

# Provider Services

## SR & VPK Provider Payment Validation Training

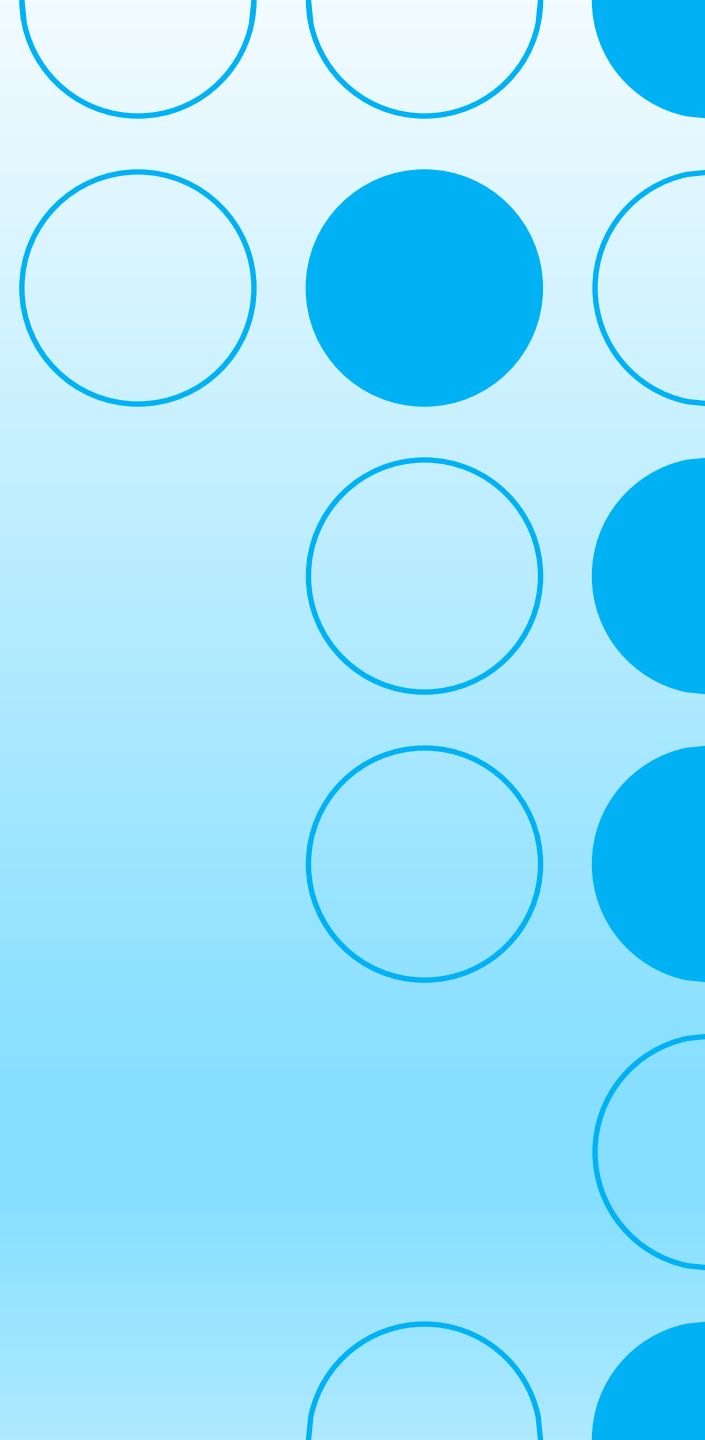
October 23, 2024

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# School Readiness

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## **Rule 6M-4.500 Child Attendance and Provider Reimbursements**

A coalition shall have well-defined procedures for attendance monitoring and provider payments. An SR provider must maintain daily attendance documentation, which, at a minimum, shall include a sign-in/sign-out process that a coalition approves to validate attendance data. A coalition must implement a records retention policy for maintaining all documentation according to sub-grant award provisions.

[Rule 6M-4.500](#)

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## Rule 6M-4.500(1.)(c)

Daily attendance documentation shall be maintained by each school readiness provider based on the terms of the Statewide School Readiness Provider Contract, specified in Rule 6M-4.610, Florida Administrative Code (F.A.C.). The provider must record daily child attendance using a paper sign-in and sign-out form or electronic attendance-tracking system that is maintained at the provider site to validate the attendance data. For electronic attendance systems, the provider must backup records on a regular basis to safeguard against loss. The sign-in and sign-out forms will vary by provider but must contain the following information:

1. Provider's name;
  2. Child's first and last name;
  3. Time signed in and signed out;
  4. Date (month, day, year); and,
  5. An authorized signature or electronic attendance-tracking system that records the date, child's name, and electronic signature, card swipe, entry of a personal identification number, or similar daily action taken by the parent or other person dropping off or picking up the child to, or from, the provider site. Authorized signature, paper or electronic, includes provider designee for children who are transported via school to or from the provider site or a parent or person authorized by the parent as documented in writing and on file with the provider.
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# Reporting SR Child Absences

## Rule 6M-4.500



## Reporting Child Absences Participating in the School Readiness Program

### Rule 6M-4.500 Child Attendance and Provider Reimbursements.

(c) If a child has five (5) consecutive days of absences during the child's regularly scheduled attendance or ten (10) unexplained absences, during a calendar month, with no contact from the parent, the provider shall submit written notification to the local coalition or its designee who in turn shall determine the need for continued care. The coalition shall document in the case file all attempts to contact the parent by the coalition, provider, or referring agency, if applicable.

(e) When an at-risk child under the age of school entry has one (1) unexcused absence or seven (7) consecutive days of excused absences, the school readiness provider shall notify the Department of Children and Families or community-based lead agency and the early learning coalition prior to the close of business on the day of the absence. The provider shall maintain documentation of the notification. The coalition shall document any contact made with the provider, referring agency and parent in the case file.

### Monitoring of Absence Reporting

Any monitoring sample pulled by Episcopal Children's Services (ECS), Early Learning Coalition of North Florida (ELCNF), or Florida's Department of Education, Division of Early Learning (DEL) will review your daily sign in/out sheets in comparison to your submitted monthly attendance rosters. It is your responsibility as a contracted School Readiness Provider to follow all contractual requirements including the excerpts of Rule and Statute listed above. It is extremely important that you follow the required reporting of child absences and document such attempts. This documentation will be requested for review, if selected for a monitoring sample with any of the absence scenarios listed above. If you have any questions about this process, please reach out to Episcopal Children's Services' Reimbursement Department for guidance.

(904) 726-1500 or toll free at (800) 238-3463 To reach any Reimbursement Specialist, please dial extension 7050.	
Sidney Kostecki, Reimbursement Coordinator, ext. 2221	Courtney Cariveau, Reimbursement Specialist, ext. 2293
Marshay Mosby, Reimbursement Specialist, ext. 5607	Darius Cannon, Reimbursement Specialist, ext. 2239

# Requirements for Sign In/Out Sheet

Month: October 2024

Provider Name

ECS4KIDS Childcare

8649 Baypine Road, Ste. 300, Bldg. 7, Jacksonville, FL 32256



Child's Name

<i>Child Name</i>	<i>Date</i>	<i>Time In</i>	<i>Parent/Guardian Signature</i>	<i>Time Out</i>	<i>Parent/Guardian Signature</i>
Jimmy Neutron	10/01/2024	9:34am	Nancy Neutron	5:02pm	Nancy Neutron
					Parent Signature/ Authorized person

Date (month, date, year)

Time Signed In/Out

# Sign in/Sign out times

Parents & Authorized Persons must sign in/out children as close to the minute as possible.

Technical Assistance will be given to provider if sign in/out times have consistent 5-minute increments throughout the form

		Sign In		Sign Out	
		Time	Signature	Time	Signature
Monday		8:55		5:25	
Tuesday			Sick		
Wednesday		7:20		5:25	



Best Practice: Inform parents of the importance of documenting the exact time stamp. Also, if possible, have a digital clock near signing area



# Signatures

Parent/authorized person must sign the sign in/out sheets in one of the following formats such as:

- First name, last initial
- First initial, last name
- Full signature

Technical Assistance will be given to provider if parent or authorized person does not sign with a signature

<i>Child Name</i>	<i>Date</i>	<i>Time In</i>	<i>Parent/Guardian Signature</i>
↘ Jimmy Neutron	10/01/2024	9:34am	Nancy Neutron

Electronic Signatures- If a provider or authorized person signs the child in or out. The parent must show their approval by initialing next to each date.

Week of: 6/18/2023

6/19/2023	08:13 AM	08:15 AM	ECS4KIDS STAFF	nen	11:55 AM	11:55 AM	ECS4KIDS STAFF	nen	3:40	•
6/20/2023	08:07 AM	08:05 AM	Nancy Neutron		12:35 PM	12:35 PM	Nancy Neutron		4:30	•
6/21/2023	08:00 AM	08:00 AM	Nancy Neutron		12:07 PM	12:05 PM	Nancy Neutron		4:05	•
6/22/2023	08:05 AM	08:05 AM	Nancy Neutron		12:08 PM	12:10 PM	Nancy Neutron		4:05	•
									<b>16:20</b>	<b>4</b>
<b>Grand Totals:</b>									<b>116:44</b>	<b>15</b>

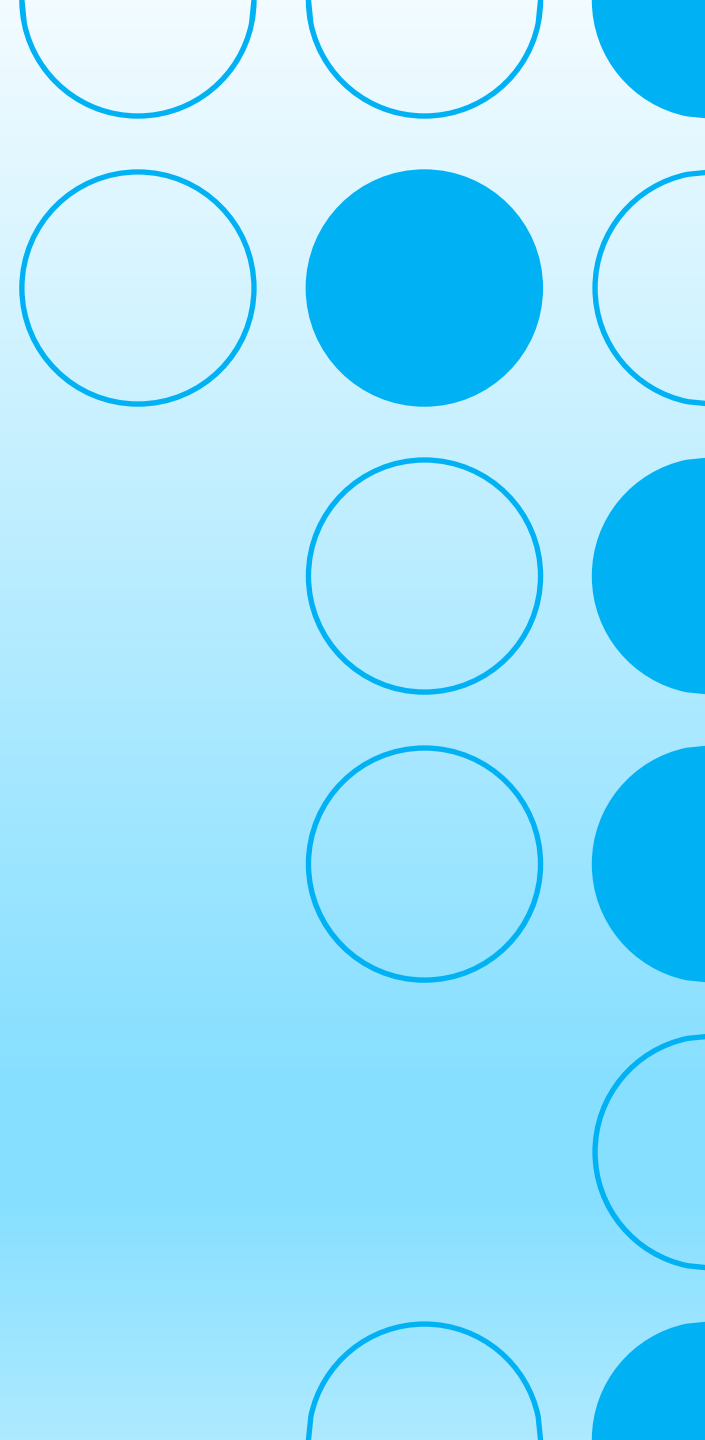
I declare under penalty of perjury that the foregoing Attendance Records are true and correct.

Signed by: Nancy Neutron Date: 7/01/2023



# **Voluntary Prekindergarten**

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## 6M-8.305 Recording and Certifying Child Attendance in the VPK Program.

A VPK provider must keep a daily record of a child's attendance in the program and require the parent to verify the child's attendance monthly for the prior month using VPK daily attendance forms –

- **Form OEL-VPK 03S (Child Attendance and Parental Choice Certificate Short)** – The parent may use the short form if the VPK provider records daily attendance using a paper sign-in/sign-out log that includes the date, child's name and signature of the parent or other person dropping the child off at or picking the child up from the VPK site, or an electronic attendance-tracking system that records the date, time, child's name and electronic signature; card swipe; personal identification number entry; or similar daily action the parent or other person dropping off at or picking the child up from the VPK site takes.
- **Form OEL-VPK 03L (Child Attendance and Parental Choice Certificate Long)** – If the provider does not maintain daily sign-in/sign-out logs, the parent must complete and sign Form OEL-VPK 03L that states on which days the child attended for that month. A coalition pays a VPK provider according to DEL's Uniform Attendance Policy for Funding the VPK Program and Advance Payment and Reconciliation for the VPK Program Rules.

[Rule 6M-8.305](#)

# Form OEL-VPK 03S (Child Attendance and Parental Choice Certificate Short)

- All areas of the short form must be completed correctly.
  - Providers must have a secondary sign in/out tracking with the following:
    - Provider's name
    - Child's first and last name
    - Time signed in and signed out
    - Date (month, day, year)
    - Parent signature
 (signatures must be in correct format like SR standards *see slide 8*, OR matchable to Certificate of Eligibility/Drivers License)
  - Parents must complete box 5 – 8 confirming that the child's attendance is correct.
- ★ Best practice would be to have parents sign and date within the first 10 days of the following month



STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN  
EDUCATION PROGRAM  
**Child Attendance and  
Parental Choice Certificate**  
(SHORT FORM)

1. Child's first name	Middle name	Last name	Jr./III	2. Child's date of birth
Jimmy	Neutron			01/25/2020
3. Name of private provider or public school				4. VPK class
ECS4KIDS Childcare				AF24

**PARENTAL CERTIFICATION**

I swear (or affirm) that my child (whose name appears above in item 1) attended the Voluntary Prekindergarten Education Program during the months listed below. I certify that my child's daily attendance in the program was recorded by the private provider or public school and that I or my representative signed the attendance record each day that my child attended the program. I further certify that I continue to choose the private provider or public school (whose name appears above in item 3) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

5. Attendance month and year	6. Print name of parent or guardian	7. Signature of parent or guardian	8. Date signed
August 2024	Nancy Neutron	<i>Nancy Neutron</i>	09/04/2024
September 2024	Nancy Neutron	<i>Nancy Neutron</i>	10/02/2024
October 2024	Nancy Neutron	<i>Nancy Neutron</i>	11/01/2024

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep this original signed form for at least 2 years. A private provider must allow the early learning coalition, and a public school must allow the school district, to inspect this original signed form during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.



STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN  
EDUCATION PROGRAM  
**Child Attendance and  
Parental Choice Certificate**  
(LONG FORM)

# Form OEL-VPK 03L (Child Attendance and Parental Choice Certificate Long)

- All areas of the long form must be completed correctly.
- Providers can fill out child's attendance in area provided or have a secondary (Must be indicated in box 7 on form) sign in/out tracking with the following:
  - Provider's name
  - Child's first and last name
  - Time signed in and signed out
  - Date (month, day, year)
  - Parent signature  
(signatures must be in correct format like SR standards *see slide 8*, OR matchable to Certificate of Eligibility/Drivers License)
- Parents must complete box 8 – 10 confirming that the child's attendance is correct.
  - ★ Best practice would be to have parents sign and date within the first 10 days of the following month

1. Child's first name Jimmy Neutron			Middle name	Last name Jr./III		2. Child's date of birth 01/25/2020	
3. Name of private provider or public school ECS4KIDS Childcare						4. VPK class AF24	
5. Attendance month October				6. Year 2024		7. Child's attendance is: <input checked="" type="checkbox"/> Entered below <input type="checkbox"/> See attached document	
SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	7	8	9	10	11	12	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	14	15	16	17	18	19	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
20	21	22	23	24	25	26	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
27	28	29	30	31			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input checked="" type="checkbox"/> = Days attended					

**PARENTAL CERTIFICATION**

I swear (or affirm) that my child (whose name appears above in item 1) attended the Voluntary Prekindergarten Education Program on the days entered above, or included in the documentation attached to this form, and certify that I continue to choose the private provider or public school (whose name appears above in item 3) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

8. First name of parent or guardian Nancy Neutron			Middle name	Last name Jr./Sr./III		
9. Signature of parent or guardian <i>Nancy Neutron</i>					10. Date signed 11/01/2024	

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep this original signed form for at least 2 years. A private provider must permit the early learning coalition, and a public school must permit the school district, to inspect this original signed form during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.



The Voluntary Prekindergarten (VPK) Parental Choice Certificate (PCC) forms are required by the Florida Department of Education, Division of Early Learning (DEL) to confirm attendance for children participating in the VPK Program and can be found in Rule 6M-8.305.

VPK contracted providers are required to keep a daily record of a child's attendance in the program and require the parent/guardian to verify the child's attendance monthly for the prior month using VPK daily attendance forms such as a sign in/out sheet (written or electronic). The sign in/out sheets, or other daily attendance tracking, will need to be included with the PCC short form. A sign in/out sheet may be used for a PCC Long form but is not required as the PCC Long form includes an area to record attendance.

When a parent or another authorized person signs the PCC short or long form, they must sign in the correct signature format such as: first name and last initial, first initial, and last name, or full name. Additionally, if the parent or other authorized person dropping off or picking up the child, sign separate of this format (electronic signature; card swipe; personal identification number entry, etc.), the child care provider must verify that the signature is matchable to the signees COE (Certificate of Eligibility) form, if applicable. If the signature is not the same person as the signee of the COE, the child care provider must verify that the person signing the PCC is listed on the child's authorized list to pick up and/or drop off the child to the VPK program.

Clear and verified signatures are necessary to be able to identify the individual picking up or dropping off the child to ensure both the safety of the child and that correct procedures are followed in line with both state and coalition requirements.

# Reimbursement Department Staff

If you run into any issues or questions regarding Reimbursement, SR or VPK, please reach out to the **Reimbursement Department** at **(904) 726-1500 ext. 7050**.

- Sidney KostECKi, Reimbursement Coordinator, ext. 2210
  - Courtney Cariveau, Reimbursement Specialist, ext. 2293
  - Darius Cannon, Reimbursement Specialist, ext. 2239
  - Marshay Mosby, Reimbursement Specialist, ext.5607
  - Shivaughn Williams, Manager of Provider Services, ext.2283
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