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**Family Success Offices**

Regional Office One  
4636 Hwy. 90 East, Suite P  
Marianna, FL 32446

Regional Office Three  
703 West 15<sup>th</sup> Street, Suite A  
Panama City, FL 32401

To: All VPK Providers for 2016/2017 Program Year

From: Joe Seabrook, Operations and Outcomes Director  
Early Learning Coalition of Northwest Florida, Inc.

Date: July 11, 2017

Re: VPK Kindergarten Readiness Rate Verification

Dear VPK Provider:

Section 6M-8.305 of the Florida Administrative Code (F.A.C.) requires all providers who receive VPK funds to verify the annual cumulative attendance of each child enrolled in the provider's VPK program. This process certifies the paid hours of attendance for each child enrolled during the program year. Every provider must complete this process before they receive their final VPK payment.

Enclosed is a Readiness Rate Child Detail report that shows:

1. Each child you served for VPK from the Program begin date (August/September 2016) through June 2017;
2. The amount you were paid, based on the monthly attendance you submitted for payment;
3. The number of paid and unpaid absences; and
4. Each child's actual attendance.

Please review the report and compare the following information to your records:

1. Provider's name
2. Child's name, gender, birth date
3. Paid hours
4. Total absences
5. Unpaid absences
6. Paid balances

If you agree with the information on the report, complete the enclosed VPK Kindergarten Readiness Rate Verification document and return it by **July 21, 2017**.

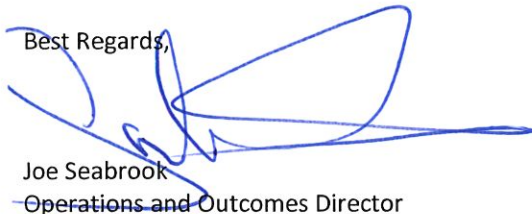
If you disagree with any information on the report, complete the enclosed VPK Kindergarten Readiness Rate Verification document and **mark the corrections on the Readiness Rate Child Detail report** and return **both documents** to your provider portal by **July 21, 2017**.

Any disputes listed in the VPK Verification Reports will be forwarded to the Reimbursement Department for review and compared with the Attendance Rosters submitted by your program. You will receive a written response (via e-mail or letter) to any discrepancies researched as listed in your response.

In accordance with the rules of the Agency, the Coalition will not issue a final payment to the Provider for the VPK Program year until the Provider certifies the annual cumulative attendance of each child enrolled in the VPK Program.

If you have any questions, please contact me at (850) 747-5400.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Joe Seabrook', is written over the printed name and title.

Joe Seabrook  
Operations and Outcomes Director

Enclosure

1. **VPK Kindergarten Readiness Rate Verification Document**



**VPK KINDERGARTEN READINESS RATE VERIFICATION**

☒ Months of August 2016 through June 2017

I have reviewed the Readiness Rate Child Detail report and:

- ☐ I agree with the information on the report and certify that it is true and accurate
- ☐ I disagree with the information on the report and have marked the corrections on the Readiness Rate Child Report and have enclosed it with this verification document

\_\_\_\_\_  
Childcare Facility

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title (Print)