



Early Learning Coalition of Escambia County
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VPK Providers

Important Information for the 2024-2025 VPK Program Year

The Coalition wants to be sure each provider is paid correctly for the VPK program. Below are the dates that will ensure you receive timely payments for your students.

<u>Descriptions</u>	<u>Due Dates</u>	<u>Payment Dates</u>
If your school starts in August: You must have all your signed Certificates of Eligibility (COE) entered in the portal.	July 29, 2024	VPK payments will be on or after the 25 th of the month pending receipt of funds from OEL.
If your school starts in September: You must have all your signed Certificates of Eligibility (COE) entered in the portal.	August 26, 2024	VPK payments will be on or after the 25 th of the month
Each successive month's payment will be calculated on those children for whom a signed COE was entered in portal by the 1st business day of the next month. (Attendance Day)	1st business day of the month	VPK payments will be on or after the 25 th of the month pending receipt of funds from OEL.

Note: Only those children listed on your roster in the portal, for which a signed COE has been received, will be included in the payment. All other payments will be processed the following month. This could mean waiting for payment 45 days more.

Terminations: For terminations, the provider must submit in writing the child's name accompanied by the reason for termination to hwilson@elcescambia.org to include the last day child attended with your program. **You may also mark a "T" on your attendance sheet and list the reason for the termination.**