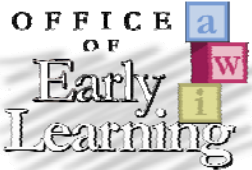
	AGENCY FOR WORKFORCE INNOVATION Office of Early Learning		
	SUBJECT FILE: 510.02	POLICY NUMBER: OEL-PI-0014-05	
	UNIT: Program	STAFF CONTACT: Joseph R. Gillespie, (850) 921-3192	
	ISSUE DATE: May 16, 2005	DEPUTY DIRECTOR: Gladys W. Wilson	

Subject: Enrollment of children in the VPK program

References: Section 1002.53(4)(a), F.S.¹
Section 1002.75(2)(a), F.S.

Purpose: To adopt procedures for the enrollment of children in the VPK program

This program instruction rescinds OEL-PI-0006-05 (VPK pre-applications for parents and providers).

Background: In December 2004, at its 2004 Special Session “A,” the Legislature enacted House Bill 1-A (ch. 2004-484, L.O.F.), which created the Voluntary Prekindergarten Education (VPK) Program. The bill was approved by the Governor and became effective on January 2, 2005. The VPK law requires each parent enrolling a child in the VPK program to complete and submit an application on forms prescribed by the Agency for Workforce Innovation (s. 1002.53(4)(a), F.S.). The VPK law also requires the Agency for Workforce Innovation to adopt procedures governing the enrollment and eligibility determination of children in the VPK program by the early learning coalitions and school districts (s. 1002.75(2)(a), F.S.).

Instructions: Each early learning coalition shall follow the following procedures for registration, eligibility determination, and enrollment of children in the VPK program:

(1) **Definitions.**—As used in this program instruction, the term:

- (a) “Enroll” or “enrollment” means recording an association in the Enhanced Field System (EFS) between a child who has been determined eligible for the VPK program and the provider or school chosen by the child’s parent or guardian.

¹ All citations to sections in part V of ch. 1002, F.S. (ss.1002.51-1002.79, F.S.) were created by s. 1, ch. 2004-484, L.O.F.

- (b) “Qualified contractor” means a legal entity operating under contract with an early learning coalition which is authorized to perform eligibility and enrollment services on behalf of the coalition. If an early learning coalition contracts for eligibility and enrollment services, the coalition is ultimately responsible for ensuring that the contractor performs these services in accordance with this program instruction. An early learning coalition may not contract for the performance of eligibility and enrollment services with an entity delivering VPK instruction to students.
- (c) “Register” or “registration” means recording a parent’s or guardian’s request for his or her child to be determined eligible to participate in the VPK program.
- (d) “Eligibility and enrollment services” means registering children, conducting parent consultations, determining the eligibility of children, and enrolling children with providers or schools in the VPK program.

(2) **Registration.**—Each parent or guardian registering his or her child for the VPK program must either:

- (a) Register online at www.vpkflorida.org; or
- (b) Complete Form AWI-VPK 01 and submit the completed form to the early learning coalition or its qualified contractor.

(3) **Eligibility determination.**—Each early learning coalition or its qualified contractor shall determine, in accordance with OEL File 504.01, the eligibility of each child. If a parent consultation is required under (4) below, the eligibility determination shall be performed during the consultation. The parent or guardian must submit to the coalition or its qualified contractor the documentation of the child’s age and residence required by OEL File 504.01. Upon determining that a child is eligible for the VPK program, the coalition or its qualified contractor must give the child’s parent or guardian a Certificate of Eligibility (Form AWI-VPK 02), either completed by the coalition or its qualified contractor as a paper form or as an electronically generated and printed form using the Enhanced Field System (EFS).

(4) **Parent consultation.**—

- (a) Except as provided in (4)(b) below, staff of the early learning coalition or its qualified contractor must perform a face-to-face consultation in person with the parent or guardian of every child that registers for the VPK program. During the consultation, the coalition’s or contractor’s staff shall determine the child’s eligibility for the VPK program. If the child is eligible, the coalition’s or contractor’s staff shall give the parent or guardian profiles of providers or schools in accordance with

s. 1002.53(5), F.S., describe the available program options, and explain the parent's or guardian's rights and responsibilities.

(b) Notwithstanding (4)(a) above, an early learning coalition is not required to perform an in-person parent consultation for a child if the coalition's staff or its qualified contractor's staff previously conducted a face-to-face consultation with the child's parent or guardian for another early learning program (e.g., school readiness program or program for prekindergarten children with disabilities), the coalition or its contractor maintains the child's records for the other early learning program, and the coalition or its contractor verifies against those records the completed Form AWI-VPK 01 and supporting documentation submitted by the parent or guardian.

(5) **Enrollment.**—To complete a child's enrollment, the private prekindergarten provider or public school must submit the child's name and certificate number (from Form AWI-VPK 02) to the coalition or its qualified contractor, associating the child in the Enhanced Field System (EFS) with the provider's or school's appropriate VPK prekindergarten class. Each early learning coalition is encouraged, but not required, to notify a parent or guardian by U.S. Mail after the enrollment of his or her child with the provider' or school' class is completed in EFS.

Rescinds: OEL-PI-0006-05 (OEL File 510.01)

PLEASE DIRECT QUESTIONS AND COMMENTS TO THE STAFF CONTACT LISTED ABOVE.
