



1ST QUARTER PROVIDER MEETING

JULY 28, 2026

LET ME
Introduce
MYSELF

Introductions

In the TEAMS chat please list:

1. Your Name
2. Title
3. Program/Agency Name
4. County of Program



MEETING AGENDA

- Welcome & Introductions
- Family Services Department
- Provider Services Department
 - Reimbursement Department
 - Contract Department
 - VPK FAST /VPK Accountability
 - Single Sign On (SSO) Provider Access
- Education
- Questions





Shanda Ellis

FAMILY SERVICES DEPT. UPDATES



School Readiness Waitlist Update

- We are currently waitlisting eligible families that qualify while being at or under 55% SMI (State Median Income). These are considered our ECON families. And families that fall between 56% SMI to 70% SMI are being waitlisted as our SRMAT billing group.
- We are currently sending limited funding notices weekly to children who are Priority 3 (age 0 to 5 not in school) off our wait list.
- Generated notices are filtered by priority level and wait list date and sent to families that have been on the wait list the longest.
- Families to apply for the waitlist at: <https://familyservices.floridaeearlylearning.com/>
- **Friendly Reminders:**
- Receiving a funding notice does not guarantee eligibility.
- Notices are sent to the **email linked to the family's Family Portal account.**
- Notices expire after 30 days if unused; families must then reapply to the wait list.
- Wait list questions can be directed to our Program Support Coordinator Kenya Register at kenya.register@ecs4kids.org or 904-726-1500 ext. 2246



Qualifying for School Readiness Services:

To qualify for School Readiness services the parent(s)/guardian(s) must:

- Reside in Baker, Bradford, Clay, Nassau, Putnam or St. Johns County.
- Parent(s)/guardian(s) must be working or participating in an educational activity such as attending college or trade school at least 20 hours/week.
- Gross income must be at or below 55% State Median Income (SMI).
- Families must pay a copayment for child care based on income and family size.
- **Income Eligibility**
 - Eligibility depends on your income and family size. Here are examples of income limits:
 - A family of two can qualify with income up to \$40,438 and continue services until earning over \$62,495 (85% of the State Median Income).
 - A family of three can qualify with income up to \$49,952 and continue services until earning over \$77,199.
 - A family of four can qualify with income up to \$59,467 and continue services until earning over \$91,904.



VPK End of Year 540 Hours Report

- The Division of Early Learning (DEL) has created a report to show any VPK children that have been paid for more than 540 hours.
- If your program had any VPK children that were over 540 hours at the end of your program year, a Family Services team member will be reaching out to you letting you know of the child's termination date and any hours that will be taken back from payment.
- The final report will be ran for June end dates and also for the end of the Summer Program in July.



2026-2027 VPK Program Updates

VPK Child Applications for the 2026-2027 VPK Program Year opened in the Family Portal on January 1, 2026.

- Family Services Specialists are working in the VPK Child App submitted queue daily for both the 2025-2026 and 2026-2027 program years.

VPK Age Eligibility

- Children born between February 2, 2021 and September 1, 2021 may postpone their VPK participation until the 2026-2027 School Year Program (540 hours) or the 2026 Summer Program (300 hours).
- **If a child was born between September 2, 2021 and September 1, 2022**, they are eligible to participate in either the 2026 -2027 School Year Program (540 hours) or the 2026 Summer program (300 hours).
- Children born between February 2, 2022 and September 1, 2022 may postpone their VPK participation until the 2027-2028 School Year Program (540 hours) or the 2027 Summer Program (300 hours).
- If a child attends Kindergarten even for one day, they are no longer eligible for VPK funding.



2026-2027 VPK

Enrollment Reminders

Enrollment Tips:

- Please have at least **4 students enrolled per classroom**, with a start date that matches your VPK calendar, before submitting for approval.
- Make sure you have a **VPK Certificate of Eligibility (COE)** on file for each child.
- It should be signed and dated by both the provider and parent/guardian **on or before the child's first day**.
- Upload all COEs to your Provider Portal under **"VPK Enrollment Certificates"** for easy access and review.

If You Need to Make Changes:

- **Changing a classroom before the start date?**
Select **"Child Never Attended,"** refresh your screen, and then enroll the child in the correct classroom.
- **Canceling an approved enrollment before the start date?**
Please do **not terminate** the enrollment. Instead, select **"Child Never Attended"** to ensure no payment is processed.



VPK Reenrollment Rule 6M-8.201

Rule
Change
Effective Date
12/21/2025

- The amended rule revised eligibility criteria to enroll in a VPK Program by removing the 70% completion threshold and also eliminated unnecessary barriers preventing children from reenrolling in a VPK program and completing all instructional hours. These changes allow a student to withdraw and reenroll to complete all 540 School Year or 300 Summer instructional hours.
 - Children will be able to reenroll into any VPK program of the **same type** (school year to school year, or summer to summer) without limit and without supporting documentation as long as they have not been enrolled for 540 School Year or 300 Summer instructional hours.
 - Children needing to reenroll into a **different program type** (School Year to Summer) for circumstances beyond their control during the same VPK year now may exceed the 70% instructional hours threshold and enroll into the Summer Program's full 300 hours as long as they did not complete the full 540 hours of the School Year program. To qualify for this reenrollment, the parent must submit a Primary Reenrollment Due to Extreme Hardship request through their Family Portal account and submit required supporting documentation, as applicable.



VPK Reenrollment Rule 6M-8.201 Update

Extreme Hardship Supporting Documents (School Year to Summer).

Supporting documentation evidencing extreme hardship:

- The illness of the child, a family member which the child's parent is responsible for caring for, or the child's parent, as documented in writing by a physician licensed under Chapters 458 or 459, F.S., if it would result in the child being absent for more than 30 percent of the number of hours in the program type in which the child is enrolled.
- Termination of the child's VPK class as a result of the provider's removal from eligibility to offer the VPK program, as documented by the early learning coalition.
- Parent's inability to meet the basic needs of the child, including, but not limited to, a lack of food, shelter, clothing, or transportation, as documented in writing by a federal, state, or local governmental official.
- VPK provider's inability to meet the child's educational needs due to the child's learning or developmental disability, as documented by a federal, state, or local governmental official.
- VPK provider's inability to meet the child's health needs, as documented by a physician licensed under Chapters 458 or 459, F.S., or a federal, state, or local governmental official.
- Displacement of the child from his or her place of residence, or closure of the child's VPK provider as a result of a state of emergency as declared by a federal, state, or local governmental official.
- A temporary or permanent change in parent custody or guardianship, supported by legal documentation such as a court order or official documentation from the Department of Children and Families (DCF) or DCF-contracted agency. This includes an at-risk child care authorization that documents the guardianship change.



One Stop Office Staff & HQ Staff

Family Services Specialists

Baker – Eryss Meguia – 904-259-4255
Eryss.Meguia@ecs4kids.org

Bradford – Vickie Hancock - 904-964-1543
vickie.Hancock@ecs4kids.org

Nassau – Ayanna Warden–
Ayanna.Warden@ecs4kids.org
Phone # 904-432-0009 ext 2626

Clay – Leatrice Ahmadu – 904-674-6290 ext.
6200
Leatrice.Ahmadu@ecs4kids.org

Clay – Jasmine Thornton – 904-674-6290 ext.
6201
Jasmine.Thornton@ecs4kids.org

Clay – Holly Poole – 904-726-1500 ext 2273
Holly.Poole@ecs4kids.org

Family Services Specialists

St Johns – Martha Castaneda – 904-770-2565
ext. 4000
Martha.Castaneda@ecs4kids.org

St Johns – Kathy Pacheco – 904-770-2565 ext
4002
Kathy.Pacheco@ecs4kids.org

Putnam – Christina Jackson – 386-385-5450 ext.
4100
Christina.Jackson@ecs4kids.org

Putnam – Maria Castellanos– 386-385-5450 ext.
4101
Maria.Castellanos@ecs4kids.org

HQ – Jessica (Jae) Moss – 904-726-1500 ext. 2154
Jessica.Moss@ecs4kids.org



Family Services Management Team

Emily Taylor– 904-726-1500 ext. 5604
(emily.taylor@ecs4kids.org) Family Services
Coordinator to Putnam, St Johns and Bradford staff.

April Florida – 904-726-1500 Ext 2290
(april.florida@ecs4kids.org) Family Services
Coordinator to Nassau, Baker, Clay and HQ Staff

Jacki Chimino– 904-674-6290 ext. 6202
(jacki.chimino@ecs4kids.org) Child Care Resource
and Referral Coordinator, all counties.

Kenya Register – 904-726-1500 ext. 2246
(kenya.register@ecs4kids.org) Program Support
Coordinator, all counties.

Shanda Ellis – 904-726-1500 ext. 2253
(Shanda.ellis@ecs4kids.org) Manager of Family
Services.





QUESTIONS?

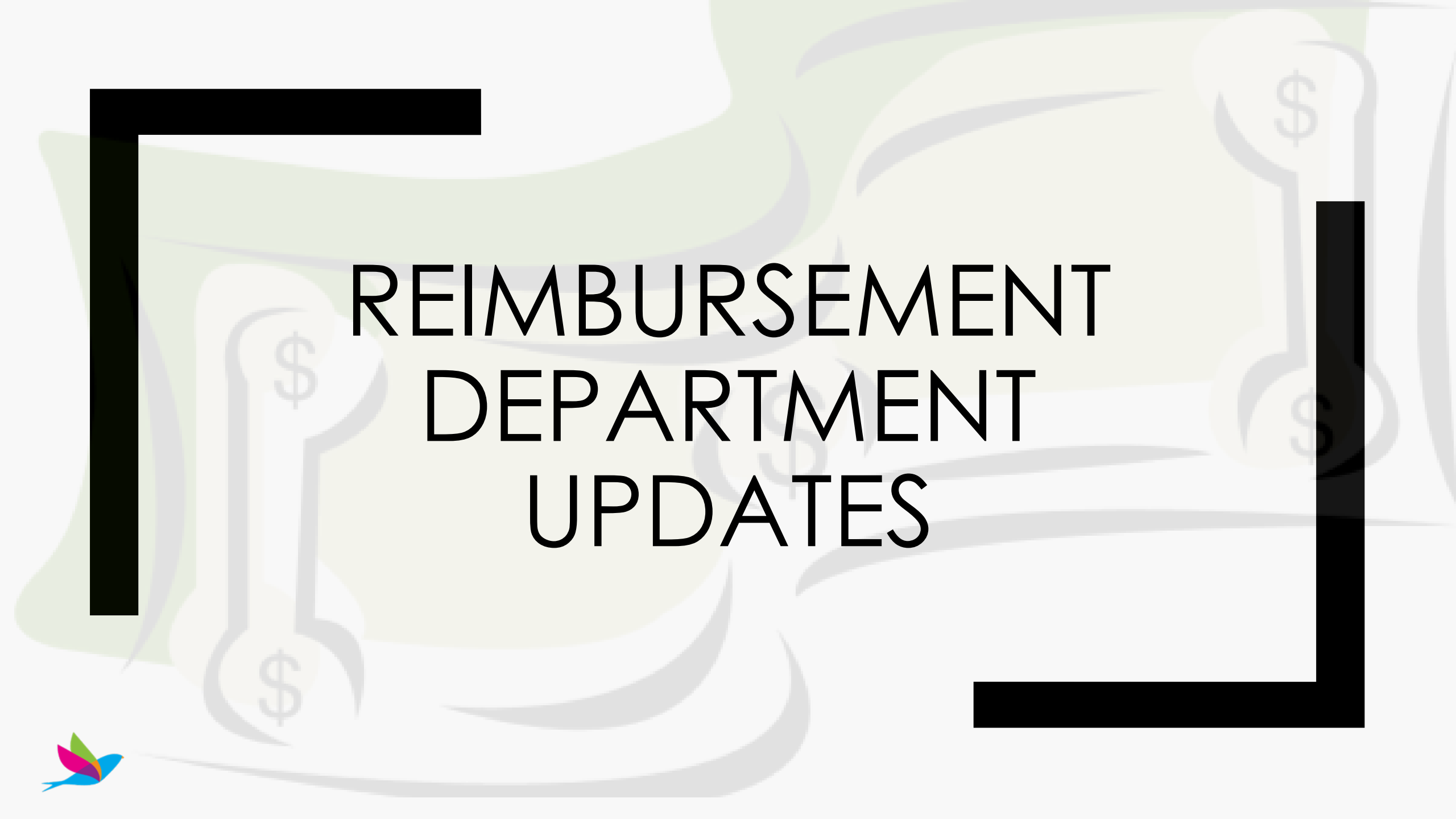




PROVIDER SERVICES DEPT. UPDATES

Shivaughn Williams





REIMBURSEMENT DEPARTMENT UPDATES



Attendance

Submit SR/VPK Attendance by the
3rd business day of each month.



SR

57. Attendance Documentation. PROVIDER agrees to document daily attendance and submit monthly attendance reports for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the third (3rd) business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.

VPK

44. Attendance Documentation Submission. PROVIDER agrees to submit monthly attendance certification, in accordance with Rule 6M-8.305, F.A.C., for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the 3rd business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next payment cycle.

If you have any questions or need assistance submitting attendance, please reach out to the Reimbursement Department **(904) 726-1500 ext. 7050.**



School Year Parent Fees

School Age Parent Fee will change from Full time to Part time for all counties at the start of the school year.

- **Baker – August 10, 2026**
- **Bradford – August 11, 2026**
- **Clay – August 11, 2026**
- **Nassau – August 10, 2026**
- **Putnam – August 10, 2026**
- **St. Johns – August 10, 2026**



Children that turn Five Years old on or before September 1st and that are beginning Kindergarten will be updated to School Age children and have their schedules/parent fees updated to reflect the change.



2026-2027 VPK Allocations

2026-2027 School Year Allocations (Effective 07/01/2026)

County Name	Rate Based on FTE	Program Hours	Hourly Rate
Baker	\$2,862.00	540	\$5.30
Bradford	\$2,867.40	540	\$5.31
Clay	\$2,953.80	540	\$5.47
Nassau	\$3,002.40	540	\$5.56
Putnam	\$2,889.00	540	\$5.35
St Johns	\$3,007.80	540	\$5.57

June 2027 Summer Allocations (Effective 07/01/2026)

County Name	Rate based on FTE	Program Hours	Hourly Rate
Baker	\$2,445.00	300	\$8.15
Bradford	\$2,451.00	300	\$8.17
Clay	\$2,520.00	300	\$8.40
Nassau	\$2,562.00	300	\$8.54
Putnam	\$2,466.00	300	\$8.22
St Johns	\$2,571.00	300	\$8.57



2025-2026 DEL Monitoring Review

An additional PowerPoint will be sent out to providers reviewing the requirements of both SR and VPK programs.

Topics of Review

- SR Child Absences Requirements
- At- Risk Child Absences Reporting
- Requirements for Sign in/out Sheets
- Requirements for the VPK Child Attendance and Parental Choice Certificate (Long and Short Form)



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



Questions?



Contract Department



5-year Emergent Literacy Renewal Requirement

Florida Statutes (F.S.), require that public school and private provider VPK instructors complete the Early Learning Standards and three 5-hour emergent literacy courses.

To renew the Emergent Literacy requirement instructors must take ONE (never taken before) course

- ❖ **Emergent Literacy for VPK Instructors** (online VPK21) 5 hours; 0.5 CEUs
- ❖ **Language and Vocabulary in the VPK Classroom** (online LVPK21) 5 hours; 0.5 CEUs
- ❖ **Phonological Awareness Development for Preschoolers** (online VIPA21; in-person and virtual instructor-led PAP21) 5 hours; 0.5 CEUs
- ❖ **Dialogic Reading: Language and Vocabulary Development for Preschoolers** (in-person and virtual instructor-led DRP) 5 hours; 0.5 CEUs
- ❖ **Book Embedded Vocabulary Instruction: Language and Vocabulary Development for Preschoolers** (in-person and virtual instructor-led BEP) 5 hours; 0.5 CEUs
- ❖ **Scaffolding and Think, Show, Tell, Talk: Language and Vocabulary Development for Preschoolers** (in-person and virtual instructor-led STSTTP) 5 hours; 0.5 CEUs
- ❖ **Building a Strong Foundation for Emergent Literacy** (online VIEL21; in-person and virtual instructor-led BSFEL) 5 hours; 0.5 CEUs

If you would like a list of additional courses that can fulfill the emergent literacy requirement or the Emergent Literacy Instructor-led Training Calendar, please reach out to the **Contract Department** at **(904) 726-1500 ext. 7054**.



2026-27 VPK Program Participation Deadlines

All VPK Provider application should be submitted at least 14 calendar days **before** your anticipated start date to allow sufficient time for review and processing.

If your VPK application and contract are not certified 14 calendar days before your anticipated start date, then your start date may need to be changed.



2026-27 VPK Program Advance Payment Deadlines

****Advanced payment deadlines are subject to change per DEL policy****

If you have chosen to receive the VPK advance payment, the deadlines are as follows:

The deadline to receive the **August** advance payment has already passed.

To receive the **September** advanced payment:

1. Should be submitted no later than July 14, 2026 **AND**
2. At least 4 approved certificates of eligibilities entered into the provider portal VPK enrollment tab and submitted for approval **AND**
3. Your completed original child certificates of eligibility received in our central office no later than July 31, 2026.

To receive the **October** advanced payment:

1. Should be submitted no later than August 14, 2026 **AND**
2. At least 4 approved certificates of eligibilities entered into the provider portal VPK enrollment tab and submitted for approval **AND**
3. Your completed original child certificates of eligibility received in our central office no later than August 28, 2026.



Program Information Change Notification to ECS4Kids

XI. NOTIFICATION

Information Change Notification. PROVIDER agrees that it will comply with each of the following notification requirements:

Providing notice to the COALITION of changes in contact or program information within **fourteen (14) calendar days**.

Providing notice to the COALITION of permanent business closings or changes in business location or ownership must be reported at least **thirty (30) calendar days** prior to changes.

This ensures that ECS4Kids can:

1. Update Provider Profiles and VPK Applications in a timely manner.
 - Best Practice: Please submit attendance for both SR and VPK before making changes to your profile or VPK App during processing time.
2. Give parents the required 30-day notice.
3. Request/Receive required documentation from Providers.
4. Initiate a new contract (if needed)



Record Retention, Monitoring & Records Transfer Requirements

(School Readiness & VPK Provider Contract Compliance Summary)

✅ RECORD RETENTION REQUIREMENTS

🕒 How long must records be kept?

- **Maintain all required records for at least 5 years**
- Time starts from:
 - *The **last payment (VPK)** OR
 - *The **last reimbursement request (SR)**
- Must retain longer if:
 - *There is an **audit, litigation, or unresolved findings**

📁 What records must be maintained?

Providers must keep (at minimum):

VPK:

- Enrollment and attendance records (e.g. sign in/out sheets, COE and PCC forms)
- FAST reports, parent letters for each progress monitoring window

School Readiness:

- Sign-in/sign-out attendance records
Documentation of excused absences (e.g. doctor's note, court ordered visitation, etc.)
- At-Risk Children Absence Tracking - **Both EXCUSED and UNEXCUSED Required**
- Parent copayment records and receipts



Electronic records

- Electronic storage is allowed
- Providers **must regularly back up records** to prevent loss



Record Retention, Monitoring & Records Transfer Requirements

(School Readiness & VPK Provider Contract Compliance Summary)

MONITORING & ACCESS

Monitoring requirements

- Providers are **monitored by the Coalition/ECS4Kids** for compliance with contract and program rules
- Monitoring may include:
 - Routine reviews – Both Onsite and Desk Reviews
 - Response to complaints (SR specifically)

Facility access

- Providers must allow:
- **Immediate access during business hours to:**
 - Coalition staff, including Coalition Contractors (ECS4Kids)
 - Division of Early Learning (DEL)
 - Licensing agencies (DCF)

Records access

- Providers must allow agencies to:
 - **Inspect and copy records upon request**
- Timeline:
 - Records must be provided **within 72 hours**
 - Includes off-site records

CONFIDENTIALITY REQUIREMENTS

Providers must protect **child and family information**
Records may only be shared with authorized parties
(e.g., parent/guardian, coalition/ECS4Kids, DEL)
Staff must follow confidentiality protections and processes



Record Retention, Monitoring & Records Transfer Requirements

(School Readiness & VPK Provider Contract Compliance Summary)

TRANSFER OF RECORDS

When does transfer apply?

If a provider:

- Closes permanently
- Stops offering SR or VPK services
- Terminates the contract

What must happen?

- ALL required program records must be transferred to Coalition/ECS4Kids

Deadline:

- No later than **the close of business** on the provider's **last day of operation**

Important consequence:

- Final payment **WILL be withheld** until records are received by the Coalition/ECS4Kids



Contract Department Staff



If you have any questions regarding Profiles or Contracts, SR or VPK, please reach out to the **Contract Department** at **(904) 726-1500 ext. 7054**.

- Sarah March, Contract Coordinator, ext. 2206
- Michele Yingst, Contract Specialist, ext. 2167
- Cameron Cline, Contract Specialist, ext. 2297
- Melisha Farmer, Contract Monitor, ext. 2243



Questions?





FLORIDA'S ASSESSMENT OF STUDENT THINKING (FAST)

Roushawn (Shawn) Saunders



FAST Implementation

- VPK Programs are required to administer the assessment **three times** within its program and must be administered by a qualified test administrator. (PM1; PM2; PM3)
- The assessment shall be administered individually or in a small group with no more than five students.
- The assessment shall be administered on a touchscreen device. Student headphones shall be used when administration occurs in group sizes of two to five students.
- Testing accommodations shall be made in accordance with a student's current Individual Educational Plan (IEP) of 504 Plan issued by the local school district.
- VPK Programs are **required** to provide a student's performance results from the assessment to the student's parents **within seven calendar days** after the administration of the assessment. VPK Programs **must provide the Star Parent Report**. The Star Parent Report provides a printable informational letter for parents or guardians and is available in **English** and **Spanish**. This is currently NOT being collected by ECS but may be requested at a later date for monitoring purposes. The link to running instructions can be found here: <https://help2.renaissance.com/reports/25027>.
- The testing must be completed during the VPK instructional hours.

Progress Monitoring Windows

Progress Monitoring (PM) Periods

- **Progress Monitoring 1 (PM1):** Is the **first thirty (30) instructional days** of the VPK class schedule beginning with the first VPK instructional day.
- **Progress Monitoring 2 (PM2):** Is the period of time in a VPK class schedule where **at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours** have been completed. **PM2 IS A REQUIREMENT FOR VPK**
- **Progress Monitoring 3 (PM3):** Is the **last thirty (30) instructional days** of the VPK class schedule ending on the last VPK instructional day.

Programs (including Summer VPK) that have 82 or fewer instructional days follow the below test administration schedule:

- **PM1:** Is the first ten (10) instructional days of the VPK class schedule beginning with the first VPK instructional day.
- **PM2:** Is the period of time in a VPK class schedule where at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours have been completed.
- **PM3:** Is the last ten (10) instructional days of the VPK class schedule ending on the last VPK instructional day.
- **Please remember that your testing window dates may change if you have any calendar changes.**
- If you accidentally test outside of your classroom's testing windows, you will need to retest the children during your testing windows in order to be in compliance with the VPK contract.
- If you test a child more than once in your testing window, DEL will use the first test administered for that Progress Monitoring period.

Progress Monitoring Windows

Once the school year begins, an email will be sent to providers with their PM dates. If at any time during the year you are unsure of your PM dates, please send me an email requesting the dates.

Roushawn.saunders@ecs4kids.org

**** Please check your external user section of the provider portal periodically to make sure the correct staff have school admin access and remove the ones who no longer need access.**

Requirements

- You **MUST** have a **trained and documented** VPK FAST Test Administrator for your program.
- **This training is a yearly requirement:** *Please make sure your Test Administrators have taken the new program year VPK Test Administrator Course on Educator Academy prior to testing the children for the 26-27 program year. These documents MUST be received by the ELC before children can be tested.*
- **What do I do with the Training Certificates and Forms:** *Each Test Administrator should have their own file uploaded to Document library in the folder labeled: 26-27 FAST Test Administrators. The file should contain*
 - *THE SECURITY AGREEMENT*
 - *PROHIBITED ACTIVITIES FORM*
 - *VPK TEST ADMINISTRATOR COURSE CERTIFICATE*
- **Please label each individual file:** **First name_ Last name_ VPK 26-27.**
- **VPK Test Administrator Training:** *Educator Academy Information on Educator Academy can be found at the link below: <https://www.fldoe.org/file/20626/FAST-SELEAEG.pdf>*



FAST - Non-Participation Statuses

Recent Guidance:

1. Assessment Inappropriate: For students that are Blind/Visually Impaired, Deaf/Hard of Hearing, Medical Exemption Accommodation that can't be met with computer-based test (IEP/504 requiring Paper Based Test). The Star Early Literacy Assessment may not be appropriate for all VPK students. If you have a student with an Individual Educational Plan (IEP) or 504 Plan and the VPK Program Administrator determines this assessment will not meet the student's needs, the student should receive a Non-Participation Status of "Assessment Inappropriate."

2. Failed Practice Test : the child must be tested at least 3 times before being marked as Non-Participating.

3. Non- English Speaker: the child must be tested at least 3 times before being marked as Non-Participating.

4. Absent During Testing Window: If the child is absent during the time that the children are tested but returns before the end of the Progress Monitoring Window, the child must still be tested.

1. Children who will not engage with the assessment: If the child will not engage with the assessment, the Test Administrator should click the dismiss button (a total of 8 times per assessment) this will mark the assessment as a failed practice. The assessment must be attempted 3 times. After the third failed practice test, the child can then be marked as Non-Participating: Failed Practice Test.

2. Children who are enrolled at the end of the PM window: If the provider enrolls a child and their actual start date is within the 24-48 hour waiting period between the portal and Renaissance, then the child can be marked as Non-participating: Absent during testing window. As it is no fault of the provider that the child is not showing on the Renaissance roster and can not be tested due to that 24-48 hour waiting period.

However, if the child is enrolled at the end of the PM window and the child actually started prior to being enrolled, then the child can NOT be marked as non-participating.

Reports

STAR Test Activity reports: Please ensure when running these reports you are using the custom dates. (PM start and end dates)

These reports should be run after the end of the PM window and kept on file for 5 years.

The report could be requested for monitoring purposes.

Please ensure you are using the Custom dates when generating the report as this will give you the most accurate information for the PM window.

- Also, generating this report a few days prior to the PM window end date will help providers to ensure all the children are showing as tested (or marked as non-participating) and no children have been missed.
- Custom dates would be the progress monitoring window start date and end date.

Parent Letters: These reports should be run and given to the parents within 7 days of the child being tested. You will need to use the custom dates on this report as well. These must also be kept on file, along with documentation that the parent received the letter within the 7 days, for 5 years. These may also be requested for monitoring purposes.

FAST/Renaissance Resources & Support

Resource Website

VPK Program Administrators should be familiar with the VPK FAST website as information and resources are updated frequently, linked here: <https://www.floridaearlylearning.com/vpk/fast>.

Several resources have been added & this will be your best resource for up-to-date FAST information.

Contact Information

Renaissance System Support: Users who need Renaissance System support should contact the Renaissance Place Help Desk and Technical Assistance Team at **1-800-338-4204** or by completing this NEW [form](https://www.renaissance.com/request-support/) (<https://www.renaissance.com/request-support/>) or a Renaissance representative.

Policy Questions? Contact the Division of Early Learning with questions related to FAST using Star Early Literacy implementation requirements. Select which best describes who you are: [VPK Provider](#) or [VPK Parent](#) and your information and questions will be submitted to the Division of Early Learning.

<https://www.floridaearlylearning.com/vpk/fast/fast-vpk-providers-form>

ELC Contact: Roushawn Saunders

email: Roushawn.saunders@ecs4kids.org

phone: 904-726-1500 ext. 2241

VPK ACCOUNTABILITY: PERFORMANCE METRICS AND DESIGNATIONS

Roushawn (Shawn) Saunders



VPK Accountability

VPK Accountability website: <https://www.fldoe.org/schools/early-learning/vpk-accountability.stml>

Here you can find:

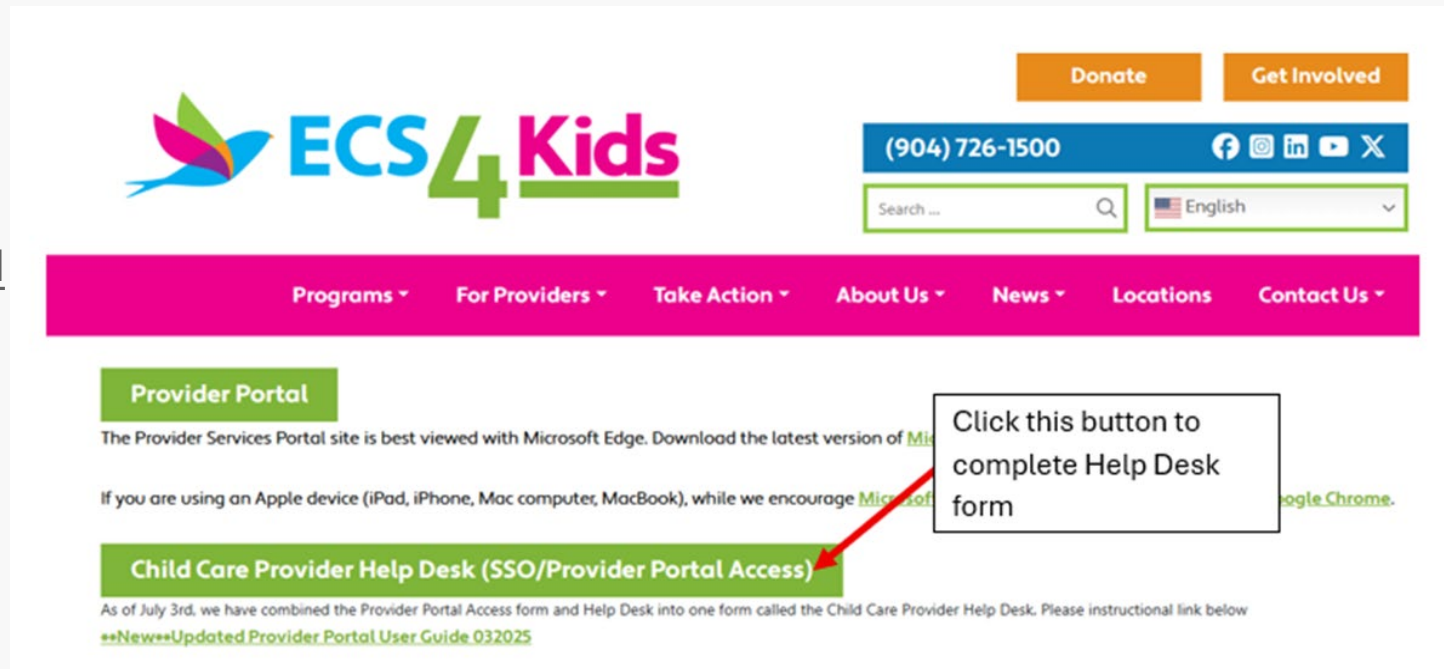
1. 25-26 Performance Metrics and Designations for providers (Release date August 14,2026)
2. Guide to calculating VPK Provider Performance Metrics Designations.
3. VPK Performance Metrics and Designations Presentation
4. VPK Performance Metrics and Designations Calculator**

** This would be a helpful tool to use after PM2 to see where you currently are with your Performance Metrics and Designations

SSO Help Desk Tickets

Child Care Provider Help Desk link:

<https://www.ecs4kids.org/providers/provider-portal-guidance/>



The screenshot shows the ECS4Kids website. At the top, there is a logo for ECS4Kids, a phone number (904) 726-1500, and social media icons. Below the logo, there is a search bar and a language dropdown menu set to English. A pink navigation bar contains links for Programs, For Providers, Take Action, About Us, News, Locations, and Contact Us. Under the For Providers link, there is a green button labeled "Provider Portal". Below this, there is a section titled "Child Care Provider Help Desk (SSO/Provider Portal Access)" with a red arrow pointing to it from a text box that says "Click this button to complete Help Desk form". Below the button, there is a note about the July 3rd update and a link to the updated Provider Portal User Guide.

Provider Portal

The Provider Services Portal site is best viewed with Microsoft Edge. Download the latest version of [Microsoft Edge](#).

If you are using an Apple device (iPad, iPhone, Mac computer, MacBook), while we encourage [Microsoft Edge](#), we also support [Google Chrome](#).

Child Care Provider Help Desk (SSO/Provider Portal Access)

As of July 3rd, we have combined the Provider Portal Access form and Help Desk into one form called the Child Care Provider Help Desk. Please instructional link below [**New**Updated Provider Portal User Guide 032025](#)



Reasons to submit a Help Desk Ticket

1. I need additional roles in the provider portal: This would be for staff who already have SSO access but need additional roles added to their account.
2. I have access to multiple sites and I need assistance with QPS: If you have multiple sites and need to switch primary locations in order to sign in to QPS.
3. I am a new provider and need to be set up with SSO Access: If you are a brand new provider and need SSO access to complete your profile in order to contract with us for School Readiness and/ or VPK.
4. I need access to the provider portal. I am a new employee: If you have a new employee that needs SSO access. This type of ticket should be completed by the Admin person who already has SSO access.
5. I see an error while trying to access the provider portal: Before submitting this type of ticket please be sure to check that you are on the Provider portal site and not the Family portal site. This is a common error that we have noticed. If you are experiencing a different type of error, please include a screenshot of the error with the ticket if possible.
6. Staff Terminated: If you have Staff that are no longer employed at your facility and no longer need access to SSO.
7. I already have and SSO account, however, need to add my new location: If you are adding a new location to your already existing account.
8. Other issue (please explain with full details): We have noticed that providers are using this option even though an option above would have fit better. Please use this option if none of the above options fits the situation.

Role Chart *

Role Name	Description	Processes
PP Admin (Business Site Admin)	Provider Portal Admins Can Manage Provider Profiles, SR and VPK Contracts/Amendments.	1. Manage Provider Profiles. 2. Manage SR Contracts. 3. Manage VPK Contracts. 4. Manage Business Information 5. Manage Grants/Surveys within Portal.
PP Document Manager	Document Managers can attach profile documents and manage the document library.	1. Manage Document Library
PP Attendance Manager	Attendance Managers can modify, review, and submit VPK and SR attendance rosters.	1. Manage SR Attendance 2. Manage VPK Attendance
PP VPK Fast Manager	VPK Fast Managers provide access to external services available to users. This may include integration with third-party applications, external databases, or APIs, allowing users to interact with external data sources or services seamlessly.	1. Manage External Users
PP Reimbursement Manager	Reimbursement Manager Reimbursement Managers can manage reimbursement details and rates.	1. Manage SR Reimbursement Rates 2. Manage Reimbursement Details 3. Manage Temporary Closures
PP Enrollment Manager	Enrollment Managers can manage VPK and SR Enrollments.	1. Manage SR Enrollments 2. Manage VPK Enrollments
PP Report Viewer	Report Viewers can view provider-related reports.	1. View Reports
QPS: Provider	QPS Provider allows providers to manage their program in QPS.	1. Submit Staff/Class Rosters 2. Submit Certificates

Questions?





EDUCATION DEPARTMENT UPDATES

Amanda Griffis



Education Team Staffing Updates**

****Director of Education**

Blythe Mauldin

(904)726-1500 x 2230

blythe.mauldin@ecs4kids.org

****CLASS Assessment Team:**

Kelley Warner-Program Assessment
Coordinator

(904) 726-1500 x 2260

Kelley.Warner@ecs4kids.org

****Enrichment Coaching Program:**

Ariel Jenkins – Education Coordinator

(904) 726-1500 x 2212

Ariel.Jenkins@ecs4kids.org

Child Development & Screening:

Rebecca Huth- CDS Coordinator

(904) 726-1500 x 2281

Rebecca.Huth@ecs4kids.org



Access an amazing classroom resource for free, and earn 5* free Tablets!

MarcoPolo
For Educators

Get started using
MarcoPolo Learning today!

— EPISCOPAL —
Children's Services

EARLY
LEARNING
COALITION
North Florida

This will give you access to **MarcoPolo For Educators** and your families access to **MarcoPolo For Families** for **FREE!**

Directors and Educators: Earn a Free Tablet from Episcopal Children's Services by completing the following:

- Take Part 1 and Part 2 of the MarcoPolo Learning Educator Trainings
- **Register** your MarcoPolo For Educators Account
- **Directors:** Add your educators
- **Educators:** Add your families

**All VPK and SR educators are eligible.*

Scan or click **HERE** to sign up for a training today!

Sponsored by Episcopal Children's Services, ELC of North Florida, and the State of Florida.

© 2024 MarcoPolo Learning, Inc.

Visit:

<https://calendly.com/marcopololearning/>

Choose:

MarcoPolo ELC Training Part 1 and Part 2

*Tablets available while supplies last



Upcoming Conferences

August 8th

Summer Mini-Conference

"Rooted in Play, Ready for Tomorrow"

Registration Full

We are excited to see all the participants attending!

Save the Date

Early Educator's Conference

Saturday, February 27th



ASQ/ASQ-SE (SR Providers)

- DEL has updated the Developmental Screening Rule: Families now have 20 days to complete screenings. Please encourage them to complete screenings at enrollment and redetermination.
- Any screenings not completed by families will still roll over to providers to complete.
- Rule Link: <https://flrules.org/gateway/ruleNo.asp?id=6M-4.720>



ASQ/ASQ-SE (SR Providers)

- Please do not back date screenings. The day you are entering the screening into the Portal is the day you should enter in to the 'date' section.
- Any comments added on a screening by a provider or teacher will be visible to the parent/guardian. Please make sure you are communicating any concerns with guardians prior to completing the screening(s).
- **Reminder: Please do not wait until the due date to complete a screening.** We recommended providers log in WEEKLY and complete outstanding screenings.



ASQ/ASQ-SE Non-Compliance

- Failure to complete ASQs as required by Rule, will result in a Non-Compliance notice for your site.
 - *Every attempt to contact providers regarding incomplete/late screenings is case noted.*
 - *If you receive a Non-Compliance notice, there are ***two*** requirements: submitting the screenings that are past due ***and*** responding to the notice with an action plan of how your site will remain in compliance with the screening requirement.*



ASQ/ASQ-SE (SR Providers)

- Children that have a **current** Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) are exempt by Rule from developmental screenings (ASQs). If you see a child in your incomplete queue that has an ASQ due and is currently receiving specialized services through their IFSP or IEP, contact your county's Screening Specialist **prior** to completing the ASQ and **prior** to the ASQ due date. Additional confirmation and/or documentation will be needed to process the exemption. Contact Rebecca Huth, rebecca.huth@ecs4kids.org for questions or more information.



Child Development Services



OBSERVATIONS

Child Development Specialists conduct requested onsite observations to determine if a child is at risk due to behavior concerns, has special needs and/or disabilities.



SCREENINGS

Child Development Specialists provide and process development and behavior screenings for children as needed.



SUPPORT PLANS

After an observation, Child Development Specialists develop support plans and educational resources for providers, teachers, and families to address the child's needs.



ASSISTANCE & TRAINING

Child Development Specialists provide assistance, training, and support evidence-based intervention strategies in the areas of behavior and classroom management, environmental and learning adaptations, and adaptive skills.



CONFERENCES

Child Development Specialists present support plans and educational resources at collaborative conferences with providers, teachers, and families in attendance.



REFERRAL PROCESS

Child Development Specialists help families and providers understand the referral process so informed choices can be made on what's best for the child. Can refer children to Child Find and Early Steps on behalf of families and providers.

IF YOU'RE IN NEED OF TECHNICAL ASSISTANCE, WE'RE HERE TO HELP!

Jhordan Speed-Johnson

Child Development Specialist, PSJ

jhordan.johnson@ecs4kids.org

904-726-1500 EXT 2227

Rebecca Huth

Child Development

Coordinator

rebecca.huth@ecs4kids.org

904-726-1500 EXT 2281

Robert Kozak

Child Development Specialist, CNBB

robert.kozak@ecs4kids.org

904-726-1500 EXT 2146

Did you know...?

- The Americans with Disabilities Act (ADA) requires childcare providers to avoid discrimination against children and families on the basis of disability. This includes the practice of placing an older child with a developmental delay or speech delay in an infant or toddler classroom solely because of the disability. In most circumstances, children with disabilities must be placed in their age-appropriate classroom unless the parent or guardian agrees to an alternative placement. To ensure clear communication and proper documentation, it is strongly recommended that any agreement for an alternative placement be documented through a **signed consent form** from the parent or guardian and maintained in the childcare center's records.
- ADA in Childcare FAQ Sheet:
<https://dcf.wisconsin.gov/files/youngstar/pdf/eci/faq-childcare-ada.pdf>



CLASS Assessments

- Reminder for VPK Providers: Per Rule, ALL VPK hours are observable.
- **VPK:** 25% of enrolled VPK students must be present for the CLASS assessment. Please have your class roster printed for the assessor to verify attendance.
- **New for SR & VPK:** DEL has allowed flexibility in CLASS notes format for assessments, therefore notes may look different this year.
- **New in 26-27:** DEL will be requiring the use of the **2nd edition for PreK CLASS** assessments. Infant and Toddler assessments will be conducted with the 2008 version of the CLASS tool. Our staff have been trained and certified in PreK 2nd Edition and are currently making plans to be certified this year on the Infant/Toddler CLASS 2nd edition.



CLASS Assessment Schedule



- In order to ensure our team can complete all required assessments by our deadline, there is a possibility that your assessment will take place in a different month than it occurred this year.
- If your assessment timeline changes, you will be notified by your assigned Education Specialist.



CLASS Learning Opportunities

- MyTeachstone Accounts- Free 1-year access to a library of information, courses, and videos on every area of CLASS. For access, reach out to your assigned Education Specialist or Ariel.Jenkins@ecs4kids.org
- Check the ECS training calendar:
<https://ecs4kids.gosignmeup.com/Public/Course/Browse>
- Read the ECS Helping Hands Monthly Newsletter
 - *Includes CLASS strategies in the activities*
- Utilize Book of the Month Lesson Plan Resources
 - *Includes CLASS strategies in the activities*
 - *Visit this webpage, scroll to the bottom of page for BOMs:*
<https://www.ecs4kids.org/providers/newsletters/>
- Visit the Teachstone website for products to use in the classroom: <https://teachstone.com/>
- Directors- ensure lesson plans are being created with CLASS strategies in mind, complete informal CLASS strategy observations; create training plans for each staff member that include formal and informal CLASS training



Enrichment Coaching Program

- We've received more applications than ever and are excited to begin coaching with our Fall cohort sites.
- Any late applications will be waitlisted. If a spot opens during the year, we will pull from the waitlist.
- If you would like to apply or need to submit your application, email Blythe.Mauldin@ecs4kids.org.



TORSH

- We are rolling out this new initiative with our Enrichment Coaching providers.
- Video platform that will allow teachers to record their lessons and upload them for coaching feedback remotely.
- Will allow us to provide more outreach and extra support as we extend this pilot over the year.



Request Assistance

- If your site has not yet completed our annual Outreach Survey, or if your technical assistance needs have changed since your initial submission, we encourage you to revisit the survey and update us with your current request for assistance from an Education Specialist.

<https://forms.office.com/r/ZYpKW9vP1a>

Technical Assistance (TA) Visits,
Outreach & Resources



Provider TA Survey

- If your site has received assistance from the following Education Staff, please be sure to fill out our survey. These surveys help us with training purposes and staff recognition.
 - Education Specialist
 - Program Assessment Specialist
 - Child Development Specialist

<https://forms.office.com/r/0vGwDKAH7f>



Provider Information Videos Available Now!

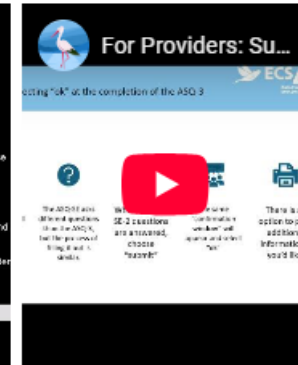
- <https://www.ecs4kids.org/providers/videos/>



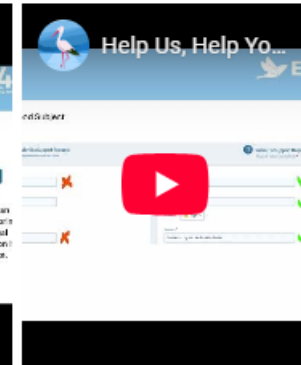
CLASS: Q & A



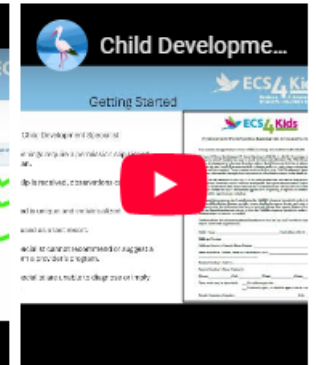
Class Tips: Tips to help you improve your CLASS Scores



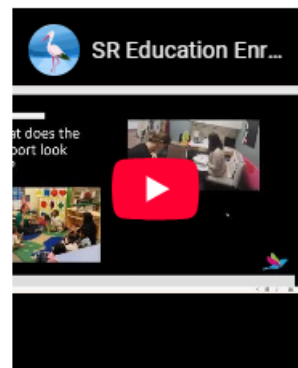
Submitting Screenings Provider Portal Video (ASQ)



Help Us, Help You! Submitting Stellar Help Desk Tickets for SSO issues.



Child Development Specialist: Technical Assistance Program Overview ECS Video



SR Education Enrichment Coaching Video



ECS4Kids Contact List

- <https://www.ecs4kids.org/providers/school-readiness-providers/>
- Scroll to the bottom of the webpage to find the contact list.
- You can filter by department to find the appropriate contact.

Interactive ECS4Kids Contact List for Providers

Need to contact us? Access our interactive list for providers below for more information. Select by department (click on the 3 lines) on the left side of contact chart. Note: This contact list is updated quarterly.

	Department	First Name	Last Name	Phone	Ext	Position/Title	County Tag	Tags/...
1	Family Services Department			386-385-3450	4100	Family Services Specialist	Putnam	SR &
2	Family Services Department			904-726-1500	5604	Family Services Coordinator	St. Johns	Family
3	Family Services Department			904-259-4225		Family Services Specialist	Baker	VPK
4	Family Services Department			904-770-2565	4002	Family Services Specialist	St. Johns	
5	Family Services Department			904-432-0009	2626	Family Services Specialist	Nassau	VPK
6	Family Services Department			904-213-3939	2080	Child Care Resource and Referr...	Clay	CCR&R
7	Family Services Department			904-726-1500	2290	Family Services Coordinator	Headquarters (Jacksonv...	SR
8	Family Services Department			904-726-1500	2246	Program Support Coordinator	Headquarters (Jacksonv...	Waitlist
9	Family Services Department			904-213-3939	2039	Family Services Lead	Clay	SR
10	Family Services Department			904-726-1500	2253	Manager of Family Services	Headquarters (Jacksonv...	Mana...
11	Family Services Department			904-964-1543		Family Services Specialist	Bradford	VPK &
12	Family Services Department			904-213-3939	2081	Family Services Specialist	Clay	
13	Family Services Department			904-770-2565	4001	Family Services Specialist	St. Johns	VPK
14	Family Services Department			386-385-3450	4101	Family Services Specialist	Putnam	VPK
15	Family Services Department			904-770-2565	4002	Family Services Specialist	St. Johns	SR and
16	Family Services Department	Myanna	Vvaroen	904-432-0009	2626	Family Services Specialist	Nassau	SR and
17	Family Services Department	Martha	Castaneda	904-770-2565	4000	Family Services Specialist	St. Johns	SR/VPK
18	Other	Alicia	Williams-Baltzell	904-726-1500		Reimbursement Project Manager	Home-Based/HQ	SSO
19	Other	Anita	Miller Sackman	904-726-1500	2207	Director of QA & Data Integrity	Home-Based/HQ	Quality
20	Other	Brittney	Spangler	904-726-1500	2229	Associate Vice President of Pro...	Headquarters (Jacksonv...	Provid...
21	Other	Shecovia	Grimes	904-726-1500	2169	Quality Assurance Coordinator	Headquarters (Jacksonv...	Internal



Questions?

Amanda Griffis

(904)726-1500 x 2255

amanda.griffis@ecs4kids.org

Roushawn Saunders

(904)726-1500 x 2241

Roushawn.saunders@ecs4kids.org

Blythe Mauldin

(904)726-1500 x 2230

blythe.mauldin@ecs4kids.org



Ariel Jenkins

(904) 726-1500 x 2212

Ariel.Jenkins@ecs4kids.org

Shanda Ellis

(904)726-1500 x 2253

shanda.ellis@ecs4kids.org

Brittney Spangler

(904)726-1500 x 2229

brittney.spangler@ecs4kids.org

Rebecca Huth

(904) 726-1500 x 2281

Rebecca.Huth@ecs4kids.org

Shivaughn Williams

(904)726-1500 x 2283

shivaughn.williams@ecs4kids.org



Provider Survey Instructions

Please take the time to answer the short 4 question survey. Your feedback is important to us!

(Only for participants who registered for the meeting through our GSMU website.)

You will be emailed a link to the training survey. If you do not receive the survey email, you **must** do the following:

1. Go to the website where you registered for the meeting: <https://ecs4kids.gosignmeup.com/Public/Course/Browse>

(Please remember your password and only create one account!)

2. Once you log in, you will see your student page.

Received Email shows copies of all the emails you have received from GoSignMeUp regarding trainings/meetings with ECS. **If you are missing a survey, check these messages by clicking on the envelope!**

Note: This is also how you access certificates for ECS4Kids trainings, but quarterly meetings are not trainings and thus do not issue certificates.

Survey will close in 1 week.



THANK YOU