

# VPK Contract Orientation 2026-2027

**WELCOME!**

**Please enter your name, your center name,  
and your email address in the chat.**

**THANK YOU!**



# 2026 -2027 VPK School Year



## Application

Parents begin applying for VPK Voucher January 1, 2026

Profile completed by Provider, March 6, 2026

VPK Contract and App initiated by the ELC

## Orientation

VPK Orientation for all Providers: March 25, 2026.  
\*Required for advanced payment\*

Provider updates and submits VPK Contract and App

ELC certifies Contract and App. Provider enrolls children by June 20, 2026

## Training

VPK Test Administrator Training opens. May 1, 2026

ELC approves enrollments once provider reaches 4 children

Enrollments must be approved by ELC July 10, to guarantee advance for August 2026

Enrollments must be in by July 15 to guarantee advanced payment for September 2026

## FAST TESTING

FAST testing window for PM 1 opens the first day of school, it takes 48 hours for an enrollment to show in Renaissance. All teachers administering the test must have documents uploaded to the Portal before testing begins. VPK FAST Star Early Literacy Test Administrator certificate should be uploaded to the portal upon completion.

## CLASS

CLASS assessments for all VPK rooms can begin 15 days after the start date of each class.

# What Florida Law & Rule Allow

## VPK ADVANCE

**Florida's Administrative Code Rule 6M-8.301 permits:**

- Advance payments **based on projected enrollment**
- Required **reconciliation to actual attendance**

**Florida's Division of Early Learning requires Coalitions to:**

- Ensure **accurate attendance-based reimbursement**
- **Recoup overpayments** and correct underpayments



# Operational Impact the Coalition

## VPK ADVANCE

### Intensive reconciliation workload:

- Monthly adjustments
- Year-end reconciliation
- Retroactive corrections
  - (5-year lookbacks required by DEL)

### Increased risk of:

- Errors
- Delayed payments
- Audit findings



# Recommended Approach: Payment Based on Actual Attendance

## VPK ADVANCE

### Provides:

- Predictable, accurate payments
- Reduced risk of repayment
- Clear audit trail

### Benefits to Providers:

- No large end-of-year financial surprises
- Payments **always** reflect **actual services delivered**
- Easier budgeting and cash flow planning



# VPK Eligibility

## Application

- Parents can apply online for fastest service.
- Recommend calling for assistance or making an appointment if in-person assistance is needed.
- Applications are processed in the order they are received, so visiting office will not get application processed sooner.

## Eligibility

- Providers should only accept a child after verifying eligibility (VPK certificate in hand).



# VPK Vouchers

## Procedural Change

### What is changing:

- The Coalition will **no longer verify every voucher at enrollment**

### Providers are responsible for ensuring:

- Vouchers are **complete, accurate, and compliant**
- Documentation aligns with F.A.C. 6M-8.201
- Contract requirements



# VPK Certificate of Eligibility (COE)

## Procedural Change

### What is NOT changing:

- COEs remain **required** for VPK enrollment

### Documentation must be:

- Complete **prior** to attendance
- Available upon request

**Responsibility for COE accuracy now rests fully with the provider.**



# Provider Responsibilities & Compliance Expectations

## Procedural Change

### Providers Must Ensure Vouchers Are:

- Fully completed (all required fields)
- Signed and dated appropriately: **WET SIGNATURES**
- **Accurate**
  - **Provider Name/site**
  - **Correct VPK class**
  - **First Day of Attendance**



**Responsibility for Voucher accuracy rests fully with the provider.**





STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM

**Child Certificate of Eligibility**

**I. CHILD CERTIFICATE OF ELIGIBILITY** *(Issued by Early Learning Coalition, through the Family Portal)*

1. VPK program year 2026-2027	2. Certificate number VPKXXXXXX-2026	3. Certificate issue date 1/23/2026	4. Parent email address parent@gmail.com
5. Parent name Parent Name	6. Primary contact number (239) 999-9999	7. Secondary contact number (239) 999-9999	
8. Child's full name Child Name	9. Child's date of birth 10/23/2021	10. County Collier	

**II. ADMISSION BY PROVIDER OR SCHOOL** *(Jointly Prepared by Provider or School AND Parent or Guardian)*

11. Name of provider or school Provider Full Contract Name		12. Telephone Provider Phone Number	
13. Address of VPK site Street Address, City, State, Zipcode		14. VPK class Class Letter (should match classrooms set up in contracting)	15. Date child will begin attendance Month/Date/Year
The provider or school certifies that it admits the child (item 8) for enrollment in the VPK Program and agrees to deliver the minimum instructional hours to the child.		I certify that I choose the provider or school (item 11) to deliver the VPK Program for my child and direct that program funds be paid to the provider or school for my child.	
16. Signature of authorized representative for provider or school Provider Wet Signature	17. Date Month/Date/Year	18. Parent signature Parent Wet Signature	19. Date Month/Date/Year

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep each original signed form for at least 5 years from the date of the last payment for that fiscal year or until the resolution of any related audit findings or any related litigation, whichever occurs last. A private provider or public school must permit the early learning coalition to inspect the original signed forms during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.

To find more information on VPK funding, visit the Division of Early Learning's website at <https://www.fldoe.org/schools/early-learning/parents/vpk-parents.stml>.

**VPK CERTIFICATE - EXAMPLE**



STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM

**Child Certificate of Eligibility**

**I. CHILD CERTIFICATE OF ELIGIBILITY** *(Issued by Early Learning Coalition, through the Family Portal)*

1. VPK program year 2025-2026	2. Certificate number VPK123456789-2025	3. Certificate issue date 08/10/2025	4. Parent email address parentemail123@email.com
5. Parent name Sally Sample	6. Primary contact number (123) 456-7890	7. Secondary contact number	
8. Child's full name Samuel Sample	9. Child's date of birth 09/01/2020	10. County Lake	

**II. ADMISSION BY PROVIDER OR SCHOOL** *(Jointly Prepared by Provider or School AND Parent or Guardian)*

11. Name of provider or school <b>ABC Learning Center</b>		12. Telephone <b>123-098-7654</b>	
13. Address of VPK site <b>123 Main St. Leesburg, FL 34748</b>		14. VPK class <b>AF25</b>	15. Date child will begin attendance <b>8/11/25</b>
The provider or school certifies that it admits the child (item 8) for enrollment in the VPK Program and agrees to deliver the minimum instructional hours to the child.		I certify that I choose the provider or school (item 11) to deliver the VPK Program for my child and direct that program funds be paid to the provider or school for my child.	
16. Signature of authorized representative for provider or school <i>Jane Doe Smith</i>	17. Date <b>7/29/25</b>	18. Parent signature <i>Sally Sample</i>	19. Date <b>7/29/25</b>

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep each original signed form for at least 5 years from the date of the last payment for that fiscal year or until the resolution of any related audit findings or any related litigation, whichever occurs last. A private provider or public school must permit the early learning coalition to inspect the original signed forms during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.

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**PROVIDER TO COMPLETE**

**PARENT TO COMPLETE**

**All sections must be filled out entirely**

**Name of provider/school must be complete name**

**Address must include city and zip code**

**Class must be listed as the class name assigned in the State Portal (AF25, BF25, CF25, etc)**

**Date child will begin attendance is the first day the child attends VPK**

**Signatures must be completed and dated on or before the first day of attendance**

# Provider Responsibilities & Compliance Expectations

## Procedural Change

### Documentation Requirements:

- Maintain Voucher forms
- **All records must:**
  - Match across documents and the Provider Portal
  - Be retained for **5 years** per the contract
  - Be available on demand for monitoring purposes



**Responsibility for Voucher accuracy rests fully with the provider.**

# Monitoring & Accountability



## Procedural Change

### What to Expect Going Forward:

- Voucher review will occur through:
  - Annual Monitoring
  - Targeted Reviews as needed
- **Reviews will include:**
  - Documentation completeness and accuracy
  - Alignment across records and Provider Portal
  - Retention compliance



**Responsibility for Voucher accuracy rests fully with the provider.**

# VPK Monitoring

## Realignment



## What to Expect Going Forward:

- Compliance Department under Business Services
- On-site training with Early Childhood Education staff on VPK monitoring to transition
- Starts in August

## Introduction:

- Lexie Vasquez – Compliance
- Richard Cocchieri – Business Services



# Florida's Assessment of Student Thinking (FAST)

## Progress Monitoring Windows

- **Progress Monitoring 1:** Within the first 30 instructional days
- **Progress Monitoring 2:** Within 40-60% of program completion
- **Progress Monitoring 3:** Within the last 30 instructional days

All teachers administering the FAST Assessments **must complete the VPK FAST Test Administrator training before administering the assessment.**

Training opens May 1, 2026.

Contact [Bronwyn.Gogia@elcofswfl.org](mailto:Bronwyn.Gogia@elcofswfl.org) for questions.



# FAST Training Requirements



- **Only** qualified test administrators are permitted to administer the assessment.
- These test administrators must have documentation uploaded to the Provider Portal before assessments begin.
- This training must be updated annually, after May 1.
  - **Certificate of Completion or updated DCF Training Transcript**
  - **Security Agreement**
  - **Prohibited Activities Agreement**

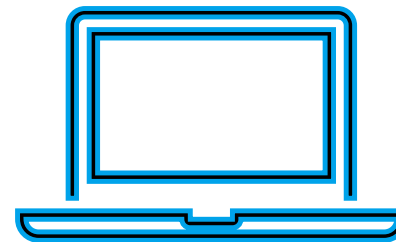


# Training Opportunities

## Online Training Opportunities

- Provider Town Hall Meetings
- Nurse Town Halls
- Virtual Training Opportunities covering a variety of topics such as ASQs, CLASS, Behavior Management, Trauma Informed Care, Marco Polo, Etc

<https://www.elcofswfl.org/provider-events-trainings>



## Onsite Technical Assistance

Michelle Aguiar- [Michelle.Aguiar@elcofswfl.org](mailto:Michelle.Aguiar@elcofswfl.org)

Sarah Bedard- [Sarah.Bedard@elcofswfl.org](mailto:Sarah.Bedard@elcofswfl.org)

Sherry Shupp- [Sherry.Shupp@elcofswfl.org](mailto:Sherry.Shupp@elcofswfl.org)

Faydra Eliopoulos- [Faydra.Eliopoulos@elcofswfl.org](mailto:Faydra.Eliopoulos@elcofswfl.org)

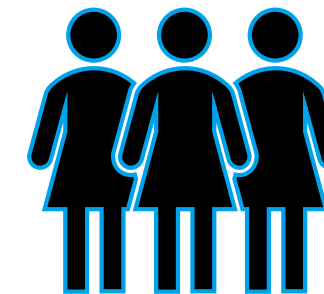
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Heather Leonard- [Heather.Leonard@elcofswfl.org](mailto:Heather.Leonard@elcofswfl.org)



# VPK App

Your VPK App will not be certified until your VPK contract is certified.

If you have any questions or need assistance with the VPK App, please reach out to Grant Thompson by email [Grant.Thompson@elcofswfl.org](mailto:Grant.Thompson@elcofswfl.org) or by phone at 239-935-6151.





# How to Access VPK Contract



Manage Contracts

Show 10 entries Clear All Filters Search:

	Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<a href="#">+</a>	113609	VPK	DEL-VPK 20	ELC of TALLAHASSEE	Initiated	4/4/2023	<a href="#">Edit</a>		7/1/2023		2023 - 2024

# VPK Contract Advanced Payment Option

Voluntary Prekindergarten (VPK) Contract Preview Contract

Provider(s):  
1. [REDACTED]

## VII COMPENSATION AND FUNDING

VII.40.

**Advance Payment Option School Year Program**  
Select

Advance payment option for School Program is required.

**Summer Program**  
Select

Advance payment option for Summer Program is required.

← Previous Step Next Step →

Selection applies to any site included in the contract.

This advance payment election affects all sites on the contract. If you are a multiple-site provider and your selection does not apply to all sites on the contract, contact your coalition to remove those site(s) from the contract. A separate contract will need to be executed for the provider site(s) that are removed from this contract.

### School Year Program

Select

Select

PROVIDER elects to receive monthly advance payments for the school year program.  
PROVIDER elects not to receive monthly advance payments for the school year program.  
PROVIDER does not intend to offer the school year program.

### Summer Program

Select

Select

PROVIDER elects to receive monthly advance payments for the summer program.  
PROVIDER elects not to receive monthly advance payments for the summer program.  
PROVIDER does not intend to offer the summer program.



# VPK Contract

Voluntary Prekindergarten (VPK) Contract Preview Contract

Exhibit 1 : Provider Location List Attachment

Location Number	Location Legal Name	Doing Business As	Physical Address	Employer ID Number(EIN)	School Year	Summer	Official Use Only
					<input type="checkbox"/>	<input type="checkbox"/>	

[← Previous Step](#) [Next Step →](#)



# Signing VPK Contract

Form DEL-VPK 20



STATE OF FLORIDA  
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT  
FORM DEL-VPK 20

Preview Contract

I.  
XV. EXECUTION OF CONTRACT

Signature of President/Vice  
President/Secretary/Officer/Owner/Principal/or Other Authorized  
Representative

Print Name

By Electronic Signature

Title

Date



Form DEL-VPK 20 Electronic Signature

You are about to electronically sign the Form DEL-VPK 20.

Full Name: Jaycie Ventura

Title: \* Director

Click "Yes" to confirm your electronic signature.

Yes

Cancel



# Signing VPK Contract

## VPK Contract Certification

In accordance with ss. 1002.55(3)(i), 1002.61(3)(b), and 1002.63(3)(b), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the VPK Program, which include the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section XI.

**Warranty of Authority.** Each person signing this contract warrants that he or she is dually authorized to do so and to bind the respective party to the contract.

### By signing this form I certify that:

- I had the opportunity to review the Statewide Voluntary Prekindergarten (VPK) Provider Contract.
- I have examined this contract and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand that upon the approval of my provider's contract, I will receive notification my contract is in force.
- I am duly authorized to sign and bind the respective party to the contract.

Submit Contract	
* Full Name	<input type="text"/>
* Title	<input type="text"/>
* <input type="checkbox"/> Certified by electronic signature	
Contract sign date	4/4/2023
<input type="submit" value="Submit"/>	

Q & A

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