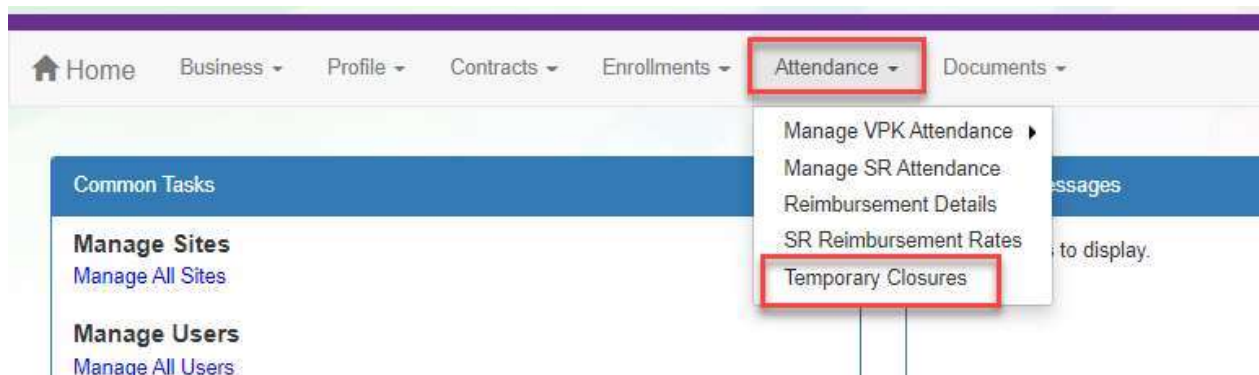


Temporary Closures

Temporary closures must be created when the whole site or program or specific classroom is temporarily closed due to emergency circumstances. Provider and Coalition users can initiate temporary closures.

NOTE: Temporary closures must be created BEFORE attendance is submitted for the month in which the closure occurs.

To add a closure, navigate to **Attendance > Temporary Closures**.



Click the **Add Temporary Closure** button.

The screenshot shows the 'Closures' page. At the top right, there is a button labeled '+ Add Temporary Closure' with a red box around it. Below the button, there is a search bar and an 'Export to Excel' button. The main content is a table with the following columns: Actions, Closure ID, Date of Closure, Status, Coalition, Comments, Providers, Last Modified Date, and Last Modified By. The table contains two rows of data. Below the table, it says 'Showing 1 to 2 of 2 entries.' and there are 'Previous', '1', and 'Next' navigation buttons.

Actions	Closure ID	Date of Closure	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
View Remove	17730	11/09/2020 - 11/09/2020	Processed		We shut down due to state of ...		12/3/2020 10:33:28 AM	
View	10250	03/20/2020 - 05/15/2020	Processed		COVID-19		5/18/2020 4:18:26 PM	

The Report Temporary Closure pop-up window opens.

Report Temporary Closure

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From * Closed To *

Closure Reasons (select all that apply) *

- Exposure to COVID-19
- Scheduled deep-cleaning due to COVID-19
- Lack of child attendance
- Lack of staff availability
- Declared state of emergency other than COVID-19 (such as a hurricane)
- Other

Documentation

Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document...

Comments (limit 1000 characters)

Save Cancel Submit to Coalition

Creating a Temporary Closure for a Whole Site Closure

Complete the form. Hover over the information icons  for additional information.

- **Closed Provider Site(s)** – Select the site(s) that were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with VPK or SR enrollments display in the dropdown list.
NOTE: If providers were closed for different dates, they should be unchecked and have separate closure events created.
- **Closure Details** – Enter the closure date range. The “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure date range.
NOTE: The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.

Report Temporary Closure

Closed Provider Site(s)
 Select Providers*

Closure Details
 Closed From* 08/03/2022
 Closed To* 08/03/2022

Reimbursement Requests*
 For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

Providers	VPK Classes (0 of 0)	SR Care Levels (7 of 7)	INF August 2022																																										
<input checked="" type="checkbox"/> No Services <input type="checkbox"/> Provider		<input checked="" type="checkbox"/> INF - < 12 Months <input type="checkbox"/> TOD - 12 < 24 Months <input type="checkbox"/> 2YR - 24 < 36 Months <input type="checkbox"/> PR3 - 36 < 48 Months <input type="checkbox"/> PR4 - 48 < 60 Months <input type="checkbox"/> PR5 - 60 < 72 Months <input type="checkbox"/> SCH - In School	<table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3 CR</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> </tr> </tbody> </table> <p>Total Processed Closure Reimbursable (CR) Days in Program Year: 0</p> <p>CR = Closure Reimbursable GN = Closure Non-Reimbursable</p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	31	1	2	3 CR	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																							
31	1	2	3 CR	4	5	6																																							
7	8	9	10	11	12	13																																							
14	15	16	17	18	19	20																																							
21	22	23	24	25	26	27																																							
28	29	30	31	1	2	3																																							

Save Cancel Submit to Coalition

Clicking the No Services checkbox will select multiple providers with whole site closures and a pop-up will indicate that all classes and care levels are selected for all providers

Report Temporary Closure

Reimbursement Requests*
 For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

Providers

No Services Provider

VPK Classes (0 of 0) SR Care Levels (7 of 7)

INF - < 12 Months
 TOD - 12 < 24 Months
 2YR - 24 < 36 Months
 PR3 - 36 < 48 Months
 PR4 - 48 < 60 Months

All Classes and Care Levels Were Selected

By selecting "No Services" for all providers, all classes and care levels have been automatically selected for the closure.

OK

INF August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3 CR	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Unchecking the No Services checkbox will deselect all providers, but all classes and care levels for each provider are still selected. The user will need to deselect classes and care levels for each provider that should not be included in the closure.

Report Temporary Closure

Reimbursement Requests*
 For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

Providers

No Services Provider

VPK Classes (0 of 0) SR Care Levels (7 of 7)

INF - < 12 Months
 TOD - 12 < 24 Months
 2YR - 24 < 36 Months
 PR3 - 36 < 48 Months
 PR4 - 48 < 60 Months
 PR5 - 60 < 72 Months
 SCH - In School

Class and Care Levels Selections Need Review

Although the "No Services" checkbox has been deselected for all providers, existing class and care level selections were not modified. Please deselect the classes and care levels that should not be included in the closure.

OK

INF August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3 CR	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

- **Closure Reasons** – Select the applicable reason(s) for closure. If ‘Other’ is selected as the closure reason, then a comment is required.
- **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
- **Comments** – Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter “Closure added by provider user” in the comments.

Clicking the **Save** button on the Report Temporary Closure form saves the record in “Incomplete” status. Incomplete closure forms can be seen by the coalition for assistance. To edit a temporary closure record, click the **Edit** button on the incomplete record.

Actions	Closure ID	Date of Closure	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
Edit Remove	34974	08/29/2022 - 08/29/2022	Incomplete		Closure added by provider user		8/25/2022 8:20:59 AM	
View Remove	27791	08/23/2021 - 08/27/2021	Processed		Closure added by provider user		9/7/2021 8:35:45 AM	

Edit the closure details and click **Submit to Coalition**. After clicking the **Submit to Coalition** button, the Sign and Certify message appears. Complete the authorized electronic signature fields, then click **Submit**.

Temporary Closure ~ Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name *

Certify by Electronic Signature *

Submission Date

Submit

Cancel

The temporary closure is submitted to the coalition. The record appears in the Submitted closures queue in “Submitted” status.

Creating a Temporary Closure for all or some SR Care Levels.

Report Temporary Closure

Closure Details

Closed From **Closed To**

Reimbursement Requests

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

Providers		SR Care Levels (5 of 7)	
No Services	Provider	VPK Classes (0 of 0)	<input checked="" type="checkbox"/> INF - < 12 Months <input checked="" type="checkbox"/> TOD - 12 < 24 Months <input checked="" type="checkbox"/> 2YR - 24 < 36 Months <input type="checkbox"/> PR3 - 36 < 48 Months <input checked="" type="checkbox"/> PR4 - 48 < 60 Months <input checked="" type="checkbox"/> PR5 - 60 < 72 Months <input checked="" type="checkbox"/> SCH - In School

PR5 August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3 CR	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Total Processed Closure Reimbursable (CR) Days in Program Year: 0

CR = Closure Reimbursable. CN = Closure Non-Reimbursable.

Closure Reasons (select all that apply)

Exposure to COVID-19

Scheduled deep-cleaning due to COVID-19

Complete the form. Hover over the information icons for additional information.

- Closed Provider Site(s)** – Select the site(s) that were completely, temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with a certified contract display in the dropdown list.
NOTE: If providers were closed for different dates, they should be unchecked and have separate closure events created.
- Closure Details** – Enter the closure date range. The “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure date range.
NOTE: The closure date range is limited to a single month. If the closure crosses into the next month, additional closure is needed to cover that time period.
- Reimbursement Requests** – Select the care level(s) impacted by the closure. Check the checkbox for the care levels to include it in the closure.
NOTE: The days default to ‘CR’.

Temporary Closure - Sign and Certify

VPK Classes (0 of 0) SR Care Levels (5 of 7)

- INF - < 12 Months
- TOD - 12 < 24 Months
- 2YR - 24 < 36 Months
- PR3 - 36 < 48 Months
- PR4 - 48 < 60 Months
- PR5 - 60 < 72 Months
- SCH - In School

PR5 August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	CR	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Total Processed Closure Reimbursable (CR) Days in Program Year: **0**

CR = Closure Reimbursable. CN = Closure Non-Reimbursable.

- Clicking on CR changes the value to CN and vice versa.
- Closure Reasons** – Select the applicable reason(s) for closure. If ‘Other’ is selected as the closure reason, then a comment is required.
- Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
- Comments** – Enter comments related to the closure.
- Clicking the **Submit** button submits the closure to the coalition. The record appears in the Closures grid with “Submitted” status. It is available in Coalition’s ‘Submitted’ queue.
NOTE: **Save** button saves the record in ‘Incomplete’ status.
- Complete the authorized electronic signature fields, then check the Certify by Electronic signature box, then click the **Submit** button.

Temporary Closure -- Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name *

Certify by Electronic Signature *

Submission Date

Submit

Cancel

- Clicking the **Submit** button submits the closure to the coalition. The record appears in the grid with “Submitted” status. It is available in Coalition’s ‘Submitted’ queue.

Actions	Closure ID	Date of Closure	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
View	34984	10/01/2022 - 10/02/2022	Submitted		Closure added by provider user		8/25/2022 4:55:43 PM	
View	34983	09/01/2022 - 09/30/2022	Submitted		Closure added by provider user		8/25/2022 4:55:21 PM	

Once the submitted record is processed by the coalition, the record changes to **Processed** status.

NOTE:

1. When the status of the record is submitted, there is only a **View** button. The provider cannot edit or delete a temporary closure record that is in **Submitted** or **Coalition Reviewing** status.
2. **Incomplete** and **Processed** records can be deleted.
3. If a coalition adds more providers to the closure that the provider user does not have access to, there will not be a **Remove** button.

Actions	Closure ID	Date of Closure	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
View	34984	10/01/2022 - 10/02/2022	Submitted		Closure added by provider user		8/25/2022 4:55:43 PM	
View	34983	09/01/2022 - 09/30/2022	Submitted		Closure added by provider user		8/25/2022 4:55:21 PM	
View	34982	08/22/2022 - 08/31/2022	Submitted		Closure added by provider user		8/25/2022 4:54:56 PM	
View Remove	34475	08/01/2022 - 08/21/2022	Processed		Closure added by provider user		8/15/2022 12:02:34 PM	

4. Individual students, not affected by a temporary closure, may be edited in SR attendance. For example, a 2 Year Old class has 6 children showing a CR for the temporary closure, but 3 of them were present on the CR days. The provider can change the CR days to an X to mark the 3 children present.

Creating a Temporary Closure for all or some VPK Classes.

Edit Temporary Closure

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From * Closed To *

Reimbursement Requests *

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications. ⓘ

Providers		VPK Classes (3 of 3)		SR Care Levels (0 of 0)	
No ⓘ Services	Provider				
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	AF20 - Class A	<input type="checkbox"/>	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	BF20 - Class B	<input type="checkbox"/>	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	CF20 - Class C	<input type="checkbox"/>	

AF20 November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	CR					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Total Processed Closure Reimbursable (CR) Days in Class: 2 ⓘ

CR = Closure Reimbursable.
 CR = Closure Non-Reimbursable.

Complete the form. Hover over the information icons ⓘ for additional information.

- **Closed Provider Site(s)** – Select the site where some or all VPK classes were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with enrollments display in the dropdown list.
- **Closure Details** – Enter the closure date range. The “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure date range.

NOTE: The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.

- **Classes and Reimbursement Requests** – Select the class(es) impacted by the closure using the checkbox.
 - The Missed Instructional Hours pop-up window opens.
 - Selecting ‘Yes’, marks the day as ‘Closure Non-Reimbursable’ (CN) in the calendar.
 - Selecting ‘No’, marks the days as ‘Closure Reimbursable’ (CR) in the calendar.

Report Temporary Closure

Closed Provider Site(s)

Select Providers *

Closure Details

Closed From * 06/01/2021

Closed To * 06/03/2021

Reimbursement Requests *

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications. ⓘ

Providers

No ⓘ	Services	Provider
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		

EASTER SEALS- JACKSON DADE (17668)

VPK Classes (0 of 3) SR Care Levels (0 of 0)

- AF20 - Class A
- BF20 - Class B
- CF20 - Class C

AF20 June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Total Processed Closure Reimbursable (CR) Days in Class: 2 ⓘ

CR = Closure Reimbursable. **CN** = Closure Non-Reimbursable.

Save Cancel Submit to Coalition

- The days populate as CN – Closure Non-Reimbursable or as CR – Closure Reimbursable.
- Clicking on CN changes the value to CR and vice versa.

Report Temporary Closure

Closed Provider Site(s)

Select Providers*

Closure Details

Closed From* 06/01/2021

Closed To* 06/03/2021

Reimbursement Requests*

For each provider, indicate whether all services were stopped, and then select one or more classes and care levels involved in the closure, along with the corresponding reimbursement request per closure day. If VPK classes were involved in the closure, please review the corresponding VPK provider applications.

Providers		Selected VPK Classes (1 of 3)		AF20 June 2021						
No Services	Provider	VPK Classes	SR Care Levels	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>		<input checked="" type="checkbox"/> AF20 - Class A								
<input type="checkbox"/>		<input type="checkbox"/> BF20 - Class B								
<input type="checkbox"/>		<input type="checkbox"/> CF20 - Class C								

Total Processed Closure Reimbursable (CR) Days in Class: 2

CR = Closure Reimbursable **CN** = Closure Non-Reimbursable

Save Cancel Submit to Coalition

- **Closure Reasons** – Select the applicable reason(s) for closure. If “Other” is selected as the closure reason, then a comment is required.
- **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
- **Comments** – Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter “Closure added by provider user” in the comments.
- After clicking the **Submit to Coalition** button, the **Sign and Certify** message appears.
NOTE: Clicking the **Save** button saves the record in “Incomplete” status. The coalition can view incomplete forms.

Report Temporary Closure

CF20 - Class C

13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Total Processed Closure Reimbursable (CR) Days in Class: **2**

CR = Closure Reimbursable **CNR** = Closure Non-Reimbursable.

Closure Reasons (select all that apply)

- Exposure to COVID-19
- Scheduled deep-cleaning due to COVID-19
- Lack of child attendance
- Lack of staff availability
- Declared state of emergency other than COVID-19 (such as a hurricane)
- Other

Documentation
Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document...

Comments (limit 1000 characters)

Save Cancel **Submit to Coalition**

- Complete the authorized electronic signature information, then click the **Submit** button.

Temporary Closure ~ Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name*

Certify by Electronic Signature *

Submission Date

10/22/2020

Submit

Cancel

- Clicking the **Submit** button submits the closure to the coalition. The record appears in the grid with "Submitted" status. It is available in Coalition's 'Submitted' queue.

VPK Non-Reimbursable Temporary Closures

After the coalition approves a temporary closure that has non-reimbursable (CN) days, VPK providers must take additional steps to complete the process. When the temporary closure with non-reimbursable days is set to “Processed”:

1. The provider’s VPK provider application (VPK-APP) is changed to “Incomplete” status.
2. If the class(es) associated with the non-reimbursable closure shares a calendar with another class, the system separates the calendar so that each class that shared the calendar will have its own calendar. In other words, the original class calendar is cloned as many times as needed and each cloned calendar is assigned to a class so that all classes involved in the closure have its own calendar. (One of the classes will keep the original calendar.)
 - A new cloned calendar’s name consists of the word “Revised:” followed by the original calendar’s name and the associated class’s name in parenthesis.
 - If the original calendar does not have a name, the cloned calendar’s name will only consist of “Revised:” and the associated class’s name in parenthesis.

Example:

Original Calendar:

The screenshot shows the original calendar interface. At the top, there are three buttons: a calendar icon with 'A', 'Edit', and 'Remove'. Below these buttons, the calendar name is highlighted in orange: "Calendar Name: M - F 8:30 - 11:30". Other details include "Program Type: School Year (540 hours)", "Calendar Start Date: 08/10/2021", and "Calendar End Date: 05/27/2022". To the right, the text "Non-Instructional, Site Closures and Exceptional Instructional Days:" is followed by "August 2021" and a right arrow. Below this is a calendar grid with columns for Sun, Mon, Tue, and Wed, and rows for days 1, 2, 3, and 4.

Cloned Calendar assigned to class AF21:

The screenshot shows the cloned calendar interface. It has the same layout as the original calendar. The calendar name is highlighted in orange: "Calendar Name: Revised: M - F 8:30 - 11:30 (AF21)". Other details include "Program Type: School Year (540 hours)", "Calendar Start Date: 08/10/2021", and "Calendar End Date: 05/27/2022". The right side shows "Non-Instructional, Site Closures and Exceptional Instructional Days:" followed by "August 2021" and a right arrow. Below this is a calendar grid with columns for Sun, Mon, Tue, and Wed, and rows for days 1, 2, 3, and 4.

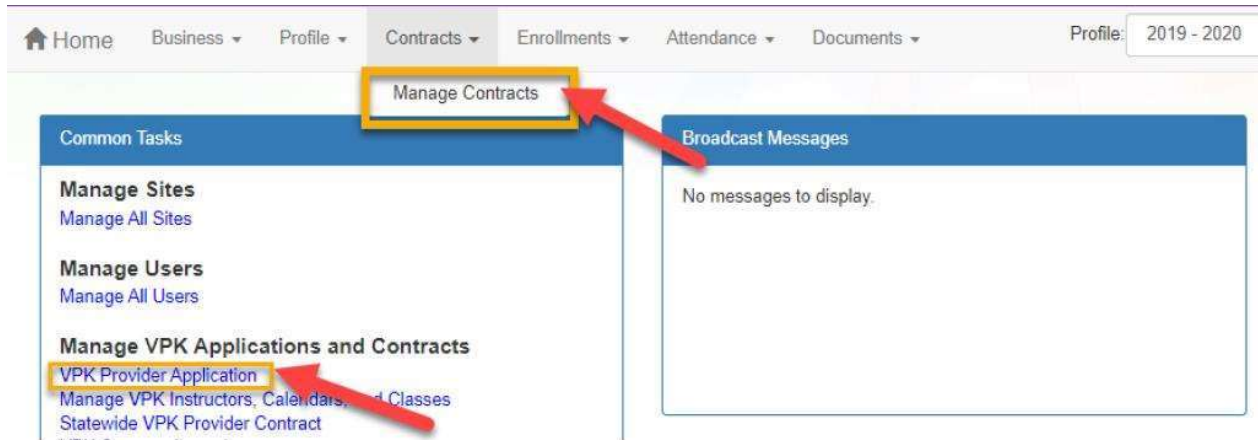
3. The non-reimbursable temporary closures for each class are automatically written to the original and/or cloned calendar as “**Non-Instructional: Temporary Closure Added**” in the correct service period month.

NOTE: When non-instructional temporary closure days are added to a VPK calendar, the Total Calculated Hours are reduced, so the provider must adjust the calendar to restore the calculated hours to “540”.

4. An email notification is sent to the provider advising that their VPK-APP is in non-certified status due to a temporary closure. The provider is instructed to log into the account to update and submit the VPK-APP to the coalition.

Update VPK Class Calendar

Providers must revise their VPK class calendar(s) in their VPK-APP to make up the hours for the non-instructional day(s) due to temporary closure (CN days). In the Provider Portal, navigate to the **Contracts > Manage Contracts**. Or, on the home page Common Tasks section, click the VPK Provider Application link.

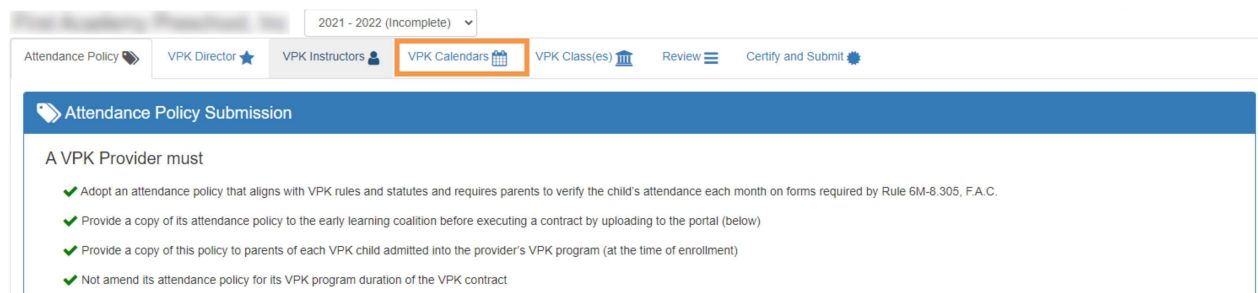


On the Manage Contracts page, click the **Edit** button for the incomplete VPK-APP.

The screenshot shows the 'Manage Contracts' page. At the top, there is a search bar and a 'Clear All Filters' button. Below that is a table with the following columns: Contract ID, Type of Contract, Contract Name, Coalition, Status, Last Updated, Action, View Contract, Effective Date, Termination Date, and Program Year. The table contains 5 entries, all of which are VPK-APP contracts. The first entry, with Contract ID 29683 and Status 'Incomplete', has its 'Edit' button highlighted with a yellow box. The table also includes filter options for each column and a pagination bar at the bottom showing 'Showing 1 to 5 of 5 entries (filtered from 17 total entries)' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
29683	VPK-APP	VPK 10,11A,11B		Incomplete	8/29/2021	Edit				2021 - 2022
24341	VPK-APP	VPK 10,11A,11B		Certified	6/30/2021	Edit	Download	8/10/2020		2020 - 2021
16030	VPK-APP	VPK 10,11A,11B		Certified	6/24/2020	Edit	Download	8/12/2019		2019 - 2020
7313	VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	Edit	Download	8/13/2018		2018 - 2019
7110	VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	Edit	Download	5/29/2018		2017 - 2018

Click the **VPK Calendars** tab to open the calendars page.



Identify the calendar(s) with the non-instructional temporary closure days. Click the **Edit** button to make changes to a calendar. The system defaults to the first calendar month of the class. Click the forward arrow if needed to view the month with the closure.

Calendar Name: 3hr AM
 Program Type: School Year (540 hours)
 Calendar Start Date: 08/10/2021
 Calendar End Date: 05/27/2022

Instructional Days:

Day	Start Time	End Time	Total Hours
Monday	08:15 AM	11:15 AM	3
Tuesday	08:15	11:15	3

The Totaled Calculated Hours will be reduced for each non-instructional day based on the hours defined for the day.

Calendar Name: 3hr AM
 Program Type: School-Year (540 hours)
 Calendar Start Date: 08/10/2021
 Calendar End Date: 05/27/2022

Instructional Days:

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Tuesday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Wednesday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Thursday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Friday	08:15 AM	11:15 AM	3
<input type="checkbox"/> Saturday			0
<input type="checkbox"/> Sunday			0

Total Calculated Hours: 537.00

The Total Calculated Hours are less than the hours allotted for the VPK Program Type selected. Please correct if needed.
 Total VPK Instructional Days: 179

Make adjustments to the calendar to restore the hours to 540. This can be accomplished in a variety of ways such as:

- Canceling previously identified future non-instructional days
- Extending the class end date
- Extending the time on instructional days by creating Instructional Day Exceptions with different class hours

When the changes are done and the calculated hours are restored, click the **Save** button.

NOTE: These steps must be completed for each impacted calendar.

When all impacted calendars are updated, click on the **Certify and Submit** tab. Complete the signature information, then click the **Submit VPK Provider Application** button.

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Certify and Submit

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

Provider Signature

Signer's Name *

Day Time Phone Number *

Electronic Signature *

Check this box to certify by electronic signature

Application Completion Date *

08/29/2021

Submit VPK Provider Application

After clicking **Submit VPK Provider Application**, the VPK-APP status changes to “Submitted” and the application is available for the coalition to review.

NOTE: Since reimbursable temporary closure (CR) days do not reduce the total class hours, they will not be added to the VPK calendar.

Attendance Rosters

After the temporary closure is processed by the coalition, the temporary closure days will show on SR and/or VPK attendance rosters as CR or CN.

NOTE: For VPK, if there were any CN days, the coalition must review the provider's updates to the VPK calendar and set the VPK-APP status to Certified before attendance can be done.

In the blue header, the temporary closure details display the closure dates.

SR Attendance Roster:

A “⊘” symbol indicates that the child’s care level is impacted by a temporary closure during the service period.

Child Name	DOB	Care	Age	BG	Status
1.		PR4	5y	BG8	
2.		PR5 ⊘	5y	BG8	
3.		PR4	4y	BG8	
4.		PR4	4y	BG8	
5.		2YR	2y	BG8	
6.		PR4	4y	BG8	
7.		2YR	2y	BG8	
8.		2YR	2y	BG8	
9.		TOD ⊘	1y	BG8	
10.		INF	1y	BG8	
11.		TOD ⊘	2y	BG8	