



## Florida **VPK**

### VPK Education Program Enrollment Frequently Asked Questions

[Rule 6M-8.201, F.A.C. Child Enrollment Procedure for the Voluntary Prekindergarten \(VPK\) Education Program](#)

**September 2019**

**1. How old are children who enroll in VPK?**

Children who turn 4 years old on or before Sept. 1 of the program year are eligible to attend VPK. In addition, as of July 2016, children born between Feb. 2 and Sept. 1 may attend VPK either that program year or postpone attending until the following program year as long as the child has not yet been admitted to kindergarten.

**2. How does a parent postpone their child's VPK enrollment?**

The online system where families enroll for VPK (called the [Family Portal](#)) allows parents with eligible children to apply for either program year. If an eligible child already has a Certificate of Eligibility for their first year of eligibility and has not attended VPK yet, the parent may request to postpone VPK to the following year in the Family Portal. If a child has already attended VPK, the parent would need to apply for a reenrollment into the subsequent program year. (See [Rule 6M- 8.210, F.A.C.](#)) A child is not eligible for reenrollment if they have completed 70% of the VPK Program.

**3. Once a child has started kindergarten, does the child remain eligible to postpone VPK?**

No. According to section 1002.53, Florida Statutes, a child is no longer eligible for VPK once he or she enrolls in kindergarten.

**4. If a family does not have access to technology to access the VPK application online, how can they apply?**

Families should contact their local early learning coalition. The rule requires early learning coalitions to make the appropriate technology available to all families who present themselves requesting assistance. The application can be found at <https://familyservices.floridaearlylearning.com>.

**5. Where can families access the Voluntary Prekindergarten Handbook (Form OEL-VPK 07)?**

Families have the opportunity to review and download the Voluntary Prekindergarten Handbook when they apply for VPK on the Family Portal. It is also available on <http://www.floridaearlylearning.com/providers/forms-for-providers>.

**6. Once an early learning coalition determines a child is eligible for VPK and approves the child's application, is there a reason a parent would have to resubmit proof of age or residency documentation?**

No. The rule specifies that the coalition does not have to reverify eligibility documentation once a child has been determined to be eligible for the program. When a family requests to change the VPK application to a different coalition service area, coalitions should coordinate to change the county of services in the Family Portal.

**7. How recent does proof of residency documentation, such as a utility bill or pay stub, need to be when submitted with a child's application?**

To be approved, documentation must be dated within 12 months of the date the child's application is submitted.

**8. How do families document residency if they are homeless?**

The rule allows families to submit documents showing that the child is homeless and resides in Florida such as a letter from a homeless shelter, a homeless referral or a notarized statement from the child's parent.

**9. Where can families find VPK provider profiles in their area?**

VPK provider profiles can be found on the Department of Children and Families CARES website, <https://cares.myfloridafamilies.com>. Coalitions should help families requesting assistance to navigate the website.

**10. What documentation should VPK providers accept to enroll a child in their VPK program?**

There are two documents a provider may accept— the Child Certificate of Eligibility (Form OEL-VPK 02) or the Certificate of Eligibility for Reenrollment (Form OEL-VPK 04). To finalize enrollment, the provider must complete the remainder of the form and submit verification of the completed form to the early learning coalition.

**11. Does this rule apply to parents seeking VPK Specialized Instructional Services (SIS) for a child?**

Yes. The SIS application allows for the child's Individual Educational Plan to be uploaded as part of the documentation requirements, as required by Rule 6M-8.500, F.A.C.

**For more information or technical assistance please contact the Office of Early Learning's VPK Unit by phone at 1-866-447-1159 or by email at [VPKquestions@oel.myflorida.com](mailto:VPKquestions@oel.myflorida.com).**