

**Technical Assistance Paper #2012-03**  
**Questions and Answers (Q & A)**  
**SR/VPK Attendance and Payment Validation**

### Purpose

The intent of this technical assistance paper is to communicate Florida's Office of Early Learning's (FOEL) expectations regarding coalition actions taken when validating SR and VPK provider payments and attendance. This document provides guidance on the appropriate measures to take when coalitions are reconciling School Readiness (SR) and Voluntary Prekindergarten (VPK) attendance documents and child care provider reimbursements. The guidance provided does not supplant applicable federal regulations, state statutes, or administrative code.

### Background

An SR provider must maintain daily attendance documentation, which at a minimum, shall include a sign-in and sign-out process, as approved by the coalition in accordance with Rule 6M-4.502(1), F.A.C. A VPK provider must keep a daily record of a child's attendance in the program in accordance with Rule 6M-8.305(1) and (2), F.A.C. A coalition shall give an SR/VPK provider a monthly roster (*Enrollment and Attendance Certification*) which lists each child enrolled in the provider's program and includes blank spaces for a provider to add and certify a child's attendance for the calendar month. A provider must certify and submit to the coalition the monthly enrollment/attendance certification of a child enrolled in the provider's program to ensure payment from the coalition. After the coalition approves the enrollment/attendance certification, the coalition will generate a provider reimbursement report for the net reimbursement amount to be paid to the provider. The coalition will pay the provider by electronic funds transfer (EFT) or by warrant (check).

Additionally Rule 65C-22.001(10), F.A.C., *Child Care Standards General Requirements*, requires that daily attendance of children shall be taken and recorded by the child care facility personnel, documenting the time when each child enters and departs a child care facility or program. The custodial parent or guardian may document the time when their child(ren) enter and depart the child care facility or program. However, child care facility personnel are responsible for ensuring that attendance records are complete and accurate.

### Q & A--SR and VPK Attendance and Payment Validation

**Q: How does FOEL determine if the Enrollment and Attendance Certification/Provider Roster match the parent's sign in/out sheet and if it was completed according to Rule?**

**A:** At the end of each month the provider will present a monthly roster (*Enrollment and Attendance Certification*) to the coalitions for reimbursement of each child's allowable attendance. The *Enrollment and Attendance Certification* shows the days to be paid and should agree with the sign-in/sign-out sheets showing the child's daily attendance. The *Enrollment and Attendance Certification* must be signed by the provider. The sign-in/sign-out sheets may vary by provider but must contain at least the following information: provider's name, child's name, time, date, and an authorized signature that verifies each child's attendance. (Authorized signature- parent/guardian or person authorized to pick up child.) During monitoring, documentation will be reviewed to verify that a provider has accurately reported each child's attendance according to SR Rule. The number of days reimbursed for attendance and absences will be verified by comparing the *Enrollment and Attendance Certification* against the sign-in and out sheets and other VPK forms as required.