

VPK RELATED QUESTIONS	
Q I have only had 2 VPK kids show. Can I still do VPK with only two children or does the mandatory 4 VPK kids still apply?	A Yes - you need 4 children enroll to start a VPK program. Once it is started, the program is up and running.
Q Do we still get reimbursed for VPK even if students do not show?	A Yes – just mark the absences in the attendance sheet in the provider portal and upload the long or short form and sign in/out sheets to BlueJean
Q Do we only mark A's for the days we were open and the children were not present or also for the days we closed?	A Mark A's for all dates VPK was offered including the days your site was closed due to an emergency.
Q Are providers who elected to temporarily close due to Covid 19 circumstances being reimbursed while closed as stated in the OEL guidance?	A Yes
Q Does the 80/20 rule still apply for VPK?	A No - From OEL Guidance(3.26.20) all VPK program absences will be paid from March 1, 2020 to March 31, 2020. (The effective period will be reassessed every 15 days.) Since the absences contribute to “hours paid,” there will be no 80/20 deductions during the effective period for school-year classes.
Q Will it be ok if we get a signature that isn't original? Like a scanned document? (For the Long or Short Form)	A Yes - Electronic Signatures are acceptable - including those on scanned documents or photograph of the signed document.
Q Can you please clarify one more time what VPK providers are to write at the bottom of the long form for students that have been absent due to COVID-19 concerns?	A Please make two attempts to reach the parent for a signature and document it on the form (date, how you contacted the parent) - if you are unsuccessful, write "Parent unavailable to sign due to absence related to COVID-19"
Q I see that my attendance is already correct on my calendar. Do I still need to wait until I get an email to proceed?	A Yes
Q For voluntary closure do we also write COVID-19 on the short/long form as well?	A Yes
Q Specific to VPK, we voluntarily closed, how to we mark children in the portal?	A Mark all children enrolled in VPK with an 'A' if your site voluntarily closed. Leave the X for the days the child attended while you were open.
Q For the VPK only sites that have temporarily closed, how do we mark the students in the portal...with a "D" like SR?	A For VPK, please continue to mark all absences with an "A". The "D" is not an option for the VPK program.
Q Just clarifying, my center is open, but we are not holding VPK. Am I understanding correctly, that we will still be paid for VPK?	A Yes - please ensure you send in a written notice to edeola@ELC-MARION.org with your site name, closure dates, anticipated reopen date and reason for closure.

Q	Are we allowed to accept more than 20 vpk kids without opening a new class knowing that some of the kids will be out.[]	A	No - you must follow the VPK ratio guidelines and we recommend following the CDC Guidelines for no more than 10 people in any given space at the same time during this pandemic.
Q	Can you go over VPK hour information?	A	There is no current guidance on VPK hours or if they will be required to be made up, however all absences are being counted toward program hours
Q	Is it safe to call parents to come to sign the short forms?	A	We do not recommend asking parents who have not been in attendance to come in to sign the short or long forms, rather document the reason for missing signature on the form.

SCHOOL READINESS RELATED QUESTIONS			
Q	When we enter our first "D" and write "Absence due to Disaster" once, do we need to repeat it for every absence thereafter?	A	Yes - you can copy and paste the comment
Q	Can we put just disaster in comment or just "D" instead of typing out?	A	Once you type it once, copy and paste the statement into the additional boxes. See instructions below for how to copy and paste if needed.
Q	How do we mark as "D"?	A	OEL is updating the EFS-Mod System to allow for the option of "D" to be entered for absences connected with COVID-19.
Q	How will we know if they transferred? If we aren't doing zero balance?	A	Zero Balance Transfer Forms are only waived for children transferring from sites that have temporarily closed. ELCMC Staff will be paying attention to enrollments at closed sites as children transferring cannot be enrolled at a closed location and at an open location simultaneously. ELCMC Staff will contact the providers if additional information is needed.
Q	So can we accept temporary transfers but keep our normal children also?	A	Yes - you still need to remain in compliance with all ratio guidelines required through DCF and we recommend you follow the CDC recommendation of no more than 10 people occupying a single space at any given time.
Q	Am I right in thinking we would be paid the same whether we are mandated to close or voluntarily close?	A	Yes - Currently, in Marion County, there is no mandate to close. All Voluntary closures at this time fall under Rules 6M-4.501 Reimbursement During Emergency Closures.
Q	What are the instructions for SR attendance for providers that have closed?	A	Refer back to the Agenda from the Provider Meeting presented on 3/31/2020 or refer to email sent on 3/30/2020 with the subject line: ****IMPORTANT COVID-19 UPDATE #12****
Q	Are providers who elected to temporarily close due to Covid 19 circumstances being reimbursed while closed as stated in the OEL guidance?	A	Yes

Q	My SR attendance change today to and now my closure days have an asterick is that correct? and what does that mean?	A	Yes - this is correct. This means that our staff are inouting the necessary emergency closure data on the administrative side. Please do NOT submit your attendance until an ELC Team member contacts you.
Q	If vpk is open and no kids do we put a absent on the attendant?	A	Yes
Q	I only closed for two days, do I need to wait?	A	Yes
Q	So if we reamined open with no closure, we can submit on the April 1st as usaul correct?	A	Yes
Q	If we voluntarily closed we had to wait for a email before submitting our attendance.	A	Yes - or for an ELCMC staff member to contact you.
Q	If School ager is PT thru ELCMC and they are staying full day, can providers charge them the difference?	A	Yes - you can charge the difference, however, please refer the family to contact ELCMC so we can evaluate the circumstances to see if the family is eligible to go up to Full time enrollment.
Q	SO School Age children that are still attending Full Time, we will get pay part time starting when?	A	No - If a School Age Child is ELIGIBLE for Full Time Care and attends your site full time while the school system is closed, you will get paid the Full Time Rate. If the child is eligible for Part Time care, then you will get paid the part time rate and the child should be attending only part time hours.
Q	My location closed temporarily ,Now that attendance has an asterick on my closure dates, how will I know if a child has been transferred to another provider?	A	Once the child is transferred from your site, the option to claim attendance should not be available. ELCMC staff are watching for this and may contact providers if needed for clarification.
Q	WE are providing full time care and a safe place for the school age children to do on-line learning. With on-line schooling will they be considered part time?	A	The school aged child will be considered Part Time if they are only eligible to attend part time, otherwise, if they are eligible for full time care, then they will be paid the full time rate when school is out.

Q	As far as parents having to recertify - what was the start date elc was extending their care if their redetermination date was in march (for instance if their certificate expired march 20th) also if certificates are expiring in April or may are they being extended as well?	A	We started extending care for 60 days and this practice will continue on until further notice for all SR families unless we have all the documentation needed to renew their services. Then we will go ahead and renew and you will see the updated certificate as you typically would. No family is being terminated for failure to recertify at this time.
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How to copy and paste:

1. Highlight the text you want to copy.
2. Right click mouse and select 'Copy' or use the shortcut key 'Ctrl+C' on a PC or 'Cmd+C' on an Apple Mac to copy the text.
3. Move the text cursor to where you want to paste the text.
4. Right click the mouse and select 'Paste' or press the shortcut key 'Ctrl+V' on a PC or 'Cmd+V' on an Apple Mac to paste the text.

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