



PROVIDER MEETING

- 🏠 **Location:** Zoom Conference Call
- 📅 **Date:** Tuesday, March 31, 2020
- 🕒 **Time:** 1:00pm-2:00pm

AGENDA

I. SCHOOL READINESS & VPK ATTENDANCE SUBMISSION PROCESS

- **DUE DATE: April 3, 2020**

School Readiness:

- **Mark the first 3 absences for each SR child as an 'A'**
- **Mark all additional absences beyond the 3 with a 'D' - IMPORTANT:** absences related to COVID-19 in any way (parent laid off from work, potential exposure, being precautious, etc.) need to have the comment "Absence due to Disaster" under the reason.
- Doctors Notes for absences related to COVID-19 are NOT required.
- Complete this process for **ALL ENROLLED** School Readiness Children for the month of March 2020
- If the child transferred to another site, you can only claim them through the last day of attendance.
- Sign in/out sheets should be uploaded as usual to BlueJean – no additional notes needed.

VPK:

- Mark absences for each day your VPK program was open as you normally would.
- For Long or Short Forms: If you are unable to get the parent signature, write this on the form along with the reason the parent did not sign.
- Upload sign in/out sheets and Long or Short Forms as you typically would to BlueJean

FOR PROVIDERS WHO **CLOSED:**

- From March 1st until the date you voluntarily closed your site, follow these instructions above for each child enrolled

IMPORTANT: ENSURE YOU HAVE SUBMITTED YOUR NOTICE OF CLOSURE TO ME VIA EMAIL INCLUDING THE INFORMATION BELOW:

- **DO NOT SUBMIT YOUR ATTENDANCE UNTIL ELCMC STAFF CONTACTS YOU! ELCMC Staff have to process your closure notice before you can submit your attendance.**

II. PARENT FEE WAIVERS – **EFFECTIVE APRIL 1, 2020**

- ELCMC will be paying you the entire ELCMC approved Market Rate for each child enrolled in your program based on Provider Type, Child Age, and Child Eligibility (FT/PT)
- You MAY still charge SR parents ONLY your differential rate.

- You **MAY NOT** charge a parent their Parent Fee + Differential
- Differential Fees are REQUIRED to be listed on your private pay rate sheet uploaded to your Provider Profile.
- You can find the approved Market Rate in your SR Contract located in your Provider Profile.

Q &A

Next Meeting Date: Tuesday, April 7, 2020 @ 1pm

NEED TO TALK TO US? Email questions to training@elc-marion.org or contact us by phone.

Visit our website at www.elc-marion.org For Provider Portal concerns: EFSSMod@elc-marion.org