

VPK Provider Reimbursement Frequently Asked Questions

Q. How do I reach the VPK Finance Department if I need to speak with them?

A. The main Finance number is (727) 547-5740. Once prompted, please press option 3 for the VPK department.

Q. I have received a Certificate of Eligibility from a parent. What do I do next?

A. You must call the VPK Finance department to obtain a confirmation number. The Certificate of Eligibility allows you to enroll a child in your VPK program.

Q. How do I submit information to the VPK Finance department?

A. You may submit documents to the following location:
Coordinated Child Care of Pinellas, Inc.
10601 Belcher Road S. , Largo FL 33777
OR fax to:
(727) 547-2955 or (727) 547-2972

Q. When are the VPK payments issued?

A. VPK payment is issued on the last business day of each month.

Q. How do the providers receive their VPK reimbursement?

A. Providers must receive their payments through direct deposit.

Q. When are the VPK attendance rosters due?

A. The Enrollment/Attendance Certification (attendance roster) must be received in the VPK Finance Department by close of business on the 3rd day of the each month. **Example:** The January attendance roster is due by February 3rd. Attendance received after the 3rd day of the month is considered late and will delay payment.

Q. What if the 3rd of the month falls on a weekend or a holiday?

A. Attendance is due by the 3rd day of each month regardless. Enrollment/Attendance Certification (attendance roster) can be faxed 24 hours a day, 7 days a week to the following: (727) 547-2955 or (727) 547-2972
Attendance received after the 3rd of each month would be considered late.

Q. What if my rosters are late?

A. You will not be paid with the current VPK reimbursement period and your payment will appear in the following reimbursement.

Q. What do I do if I can not find or have not received my VPK attendance roster?

A. Call the VPK Finance department. The Enrollment/Attendance Certification (attendance roster) for the upcoming month is mailed the last week of each month. Example: February's roster is mailed the last week of January. If you have not received your Enrollment/Attendance Certification within the first week of the current month, PLEASE call the VPK Finance department. DO NOT create or modify a previous attendance roster as it will not be accepted and will delay your payment.

Q. What if a child does not physically start care on the scheduled start date?

A. VPK providers must call to notify the VPK Finance department of any change in a child's start date.

Q. Will the VPK provider be paid if the child is absent on the scheduled start date?

A. No. The VPK provider will not be reimbursed for any day prior to the child's first physical day of attendance.

Q. Do I need to inform the VPK Finance department when I am terminating a child from care?

A. VPK providers must call to notify of the child's last physical day of attendance. For all children who are no longer in care, place the letter "T" for Terminated on the day after the last day the child is in care.

Q. Am I required to maintain a daily sign-in/sign-out sheet?

A. All VPK providers must maintain a Student Attendance and Parental choice Certificate (long or short form) for children attending their VPK program. If you choose to use the VPK short form, you are also required to maintain a daily sign-in/out sheet for each VPK child enrolled in your program.

Q, What do I do if I don't have a Student Attendance and Parental choice Certificate (long or short form)?

A. You can call the VPK Finance department and they will send you the necessary documents.

Q. Where can I get a sample Sign-In/Sign-Out sheet?

A. You can obtain a sample form on our website in the Forms for Providers section.