



Provider Agreement for Submitting VPK Attendance Rosters and Forms to ELC of Duval's Secure FTP Website

The purpose of this agreement is to outline the guidelines for providers uploading documents on our secure FTP website.

1. VPK providers will complete the required documents.
2. The VPK provider would then scan VPK attendance rosters and save to their PC or laptop.
3. The VPK provider can mark the electronic signature box on VPK forms 10, 11A, 11B, and 20 (VPK Contract) and save to their PC or laptop.
4. The VPK provider would then access and upload the documents to our secure FTP website.
5. The VPK provider would then **delete** the VPK attendance rosters from their PC or laptop. **(AWI/OEL Data security requirement)**
6. ELC staff will access and print all documents received each day for processing. **The reimbursement policy for VPK roster submission will apply to this process.**
7. This form will serve as my electronic signature submission authorization for VPK forms 10, 11A, 11B, and 20.

I _____ agree that I will follow the
Director or Owner Name

above guidelines when submitting VPK attendance rosters/forms to ELC of Duval's secure FTP website.

Director or Owner Signature

Date

VPK Provider Name (facility name)