

Early Learning Coalition of Escambia County



VPK 2018/2019 Contract Briefing

EFS Modernization

Provider Portal – 2018/2019 Contracting Prerequisites

- **The Office of Early Learning is continuing to move towards a computer based system of conducting business associated with the School Readiness and Voluntary Pre-Kindergarten Programs. This is in part of an effort to achieve a near paperless system, but it is also to increase the effectiveness and efficiency, and reduce the errors, in the system as well. A system has been created consisting of Portals for Parents and Providers. This system, and its various Portals, will change the current business processes for everyone involved.**
- **To be eligible for a School Readiness or VPK contract for the 2018-19 contract year, all applicants must be registered in the Provider Portal, and must complete a provider profile. A contract will not be granted to any provider who has not completed their provider profile. It is the expectation of OEL that in the future the Provider Portal will also be the method we use for submitting all the documents required to complete a contract application, and for executing the contract itself. However, for the 2018/2019 contract year the Coalition will still be using paper applications and executing paper contracts.**

Statutory/Rule Changes

- ✓ **2017: New SR/VPK contracts, includes new limitations on who is eligible to contract**
- ✓ **2018: Starting July 1, 2018 Coalitions may revoke eligibility or deny contracts due to as few as ONE Class 1 Violation (HB 7055)**
- ✓ **VPK rates for FY 2018-2019 (Slight increase):**
 - School-Year \$2,370.60 = \$4.39 per hour**
 - Summer \$2,025.00 = \$6.75 per hour**

VPK Enrollments

- Online mandatory for all VPK enrollments
- All Parents must register at <https://familyservices2.floridaearlylearning.com>
- Must upload two documents or cannot submit:
 - Proof of residence, bills, leases, etc.
 - Birth certificate, shot record, passport, etc.
- Parents print COE once approved
- Can be done anywhere: home, library, Provider, Coalition

VPK Enrollments cont.

- COE and Class Rosters must be submitted by:
 - **July 27, 2018** for pre pay
 - **August 13, 2018** for standard pay
- During August phone calls will only be returned once daily
- Child transfers: only one allowed even if child attends only one day.
- COE must be received by ELC VPK office prior to ANY payment for attendance. No back dating allowed.
- **NEW: COE can be attached to email and sent to VPKEligibility@elcescambia.org**
 - Fax or paper COE still acceptable.
- Hope Wilson Phone: 850-607-8556

Child Assessments - AP

- ✓ Mandatory AP 1 and 3, pre/post child assessment, for all VPK children.
 - ✓ Must make due dates, or contract **shall** terminate
 - ✓ Not complete until entered into data system (**real due date**)
 - ✓ **Due 15 days after your class end date,**
 - ✓ **But no later than June 30, however, this is NA for most providers**
- ✓ AP1 administered in September/October
- ✓ AP3 administered in April/May
- ✓ ELC offers technical assistance on assessment administration and entering data to the DOE website.
- ✓ AP2 strongly encouraged but not required unless you are a Low Performing Provider (LPP).



VPK Program Requirements

- Provider must have an Attendance Policy
 - Must provide parents copy of policy
 - Must require parents to verify attendance
- Cannot charge anything for VPK.
 - No school Enrollments Fees
 - No supplemental services as a condition of enrollment
 - No breaks in class, with mandatory fees, no field trip charges
- Parents are not responsible for financial consequences



VPK Program Requirements

- For a VPK Director endorsement must have:
 - Language & Vocabulary in VPK Classroom
 - Mathematical Thinking for Early Learners
- All Lead Teachers must have completed the 2011 Standards Course
 - All previous editions are unacceptable
- Keep qualifications, including background screenings, current. Put on DOE website whenever possible.
- Rosters need to be submitted as soon as possible. Please update regularly.
- **Maintain your declared hours**
- Lesson plans are mandatory
- Lead teacher must be in class, including outdoors
- Outdoor activities are OKAY, but must be productive



VPK Monitoring

- The Provider agrees the Coalition has the right to monitor the Provider's compliance with the contract, statutes and regulations and Coalition policies.
- Provider agrees to allow open access to its' facilities and records upon request, and cooperation with the Coalition for all monitoring's or audits.
- ALL VPK Providers shall be monitored EVERY year.
- Daily sign-in/out is critical for payment verification.
- Every child required to have a Certificate of Eligibility prior to any payment authorization. Back dating is not allowed.
- Monitoring will result in less disallowed payments, but more CAPs. However, multiple CAPs may result in contract termination.
- Use PIU@elcescambia.org for CAP responses, incident reporting, parent and provider complaints, and dispute resolution correspondence.
 - Dispute requests must be by letter, but can attach to an email.

Readiness Rate

- DOE administered new FLKRS in September 2017
- Rates were published in May 2018 for 2016/2017 VPK Year
 - Last rate was from 2013-14 for 2012-13
- Technically no new probations, however!
 - Rates will be published on ELC website
 - New LPP not required to implement Improvement Plan (this year)
 - Those currently on Probation:
 - Come off if rate 60 or higher
 - Stay on if rate below 60, but do not add another probation year

Staying Funded and Contracted

- Provider Year-End Reimbursement Reconciliation Verification Letter must be done.
- Providers will not receive their last 2017/2018 school year payment if Verification Letter is not turned into the ELC by August 1, 2018.
- In addition, no contracts for the new VPK year can be issued until the letter is submitted to ELC.
- New contract revised termination and due process procedures
- Coalition revised Contracting Eligibility Policy. Addresses statutory changes regarding Class 1 DCF violations



Compliance – Failure to Comply

- Provider agrees the Coalition may require corrective action, withhold funds, or terminate this Contract if the Provider fails to comply with the requirements of federal, state, and local laws, federal regulations, Agency rules, regulations and policies, or this Contract.
- “If a private prekindergarten provider or public school fails or refuses to comply with this part, or if a provider or school engages in misconduct, the office shall require the early learning coalition to remove the provider and require the school district to remove the school from eligibility to deliver the Voluntary Prekindergarten Education Program and receive state funds under this part for a period of 5 years.”
s. 1002.67.(4)(b)
- More Corrective Action Plans (CAPs)
 - Fewer disallowed payments, more probation and rechecks.
 - Two CAP limit. Third non-compliance expect contract termination.
- Suspected of fraud or being under governmental investigation may be cause for termination.



Due Process

- The Provider may request a review of determinations made by the Coalition using procedures detailed in Exhibit 2.
- While a review for termination is being examined a Provider may not offer services.
- Exhibit 2 has detailed steps to follow and starts with a request in writing for a review hearing.
 - Request must be within 5 business days of receipt of notice.
 - Name and contact information individual authorized by Provider.
 - Specific action by Coalition that Provider disputes and specific reasons.
 - Whether Provider will be represented by an attorney.
 - Include supporting documentation.
- Dispute requests must be by signed letter, but can attach to email. Use PIU@elcescambia.org for dispute resolution correspondence.
- Decision of Review Hearing Committee is final.



Unusual Incidents

- **All** unusual incidents are to be reported to the Coalition by close of business next business day and a written report is to be submitted within 3 business days.
- Use PIU@elcescambia.org or call 850-595-5400 for incident reporting.

Child Abuse Hotline

Comply with state child abuse and neglect reporting requirements.

All employees are required to call

1-800-962-2873

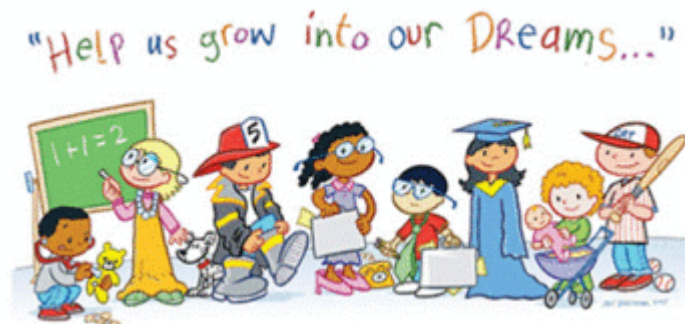
if child Abuse is suspected.

(F.S.S. section 39.201)



Coalition VPK Support Contacts

- VPK Provider Profiles on ELC website
- Gloria Wilson is your liaison for contract requirements
- Millie Fre is your contact for payment questions
- Hope Wilson is your contact for child enrollment questions
- Joyce Griffin is your provider support specialist
- Christy Zukowski is your GOLD administrator for those who use TS Gold
- Coalition committed to funding all participants in TS Gold





Questions

AskELC@elcescambia.org



Contact

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