



MEMORANDUM OF UNDERSTANDING

VPK Program Year: 2009-2010

VPK Provider Name: _____

- I. F.S. 1002 pertaining to Voluntary Prekindergarten requires that all VPK programs contain 540 instructional hours for the school year and 300 instructional hours for the summer. You will be pre-paid/reimbursed for the maximum of 540/300 hours, depending on your program. Each qualified child is eligible for one full-time equivalent (FTE) enrollment by law and included in the provider agreement referenced below.

"36. The PROVIDER understands that, in accordance with section 1002.71, Florida Statutes, payments for a student shall not exceed funding for one full-time equivalent student. The PROVIDER further understands that, in accordance with section 1002.71(3)(b), a full-time equivalent student is calculated annually by multiplying the base student allocation provided in the General Appropriations Act by the county's district cost differential provided in section 1011.62(2), Florida Statutes."

I understand that my VPK Program will not be reimbursed for more than 540/300 program hours.

X. _____
Authorized Provider Signature Title Date

- II. F.S. 1002 requires that any overpayment for VPK program hours over 540/300, depending on your program, will be returned to the Coalition as stated in the provider agreement referenced below.

"38. The PROVIDER agrees to return any funds received as a result of error or overpayment."

I understand that any overpayment received for program hours past 540/300 for the VPK Program will be returned to the Coalition immediately upon discovery of overpayment.

X. _____
Authorized Provider Signature Title Date

- III The PROVIDER agrees that it must notify the COALITION of any plans or decision to close the business prior to the closure of the business. Prior to the PROVIDER ceasing to do business it must transfer all VPK records provided for in Paragraphs 30 and 51 to the COALITION in a manner and form to be determined by the COALITION. Additionally, The PROVIDER understands that it must retain all VPK

records provided for in Paragraphs 30 and 51 for 2 years, regardless of whether the PROVIDER continues to offer a VPK program.

These paragraphs are being provided for reference:

- "30. The PROVIDER understands that, in accordance with section 1002.71(6)(b)2., Florida Statutes, the parent or guardian of each child in the VPK program must verify, each month, the child's attendance on the prior month's certified child attendance. The PROVIDER agrees, in accordance with procedures of the COALITION and the Agency for Workforce Innovation, to collect from each child's parent or guardian Form AWI-VPK 03S or Form AWI-VPK 03L (Student Attendance and Parental Choice Certificate) signed by the parent or guardian. The PROVIDER agrees to keep each original signed form for at least 2 years in accordance with section 1002.71(6)(b)3., Florida Statutes."

- "51. The PROVIDER agrees that it must keep all VPK records of a child (except as allowed in Paragraph 30) for at least 3 years after the child's last day of attendance, and records of a prekindergarten instructor or prekindergarten director for at least 3 years after the employee's last day of employment (except as required by the Agency for Workforce Innovation's procedures*) or, to the extent required, in accordance with the retention schedules and disposal process adopted under section 119.021(2), Florida Statutes, whichever is greater."

I understand that in the event I plan or decide to cease business as a child care provider, I must notify the Coalition prior to the closure of my business. I further understand that all VPK records as described in the above paragraphs 30 and 51 must be transferred to ELCMC prior to the termination of business in the manner determined by the Coalition.

X.

Authorized Provider Signature

Title

Date