG8

Eligibility* ECON - Economically Disadvantage

Care Level* 12 < 24 Months

Match Funder* Santa Rosa Match BG8 Econ

Reimbursement ID 6530972

Days to be Paid*	Total Payment Rate*	Daily Parent CoPay Rate*	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount*	Net Less Amount	OCA Payment Amount
23	\$ 23.92	\$ 1.00	\$550.16	\$23.00	\$527.16	\$ 31.63	\$495.53	\$474.37

Enter how much of the total payment amount is associated to each of the differentials below

	Gold Seal Amount*	QPI Amount*	Child Assessment Amount*	Local QI Amount*	Contracted Slots Amount*
Direct	\$ 0.00	\$ 21.16	\$ 0.00	\$ 0.00	\$ 0.00
Quality	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$0.00	\$21.16	\$0.00	\$0.00	\$0.00

Service Period prior to 7/1/2018

Required fields are marked with an asterisk *.

- The Omit from Transmittal File will default to Yes for legacy LIA records.
- The Funding Type dropdown field displays the available Funding Types (SR or Local).
- The Service Period Month dropdown field displays the available Months.
- The Service Period Year is a numeric field. Users can save entries between 1990 and the current year.
- The Unit of Care dropdown field displays the available Units of Care.
- The Billing Group dropdown field displays the available Billing Groups.
- The Eligibility dropdown field displays the available Eligibility.
- The Care Level dropdown field displays the available Care Levels.
- The Match Funder dropdown field displays available Match Funders.
- The Days to be Paid can be a positive or negative number. The Days to be Paid cannot be 0.
- The Total Payment Rate is the daily payment rate. The Total Payment Rate must be between \$0.00 and \$100.00.
- The Daily Parent CoPay Rate must be greater than or equal to \$0.00.
- The Gross Payment Amount is a calculated field. [Total Payment Rate * Days to be Paid]
- The Less Parent CoPay Amount is a calculated field. [Daily Parent CoPay Rate * Days to be Paid]
- The Net Payment Amount is a calculated field. [Gross Payment Amount – Less Parent CoPay Amount]
- The Match Amount is the amount paid by a Match.
 - The Match Amount is only editable if the Billing Group is BG8 or CCEP
- The Net Less Match is a calculated field. [Net Payment Amount – Match Amount]
- OCA Amount is a calculated field.
 - CCEP Billing Group = [Net Less Match – (QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]
 - All other Billing Groups = [Net Less Match – (Gold Seal + QPI Amount + Child Assessment Amount + Local QI Amount + CS Amount)]

The differentials grid will allow the entry of any adjustments for

- a. 2018-2019 and Prior Years
 - i. Gold Seal Amount
 1. Direct (Under)
 - ii. PFP Amount
 1. Direct (Under)
 2. Quality (Over)
 - iii. Child Assessment Amount

- 1. Direct (Under)
 - 2. Quality (Over)
 - iv. Local QI Amount
 - 1. Quality (Over)
 - v. Contracted Slots Amount
 - 1. Direct (Under)
 - 2. Quality (Over)
- b. 2019-2020 and Future Years
 - i. Gold Seal Amount
 - 1. Direct (Under)
 - 2. Quality (Over)
 - ii. QPI Amount
 - 1. Direct (Under)
 - 2. Quality (Over)
 - iii. Child Assessment Amount
 - 1. Direct (Under)
 - 2. Quality (Over)
 - iv. Local QI Amount
 - 1. Direct (Under)
 - 2. Quality (Over)
 - v. Contracted Slots Amount
 - 1. Direct (Under)
 - 2. Quality (Over)

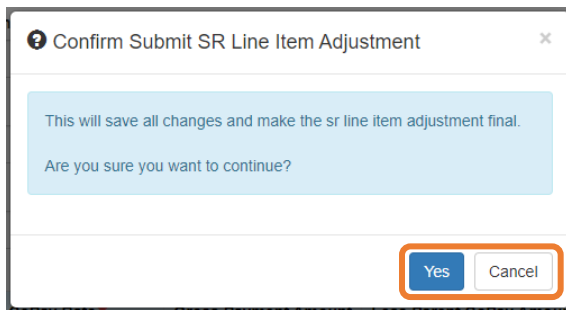
For 2019-2020 and future years, the differentials have under and over fields.

The Comments field is a text field.

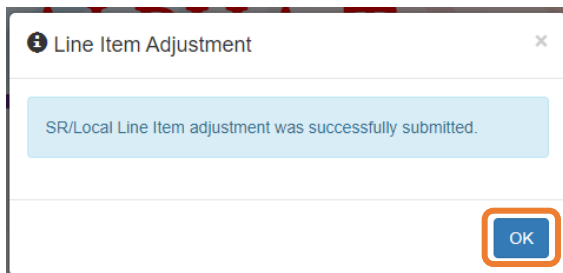
Adjustment Information									
Omit from Transmittal File? <input type="radio"/> Yes <input checked="" type="radio"/> No		Funding Type SR	Unit Of Care FT	Billing Group BG8					
Eligibility ECON - Economically Disadvantage		Care Level < 12 Months	Match Funder Santa Rosa Match BG8 Econ			Reimbursement ID 1578943			
Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Amount	OCA Payment Amount	
8	\$ 27.00	\$ 1.00	\$216.00	\$8.00	\$208.00	\$ 5.31	\$202.69	\$202.69	
Enter how much of the total payment amount is associated to each of the differentials below									
	Gold Seal Amount	PPF Amount	Child Assessment Amount	Local QI Amount	Contracted Slots Amount				
Direct	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
Quality	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
Total	50.00	50.00	50.00	50.00	50.00				

Confirmation Modal

Clicking the **Yes** button will save the adjustment and open the Line Item Adjustment modal. Clicking the **Cancel** button will discard any changes and close the modal.




Clicking the **OK** button will close the Line Item Adjustment modal.



VPK Line Item Adjustments

To create a Line Item Adjustment, navigate to **Reimbursement > Adjustment Processing > Create Line Item Adjustment > VPK**

Any saved line item adjustments will be processed in the currently open payment period. Required fields are marked with an asterisk *. A record does not have to be in EFS Mod to create a line item adjustment. Clicking **Submit** opens the Confirm Submit VPK Line Item Adjustment modal.

 VPK Line Item Adjustment

ELC Of The Big Bend Region

Search For Adjustments

- Enter an existing Reimbursement ID to retrieve information from an existing reimbursement.
- Enter an existing Enrollment ID to retrieve information from an existing enrollment.
- If Reimbursement ID or Enrollment ID are not known, enter in the Line Item Adjustment information.

Reimbursement Detail ID Enrollment ID

Service Period Month* Service Period Year* Adjustment Reason*

Provider (Payee) Information

Provider ID

Name of Provider* Principal ID Name of Principal* Vendor ID

Provider Type Provider County*


Search

Before creating a Line Item Adjustment, search using the Reimbursement Detail ID or the Enrollment ID. Reimbursement Detail ID is available on the 5045 detail download.

Enter the Reimbursement Detail ID and click on the search icon to populate the record with the available information:

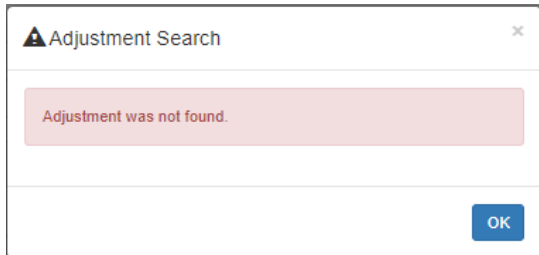
- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Class Name
- Billing Group
- Hourly Payment Rate

- Total Instructional Hours
- Hours Attended

The Enrollment ID can be found on the Eligibility screen. Enter the Enrollment ID and click on the search icon  to populate the record with the available information:

- Service Period Month
- Service Period Year
- Provider ID
- Name of Provider
- Principal ID
- Name of Principal
- Vendor ID
- Provider Type
- Provider County
- Child ID
- Name of Child
- Name of Parent
- County of Parent
- Class Name

If a search result is not found, then the Adjustment Search modal opens. Clicking on the **OK** button will close the Adjustment Search modal.



If the Reimbursement Detail ID or Enrollment ID are not known, then enter the Service Period Month and Service Period Year. The Service Period Year must be between 1990 and the current year.

Select the Adjustment Reason from the dropdown menu. Select Restitution if the LIA will have a Service Period prior to 7/1/2018.

Provider (Payee) Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or later, then the Provider ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Provider ID will not be required. If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Provider Information will pre-populate.

Provider (Payee) Information

Provider ID
Search

Name of Provider* Principal ID Name of Principal* Vendor ID

Provider Type Provider County*

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *.

- The Name of Provider is a text field.
- The Name of Principal is a text field. If a Principal ID is entered, it must match a current Principal ID in EFS Mod. If the Principal ID does not match a current Principal ID in EFS Mod, then the LIA will not save.
- The Vendor ID is an alphanumeric field. The Vendor ID is the Taxpayer ID Number, which can be found on the Provider's Business Info screen.
- The Provider Type dropdown field displays the available Provider Types.
- The Provider County dropdown displays all Florida counties.

Provider (Payee) Information

Provider ID
Search

Name of Provider* Principal ID Name of Principal* Vendor ID

Provider Type Provider County*

Parent & Child Information

Service Period After 7/1/2018

Required fields are marked with an asterisk *. If the Service Period is 7/1/2018 or after, then the Child ID search will be available, see the screen below. If the Service Period is prior to 7/1/2018, then the Child ID will not be required.

- If the Reimbursement Detail ID or Enrollment ID are entered in the search at the top of the screen, then Parent & Child Information will pre-populate.
- If a Child ID is entered, it must match a current Child ID in EFS Mod. If the Child ID does not match a current Child ID in EFS Mod, then the LIA will not save.
- The Class Name is limited to 4 characters (e.g. AF17).

The screenshot shows a form titled "Parent & Child Information". At the top, there is a "Child ID" search field with a magnifying glass icon. Below this, there are four input fields: "Name of Child*" (text), "Name of Parent*" (text), "County of Parent*" (dropdown menu), and "Class Name" (text). The asterisks indicate that the first three fields are required.

Service Period Prior to 7/1/2018

Required fields are marked with an asterisk *.

- The Name of Child is a text field.
- The Name of Parent is a text field.
- The Class Name is limited to 4 characters (e.g. AF17).

The screenshot shows a form titled "Parent & Child Information". The "Child ID" search field is present but disabled. Below it, there are four input fields: "Name of Child*" (text), "Name of Parent*" (text), "County of Parent*" (dropdown menu), and "Class Name" (text). The asterisks indicate that the first three fields are required.

Adjustment Information

Required fields are marked with an asterisk *.

- The Adjustment Reason dropdown field displays the available Adjustment Reasons.
- The Billing Group dropdown field displays the available Billing Groups.
- The Hourly Payment Rate is the reimbursement hourly rate.
- The Days Absent is an optional field.
- The Days Present is an optional field.
- The Total Instructional Hours is the total hours available for the month.
- The Hours Attended is the amount of hours the child attended class. If there are closure days, then include those hours to the Hours Attended. The Hours Attended cannot be 0. The Hours Attended can be a positive or negative number.
- The Paid Hours is a calculated field, which includes 80/20.
- The Amount is a calculated field, which includes 80/20.
- The Comments field is a text field.

Adjustment Information

Omit from Transmittal File? Yes No

Billing Group*

Hourly Payment Rate*	Days Absent	Days Present	Total Instructional Hours*	Hours Attended*	Paid Hours	Amount
\$ 0.00	0	0	0.00	0.00	0	\$ 0

Comments*

You have characters remaining.

Confirmation Modal

Clicking **Yes** will save the adjustment and open the Line Item Adjustment modal. Clicking the **Cancel** button will discard any changes and close the modal.

Confirm Submit VPK Line Item Adjustment ✕

This will save all changes and make the vpk line item adjustment final.
Are you sure you want to continue?

Yes **Cancel**

Clicking **OK** will close the Line Item Adjustment modal.

Line Item Adjustment ✕

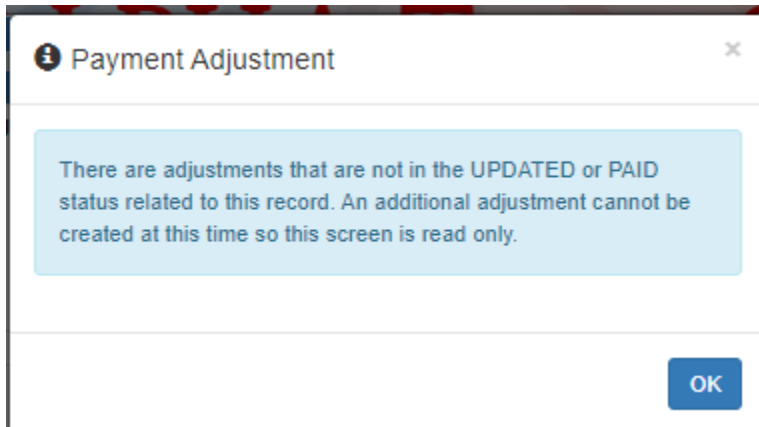
VPK Line Item adjustment was successfully submitted.

OK

Pending Adjustments

If there are Adjustments pending approval and not in PAID status, then an additional adjustment cannot be created for the record. If a record with a Pending Adjustment is selected, then a pop-up opens notifying the user that there is a Pending Adjustment. A record is related by the Reimbursement Detail ID. For example: if the January attendance for a child is PAID, then a Prior Period Adjustment is created and saved; another Prior Period Adjustment for this record cannot be created until the first PPA is in PAID status.

The screen will be read-only until the Adjustment is in the Updated or Paid status.



The PPA screen will display as read-only, and the **Submit** button is deactivated if there is a Pending Adjustment.

Process Reimbursement Adjustment for ELC of Santa Rosa

Adjustment Information

Service Period: October 2019

Funder Type: SR Local

Unit Of Care: FT

Reason: -- Select Reason --

Billing Group: BG8

Eligibility: ECON - Economically Disadvantage

Care Level: 24 < 36 Months

Match Funder: Santa Rosa Match BG8 Econ

Omit from Transmittal File?: Yes No

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Match Amount	Net Less Match	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	OCA Amount	
Balance	18	\$23.92	\$3.40	\$430.56	\$61.20	\$369.36	\$12.31	\$357.05	\$0.00	\$16.56	\$0.00	\$0.00	\$0.00	\$340.49	View History
Adjusted	18	\$23.92	3.40	\$430.56	\$61.20	\$369.36	12.31	\$357.05	\$0.00	\$16.56	\$0.00	\$0.00	\$0.00	\$340.49	
Net Adjusted						\$0.00									

Comments

[Submit](#) [Cancel](#)

Scenarios - Adjustment Fixes Needed

Below are some scenarios that a Coalition may encounter.

	MTH (not Paid yet)	PPA (Paid in MOD)	LIA
Calculations are incorrect (i.e. Net Less Match, days x rate, etc.)		-- ¹	
Total Payment Rate paid is incorrect		-- ²	
Over/underpaid provider because rate plan differential settings (i.e. Gold Seal, PFP, PFP Assessment, etc.)		-- ²	
Wrap rate paid is double			X
Duplicate payment	X	X	
Parent copay fee incorrect	X	X	
Over/under paid days	X	X	
Split UOC or Care Level		X ³	X ³

¹Covered by OEL data fix phase 1

²Covered by OEL data fix phase 2 (requires ELCs to review rate plans)

³Requires both PPA and LIA

Wrap rate paid is double

If a duplicate record was paid, and days of the payment need to be reversed for a service period.

SR or Local

Create a LIA, by entering all the required fields and enter a negative number for the Days to be Paid, enter the Total Payment Rate, and enter the Daily Parent CoPay Rate, if applicable. If there are differentials that were included, then include those details in the LIA.

VPK

Create a LIA, by entering all the required fields and enter the Hourly Payment Rate, applicable for the year to be adjusted, enter the Total Instructional Hours for the service period month, and enter a negative number in the Hours Attended.

Split Unit of Care or Care Level

A child was paid for all of August 2018 (23 days) at the PR5/FT rate but should have been SCH once school began. The child needs reimbursement for 8 days at the PR5/FT rate. The child needs reimbursement for 15 days at the SCH/PT rate.

SR or Local

Create a prior period adjustment on the paid August 2018 record to reduce the 23 PR5/FT days to 8 PR5/FT days (net – 15 PR5/FT days). Create a LIA for the remaining 15 days at the SCH/PT rate. Enter all the required fields – enter in the related child and provider information, select “PT” for the Unit of Care, select “In School” for the Care Level, enter 15 for Days to be Paid, and enter the Total Payment Rate for the daily payment rate.

Pending Adjustments Work Queue

When an adjustment is created (current period adjustment, PPA, LIA) it is available for review in the Pending Adjustment Work Queue. To access the Pending Adjustments Work Queue, navigate to **Reimbursement > Adjustment Processing > Adjustments Pending Approval**.

The Pending Adjustment work queue displays all adjustments created that have not been approved and are currently in PENDING status. The Child Name, Provider ID, Provider Name, Service Period, Funder Type, VPK Class ID, Adjustment Type, Adjusted Billing Group, Adjusted Unit of Care, Adjusted Days Paid, Adjusted Net Payment Amount display along with the action buttons. The columns may be sorted by clicking on the column header. Each column may be filtered by typing criteria in the column's filter field.

Approve

Clicking **Approve** opens the Confirm Approve Pending Adjustment pop-up.

Child Name	Provider ID	Provider Name	Service Period	Funder Type	VPK Class ID	Adjustment Type	Adjusted Billing Group	Adjusted Unit of Care	Adjusted Days Paid	Adjusted Net Payment Amount	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	4	ABBA'S LOVE CHILDCARE CENTER	Oct 2019	VPK	AF19	PPA				13.74	Approve Void View Adjustment
	4	ABBA'S LOVE CHILDCARE CENTER	Oct 2019	VPK	AF19	PPA				0.00	Approve Void View Adjustment
	4	ABBA'S LOVE CHILDCARE CENTER	Oct 2019	SR		PPA	BG8	4	-9	-108.00	Approve Void View Adjustment
	4	ABBA'S LOVE CHILDCARE CENTER	Jul 2019	SR		PPA	BG3	1	-5	-110.40	Approve Void View Adjustment
	7	OUR LITTLE HANDS OF LOVE	Dec 2018	SR		PPA	BG8	1	-4	-76.20	Approve Void View Adjustment

Clicking **Yes** will remove the adjustment from the Pending Adjustment Work Queue and move it to the Payment Verified Work Queue.

Clicking **Cancel** will close the pop-up window and display the Pending Adjustment Work Queue.

Confirm Approve Pending Adjustment

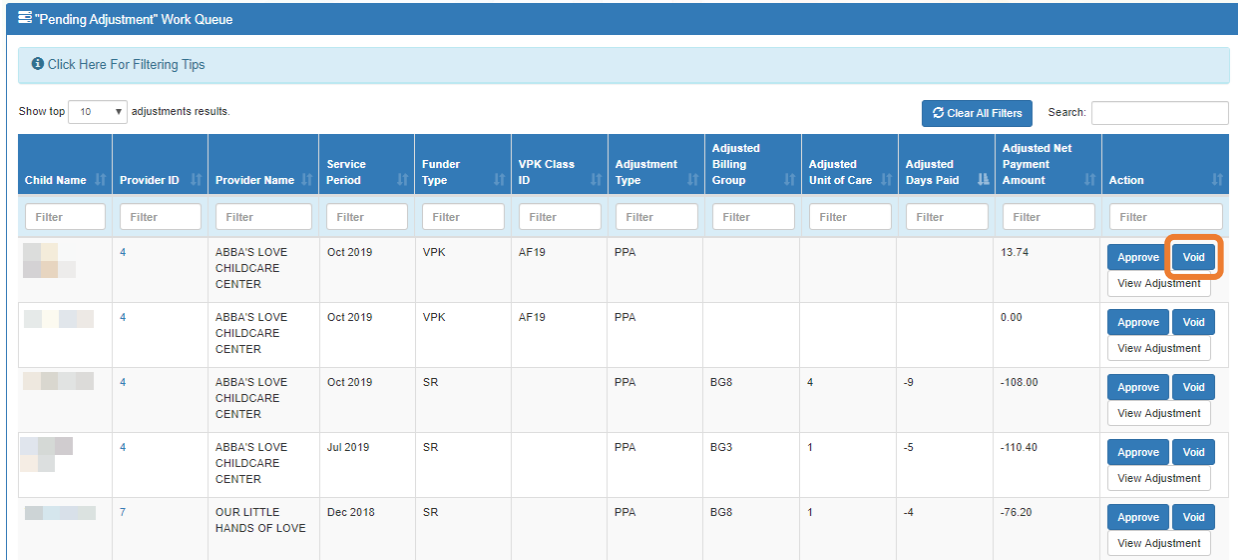
This will mark the adjustment as Payment Verified in the open payment period. Are you sure you want to continue?

Are you sure you want to continue?

Yes Cancel

Void

Clicking **Void** opens the Confirm Void Pending Adjustment pop-up.



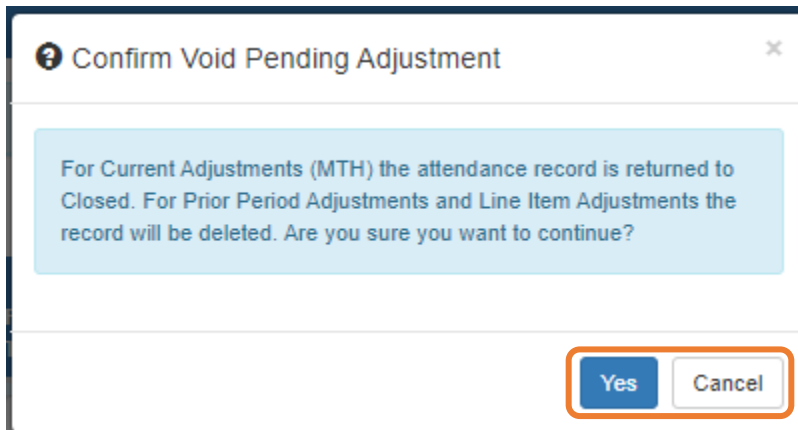
Child Name	Provider ID	Provider Name	Service Period	Funder Type	VPK Class ID	Adjustment Type	Adjusted Billing Group	Adjusted Unit of Care	Adjusted Days Paid	Adjusted Net Payment Amount	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	4	ABBA'S LOVE CHILDCARE CENTER	Oct 2019	VPK	AF19	PPA				13.74	Approve Void View Adjustment
	4	ABBA'S LOVE CHILDCARE CENTER	Oct 2019	VPK	AF19	PPA				0.00	Approve Void View Adjustment
	4	ABBA'S LOVE CHILDCARE CENTER	Oct 2019	SR		PPA	BG8	4	-9	-108.00	Approve Void View Adjustment
	4	ABBA'S LOVE CHILDCARE CENTER	Jul 2019	SR		PPA	BG3	1	-5	-110.40	Approve Void View Adjustment
	7	OUR LITTLE HANDS OF LOVE	Dec 2018	SR		PPA	BG8	1	-4	-76.20	Approve Void View Adjustment

Clicking **Yes** will:

1. Move the current period adjustment (MTH) back to Closed Attendance.
2. Delete the prior period adjustment (PPA).
3. Delete the line item adjustment (LIA).
4. Remove the selected adjustment from the Pending Adjustment work queue.

If the PPA or LIA is deleted, and an adjustment is still needed, then a new one must be created.

Clicking **Cancel** will close the pop-up window and display the Pending Adjustment Work Queue.



View Adjustment

Clicking **View Adjustment** opens the Adjustments History pop-up.

"Pending Adjustment" Work Queue

Click Here For Filtering Tips

Show top 10 adjustments results. Clear All Filters Search:

Child Name	Provider ID	Provider Name	Service Period	Funder Type	VPK Class ID	Adjustment Type	Adjusted Billing Group	Adjusted Unit of Care	Adjusted Days Paid	Adjusted Net Payment Amount	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
	4	ABBA'S LOVE CHILDCARE CENTER	Oct 2019	VPK	AF19	PPA				13.74	Approve Void View Adjustment
	4	ABBA'S LOVE CHILDCARE CENTER	Oct 2019	VPK	AF19	PPA				0.00	Approve Void View Adjustment
	4	ABBA'S LOVE CHILDCARE CENTER	Oct 2019	SR		PPA	BG8	4	-9	-108.00	Approve Void View Adjustment
	4	ABBA'S LOVE CHILDCARE CENTER	Jul 2019	SR		PPA	BG3	1	-5	-110.40	Approve Void View Adjustment
	7	OUR LITTLE HANDS OF LOVE	Dec 2018	SR		PPA	BG8	1	-4	-76.20	Approve Void View Adjustment

Adjustments History

	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	Gold Seal Amount	QPI Amount	Child Assessment Amount	Local QI Amount	CS Amount	Status
	13	\$13.60	\$1.60	\$176.80	\$20.80	\$156.00	\$0.00	\$9.36	\$0.00	\$0.00	\$0.00	PAID
	-9	\$13.60	\$1.60	-\$122.40	-\$14.40	-\$108.00	\$0.00	-\$6.48	\$0.00	\$0.00	\$0.00	Pending
Final	4	\$13.60	\$1.60	\$54.40	\$6.40	\$48.00	\$0.00	\$2.88	\$0.00	\$0.00	\$0.00	

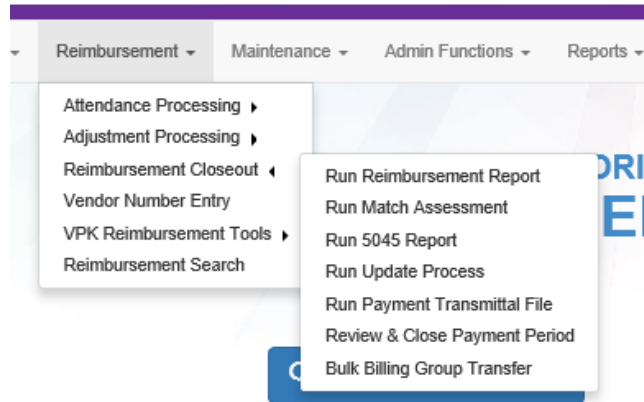
Ok

The Adjustments History pop-up displays the original record at the top and then the adjustment(s) display in the row(s) below.

The Status for the Adjustment is Pending. An additional adjustment (PPA or LIA) cannot be created for the Reimbursement ID record, until it has a status of PAID.

Reimbursement Closeout Process

The Reimbursement Closeout features are available under the Reimbursement menu item. The features included in Reimbursement Closeout are Run Reimbursement Report, Run Match Assessment, Run 5045 Report, Run Update Process, Run Payment Transmittal File, Review & Close Payment Period, and Bulk Billing Group Transfer.

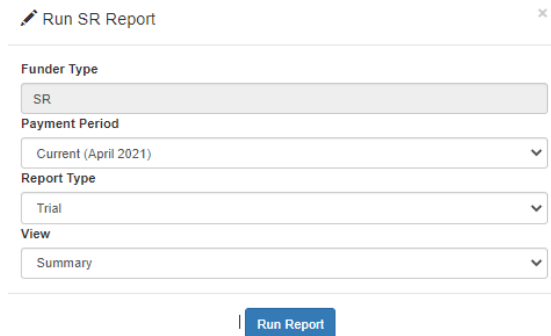


Run Reimbursement Report

Navigate to the **Reimbursement Closeout > Run Reimbursement Report** page. Click the **Run Reimbursement Report** button from the appropriate funder type row.

Run Reimbursement Report									
Current Payment Period: March 2019									
Payment Period Summary									
Use this page to review and run Reimbursement reports for the current payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	1648	27	61	2	2	0	-	-	Run Reimbursement Report
SR	1962	58	32	9	0	0	12	1139.67	Run Reimbursement Report
Local	-	-	4	0	0	0	-	-	Run Reimbursement Report
VPK Advance-VPK	-	-	-	0	0	0	-	-	Run Reimbursement Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Reimbursement Report
VPK SIS	-	-	-	0	0	0	-	-	Run Reimbursement Report

A pop-up message appears to collect the report parameters.



Run SR Report

Funder Type: SR

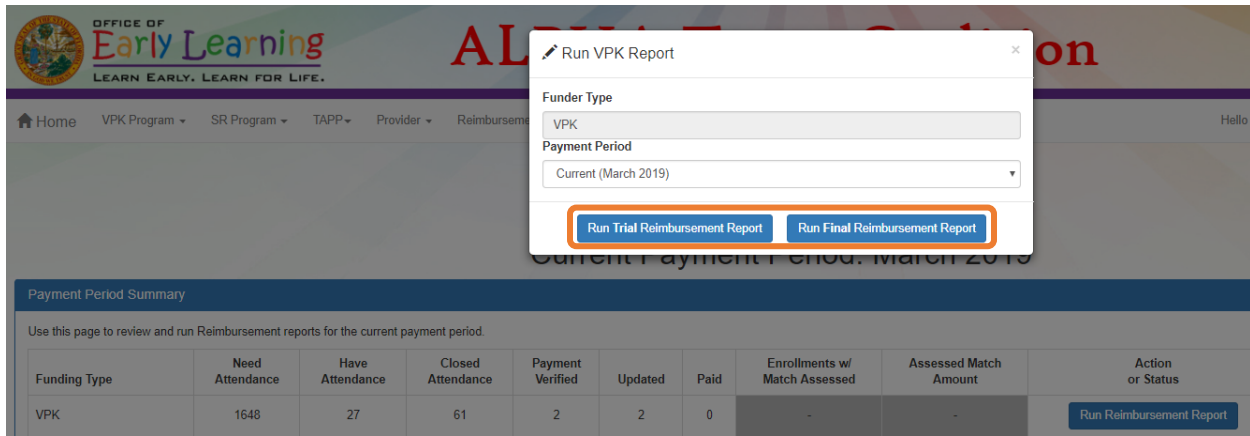
Payment Period: Current (April 2021)

Report Type: Trial

View: Summary

Run Report

The Trial Reimbursement Report includes records in all statuses for the payment period and funder type selected. The Final Reimbursement Report includes records that are in Updated and Paid statuses for the payment period and funder type selected.



Run VPK Report

Funder Type: VPK

Payment Period: Current (March 2019)

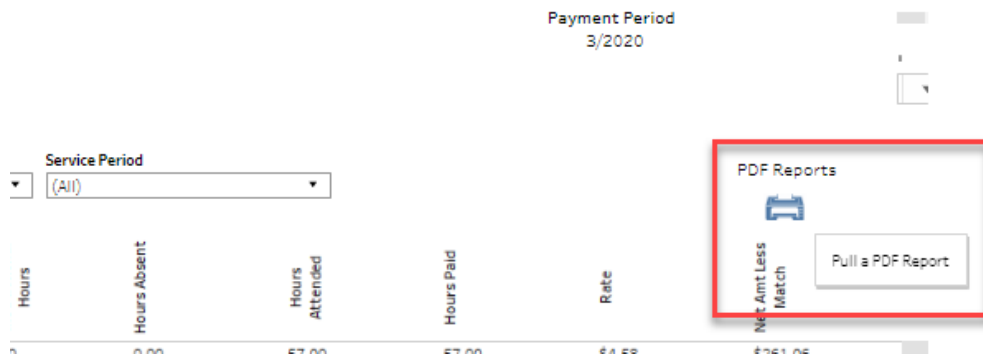
Run Trial Reimbursement Report | Run Final Reimbursement Report

Payment Period Summary

Use this page to review and run Reimbursement reports for the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	1648	27	61	2	2	0	-	-	Run Reimbursement Report

To print a PDF of the report, click on the **PDF Reports** icon. Allow the print menu to display. Hover over the **Get Provider Reimbursement PDF** link and click on it. The PDF report opens.



Payment Period: 3/2020

Service Period: (All)

Hours, Hours Absent, Hours Attended, Hours Paid, Rate, Net Amt Less Match

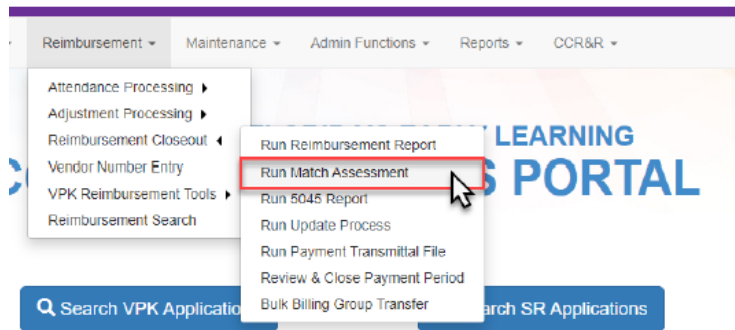
PDF Reports

Pull a PDF Report

Run Match Assessment

Prior to July 1, 2019 the state required 6% local match participation for BG8 families and a 50% local match for participants in the Child Care Executive Partnership (CCEP) program. The significant change in match for 2019-2020 is that now there is no requirement for local match at the coalition level for BG8 eligible families and the CCEP program no longer exists.

The match assessment process must be run when all service period records are in Payment Verified status. Go to **Reimbursement > Reimbursement Closeout > Run Match Assessment**.

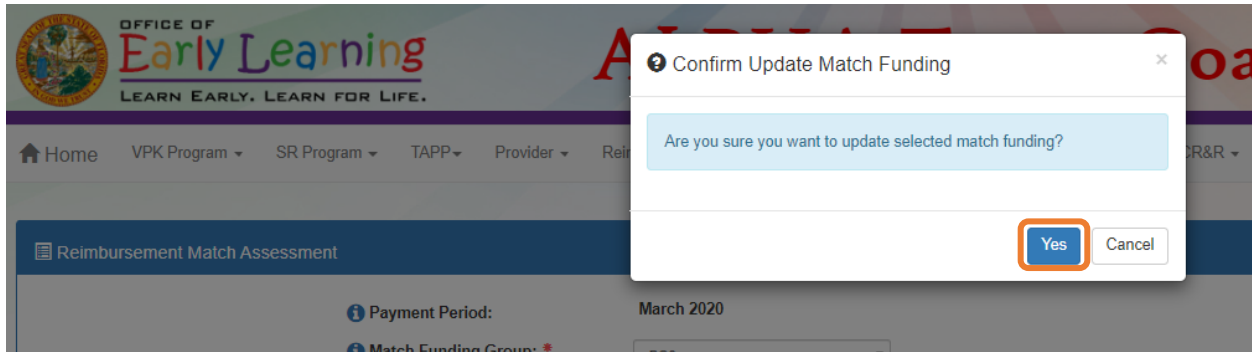


Select the required fields and click **Update**.

Reimbursement Match Assessment

Payment Period:	March 2020
Match Funding Group:	BG8
Service Period:	December 2019
Match Funding Source:	4-SRMT: City of Jacksonville
Percentage:	<input checked="" type="radio"/> 50.00 %
Fixed Dollar Match:	<input type="radio"/> \$ 0.00
Update	

After clicking **Update**, a Confirm Update Match Funding pop-up displays. Click the **Yes** button to confirm.



The page refreshes with the assessed match amount. Match will only be run on monthly (MTH) records. The Run Match process will not be applied to adjustments.

The expanded grid displays the number of records and amounts for the different Reimbursement Statuses. The bottom row provides a total of all the columns. The percentage applies to the MTH records in Reimbursement Status of Verified, Updated, and Paid. In the example below, 50% match was applied to the records in Verified.

Reimbursement Match Assessment

%

Reimbursement Status	Enrollment with Match Assessment Funds	Payment Amount on which Match was Assessed	Total Assessed Match Amount
Closed	2	\$487.32	0
Pending Approval	0	0	0
Verified	6	\$1011.8	\$505.92
Updated	0	0	0
Paid	0	0	0
Total	8	\$1499.12	\$505.92

This can be run again. This time, try a dollar amount.

Reimbursement Match Assessment

Payment Period: **March 2020**
 Match Funding Group: **BG8**
 Service Period: **July 2019**
 Match Funding Source: **14-MATCH: The Children Trust- BG8 Matcl**
 Percentage: **0.00 %**
Fixed Dollar Match: \$ 1000.00

[Update](#)

Reimbursement Status	Enrollment with Match Assessment Funds	Payment Amount on which Match was Assessed	Total Assessed Match Amount
Closed	4	\$350.76	\$21.04
Pending Approval	0	0	0
Verified	2	\$281.95	\$281.95
Updated	0	0	0
Paid	0	0	0
Total	6	\$632.71	\$302.99

Run 5045 Report

Current Payment Period: March 2019

Payment Period Summary

Use this page to review and run 5045 reports for the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	1648	27	61	2	2	0	-	-	Run 5045 Report
SR	1953	58	32	15	0	0	17	1729.21	Run 5045 Report
Local	-	-	5	0	0	0	-	-	Run 5045 Report
VPK Advance-VPK	-	-	-	0	0	0	-	-	Run 5045 Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	-	-	-	0	0	0	-	-	Run 5045 Report

NOTE: All match assessment runs must be complete prior to initiating the Run Update process. The Run Update process will change the record status to Updated, locking in the payment amounts. Match assessment can only be run on records in the Payment Verified status. The amounts in place when the Run Update process runs is the final match assessment. The Match Funder Report is available in Tableau.

Run Update

To begin the process, go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Update Process**. Click **Run Update** for the appropriate funder type. The Run Update process completes and the total number of records move from the Payment Verified column to the Updated column.

Run Update Process

Payment Period Summary

Use this page to run the update process for records that have had the payment verified in the open payment period.

Funding Type	Payment Period	Have Attendance	Closed Attendance	Pending Adjustment	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	March 2020	8743	53	0	38	0	0	-	-	Run Update
SR	March 2020	35362	3940	0	13352	0	0	61	8323.74	Run Update
Local	March 2020	-	656	0	0	0	0	-	-	Run Update
VPK Advance-VPK	March 2020	-	-	-	0	3813	0	-	-	Run Update
VPK Advance-VPKS	March 2020	-	-	-	0	0	0	-	-	Run Update
VPK SIS	April 2020	-	-	-	0	0	3	-	-	Run Update

Run Payment Transmittal File

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Payment Transmittal File**. Click **Run File** for the appropriate funder type.

Run Payment Transmittal File

Payment Period Summary

Use this page to review and close

Funding Type	Payment Period	Have Attendance	Closed Attendance	Pending Adjustment	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	March 2020	8743	53	0	38	0	0	-	-	Run File
SR	March 2020	35362	3940	0	13352	0	0	61	8323.74	Run File
Local	March 2020	-	656	0	0	0	0	-	-	Run File
VPK Advance-VPK	March 2020	-	-	-	0	3813	0	-	-	Run File
VPK Advance-VPKS	March 2020	-	-	-	0	0	0	-	-	Run File
VPK SIS	April 2020	-	-	-	0	0	3	-	-	Run File

A pop-up message appears. The Payment Transmittal File default criteria is set:

- Payment Period is the current payment period
- Summarization Option of Group by Billing Group
- Included Records Option is Updated Records Only

An Excel file downloads and the total number of records move from the Updated column to the Paid column. Click **Run Transmittal file**. The file downloads and the total number of records display in the Paid column.

Run 5045 Report

Navigate to the **Reimbursement Closeout > Run 5045 Report** page. Click the **Run 5045 Report** button from the appropriate funder type row.

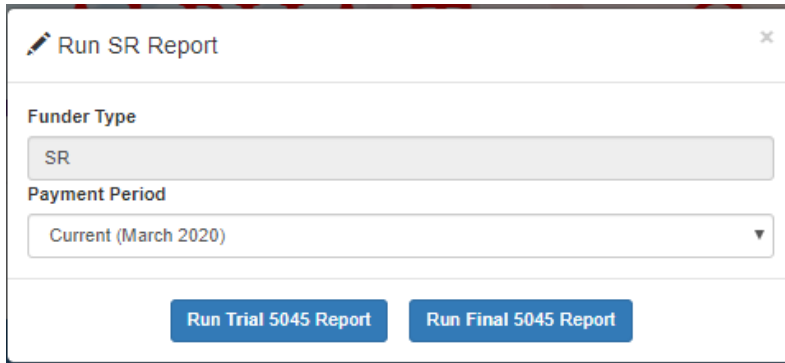
Run 5045 Report

Payment Period Summary

Use this page to review and run 5045 reports

Funding Type	Payment Period	Have Attendance	Closed Attendance	Pending Adjustment	Payment Verified	Updated	Paid	Enrollments w/ Match Assessed	Assessed Match Amount	Action or Status
VPK	March 2020	8743	53	0	38	0	0	-	-	Run 5045 Report
SR	March 2020	35362	3940	0	13352	0	0	61	8323.74	Run 5045 Report
Local	March 2020	-	656	0	0	0	0	-	-	Run 5045 Report
VPK Advance-VPK	March 2020	-	-	-	0	3813	0	-	-	Run 5045 Report
VPK Advance-VPKS	March 2020	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	April 2020	-	-	-	0	0	3	-	-	Run 5045 Report

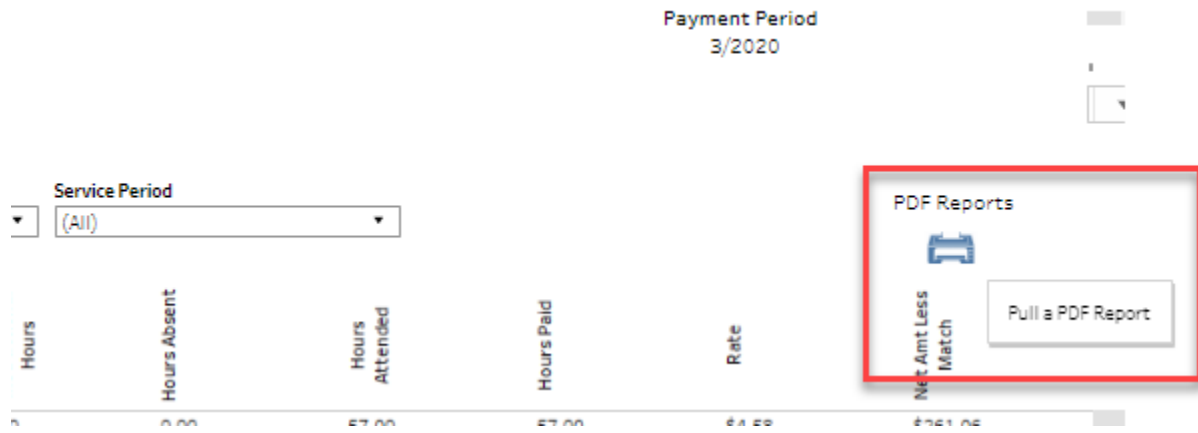
A pop-up message appears to collect the report parameters.



The image shows a dialog box titled "Run SR Report" with a close button (X) in the top right corner. It contains two input fields: "Funder Type" with the value "SR" and "Payment Period" with the value "Current (March 2020)". At the bottom, there are two blue buttons: "Run Trial 5045 Report" and "Run Final 5045 Report".

The Trial Reimbursement Report includes records in all statuses for the payment period and funder type selected. The Final Reimbursement Report includes records that are in Updated and Paid statuses for the payment period and funder type selected.

To print a PDF of the report, click on the **PDF Reports** icon. Allow the print menu to display. Hover over the **Get Provider Reimbursement PDF** link and click on it. The PDF report opens.



The image shows a report interface. At the top right, it says "Payment Period 3/2020". Below that is a "Service Period" dropdown menu with "(All)" selected. The main area contains a table with columns: "Hours", "Hours Absent", "Hours Attended", "Hours Paid", and "Rate". A red box highlights a "PDF Reports" icon (a printer) and a "Pull a PDF Report" button. Below the icon, the text "Net Amt Less Match" is visible.

VPK Advance Payment Process

VPK providers that indicate participation in advance payment in the VPK contract are included in the VPK Advance Payment process.

Run Update (Part 1 - Trial)

To begin the process, go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Update Process**. Go to the *VPK Advance – VPK* row and click **Run Update**.

Run Update Process
Current Payment Period: December 2018

Payment Period Summary										
Use this page to run the update process for records that have had the payment verified in the open payment period.										
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status	
VPK	59	2	8	31	0	0	-	-	Run Update	
SR	233	17	0	0	0	0	0.00	0.00	Run Update	
Local	-	-	0	0	0	0	0.00	0.00	Run Update	
VPK Advance-VPK	-	-	-	0	0	0	-	-	Run Update	
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update	
VPK SIS	-	-	-	0	0	3	-	-	Run Update	

A pop-up message appears. The service period displays at the top and payment information for each VPK provider class (with advance payment) displays below.

Accept Payments for Update Process: VPK Advance-VPK

Payment Period: December 2018
Service Period: January 2019

Provider Name	Class	Number of Enrolled Children	Total Hours Paid	Total Payment
Growing Up Strong	AF18	11	561	2333.76

Accept Cancel

- Total Payment = VPK Hourly Rate x .95 (rounded to the penny) x Total Hours Paid.
- The service period for advance payment is set one month ahead of the current payment period. For example, if the current payment period is August, the service period is October.
- The provider's class calendar and each child's enrollment record is used to calculate the Total Hours Paid for the service period.
- Providers with fewer than four child enrollments cannot start a class so they are excluded from advance payment. When the condition is met, the class is included. **NOTE:** After the initial requirement to start the class is met, the enrollment number may be lower and still be included in the reimbursement process.

STOP! Click **Cancel**. (Clicking *Accept* completes the Run Update and locks the payment. To see a Trial 5045 and Detail Report BEFORE completing the Update process, click **Cancel**.)

Click the refresh button on your browser or CTRL + F5. The total number of records display in the Payment Verified column.

Run Update Process
Current Payment Period: December 2018

Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	11	0	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

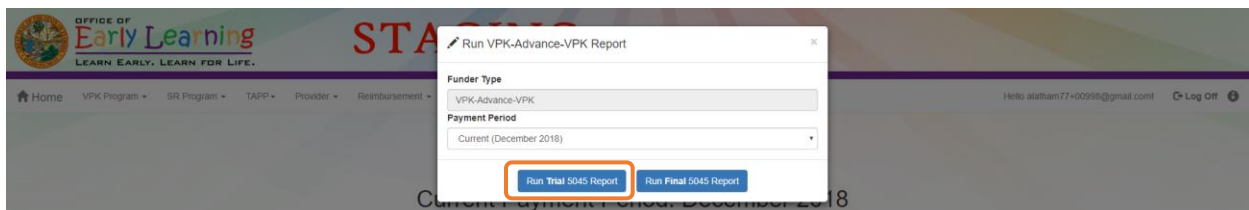
Run Trial 5045 Report

Next, go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run 5045 Report**. Go to the *VPK Advance – VPK* row and click **Run 5045 Report**.

Run 5045 Report
Current Payment Period: December 2018

Payment Period Summary									
Use this page to review and run 5045 reports for the current payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run 5045 Report
SR	233	17	0	0	0	0	0.00	0.00	Run 5045 Report
Local	-	-	0	0	0	0	0.00	0.00	Run 5045 Report
VPK Advance-VPK	-	-	-	11	0	0	-	-	Run 5045 Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	-	-	-	0	0	3	-	-	Run 5045 Report

A pop-up message appears. Click **Run Trial 5045 Report**.



The Trial Advance Payment Summary Report opens.

- A detail report (with child information) is available by selecting **Detail Report**.
- To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Run Update (Part 2 - Commit)

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Update Process**. Go to the *VPK Advance – VPK* row and click **Run Update**.

Run Update Process
Current Payment Period: December 2018

Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	11	0	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

A pop-up message appears. Click **Accept**. The Run Update process completes and the total number of records display in the Updated column.

Run Update Process
Current Payment Period: December 2018

Payment Period Summary									
Use this page to run the update process for records that have had the payment verified in the open payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run Update
SR	233	17	0	0	0	0	0.00	0.00	Run Update
Local	-	-	0	0	0	0	0.00	0.00	Run Update
VPK Advance-VPK	-	-	-	0	11	0	-	-	Run Update
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run Update
VPK SIS	-	-	-	0	0	3	-	-	Run Update

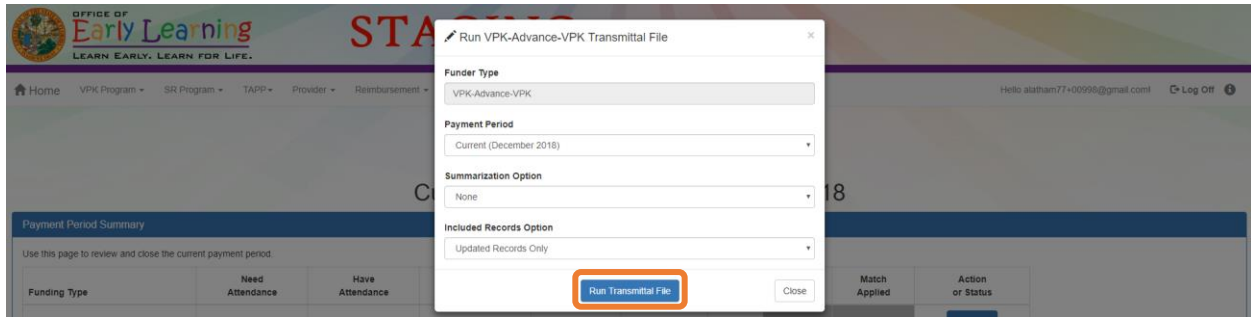
Run Payment Transmittal File

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Payment Transmittal File**. Go to the *VPK Advance – VPK* row and click **Run File**.

Run Payment Transmittal File
Current Payment Period: December 2018

Payment Period Summary									
Use this page to review and close the current payment period.									
Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	59	2	8	31	0	0	-	-	Run File
SR	233	17	0	0	0	0	0.00	0.00	Run File
Local	-	-	0	0	0	0	0.00	0.00	Run File
VPK Advance-VPK	-	-	-	0	11	0	-	-	Run File
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run File
VPK SIS	-	-	-	0	0	3	-	-	Run File

A pop-up message appears. The Payment Transmittal File default criteria is set. Click **Run Transmittal File**.



The file downloads and the total number of records display in the Paid column.

Run Payment Transmittal File

Current Payment Period: December 2018

Payment Period Summary

Use this page to review and close the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	48	13	8	31	0	0	-	-	Run File
SR	233	17	0	0	0	0	0.00	0.00	Run File
Local	-	-	0	0	0	0	0.00	0.00	Run File
VPK Advance-VPK	-	-	-	0	0	11	-	-	Run File
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run File
VPK SIS	-	-	-	0	0	3	-	-	Run File

Save the downloaded file locally. See *Payment Transmittal File Layout* below.

Run Final 5045 Report

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run 5045 Report**. Go to the **VPK Advance – VPK** row and click **Run 5045 Report**.

Run 5045 Report

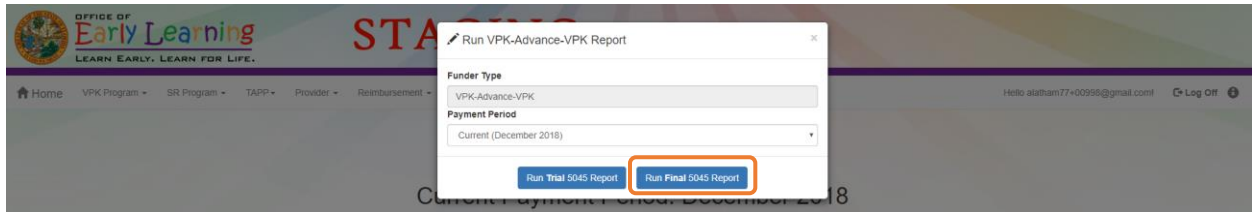
Current Payment Period: December 2018

Payment Period Summary

Use this page to review and run 5045 reports for the current payment period.

Funding Type	Need Attendance	Have Attendance	Closed Attendance	Payment Verified	Updated	Paid	Match Total	Match Applied	Action or Status
VPK	48	13	8	31	0	0	-	-	Run 5045 Report
SR	233	17	0	0	0	0	0.00	0.00	Run 5045 Report
Local	-	-	0	0	0	0	0.00	0.00	Run 5045 Report
VPK Advance-VPK	-	-	-	0	0	11	-	-	Run 5045 Report
VPK Advance-VPKS	-	-	-	0	0	0	-	-	Run 5045 Report
VPK SIS	-	-	-	0	0	3	-	-	Run 5045 Report

A pop-up message appears. Click **Run Final 5045 Report**.



The Final Advance Payment Summary Report opens.

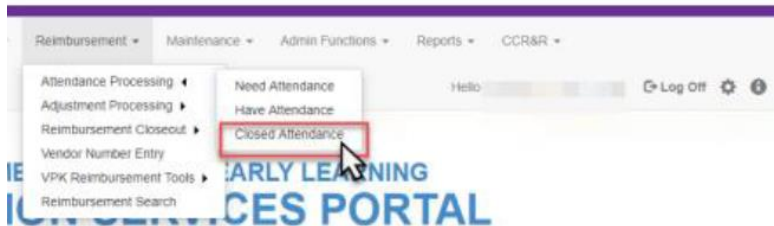
- a. A detail report (with child information) is available by selecting **Detail Report**
- b. To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Bulk Billing Group Transfer

NOTE: See Bulk Billing Group Transfer in Family Processes for CCEP and SR Match changes.

Closed Attendance Check

Once the new funder and funding allocations are created (see Bulk Billing Group Transfer in the Family section), at the end of the payment period, go to **Reimbursement > Attendance Processing > Closed Attendance**.



Select the Funder Type (SR) from the funder type drop down menu and click **Submit**. Then, click on the Review link to open a provider's Closed Attendance records for a service period.

"Closed Attendance" Work Queue ← Return to Search

Click Here For Filtering Tips

County: All Funder Type: SR

Show 10 search results Clear All Filters Search:

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
Review	16	SUNCOAST CHRISTIAN ACADEMY, INC.	Palm Beach	October 2019	SR		Closed Attendance
Review	20	PROCHILD EARLY LEARNING CENTER INC	Palm Beach	October 2019	SR		Closed Attendance
Review	21	PLANET KIDS AT WELLINGTON	Palm Beach	October 2019	SR		Closed Attendance
Review	23	Salem Child Learning Center	Palm Beach	October 2019	SR		Closed Attendance

Review the records. Are there are CCEP records? If so, STOP!

PLANET KIDS AT WELLINGTON - Nov - 2019

Reimbursement Record for PLANET KIDS AT WELLINGTON 103 Total Records

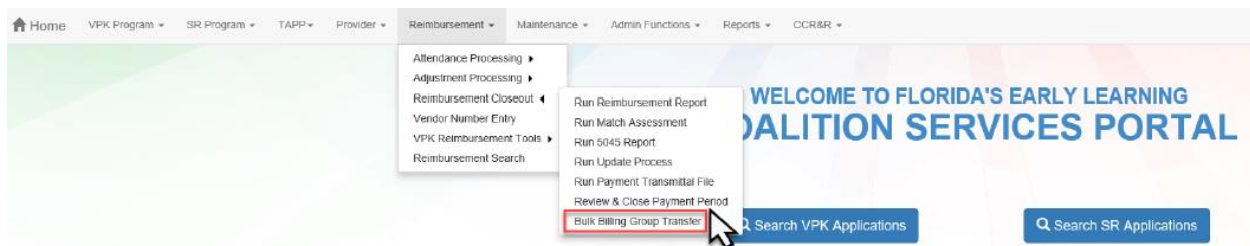
Funder Type: SR Payment Period: Nov - 2019 Service Period: 10/01/2019 to 10/31/2019
 Status: Closed Attendance Provider Type: Center Provider ID: 21
 Vendor Number: Provider Name: PLANET KIDS AT WELLINGTON Phone: (661) 434-9098
 Site Address: 9135 LAKE WORTH RD LAKE WORTH, FL 33467 County: Palm Beach

[Provider Rates](#) [Refresh Calculations](#) [Move All to 'Invo'](#)

Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Net Amount	Gold Seal Amount	PPF Amount	PPF CA Amount	QI Amount	CS Amount	Status	Action
1	3/27/2019	CCEP	P1	INF	FT	23	\$38.92	\$27.83	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust Back to 'Invo'	
2	12/10/2018	CCEP	P1	INF	FT	23	\$38.92	\$27.83	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust Back to 'Invo'	
3	4/19/2019	BGB	ECON	INF	FT	4	\$24.16	\$4.04	\$0.00	\$0.00	\$0.00	\$0.00	Verified	Adjust Back to 'Invo'	
INF TOTALS								\$302.00	\$60.50	\$0.00	\$0.00	\$0.00			
4	3/17/2018	CCEP	P1	TOD	FT	4	\$32.87	\$21.64	\$4.24	\$0.00	\$0.00	\$0.00		Verify Adjust Back to 'Invo'	

The CCEP records must be changed with the bulk billing group transfer process before verifying.

Go to the Reimbursement menu and select **Reimbursement Closeout > Bulk Billing Group Transfer**.



The Bulk Billing Group Transfer Search screen displays. Select the *Funder Type*, *Billing Group*, *Eligibility Code*, and *Service Period* that need to be updated and click the Search button.

Note: Each selection is a filter that must be selected (in order) before the search can be initiated.

- 1. The Billing Group dropdown menu displays all of the billing group codes that are associated with the selected funder type.
- 2. The Eligibility Code dropdown menu displays all of the eligibility codes that are associated with the selected funder type and billing group code.

The Service Period dropdown menu displays all service periods that are associated with the selected funder type, billing group, and eligibility code AND are in the Closed Attendance status.

Bulk Billing Group Transfer Search

Bulk Billing Group Transfer Search

Funder Type: SR

Billing Group: CCEP

Eligibility Code: P1

Service Period: 10/1/2019

[Search](#)

The results display all records in Closed Attendance that have the funder type, billing group, and eligibility combination for the service period selected. Use the Search feature and column filters to narrow results. Scroll to the right to see more.

Bulk Billing Group Transfer Search

Service Period October 2019

Search Results

Show 10 entries

Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	01/22/2019	01/22/2020	2.76	FT	23
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	05/13/2019	05/13/2020	6.20	PT	23
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	06/22/2019	03/30/2020	0.00	FT	23
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	07/02/2019	07/02/2020	2.76	FT	23
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	07/02/2019	07/02/2020	2.76	FT	23
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	04/10/2019	04/10/2020	7.40	FT	2
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	04/10/2019	04/10/2020	7.40	FTV	21
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2018	10/28/2019	2.45	FT	2
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2018	10/28/2019	2.45	PT	17
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2018	10/28/2019	2.45	FT	2

Showing 1 to 10 of 31 entries (filtered from 2,730 total entries)

Previous 1 2 3 4 Next

The Update button is disabled until records are selected.

Select each row that needs to be updated by clicking the row. The row becomes highlighted blue and the total number of rows selected display at the bottom of the screen. Click the **Update** button.

	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	06/03/2019	06/03/2020	6.20	FT	2
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/05/2019	09/05/2020	2.45	FT	23
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/05/2019	09/05/2020	2.45	FT	2
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/05/2019	09/05/2020	2.45	PT	21
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/13/2019	03/21/2020	2.45	FT	2
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/13/2019	03/21/2020	2.45	PT	21
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	09/09/2019	09/09/2020	2.60	FT	4
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2019	10/28/2020	2.20	PT	4
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2019	10/28/2020	2.20	PT	2
	21	21	PLANET KIDS AT WELLINGTON	CCEP	P1	10/28/2019	10/28/2020	2.20	PT	1

Showing 1 to 31 of 31 entries (filtered from 2,730 total entries) 31 rows selected

Previous 1 Next

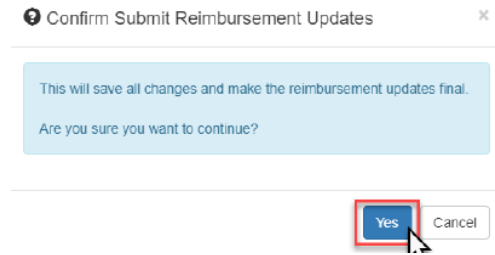
The Update button is now enabled.

The Update Billing Group Assignments pop-up displays. The Current Information area displays the current funder type, billing group, eligibility code and match funder name. Coalition users input the changes needed in the New Information area. Then, click the **Run** button.

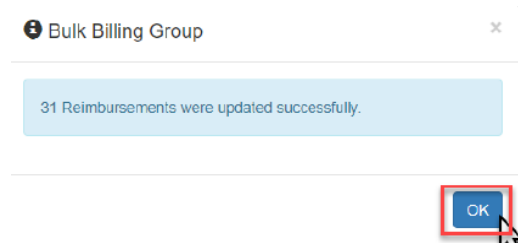
The Results window displays a preview of the updated reimbursement records. Notice the changed billing group, eligibility code. If correct, click the **Save** button. Otherwise, click the **Cancel** button to abandon the changes.

Child Name	Child ID	Provider ID	Provider Name	Billing Group Code	Eligibility Code	Eligibility Start Date	Eligibility End Date	Assessed Fee	Unit of Care	Days Attended	Rate
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	05/22/2019	03/30/2020	0.00	FT	23	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2018	10/28/2019	2.45	FT	2	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2018	10/28/2019	2.45	PT	17	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/20			PT	17	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/28/20			FT	2	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	FT	2	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	09/13/2019	03/21/2020	2.45	PT	21	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	01/22/2019	01/22/2020	2.76	FT	23	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	1	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	2	0
[Filtered]	[Filtered]	21	PLANET KIDS AT WELLINGTON	BG8	SRMT - SR Match Program	10/26/2019	10/28/2020	2.20	PT	4	0

Next, a confirmation message displays. Click the **Yes** button to commit the changes. Otherwise, click the **Cancel** button to abandon the changes.



Then, a success message displays with the total number of records that were updated. Click the **OK** button.



When the message is closed, the screen returns to the Bulk Billing Group Transfer search page. The changes can now be verified in Closed Attendance.

Review the records. Now that there are no CCEP records, continue to verify records as usual. Repeat for all service period rosters.

Reimbursement Record for PLANET KIDS AT WELLINGTON 103 Total Records

Funder Type: SR Payment Period: Nov - 2019 Service Period: 10/01/2019 to 10/31/2019
 Status: Closed Attendance Provider Type: Center Provider ID: 21
 Vendor Number: Provider Name: PLANET KIDS AT WELLINGTON Phone: (1) 434-9098
 Site Address: 9135 LAKE WORTH RD LAKE WORTH, FL 33467 County: Palm Beach

Refresh Calculations More All to 'Have'

	Child Name	DOB	Billing Group	Eligibility Code	Care Level	Unit of Care	Days to be Paid	Total Payment Rate	Daily Parent CoPay Rate	Gross Payment Amount	Less Parent CoPay Amount	Net Payment Amount	CA Amount	PPF CA Amount	QI Amount	CS Amount	Status	Action
1.		3/27/2019	BG8	SRMT	INF	FT	23	\$37.45	\$4.91	\$861.35	\$112.93	\$748.42	\$27.83	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
2.		12/10/2016	BG8	SRMT	INF	FT				\$851.00	\$126.96	\$724.04	\$27.83	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
3.		4/19/2019	BG8	ECON	INF	FT				\$27.72	\$24.16	\$4.84	\$0.00	\$0.00	\$0.00	\$0.00	✓ Verified	Adjust Back to 'Have'
										\$1,872.00	\$1,610.63	\$302.00	\$86.60	\$0.00	\$0.00			
4.		3/17/2018	BG8	SRMT	TOD	FT	4	\$32.87	\$2.45	\$131.48	\$9.84	\$121.64	\$21.20	\$4.24	\$0.00	\$0.00		Verify Adjust Back to 'Have'

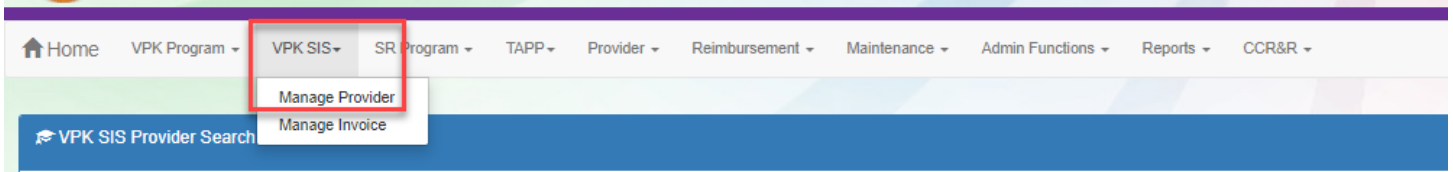
The CCEP records have been changed to BG8 - SRMT.

VPK Specialized Instructional Service (SIS) Process

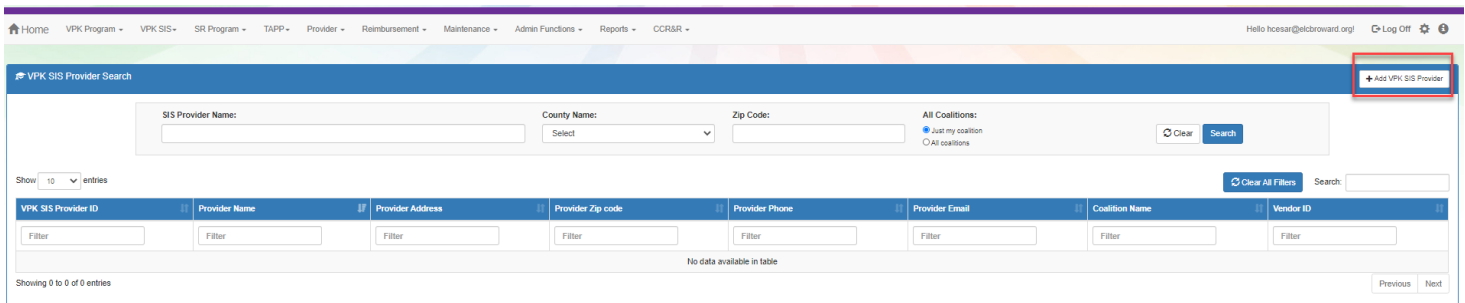
VPK SIS providers are paid through the Coalition Services Portal by enrolling and building a schedule of services for a child. To use this feature, users must be Coalition Admin or Coalition User with "Manage Reimbursements" permissions. In addition, VPK SIS Providers for each coalition must be created and the VPK child application must be approved with a SIS session type.

Add VPK SIS Provider

VPK SIS providers do not require a traditional provider profile or document submission; however, Coalition staff enter abbreviated profile information to create VPK SIS providers. To add a VPK SIS provider, navigate to **VPK SIS > Manage Provider**.



Click the **+Add VPK SIS Provider** button in VPK Search Provider Search Page.



The Add VPK SIS Provider page displays.

Add VPK SIS Provider

Name of Person / Organization *

Street Address *

City *

State *
Florida

Zip Code *

Phone Number *

Fax Number

Email Address *

Website

Counties Served *
(select all that apply)
All Counties

Hours of Operation * ⓘ
(days and time)
Monday - Friday, 8:00 AM - 5:00 PM

Vendor Number *

Organization Type *
(select one)

- Community-based/Faith-based organization
- For Profit Company
- Institution of Higher Education
- Individual Provider
- Non-Profit Organization
- Private School
- Other Organization Type (please specify)

Delivery Model *
(select all that apply)

- Individual
- Small Group (two to five students)
- Large Group (six to ten students)

Languages Spoken *
(select all that apply)

- English
- Spanish
- Haitian Creole

Save Close

Fill in the information and press **Save**. A confirmation message displays.

Add / Edit VPK SIS Provider

VPK SIS Provider successfully added.

OK

Search VPK SIS Provider

To search for a VPK SIS provider, navigate to **VPK SIS > Manage Provider**.

VPK SIS Providers can be searched for by SIS Provider Name, County Name, Zip Code, All Coalition / Just my Coalition.

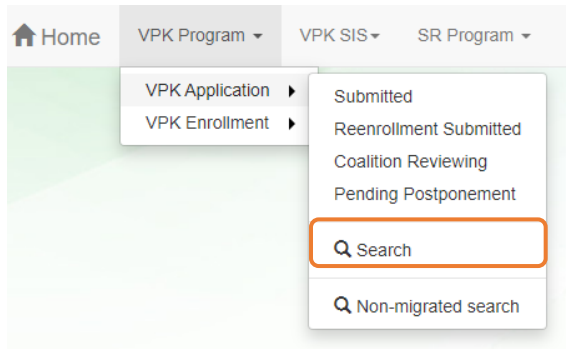
To search providers only in the logged in user's coalition, click the 'Just my coalition' radio button from the search criteria. Only VPK SIS providers who are registered in the Coalition user's service area are displayed. To search all VPK SIS providers, click the 'All coalitions' radio button.

To edit the VPK SIS provider Information, click the VPK SIS provider id link.

NOTE: Only the coalition that created the VPK SIS provider can manage it.

Locate VPK Child Application with SIS Session Type

To begin, locate the VPK child application in need of enrollment. Navigate to **VPK Program > VPK Application > Search**.



VPK Application Search page displays. Select Program Year and VPK Session > School-year Specialized Instructional Service (SIS) or Summer Specialized Instructional Service (SIS). Click the **Search** button. Results display. The child's COE number, first name, last name, and date of birth are needed for enrollment.

- If a child's application has the incorrect session type, it may be re-opened to have the session type changed.

The screenshot shows the VPK Application Search page with the following search filters:

- By Person Info:** Person Type (Child selected, Primary Parent unselected), First Name, Last Name (Latham), Date of Birth.
- By Application Info:** Certificate Number, County for Services (Leon), Program Year (2018 - 2019), VPK Session (School-year Specialized Instructional Service (SIS)), Record Phase (VPK Application selected, VPK Reenrollment unselected), Application Status.

Buttons: Reset, Search, Clear All Filters, Search.

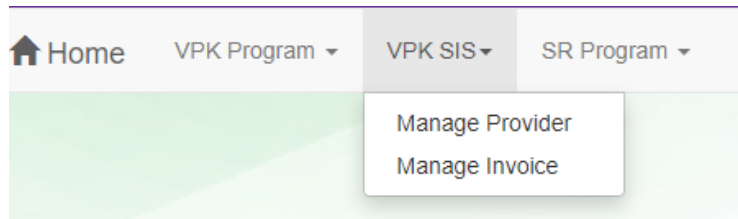
Table showing 1 entry:

COE Number	Child First Name	Child Last Name	Child DOB	Parent First Name	Parent Last Name	County	Program Year	VPK Status
VPK1169112-2016	Candy	Latham	4/4/2013	Andrea	Latham	Leon	2018 - 2019	Approved

Showing 1 to 1 of 1 entries. Page 1 of 1.

Enroll VPK SIS Child/Build Schedule of Services

Navigate to **VPK SIS > Manage Invoice**.



The Invoice page displays. Enter the Certificate Number (VPK#####-YYYY), Child First Name, Child Last Name, and Child Date of Birth. Click the **Search** button.

- Message "Child not found." = Re-enter the information because no matching child information was located.
- Message "Child is not eligible to receive VPK SIS services. Please review the application." = Child's VPK application was not approved for a VPK SIS session.
- Message "Child is not enrolled in VPK SIS. Please enroll the child." = Continue to enroll the child.

Click the **Enroll Child** button. The child and program information displays. The VPK SIS Appointment button becomes enabled.

NOTE: The date of the IEP will not be populated until a future enhancement. Total available funding reflects the maximum provider payment for the county on VPK Max Rates. Click the **VPK SIS Appointment** button.

SIS Provider Name	SIS Appointment Date	SIS Appointment Time	Cost for Service	Reviewed By and Date/Time	Parent's Initials	Date SIS Received	Remaining Funding	Submit for Payment	Payment Submitted By and Date/Time

A pop-up message displays to add the VPK SIS appointment.

- Type SIS provider name in field and click **Search**.
- Click on the SIS provider name so that it is highlighted.
- Enter SIS appointment date, time, and cost. Click the **Save** button.

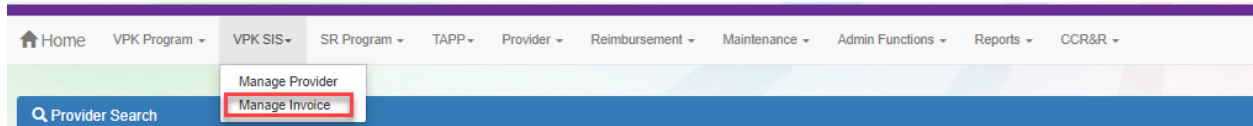
Pop-up message closes. Appointment details display. Cost for service is deducted from the total available funding. Reviewed By information displays. Remove and Verify Payment buttons are enabled. Remaining Funding is updated.

SIS Provider Name	SIS Appointment Date	SIS Appointment Time	Cost for Service	Reviewed By and Date/Time	Parent's Initials	Date SIS Received	Remaining Funding	Submit for Payment	Payment Submitted By and Date/Time
Au Some Behaviors 0	10/10/2018	09:00 AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:19:49 PM			2114.45	Verify Payment	

- Saved appointments with incorrect information may be removed and re-added with corrections. **NOTE:** Once a payment is verified, the appointment cannot be removed.
- Repeat as needed to save more appointments. Cost for services cannot exceed the remaining funding.

Manage VPK SIS Invoice and Verify Payment

Navigate to **VPK SIS > Manage Invoice**.



The Invoice page displays. Enter the Certificate Number (VPK#####-YYYY), Child First Name, Child Last Name, and Child Date of Birth. Click the **Search** button. The saved child enrollment and Schedule of Services display.

To initiate payment, check off the **Parent's Initials** box. The SIS appointment date populates in the Date SIS Received field; however, it may be edited if the appointment date changed.

CHILD AND PROGRAM INFORMATION

Child Name: candy latham Child DOB: 04/04/2013 Certification Number: vpk1169112-2018 VPK Program Year: 2018-2019 Session: School-year Specialized Instructional Service (SIS)

Parent Name: Andrea Latham Phone Number: Date of IEP: Total Available Funding: \$2,365.20

[+ VPK SIS Appointment](#) [+ Enroll Child](#)

CHILD APPOINTMENT DETAILS

SIS Provider Name	SIS Appointment Date	SIS Appointment Time	Cost for Service	Reviewed By and Date/Time	Remove	Parent's Initials	Date SIS Received	Remaining Funding	Submit for Payment	Payment Submitted By and Date/Time
Au Some Behaviors 0	10/10/2018	09:00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:19:49 PM	Remove	<input checked="" type="checkbox"/>	10/10/2018	2114.45	Verify Payment	
Au Some Behaviors 0	10/20/2018	09:00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:43:32 PM	Remove	<input type="checkbox"/>		1863.70	Verify Payment	
Au Some Behaviors 0	11/2/2018	02:00:PM	\$390.25	alatham77+0099@gmail.com 12/9/2018 4:44:04 PM	Remove	<input type="checkbox"/>		1473.45	Verify Payment	
Au Some Behaviors 0	11/16/2018	10:00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:44:40 PM	Remove	<input type="checkbox"/>		1222.70	Verify Payment	

CASE NOTES

PAYMENT INFORMATION

Total Available Funding: \$2365.2
 Total Cost for Service: \$1142.50
 Remaining Funding: \$ 1222.70 as of 12/9/2018

- Checking the Parent's Initials box is required. A payment cannot be verified without this check box.
- NOTE:** This is the last opportunity to remove the appointment if corrections are needed. Once a payment is verified, the appointment cannot be removed.

Click the **Verify Payment** button. Payment submitted by and date/time displays. This record now appears in the Payment Period Summary in the Payment Verified column.

CHILD AND PROGRAM INFORMATION

Child Name: candy latham Child DOB: 04/04/2013 Certification Number: vpk1169112-2018 VPK Program Year: 2018-2019 Session: School-year Specialized Instructional Service (SIS)
 Parent Name: Andrea Latham Phone Number: Date of IEP: Total Available Funding: \$2,365.20

+ VPK SIS Appointment + Enroll Child

CHILD APPOINTMENT DETAILS

SIS Provider Name	SIS Appointment Date	SIS Appointment Time	Cost for Service	Reviewed By and Date/Time		Parent's Initials	Date SIS Received	Remaining Funding	Submit for Payment	Payment Submitted By and Date/Time
Au Some Behaviors 0	10/10/2018	09:00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:19:49 PM	Remove	<input checked="" type="checkbox"/>	10/10/2018	2114.45	Verify Payment	alatham77+0099@gmail.com By 12/9/2018 4:45:35 PM
Au Some Behaviors 0	10/20/2018	09:00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:43:32 PM	Remove	<input type="checkbox"/>		1863.70	Verify Payment	
Au Some Behaviors 0	11/2/2018	02:00:PM	\$390.25	alatham77+0099@gmail.com 12/9/2018 4:44:04 PM	Remove	<input type="checkbox"/>		1473.45	Verify Payment	
Au Some Behaviors 0	11/16/2018	10:00:AM	\$250.75	alatham77+0099@gmail.com 12/9/2018 4:44:40 PM	Remove	<input type="checkbox"/>		1222.70	Verify Payment	

CASE NOTES

PAYMENT INFORMATION

Total Available Funding: \$2365.2
 Total Cost for Service: \$1142.50
 Remaining Funding: \$ 1222.70 as of 12/9/2018

Run Update

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Update Process**. Go to the **VPK SIS** row and click the **Run Update** button. The total number of records display in the Payment Cycle Summary **Updated** column.

Run Payment Transmittal File

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Payment Transmittal File**. Go to the **VPK SIS** row and click the **Run File** button. A pop-up message appears. The Payment Transmittal File default criteria is set. Click **Run Transmittal File**. The file downloads and the total number of records display in the Payment Cycle Summary **Paid** column. Save the downloaded file locally.

Run Trial/Final Reimbursement Report

Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run Reimbursement Report**. Go to the **VPK SIS** row and click the **Run Reimbursement Report** button. A pop-up message appears. Click the **Run Trial Reimbursement Report** button or **Run Final Reimbursement Report** button. The Provider Reimbursement Report opens.

- a. A detail report (with child information) is available by selecting **Detail Report**
- b. To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Run Trial/Final 5045 Report

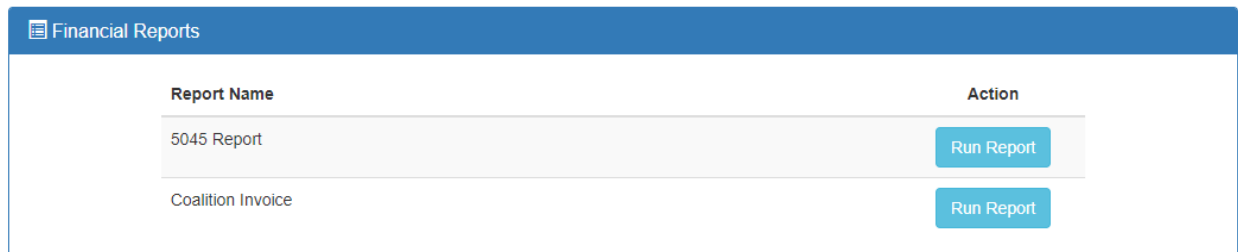
Go to the **Reimbursement** menu item. Select **Reimbursement Closeout > Run 5045 Report**. Go to the **VPK SIS** row and click the **Run 5045 Report** button. A pop-up message appears. Click the **Run Trial 5045 Report** button or **Run Final 5045 Report** button. The 5045 Report opens.

- a. A detail report (with child information) is available by selecting **Detail Report**
- b. To print, click the **Download** button on the bottom right corner of the screen. A download pop-up message displays. Select **PDF**, change the paper orientation to **Landscape**, and click **Create PDF**. When the PDF file is generated, click **Download**. The file may be saved locally.

Financial Reports

Financial Reports are available in EFS Mod. These reports display the same information as the same reports in Tableau. Navigate to **Reports > Financial Reports**.

NOTE: The reports will also remain in Tableau until all functionality is available in EFS Mod.



Report Name	Action
5045 Report	Run Report
Coalition Invoice	Run Report

5045 Report

The 5045 Report is available in EFS Mod. Navigate to **Reports > Financial Reports**. After clicking the **Run Report** button for 5045 Report, the Run 5045 Report pop-up window opens.

Select the Report Parameters from the dropdown. Each dropdown is required.

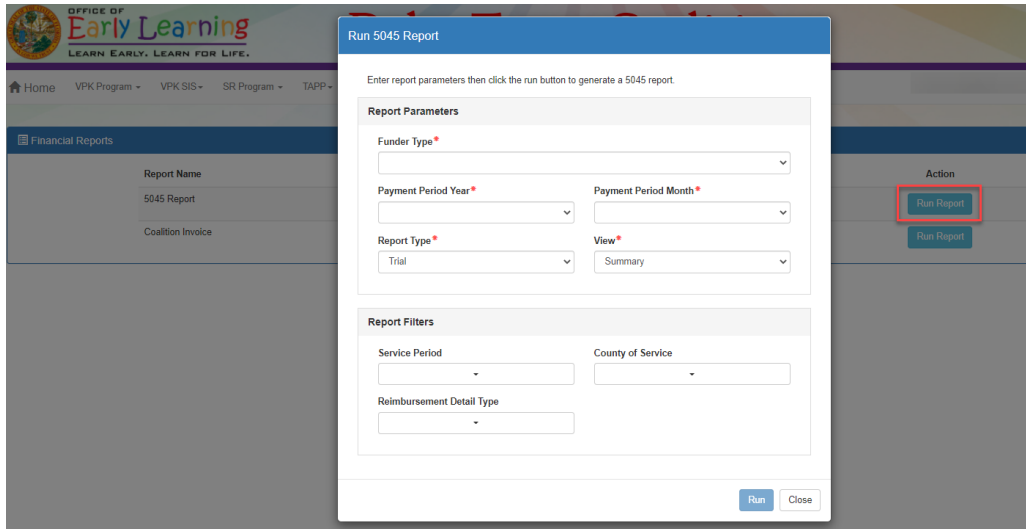
1. Funder Type (SR, VPK or Local)
2. Payment Period Year
3. Payment Period Month
4. Report Type (Pending, Closed, Trial, or Final)
5. View (Summary or Detail)

Additional filters can be selected when the Summary view is selected. If no option is selected, then all records that meet the Report Parameters will display.


1. Service Period
2. County of Service
3. Reimbursement Detail Type

Additional filters can be selected when the Detail view is selected. If no option is selected, then all records that meet the Report Parameters will display.

1. Service Period
2. County of Service
3. Provider ID
4. Child ID
5. Reimbursement Detail Type
6. Obscure Child Name



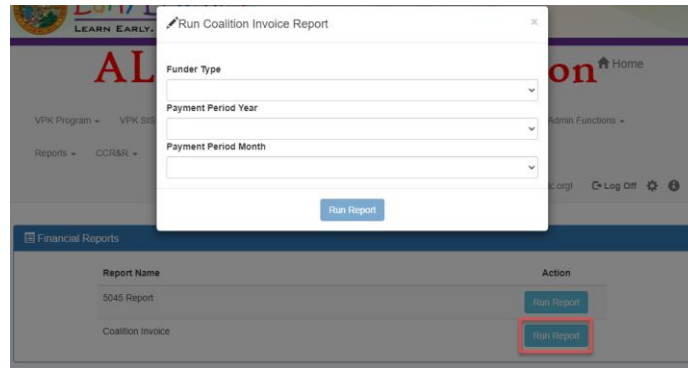
The 5045 Report opens in a new browser tab and displays the information based on the criteria selected.

- A. Use the arrows to navigate pages.
- B. Click the  icon and save the report to Excel or PDF.

County	Service Period	Child Name	Date of Birth	Billing Group	Elig	Unit Of Care	Care Level	Adj	Reimb Type	Reimb Detail ID	Match Funder	Days To Total Be Paid	Daily Parent CoPay Rate	Gross Payment Amt	Less Parent CoPay Amt	Net Amount	Less Match	Net Less Match Amount	Gold Seal Total	Local GI Total	Contracted Site Total	PFP GPI Total	Child Assesmt Total	OCA Payment Amount
	SPREG	PRP		No	PRP	210725						0	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
	Service Period Total											0	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
	BG1	14R	FT	2YR	No	MTH	22117818					10	\$38.76	\$0.00	\$387.60	\$0.00	\$387.60	\$0.00	\$387.60	\$64.60	\$0.00	\$0.00	\$0.00	\$323.00
	Service Period Total											10	\$387.60	\$0.00	\$387.60	\$0.00	\$387.60	\$64.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323.00
	Provider Total											10	\$462.60	\$0.00	\$462.60	\$0.00	\$462.60	\$64.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$398.00

Coalition Invoice Report


The Coalition Invoice Report is available in EFS Mod. Navigate to **Reports > Financial Reports**. After clicking the **Run Report** button for Coalition Invoice, the Run Coalition Invoice Report pop-up window opens.



Select the items from the dropdowns, then click the **Run Report** button.

1. Funder Type (SR, VPK, or Local)
2. Payment Period Year
3. Payment Period Month

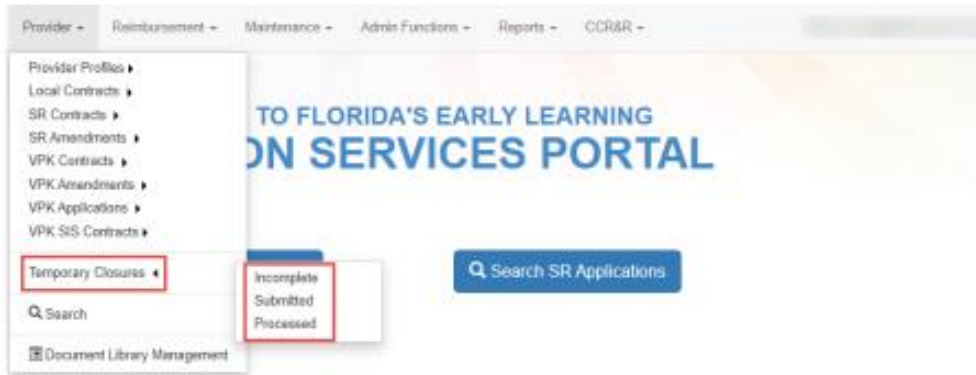
The Coalition Invoice Report opens in a new browser tab and displays the information based on the criteria selected.

- C. Use the arrows to navigate pages.
- D. Click the  icon and save the report to Excel or PDF.

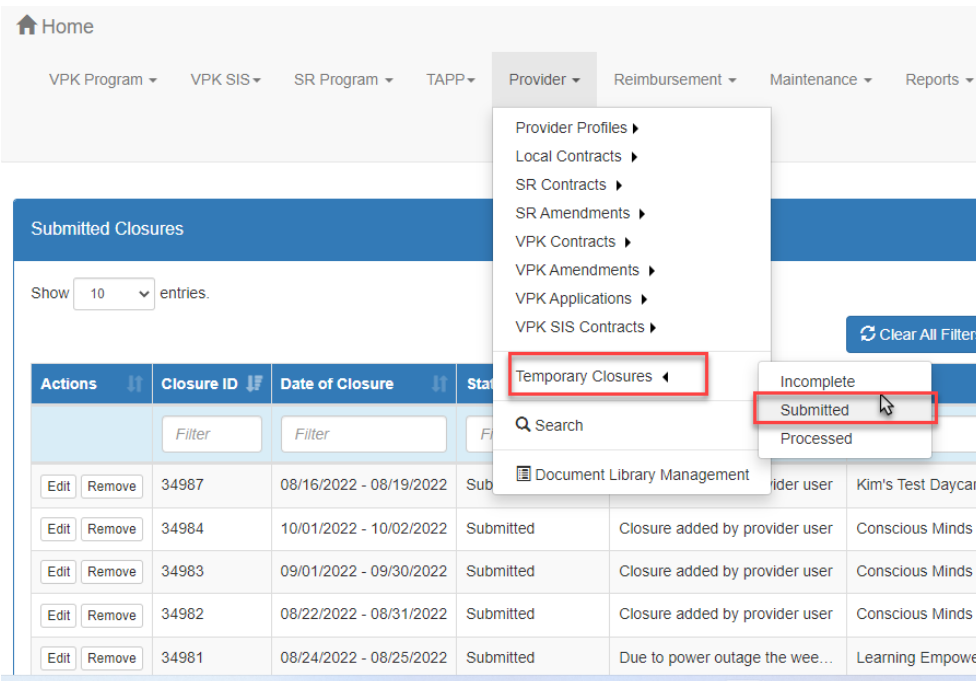
Fiscal Year	Service Period	OCA Code	Brevard	Broward	Miami-Dade	OCA Total
19-20	7/2019	97GSD	\$0.00	\$0.00	\$0.00	\$0.00
		97R00	\$0.00	-\$323.00	\$0.00	-\$323.00
		97CSS	\$0.00	\$0.00	\$0.00	\$0.00
		97LQI	\$0.00	\$0.00	\$0.00	\$0.00
		QPDP	\$0.00	\$0.00	\$0.00	\$0.00
		QPICA	\$0.00	\$0.00	\$0.00	\$0.00
		97GSD	\$0.00	\$0.00	\$0.00	\$0.00
		97CSQ	\$0.00	\$0.00	\$0.00	\$0.00
		97LQD	\$0.00	\$0.00	\$0.00	\$0.00
		QPPIQ	\$0.00	\$0.00	\$0.00	\$0.00
		QPICQ	\$0.00	\$0.00	\$0.00	\$0.00

Temporary Closures

Coalition Portal users can edit, view, remove and process temporary closure records created by Providers. There are Incomplete, Submitted and Processed queues to view, edit, process and remove the records.



Submitted Closures Queue



The Submitted Closures queue lists closures submitted by providers and the closures that are in **Coalition Reviewing** or **Submitted** status. From the Submitted queue, Coalition users can:

- Edit temporary closures
- Remove temporary closures
- Change the “Possible Days to be Paid”
- Approve temporary closures

Clicking the **Edit** button will open the Edit Temporary Closure pop-up window.

Clicking the **Remove** button will remove the temporary closure.

NOTE: A temporary closure cannot be removed if at least one provider has a submitted attendance for the service period with the closure.

Submitted Closures								+ Add Temporary Closure
Actions	Closure ID	Date of Closure	Status	Comments	Providers	Last Modified Date	Last Modified By	
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	34987	08/16/2022 - 08/19/2022	Submitted	Closure added by provider user	<input type="button" value="more"/>	8/25/2022 7:44:17 PM		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	34984	10/01/2022 - 10/02/2022	Submitted	Closure added by provider user		8/25/2022 4:55:43 PM		

Processing Whole Site Temporary Closures

Clicking the **Edit** button from the Submitted Closures queue for a Whole Site Closure opens the Edit Temporary Closure pop-up window.

Coalition users can click on CR and change it to CN and vice versa. Upon clicking the Approve button the closure gets a "Processed" status.

Click the **Approve** button to approve the closure. **NOTE:** The closure status is updated to 'Processed'. The CR or CN days will now display on the provider's attendance roster for the month of the closure.

Edit Temporary Closure

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From * Closed To *

Reimbursement Requests *

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

Providers	VPK Classes (1 of 1)	SR Care Levels (6 of 6)	CS21 July 2022																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No Services</th> <th>Provider</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	No Services	Provider	<input checked="" type="checkbox"/>		<input type="text" value="CS21 - VPK Summer 2022"/>		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25 CR</td> <td>26 CR</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25 CR	26 CR	27	28	29	30	31	1	2	3	4	5	6
No Services	Provider																																																							
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24	25 CR	26 CR	27	28	29	30																																																		
31	1	2	3	4	5	6																																																		

Clicking the No Services checkbox will select multiple providers with whole site closures and a pop-up will indicate that all classes and care levels are selected for all providers

The screenshot shows the 'Edit Temporary Closure' interface. A blue pop-up message at the top center reads: "All Classes and Care Levels Were Selected. By selecting 'No Services' for all providers, all classes and care levels have been automatically selected for the closure." Below the pop-up, the form includes sections for "Closed Provider Site(s)", "Closure Details" (with "Closed From" and "Closed To" dates set to 07/25/2022 and 07/26/2022), and "Reimbursement Requests". The "Providers" section has a "No Services" checkbox checked, and a list of providers with checkboxes. The "VPK Classes" section shows "CS21 - VPK Summer 2022" selected. A calendar for "CS21 July 2022" is visible on the right, with "CR" (Classroom Closure) indicated for the 25th and 26th. At the bottom right, there are "Save", "Cancel", and "Approve" buttons.

Unchecking the No Services checkbox will deselect all providers, but all classes and care levels for each provider are still selected. The user will need to deselect classes and care levels for each provider that should not be included in the closure.

The screenshot shows the same 'Edit Temporary Closure' interface. A blue pop-up message at the top center reads: "Class and Care Levels Selections Need Review. Although the 'No Services' checkbox has been deselected for all providers, existing class and care level selections were not modified. Please deselect the classes and care levels that should not be included in the closure." In this view, the "No Services" checkbox is unchecked, and the checkboxes for all providers in the "Providers" list are also unchecked. The "VPK Classes" section still shows "CS21 - VPK Summer 2022" selected. The calendar and other form elements remain the same as in the previous screenshot.

Processing Partial Closure

Clicking the **Edit** button from the Submitted Closures queue for a Partial Closure (VPK or SR) opens the Edit Temporary Closure pop-up window.

Coalition users can click on CR and change it to CN and vice versa. Upon clicking the **Approve** button the closure gets a “Processed” status.

NOTE: If there are Closure Non-Reimbursable days in the closure, the closure days are written in the calendar.

VPK

Edit Temporary Closure

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From * 03/31/2022

Closed To * 03/31/2022

Reimbursement Requests *

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications. ⓘ

No ⓘ Services	Provider
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	

Providers

VPK Classes (3 of 5) SR Care Levels (0 of 0)

- AF21 - A
- BF21 - B
- CF21 - C
- DF21 - D
- EF21 - E

AF21 March 2022

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

Total Processed Closure Reimbursable (CR) Days in Class: 0 ⓘ

CR = Closure Reimbursable CN = Closure Non-Reimbursable.

Save Cancel Approve

Edit Temporary Closure

Closed Provider Site(s)

Select Providers*

Closure Details

Closed From* 07/29/2022

Closed To* 07/29/2022

Reimbursement Requests*

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

No Services	Provider
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	

VPK Classes (0 of 0)

SR Care Levels (4 of 7)

- INF - < 12 Months
- TOD - 12 < 24 Months
- 2YR - 24 < 36 Months
- PR3 - 36 < 48 Months
- PR4 - 48 < 60 Months
- PR5 - 60 < 72 Months
- SCH - In School

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

Save Cancel Approve

NOTE: Individual students, not affected by a temporary closure, may be edited by the provider in attendance. For example, a 2 Year Old class has 6 children showing a CR for the temporary closure, but 3 of them were present on the CR days. The provider can change the CR days to an X to mark the 3 children present.

Incomplete Closures Queue

The Incomplete closures queue displays all the temporary closures created by providers within the coalition that have not been submitted. Coalition users can view and assist providers with questions before the temporary closure is submitted for approval.

The screenshot shows the 'Submitted Closures' page. A dropdown menu is open over the 'Temporary Closures' filter, showing options: 'Incomplete', 'Submitted', and 'Processed'. The 'Incomplete' option is highlighted. The table below shows a list of closures with columns for Actions, Closure ID, Date of Closure, Status, and Comments.

Actions	Closure ID	Date of Closure	Status	Comments
Edit Remove	34987	08/16/2022 - 08/19/2022	Submitted	
Edit Remove	34984	10/01/2022 - 10/02/2022	Submitted	Closure added by provider user
Edit Remove	34983	09/01/2022 - 09/30/2022	Submitted	Closure added by provider user
Edit Remove	34982	08/22/2022 - 08/31/2022	Submitted	Closure added by provider user
Edit Remove	34981	08/24/2022 - 08/25/2022	Submitted	Due to power outage the wee...

Clicking the **Edit** button will open the Edit Temporary Closure pop-up window. The coalition can make edits and save changes made to the temporary closure. The provider will need to submit the closure for approval.

Clicking the **Remove** button will remove the temporary closure.

The screenshot shows the 'Incomplete Closures' page. The table displays a list of incomplete closures with columns for Actions, Closure ID, Date of Closure, Status, Comments, Provider, Last Modified Date, and Last Modified By. The 'Edit' and 'Remove' buttons for the first row are highlighted with a red box.

Actions	Closure ID	Date of Closure	Status	Comments	Provider	Last Modified Date	Last Modified By
Edit Remove	34978	08/08/2022 - 08/09/2022	Incomplete	Old TC - Single SR only		8/25/2022 11:40:38 AM	
Edit Remove	34974	08/29/2022 - 08/29/2022	Incomplete	Closure added by provider user		8/25/2022 8:20:59 AM	

Processed Closures Queue

The approved temporary closures display in the Processed Closures queue.

The screenshot shows the 'Submitted Closures' section of a web application. A dropdown menu is open over the 'Temporary Closures' filter, which is highlighted with a red box. The dropdown menu contains the following options: 'Provider Profiles', 'Local Contracts', 'SR Contracts', 'SR Amendments', 'VPK Contracts', 'VPK Amendments', 'VPK Applications', 'VPK SIS Contracts', 'Temporary Closures', 'Incomplete', 'Submitted', and 'Processed'. The 'Processed' option is also highlighted with a red box. Below the dropdown is a table with columns: Actions, Closure ID, Date of Closure, Status, Comments, Providers, Last Modified Date, and Last Modified By. The table contains several rows of data, including closure IDs 34987, 34984, 34983, 34982, and 34981.

Clicking the **View** button will open the Temporary Closure pop-up window in read-only.

Clicking the **Remove** button will remove the temporary closure.

NOTE: A processed closure cannot be removed if at least one provider has submitted attendance for the service period with the closure.

Processed Closures								+ Add Temporary Closure	
Actions	Closure ID	Date of Closure	Status	Comments	Providers	Last Modified Date	Last Modified By		
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>		
<input type="button" value="View"/> <input type="button" value="Remove"/>	1	11/30/2018 - 11/30/2018	Processed	Smoke test	<input type="text" value=""/>	5/29/2019 8:53:36 PM	<input type="text" value=""/>	<input type="button" value="more"/>	
<input type="button" value="View"/> <input type="button" value="Remove"/>	2	09/04/2018 - 09/04/2018	Processed	Tropical Storm Gordon	<input type="text" value=""/>	12/9/2018 8:59:49 PM	<input type="text" value=""/>	<input type="button" value="more"/>	

Closure Reimbursable (CR) or Closure Non-reimbursable (CN) Days in Have Attendance

On the provider portal Manage SR Attendance or VPK Attendance pages, temporary closures that were processed by the coalition are displayed as a **CR** or **CN** on the attendance calendar.

Attendance dropdown menu:

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

SR Attendance Roster

Program Type: SR
 Service Period: January 2022
 Coalition: ELC of [REDACTED]
 At-Risk Enrollments

School Readiness (SR)
 Due Date: 2/3/2022
[Summary](#)

Roster was verified at ELC of [REDACTED] on 2/10/2022 by [REDACTED] org

Care Level: INF, TOD, 2YR, PR3, PR4, PR5, SCH
 Hours Of Operation: M-F 6:30am-6:00pm
 SR/Local Funding Students: 19
 Paid Holidays: 01/17/2022
 Temporary Closures: 01/03/2022-01/04/2022, 01/07/2022-01/14/2022

Search: [REDACTED]

1 to 19 of 19 enrolled

Child Name	DOB	Care	Age	BG	Status
1.	8/15/2017	PR4	5y	BG8	✓APP
2.	2/11/2018	PR3	4y	BG8	✓APP
3.	6/9/2018	PR3	4y	BG8	✓APP
4.	7/10/2017	PR4	5y	BG8	✓APP
5.	11/6/2016	PR5	5y	BG8	✓APP
6.	12/20/2018	PR3	3y	BG8	✓APP
7.	5/12/2017	PR4	5y	BG8	✓APP
8.	2/13/2017	PR4	5y	BG8	✓APP
9.	1/29/2017	PR4	5y	BG8	✓APP
10.	1/14/2021	INF	1y	BG8	✓APP
11.	1/14/2021	TOD	1y	BG8	✓APP
12.	3/20/2018	PR3	4y	BG8	✓APP
13.	3/29/2020	TOD	2y	BG1	✓APP
14.	5/23/2021	INF	1y	BG8	✓APP
15.	11/11/2018	PR3	3y	BG8	✓APP
16.	11/11/2018	PR3	3y	BG8	✓APP
17.	6/14/2017	PR4	5y	BG8	✓APP
18.	4/17/2019	2YR	2y	BG1	✓APP
19.	10/28/2017	PR4	4y	BG8	✓APP
20.					

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

January 2022

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

Child's Current Information

Name: [REDACTED]
 DOB: 8/15/2017 Age: 5
 Copyay: \$1.00 BGrp: BG8
 Status: Enrolled
 Has Special Needs: No
Monthly Attendance Summary
 Anticipated Start Date: 10/1/2021
 Days Absent: 5
 Days Present: 15
 Reimbursed Holidays: 1
 Non-Reimbursable Days: 0
 RWA: No

NOTE: The red circle with a slash next to the child's care level indicates it was impacted by a temporary closure.

When the provider submits attendance with temporary closures during the service period, navigate to **Reimbursement > Attendance Processing > Have Attendance**

Select Funder Type VPK or SR & Local then **Submit**. The submitted attendance record appears in the Have Attendance queue. Click on the **Review** link to view the roster with temporary closure days.

Attendance Processing dropdown menu:

- Need Attendance
- Have Attendance
- Closed Attendance
- View Payment Verified

County: [REDACTED] Funder Type: SR & Local [Submit](#)

Show 10 search results

Action	Provider ID	Provider Name	County	Service Period	Funder Type	VPK Class ID	Status	Received Date	Last Modified Date	Last Modified By
Review	5454	[REDACTED]	[REDACTED]	September 2021	SR	[REDACTED]	Have Attendance	10/22/2021	10/22/2021	[REDACTED]

Showing 1 to 1 of 1 search results. (Filtered from 4 total entries)

For SR, all closure days marked CR (closure reimbursable) are included in the Days Paid column.

Attendance Record for [Name] - 09/01/2021 to 09/30/2021

11 Total Records

Funder Type: SR | Payment Period: Oct-2021 | Service Period: 09/01/2021 to 09/30/2021
 Status: Have Attendance | Due Date: 10/05/2021 | Submitted Date: 10/22/2021
 Provider Name: [Name] | Provider ID: [ID] | Submitted By: [Email]
 Site Address: [Address] | County: [County] | Phone: (555) 555-5555

Last Name	First Name	DOB	Age	Billing Group	Wed 9/1	Thu 9/2	Fri 9/3	Sat 9/4	Sun 9/5	Mon 9/6	Tue 9/7	Wed 9/8	Thu 9/9	Fri 9/10	Sat 9/11	Sun 9/12	Mon 9/13	Tue 9/14	Wed 9/15	Thu 9/16	Fri 9/17	Sat 9/18	Sun 9/19	Mon 9/20	Tue 9/21	Wed 9/22	Thu 9/23	Fri 9/24	Sat 9/25	Sun 9/26	Mon 9/27	Tue 9/28	Wed 9/29	Thu 9/30	Days Paid	Status	Action
[Name]	[Name]	8/29/2020	1y	B08	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	22	Approved	Reject	
[Name]	[Name]	5/8/2015	6y	B01	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	22	Approved	Reject	
[Name]	[Name]	5/4/2018	11y	B08	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	22	Approved	Reject		
[Name]	[Name]	5/4/2021	0y	B03W	X	X	X			T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	3	Approved	Reject		
[Name]	[Name]	5/4/2021	0y	B03W						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	19	Approved	Reject	

For VPK, all closure days marked CR (closure reimbursable) are included in the CR Days column.

Attendance Record for [Name] AF21 - VPK A - Sep-2021

11 Total Records

Funder Type: VPK | Payment Period: Oct-2021 | Service Period: 09/01/2021 to 09/30/2021
 Status: Have Attendance | Due Date: 10/05/2021 | Submitted Date: 10/14/2021
 Provider Name: [Name] | Provider ID: [ID] | Submitted By: [Name]
 Site Address: [Address] | County: [County] | Advance Payment: [Status]
 Classroom: AF21 - VPK A | Class Start: 09/23/2021 | Class End: 06/09/2022

Last Name	First Name	DOB	Age	Billing Group	Wed 9/1	Thu 9/2	Fri 9/3	Sat 9/4	Sun 9/5	Mon 9/6	Tue 9/7	Wed 9/8	Thu 9/9	Fri 9/10	Sat 9/11	Sun 9/12	Mon 9/13	Tue 9/14	Wed 9/15	Thu 9/16	Fri 9/17	Sat 9/18	Sun 9/19	Mon 9/20	Tue 9/21	Wed 9/22	Thu 9/23	Fri 9/24	Sat 9/25	Sun 9/26	Mon 9/27	Tue 9/28	Wed 9/29	Thu 9/30	Days Present	Days Absent	CR Days	Status	Action
[Name]	[Name]	[DOB]	5y	VPK	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17	0	1	Approved	Reject	
[Name]	[Name]	[DOB]	5y	VPK	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17	0	1	Approved	Reject	
[Name]	[Name]	[DOB]	5y	VPK	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17	0	1	Approved	Reject	
[Name]	[Name]	[DOB]	4y	VPK	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17	0	1	Approved	Reject	
[Name]	[Name]	[DOB]	4y	VPK	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17	0	1	Approved	Reject	
[Name]	[Name]	[DOB]	4y	VPK	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17	0	1	Approved	Reject	
[Name]	[Name]	[DOB]	4y	VPK	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17	0	1	Approved	Reject	
[Name]	[Name]	[DOB]	4y	VPK	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17	0	1	Approved	Reject	
[Name]	[Name]	[DOB]	4y	VPK	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17	0	1	Approved	Reject	

Click **Approve Roster**.

[Name]	[Name]	[DOB]	5y	B08	X	T	T			T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	1	Approved	Reject	
[Name]	[Name]	[DOB]	11y	B08	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	22	Approved	Reject

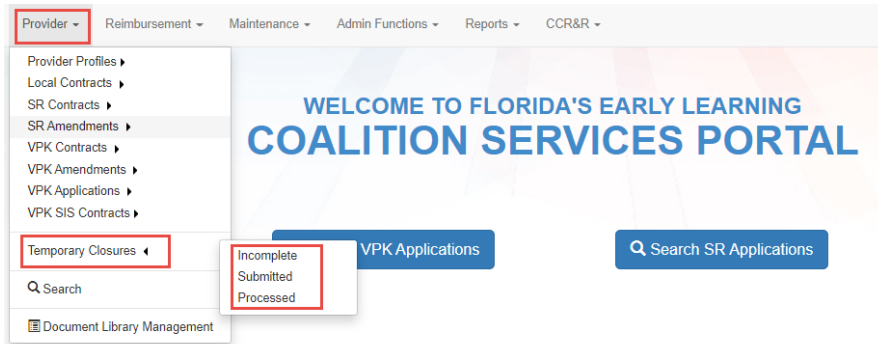
Showing 1 to 20 of 20 search results. (Filtered from 91 total entries)

[Legend](#) [Approve Roster](#)

NOTE: Temporary closures that go through the end of the month will not automatically be included in hours paid. If the closure days should be paid, an adjustment can be done. While processing attendance for a service period where the temporary closure goes to the end of the month, a current period adjustment (CPA) can be done if the coalition knows for certain that the child returned to the program following the closure. Otherwise, a prior period adjustment (PPA) can be done to reimburse for those closure days if the child attends after the closure.

Creating a Temporary Closure On Behalf of the Provider

Navigate to any **Temporary Closures** queue.



Click the **Add Temporary Closure** button. The temporary closure form appears.

The screenshot shows the 'Submitted Closures' page. At the top right, the '+ Add Temporary Closure' button is highlighted with a red box. Below the header, there is a 'Show 10 entries.' dropdown and a search bar with 'Clear All Filters' and 'Export to Excel' buttons. The main table has columns for Actions, Closure ID, Date of Closure, Status, Comments, Providers, and Last Modified Date. The table contains several rows of submitted closure data.

Actions	Closure ID	Date of Closure	Status	Comments	Providers	Last Modified Date
Filter	Filter	Filter	Filter	Filter	Filter	Filter
Edit Remove	34987	08/16/2022 - 08/19/2022	Submitted	Closure added by provider user	[Redacted]	8/25/2022 7:44:17 P
Edit Remove	34984	10/01/2022 - 10/02/2022	Submitted	Closure added by provider user	[Redacted]	8/25/2022 4:55:43 P
Edit Remove	34983	09/01/2022 - 09/30/2022	Submitted	Closure added by provider user	[Redacted]	8/25/2022 4:55:21 P
Edit Remove	34982	08/22/2022 - 08/31/2022	Submitted	Closure added by provider user	[Redacted]	8/25/2022 4:54:56 P
Edit Remove	34981	08/24/2022 - 08/25/2022	Submitted	Due to power outage the wee...	[Redacted]	8/25/2022 2:04:16 P
Edit Remove	34980	09/19/2022 - 09/20/2022	Submitted	Closure added by provider user	[Redacted]	8/25/2022 1:03:35 P

Add the closure details in the fields. The **Possible Days to be Paid** is populated when the closure dates are entered. Click **Save** to save the details and close the form, **Approve** to process the closure, or **Cancel** to close the form without saving.

NOTE: If the provider submitted an attendance roster for the period with the closure days, the closure cannot be created.

- Closed Provider Site(s) – Select the site(s) that were completely temporarily closed due to emergency circumstances. Only active providers with contract statuses ‘Certified’ and ‘Terminated’ i.e. Providers who are currently under contract or was up to a certain date are listed. Provider Name is listed in alphabetical order with provider id. **NOTE:** If providers were closed for different dates, they should be unchecked and have separate closure events created.
- Closure Details – Enter the closure date range. The “From” date is the first day of the closure and the “To” date is the last day of the closure. A single day closure would have the same “From” and “To” date. No services are rendered on dates included in the closure date range. **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.
- Closure Reasons – Select the applicable reasons. If the ‘Other’ option is checked, enter comments.
- Documentation – Click the **Upload Document** button to upload necessary documents (not mandatory).
- Comments – Enter comments (not mandatory).

Report Temporary Closure

Closed Provider Site(s)

Select Providers*

Closure Details

Closed From* 08/03/2022 Closed To* 08/03/2022

Reimbursement Requests*

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications. ⓘ

Providers		VPK Classes (0 of 0)		SR Care Levels (2 of 6)		PR3 August 2022						
No Services	Provider					Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>						31	1	2	3	4	5	6
<input checked="" type="checkbox"/>						7	8	9	10	11	12	13
						14	15	16	17	18	19	20
						21	22	23	24	25	26	27
						28	29	30	31	1	2	3

Total Processed Closure Reimbursable (CR) Days in Program Year: 0 ⓘ

CR = Closure Reimbursable. CN = Closure Non-Reimbursable.

Save Cancel **Approve**

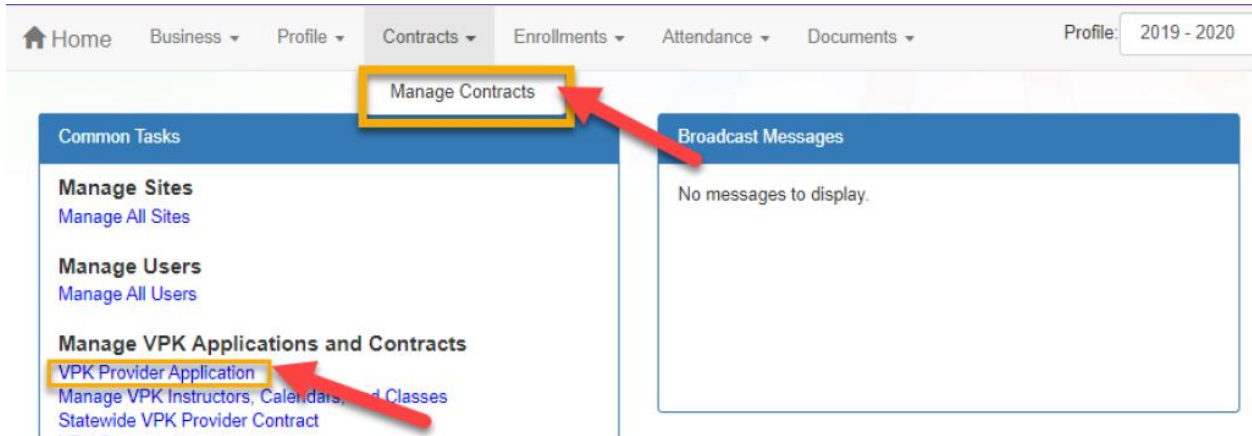
When **Approve** is selected, the closure is processed and the record is moved to the **Processed** queue.

Add Closure

Actions	Closure ID	Type	Date of Closure	Payable	Status	Comments
<input type="button" value="View"/> <input type="button" value="Remove"/>	12544	Whole Site	07/14/2020 - 07/15/2020	Yes	Processed	

Updating VPK Class Calendar

Providers must revise their VPK class calendar(s) in their VPK-APP to make up the hours for the non-instructional day(s) due to temporary closure (CN days). In the Provider Portal, navigate to the **Contracts > Manage Contracts**. Or, on the home page Common Tasks section, click the VPK Provider Application link.



On the Manage Contracts page, click the **Edit** button for the incomplete VPK-APP.

The 'Manage Contracts' page displays a table with the following data:

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
29683	VPK-APP	VPK 10,11A,11B		Incomplete	8/29/2021	Edit				2021 - 2022
24341	VPK-APP	VPK 10,11A,11B		Certified	6/30/2021	Edit	Download	8/10/2020		2020 - 2021
16030	VPK-APP	VPK 10,11A,11B		Certified	6/24/2020	Edit	Download	8/12/2019		2019 - 2020
7313	VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	Edit	Download	8/13/2018		2018 - 2019
7110	VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	Edit	Download	5/29/2018		2017 - 2018

Showing 1 to 5 of 5 entries (filtered from 17 total entries)

Click the **VPK Calendars** tab to open the calendars page.

2021 - 2022 (Incomplete)

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

Attendance Policy Submission

A VPK Provider must

- ✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
- ✓ Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- ✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- ✓ Not amend its attendance policy for its VPK program duration of the VPK contract

Identify the calendar(s) with the non-instructional temporary closure days. Click the **Edit** button to make changes to a calendar. The system defaults to the first calendar month of the class. Click the forward arrow if needed to view the month with the closure.

Edit Remove

Non-Instructional, Site Closures and Exceptional Instructional Days: August 2021

Calendar Name: 3hr AM
 Program Type: School Year (540 hours)
 Calendar Start Date: 08/10/2021
 Calendar End Date: 05/27/2022

Day	Start Time	End Time	Total Hours
Monday	08:15 AM	11:15 AM	3
Tuesday	08:15	11:15	3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	8	9	10	11	12	13

The Totaled Calculated Hours will be reduced for each non-instructional day based on the hours defined for the day.

Calendar Name: 3hr AM
 Program Type: School-Year (540 hours)
 Calendar Start Date: 08/10/2021
 Calendar End Date: 05/27/2022

Instructional Days:

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Tuesday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Wednesday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Thursday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Friday	08:15 AM	11:15 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.

August 2021

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

Noninstructional: Ten

Total Calculated Hours are reduced by the Noninstructional Day(s) due to the temporary closure.

Total Calculated Hours: 537.00

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

Total VPK Instructional Days: 179

Make adjustments to the calendar to restore the hours to 540. This can be accomplished in a variety of ways such as:

- Canceling previously identified future non-instructional days
- Extending the class end date
- Extending the time on instructional days by creating Instructional Day Exceptions with different class hours

When the changes are done and the calculated hours are restored, click the **Save** button.

NOTE: These steps must be completed for each impacted calendar.

When all impacted calendars are updated, click on the **Certify and Submit** tab. Complete the signature information, then click the **Submit VPK Provider Application** button.

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

Certify and Submit

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

Provider Signature

Signer's Name *

Day Time Phone Number *

Electronic Signature *

Check this box to certify by electronic signature

Application Completion Date *

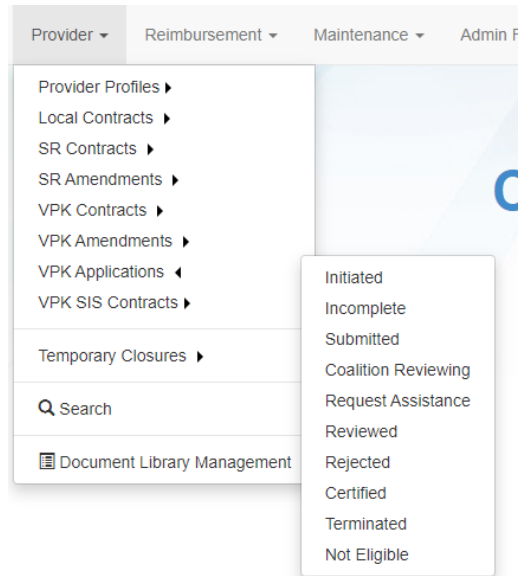
Submit VPK Provider Application

After clicking **Submit VPK Provider Application**, the VPK-APP status changes to “Submitted” and the application is available for the coalition to review.

NOTE: Since reimbursable temporary closure (CR) days do not reduce the total class hours, they will not be added to the VPK calendar.

Verifying VPK Class Calendar

Coalition users should monitor the **Provider > VPK Applications > Submitted** work queue for Submitted VPK provider applications. Click on the contract ID to review changes.



New or changed items requiring verification, such as calendars, classes, and documents, display a **Verify** button. Each tab should be reviewed for changes. For closure specific changes, go to the VPK Calendars tab to review calendar changes. Click **Verify** to accept the changes. When all tabs have been reviewed, click the **Change Status** button to change the contract status back to Certified. Remember, calendars and classes must be verified and have a Certified VPK provider application status in order for providers to process enrollments or attendance.

2019 - 2020 (Submitted) **Change Status**

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

Verify

Calendar Name: Fall
 Program Type: School Year (30 hours)
 Calendar Start Date: 08/12/2019
 Calendar End Date: 05/28/2020

Instructional Days:

Day	Start Time	End Time	Total Hours
Monday	09:00 AM	12:00 PM	3
Tuesday	09:00 AM	12:00 PM	3

Non-Instructional, Site Closures and Exceptional Instructional Days:

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Noninstructional: Labor	3 9a Exception: (3 hrs) Clo	4 9a Exception: (3 hrs) Clo	5 9a Exception: (3 hrs) Clo	6	7
8	9	10	11	12	13	14