

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

[www.elcfh.org](http://www.elcfh.org)

September 28, 2009

Dear Contracted VPK provider,

Due to the implementation of the 80/20 VPK Attendance Rule, there have been many questions raised by our provider's coalition wide. A copy of the state released frequently asked questions has been included with this worksheet. This worksheet was devised by our staff once our state reporting system was updated, and we thought by sharing the process it might answer the question of paid/unpaid absences. During the regular months of your VPK program the state system will automatically apply the 80/20 rule and will pay for some absences based on the children's daily attendance. In the final month of your VPK program the state system will do a reconciliation of your entire program year by classroom. Additional absences that were not paid previously might be paid.

Below are calculation examples that demonstrate how the system is automatically calculating the 80/20 rule. Using this calculation, you will be able to forecast what your monthly payments per child will be, and the 80/20 attendance rule will be clearer.

Days in the month	X	VPK hours per day	=	Total hours offered in the month	Minus	Hours absent	=	Total classroom hours attended	Divided by	80%	=	Calculation result
22	X	3	=	66	-	6	=	60	÷	.8	=	75
22	X	3	=	66	-	18	=	48	÷	.8	=	60
22	X	3	=	66	-	21	=	45	÷	.8	=	56.25

If the calculation result is greater than the total hours offered in the month, then the total offered hours are paid. If the calculated result is less than the total hours offered in the month, then that child will be reimbursed for hours in the calculation result. Please see the attached below for further explanation.

Sincerely,

*Anna*

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# Office of Early Learning

## 80/20 Attendance Rule FAQs

July 31, 2009

**Q: Why is the Agency changing the way it pays for attendance in the VPK program?**

A: During the 2009 Special Session, the Florida Legislature changed the wording in the VPK statute to require that a provider's total payment for a child be at least 80% for days attended. This limits a provider from being reimbursed for more than 20% of absences based on the time a child attended. This statutory change required the Agency to significantly revise the rules related to VPK attendance.

**Q: Why did the Agency choose the formula it did for calculating allowable payments?**

A: The Agency had to create a formula that would ensure each child's total payment was in compliance with the 80% attendance to 20% absence ratio required in statute. Based on discussions with multiple partners and analysis of existing VPK attendance and absence data, the Agency determined that this formula would accurately implement the language the Legislature passed.

**Q: Where can I get a copy of the new VPK Attendance Rule?**

A: The proposed rule has been posted in the Florida Administrative Weekly. The proposed rule language may be accessed through the following link:  
<https://www.flrules.org/notice/resultAdvance.asp?string=a&orgid=&orid=&keyword=60BB-8.205&ChkFAW=on&sid=&iid=&date1=07%2F30%2F2008&date2=07%2F30%2F2009&ChkFAC=on&date3=07%2F30%2F2008&date4=09%2F30%2F2009&submit=++Search>

**Q: Is it true that the 80/20 policy will actually put more money into providers' hands?**

A: Based on analysis of previous years' data, the Agency does not expect providers to see a noticeable difference in the amount of money they will receive for a child. However, providers and coalitions should see a reduction in the administrative workload since they will not have to collect, review, and manage absence documentation related to the reasons that a child is absent.

**Q: If a child leaves a program early will the 80/20 attendance program reconciliation occur at that point in time?**

A: No, the program reconciliation does not occur until the class ends.

**Q: If a child transfers to a different provider does the first provider need to wait until the child completes the program at the second provider to receive payment?**

A: The 80/20 attendance reconciliation occurs at the end of a class. If a child transfers from Provider A to Provider B, the child's attendance at Provider A will be reconciled at the end of Provider A's class. The child's attendance at Provider B will be reconciled at the end of Provider B's class.

**Q: If a child transfers to a different class at the same provider, what is the 80/20 attendance program reconciliation based on?**

A: The attendance reconciliation for that child will be based on the attendance and absences which occurred for that child in each class the child attended. The child's attendance is reconciled separately for each class.

**Q: If a child attends 80% of the time, will they automatically be paid a full FTE?**

A: If a child is enrolled with a provider for 540 or 300 hours, attends the last day of instruction, and attends 80% of the time, the provider should be reimbursed for a full FTE. This assumes that the provider complied with all of the requirements of the VPK program.

**Q: Based on how few children actually violate the 80/20 rule, would we expect most transactions every month to not require any type of adjustment?**

A: Based on analysis of previous program year's attendance, we do not expect a significant number of program-end adjustments to correct the 80/20 attendance to absence ratio.

**Q: Are we going to track and only pay for up to 20% of absences per month? OR does the 20% rule apply to the child's total attendance for the year?**

A: EFS will reconcile absences each month and once again when the class ends.

**Q: 20% of 540 hours is 108 hours. Will the 80/20 attendance requirement be calculated on a monthly basis, and adjustments be made monthly or will we pay for absences until a child reaches 108 absence hours?**

A: EFS will reconcile the 80/20 attendance monthly based on each child's attendance to absence ratio for that month based on hours not days. For example, if a child exceeds the allowable 20% absences for the month of September, EFS will create an adjustment to back out payment for that portion of absences that causes the child to exceed 20% for that month. At the end of the provider's program, EFS will look at each child's attendance to absence ratio across the class's VPK program. If the child's attendance to absence ratio complies with the 80/20 requirement, the provider will be reimbursed for any absences deducted during the monthly attendance reconciliation process.

**Q: We realize that only a handful of children will exceed 108 hours of absence. However, some children have severe health issues that result in multiple absences each month due to treatments, doctor's visits, and not feeling well enough to come to the VPK program. Would a provider be eligible to receive payment for all absences for children with severe health problems?**

A: There is a chance that a child with severe health problems may exceed the allowable 20% absences for the VPK program. To comply with the revised statute, in this case, a provider may not be paid for all absences

**Q: Is actual attendance based on the scheduled instructional hours for a day or the actual hours during the day a student attends?**

A: For payment purposes, if a student attends part or all of the instructional hours scheduled for a day, the provider will be paid for the entire day. If a child attends part or all of the instructional hours scheduled for a day, the child will be considered in attendance for all instructional hours scheduled for that day for the purposes of calculating the 80/20 attendance requirement. However, if a child exceeds the allowable 20% absences, the provider's payment will be reduced by the portion of hours that cause the child to exceed the 20%.

### **Examples:**

#### **Monthly attendance reconciliation**

During one month, a provider is scheduled to deliver 20 instructional days for 3 hours per day. A child is enrolled for the entire 60 hour period (20 days \* 3 hours per day). The child is absent for 5 days (15 hours) and attends 15 days (45 hours). The system will calculate the allowable total payment not to exceed the allowable program hours: 45 hours attended / .8 = 56.25 allowable hours. The child attended 45 hours and was absent for 15 hours for a total of 60 hours. The system will exclude the 3.75 hours in absences that exceed the allowable 20% from the provider's monthly payment.

#### **Program attendance reconciliation**

Using the child from the monthly attendance reconciliation example, if the child did not miss any other days throughout the program and the child was enrolled for 540 hours, the system will calculate the allowable total payment not to exceed the allowable program hours: 525 hours attended / .8 = 656.25 (this is adjusted to 540 hours, since the total hours cannot exceed 540). The system will add the 3.75 hours in absences previously deducted to the provider's final program payment for that class.