



**PROVIDER
REIMBURSEMENT
HANDBOOK
2017-2018**

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INTRODUCTION

The Early Learning Coalition of Alachua County (ELCAC) is a non-profit organization that works to ensure that children are ready for school by the time they enter kindergarten.

REIMBURSEMENT DEPARTMENT

The goal of the Reimbursement Department is to process Provider Enrollments/Attendance Certification Forms (Attendance Rosters) in a timely manner each month. The team also provides technical assistance, as needed, to providers to ensure that they are in compliance with state rules and regulations as they relate to financial documentation maintenance.

Abbreviations used in this manual:

DOA: Documentation of Absence

DCF: Department of Children and Families

ELCAC: Early Learning Coalition of Alachua County, Inc.

FOEL: Florida Office of Early Learning

SI/SO: Sign-in/Sign-Out

SR: School Readiness

VPK: Voluntary Pre-Kindergarten

CONTACT INFORMATION

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RATES

(F.S. 1002.84 and F.S. 1002.85)

School Readiness payment rates are set by the Early Learning Coalition of Alachua County's (ELCAC) Board of Directors and approved by the Florida's Office of Early Learning (FOEL). Providers are required to submit their private pay rates at the time the Provider Agreement is signed and any time the provider changes their rates. Providers may not charge ELCAC parents more than the amount charged to a private pay family. Families subsidized by ELCAC may be required to pay a rate differential if the rate paid by ELCAC is lower than the rate charged to private families. However, it is the provider's responsibility to collect any parent differentials. If the provider's private pay rate is lower than ELCAC's rate, ELCAC will reimburse the provider at their lower private pay rate.

ATTENDANCE ROSTERS

(F.S. 1002.87, 6M-4.500(2) Reimbursement-General Provisions Regarding Reimbursement for Holidays and Absences, F.S. 39.604 and 9/06 ELAC's Policies and Procedures)

Attendance rosters must be submitted to the Reimbursement Department no later than the third (3rd) business day of each month. Normal ELCAC business days are Monday – Friday 8:00 AM – 5:00 PM. Business days do not include ELCAC recognized holidays. It is the provider's responsibility to ensure that the paperwork arrives at ELCAC by the required deadline.

The following holidays are observed by ELCAC:

New Year's Day	President's Day
Martin Luther King, Jr's Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Winter Holiday (2 days + closest to Christmas)
Labor Day	

SHARE FILE*

Since September 2015, providers have been required to use Share File as the only option to submit all monthly attendance documentation to ELCAC. Share File is software acquired by ELCAC to allow providers to submit attendance documentation without size limitations.

Providers shall submit attendance rosters and all required back-up documentation through Share File at <https://www.elcalachua.sharefile.com/>.

The reimbursement staff will send an invitation to **new** providers through Share File to access the site. Once providers receive the invitation, Share File will give providers instructions on how to create a password to access the site. Share File will notify reimbursement staff when the process is complete. Reimbursement staff will send out the monthly attendance documentation using Share File each month by the 16th. Providers must check the monthly attendance documentation to ensure that the information submitted is accurate and complete by the 18th. Reimbursement staff will not be available to resend any documentation during the attendance submission process.

All monthly attendance documentation must be submitted in 2 to 3 files. File 1) Attendance rosters and DOAs. File 2) SISO sheets and Verifications. File 3) Short Forms (VPK). Failure to submit monthly attendance documentation in this manner *will* cause a delay in payment and you will be informed by email of the occurrence for immediate correction.

Attendance Rosters must be completed and submitted with all required back-up documentation and required signatures. Any changes made on any documentation should be crossed out and initialed (***White-out cannot be used at any time***).

Attendance rosters are processed monthly. Late or incomplete attendance rosters will be processed the following month.

Providers have 60 days to submit corrections after a payment has been made, with the exception of June reimbursement corrections which must be submitted by 8/1.

Children enrolled after attendance rosters are uploaded to Share File will not appear on the attendance rosters and must be written in on the appropriate attendance roster. It is important to ensure that children are written on the attendance roster for the correct funding source. Children written in on an incorrect funding source roster will not be accepted and re-submission will be required for payment.

*Please note that the FOEL is in the process of creating a web-based provider portal. Upon implementation, providers will be required to upload documents thru this provider portal.

NON-PAYMENT FOR “NON-COMPLIANCE” ISSUES

School Readiness providers are visited regularly by the Program Services Department. Program staff may find issues which necessitate the provider to be cited for non-compliance with the SR or VPK agreements. Non-compliance will result in payment being withheld for the day/s cited. The findings can include, but not limited to, the following:

- *Child/Staff Ratio*
- *No background Clearance of Staff*
- *Non-authorized Closings*
- *Lapse in Insurance Coverage*

ATTENDANCE ROSTER CODES

The following are the only acceptable codes to be used on attendance rosters:

X = day child is present

E = reimbursable absence up to three (3) days per calendar month

A = excused absence beyond three (3) days; no more than seven (7) days with justifying Documentation of Absence (DOA)

H = reimbursable holiday

T = day child is terminated

N = enrolled, but not reimbursable

ABSENCES

Absences must be documented on the attendance roster showing codes E or A. Providers **may** be reimbursed up to a total of ten (10) days per child per month as paid absences. The first three

days of absence do not require documentation regarding the reason for the absence; days four through ten (4-10) require a completed Documentation of Absence (DOA) form by the parent.

If a child is out for multiple reasons during a month, a separate DOA should be submitted for each reason showing the specific dates related to that reason.

The DOA must be submitted with the attendance roster, complete and must be signed by the parent or legal guardian/provider, and have a reason for the absence that is considered acceptable according to the FOEL guidelines. Back-up documentation for the absence must be attached to the DOA. Provider/staff may not sign the DOA for the parent/guardian.

Incomplete DOAs will be denied payment if the reason is not stated or acceptable, or date(s) on the DOA do not match the absence date(s) on that attendance roster. The only acceptable reasons for absences (listed on the DOA) include:

- Hospitalization of the child or parent with appropriate documentation
- Illness requiring home-stay (written note by parent indicating the days absent due to illness)
- Death in the immediate family with appropriate documentation, such as obituary, program from service, or death certificate.
- Court ordered visitation with appropriate documentation, such as court order
- Unforeseen documented military deployment or exercise of the parent(s)

To receive payment for the three excused absences, the provider must place an E in the day(s) the excused absence occurred on the attendance roster. Provider will not receive payment for days left blank on the attendance roster.

ELCAC does not pay for vacations.

If a child has stopped attending the program, ELCAC staff may not add days to a provider's roster, i.e., ELCAC staff may not enter "E" when a provider fails to ask for reimbursable absences. ELCAC should be notified as soon as possible for SR child that are not attending and a withdrawal form (VPK) should be submitted so the child can be terminated. The providers

should notify the reimbursement department if you are aware that a child will have a planned extended absence (VPK).

Notifying ELC Alachua of Child Absences in the School Readiness Program

Providers are reminded of their responsibility to notify the Coalition of child absences pursuant to F.S. 1002.87 (8) and (9) School readiness program; eligibility and enrollment.

(8) If a child is absent from the program for 5 consecutive days, without parental notification to the program of such absence, the school readiness program provider shall report the absence to the early learning coalition for a determination of the need for continued care. Contact Lakeshia Young (ELCAC) at 352/375-4110 ext. 108 immediately to report absences.

(9) Notwithstanding s. 39.604, a school readiness program provider, regardless of whether the provider is licensed, shall comply with the reporting requirements of the Rilya Wilson Act for each at-risk child under the age of school entry who is enrolled in the school readiness program.

F.S. 1002.87 (8) requires providers to notify the Coalition if a child is absent for more than 5 days without contact from the parent. This means that if children are listed on your monthly roster, you must contact the Coalition within 5 days if the child has not attended and there has been no parent/guardian contact. Therefore, if the provider's notification is provided when their monthly attendance roster is submitted by indicating, "not in attendance", "not here", "didn't show", "terminated", etc., then the provider would be out of compliance for not notifying the Coalition within the 5 day period. Contact Lakeshia Young at 352/375-4110 ext 108. We would prefer that you send your notifications to e-mail address: notifications@elcalachua.org. This method of notification will provide you with proof of reporting absences.

F.S. 1002.87 (9)(Rilya Wilson Act)has been expanded to include ALL children under the age of school entry. As you know, this statue refers to BG1 children and requires providers to notify the community-based care agency (Partnership for Strong Families) of any unexcused absences for seven (7) consecutive days of excused absence. Again, if the provider's notification to the

Coalition is provided when their monthly attendance roster is submitted, then the provider would be out of compliance for not notifying the Coalition within the 24 hour period (See F.S. 309.614 below).

F.S. 309.04 Attendance and Reporting Requirements

(4) (b) 1. If a child covered by this section is absent from the program on a day when he or she is supposed to be present, the person with whom the child resides must report the absence to the program by the end of the business day. If the person with whom the child resides, whether the parent or caregiver, fails to timely report the absence, the absence is considered to be unexcused. The program shall report any unexcused absence or seven (7) consecutive excused absences of a child who is enrolled in the program and covered by this act to the local designated staff of the Family Safety Program Office of the Department of Children and Family Services or the community-based lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

F.S. 309.604 “**Rilya Wilson Act**” requires providers to notify Partnership for Strong Families (the community-based lead agency) to report absences; **you must contact Pamela Mercado at Partnership for Strong Families by email at pamela.mercado@pfsf.org**. Email contact is preferred so that you have written confirmation of your compliance. If you have other questions and want to reach her by telephone, **her number is 352-463-3110 ext. 2301**.

1) Upon Coalition discovery of the first instance of a provider failing to comply with absence notification, Coalition staff will issue a corrective action plan.

2) Any additional instances of a provider failing to notify the Coalition of absences after issuance of the corrective action plan may result in termination of the School Readiness contract.

HOLIDAYS

As part of the Provider Agreement, providers choose 12 paid holidays per year. These are the only holidays which Reimbursement will consider as payable. If the center/home is closed for any reason other than the approved holidays, those days are considered non-payable. Providers

are paid either the full-time or part-time rate depending on the child's status for the designated days. **Holiday schedules may only be changed with a 30-day written advance notice.**

The ELCAC procedure for reimbursement of provider-approved holidays for children eligible for services during School-Break and Holiday-only and in the School Readiness program will be consistent with ELCAS's general holiday reimbursement procedure. Therefore, if a child is eligible for SR services for school-break and school-holidays only and is enrolled at a provider whose contracted holidays fall during the school break, the provider will be reimbursed regardless of the child's attendance during other days during the break.

A scheduled holiday shall not be counted as an absence if it falls within a consecutive period of absence by a child. For children not scheduled (not authorized) to attend on a holiday, no reimbursement shall be made to the provider.

SIGN-IN/SIGN-OUT SHEETS

All sign-in/sign-out (SI/SO) documentation must be dated, complete, and legible. The time a child arrived and departed from the provider's facility should also be included with the SI/SO signature, and it must be complete. Providers must use one SI/SO per child per page (a sample is attached). Parents/legal guardians of multiple children in a center/home must sign in *each child individually* and sign out *each child individually*. A legible signature includes the full first name or first initial and the full last name. It is not considered acceptable for a provider to sign a child in or out except in a case where the provider has transported the child from home or from school to the provider's place of business. School-age children who are dropped off at school by the parent and transported from the school by the provider must have a parent signature signing the child out of the facility at the end of the day. Children who are transported to and from school by the provider must have a parent signature signing the child in and out of the facility. Children who are transported to and from school by the provider must have a parent signature signing the child in and out of the facility. Children who are transported home by the provider must have a parent signature when the child is dropped off at home. SI/SO Sheets and provider drop off signature sheets will be monitored.

Sign in/sign out sheets must be submitted with attendance rosters each month. Providers using computerized sign in/sign out sheets are required to submit monthly parent verification to ELCAC. All SI/SO sheets must be submitted to the ELCAC in order by funder, care level and alphabetical order **and by attendance page number**.

The State of Florida mandates that child care providers maintain documentation of all children receiving subsidized care daily. This documentation is required to validate payment for such care and is used to generate the monthly attendance rosters. The following are examples of unacceptable SI/SO signatures:

- *Mom*
- *Dad*
- *Grandma/pa*
- *Uncle Bill*
- *Neighbor*
- *Van Driver*
- *Bus Driver*
- *Bus*
- *First name only*
- *Last name only*

PARENT FEES

Pursuant to SR Contract Provision 44. Rates and Fees for Parents: Providers must provide the parent with a list of any fees it charges and, if applicable, written notice of the difference between the private pay rate and SR reimbursement, prior to the parent enrolling his/her child in provider's SR program. Provider is prohibited from charging any fees other than the parent co-payment or those fees provided to the parent on the fee list described above.

All providers are required to collect parent fees (co-payments) as determined by the Parent Support Specialist during the enrollment process. Providers must retain proof of co-payments collected from parents by providing parents with official receipts when co-payments are made by parents. (These documents must be retained by the provider for at least 5 years.)

According to Section 1002.84(8), F.S., A parent may not transfer school readiness program services to another school readiness program provider until the parent has submitted documentation from the current school readiness program provider to the early learning coalition stating that the parent has satisfactorily fulfilled the copayment obligation. Details of how this statute is implemented can be found in rule at FAC 6M-4.400 (2)(a) Required Parent Co-payment and is reiterated below:

The provider is responsible for collecting the parent co-payment from the parents. The parent copayment should be collected within 10 days of the provider's payment due date. The provider shall provide written notice of the co-payment due date. The provider shall provide written notification to the parent of the current outstanding co-payment balance within 15 days of the provider's payment due date. This notification shall be provided at least monthly as long as there is a co-payment balance.

If a transfer is requested, the parent must satisfactorily fulfill the co-payment obligation before a transfer will be authorized by the coalition. In the context of this rule, satisfactory fulfillment of the co-payment obligation means immediate payment of the outstanding co-payment obligation or establishment of a repayment plan for the outstanding co-payment obligation.

LATE RUNS

Late runs are only processed when an error has been made by ELCAC. Attendance rosters submitted after the deadline or missing documentation required for general processing (such as SI/SO sheets) will be processed during the next reimbursement period.

PAYMENT

All regular provider payments will be made by direct deposit only. School Readiness payments will be made on the 21st of each month. If the 21st falls on a Saturday, payment will be made on the previous Friday. If the 21st falls on a Sunday, payment will be made on the following Monday. VPK payments will be made on the 25th of each month. If the 25th falls on a Saturday, payment will be paid on the previous Friday; if the 25th falls on a Sunday, payment will be made on the following Monday.

Providers must complete the *AUTHORIZATION FOR AUTOMATED DEPOSITS (ACH CREDITS)* form, attach a copy of a voided check, and return the completed form to the fiscal department a minimum of two weeks prior to anticipating their first payment. Providers may not cancel their direct deposit and request a check payment. A Provider must complete a new *AUTHORIZATION FOR AUTOMATED DEPOSITS (ACH CREDITS)* form if they change their bank account. The completed form must be submitted to ELCAC a minimum of two weeks prior to the date of the expected payment in order for the payment to be made into the correct account. A delay in submitting this documentation to ELCAC may result in a payment delay for the provider. All forms are provided at the end of this Reimbursement Handbook.

Providers will receive a reimbursement summary report each month with the new attendance rosters. Providers are responsible to review the report and notify ELCAC of any payment discrepancies or children omitted within 60 days or 30 days for June (i.e., reconciliation adjustments for June are due August 1st). Any omissions or underpayments not reported by the deadline will be considered non-reimbursable.

REIMBURSEMENT DURING EMERGENCY CLOSURES

(FAC 6M-4.501)

Providers shall be reimbursed at the rate normally received during normal operating hours when ELCAC activates its Continuation of Operations Plan (COOP). In circumstances of a temporary

nature, closure for individual providers when the closure is beyond the control of the provider, ELCAC may consider reimbursement in accordance with Federal and State laws/guidelines. Under no circumstances will ELCAC reimburse in excess of the existing approved hours for an individual child during the temporary closure. Temporary Closures may include, but not limited to: Plumbing, AC/Heating, Property Damage and Utilities Black-outs.

REIMBURSEMENT FOR ADJUSTMENTS

Adjustments are processed monthly. In order for an adjustment to be considered, it must be submitted no more than 60 days after the attendance documentation was submitted to ELCAC, with the exception of the end of the fiscal year (June 30), which is 30 days or submit by 8/1. All adjustments must contain required supporting documentation to be considered. This includes an attendance roster resubmit and any documentation required to substantiate the request. Multiple month resubmits must be submitted on separate attendance rosters for payment.

OVERPAYMENTS

ELCAC is required to collect all overpayments to providers regardless of whether the overpayment status was created by the provider or ELCAC. Providers will be notified of any overpayments. In most cases, the amount owed to ELCAC will be withheld from the next payment due to the provider. However, the provider may request payment options to prevent a hardship caused by repayment. Repayment terms are at the discretion of ELCAC. Florida's Office of Early Learning gives ELCAC full authority to collect any overpayments through withholding payments from School Readiness and/or VPK.

Providers failing to follow through on scheduled payments or who are unable to be reached to establish an agreement regarding payment and have other early learning program from which to collect the overpayment, will have formal collection of the overpayment pursued through due legal process.

GOLD SEAL DIFFERENTIAL RATE

Providers that are Gold Seal accredited will be paid a rate differential as determined by the ELCAC's Board of Directors. The provider is required to furnish a copy of a current Gold Seal Certificate issued by the Department of Children and Families (DCF). In the event that a provider's certification lapses or expires, it is the responsibility of the provider to obtain a new

Gold Seal Certificate and provide a copy to ELCAC. ELCAC will only pay the Gold Seal Differential when a valid and current Gold Seal Certificate is on file. The Gold Seal rate differential will begin on the day ELCAC receives the DCF Gold Seal Certificate. Gold Seal rates are in addition to the SR-approved daily rate and will be paid to the provider monthly so long as the Gold Seal rate does not exceed the provider's daily private pay rate.

MONITORING

The Early Learning Coalition of Alachua County is mandated by Florida Statutes to monitor documentation (attendance rosters and SI/SO sheets) submitted by providers for accuracy on a regular basis.

School Readiness providers are required to submit SI/SO to the provider reimbursement specialist each month along with their attendance verification sheets (attendance rosters). Providers are monitored a minimum of one time/year, however, based on monitoring results, may be monitored more frequently. SI/SO sheets will be reviewed monthly during the payment process. After the payment process is closed, staff will more closely review SI/SO sheets for inconsistencies and make additional adjustments as needed. This process is in addition to the yearly monitoring.

The reimbursement paperwork submitted (i.e., attendance rosters, SI/SO sheets) for the month being monitored will be used as documentation for the annual monitoring. Additional documentation may be requested as needed.

Monitoring Procedures

- Verifying that days on the SI/SO sheets are represented on the attendance verification sheets.
- Verifying that the hours on the SI/SO sheets are representative of the unit of care on the provider reimbursement report (top sheet).
- Verifying that the parent/guardian signatures are acceptable signatures such as full first and last names.
- Verifying that the child's name is consistent with the name used for enrollment in the EFS system.

ELCAC will conduct regular, random, and unannounced site-visits. These visits are conducted as a part of ELCAC's anti-fraud practices and to provide on-site technical assistance.

FOEL School Readiness Provider Monitoring Tool

ELCAC shall monitor all SR program providers in accordance with its plan, or in response to a parental complaint, to verify that the standards prescribed in ss. 1002.82 and 1002.88, F.S. are being met using a standard monitoring tool adopted by the Office of Early Learning. Providers that the Coalition determines to be high-risk, shall be monitored more frequently. This does not prohibit a Coalition from monitoring a provider frequently for other concerns such as parental complaints or suspected fraud.

The SR Provider Monitoring Tool is available @

http://www.floridaearlylearning.com/sites/www/Uploads/files/Providers/SR_Contract_Monitoring_Tool_Form_OEL-SR_20M_v2_9-10-15%20ADA.pdf

The providers will be randomly selected by the ELCAC and/or re-monitored if deemed high-risk (non-compliant) from the previous years' monitoring. Corrective Action Plans (CAP) will be developed and implemented by the SR providers. The ELCAC will notify the providers in writing of monitoring findings. Providers will need to submit a CAP for any items of non-compliance. Providers may request a review of the findings of non-compliance.

PREVENTION, DETECTION & RESOLUTION OF OVERPAYMENTS AND FRAUD

(F.S. 1002.91; F.S. 414.39(5) (a) and (b); and 6M-4.503)

Fraud is defined as intentional deception, omission, or misrepresentation made by a person with knowledge that the deception, omission, or misrepresentation may result in unauthorized benefit to that person or another person, or any aiding and abetting of the commission of such an act.

The term includes any act that constitutes fraud under applicable federal or state law.

ELCAC takes active measures to prevent fraud during the reimbursement process. ELCAC staff is encouraged to scrutinize provider-submitted documentation and ask their supervisor for guidance when discrepancies, inconsistencies, irregularities, etc. are observed.

Providers will be advised of the following:

- Parents are responsible for signing the children in and out utilizing the ELCAC's sign-in sheets. They are to indicate the times dropped off and picked up with the accurate time as appropriate. Providers are prohibited from signing for the parent or writing times in.
- The Child Care Attendance Sign-In/Sign-Out forms and Enrollment/Attendance Certification School Readiness request for payment forms will be audited for accuracy on a regular basis. In addition, providers' Child Care Attendance Sign-In/Sign-Out forms may be audited on site.
- Not to use white-out or write over errors on sign-in sheets or billing forms. If an error is made, the procedure is to draw a line through the error and initial it.
- To request a weekly work schedule from parents whose work schedule varies. This will ensure that care is provided on days and times that the parent is working and that the provider can be paid.

Providers will be instructed that if they misrepresent enrollment or attendance which results in an i.e. over payment they may be required to enter into a repayment agreement, the ELCAC may terminate their contract or refer the case to the Florida Department of Financial Services (DFS) for investigation and possible legal prosecution.

VPK PROVIDERS ONLY

All documentation such as VPK Certificates and Withdrawal Forms are due in the Reimbursement Office as soon as the certificates are received by the provider or the child has withdrawn from your program. The reimbursement specialist will not be able to enroll or withdraw children during the reimbursement process. If a child's name does not appear on your printed attendance rosters, the name should be written on the roster to ensure payment is made during that month's reimbursement period. Children may be on an attendance roster more than one time due to a birthday. Please only write on the first line; the reimbursement specialist will separate the days to the proper age level.

VPK providers are required to submit SI/SO sheets monthly with their attendance rosters. In addition, the Parent Verification Form must be submitted the following month (example: verification forms for the month of May will be submitted with attendance rosters for June).

- Parents should not sign the verification prior to the last day the child attended for the month. Verification forms signed prior to the last day the child attended during the month will result in a payment adjustment.
- Providers may not pre-date the form to assure the date on the form is at the end of the month. Parents are required to date the form at the same time the form is signed.
- VPK providers are monitored by the VPK department. Findings of the monitoring may result in payment being withheld or adjusted. The VPK department will notify providers of any adjustments being made due to monitoring.

VPK providers are required to submit their **non-instructional days** for the Fall/Summer session to ELCAC with their VPK provider application. Non-instructional days are non-reimbursable. The VPK department *must* be contacted before these days are changed because the program end date will be recalculated. **VPK providers are required to have received 4 (four) VPK Enrollment Certificates before their VPK program can begin.**

ADVANCED PAYMENT SUSPENSIONS

Providers may receive advance payment for VPK services if a request for advance payment form is submitted by the required deadline. Providers may stop advance payment at any time; however, advance payment may only be requested prior to the start of the program year. Advance payment is based on the number of children enrolled in the program at the time the advance payment report is run in EFS. The provider must notify reimbursement staff if a child has a planned extended absence so that advance payment for that child is suspended until the child returns.

Advance payments are reconciled by the fiscal department monthly and at the end of the program year. If the end-of-year reconciliation of payments reveals that the provider received payments in excess of the amount owed to the provider, ELCAC will offset the overpayment against the final payment owed to the provider for the program year and any future payments issued to the provider for early learning programs (School Readiness). If the provider ceases to offer early learning programs (SR) before the overpayment is fully repaid, the provider must return the overpaid funds or is subject to collection efforts.

VPK HOURS VERIFICATION

All VPK providers are required to verify the number of hours each child attended during the program year. ELCAC will send a verification report along with a letter providing information about the verification process and deadline for return. The provider must sign the verification letter where indicated and return to ELCAC by the deadline. If the letter is returned signed by the deadline and there are no changes, the provider will receive their reimbursement on the regularly scheduled date. Changes required based on the verification will be processed as quickly as possible but may not be processed in time for the regular EFT reimbursement. In those cases, the provider will be paid by check following completion of the changes. No final VPK payments will be released to a provider without submission of the verification letter.

VPK TRANSFERS

Children attending VPK programs may only transfer one (1) time during the program year. If a child transfers programs during the year, the new provider should expect to receive a new VPK Certificate as well as a copy of the *Re-Enrollment Form*. The Re-Enrollment Form contains the number of hours the child has left to be used in VPK. It is the responsibility of the new provider to ensure that a child does not exceed the remaining hours, up to 540 hours (for example: If the child has 270 hours left to be used and the new program has 300 left to be used, then the child will finish your program 30 hours early). Providers will not be paid for hours the child attends over the number of hours the child has remaining.

CHILD CARE EXECUTIVE PARTNERSHIP (CCEP) PROGRAM

The CCEP program provides financial assistance by paying for child care for low to moderate wage earners. The program enables families to secure stable child care arrangements that meet the social, emotional, and educational needs of the children requiring care. Reliable, affordable, and quality child care enables employees to focus on their job responsibilities and assist in reducing absenteeism.

ELIGIBILITY FOR CCEP

The total family income of employees participating in the CCEP Program may not exceed 200% of the federal poverty level. Participants are required to be employed a minimum of 20 hours per week to be eligible. Changes in the employee's work schedule or family income may affect

eligibility for the program. The provider is responsible for reporting any changes to the ELCAC eligibility offices immediately.

The ELCAC will contact providers in May for the upcoming year to establish a provider's commitment amount for the coming year. Once the provider has been approved, in the CCEP program, a letter will be issued to their employee(s). The letter will show the name, gross income, hours worked, child(ren) needing care, and the child(ren)'s ages. The parent/guardian will then come to ELCAC to be interviewed by a parent support specialist, who will determine the parent fee based on ELCAC's sliding fee schedule. The parent support specialist will advise the parent/guardian of documentation required for enrollment. Upon receipt of complete documentation, a parent contract will be signed by ELCAC and the parent.

FREQUENTLY ASKED QUESTIONS FOR REIMBURSEMENT

1. When are Attendance Rosters due?

ANSWER: Attendance Rosters are due no later than the 3rd business day of each month.

2. What are your hours of operation during the deadline period?

ANSWER: The Reimbursement Office is open from 8 am – 5pm

3. Can ELCAC change my Attendance Roster or DOA for me?

ANSWER: Reimbursement staff cannot make any changes to documentation submitted for reimbursement.

4. What is Share File?

ANSWER: Share File is a software acquired by ELCAC for providers to upload attendance documentation without attachment size limitations. Attachments must be uploaded in 3 (three) separate attachments to be accepted. (1. Attendance rosters, DOA and Fee Collection Report, 2. SISO Sheets, and 3. Short Forms and/or Signature Verification Forms.)

5. Can I fax my information to you for reimbursement?

ANSWER: No, Reimbursement does not have a fax number for attendance documentation submission.

6. Can I change my holidays?

ANSWER: The Holiday Schedule is part of the Provider **Contract** and can only be changed with a 30-day advance notice in writing to ELCAC.

7. When are payments made?

ANSWER: School Readiness payments are issued on or around the 21st of each month. VPK payments are issued on or around the 25th of each month (see Payment section above).

8. How long do I have to resubmit paperwork for reimbursement?

ANSWER: A provider has 60 days after the date of the original paperwork submission to submit additional documentation and request reimbursement corrections for a prior reimbursement period. At the end of the fiscal year (June 30) providers have only 30 days (August 1st) to submit their request.

9. How many paid absences can a child have per month?

ANSWER: A provider can be paid for three (3) absences per month without a Documentation of Absence (DOA). An additional seven (7) days can be paid with a completed DOA, noting the dates and reason for absence. A completed DOA does not guarantee the reason for absence is acceptable for payment. Therefore, a maximum of 10 absences with the proper documentation can be paid each month.

10. Why is the child's name printed twice on the Attendance Roster?

ANSWER: There are several different possibilities: the parent fees may have changed, the child may have had a birthday or there was an eligibility change (possibly in funding source). In that case, please only complete one line on the roster for the child. Reimbursement will complete the other line(s) as needed.

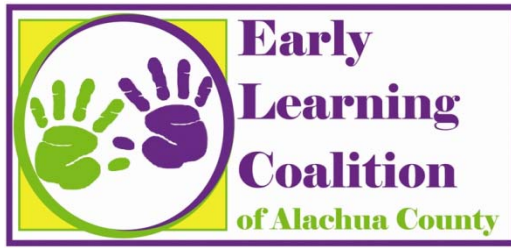
11. Can I submit a DOA for a child's vacation?

ANSWER: No, The FOEL does not pay for vacations. Spring, Summer, and Winter Breaks are considered vacation.

MASTER FORMS

Enclosed you will find blank forms to use as needed. Please make copies and keep an original for further use.

- *Documentation of Absence – School Readiness*
- *Sample Sign-In/Sign-Out Sheet (**Required**)*
- *Provider Rate Sheet*
- *Monthly Parent Verification of Attendance (SR)*
- *Authorization for Automatic Deposits (ACH Credits)*
- *Blank Attendance Roster*



DOCUMENTATION OF ABSENCE
(To Be Completed by Parent)

Provider Name: _____

Child's Full Name: _____

Was out for the following reason:

(PLEASE SUBMIT APPROPRIATE DOCUMENTATION)

Death in the Family _____ Court Ordered Visitation _____
(Attach Obituary) (Attach Court Records)

Hospitalization of Child _____
(Attach Hospital Records)

Illness of Child/Parent _____
(Doctor's Note as needed)

Reason: **(Must include reason for absence and dates after the 3rd day of absence)**

Signature of Parent: _____ **Date:** _____

For Reimbursement Use Only:

Approved **Denied** **Incomplete Documentation** **Missing Documentation**

ELCAC Signature: _____ **Date:** _____

Florida Statute 411 Chapter 60BB-4.500 (For more than 3 absences per month)

Sign In/Sign Out Sheet

PROVIDER NAME:				
MONTH:				
CHILD'S NAME:				
Date	Time In	Parent Signature	Time Out	Parent Signature
1				
2				
3				
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4424 NW 13th Street, A-5
 Gainesville, FL 32609
 352/375-4110
 352/244-0345 FAX

School Readiness Provider Reimbursement Rates				
Effective March 1, 2017				
Care Level	Centers Daily Rate	Centers Weekly Rate	Family Homes Daily Rate	Family Homes Weekly Rate
Infant Full-Time	\$29.29	\$146.45	\$29.29	\$146.45
Infant Part-Time	\$21.97	\$109.85	\$21.97	\$109.85
Toddler Full-Time	\$24.59	\$122.95	\$24.59	\$122.95
Toddler Part-Time	\$18.44	\$92.20	\$18.44	\$92.20
2 Year Old Full-Time	\$22.48	\$112.40	\$22.48	\$112.40
2 Year Old Part-Time	\$16.86	\$84.30	\$16.86	\$84.30
		\$0.00		
3 Year Old Full-Time	\$22.48	\$112.40	\$22.48	\$112.40
3 Year Old Part-Time	\$16.86	\$84.30	\$16.86	\$84.30
4 Year Old Full-Time	\$22.48	\$112.40	\$22.48	\$112.40
4 Year Old Part-Time	\$16.86	\$84.30	\$16.86	\$84.30
5 Year Old Full-Time	\$22.48	\$112.40	\$22.48	\$112.40
5 Year Old Part-Time	\$16.86	\$84.30	\$16.86	\$84.30
School-Age Full-Time	\$14.20	\$71.00	\$14.20	\$71.00
School-Age Part-Time	\$10.65	53.25	\$10.65	53.25
Special Needs Full-Time	\$29.29	\$146.45	\$29.29	\$146.45
Special Needs Part-Time	\$21.97	\$109.85	\$21.97	\$109.85



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Monthly Parent Verification of Attendance

The Early Learning Coalition of Alachua County requires that child care providers maintain sign-in/sign-out sheets that are dated, complete, and legible.

According to Florida Statute 65C-22.001 (10), “Daily attendance shall be taken and recorded by the child care facility personnel, documenting the time when each child enters and departs a child care facility or program.”

Attached are the original computerized sign-in/sign-out sheets for your child. Please review and sign below using your full first name or first initial and full last name. Your signature serves as verification that attendance for the month is accurate.

Child’s Name: _____

Location: _____

Month of: _____

Parent’s Printed Name: _____

Parent’s Signature: _____



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AUTHORIZATION FOR AUTOMATED DEPOSITS (ACH CREDITS)

COMPANY NAME: **Early Learning Coalition of Alachua County, Inc.** COMPANY ID NUMBER: **59-3995622**

I (we) hereby authorize Early Learning Coalition of Alachua County, Inc., hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit adjustments for any credit entries in error to my (our) checking or savings account (select one) indicated below and the depository name below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

DEPOSITORY

NAME: _____ BRANCH: _____

CITY: _____ STATE: _____ ZIP: _____

TRANSIT/ABA #: _____ ACCOUNT #: _____

I (we) certify that my (our) signature below is that of an authorized signer(s) and responsible party(ies) on the account to be credited or debited as a result of this authorization and further agree to indemnify and hold harmless the Depository, the Company, any financial institution originating the credit or debit and any other entity from any damage, loss or cost incurred as a result of any unauthorized signature on this authorization.

This authority is to remain in full force and effect until COMPANY has received WRITTEN notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY a reasonable opportunity to act on it.

PROVIDER NAME: _____ TAX ID NUMBER: _____

PHONE NUMBER: _____ EFFECTIVE DATE: _____

SIGNATURE: _____ DATE: _____

Please attach a voided check for a checking account or a voided deposit slip for a savings account.

FOR COMPANY USE ONLY

Date received: _____ Processed by: _____

