

# Early Learning Coalition of Escambia County



## VPK 2021/2022 Contract Briefing

# **EFS Modernization**

## **Provider Portal – Contracting Prerequisites**

- **To be eligible for a School Readiness or VPK contract for the 2021-22 contract year, all applicants must be registered in the Provider Portal, and must complete a provider profile.**
- **A contract cannot be granted to any provider who has not completed their provider profile.**
- **Payments are calculated from EFS MOD.**
  - **However, paper copies of attendance are still required.**

# 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)**
- ✓ **PROVIDER must register with and use the E-Verify system to verify the work authorization status of all newly hired employees.**
- ✓ **VPK rates for FY 2021-2022:**
  - School-Year \$2,376.00 = \$4.40 per hour**
  - Summer \$2,028.00 = \$6.76 per hour**

**These rates are still subject to change once the State budget is approved, but it won't be by much, if at all.**

# 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 19, 2021** for pre-pay
  - **August 12, 2021** 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/Enrollment must be entered into EFS MOD prior to ANY payment for attendance. No back dating allowed.**
- **Providers must retain copy of signed COE in child file.**
- **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**
  - ✓ **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**
  - **(We expect changes this year because of COVID)**
- Lesson plans are mandatory
- Lead teacher must be in class, including outdoors
- Outdoor activities are OKAY, but must be productive





# Information Changes

- **Coalition must receive updates on all changes in business information, such as changes in owner, director, teachers, business name, banking info, or phone number, within 14 calendar days. *NOTE: If you change your FEIN number, this will require a whole new profile and a new contract. Please consult with the Contracts Administrator before make this change.***
- **Temporary emergency closings reported by the close of business the first day that the closing occurs.**
- **Closing permanently, changing location or ownership must be reported at least 30 days prior to changes.**



# 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](mailto: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 FLKRS in Fall 2020**
- **New rates will not be published for the 2019/2020 VPK Year.**
- **There will be no new providers on probation this year.**
  - **Rates for the prior year will remain published on ELC website**
  - **Those currently on Probation:**
    - **Come off if rate 60 or higher**
    - **Stay on if rate below 60**

# Staying Funded and Contracted

- **Provider Year-End Reimbursement Reconciliation Verification Letter must be done.**
- **VPK contracts for the new VPK year will be issued but they can be terminated for failure to submit the Reconciliation letter before classes start.**
- **Coalition 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](mailto: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.
- Anything COVID related is considered a reportable incident.
- Use [PIU@elcescambia.org](mailto: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)



# Closures for COVID Incidents

- Anything COVID related is considered a reportable incident.
- COVID Closures are case by case as no two closures recommendations from DOH are the same.
  - No set number of days to be closed. (Not always 14 days)
  - May be closed by facility, classroom and/or teachers/students.
  - It all DEPENDS!
- A variety of options in response to closures.
  - Currently no provision for an 80/20 waiver.
  - Calendar changes always an option.
- Child absence days for COVID also an issue as it may impact 80/20
- 80/20 Rule a concern for all closures and absences
- Expect guidance from OEL on this subject
- Use [PIU@elcescambia.org](mailto:PIU@elcescambia.org) or call 850-595-5400 for incident reporting.
- Call Coalition Medical Support Staff for advice on how to respond to a COVID event. Contact Ella Brown at 850-332-6095 or [ebrown@elcescambia.org](mailto:ebrown@elcescambia.org).



# Coalition VPK Support Contacts

- **VPK Provider Profiles on ELC website**
- **Theresa Hoang 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 and Roxanne Daley are your provider support specialists**
- **Christy Zukowski is your GOLD administrator for those who use TS Gold**
- **Coalition committed to funding all participants in TS Gold**

"Help us grow into our Dreams..."





# Questions

[AskELC@elcescambia.org](mailto:AskELC@elcescambia.org)



# Contact

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