

VPK Program Provider Monitoring and Tool

PURPOSE

To explain VPK Program provider monitoring and supply the tool.

REFERENCES

[Part V of Chapter 1002](#), Florida Statutes (F.S.)

[Chapter 6M-8](#), Florida Administrative Code (F.A.C.)

AUTHORITY

Reference to any laws, rules, and regulations in this guidance document includes revisions to those laws and regulations made after the effective date of this guidance document.

BACKGROUND

Florida Statutes require Early Learning Coalitions (ELCs) to monitor public and private VPK program providers. The ELC must conduct on-site monitoring of VPK providers in accordance with its written policies, procedures, and standards to verify that providers meet the requirements prescribed in Part V of Chapter 1002, F.S., and Chapter 6M-8, F.A.C.

A. Monitoring Requirements

An ELC must monitor all VPK providers, regardless of provider type, including in response to a parental complaint, to verify that the standards prescribed in Part V of Chapter 1002, F.S., are being met using a standard monitoring tool. The ELC shall monitor public and private VPK providers using the DEL-developed tool (Attachment A), or, if the ELC uses its own monitoring tool, its tool must comply with the DEL's tool, including verification of each element of all components.

B. Minimum Annual Sample Size

Annually, the ELC must monitor no fewer than the number of VPK providers based on the Minimum Annual Sample Size (Attachment B). The ELC will review one-fourth of the annual total for a quarterly period and one-twelfth of the annual total for a monthly period. The ELC must derive the sample size from the number of VPK providers funded by the ELC and not the total number of VPK provider contracts. If a provider has multiple sites, the ELC must include each site in the total number of funded programs. When the total number of VPK providers falls between the numbers listed in the Minimum Annual Sample Size, the ELC is encouraged to monitor the higher sample size.

C. Corrective Action Plans

If observations of noncompliance are made by ELC monitoring staff, the ELC must require a Corrective Action Plan (CAP) to be developed and implemented by the VPK provider. The ELC must notify the provider in writing of the specific requirement(s) the provider failed to meet and describe how the provider failed to meet each requirement. In addition, the notice must provide a detailed description of any required corrective action and set a deadline for completion of the corrective action. Finally, the notice must state that the provider may request a review of the findings of noncompliance. Upon determining that the provider has satisfactorily completed the CAP, the ELC must update the provider in writing.

D. Best Practices for Provider Monitoring

Introductions - ELC staff should:

- Contact the VPK director or designated school district staff to introduce themselves.
- Confirm and follow up before the scheduled visit.
- Share what to expect during the visit - the VPK Provider Monitoring Tool and its processes.

Scheduling Visits - ELC staff should email to confirm:

- A visit is needed with the VPK director or designated school district staff (principal/admin).
- Who will handle the visit as the designated school district staff (principal/admin).
- An agreed upon timeframe for the visit.
- No state testing is occurring during the monitoring visit.
- No monitoring visits during the first or last week of school or on early release days as the visit should provide adequate time to adhere to corrective feedback, if any.

Conducting Visits - ELC staff:

- Should present work ID upon arrival and follow established sign-in protocols at private sites and school sites.
- Should meet with and conduct the visit with the designated director or school district staff (principal/admin) during the agreed upon timeframe.
- Need not enter the VPK classroom(s), however, they may do so but should not engage with teachers and students. If ELC staff are spoken to, they may answer minimally and politely.
- Should make every effort to minimize interruptions to instruction.

School District Specific Information:

- When contacting school districts, especially larger school districts, copy the VPK contact on communications.
- Prior to the monitoring visit, determine which documents are housed at the school and which documents are housed at the district office.

NON-COMPLIANCE INSTRUCTIONS

Whether through monitoring or by report, if an ELC finds non-compliance with private or public school VPK program requirements, results must be included in appropriate monitoring reports. Corrective action and/or revocation of provider eligibility must be clearly documented and issued in accordance with statute, rule, and section C above. The intended corrective action must be resolved timely.

HISTORY

Issued July 1, 2023. Reissued July 1, 2024.

ATTACHMENTS

Attachment A — VPK Provider Monitoring Tool

Attachment B — Minimum Annual Sample Size

Direct questions to Division of Early Learning at 850-717-8500 or
VPKquestions@del.fldoe.org.