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VPK DESIGNATION & ASSESSMENTS

How are VPK designation scores calculated?

VPK designations are based on:

- 50% CLASS scores
- 30% Learning gains
- 20% Achievement

If students score above average at PM1, they may not show large gains between PM1 and PM3, which can affect the learning gains portion of the score.

Can non-VPK students take the FAST assessment?

No. FAST Star Early Literacy may only be administered to children officially enrolled in a VPK program.

Does a low VPK assessment score qualify a child for New Worlds Reading?

Yes. Children scoring below the established threshold may qualify.

PROVIDER PORTAL & STAFF ACCESS

How do we update our provider profile?

Providers should log in to the Provider Portal and update their information directly.

How do I add my assistant to receive ELC emails?

Update staff information in the Provider Portal under the Facility tab.

How can we make sure paperwork is submitted on time if multiple staff help?

Each staff member must have their own individual portal login. Access cannot be shared. Directors should email slima@elcbigbend.org with:

- Staff member's full name
- Staff member's unique email address

Directors must also notify ELC when staff leave employment so access can be removed.

FAMILY SERVICES & WAITLIST

Should families call if they are on (or not on) the waitlist?

Yes. Families can call (850) 385-0504 for updates or visit the office.

How long can a family stay on the waitlist?

Families must update their information every 6 months or they will be marked inactive and removed.

FAMILY SERVICES & WAITLIST (CONT)

When should a family expecting a baby notify ELC to add the child to their certificate?

After the child is born.

ATTENDANCE & ENROLLMENT

Can we receive payment for a child with a VPK certificate if attendance was never submitted?

What if a child is on my roster but never attended and the system requires a last attendance date?

Submit a ticket to IT for technical assistance.

Are daily sign-in and sign-out sheets required?

Yes. Parents must sign children in and out each day, including the time and signature.

Do health forms (like influenza or distracted driver forms) stay in student files?

Yes. Health-related documents should be kept according to program policy, typically aligned with a five-year retention requirement.

MONITORING

How are providers selected for monitoring?

ELC must monitor a minimum annual sample size based on the number of funded providers. Selection is random. Providers on probation are monitored every year.

Why is my site monitored every year if we are not high risk?

Monitoring may be part of the required sample size. In previous years, VPK required 100% monitoring.

After receiving a monitoring date range email, will we receive a specific date?

Yes.

HEALTH & TRANSPORTATION

Are facility staff required to have health exams or immunizations?

No, not unless they are transporting children.

What are the requirements for drivers transporting children?

Drivers must have:

- Annual health exam
- Copy of driver's license
- CPR certification
- First Aid certification

Vehicles must meet DCF safety standards and have a child safety alarm system.

RECORD RETENTION

What documentation is required when closing a program?

Five years of records for both VPK and School Readiness, including:

- Sign-in/sign-out sheets
- Enrollment and attendance certifications
- Excused absence documentation
- Proof of SR parent copayments
- VPK certificates
- VPK attendance records

All records must be submitted at least 30 days before final payment.

What if ownership changes?

The original owner must provide five years of required documentation.

LICENSING & CONTRACTS

How does a provisional DCF license affect contracts?

Providers with a provisional license are generally not eligible for new SR or VPK contracts.

What happens if a VPK director's credentials change?

Providers must always have a director with a valid VPK Director Endorsement listed in the DCF system.

When are VPK contracts available each year?

The State releases applications and profiles, typically around January or February.
Staff & Substitute Requirements

What are the requirements for substitutes?

Substitutes must:

- Be at least 18 years old
- Have Level II background screening
- Have an Affidavit of Good Moral Character
- Be approved by ELC
- Meet lead instructor credential requirements

Do VPK aides need credentials?

No specific credentials are required, but background screening is mandatory.

FUNDING, GRANTS & COSTS

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Reimbursement rates are set by the State, not ELC.



FUNDING, GRANTS & COSTS (CONT)

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How does ELC help providers manage rising costs?

ELC provides training, technical assistance, and quality improvement resources. Reimbursements help with operating costs but are tied to state and federal rates.

When will grants be available again?

A VPK Kindergarten Readiness grant is expected in the spring. Additional opportunities may be announced in 2026.

Will VPK receive funding based on designation scores?

ELC does not determine differential rates. Updates will be shared if the State makes changes.

COMMUNICATION & OUTREACH

Can providers share that ELC has funding available?

Yes. ELC promotes funding through social media and provides language and flyers for providers to share.

Can DCF attend provider meetings?

Yes. DCF will be invited to future Blue Table sessions and provider webinars.