



Faxed Signatures and the Provider Authorization Process Effective: Monday, October 12, 2009

- The VPK Registrar ***must*** have received a notarized VPK Signature Authorization Form with the name of the authorized person to sign VPK documents for each VPK program year, i.e. 09-10...
- The authorized director and/or owner may need to make changes to the AWI-VPK-10 (Statewide Provider Registration Application) and/or AWI-VPK-11 form (Class Registration Application) throughout the VPK program year. The following procedures ***will*** be followed:
 - The original AWI-VPK-10 and AWI-VPK-11 forms for each program year will have an original signature of the person authorized to sign VPK documents per the VPK Signature Authorization Form completed as part of the VPK provider authorization process.
 - If a change needs to be submitted on the original AWI-VPK-10 or AWI-VPK-11 forms for the same program year, the changes (**as indicated below**) can be submitted through fax or scanned and e-mailed as long as the appropriate forms and documentation are submitted with the scanned and e-mailed or faxed signature of the person authorized to sign VPK forms in the appropriate places on the forms. Faxed signatures can be used for the following changes:
 - ✓ Change of Classroom Capacity
 - ✓ Change to Classroom Schedule
 - ✓ Change of Classroom Instructor
 - ✓ Change of Classroom Assistant
 - ✓ Additional Classrooms
 - ✓ Deletion of Classroom
 - ✓ Change of Class Calendar
- For Change of Director: a new page 3 of the AWI-VPK-10 must be submitted with the original signature of the new director and also a notarized VPK Signature Authorization Form with original signature. Upon receipt, review, and approval of these documents, the new director will be able to submit faxed or scanned and e-mailed documents as stated above.
- For Change of Owner or Change in Location: the provider must submit new original paperwork and sign a new Provider Agreement.
 - VPK staff will notify the VPK provider by fax of receipt of the faxed or scanned and e-mailed document which contains the appropriate signature. The requested changes will be processed by the VPK Registrar within two (2) business days upon receipt.
 - The VPK Registrar will fax the provider a notice of approval or denial for the change that was requested.
 - The VPK provider is responsible for maintaining a copy of the VPK receipt with the original copy of the document and all approval or denial letters pertaining to each request.

This is another example of reduction in paperwork as many of you have faxed documents and then sent the originals by mail to your VPK Registrar when making changes to AWI-VPK-10 and AWI-VPK-11 documents.