EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

TABLE OF CONTENTS

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 2 of 39

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 3 of 39

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Procedure for Monthly Review of EFS-Mod Attendance Rosters and sign-in/sign-out sheets

Procedure for Processing and Closing VPK Attendance in EFS-Mod
      Step 1: Have Attendance in EFS-Mod
      Step 2: Closed Attendance/ Payment Verified
      Step 3: Run Update Process
      Step 4: Run Transmittal File
      Step 5: VPK Closeout Process
      Step 6: Run Final 5045 Report
      Final Steps in Closing Process

PROVIDER REIMBURSEMENT POLICIES

School Readiness Reimbursement Rates
(F.S. 1002.85)

The Early Learning Coalition of Osceola County (ELCOOC) shall not reimburse caregivers at a rate greater than what is charged to their private pay clients. The provider's reimbursement rate shall not exceed the current prevailing market rate for the district in which services are provided. Gold Seal providers, both centers and homes, will be paid a minimum of twenty (20) percent above the established coalition reimbursement.

Total Payment Rate is the combination of the Approved Provider Reimbursement Rate and the QPI Differential Rate (If the provider has QPI). QPI is determined by the Assessment score they received. This would qualify them for one of three percentages: (0%, 7%, or 10%)

The provider's reimbursement rates will be arranged based on the approved school readiness plan with the contracted coalition. The provider reimbursement rate cannot exceed the contracted coalition's approved school readiness rates based on the enrolled child's care level and unit of care.

Reimbursement for Children with Special Needs Rates
6M-4.500 (7) (a) (b)

a) A child care provider may be reimbursed by the coalition at a higher rate if caring for any school readiness child with special needs requiring additional care beyond services required by the Americans with Disabilities Act (ADA). To receive a special needs rate, a child care provider must submit a list of the special needs services they are providing for each special needs child, in addition to the routine school readiness services. A special needs rate may be negotiated up to twenty (20) percent above the maximum approved base reimbursement rate established for infant care by the coalition.

b) To receive a special needs rate, in addition to the base rate, it must be requested by the provider and approved by the coalition. A special needs rate shall be reimbursed for a school

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 5 of 39

readiness child that has a documented physical, mental, emotional, or behavioral condition that requires a higher level of care in the child care setting. The special needs child's condition must be validated by a licensed health, mental health, education or social service professional other than the child's parent or person employed by the child care provider.

Reimbursement Combined Quality Program Incentives

6M-4.500 (9) (10) (11)

Gold Seal - The reimbursement rate for the Gold Seal differential may be reimbursed at a minimum of twenty (20) percent above the established coalition reimbursement for each care level and unit of care. Providers with current Gold Seal designation may receive a differential that is higher than coalition's approved base rate.

Quality Performance Incentive (QPI) – Beginning July 1, 2025, an eligible child care provider that receives a program assessment composite score at or above a 5.00 will receive a tiered Quality Performance Incentive differential rate above the coalition's base rate for each care level and unit of care. The Quality Performance Incentive differential rate will be based on the most recent program composite score. Listed below are the program assessment composite scores:
- Providers who have received a program assessment composite score of 5.00 to 5.99 shall receive a seven (7) percent QPI differential.
- Providers who have received a program assessment composite score of 6.00 to 7.00 shall receive a ten (10) percent QPI differential.

Child Assessments – Incentive received by eligible providers based on the completion of child assessments using a DEL approved assessment. The assessment must be conducted by teachers at least three times a year and valid and reliable data must be submitted. Providers who receive QPI are not eligible for the child assessment differential (Rule 6M.4.740, F. A.C). Assessments will be conducted in different periods:
1. Assessment Period One – August 1 – October 31.
2. Assessment Period Two – November 1 – January 31.
3. Assessment Period Three – February 1 – April 30.

Parents do have the option to decline the assessment during the time their child is enrolled.

Registration Fee Reimbursement

6M-4.500 (6) (a) (b)

If the provider has a registration fee and if a parent has not paid the registration fee to the provider, the provider is allowed to request payment for registration fees for each child enrolled in the School Readiness program that attends their center. The coalition can pay the registration

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 6 of 39

fee twice in a five-year period unless a child has a hardship. A hardship is determined by Eligibility and can be paid more than the allowable two times in five years. The payment must be made during a child's continued enrollment in the SR program.

The coalition will reimburse up to a maximum of seventy-five dollars per child. The registration fee payment cannot go over the provider's private registration fee. If a child is enrolled at two different centers within the same month, the provider that the child was enrolled with for the most time is the one that will be reimbursed for payment. If a child is enrolled at two different centers within the same month and has attended both centers for an equal length of time the registration is reimbursed to the provider where the child has been enrolled the longest. If there is a break in the child's eligibility of at least twelve consecutive months, the two-time limit starts over.

Reimbursement Determination
(9/06 ELCOOC's Policies and Procedures)
  A. Reimbursements for full-time (6-11 hours) or part-time (3-6 hours) care increments are made according to the reported number of children "days participated" for the payment period. School Readiness providers shall also be reimbursed for approved holidays and absences.
  B. Reimbursement for full-time or part-time care must reasonably relate to the hours of a parent's qualifying activity, i.e., employment, community service training, school, etc.
  C. Should a parent prefer a provider whose charges exceed the ELC's reimbursement rate, the parent shall be responsible for paying the difference in addition to their parent fees. Such payments shall be arranged between the parent and provider and shall not be administered by ELC.

Reimbursement during Emergency Closures (Whole Site)
(FAC 6M-4.501)
  A. Providers shall be reimbursed at the rate normally received during non-emergency hours when the ELCOOC activates its Continuation of Operations Plan (COOP).
  B. For circumstances of temporary closure for individual providers when closure is beyond the control of the provider, the coalition *may* consider reimbursement in accordance with Federal and State law.
    a. In no circumstances will the ELCOOC reimburse more than the pre-existing approved hours for an individual child during the temporary closure.
    b. The temporary closure causes may include but not limited to: Plumbing issues (unsanitary flooding conditions), AC/Heating (hazardous environmental weather conditions), Property Damage (building deemed un-inhabitable/hazardous), Area utility blackouts (High winds, down power lines), Pandemic etc.
    c. The temporary closure must be submitted for approval in the EFS

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 7 of 39

Reimbursement for Temporary Closures for SR (Partial Site)

(Memorandum 3/11/21)

A. Absences should not be counted during the time when a provider is temporarily closed due to an unforeseen Emergency Classroom closure. School readiness providers should be reimbursed in accordance with Rule 6M-4.501, F.A.C.

EFS-Mod Monthly Attendance

Portal attendance is required to be submitted to the Reimbursement Department on or before the 3rd business day of each month.

Providers who participate in the school readiness program must complete, certify and submit an attendance roster via the EFS-Mod system monthly. The coalition will not pay the school readiness provider if they have not submitted the attendance that certifies each child's attendance for the month. The system lists each child enrolled in the provider's center who receives school readiness. Spaces are included for providers to report on a child's daily attendance or absence for the calendar month. In the event the EFS-Mod system is not working, the coalition will provide the provider with a paper attendance roster to complete, certify and submit.

EFS Mod Attendance Codes

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

      X - Day child is present
      A - Day child is absent
      N - Enrolled but not reimbursable (Based upon the absence reason chosen on the Provider Portal attendance.)

School Readiness Absences

(F.S. 1002.87, 6M-4.500 (2) (3) Reimbursement-General Provisions Regarding Reimbursement for Holidays and Absences, F.S. 39.604 and 9/06 ELCOOC's Policies and Procedures)

A. Reimbursement shall be authorized for no more than a total of three (3) absences per calendar month per child except in the event of extraordinary circumstances. Also note, a school readiness provider is not eligible to receive reimbursement for absent days prior to a child's first day of attendance or after the child's last date of attendance with the provider.

B. EFS-Mod Attendance will document the first 3 allowable absences with an "E", then the system will indicate an "A" on the EFS-Mod Attendance to notate the extraordinary absences (up to 10 additional days) indicated by the provider. (This population is only viewed on the coalition portal.)

C. In extraordinary circumstances that preclude the child from attending beyond the three absences, the childcare provider must upload the written documentation during attendance processing to justify the absent days beyond the 3 allowable. This allows for an additional ten (10) days of reimbursable absences. Failure to upload the written documentation would disallow excused absence payments beyond the 3 allowable.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 8 of 39

a. Examples of extraordinary circumstances include the following:
   i. Hospitalization of the child or parent with appropriate documentation.
   ii. Illness requiring homestay as documented.
   iii. Death in the immediate family with appropriate documentation, i.e., obituary, death certificate
   iv. Court ordered visitation with appropriate documentation, i.e., court order; or
   v. Unforeseen documented military deployment or exercise of the parent(s).
   vi. Doctor appointments or other health related appointments, ie., therapy, routine.

D. Documentation of Absence (DOA) must be completed with child's name, actual date of absences or date range, reason for absences and authorized signature.

E. Total monthly-reimbursed absences shall not exceed thirteen (13) calendar days unless authorized by the Division of Early Learning (DEL).

F. Examples of non- reimbursable absences- vacation, lack of transportation, visiting family members, etc.

Monitoring

Assignment of Providers to Monitor
Individual provider monitoring will be conducted by a Reimbursement Specialist that is not assigned as the provider's liaison. The provider monitoring tool that is set up by the Programs Department is monitored by the same method as the individual provider monitoring. The Programs Department selects the providers for Reimbursement to monitor monthly, and the Reimbursement Department monitors everyone else to make 100% total monitoring for the year.

School Readiness Monitoring
(F.S. 1002.84 Early Learning Coalitions; School Readiness Powers and Duties; F.A.C. 6M-4.502 Records to be Monitored and Monitoring for Reimbursement)
This monitoring will allow the ELCOOC to verify the accuracy of the submissions of the providers monthly attendance rosters against the parent/legal guardian monthly sign-in/sign-out sheet. The Reimbursement Team will provide verbal and/or written technical support (Emails) to providers detailing the requirements for completing the monthly attendance and/or the monthly sign-in/sign-out sheets if errors are found. All providers will be monitored at least once each fiscal year. Once monitoring is completed for each provider, the completed Attendance Monitoring Notification Form will be uploaded to the provider's document library in the folder labeled Reimbursement Audit Report SR.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Reimbursement for Provider-Contracted Holidays

(6M-4.500) (3) Holidays

A. ELCOOC will reimburse providers for thirteen (13) holidays per contract year as indicated on the provider's approved Holiday Schedule. Of the thirteen (13) holidays, a provider must use at least one coalition approved holiday for staff training.

B. An approved holiday shall not be counted as an absence if it falls within a consecutive period of other absences by the child.

C. Requests for change of contracted holiday need to be submitted to the Contracts Coordinator prior to the holiday.

D. The "H" will automatically appear on the monthly attendance on EFS-Mod for contracted holidays for children enrolled for that time period.

E. Children enrolled full-time and scheduled to attend on a holiday the provider shall be reimbursed at the full-time rate. Children enrolled part-time and scheduled to attend on a holiday, the provider shall be reimbursed at the part-time rate.

F. School-age children enrolled FT/PT which means FT on all school breaks and holidays and PT before/after school, the payment goes as follows:

1. School-aged children authorized for part time (PT) care on an approved holiday shall be reimbursed at the part-time rate.

2. School-aged children authorized for full-time (FT) care on an approved holiday shall be reimbursed at the full-time rate.

G. For children not scheduled (not authorized) to attend on a holiday, no reimbursement shall be made to the provider.

SR and VPK Adjustment Policy

(6M-4.500) (1) (f) and (g)

The provider must report any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary. Reported changes must include supporting documentation. Discrepancies validated by the coalition will be corrected for reimbursement purposes.

For a child who is authorized only full-time care, a coalition shall not recoup or adjust a provider's reimbursement for days a child attends part-time.

Types of adjustments:

- Eligibility Department discrepancies
- Program Department Findings
- A request is submitted by the provider (via email or phone call)
- Issues found during monitoring
- Issues found while processing monthly reimbursement.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Sign-in/Sign-out Sheets (SISO)
Rule 6M-4.500 (1) (c)

Each school readiness provider must maintain attendance documentation based on the terms of the provider contract. Providers can use a paper sign-in and sign-out sheet or an electronic sign-in/sign-out system to keep track of a child's daily attendance. Loss prevention is required for providers who use electronic sign-in/sign-out sheets. Even though each provider's sign-in/sign-out sheets may vary they are all required to have the same information on them:

1. Provider's name
2. Child's first and last name
3. Actual time in and out
4. Date
5. Parental signature

Authorized signature, paper or electronic, includes provider designee for children who are transported via school to or from the provider site or a parent or person authorized by the parent as documented in writing and on file with the provider.

Manual Sign-in/Sign-out (SISO) Sheets

(6M-4.500)

All manual sign-in/sign-out documentation must be complete and legible. Parents/legal guardians of multiple children in a center/home must sign in each child individually OR sign out each child individually. A legible signature which includes the full first name or first initial and the full last name or first name and last initial is acceptable. It is acceptable for a provider to sign a child in/out, but a parent/guardian must sign next to each occurrence.

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 the school by the provider must have a parent signature signing the child in the facility at the beginning of the day.

Manual sign-in/sign-out sheets must be uploaded each month to the provider's document library in the file labeled Monthly Sign in-out by the third business day of the following month.

Electronic Sign-in/Sign-out (SISO) Sheets

An electronic sign-in/sign-out system must record the date, child's name, and electronic signature, card swipe, entry of a personal identification number, or a comparable daily action that has been taken by the parent or other person dropping off or picking up the child to, or from, the center.

Both School Readiness and the VPK programs require providers to work with ELCOOC to ensure that the electronic attendance method used by the provider is sufficient. Additionally, both programs require that a parent signs the child out daily, not provider staff. Reimbursement staff are available to review your current electronic processes to ensure that your method is complying.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

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 conduct 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.

ELCOOC takes active measures to prevent fraud during the reimbursement process. Staff are 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 out utilizing the ELCOOC's sign-in sheets or electronic sign-in/sign-out sheets. They are to indicate the times dropped off and picked up with the accurate times. Providers are prohibited from signing for the parent or writing times in.
- The Child Care Attendance Sign-In/Sign-Out sheets and the EFS-Mod Attendance for School Readiness will be audited for accuracy on a regular basis.
- Do not use white-out or write over errors on sign-in sheets. If an error is made on sign-in/sign-out sheets, the procedure is to draw a line through the error and initial it.

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

Additionally, if a school readiness provider, after investigation and adjudication by a court of competent jurisdiction, has fraudulently misrepresented enrollment or attendance for funds related to the school readiness programs, the coalition shall permanently disengage services of that provider.

Each provider's Child Care Attendance sign-in/sign-out (SISO) sheets will be collected monthly and monitored for accuracy at least one time in a twelve-month period (see Monitoring Providers).

During the monthly processing of provider payments, reimbursement staff reviews the sign-in/sign-out (SISO) forms along with the Provider Services Portal attendance printouts to reduce overpayments to providers. For example, if the provider requests payment for a day on which there is no parent SISO, the payment should not be processed for that day.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 12 of 39

The following are issuing that staff should scrutinize thoroughly when processing reimbursements:

- Sign in and send out signatures for the full month and the child's enrollment ends before the end of the month.
- Parent signatures for two different providers for enrollment transfers.
- Forgery of the parent's signatures,
- Attendance documentation submitted with DOA that appears to have been altered, for example dates on doctor's notes.
- Requesting payments when SISO indicates that a child was absent.
- No SISO signatures observed during program site visit, but present when submitted with monthly attendance documentation.
- Total child absences and whether the provider is officially open for business.
- Zero absences
- Alteration of the documents,
- White-out,
- Consistent perfect attendance of children, or
- Any other signs of an attempt to falsify the documents/records.

Any of these types of instances should be investigated, and if necessary, refer to the supervisor for further review. Depending on the severity of the issue, technical assistance should be given to the provider.

If problems with providers arise such as a corrective action plan, ratio issues or failures to have the parents sign in and out daily their Child Care Attendance Sign-In/Sign-Out sheets may be monitored every month. This information will be reviewed and compared to the Provider Services Portal request for payment forms and Child Care Attendance Sign-In/Sign-Out sheets for the corresponding month.

Improper Payments Policy
(BOD-approved 7/20/11) **(Check Relevancy)**

In its efforts to ensure the prudent use of public funds, the ELCOOC will reduce or withhold future payments, establish a repayment schedule, or take other corrective actions, including, but not limited to, suspension or disqualification for improper payments due to a School Readiness Program's intentional program violation. This policy applies to all facilities that accept funds from the School Readiness Program.

Definitions:
Owner/ principal shall mean 1) the owner of the applicable business; 2) the individual that is primarily responsible for the day-to-day operations of the business; and/or 3) the individual that is primarily responsible for hiring and directing employees (agents) to perform his/her/its duties with respect to the business.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 13 of 39

Intentional program violation shall mean an intentional false or misleading action, omission, or statement made in order for an owner/principal, facility, and/ afterschool program to qualify as a provider or recipient in the school readiness program or to receive program benefits or reimbursement (as determined at the sole discretion of the ELCOOC).

Family Member shall mean any child, stepchild, parent, stepparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and any person sharing the household of any owner/principal of a Facility and/or after-school program.

Facility shall mean all centers, family childcare homes, license-exempt centers, faith-based, etc. that provide childcare services.

Related Party shall mean any (i) owner/principal of a facility and/or after-school program; (ii) beneficial owner of any percentage of a facility and/or after-school program; (iii) family member of an Owner/Principal of a Facility and/or after-school program; (iv) an entity which is owned or controlled by someone who falls within the categories listed above in (i), (ii) or (iii); or (v) an entity in which someone listed above in (i), (ii) or (iii) has an ownership interest or controls.

Examples of Intentional Program Violations:
The following is a list of examples of intentional program violations and is not intended to be all inclusive.

- Providing false or misleading information or withholding information to participate or receive payments under the school readiness program.
- Concealing information to obtain school readiness payments.
- Failing to maintain attendance records required by the school readiness program and/or refusing to allow an inspection of those records during scheduled business hours.
- Falsifying attendance records.
- Falsifying or altering authorization documents to obtain school readiness payments.
- Failing to comply with any repayment plan or to cooperate with the establishment of such plan.
- Failing to cooperate with the representative of the ELCOOC for purposes of determining compliance with school readiness program requirements; and
- Assisting or aiding any person in committing any of the above acts.

Provider Sanctions (Check Relevancy)
For this policy, the owner/principal is held responsible for any intentional program violations and payback of any improper payments even though management of the childcare facility has been delegated to an employee or agent.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

1. Upon the first instance of intentional program violation, the ELCOOC will develop a written repayment/offset plan with the owner/principal. All payments made or funds distributed to the provider based, in part, on the intentional program violation must be reimbursed up to the point of discovery, whether by offset against future payments or as otherwise determined by the ELCOOC. Generally, all future school readiness payments will be offset against the full amount of the improper payments until such time that the improper payments are fully recouped. The owner/principal will not be eligible for any school readiness payments until the improper payments have been repaid or offset in full. Except as otherwise agreed upon by the ELCOOC (at its sole discretion), improper payments must be repaid in full by July 31st of the current year for the previous fiscal year.

   In addition to the repayment/offset procedures set forth above, with respect to any intentional program violation, the ELCOOC reserves the right to levy a fine up to: (i) $2,500 against a provider and/or after-school program categorized as a family child care home; and (ii) $7,500 against a provider and/or program categorized as a center. The facility, program, and/or owner/principal will not be eligible to receive school readiness payments until the applicable fine has been paid in full. Any fine levied by the Early Learning Coalition must be paid within thirty (30) calendar days of such assessment.

   Families will be notified that the ELCOOC has imposed sanctions against the operator for intentional program violations. Families must not be adversely affected by the operator's intentional program violations. For example, all payments to the provider will be discontinued if the operator increases fees charged to school readiness families to offset the cost of repayment. Families will be notified of their rights to transfer their child (ren).

2. Upon the occurrence of a second intentional program violation, the owner/principal and the applicable Provider will be suspended from the school readiness program for a period of twenty-four (24) months. In addition, the ELCOOC will develop a written repayment plan with the owner/principal. The owner/principal will not be eligible for any school Readiness payments until 1) twenty-four (24) months have elapsed since the date payments were suspended by the ELCOOC, and 2) the overpayment has been reimbursed or offset in full.

3. Upon the occurrence of a third intentional program violation, the owner/principal will be disqualified from participating in the school readiness program until such a time that such a violation has been decided in full as required under F.A.C. 6M-4.503.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 15 of 39

Transfer of the facility and/or after-school program in any manner to a related party shall not be considered a sufficient remedy to avoid the imposition of sanctions. Notwithstanding the foregoing, the ELCOOC maintains broad discretion with respect to the determination of whether a Facility and/or after-school program is eligible for funding or subject to the penalties listed above, and such determination will be on an individual facts and circumstances basis at the ELCOOC's sole discretion. For example, the ELCOOC may determine the transfer of a facility and/or program is still an end-around the penalties described above even if such transfer does not specifically fit the definition of a related party transaction.

Provider Payments Schedule
School Readiness and VPK provider payments will be made by direct deposit. School Readiness and VPK payments will be made on the 15th of each month. If the 15th falls on a Saturday or Sunday, payment will be made on the previous Friday.

VPK provider advance payments will be made on the 30th of each month. If the 30th falls on a Saturday or Sunday, payments will be paid on the previous Friday

VPK Reimbursement Policies

VPK Monthly Reimbursement
6M-8.204 (2) (a) and (1) (c)
Early learning coalitions shall make monthly payments by the last day of the month following the month for which the provider has rendered services. Each early learning coalition shall calculate and reconcile monthly classroom payments using the Office of Early Learning statewide information system.
  (a) Monthly payments shall be equal to the sum of the following calculation for each student who has attended the VPK class: the county's allocation per full-time equivalent student (calculated in accordance with Section 1002.71(3)(b), F.S.) divided by the number of hours for the VPK program type multiplied by the lesser of:

   1. The sum of the hours within the month which each student attends the VPK program divided by .8; or the hours the student is enrolled in the class for the month. Less than the total program payment to the private provider or school district, the early learning coalition shall make a final reconciliation payment to the provider equal to the total program payment minus the sum of the monthly payments.

VPK Enrollment Qualifications
F. S. 1002.53, 1002.55 (2) (f), 1002.71 (6) (b)
Children who live in the state of Florida and who will have turned 4 years on or before September 1 are eligible for the Voluntary Prekindergarten Education (VPK) Program during either the current school year or the subsequent school year. The child will keep their eligibility until the child starts kindergarten, unless he or she turns 6 years old by February 1 of any school year.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Providers who choose to offer private VPK classes must have at least 4 students enrolled but cannot exceed 20 students. To protect the health and safety of children enrolled, each private VPK provider must always provide acceptable adult supervision for students. VPK programs comprised of 12 or more students must have a VPK instructor who meets specific requirements found in rule and at least one adult VPK instructor who is not required to meet those same requirements, but who must meet other designated requirements.

VPK provider's and participating district schools must require the parent of each student in the VPK program to verify, each month, the student's attendance on the prior month's certified student attendance per the attendance policy. The parent is required to sign the verification of the student's attendance monthly.

VPK providers or public school must keep each original short form (DEL-VPK 03S) for at least 2 years. Each VPK provider or public school must allow the overseeing agency of the early learning coalition or school district to examine these forms.

A VPK provider or school district is allowed to withdraw a student who has difficulty complying with the provider or district's attendance policy. A student who has been terminated can seek reenrollment with another VPK provider or public school. A VPK student may be absent up to 20 percent and still receive payment at a VPK provider or a public school. It is not allowable for VPK providers or public schools to receive payment for absences that occur before a student's first day of attendance or after a student's last day of attendance.

EFS-Mod should be utilized for the submission of documentation, including those required for child enrollment and monthly submission of attendance for payment. Public schools are also required to use EFS-Mod for submitting attendance to the early learning coalition. The provider's document library in the file labeled Monthly VPK Long Form or VPK Short Form & Sign in/out should be used to submit all documentation required for processing of VPK attendance:
- VPK Short Forms
- VPK sign-in/sign-out sheets

EFS-Mod's Document Library should be utilized to upload VPK certificates and VPK withdrawal forms. EFS-Mod is also the only acceptable way to submit attendance for payment.

VPK Absences
6M-8.204 Uniform Attendance Policy for Funding the VPK Program. 6M-8.305 Recording and Certifying Child Attendance in the VPK Program.
To receive payment, a VPK provider must report that students attended all the instructional hours offered daily by inputting an X for their monthly attendance in EFS-Mod. If a child is absent in VPK the only acceptable code a provider can use is an "A" for absence when submitting monthly attendance in the EFS-Mod. VPK providers cannot receive payment for days prior to a child's first day of attendance.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 17 of 39

VPK Emergency Closures
6M-8.204 (5) (a) (b)
If a provider requests an emergency classroom closure or entire site closure, they are required to contact the contracts coordinator at the coalition to fill out a Temporary Closure Report. They are allowed five payable days per class per calendar year. The "CR" code will indicate the closure days that are payable in EFS-Mod. If the provider has more than five closure days, they will be prompted to adjust their non-instructional days or change the end date of their VPK calendar for the effected classroom(s).

VPK Hours
6M-8.204 (3) (a) (b)
Fall VPK programs should be comprised of 540 hours for the school year. Summer VPK should be comprised of 300 hours for the summer. Fall VPK should complete instruction by June 30. Summer VPK cannot begin instruction before May 1 and must complete instruction prior to Alachua County public schools starting.

VPK Attendance Tracking
6M-8.305 Recording and Certifying Child Attendance in the VPK Program.
VPK providers are required to keep a daily record of a child's attendance in the program. VPK providers, who are also school readiness providers, must record both forms of attendance. The child should have days for both programs documented in accordance with the guidelines for tracking attendance for each program.

Various forms of documentation are required to be submitted monthly and signed by the parent of a child enrolled in the VPK program to verify the child's attendance for the prior month. Documents that should also be submitted are as follows:

- VPK Short Forms (DEL-VPK O3S)
- Electronic or paper sign-in/sign-out sheet
- EFS-Mod attendance roster

VPK providers shall not be paid unless attendance for the previous month has been submitted. If a child is refused instruction for any reason (e.g., for disciplinary reasons, including tardiness or prohibited attire) then the provider is required to mark the child absent for that day on the VPK attendance.

VPK Advanced Payment
6M-8.205 Advance Payment and Reconciliation for the Voluntary Prekindergarten Education program.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

VPK providers are eligible to receive an advanced payment determined by the amount of funding that is received by the Office of Early Learning. Advanced payments should be equal to the school-year base student allowance divided by twelve (12) multiplied by the highest monthly VPK program enrollment. The Office of Early Learning controls the decision to increase or decrease the amount funding based on student enrollment or availability of funds.

(2) Provider Advance Payments.

(a) A private VPK program provider or school district may choose to receive monthly advance payments for each VPK class instead of receiving payments in accordance with the Agency's uniform attendance policy under Rule 6M-8.204, F.A.C. The private VPK provider or school district shall notify its early learning coalition in writing at the time the provider or district enters a VPK Provider Agreement with the coalition regarding whether it has or has not chosen to receive advance payments for its VPK classes.

(b) Each early learning coalition shall make advance payments to its private VPK providers or school districts which have chosen to receive advance payments no later than the last day of the month prior to the month for which the private provider or school district is receiving an advance payment except that advance payments for the month of July shall be made no later than the tenth (10th) day of July.

(c) Private providers or school districts that choose to accept monthly advance payments shall receive an advance payment for each month of the VPK class, which shall be reconciled monthly against actual student attendance for the month and may receive a final reconciliation payment following the conclusion of the VPK class instruction.

(4) Final Reconciliation. If the total amount of payment made for the VPK class is less than the total amount which should have been made based on Rule 6M-8.204, F.A.C., EFS-MOD will pay the difference to the private provider or school district as a final reconciliation payment. If the total amount of payment made for the VPK class is greater than the total amount which should have been made based on Rule 6M-8.204, F.A.C., the difference shall be overpayment.

VPK Overpayment
6M-8.204 (6) (a)
If after reconciliation it is determined that a VPK provider (private or public) has received more money than deserved, the coalition will make efforts to collect the overpayment from the provider. Actions that may be taken to reconcile the overpayment include but are not limited to informing the provider of the full amount owed, constructing written requests for repayment, and mailing or emailing them to the provider, offering to discuss a repayment schedule, and deducting the overpayment from any future payments from the VPK program.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 19 of 39

Monthly Payment for Advanced Payment
The ELC of Alachua County will pay VPK providers who have chosen to elect an Advanced Payment, a monthly advance for the total number of students enrolled now the advanced payment is being processed. The advanced payment is paid at 95% of the total payment. ELCOOC will make monthly payments at the 95% rate each month until the month before the VPK program ends. ELC will also calculate and reconcile the advance payment to the actual monthly payment. These calculations will be done in EFS-Mod system.

VPK 80/20 Formula for Calculating Payable Absences (Correct/No Changes)

(F.S. 1002.71 (6) (d) Funding, Financial and Attendance Reporting) Coalitions are to pay providers for an enrolled child's attendance, including a child's absences that occur after the student's first day of attendance and before a student's last day of attendance. The calculation the ELCOOC uses to determine a provider payment based on a child's attendance and absence is referred to as the 80/20 formula.

The 80/20 formula will be calculated within the state's statewide information management system to ensure that a minimum of 80 percent of a provider's payment for any enrolled child is for the days the child attends the program. A maximum of 20 percent of the provider's payment can be for days the child is absent. (Number of hours the child attended divided by 0.8 = number of payable hours)

Monitoring Procedures

Reimbursement Attendance Monitoring Procedure

Tools Needed for Attendance Monitoring.
- Sign In/Sign Out sheets (SISO) for the month to be monitored and VOA if provider has electronic (SISO)
- Copy of paid attendance rosters and the Final 5045 reimbursement report
- Childcare Facility Certificate of License
- SR Approved Reimbursement rates printed from EFS-Portal
- If the provider is Gold Seal, the certificate should be printed.
- Payment Adjustment (if applicable)
- Attendance Monitoring Worksheet
- Attendance Monitoring Notification Form.
- Provider Monitoring Checklist.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 20 of 39

Steps Needed to Complete SR Monitoring

A. Select 10% of the children to be monitored from each funding source, if discrepancies are found, another 10% should be monitored. If discrepancies are still prevalent, 100% of the children will be monitored.

B. Compare the sign in/sign out signatures against the submitted days paid on the EFS- Mod attendance roster.

C. Verifying that the parent/guardian signatures or initials are accepted signatures such as: Joe Brown, Joe Smith not Mom, Dad, Bus/Van Driver or Grandmother. First and last name, first initial and last name, and parent initials are acceptable forms of signatures.

D. Verifying that the child's name on the sign in/sign out sheet is consistent with the name used for enrollment in the EFS-Mod.

E. Note any discrepancies on the monitoring worksheet (example: missing signatures, use of unacceptable signatures) including details such as dates and comments.

F. Provide technical assistance as needed via email and attach it to the monitoring packet.

G. Submit monitoring results to supervisor for review, approval and his/her signature.

H. Upon supervisor's approval, process payment adjustments for any discrepancies.

I. Notify providers via email of monitoring results on monitoring notification form. Attach the signed Attendance Monitoring Notification Form to the Monitoring Packet and email.

J. Results of the Notification Form should be uploaded to the provider's document library in the file labeled Reimbursement Audit Report SR for viewing by the SR provider monitored.

K. Upon completion of all steps, provider monitoring should be scanned into the computer and uploaded to Sentry File.

L. The original will be maintained on site for review during the next audit.

M. Maintain a physical monitoring file for all providers monitored and store it for 5 years.

Documentation to be Included in Provider Monitoring File
- Monitoring File Checklist
- Sign In/Sign Out Sheets Monitored
- EFS- Mod Attendance Rosters (printed while processing) or pulled down from Tableau
- Monitoring Worksheet
- 5045 Report for monitored provider.
- Payment Adjustment (if processed)
- Monitoring Notification Form
- DCF License
- Gold Seal Certificate
- Current Rate Plan
- Technical assistance given (copy of email sent to provider)

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Procedure for Completing Programs Monitoring Tool

A. SR Monitoring Manager emails Reimbursement one month in advance about which providers will be monitored.
B. Programs Contracts Coordinator will then pull the child samples for monitoring.
C. Go to "<Fiscal Year> Provider SR Monitoring" folder.
D. Go to "<Fiscal Year> Child Samples" folder.
E. Go to Onsite Child Samples folder for the month/year that is being monitored.

F. Print the list of children for the month/year that you will be monitoring.
G. Monitor the children listed for all given providers.
H. Go back into "<Fiscal Year> Provider SR Monitoring" □ Go to "<Fiscal Year> SR Provider Monitoring to be Completed."
I. Click on appropriate month and choose the provider just monitored.
J. Complete questions 10 and 11 under Sections III: Provider Responsibilities
K. Once question 10 and 11 are completed send email to Programs Department informing them that the monitoring tool has been completed.
L. Go to "<Fiscal Year> Provider SR Monitoring" □ Click on the Excel spreadsheet that says "<Fiscal Year> SR Monitoring Track Log Tier 1 & 2."
M. If unsure about which column to complete, click on "Tier 1 Column Description" Tab
N. Complete Column M and enter the date (MM/DD/YYYY) that the monitoring tool was completed on the Tier 1 spreadsheet.

Procedure for Tracking Monitoring Results

A. Go to Reimbursements folder □ Click on <Fiscal Year> Reimbursement Monitoring Results < click on physical year that's being monitored.
B. Providers are listed alphabetically on the left-hand side of the spreadsheet.
C. Once a provider is monitored you will fill out this spreadsheet for them with:
   - Month Monitored
   - Monitored By (Reimbursement Staff Members Name)
   - Date Monitored
   - Results (Total amount for adjustments done)
   - Comments
   - Number of Records
   - TA Needed (if applicable)

Procedures for Uploading Documents to Sentry File

Sentry File is used to store files for an extended amount of time to satisfy the requirements set forth by the office of Earl Learning.

A. Login to Sentry File
B. Click on Add Documents
C. Click on Upload

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

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    D. For Step 1: Choose Document, click on Browse.
    E. Click on Share Drive (Z:)
    F. Click on Reimbursements

    G. Click on "Upload and Continue"
    H. Click on the appropriate folder.
    I. Click on Document Type
    J. Click on the month/year you need (You may need to do this for both SR and VPK)
    K. Click on appropriate provider (If more than one file exists for the provider for that month, then do each file separately)
    L. Click open.
    M. For Step 3: Choose Destination Cabinet, click on the drop-down arrow and choose Reimbursements.
    N. Click "Upload and continue"
    O. On the next screen, click the drop-down arrow next to Provider name and choose the appropriate provider.
    P. For document type, click on the drop-down arrow and choose appropriate document type.
    Q. For the month/year, click on the drop-down arrow and choose the appropriate month/year.
    R. Click "Save index"

Procedure for Receiving Sign-In/Sign-Out Sheets
    A. Sign-in/sign-out sheets uploaded by the Provider to the provider's document library in the file labeled Monthly Sign in-out by the 3rd business day of each month.
    B. Sign-in/sign-out sheets are verified that they are in Portal attendance order for School Readiness providers and classroom and Portal attendance order for VPK providers.
    C. If the sign-in/sign-out sheets are electronic then they must have a signature at the bottom of each sign-in/sign-out sheet, or each sheet must be accompanied by a corresponding "Monthly Verification of Attendance" form
    D. If it is found that the sign-in/sign-out sheets were uploaded incorrectly, the Reimbursement staff will contact the provider.

Procedure for VPK Enrollments
The enrollments for VPK children are processed by the Reimbursement staff. After the child has been deemed eligible for participating in the VPK Program, the parent is issued a VPK Program Child Eligibility and Enrollment Certificate (COE). The parent then selects a VPK program provider. The COE is then accepted by the VPK provider for enrollment. The provider will then enroll the child using the Provider Portal and upload the child's COE to the Document Library.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Once the provider gives notice to the Reimbursement Department the child can then be approved to start the VPK program.

If a child is transferring within Alachua County or from another county, a Re-enrollment Application is completed by the parent. Once the re-enrollment application has been approved by the Eligibility Department the parents would then print out the re-enrollment certificate and take it to the desired provider. The provider would then be responsible for enrolling the child on the Portal and uploading the certificate to the Document Library. The re-enrollment would then be approved by the Reimbursement Department.

Procedure for Approving VPK Enrollments
A. Click on VPK Program → Click VPK Enrollment
B. Click on Enrollment Action Requested option.
C. Sort by clicking the double arrows next to Provider Name so that the provider names will be in alphabetical order.
D. Find the child that needs to be approved and click on the child's certificate number.
E. Verify that the start date and the classroom match the information on the certificate.
F. If the information does match, then click the "Approve" button. If not, then send an email or call the provider to have the information on the portal or the certificate corrected.

Procedure for Printing VPK Certificates
A. Go to Provider → Click on Document Library
B. Document Library Management box will appear → Select Provider in drop down.
C. Select the folder that states "VPK Enrollment Certificates."
D. All documents uploaded to the Document Library will appear.
E. Search for current VPK Certificates → Print VPK Certificates

Procedure for Terminating VPK Children
A. Go to VPK Program → Enrollments → VPK Enrollment Action Requested
B. Screen will appear → Look under Enrollment Status → Click on the status' that says Enrollment Submitted/Change Request
C. Check to ensure that it is a withdrawal of a child and not a class transfer (EFS-Mod does not specify)
D. Go to Provider → Click on Document Library
E. Screen will appear → Select Provider in drop down.
F. Select Folder named "Monthly VPK Child Withdrawal Forms."
G. Select child's withdrawal form → Print withdrawal form.
H. Go back to the "Enrollment Action Requested" and click on child's COE number.
I. Verify the termination date in EFS-Mod matches the termination date on the withdrawal form.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Procedure for Approving VPK Class Transfers
A. Go to VPK Program → Enrollments → VPK Enrollment Action Requested
B. Screen will appear → Look under Enrollment Status → Click on the status' that say Enrollment Submitted/Change Request
C. Check to ensure that it is a class transfer (EFS-Mod does not specify)
D. Approve class transfer by clicking the blue "Approve" button.

Procedure for Collecting DEL-VPK 03S Form (Short Form)
The DEL-VPK 03S Form (Short Form) is collected from the providers monthly. The Short Form represents confirmation by the parent that their child attended during the month for payment.
A. Short Forms are uploaded by the Provider to the provider's document library in the file labeled Monthly VPK Long Form or VPK Short Form & Sign in/out by the 3rd business day of each month.
B. Short Forms are verified that they are in Portal attendance order by classroom.
C. The parent must sign the short form on the last day of the month or the last day the child attended the program.
D. The Short Form will also be checked for completeness including date of birth, classroom information and date signed.
E. If it is found that the short forms were uploaded incorrectly, the Reimbursement staff will contact the provider.

Procedure for Requesting VPK Advance Payment
A. During the contracting process providers will choose whether to accept advance payment or not on the "Compensation and Funding" portion of the provider contract.
B. There are 3 options that a provider can choose:
   - Elect to receive monthly advance payments for the school year or summer program.
   - Elect not to receive monthly advance payments for the school year or summer program.
   - Does not intend to offer the school year or summer program.
C. The options can be used for either the school year program or the summer program.
D. The Contracting Manager will certify the VPK contract.
E. Once the provider elects to receive advanced payment the Reimbursement Department will process the request prior to each month when children are served.

Procedure for Processing VPK Advance Payment
A. Reimbursement → Reimbursement Closeout → Run 5045 Report
B. Go to VPK Advance - VPK row → Click Run 5045 Report
C. Click Run Trial 5045 Report
D. Trial 5045 Report should be generated.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 25 of 39

E. Save Trial 5045 as a PDF file under the Reimbursements folder on the z: drive under Closing Reports
F. Go to Reimbursements → Reimbursement Closeout → Run Update
G. Go to VPK Advance - VPK row → Click Run Update
H. Window will appear → Click Accept
I. Advanced Payment information is now locked in the system.
J. Go to Reimbursements → Reimbursements Closeout → Run Transmittal File
K. Go to VPK Advance – VPK row → Click Run Transmittal File
L. Excel spreadsheet should download → Save VPK Advance Payment Transmittal to Reimbursements folder on the z: drive under Closing Reports
M. Go to Reimbursements → Reimbursements Closeout → Run Final 5045
N. Go to VPK Advance – VPK row → Click Run Final 5045
O. Report will generate → The VPK Advanced Payment Final 5045 Detail will appear.
P. Save VPK Advance Payment Final 5045 Detail to Reimbursements folder on the z: drive under Closing Reports

EFS- Mod Maintenance Procedures

Vendor Number Entry Procedure
A. Go to Reimbursement→ Vendor Number Entry
B. Choose Program Year
C. Enter Provider ID
D. Click "Search" at the bottom of the screen.
E. Click "View Vendor Number" under the Provider ID field.
F. Enter a number of at least 5 digits (of your choosing) in the Vendor Number field.
G. Enter the provider's FEIN in the EFS Legacy Provider/Extension field.
H. Click the drop-down arrow in the Funder Type field and choose "All."
I. Click "Add Vendor Number"

Procedure for Verifying School Readiness Rates
The Contracting Manager will make changes to the providers Reimbursement rates. Once the changes have been made the Contracting Manager will send an email to the Reimbursement staff informing them that it has been completed. The Reimbursement staff will then check to ensure that the changes have been made.

A. Go to Provider → then "Search" → Choose Program year and enter Provider ID in the Provider ID field → Click "Search" button at the bottom of the screen.
B. Click number under Profile ID → Click blue button that says SR Reimbursement Rates
C. Click on the new Reimbursement rate plan.
D. View the rate plan and review changes.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 26 of 39

Procedure for Annual Updating the School Calendar
A. Go to Admin Functions → Calendar Management → School Calendars
B. Screen will appear that states Enrollment School Calendars
C. For each public or private school click on "+ Add Calendar" on the right-hand side
D. Enter calendar name, select county, first and last day of classes for the public or private school.
E. Click the blue Save button.
F. Screen will appear → Enter school holidays.
G. Click the blue Save button after all holidays have been entered.

Procedure for Creating a New School Calendar
A. Go to Admin Functions → Calendar Management → School Calendars
B. Screen will appear that states Enrollment School Calendars
C. In the upper right-hand corner click the "+ Create New Calendar"
D. Enter calendar name, select county, first and last day of classes for the public or private school.

New Provider Procedures
Procedure for Onboarding a New Provider
Providers are given a Provider Portal User Guide sent through Share File as a reference along with a Provider Reimbursement Handbook (soon to become available).
A. The provider is assigned to a Reimbursement Specialist
B. The provider is set up with a Share File account.
C. A folder is created on Z:/Reimbursements☐Providers.
D. The provider is set up in Sentry File
E. The provider is given a vendor number in EFS-Mod
F. Orientation to Reimbursement is provided to the provider by the following: In-person, over the phone or via Zoom or TEAMS

Procedure for Onboarding a New Provider to ShareFile
A. Log into ShareFile → Click on the "Shared Folders" screen.
B. Click on the blue circle with the "+" symbol → Click on "Create Folder."
C. Enter the providers name → Click on the "Create Folder" button.
D. Click on the newly created provider folder → Click on "People on This Folder."
E. Click "Create New User" → Enter email address, first name, last name, and company name for person who needs to be added to the folder to upload documents for reimbursement.
F. Permissions given to provider are to "Download" and "Upload."
G. Click "Add" to create the user → Click "Add" again to add person to the folder.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Procedure for SR and VPK Adjustments

Adjustments are done for assorted reasons and the type of adjustment used depends on the reason the adjustment was made. There are several reasons to complete adjustments but some of the more common reasons are:

Prior period adjustment (PPA) reasons:
- Incorrect unit of care
- Incorrect care level paid.
- Incorrect days paid.
- Incorrect copay processed.
- Incorrect match amount assessed.

Line - Item Adjustment reasons:
- Adjustments to PTV or FTV days
- Incorrect funding type
- Incorrect unit of care Incorrect Eligibility
- Incorrect care level paid.
- Incorrect billing group entered for enrollment.
- Incorrect match founder selected.
- Incorrect days paid.
- Incorrect copay assessed.
- Incorrect match amount assessed.

Differentials would need to be reassessed if necessary for some LIA adjustment reasons that are listed above.

Procedure for Processing Prior Period Adjustments (PPA)
A. Go to Reimbursements → Adjustment Processing → Create Prior Period Adjustment
B. Prior Period Adjustment screen will populate.
C. Funder Type, Service Period, and Provider ID fields will appear.
D. Choose a Funder Type from the drop-down menu.
E. Choose a Service Period from the drop-down menu.
F. Enter the Provider ID for the provider that is being adjusted.
G. A list of children that were paid for that service period for that provider will appear.
H. Find the desired child → Choose row that is being adjusted → Click blue "Create Adjustment" button.
I. Adjustment screen will populate.
J. Areas marked with red (*) are areas that need to have data in them. It is possible that some areas will not change.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 28 of 39

K. Select an Adjustment Reason. Adjustment will not be able to be processed if there is no reason chosen.
L. Only three fields can be changed in the "Adjustment Information" area, and they are the days to be paid, daily parent copay rate, and the match amount.
M. Make changes → Provide comment (necessary to submit adjustment)
N. Click the blue Submit button.

When viewing the 5045 report the Prior Period Adjustments will appear as PPA and the Prior Period Reversal will appear as PPR.

Procedure for Processing Line-Item Adjustments (LIA)
A. Go to Reimbursements → Adjustment Processing → Create Line-Item Adjustment
B. Click on either SR/Local or VPK
C. Screen will populate → Enter the child's Reimbursement ID (can be found on the Final 5045 Detail) → Click search icon.
D. Information will prefill → Choose Adjustment Reason at the very top.
E. Scroll down to the "Adjustment Information" area.
F. Enter the information that you would like to change → Only fields with a red (*) can be changed.
G. Change amounts for Gold Seal, QPI, or Child Assessment for quality or direct as needed.
H. Provide comment (necessary to submit adjustment)
I. Click the blue "Submit" button.
J. Confirm the SR Line-Item Adjustment by clicking "Yes."
K. Successful submission window will appear, and you will click "OK."

Wraparound children (FTV or PTV unit of care) must have all adjustments completed in the Line-Item Adjustment screen. They are not able to be done on the Prior Period Adjustment screen.

Procedure for Approving Adjustments for Payment
This is how adjustments are approved for payment for PPA's and LIA's.
A. Go to Reimbursements → Adjustment Processing → Adjustments Pending Approval
B. The "Pending Adjustment work queue" screen appears.
C. For each adjustment that needs to be paid, click the blue "Approve" button under the "Action" column.
D. Repeat the process until all the eligible adjustments are approved.
E. All approved adjustments will be moved to Payment Verified.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Procedure for Processing Child Assessments

A. Go to Provider → Then click "Search."
B. Change Program Year to current year using drop down menu.
C. Type the Provider ID in the Provider ID field.
D. Click "Search"
E. Provider search results screen should appear → Click on Profile ID
F. Click on the blue "Child Assessment" button (located to the left of the Registration fees button)
G. Make sure that the child assessment period is the current assessment period.
H. Once current period is verified → Check "Select All" button on the left side of the screen.
I. Scroll down to the bottom of the screen → Click the blue "Submit for Reimbursement" button.

Procedure for Processing Registration Fees

A. Go to Reimbursements → Click on "Registration Fees" →Click on "Pending Payments."
B. Go to the z: drive and click on spreadsheet labeled "Registration Fees Processed."
C. Check children listed in "Registration Fee" queue on the Coalition Portal against "Registration Fees Processed" spreadsheet.
D. On the tab labeled "Children Paid for 2021" on the "Registration Fees Processed" spreadsheet children listed for a 2nd time should be coded in red
E. Once all the children have been checked and verified on both the spreadsheet and the Portal → either click "Select All' or choose the children individually by clicking the box to the left of the Provider ID.
F. Once children are selected for Approval click on the blue "Approve" button
G. If any children need to be rejected or made ineligible, click on the box to the left of the Provider ID for the specific child or children and then click the blue button for Reject or Ineligible

Procedure for School Readiness Temporary Closures

A. Receive notification email from Contract Coordinator
B. Email provider requesting information related to closure such as:
- Date center was closed.
- Children affected by closure.
- Type of closure (entire site, partial site, or individual)
- Re-open date (if applicable)
- SR or VPK closure

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 30 of 39

C. Add information received from provider to the "SR and VPK Closures" spreadsheet located in the z drive under the reimbursement folder.

Procedure for Processing and Closing SR Attendance in EFS-Mod

Providers have the first 3 business days to submit their attendance via the EFS-Mod Provider Services Portal. Providers also have the same first 3 business days to submit DOAs, Verification of Attendance and sign in and sign out sheets. If the attendance is rejected, the provider receives an email and/or a phone call about the rejected attendance. The provider has 60 days to resubmit the rejected, unsubmitted attendance and any discrepancies they have. Once attendance has been submitted and all applicable paperwork has been received by the coalition it will go through a series of processes until payment is completed. Reimbursement specialists will print the attendance prior to processing and after processing by right clicking within the attendance and choosing "print" from the available choices. This will be to track the changes the specialists make to the originally submitted attendance by the provider.

Payment Period Summary
On the Coalition Services Portal
A. Go to the Reimbursement menu item.
B. Select Reimbursement Closeout → Review & Close Payment Period.
C. Review the current payment period summary. As individual attendance/reimbursement records move through the payment cycle, the numbers in the columns change. The payment period summary grid is visible on several reimbursement screens. Closing a payment period is a later step in the process.
   a. Need Attendance – Number of outstanding attendance records for a service period not yet submitted.
   b. Attendance – Number of submitted attendance records.
   c. Closed Attendance – Number of approved attendance records.
   d. Payment Verified – Number of verified reimbursement detail records.
   e. Updated – Number of locked reimbursement detail records.
   f. Paid – Number of transmitted reimbursement detail records.

Step 1: Have Attendance in EFS-Mod
A. Go to Reimbursements → Attendance Processing → Have Attendance
B. Select SR from the funder type drop down → Click "Submit" button.
C. Results will appear. → Under "Service Period" type in the "Filter" field the current service period using the month and year (ex. July 2021)
D. Under "Provider Name" use the up/down arrow in the right corner → Sort alphabetically from A to Z

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 31 of 39

E. Click "Review" for each provider that has attendance that needs to be processed.

F. Once the attendance populates →Click approve or reject for each child based on comparison with the sign-in/sign-out sheet that has submitted

G. If any days are rejected, an email is sent to the provider, or a phone call is made to the provider notifying them of the children that were rejected and the reason for the rejection.

H. Check DOAs for valid reasons and correct dates.

I. If reasons aren't valid or dates do not match, then the attendance code for the affected dates will be changed to "N" for non-payment.

J. After all children have been approved/ rejected a blue "Continue" button will populate in the right-hand corner.

K. Window will populate → Click "Complete Attendance Processing."

L. Attendance will then move to Closed Attendance

Step 2: Bulk Billing Group Transfer

A. Bulk Billing Group Transfer would need to be done once all the attendance is in Closed Attendance status.

B. Navigate the Coalition Portal Home → Reimbursement → Reimbursement Closeout → Bulk Billing Group Transfer.

C. Go to the Funder Type field and select SR as the funder type.

D. Go to the Billing Group field choose BG8 as the desired billing group.

E. Depending on the Eligibility code that is desired to move children to, you would either select SRMT or ECON. This is based on whether the match for the children is being assessed to the local or state funder.

F. Go to the Match Funder field and select the desired match funder for the specific children that are being selected.

G. Go to the Service Period field and choose the service period in which the services were rendered by the provider.

H. Upon selecting the desired funder type, billing group, eligibility code, match funder, and service period. The screen with the desired children should populate and those children who are needed can be selected. When selecting children, keep in mind the number of days a child is being paid for because this will influence the amount of match that will be assessed, ex. 0 days would result in no match being assessed.

I. Check the box to the left of the child's name that you would like to update. Once you have selected all the children under that Eligibility code that you want to update then click Update in the bottom right corner.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 32 of 39

J. A screen will display for you to choose the fields in the "New Information" section. Select SR → select BG8 → choose desired Eligibility code → choose desired match funder → Click Run.

K. The results window will populate to show the changes that have been made for various children. Click save to save the changes.

L. The confirmation of the change will populate and "Yes" would have to be selected to confirm the change.

M. Completion of the transfer window will appear and show how many records have been updated. Click "OK" to close the window.

Bulk billing group transfer must be completed prior to moving attendance to Payment Verified.

Step 3: Closed Attendance/ Payment Verified

(Moving Records from Closed Attendance to Payment Verified)

A. Click on Reimbursement → Attendance Processing → Closed Attendance

B. Choose the Funder Type and select "SR."

C. All providers that have been processed will populate in the screen.

D. Choose provider and click "Review" to open the payment screen.

E. On the right-hand side, click the "Verify" button if it is not already in a "Verified" status.

F. Each provider in the "Closed Attendance" screen will need to have their children verified prior to moving on to the next step.

G. Any missing data will result in a "Missing rate" error message at the bottom of the screen; these children will need to be sent back to "Have Attendance" to complete the verification process.

H. Once all records have been verified, click on the blue "Continue" button in the right-hand corner.

I. After you have selected the "Continue" button a window will appear. Click the blue "Complete Attendance Processing" button to complete processing.

Step 4: Run Match Assessment

A. Go to Reimbursement → Reimbursement Closeout → Run Match Assessment then choose BG8 match funding group.

B. Match assessment must be run for each Match Funding Source and each Service Period

C. Match Funding sources include Children's Trust, CAPP MATCH, City of Gainesville and Skyfall

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 33 of 39

D. Enter the amount of match that needs to be assessed in the "Fixed Dollar Match" field.
E. Click on the blue "Update" button.
F. This process should be repeated for each Service Period and Match Funding Source

Step 5: Run Trial 5045

A. Go to Reimbursement menu item
B. Select Reimbursement Closeout → Run Reimbursement Closeout
C. Click Run Trial 5045 Reimbursement Report Button. Payment period should be "Current"
D. Click Run Report will populate and save as an Excel spreadsheet □ Excel spreadsheet should populate after downloading.
E. To check totals on Trial 5045 report, uncheck Merge and Center on the Excel spreadsheet
F. Put in formula =SUM (Base payment less match: OCA payment amount) – (Match Amount); results should be zero dollars for all the rows. If everything calculates correctly then you can move on to the next step in the closing process

Step 6: Run Update Process

A. Go to Reimbursement
B. Go to Reimbursement Closeout
C. Select Run Update Process
D. Click the blue "Run Update" button under the Action and Status column.
E. All records should move from "Payment Verified" to "Updated" status.
F. Payment verified should reflect a "0."

Step 7: Run Transmittal

A. Go to Reimbursement
B. Go to Reimbursement Closeout
C. Go to Run Payment Transmittal File
D. On the SR row → Click "Run File" under the Action and Status column
E. Window will populate → Click "Run Transmittal File."
F. Excel spreadsheet will download.
G. Save the Excel spreadsheet into the z: drive under Reimbursement's folder.
H. Choose the "Closing Reports" folder.
I. Choose the correct folder for the month and year.

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

Step 8: SR Closeout Process
    A. Go to Reimbursements
    B. Click on Reimbursement Closeout
    C. Click on Review and Close Payment Period
    D. Go to the SR column and click the "Close" button under the Action and Status column.
    E. Click "Yes" on the next screen.
    F. ***CLOSED*** should generate italicized and bolded in the Action and Status column.
    G. The payment period should then change to the next month.

Step 9: Run Final 5045 report.
    A. Go to Reimbursement
    B. Go to Reimbursement Closeout
    C. Select on Run 5045 Report
    D. Click on the blue Run 5045 Report button under the Action and Status column for SR.
    E. Window will appear for the 5045 reports to generate.
    F. Choose the summary or detail under the "View" field in the window. Run Summary report first.
    G. Click the save button and choose the PDF version.
    H. After report has generated change the name of the file to the Service Period month and year, SR Final 5045 summary.
    I. Save the PDF file into the z: drive under Reimbursements folder.
    J. Choose the "Closing Reports" folder.
    K. Choose the correct folder for the month and year.
    L. Go back into the 5045 Report and save as an Excel spreadsheet.
    M. After report has generated change the name of the file to the Service Period month and year, SR Final 5045 summary.
    N. Save the Excel spreadsheet into the z: drive under Reimbursements folder.
    O. Choose the "Closing Reports" folder.
    P. Choose the correct folder for the month and year.
    Q. To save the Final 5045 report detail you would go back into the Run 5045 report window and change the "View" field from summary to detail.
    R. Run Detail report.
    S. Click the save button and choose the PDF version.
    T. After report has generated change the name of the file to the Service Period month and year, SR Final 5045 detail.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 35 of 39

U. Save the PDF file into the z: drive under Reimbursements folder.

V. Choose the "Closing Reports" folder.

W. Choose the correct folder for the month and year.

X. Go back into the 5045 Report and save as an Excel spreadsheet.

Y. After report has generated change the name of the file to the Service Period month and year, SR Final 5045 detail.

Z. Save the Excel spreadsheet into the z: drive under Reimbursements folder.

AA. Choose the "Closing Reports" folder.

BB. Choose the correct folder for the month and year.

Final Steps in the Closing Process

After the Final 5045 reports have been saved, an email is sent to the Fiscal Department with the following files attached:

Reports:

- SR Transmittal file (Excel spreadsheet)
- SR Final 5045 Summary (PDF file)
- SR Final 5045 Summary (Excel spreadsheet)
- SR Final 5045 Detail (PDF file)
- SR Final 5045 Detail (Excel spreadsheet)

Any service period that is marked paid in the payment month will be included in the 5045 and transmittal file. However, the payments and details are summed by each service period: payments for different service periods are not summed together. The 5045 has sort features and the transmittal file is an excel file that can also be sorted by service period.

a. The 5045 has summary and detail view. The detail view displays the payments by service periods, provider, class and child. While the reports and transmittal file contain multiple service periods, processed during the payment period, there are views and functionality to sort as needed.

Procedure for Monthly Review of EFS-Mod Attendance Rosters and Sign-in/Sign-out sheets

After the reimbursement closing process is completed for the month, the Reimbursement Team will conduct a Reimbursement EFS- Mod attendance roster and sign-in/sign-out sheet review. This process is to further monitor the accuracy of attendance roster/SISO sheets. Each reimbursement specialist will be responsible for monitoring his/her attendance rosters (All billing groups) for all

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

his/her providers each month. Each reimbursement specialist will review the reimbursement documentation submitted by providers monthly. Upon completion, if errors are found and adjustments are needed, they will be completed in EFS-Mod.

Procedure for Processing and Closing VPK Attendance in EFS-Mod
Step 1: Have Attendance in EFS-Mod
   A. Go to Reimbursements → Attendance Processing → Have Attendance
   B. Select VPK from the funder type drop down → Click Submit button.
   C. Results will appear. → Under "Service Period" type in the "Filter" field the current service period using the month and year (ex. July 2021)
   D. Under "Provider Name" use the up/down arrow in the right corner ☐ Sort alphabetically from A to Z
   E. Click "Review" for each provider that has attendance that needs to be processed.
   F. Once the attendance populates →Click approve or reject each child based on comparison with the sign-in/sign-out sheet that has submitted
   G. If any days are rejected, an email is sent to the provider, or a phone call is made to the provider notifying them of the children that were rejected and the reason for the rejection.
   H. After all children have been approved/ rejected a blue "Continue" button will populate in the right-hand corner.
   I. Window will populate → Click "Complete Attendance Processing."
   J. Attendance will then move to Closed Attendance

Step 2: Closed Attendance/ Payment Verified (Moving Attendance from Closed Attendance to Payment Verified)
   A. Go to Reimbursements
   B. Go to Attendance Processing → Closed Attendance
   C. In Closed Attendance → Click on Provider → Click Review
   D. In the Review screen verify each child using the "Verify" button on the right-hand side
   E. After verifying the children → Click blue "Continue" button on the right-hand side
   F. After you have selected the "Continue" button a window will appear. Click the blue "Complete Attendance Processing" button to complete processing.
   G. Continue process until all providers in Closed Attendance have had their children verified.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 37 of 39

Step 3: Run Update Process

A. Go to Reimbursement
B. Go to Reimbursement Closeout
C. Select Run Update Process
D. Click the blue "Run Update" button under the Action and Status column on the VPK section of the screen.
E. All records should move from "Payment Verified" to "Updated" status.
F. Payment verified should reflect a "0."

Step 4: Run Transmittal File

A. Go to Reimbursement
B. Go to Reimbursement Closeout
C. Go to Run Payment Transmittal File
D. On the VPK row → Click "Run File" under the Action and Status column
E. Window will populate → Click "Run Transmittal File."
F. Excel spreadsheet will download.
G. Save the Excel spreadsheet into the z: drive under Reimbursements folder.
H. Choose the "Closing Reports" folder.
I. Choose the correct folder for the month and year.
J. Name the file using the month, year, and program.

Step 5: VPK Closeout Process

A. Go to Reimbursements
B. Click on Reimbursement Closeout
C. Click on Review and Close Payment Period
D. Go to the VPK row and click the "Close" button under the Action and Status column.
E. Click "Yes" on the next screen.
F. Closed should generate italicized and bolded in the Action and Status column.
G. The payment period should then change to the next month.

Step 6: Run Final 5045 report.

A. Go to Reimbursement
B. Go to Reimbursement Closeout
C. Select on Run 5045 Report
D. Click on the blue Run 5045 Report button under the Action and Status row for VPK.
E. Window will appear for the 5045 reports to generate.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 38 of 39

F. Choose the summary or detail under the "View" field in the window.
G. Run Summary report first.
H. Click the save button and choose the PDF version.
I. After report has generated change the name of the file to the Service Period month and year, VPK Final 5045 summary.
J. Save the PDF file into the z: drive under Reimbursements folder.
K. Choose the "Closing Reports" folder.
L. Choose the correct folder for the month and year.
M. Go back into the 5045 Report and save as an Excel spreadsheet.
N. After report has generated change the name of the file to the Service Period month and year, VPK Final 5045 summary.
O. Save the Excel spreadsheet into the z: drive under Reimbursements folder.
P. Choose the "Closing Reports" folder.
Q. Choose the correct folder for the month and year.
R. To save the Final 5045 report detail you would go back into the Run 5045 report window and change the view from summary to detail.
S. Run Detail report.
T. Click the save button and choose the PDF version.
U. After report has generated change the name of the file to the Service Period month and year, VPK Final 5045 detail.
V. Save the PDF file into the z: drive under Reimbursements folder.
W. Choose the "Closing Reports" folder.
X. Choose the correct folder for the month and year.
Y. Go back into the 5045 Report and save as an Excel spreadsheet.
Z. After report has generated change the name of the file to the Service Period month and year, VPK Final 5045 detail.
AA. Save the Excel spreadsheet into the z: drive under Reimbursements folder.
BB. Choose the "Closing Reports" folder.
CC. Choose the correct folder for the month and year.

Final Steps for Closing Process
After the Final 5045 reports have been saved, an email is sent to the Fiscal Department with the following files attached:

EARLY LEARNING COALITION OF OSCEOLA COUNTY

REIMBURSEMENT POLICY
ITEM: 240A.23
EFFECTIVE DATE: 7/1/2024
REVISED: 7/1/2024 – 5/29/25

PAGE 39 of 39

- VPK Transmittal file (Excel spreadsheet)
- VPK Final 5045 Summary (PDF file)
- VPK Final 5045 Summary (Excel spreadsheet)
- VPK Final 5045 Detail (PDF file)
- VPK Final 5045 Detail (Excel spreadsheet)