

I. Provider Portal

1. Providers with a Certified VPK contract for program year 2022-2023 will see this pop up
 - a. Pop up message will continue to appear until the provider submits a response



2. Clicking "Proceed to VPK incentive survey" will open a new tab to the attestation page

3. Opt in
 - a. Opt in radio button selected
 - b. Provider must enter the Full Name associated with the provider's account for electronic signature
 - c. Certify box must be checked
 - d. Affidavit start date conditions
 - i. Start Date of earliest VPK class or Attestation Submitted Date (whichever is later) = Starting Date
 - ii. The system will search for a verified VPK Calendar and classroom. If none are found, the Attestation Submitted Date will be used for Starting Date (must have a Certified VPK Contract to receive survey)
 - e. After the provider clicks submit, a Coalition User will need to acknowledge the affidavit

VPK Wage Incentive Application - Provider Affirmation

AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

I hereby attest that every Voluntary Prekindergarten (VPK) program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B approved by the Early Learning Coalition, starting the **17** day of **August** in **2022**.
By signing this affidavit, the VPK provider understands that, if an eligible employee is not receiving a wage of at least \$15.00 per hour for VPK duties, and beginning January 1, 2023, the employee may petition the Division of Early Learning for relief. If the division finds that the provider has failed to comply with this provision, the division may terminate the provider's VPK contract.

Authorized Electronic Signature	
Survey response* <input checked="" type="radio"/> Opt In <input type="radio"/> Opt Out	
Full Name* <input type="text" value="DEL Test"/>	
Certify by electronic signature*: <input checked="" type="checkbox"/>	
Submission date <input type="text" value="8/8/2022"/>	
Submit	

4. Opt out

a. Filled opt out attestation

VPK Wage Incentive Application - Provider Affirmation

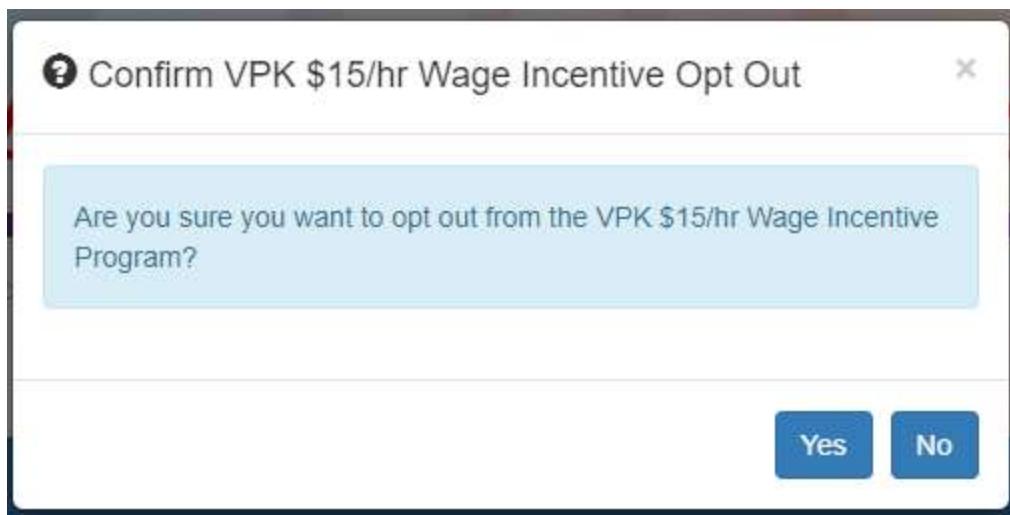
AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

I hereby attest that every Voluntary Prekindergarten (VPK) program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B approved by the Early Learning Coalition, starting the **17** day of **August** in **2022**.
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Survey response* <input type="radio"/> Opt In <input checked="" type="radio"/> Opt Out	
Full Name* <input type="text" value="DEL Test"/>	
Certify by electronic signature*: <input checked="" type="checkbox"/>	
Submission date <input type="text" value="8/8/2022"/>	
Submit	

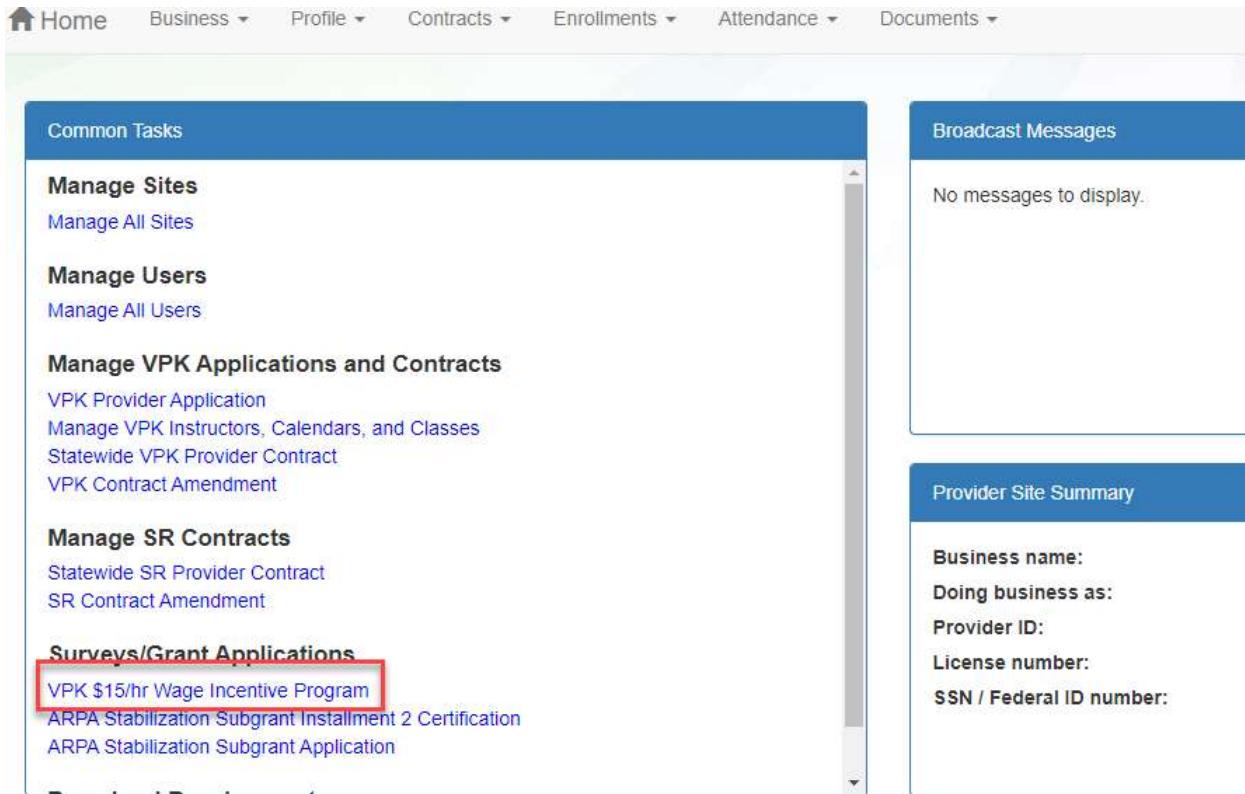
b. Clicking submit will open the Opt Out confirmation modal

- i. Clicking Yes will opt the provider out**
- ii. Clicking No will cancel the opt out process and returns to the attestation page.**



- c. If the provider clicks “yes” in the opt out confirmation modal, the provider is opted out from the program. No further action from the Coalition.**

- d. Opt out provider notes generated
 - i. The provider opted out from VPK \$15 / hr Wage Incentive Program
- 5. The provider can revisit the attestation page by clicking the VPK \$15/hr Wage Incentive Program Hyperlink from the Home Page of the Provider Portal



Common Tasks

Manage Sites
Manage All Sites

Manage Users
Manage All Users

Manage VPK Applications and Contracts

- VPK Provider Application
- Manage VPK Instructors, Calendars, and Classes
- Statewide VPK Provider Contract
- VPK Contract Amendment

Manage SR Contracts

- Statewide SR Provider Contract
- SR Contract Amendment

Surveys/Grant Applications

- VPK \$15/hr Wage Incentive Program**
- ARPA Stabilization Subgrant Installment 2 Certification
- ARPA Stabilization Subgrant Application

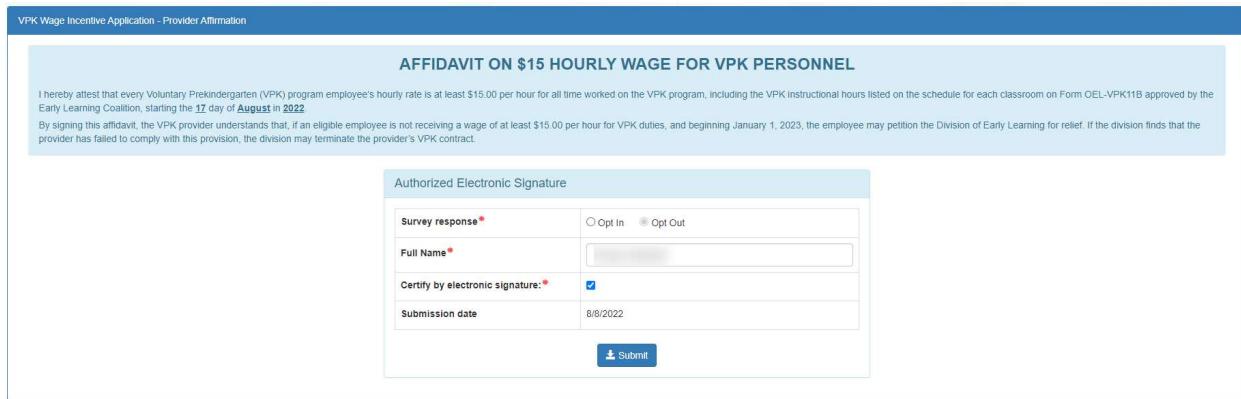
Broadcast Messages

No messages to display.

Provider Site Summary

Business name:
Doing business as:
Provider ID:
License number:
SSN / Federal ID number:

- 6. The provider can review previous submission or resubmit a response



VPK Wage Incentive Application – Provider Affirmation

AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

I hereby attest that every Voluntary Preschool (VPK) program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B approved by the Early Learning Coalition, starting the 17 day of August in 2022. By signing this affidavit, the VPK provider understands that, if an eligible employee is not receiving a wage of at least \$15.00 per hour for VPK duties, and beginning January 1, 2023, the employee may petition the Division of Early Learning for relief. If the division finds that the provider has failed to comply with this provision, the division may terminate the provider's VPK contract.

Authorized Electronic Signature

Survey response*	<input type="radio"/> Opt In <input checked="" type="radio"/> Opt Out
Full Name*	<input type="text"/>
Certify by electronic signature:*	<input checked="" type="checkbox"/>
Submission date	8/8/2022

Submit

- a. If the provider resubmits response prior to Coalition Acknowledgement (opt in or out), no further action needed from the Coalition.
- b. If the provider resubmits an opt in response to opt out after Coalition Acknowledgement, the Coalition will need to acknowledge the Opt out resubmission.