VPK Advance Payment Opt In/Out

VPK providers may elect to receive an advance payment each month for their VPK program. This advance is calculated on 95% of the VPK reimbursement rate and is made no later than the 10th of the month that VPK instruction is provided.

Once actual attendance is processed, there is a reconciliation of the advance that was previously paid against the actual attendance recorded for that month. If an overpayment or underpayment has been made, the difference is then added to or withdrawn from the next payment (except the final payment). If your program ends in a deficit due to the advance payment, full repayment must be made prior to being considered for a VPK agreement the following year and may be deducted from any School Readiness payments you receive.

If you elect not to receive the advance payment, you will be reimbursed each month based on the actual attendance submitted for your classes. This option eliminates the risk of your program ending in a deficit and subsequent recoupment of any overpayments.

VPK Provider Name: _____

☐ **I elect to receive the advance VPK payment each month**

I understand each monthly payment will be comprised of an advance and a reconciliation of the over- or under- payment of the previous advance.

☐ **I elect not to receive the advance VPK payment each month.**

I understand each monthly payment will be reimbursement for actual child attendance.

_____ _____

Print Name Title

_____ _____

Signature Date