

**6M-8.201 Child Enrollment Procedure for the Voluntary Prekindergarten (VPK) Education Program.**

(1) Child registration.

(a) A parent wishing to register a child in the Voluntary Prekindergarten Education Program must complete and submit Form ~~DELOEL-VPK 01 (October 2021)~~(~~May 2016~~), titled Voluntary Prekindergarten (VPK) Education Program Child Application, through the single point of entry (known as the Family Portal) established under Section 1002.53, Florida Statutes (F.S.), and available at the following web address: <https://familyservices.floridaearlylearning.com> –using personal means or with assistance available at an early learning coalition. Form ~~DELOEL-VPK 01 (October 2021)~~(~~May 2016~~), is hereby incorporated by reference and a copy may be obtained as provided in Rule 6M-8.900, F.A.C., or at: (insert new web link)  
~~<http://www.flrules.org/Gateway/reference.asp?No=Ref 07032>~~.

(ba) Beginning with the 2022-2023 program year, a parent wishing to register a child in the Voluntary Prekindergarten Education Program must complete and submit Form DELOEL-VPK 01A (October 2021), titled Voluntary Prekindergarten (VPK) Education Program Child Application, through the single point of entry (known as the Family Portal) established under Section 1002.53, Florida Statutes (F.S.), and available at the following web address: <https://familyservices.floridaearlylearning.com> using personal means or with assistance available at an early learning coalition. Form DELOEL-VPK 01A (October 2021), is hereby incorporated by reference and a copy may be obtained as provided in Rule 6M-8.900, F.A.C., or at: (insert new web link)

(2) Handbook. The Voluntary Prekindergarten Handbook, Form ~~DELOEL-VPK 07 (October 2021)~~(~~February 2017~~), is hereby incorporated by reference, (insert new web link)~~<http://www.flrules.org/Gateway/reference.asp?No=Ref 08024>~~, and is available at the following website: <https://familyservices.floridaearlylearning.com>.

(3) Determining eligibility. The early learning coalition will review information submitted through the Family Portal to determine each child’s eligibility. A child who resides in Florida and attains the age of 4 years old on or before September 1 of the program year is eligible to attend VPK that program year. Additionally, a child who resides in Florida and attains the age of 4 between February 2 and September 1 may attend VPK either that program year or the subsequent program year. A child cannot attend VPK more than one program year unless granted a reenrollment under Rule 6M-8.210, F.A.C. A child is not eligible for VPK once he or she has been admitted to kindergarten.

(a) Age eligibility. The early learning coalition shall determine if a child is eligible based on the age requirement in Section 1002.53, F.S., by accepting the following documents showing the child’s name and date of birth:

1. An original or certified copy of the child’s birth record filed according to law with the appropriate public officer;
2. An original or certified copy of the child’s certificate of baptism or other religious record of the child’s birth, accompanied by

a notarized affidavit stating that the certificate is true and correct, sworn to or affirmed by the child's parent;

3. An insurance policy on the child's life which has been in force for at least two years;
4. A passport or certificate of the child's arrival in the United States;
5. An immunization record signed by a public health officer or licensed practicing physician~~;~~;
6. A valid military dependent identification card or a federal or state government issued identification card ~~or~~;
7. If no supporting documents listed in subparagraphs (1)(b)1.-6. above are available, a coalition may accept a parent's notarized affidavit of the child's age accompanied by a letter on official letterhead signed by a public health officer or physician stating that the child's age shown in the affidavit is true and correct.

(b) Residential Eligibility. To be eligible for VPK, a child must reside in Florida. The early learning coalition shall keep a record of at least one of the following supporting documents that shows the name and residential address of a parent with whom the child resides:

1. Utility bill (electric, gas, water), cable, internet ~~or~~ home or cellular phone bill dated within 12 months of the date the child application is submitted;
2. Pay stub dated within 12 months of the date the child application is submitted;
3. Residential rental agreement or receipt from rental payment dated within 12 months of the date the child application is submitted;
4. Government-issued document (for example, Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption);
5. Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty in Florida when the child attends the VPK program;
6. Federal government order showing that the child's parent is a federal employee assigned to work in Florida when the child attends the VPK program;
7. A Florida Migrant Education Program Certificate of Eligibility (COE) Form from the Florida Department of Education;
8. If no supporting documents listed in subparagraphs (2)(b)1.-7. above are available, a coalition may accept a notarized affidavit from the child's parent accompanied by a letter from a landlord, property owner, or property leasee which confirms that the child resides at the address shown in the affidavit, or
9. If no supporting documents listed in subparagraphs (2)(b)1.-8. above are available for a child who is experiencing homelessness as defined in Section 1003.01(12), F.S., a coalition shall document residency based on other supporting documents

showing that the child who is experiencing homelessness and resides in Florida (for example, but not limited to; letter from a homeless shelter, homeless referral, student residency questionnaire issued by the local school district or notarized statement from the child's parent).

(c) Eligibility for VPK Specialized Instructional Services. Eligibility for VPK Specialized Instructional Services (VPK SIS) in lieu of a traditional VPK education program, requires that the child must have a disability and a current individual educational plan (IEP) developed by the local school district. The coalition shall keep a record of the child's IEP, and ensure that the VPK Specialized Instructional Services sought are consistent with the child's IEP. Rule 6M-8.500, F.A.C., sets forth the requirements for participation in VPK Specialized Instructional Services.

(4) Early Learning Coalition Responsibilities.

(a) The early learning coalition will review documentation submitted via the Family Portal, determine the eligibility of each child for VPK, and manage the eligibility process through the Family Portal.

(b) When the early learning coalition has verified the eligibility of a child for VPK, and the provider has enrolled the child in their VPK program, a coalition must complete a child's enrollment in the statewide information system by recording an association between the child and the child's VPK provider.

~~(c) An early learning coalition shall coordinate with the Department of Children and Families to keep current profiles of VPK providers in the coalition's geographic region on the Child Care Information System found on the website: <https://cares.myflfamilies.com/PublicSearch>.~~

~~(c)~~ The early learning coalition shall assist all parents enrolling a child in the VPK program who ~~present themselves or~~ contact the early learning coalition with available information to help the parent make informed child care decisions. This information may be provided in person, by telephone or electronically through online resources and shall include:

1. The Voluntary Prekindergarten Handbook.
2. Information about different VPK program types.
3. ~~Assistance navigating profiles of VPK providers in the coalition's geographic region through the Child Care Information System website.~~ An early learning provider performance profile as described in s.1002.92(3) F.S. for every VPK provider within the county where the child is being enrolled in accordance with s. 1002.53(5) F.S.

(e) The early learning coalition shall make available the use of technology at the early learning coalition or contracted service provider to all parents who present themselves requesting assistance with completing the Voluntary Prekindergarten (VPK) Education Program Child Application (Form DELOEL-VPK 01 or Form DELOEL-VPK 01A) on the Family Portal.

(5) Enrollment. A VPK provider may only enroll a child in the VPK or VPK SIS program after the early learning coalition determines that the child is eligible for the program. A VPK provider shall collect Form ~~DELOEL~~-VPK 02, titled Child Certificate of Eligibility (~~October 2021~~)(~~February 2017~~), or Form ~~DELOEL~~-VPK 04, as incorporated by Rule 6M-8.210, F.A.C., from the child's parent. Both forms are generated by the Family Portal after the early learning coalition determines the child is eligible. The VPK provider shall complete the remainder of the form and submit verification of the completed form to the early learning coalition to finalize the child's enrollment with that VPK provider. Form ~~DELOEL~~-VPK 02, is hereby incorporated by reference and may be obtained as described in Rule 6M-8.900, F.A.C., or at ~~(insert new web link)~~<http://www.flrules.org/Gateway/reference.asp?No=Ref-08025>.

(a) For children enrolling into the VPK SIS program, an early learning coalition and VPK SIS providers will adhere to the Rule 6M-8.500, F.A.C.

(b) A coalition must allow a VPK provider to enroll a child who resides in a Florida county other than the county where the provider's VPK site is located. If the county listed on Form ~~DELOEL~~-VPK 02 or Form ~~DELOEL~~-VPK 04 is different than the county where services will be provided, the early learning coalitions shall coordinate to change the county of services on the child's application in the Family Portal to the correct county (if the child has not yet attended VPK). After eligibility for the VPK program is determined by an early learning coalition, no further resubmission or reverification of age and residential eligibility documentation is required.

(c) A VPK provider may only enroll a child with the coalition of the county where the provider's VPK site is located, regardless of the county in which the child resides.

(d) A coalition, upon receipt of the completed or verification of the completed Form ~~DELOEL~~-VPK 02 or Form ~~DELOEL~~-VPK 04, shall complete a child's enrollment in the statewide information system by recording an association between the child and the child's selected VPK provider.

(e) For parents requesting to reenroll his or her child in the VPK program, early learning coalitions shall adhere to the requirements in Rule 6M-8.210, F.A.C.

*Rulemaking Authority 1001.213(2), ~~1002.73(2)(d)(1)~~1002.75(2), 1002.79 FS. Law Implemented 1002.53(4), (5), ~~1002.73(2)(d)(1)~~1002.75(2)(a), ~~(b)~~, 1002.82(2)(n) FS. History—New 1-19-06, Amended 5-24-07, Formerly 60BB-8.201, Amended 1-1-15, 7-28-16, 3-20-17, ~~10-20-21~~.*