



VOLUNTARY PRE-KINDERGARTEN REIMBURSEMENT POLICIES

1. ATTENDANCE ROSTERS SUBMISSION DATES:

- a. All required attendance rosters are due to the Early Learning Coalition of Duval (ELC), **no later than the 2nd working day of each month.**
- b. Attendance documents can be dropped off at the ELC office or in the new drop box located at the front entrance of ELC.
- c. Rosters will be accepted up to 8:00AM on the 3rd working day **in the ELC drop box ONLY.**

2. REIMBURSEMENT (PAYMENT) DATES:

- a. Direct deposits will be wired between the 29th or 30th of the current month.
- b. Any rosters received after the 2nd working day but before the 10th working day (**grace period**) will be processed in the following month. (NO EXCEPTIONS)
- c. If a center's current month attendance rosters are received by the 2nd working day of the following month but before the 10th working day, the pre-payment amount for the current month will be deducted from the upcoming months pre-payment. (**See example below**)

EXAMPLE:

Osborne Pre-School (OPS):

- April 2006 rosters – submitted to ELC between the 2nd and 10th working day in May 2006



- April 2006 pre-payment amount (received by OPS at the end of March 2006) will be deducted from the June 2006 pre-payment amount (which will be paid out between the 29th of May 2006 and 1st of June 2006).
- April 2006 rosters (with actual attendance data) will be processed in June 2006 and payment for April 2006 will be made between the 29th of June 2006 and the 1st of July 2006.

3. NON-REIMBURSABLE ROSTERS:

- a. ATTENDANCE ROSTERS RECEIVED AFTER THE 10TH WORKING DAY WILL BE CONSIDERED NON-REIMBURSABLE. (NO EXCEPTIONS)**
- b. If a center's current month rosters are received after the 10th working day, the pre-payment for the current month will be deducted from the upcoming months pre-payment and the current month's attendance rosters will not be processed at all. **(See example below)**

EXAMPLE:

Osborne Pre-School (OPS):

- April 2006 rosters – submitted to ELC, AFTER the 10th working day in May 2006
- April 2006 pre-payment amount (received by OPS at the end of March 2006) will be deducted from the June 2006 pre-payment amount (which will be paid out between the 29th of May 2006 and 1st of June 2006).
- April 2006 rosters (with actual attendance data) WILL NOT be processed at all and the rosters will be considered non-reimbursable because of submission beyond the grace period.

4. RECONCILING REIMBURSEMENT PAYMENTS:

- a. It is the provider's (center's) responsibility and very imperative to review the reimbursement summary provided by ELC Finance Staff, each month.



- b. Providers that are not able to review and reconcile their reports on a month to month basis may wish to consider opting out of advance-payments. To obtain more information on opting out of advance-payment, please contact our office.
- c. If the providers fail to report underpayments or names of children which have been omitted from the reimbursement summary, within 15 calendar days of the receipt of the reimbursement summary, the underpayment shall be considered non-reimbursable.
- d. Providers are also required to report any overpayment to ELC Finance Staff.
- e. Providers are required to submit VPK child enrollment documents for AWI audit requests.

5. VPK Kindergarten Readiness Verification

Section 60BB-8.305 of the Florida Administrative Code (F.A.C.) requires all providers who receive VPK funds to verify the annual cumulative attendance of each child enrolled in the provider's VPK program. This process certifies the paid hours of attendance for each child enrolled during the program year. Providers are required to return the Coalitions completed verification letter on or before the dead line before final program payment will be made/deposited.