

Early Learning Coalition of Florida's Heartland, Inc.

www.elcfh.org

VPK Pre-Payment Option Form FY 2010-11

Please choose either one of the prepayment options below. Failure to return this form with your VPK application paperwork will result in automatic default to Option #1.

_____ **OPTION #1: PROVIDERS MAY OPT OUT OF THE PRE-PAYMENT PROCESS:** This means that you will not receive any "up front" payments that then need to be reconciled later, thus, avoiding overpayments that need to be repaid to the coalition. (Example: VPK begins 8-5-09; you turn in your attendance on 9-1-09 and will be paid, at month end, according to actual attendance only.)

_____ **OPTION #2: PROVIDERS MAY CONTINUE TO RECEIVE PRE-PAYMENTS:** This process will be the same as it has been this past year. You will receive a prepayment which will then be reconciled with the actual attendance for that month at a later time. Any over/underpayments will be corrected at that time. (Example: VPK pre-payment for August will be made in late July. You then turn in your attendance on 9-1-09 and your actual attendance payment is deducted from the pre-payment. If you were underpaid, you will receive the difference and, if you were over paid, it will be deducted from your payment.)

_____ (Signature of Person Completing form)

_____ (VPK Provider Program name)

_____ (Complete Address/City/State/Zip)

_____ (Area Code/Telephone Number)



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