

# Early Learning Coalition of Florida's Heartland, Inc.

**Policy Snapshot:** Annually VPK providers renew their VPK application to offer VPK services within the current fiscal year. As required by the VPK contract (VPK 20) documentation for training, background screening and educational certifications can be accessed online. Two documents are acquired locally and are considered to be time sensitive, and are addressed by this procedure.

<b>Subject:</b> VPK Application Time Limit on Specific Documents		<b>Policy/Procedure # VPK-6</b>
<b>Page:</b> 1 of 1	<b>Adoption Date:</b> 04.02.08	
<b>Approved by:</b> ELCFH Board	<b>Title:</b> Andrew Bible, Chair	
<b>Distribution:</b> All Eligibility Management Policy/Procedure manuals	<b>Authority References:</b> Associate Director Client Services	
	<b>Cross Reference:</b> ELCFH CS Manual	

**Purpose:** The purpose is to establish a standardized procedure for collection of the Attestation of Good Moral Character and the Local Law Records Check as required in the VPK application process.

**Persons Affected:** All VPK program applicants and their staff that will be certified to be in the VPK classroom once approved.

**Procedure:** All VPK program applicants are required to submit required supporting documentation to the VPK 11 Class Registration Application, including a current Attestation of Good Moral Character and Local Criminal Records Check. Current is defined as not dated later than 24 months from the date of the VPK 11 application as made to the ELCFH.

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