



Early Learning Coalition of Escambia County
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VPK Providers

Important Information for the 2026-2027 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.	August 6, 2026	VPK payments will be on or after the 25 th of the month pending receipt of funds from DEL.
If your school starts in September: You must have all your signed Certificates of Eligibility (COE) entered in the portal.	August 31, 2026	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 DEL.

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 VPK 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 before you submit your attendance. This will allow time needed to terminate children from your program so your attendance does not get rejected and you having to resubmit it. **You must also mark a "T" on your attendance sheet for last day child attended and list the reason for the termination.**