2ND QUARTER PROVIDER MEETING

OCTOBER 2026



Introductions

In the TEAMS chat please list:

1. Your Name

2. Title

3. Program/Agency Name

4. County of Program

MEETING AGENDA

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

***Please note that these meetings will not be recorded. Any questions discussed and answers provided during the meeting will be included with the slide deck that is sent out afterward.

FSCJ UPDATES

VALERIE VINSON-ANDERSON
AND
TONI SOUTHERLAND

FAMILY SERVICES DEPT. UPDATES



Shanda Ellis

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 bi-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.floridaearlylearning.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.

At-Risk Children Eligibility – Updated Process.

- To ensure compliance with DEL Rule 6M-4.200(1)(d), regarding proof of identity of parent/guardian for **all** children receiving School Readiness Services, ECS4Kids has updated processes to include At-Risk Children.
- Each applicant **must** meet the definition of parent from Rule 6M-4.200(1)(d), FAC, and submit government issued ID and documentation of guardianship. **This includes at-risk children on a referral.** To establish identity, a parent **must also submit one of the following –**
  - A government-issued ID, driver's license, employment ID or student ID.
  - An immunization record and either two forms of ID showing the parent's name or a photo ID.
  - If the document provided for applicant identity does not include a photo, a coalition must obtain two forms of ID showing the parent's name, such as a Social Security card, voter registration card, birth record, military document, school record, paystub, employment record or insurance card.
  - Note – Unacceptable types of identification include photo ID made at a flea market or any type of form the parent generated that did not come from a third-party source (e.g., an application the parent completed for another type of service or One World Government IDs and IDs generated online).

At-Risk Children Eligibility – Updated Process.
(continued)

- Each child receiving services **must be** a U.S. citizen or qualified alien according to Rule 6M-4.208, F.A.C. Verification of U.S. citizenship or a qualified noncitizen status **must be obtained** for each child **prior to authorizing** school readiness services. The coalition shall keep a record of at least one of the following supporting documents establishing citizenship for each child:
  - *U.S. birth certificate.*
  - *An original or certified copy of the child's U.S. birth record filed according to law with the appropriate public officer.*
  - *U.S. passport.*
  - *Lawfully admitted alien document (e.g. Forms I-94, I-94A, I-197, I-551 & I-766) with non-U.S. passport.*
  - *Certificate of U.S. citizenship or naturalization.*
  - *Documentation of the child's Medicaid eligible status with the exception of Medicaid benefits received through the emergency medical assistance program as a non-citizen or non-qualified alien.*
  - *For TANF children identified in Section 1002.87(1)(a), F.S., the child's status as a TANF recipient, as indicated on a child care authorization submitted by the referring agency, is sufficient to establish the child's citizenship.*
  - *If no supporting documents listed in subparagraphs (b)1.-7., above are available for a homeless child as defined in Section 1003.01, F.S., a coalition can accept a notarized statement provided by the child's parent or homeless shelter to establish the child's citizenship.*

Internal Procedures to obtain missing documentation for children receiving an updated referral.

- If parent/guardian ID and citizenship documentation was never received during the initial authorization and a new referral is received several months later renewing the child care authorization, the client should be placed on a 3 months purpose of care search and parent copayments should be un-waived, until at the minimum the ID and citizenship documentation is received. If it is not received within 10 days of the new referral received, the family will stay on 3 months purpose of care search until a new referral has been written.

- If parent/guardian receives a new referral and ID and citizenship have already been received, three attempts may be made when other required documents such as paystubs, proof of age and proof of residency are missing:

  Upon the 10th day after enrollment or redetermination, complete the *Request for Missing Documents form* (Attempt 1). Email to parent and copy in case worker. Casenote.

  On the 20th day, complete attempt 2. Same as above. Casenote.

  On the 30th day, complete attempt 3. Same as above. Place *Request for Missing Documents Form* with all 3 attempts documented in client's electronic file. No further are attempts required. Casenote.

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).**

- **<u>If a child was born between September 2, 2021 and September 1, 2022</u>**, 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.**

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 the full 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.

One Stop Office Staff & HQ Staff

Family Services Specialists	Family Services Specialists
Baker – Eryss Meguia – 904-259-4255 Eryss.Meguia@ecs4kids.org	**St Johns** – Martha Castaneda – 904-770-2565 ext. 4000 Martha.Castaneda@ecs4kids.org
Bradford – Vickie Hancock - 904-964-1543 vickie.Hancock@ecs4kids.org	**St Johns** – Kathy Pacheco – 904-770-2565 ext 4002 Kathy.Pacheco@ecs4kids.org
Nassau – Ayanna Warden– Ayanna.Warden@ecs4kids.org Phone # 904-432-0009 ext 2626	**Putnam** – Christina Jackson – 386-385-5450 ext. 4100 Christina.Jackson@ecs4kids.org
Clay – Leatricia Ahmadu – 904-674-6290 ext. 6200 Leatricia.Ahmadu@ecs4kids.org	**Putnam** – Maria Castellanos– 386-385-5450 ext. 4101 Maria.Castellanos@ecs4kids.org
Clay – Jasmine Thornton – 904-674-6290 ext. 6201 Jasmine.Thornton@ecs4kids.org	**HQ** – Jessica (Jae) Moss – 904-726-1500 ext. 2154 Jessica.Moss@ecs4kids.org
Clay – Holly Poole – 904-726-1500 ext 2273 Holly.Poole@ecs4kids.org	

Bradford One Stop Office Move Update.

- The Bradford One Stop Office has MOVED!
- **Old Address:**

  1080 North Pine Street

  Starke, FL 32091
- **New Address:**

  501 W. Washington Street

  Starke, FL 32091
  - *(inside ECS4Kids at The Rainbow Center)*

- Coming from County Road 301, turn onto Washington Street and go past the High School football field. Turn in towards the High School parking lot and park in the front parking lot. We request parents bring their ID to gain access to the building once they ring the doorbell.

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

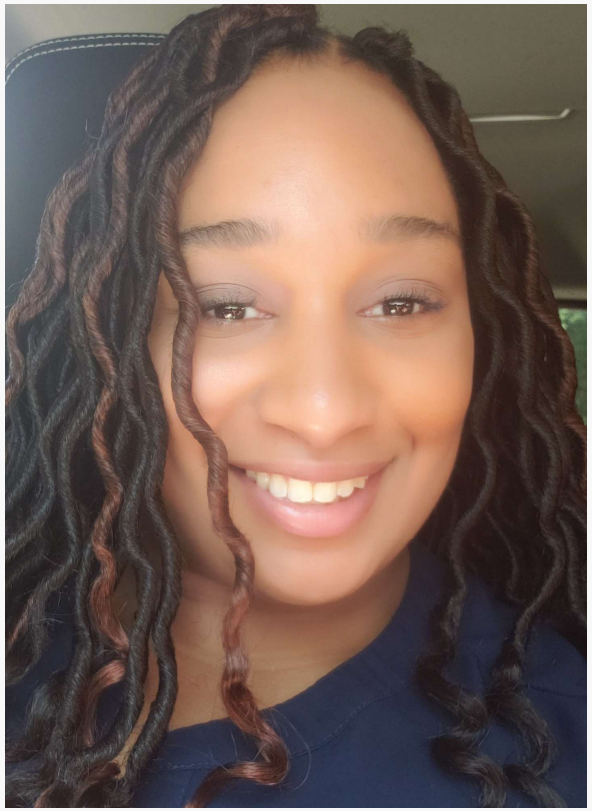
Jacki Chimino– 904-674-6290 ext. 6202 (jacki.chimino@ecs4kids.org) Child Care Resource and Referral Coordinator, all counties.

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**.

Monthly Payments

Our fiscal department has recently switch over to a new accounting system. There have been a few adjustments and delays as processes are finalized. We appreciate your patience and understanding during this transition.

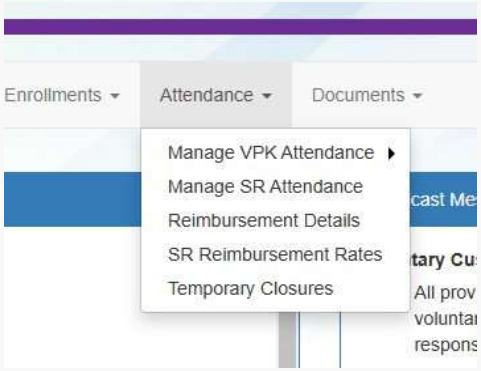


Please Note: We attempt to make your payment on the date assigned of every month and your deposit will normally be made the same day. However, this is dependent on ECS receiving reimbursement from the ELC of North Florida and in turn the ELC of North Florida receiving funds from the Division of Early Learning. Reimbursement is for the previous month's attendance. If the date falls on a Saturday, Sunday, or Holiday your payment will be deposited on the preceding business day.

Reimbursement Reports

We encourage providers to view their program's payment history through the provider portal.

1. ***Attendance - Reimbursement Details***

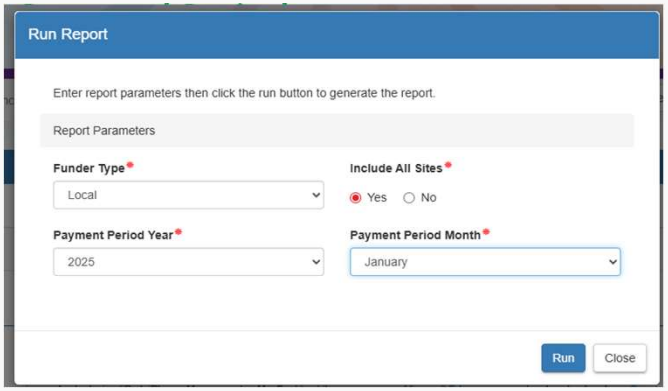


2. Choose Report Type



Reimbursement Reports

1.Payment Period Report- Month attendance was processed. ***Example: December Attendance = January***



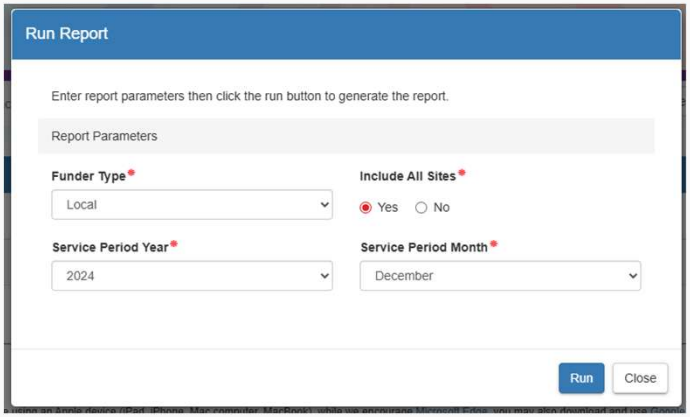
/

Final Local Reimbursement Report

Reporting Period: 12/01/2024 - 12/31/2024
Report Run Date: 1/8/2026 11:08:26 AM

Coalition	Provider	Child	Service Period	Unit/Care Level	BG/Elig	Type	Days Paid	Daily Rate	Gross Amt	Daily Parent CoPay	Parent Amt	Net Amt
ELC of North Florida/Episcopal Children's Services	ECS4KIDS	C DoB: 1 Child ID: Assessment:	12/2024	INF-PT	PTAPP-PTPP	MTH	0	$32.19	$0.00	$0.00	$0.00	$0.00
		C DoB: 1 Child ID: Assessment:	12/2024	INF-FT	PTAPP-PTPP	MTH	6	$38.43	$230.58	$0.00	$0.00	$230.58
		Total					26	$141.24	$999.18	$0.00	$0.00	$999.18
							26	$141.24	$999.18	$0.00	$0.00	$999.18
							26	$141.24	$999.18	$0.00	$0.00	$999.18

2. Service Period Report- Actual Month's Attendance



/

Final Local Reimbursement Report

Service Period: 12/01/2024 - 12/31/2024
Report Run Date: 1/8/2026 11:30:56 AM

Coalition	Provider	Child	Payment Period	Unit/Care Level	BG/Elig	Type	Days Paid	Daily Rate	Gross Amt	Parent CoPay	Parent Amt	Net Amt
ELC of North Florida/Episcopal Children's Services	ECS4KIDS	C DoB: 1 Child ID: Assessment:	2/2025	INF-FT	PTAPP-PTPP	MTH	6	$38.43	$230.58	$0.00	$0.00	$230.58
		C DoB: 1 Child ID: Assessment:	2/2025	INF-PT	PTAPP-PTPP	MTH	0	$32.19	$0.00	$0.00	$0.00	$0.00
		Total					6	$70.62	$230.58	$0.00	$0.00	$230.58
	Coalition Total						6	$70.62	$230.58	$0.00	$0.00	$230.58
Grand Total							6	$70.62	$230.58	$0.00	$0.00	$230.58

****Please review your program's reimbursement report monthly. Providers are responsible for reviewing each individual child on the roster to ensure that they are submitting the correct monthly attendance record.**

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**.

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.

<u>This ensures that ECS4Kids can:</u>

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)

Unusual Incident Reporting to ECS

Providers **must** report unusual incidents to ECS by no later than the close of business on the next business day of the unusual incident and to submit a written report within three (3) business days from the date of the incident to be in compliance with your SR/VPK Contract.

SR

XI. NOTIFICATION

83. Unusual Incident Notification. *PROVIDER agrees to report unusual incidents to COALITION by no later than the close of business on the next business day of the unusual incident and to submit a written report to COALITION within three (3) business days from the date of the incident. For licensed providers, sending a copy of the incident report submitted for DCF to COALITION will constitute compliance with this paragraph. An unusual incident is any significant event involving the health and safety of children under PROVIDER's care. Examples of unusual incidents include: accusations of abuse or neglect against PROVIDER or PROVIDER's staff; the injury of a child which requires professional medical attention at PROVIDER's site or written notification from the child's parent that the child received professional medical attention; and when PROVIDER receives notice of litigation where PROVIDER is a named party or defendant and which relates to the PROVIDER's operation at any location at which SR services are being provided.*

VPK

XII. NOTIFICATION

66.Unusual Incident Notification. *PROVIDER agrees to report unusual incidents to COALITION by no later than the close of business on the next business day of the unusual incident and to submit a written report to COALITION within three (3) business days from the date of the incident. For licensed providers, sending a copy of the incident report submitted for DCF to COALITION will constitute compliance with this paragraph. An unusual incident is any significant event involving the health and safety of children under PROVIDER's care. Examples of unusual incidents include: accusations of abuse or neglect against PROVIDER or PROVIDER's staff; the injury of a child which requires professional medical attention at PROVIDER's site or written notification from the child's parent that the child received professional medical attention; and when PROVIDER receives notice of litigation where PROVIDER is a named party or defendant that relates to PROVIDER's operation of VPK services.*

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 accidently 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

To check your Progress Monitoring Window dates you can use the link below. Please remember, any changes to your classroom calendars can impact your progress monitoring dates, please verify these dates anytime you have a calendar change.

https://www.ecs4kids.org/providers/vpk-providers/fast-progress-monitoring/

You will need the email address (user name) you used for Renaissance and your provider ID.

** 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

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.

Recent Guidance:

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/) 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:

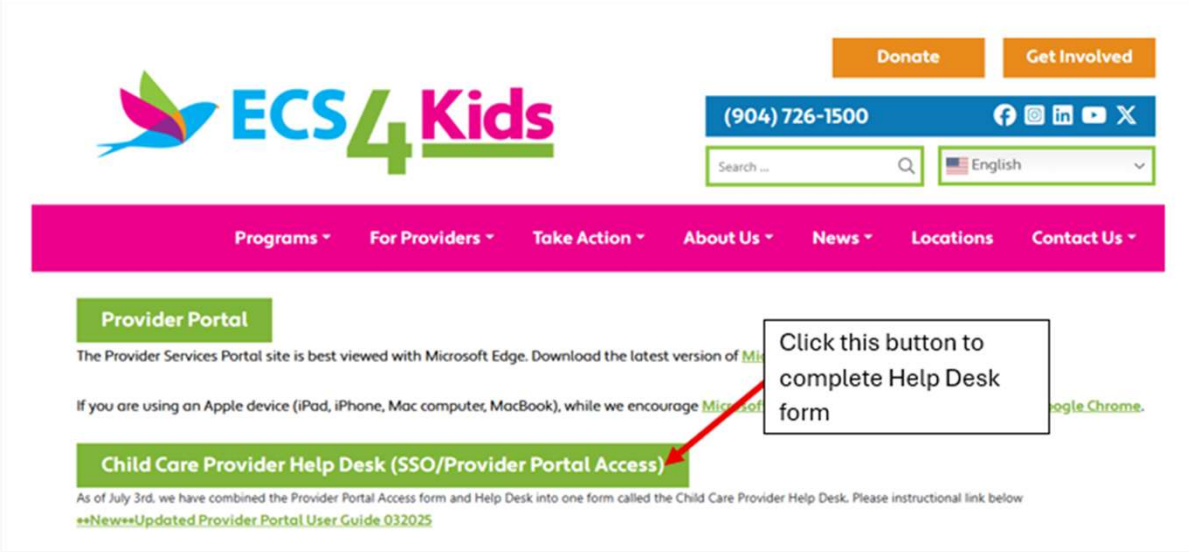
1. 25-26 Performance Metrics and Designations for providers (Released August 14,2026)
2. Guide to calculating VPK Provider Performance Metrics Designations.
3. VPK Performance Metrics and Designations Presentation
4. VPK Performance Metrics and Designations Calculator**

** 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/



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

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

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

- Our Education Specialists are busy supporting their Fall coaching cohorts and will continue until Thanksgiving. Spring Coaching will begin in January 2027.

- Enrichment coaching caseloads are full.
  Any applications will be waitlisted. If a spot opens during the year, we will pull from the waitlist.

- If you're not receiving coaching but would like assistance you can still reach out to your assigned coach and request an onsite TA session.

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



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



Upcoming Conference



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



Visit:
https://calendly.com/marcopololearning/

Choose:
MarcoPolo ELC Training Part 1 and Part 2

*Tablets available while supplies last

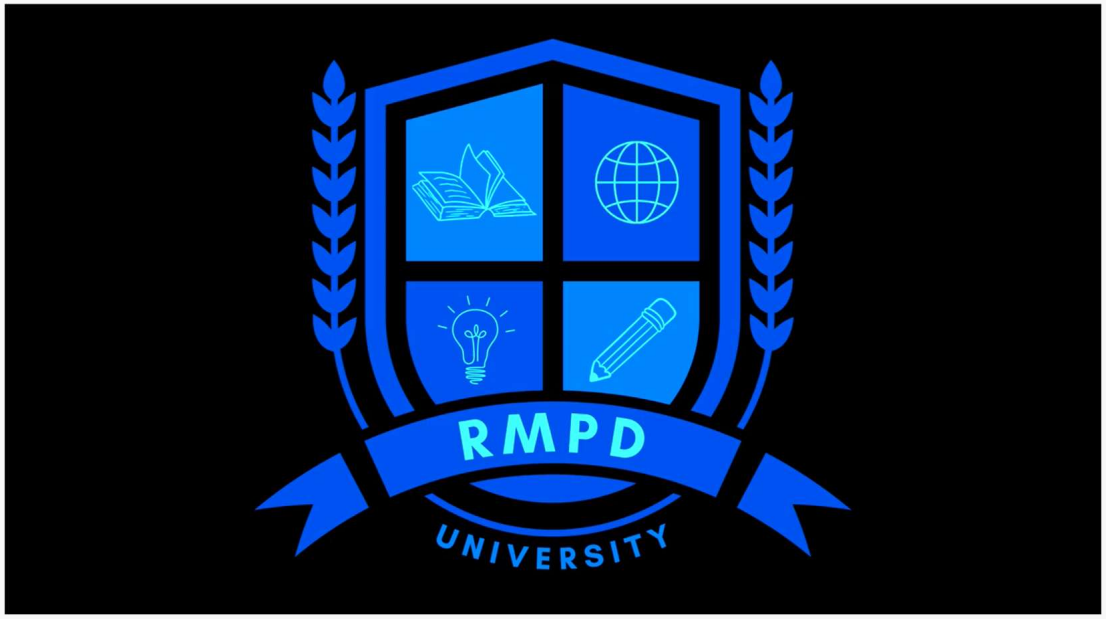
The contest this month is Educator Engagement. The top 5 schools with the most teacher engagement can earn additional tablets for their program!

TORSH

- We are rolling out this new initiative with our Enrichment Coaching providers.
- Video platform that will allows 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.

The Super Fun Show Shawn Brown Pilot

Please take a moment to view the video from Shawn Brown - Engage Entertain and Educate . Shawn Brown was the keynote speaker at our 2026 Educators Conference and is now offering "The Super Fun Show Shawn Brown Pilot" to our North Florida providers.



If you have a preschool classroom interested, please email blythe.mauldin@ecs4kids.org

- Provider Name
- Classroom Age
- Teacher's first and last name
- Teacher's individual email address

CLASSROOM MASTERY KIT

Practical tools that help teachers create more engaging, organized, and connected classrooms.

The Classroom Mastery Kit (CMK) from Role Model Professional Development is a digital classroom resource library designed for Head Start, Early Head Start, preschool, and early childhood programs. Teachers get quick access to music, videos, movement activities, transition resources, and practical implementation tools they can use throughout the day.

WHAT TEACHERS GET

- Morning routines and classroom connection
- Transitions, clean-up, and movement breaks
- Friendship and social-emotional learning resources
- Classroom organization and engagement tools
- Songs, videos, lyrics, activity guides, and implementation resources

WHY PROGRAMS USE CMK

- Helps move professional development into daily classroom practice
- Supports smoother routines and stronger child engagement
- Gives teachers practical tools they can use immediately
- Provides resources teachers can return to throughout the year

WHO IS A GOOD FIT?

- Programs wanting more practical classroom tools
- Teachers struggling with transitions or keeping children engaged
- Programs strengthening classroom organization and teacher-child interaction
- Leaders who want professional development to continue beyond a one-time workshop

COACH TALKING POINTS

"This isn't another online course teachers have to complete. It's a resource library they can actually use during the classroom day."

"Teachers can quickly find a song, movement activity, transition resource, or guide based on what their classroom needs right now."

"The goal is to help teachers turn professional development into daily practice."

"Instead of giving teachers more information, CMK gives them tools they can use."

THE CMK DIFFERENCE

Engage. Entertain. Educate.

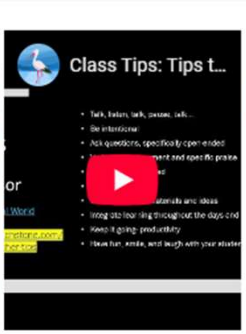
When teachers are engaged, supported, and equipped with practical tools, they are better positioned to create meaningful learning experiences for children.

Provider Information Videos Available Now!

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



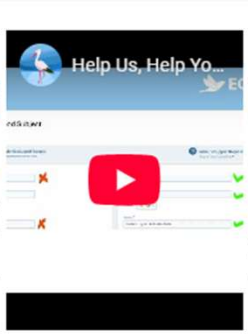
CLASS: Q & A



Class Tips: Tips to help you improve your CLASS Scores



Submitting Screenings Provider Portal Video (ASQ)



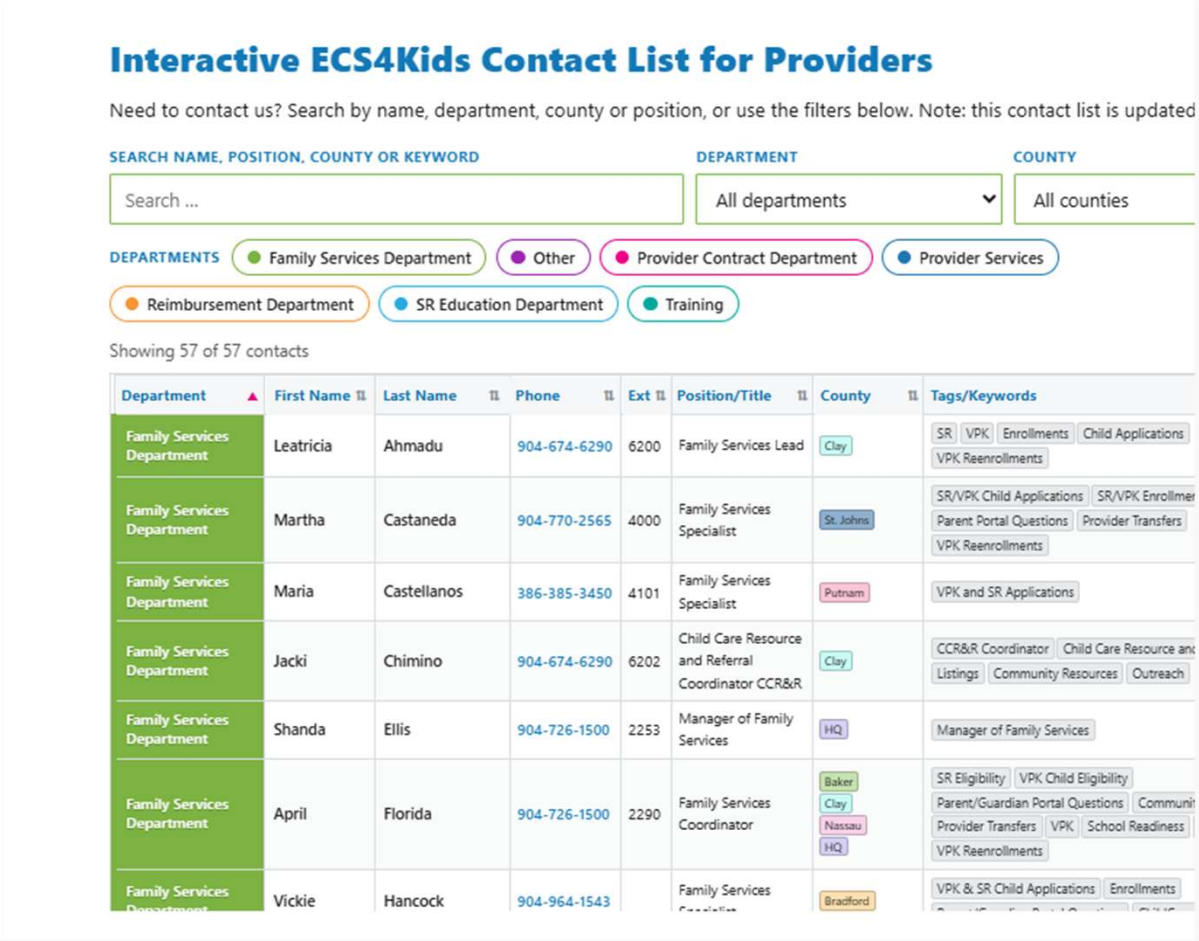
Help Us, Help You! Submitting Stellar Help Desk Tickets for SSO issues.



Child Development Specialist: Technical Assistance Program Overview ECS Video



SR Education Enrichment Coaching Video



Interactive ECS4Kids Contact List for Providers

Need to contact us? Search by name, department, county or position, or use the filters below. Note: this contact list is updated

SEARCH NAME, POSITION, COUNTY OR KEYWORD: Search ...

DEPARTMENT: All departments

COUNTY: All counties

DEPARTMENTS: Family Services Department | Other | Provider Contract Department | Provider Services | Reimbursement Department | SR Education Department | Training

Showing 57 of 57 contacts

Department	First Name	Last Name	Phone	Ext	Position/Title	County	Tags/Keywords
Family Services Department	Leatricia	Ahmadu	904-674-6290	6200	Family Services Lead	Clay	SR, VPK, Enrollments, Child Applications, VPK Reenrollments
Family Services Department	Martha	Castaneda	904-770-2565	4000	Family Services Specialist	St. Johns	SR/VPK Child Applications, SR/VPK Enrollmer, Parent Portal Questions, Provider Transfers, VPK Reenrollments
Family Services Department	Maria	Castellanos	386-385-3450	4101	Family Services Specialist	Putnam	VPK and SR Applications
Family Services Department	Jacki	Chimino	904-674-6290	6202	Child Care Resource and Referral Coordinator CCR&R	Clay	CCR&R Coordinator, Child Care Resource an, Listings, Community Resources, Outreach
Family Services Department	Shanda	Ellis	904-726-1500	2253	Manager of Family Services	HQ	Manager of Family Services
Family Services Department	April	Florida	904-726-1500	2290	Family Services Coordinator	Baker, Clay, Nassau, HQ	SR Eligibility, VPK Child Eligibility, Parent/Guardian Portal Questions, Communit, Provider Transfers, VPK, School Readiness, VPK Reenrollments
Family Services Department	Vickie	Hancock	904-964-1543		Family Services	Bradford	VPK & SR Child Applications, Enrollments

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.

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