



VPK Child Registration Pilot Project Questions & Answers

- 1. What is the VPK Child Registration Pilot Project?** The Early Learning Coalition of Clay, Nassau, Baker & Bradford Counties was one of seven Coalitions chosen to participate in this pilot project. Participating will allow you the opportunity to enroll children in your VPK program *without* obtaining a Certificate of Eligibility from Episcopal Children's Services.

- 2. What are the initial eligibility criteria for the program?** For a private provider to be eligible to participate they must have participated in both the 2007-2008 program year & the 2008-2009 program year. They must also attend a training session conducted by the coalition, which instructs the provider on procedures for registering a child for the VPK program, accepting a child application and supporting documentation on behalf of the coalition, and conducting a parent-orientation session.

- 3. Are they continual eligibility requirements also?** Yes, a private provider must also meet the following requirements for initial eligibility and continue to meet the requirements to participate in the pilot project:
 - a. Be located in one of the pilot counties.
 - b. While participating in the pilot project must annually sign & submit to the coalition the Pilot Project Addendum to Statewide Provider Agreement.
 - c. Must record daily child attendance using a paper sign-in or sign-out log or electronic attendance-tracking system.
 - d. Must submit accurate and timely monthly attendance rosters for the VPK program in accordance with VPK policy and if the provider is a school readiness provider, for the school readiness program. A private provider is not eligible for the pilot project if the coalition determines that, during the previous 24 months, the provider:
 1. Submits two or more consecutive, or a combined total of four or more, monthly attendance rosters for payment 10 or more calendar days after the required submission date;
 2. Submits two or more consecutive, or a combined total of four or more, monthly attendance rosters for payment which contain inaccurate reporting of a child's attendance;
 3. Fails to repay an overpayment to the coalition by the required repayment date after the coalition discovers the overpayment and requests repayment from the private provider.
 4. Submits a monthly attendance roster for payment which results in an overpayment that exceeds 20% of the payment for a calendar month due to the provider's inaccurate reporting of a child's attendance; or

(Cont. on next page)

5. Submits a monthly attendance roster for payment which contains fraudulent or other intentional misreporting of a child's attendance.

3. May I conduct a child registration for someone wanting to attend another VPK program? No, you may only register a child that you admit into one of your VPK classes in one of the pilot counties at a Coalition-approved pilot project site.

4. How do I register a child for my VPK program? To register a child in your program you must conduct a parent-orientation session. At this session you will collect:

- Original AWI-VPK 01P: Child application & Provider Admission (This is instead of the usual AWI-VPK 01/Child application & the ECS issued Certificate of Eligibility)
- Photocopy of proof of the child's age
- Photocopy of proof of Florida residency
- Photocopy of proof of Guardianship (if applicable)
- Original VPK Parent Handbook sheet

The ELC of CNBB's variance to participate in the pilot project was approved 05/11/09 because of this ECS will NOT be able to accept any pilot project paperwork dated before this time. We apologize for an inconvenience this may cause but appreciate your understanding in complying with AWI/OEL policy.

5. What is a parent orientation session? A parent orientation session is where you will review the VPK Parent Handbook and any other relevant policies & procedures with the parent including but not limited to the "Choosing Quality Checklist" and the "Family Guide".

Due to the realignment of funds AWI/OEL has decided to suspend mass printing and distribution of the VPK Parent Handbook, "Choosing Quality Checklist" brochure or the "Family Guide" brochure, for the time being. You are still required to review these brochures with all parents; however you are under no obligation to print and distribute these resources to every family. A few low-cost distribution options are:

- Having a master copy that you review with parents at the orientation session and available for them whenever requested.
- Electronic dissemination through email
- Computer kiosk in reception/entry way

We also understand that all families may not have access to the Internet. To meet the needs of these families, we are committed to providing minimal copies for these instances. These items are available on our website or via email by contacting the VPK Department and we encourage the posting of these materials on your website.

6. What kinds of supporting documentation do I need to collect?

NOTE: VPK Policy requires that the Parent/Guardian with whom the child LIVES be the one to complete the necessary VPK paperwork. If you are not the child's parent, then proof of Guardianship is also required

We are allowed to accept as Date of Birth (DOB) documentation:

- A duly attested transcript of the child's birth record (birth certificate) Note: birth certificate must be an official document
- A duly attested transcript of a certificate of baptism or other religious record accompanied by an affidavit sworn to by the parent.
- An insurance policy on the child's life that has been in force for at least 2 years.
- A passport or certificate of arrival in the United States showing the age of the child.
- A Florida immunization record indicating the date of birth, signed by a public health officer or by a licensed practicing physician.
- A valid military dependent identification card
- If none of the evidential documents listed above can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a licensed practicing physician which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct may be accepted.

We are allowed to accept as proof of Florida residency documentation:

The document must: 1. Include the parent's name

2. Include the *parent's current physical address*

3. MATCH the address listed on the VPK application

4. NOT be a Post Office Box

5. Be one of the items listed below

- Utility bills (if mailed to a P.O. Box, it will *normally* also contain the service address, if NO service address is listed then we NOT able to accept as proof of current physical residency)

Acceptable: Electric, water, sewage, gas, cable, satellite or Land line phone bills in the parent's name.

NOT Acceptable: Cell phone, credit card of any kind, anything NOT in the parent's name.

- Pay stub
- Residential rental agreement or receipt from rental payment
- *Current* Government documents (e.g. property tax assessment showing homestead exemption, or FL ID / Driver's License)
- Military order showing that the child's parent is a service member in the US Armed Forces and is assigned to duty in Florida when the child attends the VPK program (e.g., permanent change of station)

- **If none of the evidential documents listed above can be produced, an affidavit of residency sworn to by the parent, accompanied by a letter from a landlord or property owner which confirms that the child resides at the address shown in the affidavit may be accepted. *For your convenience ECS has created a template form for this item, please ask a VPK Specialist for more information.***
- If none of the evidential documents listed above can be produced for a homeless child, a letter from a homeless shelter or affidavit sworn to by the child's parent may be accepted to document residency showing that the child is homeless and resides in Florida.

If a parent/guardian is unable to provide any of the documents listed, please contact the VPK Department.

7. Do I need to collect any additional information for a child that does not live with a parent (e.g. relative, foster parent, etc.)? Yes, if a child lives with a guardian, then we will need to obtain a copy of the court document, custody papers, etc.

8. What do I do with the paperwork that I collect during the parent-orientation session? You will need to review a child's AWI-VPK 01P & supporting documentation within 5 working days of a parent registering the child. If the paperwork is complete then you will need to submit it to ECS. If the parent did not complete, sign, or submit the proper documentation you are required to return all paperwork to the parent, so that the correction(s) may be made.

9. What do I do if the child does not appear to be eligible? If you feel the child is not eligible, you will need to return the AWI-VPK 01P & supporting documentation to the child's parent and, on the blank spaces included on AWI-VPK 01P, notify the parent of the reasons that the child does not appear to be eligible and that the provider's predetermination is not the coalition's official determination of the child's eligibility.

10. How will I know that you received the entire child's paperwork that I collect & that they are eligible for VPK? After you submit all the required children's paperwork the VPK Department will return to you a list of children in each of your VPK classrooms. Each child will have an assigned confirmation number. That confirmation number will be specific to that particular child & your VPK program. You will need to review this document to ensure its accuracy. If you find any errors please contact the VPK Department so that the corrections may be made.

If ECS determines that a child is not eligible for the VPK program, ECS will inform you, as well as the child's parent in writing that the child is not eligible and return the child's paperwork to the parent.

Common errors to watch out for:

1. Not submitting the original AWI-VPK 01P (faxed copies will NOT be accepted)
2. Submitting Proof of residency that does NOT match the AWI-VPK application
3. Submitting proof of residency or age that is not included on the lists above
4. Not submitting proof of guardianship
5. Not signing in all the necessary spots
6. Not including the child's classroom and/or start date
7. Not including the VPK Parent Handbook sheet

11. Will I receive payment for being part of the pilot program? No, payment for involvement in the VPK pilot project is prohibited. ECS may not pay or otherwise compensate a private provider for participating in the pilot program, registering a child for the VPK program, accepting a child application or supporting documentation on behalf of the coalition, or conducting a parent-orientation session.

12. If I choose to participate in the pilot project, do I still need to go through the normal provider registration process? Yes, all other rules, policies and procedures apply. Including, but not limited to, submitting the AWI-VPK 10, 11, 20 & 26 (with supporting documentation).

13. Will I still be able to accept children into my program after my start date? Yes, however if a child begins your program after the initial start date an AWI-VPK 04/Parental Consent for Delayed Enrollment form will need to be completed in addition to the standard pilot project paperwork. *This will also need to be completed for ALL children that are not present your on 1st day of VPK, even if you have already submitted their VPK paperwork and received a confirmation number for the child.*

14. What if a child wants to transfer into my program? If a parent is interested in transferring into your program, then the AWI-VPK 01P may NOT be used, instead the normal transfer procedure will need to be followed. This includes having the parent contact the VPK Department in order to obtain the necessary paperwork.

Helpful websites:

ECS: www.ecs4kids.org

OEL/AWI Policies: <http://www.floridajobs.org/earlylearning/IMPI.html>

DCF licensing: www.myflorida.com/childcare

DOE/OEL: <http://www.myfloridaeducation.com/earlylearning/>