



October 22, 2009

Dear VPK Providers:

We want to ensure that you get paid appropriately each month based on the data you submit on your attendance sheets.

At this time, we have some providers who are not marking every box as needed. Please **DO NOT** leave any **BLANK SPACES**. If a child was present, you **must** mark the day with an **"X"**, and if a child was absent, you **must** mark 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, and your monthly reimbursement may not be processed in a timely manner.

Please read the attached memo for full clarification and details.

Thank you for your cooperation in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Carol Wasserman, Ed. D." with a stylized flourish at the end.

Carol Wasserman, Ed. D.
Vice President of Voluntary Prekindergarten and Special Projects

Enclosure