

## MEMORANDUM

**DATE:** October 20, 2009

**TO:** VPK Providers

**FROM:** Doris Rivas  
VPK Manager

**RE:** VPK Attendance Sheets

Dr. Barbara A. Weinstein  
President/CEO

Carol Fauci  
Chief Operating Officer

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[www.familycentral.org](http://www.familycentral.org)

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Family Central, Inc. **must** receive the enclosed attendance sheets by the ***third (3<sup>rd</sup>) working day of the following month in order to complete your reimbursement in a timely manner.*** You are welcome to drop off your attendance sheets during this time, but if you need to discuss issues or adjustments from previous months, you must see or contact the VPK Provider Liaison Joseph Jean at 954-724-7572 to make an appointment.

Attendance sheets received after the third (3<sup>rd</sup>) working day of the following month will delay your reimbursement until the next reimbursement period.

Please remember that with the new 80/20 Attendance Policy, it is very important that you complete in detail your attendance sheets. Make sure you **DO NOT** leave any **BLANK SPACE**; if a child was present you must mark the day with an “X” and if a child was absent you must marked the day as “A” or “E”. Failure to comply with this requirement may result in payment being impacted when the final absence calculation is made at the end of the year.

**Please remember that if a child’s name is not on the pre-printed Attendance Sheet, you must manually write his/her name on the attendance sheet in order to be reimbursed. Certificates of Eligibility (Green Certificates) must be forwarded to FCI as soon as you get them from the parent or no later than the third (3<sup>rd</sup>) working day of the following month in order to complete your reimbursement in a timely manner.**

It is one of our core values at Family Central to provide you with quality, effective and efficient services. Since we are also guided by strict time frames to be able to comply with the program and reimbursement requirements, it is through mutual cooperation that your success and ours will be achieved.

If you have any question please feel free to contact us.

Enclosure

