

**Office of Early Learning
Voluntary Prekindergarten Education Program
FAQs for Forms AWI-VPK 10, 11A, 11B, and 20
February 2, 2011**

General Forms 10, 11A, 11B, and 20 Questions

Q: Why did the Agency for Workforce Innovation (the Agency) revise these forms and procedures used by providers and early learning coalitions in the Voluntary Prekindergarten Education (VPK) Program?

A: The Agency is committed to administering the VPK Program efficiently to benefit all of our partners and stakeholders. The Agency revised these forms in order to reduce paperwork and streamline procedures in order to reduce the administration efforts related to the VPK program for the Agency, early learning coalitions and participating VPK Program providers.

Q: What rules and forms are changed?

A: The Agency revised two rules; rules 60BB-8.300 and 60BB-8.301, Florida Administrative Code (F.A.C.). These rules incorporate several forms by reference: the Statewide Provider Agreement (AWI-VPK 20), the Statewide Provider Registration Application (AWI-VPK 10), and the Statewide Class Registration Application (AWI-VPK 11). The changes divide the content of the older Statewide Class Registration Application (AWI-VPK 11) into Parts A and B. The resulting forms are incorporated into the amended rules as revised forms. Each form increases efficiency by reducing redundancy, featuring better organization, and being electronic.

Q: Where can I find the revised rules and forms?

A: You can find the revised rules at the below links:

- Rule 60BB-8.300, F.A.C., Provider and Class Registration Procedures; Application; Eligibility Determination**
- Rule 60BB-8.301, F.A.C., Statewide Provider Agreement for the VPK Program**

Links to the revised forms are located on the Agency's website. Below are links to each form:

- Instructions for Forms AWI-VPK 10, 11A and 11B**
- Form AWI-VPK 10 (Statewide Provider Registration Application)**
- Form AWI-VPK 11A (Class Registration Application -- Instructors)**
- Form AWI-VPK 11B (Class Registration Application -- Calendars)**
- Form AWI-VPK 20 (Statewide Provider Agreement)**

Q: When do Forms AWI-VPK 10, 11A, 11B, and 20 go into effect?

A: Beginning on January 1, 2011, providers registering to offer the VPK Program or registering new classes are required to use the new forms. Form AWI-VPK 10 must be used to register to offer the VPK Program, Form AWI-VPK 11A and 11B must be used to register a new class, and Form AWI-VPK 20 must be used when a provider signs a new contract with the local early learning coalition.

Q: What are the features of these revised, electronic forms?

A: These forms offer many improved features. Providers can select dropdown values in certain fields. This reduces time spent typing and reduces errors. Providers can save the forms as editable PDF documents to their computers. Providers can make changes easily to the information input into the forms.

Q: Are providers now required to complete all of the forms on a computer?

A: No, providers may complete the forms in one of two ways: on the computer with the ability to save the forms and make changes, or by hand after printing the forms.

Q: When would a provider mark the “No Change” box? The Instructions document says to mark that box if the present form is unchanged from a previous form. Does this mean within the same program year? And if so, why would a provider ever re-submit an application without a change?

A: The “No Change” box allows a provider to communicate to the coalition that nothing has changed on this form from the previous program year. Checking this box means that the VPK provider has not changed any information on the current form as compared to last year’s form and notifies the coalition that the coalition need not edit any information on the provider in the Enhanced Field System (EFS). Even if there is no change from a previous year, the provider must still submit a completed form.

Form AWI-VPK 10 (Statewide Provider Registration Application)

Q: When do providers complete the new Form AWI-VPK 10, Statewide Provider Registration, dated 04-30-10?

A: VPK program providers submit the Statewide Provider Registration form and supporting documents each year before receiving a fully executed Form AWI-VPK 20, Statewide Provider Agreement, before delivering VPK instruction, and before receiving any payment.

Q: Do providers still need to resubmit an entire revised Form AWI-VPK 10 if a change is made to their program during the year?

A: No, providers no longer have to submit an entire revised form. Instead, providers must submit written notice of the change to the early learning coalition within 14 calendar days after the change. Providers are permitted to resubmit an entire revised Form AWI-VPK 10 if they choose.

Q: Are current VPK providers to use the old Form AWI-VPK 10 dated 02-14-07 to make changes for the remainder of this program year?

A: No. The revised rule does not require the use of the new form to make changes to program information. Instead, providers must submit written notice of the change to the early learning coalition within 14 calendar days after the change. Providers may submit changes to program information by completing and submitting the new Form AWI-VPK 10, if they choose.

Form AWI-VPK 11A&B (Class Registration Application – Instructors & Calendars)

Q: What is different about the new Form AWI-VPK 11, Class Registration Application, dated 04-30-10?

A: In the past, providers had to submit a separate Form AWI-VPK 11 dated 05-24-07 for each class. The Agency separated the old Form 11 into two separate parts, Parts A and B. VPK providers use Form AWI-VPK 11A to document information related to classroom instructors. VPK providers use Form AWI-VPK 11B to provide class schedules. Providers can submit information for multiple classrooms on each form. Providers can also complete, save and edit the form on their computers.

Q: When do providers complete the Form AWI-VPK 11, Statewide Provider Application, Parts A and B, dated 04-30-10?

A: VPK program providers submit the Statewide Provider Application, Parts A and B, with supporting documents each year before receiving a fully executed Form AWI-VPK 20, Statewide Provider Agreement, before delivering VPK instruction, and before receiving any payment.

Q: Do providers still need to resubmit an entire revised Form AWI-VPK 11 if a change is made to their program during the year?

A: No, providers no longer have to submit an entire revised form. Instead, providers must submit written notice of the change to their coalition. Written notice needs to be provided within 14 calendar days after the change, but providers are encouraged to submit updated information before the provider implements a change to better ensure VPK program compliance. The written notice of the change must include the provider's name, physical address, date of the change, specifics of the changed information, and a certification signed by an authorized representative of the program. The certification must quote exactly the certification provided in rule 60BB-8.300(2)(c)5, F.A.C.

Q: What is the certification providers must send with their Form AWI-VPK 11 change notification?

A: Providers must submit the exact words used in the rule 60BB-8.300(2)(c)5., F.A.C., which states:

“I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. If any of this information changes, I understand that the provider must submit updated information to the coalition, in writing, within 14 days of the change. I also understand that the provider is encouraged to submit updated information before a change is implemented as the provider may be out of compliance with the requirements of the VPK program if the changes are implemented before the coalition approves of the changes.”

Q: Are current VPK providers to use the old Form AWI-VPK 11 dated 05-24-07 to make changes for the remainder of this program year?

A: No. The revised rule does not require the use of the new form to make changes to program information. Instead, providers must submit written notice of the change, including the information specified in rule 60BB-8.300(2)(c)1 – 5, F.A.C., to the early learning coalition within 14 calendar days after the change. Providers may submit changes to program information by completing and submitting the new Form AWI-VPK 11, if they choose.

Q: What should VPK providers put in item # 4, Type, on Form AWI-VPK 11A?

A: If providers complete the form electronically, they will select the choice from the drop-down menu. If providers complete the form manually, they must use one of the following terms: Lead, Assistant, or Substitute.

Q: How do VPK providers list multiple curricula in item # 6, Curriculum, on Form AWI-VPK 11A?

A: If a classroom has two instructors, a provider could list one curriculum under one instructor and another curriculum under the other instructor. If a classroom has one instructor, a provider could list one curriculum under the instructor in one row, then in the following row, type “same as above” in item #2, leave the other fields in that row blank, and select another curriculum in item #6 of that same row.

Q: Can coalitions require VPK instructors to provide their Social Security Numbers or Student Identification Numbers in item #7 of the Form AWI-VPK 11 to verify the instructors' credentials?

A: VPK instructors are not required to provide their Social Security Numbers or identification numbers assigned by DCF or DOE per the Privacy Act Statement on page 3 of the Instructions document for Forms AWI-VPK 10 and 11.

PRIVACY ACT STATEMENT

The social security number (SSN) of each VPK instructor is requested under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the AWI, DCF, DOE, and early learning coalitions. If you submit an instructor's SSN, it will be used to confirm the instructor's background screening clearances and validate the instructor's educational credentials in accordance with ss. 1002.55, 1002.61, and 1002.63, F.S. Submission of each instructor's SSN on this form is voluntary and, if DCF or DOE has assigned the instructor an identification number in lieu of a SSN, you are instead requested to submit the identification number.

However, a coalition can request the SSN or Identification Number while informing instructors of the intended purpose for which it will be used.

Q: There is a field labeled “End Date” in the grey “Official Use Only” section on the right hand side of Form AWI-VPK 11A. How is a coalition to know the last day (end date) a VPK instructor taught the assigned VPK class?

A: The End Date field is included on the form so that coalitions can track which instructors are associated with which class for compliance and accountability purposes. When a provider submits an instructor change for a classroom, the

provider submits the effective date of the change. The day before the effective date of the change is the “End Date” for the previous instructor. When a change of instructor occurs, the coalition records in the End Date field the last date the instructor will be in the class. The coalition may also record in a new row the information on a new instructor when that new instructor is scheduled to begin instruction in that class. The coalition may use the saved PDF file from a VPK provider to electronically update and maintain a running record of what occurs in the class. Alternatively, the coalition may use the hard copy document in the provider file to manually update the information.

Q: How does a coalition calculate the class capacity in a school-year program since this item is no longer on Form AWI-VPK 11 dated 04-30-10?

A: In a school-year program, if there is only a lead teacher listed for a class, the class capacity is four to ten. In a school-year program, if there is a lead and an assistant/aide listed, the class capacity is 11 to 18.

Q: How does a coalition verify appropriate class size in blended classes that have both VPK and non-VPK children since this item is no longer on Form AWI-VPK 11 dated 04-30-10?

A: The Agency’s electronic data system (known as EFS) does not capture data on non-VPK children in VPK classes. The way to ensure that VPK providers adhere to student/teacher ratios is by conducting on-site monitoring visits.

Form AWI-VPK 20 (Statewide Provider Agreement)

Q: Is the AWI-VPK 20, Statewide Provider Agreement, dated 04-30-10, completed for every provider?

A: The AWI-VPK 20, Statewide Provider Agreement, is the binding agreement that is required before a VPK provider can offer or receive payment for the VPK program. Every VPK provider must have a fully executed agreement signed by both the provider and coalition each year. Now, school districts and owners of multiple private providers or sites have the option to sign one Provider Agreement to represent all of the programs under shared administration or ownership or, to sign individual agreements for each separate provider or site.

Q: Can a VPK provider who offered the VPK Program in a previous year offer instruction again before completing and submitting all of the forms and supporting documentation to the coalition and being determined eligible?

A: No. Even if a provider offered VPK instruction the previous year, the provider must complete the required forms and submit them with supporting documentation each year to the coalition. The coalition must then review the submitted forms and supporting documentation to determine whether the provider is eligible to offer VPK services in the current fiscal year. If the provider is eligible, the coalition will notify the VPK provider by sending a fully executed copy of the Form AWI-VPK 20 to the provider. The provider can begin offering instruction only after receipt of the fully executed AWI-VPK 20.

Q: Are coalitions required to submit all attachments referenced in the Statewide Provider Agreement (Form AWI-VPK 20) for review and approval by the Agency?

A: Yes. A coalition and/or a VPK provider may not omit, supplement, include attachments, addenda or exhibits, or amend the terms and conditions of Form AWI-VPK 20 without written permission by the Agency for Workforce Innovation. This means a coalition must submit attachments, such as a coalition’s notification requirements in Item 29, to the Agency for review and approval before a coalition and a provider execute the agreement with that attachment. This must be done annually. Coalitions must follow the same process for revisions to the agreement’s paragraphs, whether the revisions be additions or deletions. Coalitions must send attachments or revisions to the provider agreement for approval to OELPOLICY@flaawi.com. Coalitions are not to submit to the Agency for review and approval attachments that only include the names and physical addresses of multiple VPK provider locations that have the same district superintendent or owner, see paragraphs 1 and 3 of the AWI-VPK 20.

Q: If a coalition has a currently approved VPK Statewide Provider Agreement attachment, must the coalition resubmit the attachment for approval given the release of the new Form AWI-VPK 20?

A: Yes. Attachments and any other additions, deletions or changes must be approved by the Agency on an annual basis prior to use.

Q: If a coalition previously had attachments to the VPK Statewide Provider Agreement, but never had Agency approval, must the coalition now submit those attachments to the Agency for review and approval?

A: Yes. Rule 60BB-8.301, F.A.C., always required coalitions to submit annually attachments and revisions of any kind to the Agency for review and approval. The revised rule provides additional clarification regarding this requirement.

Q: If a coalition modifies an approved VPK Statewide Provider Agreement amendment, must the coalition resubmit the amendment for approval given the release of the new Form AWI-VPK 20?

A: Yes. Attachments and any other additions, deletions or changes must be approved by the Agency on an annual basis prior to use. Coalitions are to follow the process for submissions described above.

Q: If a coalition has developed a version of the VPK provider agreement that mirrors, in large part, the Agency version of the VPK statewide provider agreement, is the coalition required to submit and obtain approval of its version of the VPK provider agreement?

A: Yes. Coalitions must submit for review and approval by the Agency on an annual basis any change to the VPK provider agreement.

Q: If a coalition sends an attachment or change for review to the Agency and the Agency approves it for the 2011-2012 program year, do we have to submit the same attachment for approval for the 2012-2013 program year?

A: Yes. A coalition must receive approval from the Agency for any changes to the VPK statewide provider agreement on an annual basis. However, as the Agency had previously approved the attachment or change, the following year's review and approval process should be expedited.