



## Early Learning (EL) Reimbursement Requests

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### INTRODUCTION

Early Learning Coalitions (ELCs) will use the Division of Early Learning EL Invoice Workbook to generate worksheets required for reimbursement of allowable expenditures incurred as part of the early learning grant agreement. ELCs will use the most recent version of the workbook located in the SharePoint>Coalition Document Exchange>Fiscal Year Documents>2022-23 Financial Package>Workbook Folder.

An authorized ELC representative must sign and date items indicated with an asterisk (\*).

### INVOICE WORKBOOK

**Worksheets in the invoice workbook are in the following order. A description of each worksheet follows.**

- Dashboard
- Notice of Award (NOA)
- Budget\*
- Projection
- Year-to-Date (YTD) Expenditures
- YTD Expenditures (Unlocked)
- Ledger
- Enhanced Field System (EFS) Report
- Coalition Funders (Roll up of Match data entered)
- Match Summary
- Approved Funders
- Invoice - Includes Advance Estimation Calculator\*

**Multicounty ELCs will have additional tabs for each counties' Budget and Expenditures.**



## Dashboard

The dashboard displays a summary of key information related to the ELC’s current targets and restrictions.

ELC OF COUNTY EXECUTIVE SUMMARY			
TARGETS AND RESTRICTIONS	PROGRAM TOTALS		
			Budget Expenditure Balance
SR Direct Services Min: 78%	+ ▼	0.0% ▼	
SR Admin Max: 5%	+ ▼	0.0% ▼	
SR Admin/NonDirect/Quality Max: 22%	+ ▼	0.0% ▼	
SR Quality Min: 4%	+ ▼	0.0% ▼	
SR Match Max: \$0		0.00	
Dollar-for-Dollar Match:		0.00	
Program Assessment: \$0		0.00	
VPK Admin Max: 4%		0.0% ▼	
CRRSA Admin Max: 5%		0.0%	
PDG Admin Max: 5%		0.0%	
ARPA Admin Max: 5%		0.0%	

## Notice of Award (NOA)

The NOA provides the funding details for the early learning grant agreement, including subrecipient information, funding amounts, targets and restrictions, funding source information, award periods of performance, and other data in correlation with the state’s accounting and reimbursement systems. The ELC’s NOA will be inserted in the workbook prior to the workbook being available for submission. All revisions to the NOA will be populated in the invoice workbook at the time of the revision. ELCs should verify the correct version of the NOA is in the invoice workbook before submission of the invoice workbook.

Example of NOA on the following two pages.

DEL 240.06 – REIMBURSEMENT REQUESTS



**NOTICE OF AWARD**  
**EARLY LEARNING SERVICES**  
Authorization (Legislation/Regulation): Chapter 1002, Florida Statutes

SUBSEQUENT INFORMATION		Early Learning Coalition of Alachua County, Inc. 4424 Northwest 13th Street, Suite A-5 Gainesville, FL 32609	Unique Entity Identifier (UEI): STP6XUNJ7GTS	Payee Name and Address: Early Learning Coalition of Alachua County, Inc. 4424 Northwest 13th Street, Suite A-5 Gainesville, FL 32609	FEIN Number: 59-3665622	Coalition Plan Approval Date: June 26, 2019		
Authorized Official Name/Title:	Jacki Hodges	County(ies) Served: Alachua						
Subaward Number:	ELD63	Date Issued:	July 1, 2022	Supersedes NOA dated:	N/A	Total NOA Allocation: \$ 29,195,497		
<b>SCHOOL READINESS PROGRAM (SR) SERVICES</b>								
Period of Performance	Start Date:	July 1, 2022	End Date:	June 30, 2023	Total SR Allocation: \$ 12,788,140			
<b>Targeted Funds and Restrictions</b>								
a. Direct Services:	No less than 78 percent of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended to meet specified families' child care needs. The 78 percent calculation includes direct service OCA expenditures, as defined in the most recent version of DEL Program Guidance 250.01 – Other Cost Accumulators (OCAs) and local match.					\$ 9,974,749		
b. Administrative Services:	No more than 5 percent of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for administrative activities. The Coalition is responsible for compliance with the 5% administrative cap on expenditures reimbursed under this award and may not exceed 5% at the coalition level. No waiver available; the Coalition has the option to pass this requirement to its subcontractors.					\$ 639,407		
c. Administrative, Quality and Non-Direct Services:	No more than 22 percent of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended for any combination of administrative costs, quality activities or non-direct services. Expenditures for Quality Performance Incentive (QPI), Gold Seal, or Special Needs Payment Differentials are not included in calculation of the 22 percent.					\$ 2,813,391		
d. Quality:	No less than 4 percent of all state, federal, and local matching funds expended by the ELC for the SR Program shall be expended on quality activities in accordance with s. 1002.89(5), F.S.					\$ 511,526		
e. SR Match:	Dollar-for-dollar match of all SR Match expenditures. The ELC must receive local matching funds before expending State matching funds.					\$ 72,545		
<b>ESTIMATED ALLOCATION TO FUNDING SOURCE</b>								
CFDA#	Program Support Services (Non-Direct)	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage	Est. Amt.
93.558	Temporary Assistance for Needy Families (TANF)	TANF	FGY 2022	2201FLTANF	10/1/2021	No	6.09%	\$ 779,152
93.558	Temporary Assistance for Needy Families (TANF)	TANF Maintenance of Effort (MOE)	SFY 2022-2023	---	---	No	4.18%	\$ 790,716
93.575	Child Care and Development Block Grant	TANF Transfer to CCDF Discretionary	FGY 2022	G2201FLCCDD	11/2/2021	No	7.12%	\$ 910,734
93.575	Child Care and Development Block Grant	CCDF Discretionary	FGY 2022	G2201FLCCDD	11/2/2021	No	30.07%	\$ 3,845,823
93.575	Child Care and Development Block Grant	CCDF Discretionary - ARPA	FFY 2021	2101FLCDD6	4/14/2021	No	38.34%	\$ 4,902,879
93.596	Child Care Mandatory and Matching Funds of the Child Care and Development Fund	CCDF Mandatory	FGY 2022	G2201FLCCDF	9/30/2021	No	2.79%	\$ 356,215
93.596	Child Care Mandatory and Matching Funds of the Child Care and Development Fund	CCDF Matching (Federal Share)	FGY 2022	G2201FLCCDM	9/30/2021	No	6.20%	\$ 792,431
93.596	Child Care Mandatory and Matching Funds of the Child Care and Development Fund	CCDF Matching (State Share)	SFY 2022-2023	---	---	No	1.44%	\$ 184,732
93.596	Child Care Mandatory and Matching Funds of the Child Care and Development Fund	CCDF Maintenance of Effort (MOE)	SFY 2022-2023	---	---	No	1.73%	\$ 221,318
91.467	Social Services Block Grant (SSBG)	Social Services Block Grant (SSBG)	FGY 2022	G2201FLSOSR	11/19/2021	No	0.03%	\$ 4,139
Federal Funding Source: U.S. Department of Health and Human Services (total may not equal due to rounding)								
<b>QUALITY PERFORMANCE INCENTIVE (QPI) DIFFERENTIALS</b>								
Period of Performance	Start Date:	July 1, 2022	End Date:	June 30, 2023	Total QPI Allocation: \$ 694,664			
<b>Targeted Funds and Restrictions</b>								
a. Direct Services (OCA: QPPQ, QPQC)						\$ 694,664		
<b>FUNDING SOURCE</b>								
CFDA#	CFDA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage	Amount
93.575	Child Care and Development Block Grant	CCDF Discretionary - ARPA	FFY 2021	2101FLCDD6	4/14/2021	No	100.00%	\$ 694,664
Federal Funding Source: U.S. Department of Health and Human Services								
<b>GOLD SEAL DIFFERENTIAL</b>								
Period of Performance	Start Date:	July 1, 2022	End Date:	June 30, 2023	Total GOLD SEAL Allocation: \$ 727,965			
<b>Targeted Funds and Restrictions</b>								
a. Direct Services (OCA: 97G5Q)						\$ -		
<b>FUNDING SOURCE</b>								
CFDA#	CFDA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage	Amount
93.575	Child Care and Development Block Grant	CCDF Discretionary - ARPA	FFY 2021	2101FLCDD6	4/14/2021	No	100.00%	\$ 727,965
Federal Funding Source: U.S. Department of Health and Human Services								
<b>SPECIAL NEEDS DIFFERENTIAL</b>								
Period of Performance	Start Date:	July 1, 2022	End Date:	June 30, 2023	Total SPECIAL NEEDS Allocation: \$ -			
<b>Targeted Funds and Restrictions</b>								
a. Direct Services (OCA: SPC8Q)						\$ -		
<b>FUNDING SOURCE</b>								
CFDA#	CFDA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage	Amount
93.575	Child Care and Development Block Grant	CCDF Discretionary - ARPA	FFY 2020	2101FLCDD6	4/14/2021	No	100.00%	\$ -
Federal Funding Source: U.S. Department of Health and Human Services								
<b>CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT</b>								
Period of Performance	Start Date:	July 1, 2022	End Date:	June 30, 2023	Total CARES Allocation: \$ -			
<b>Targeted Funds and Restrictions</b>								
a. Administrative Services: No more than 5 percent of total CARES expenditures						\$ -		
b. TBD						\$ -		
<b>FUNDING SOURCE</b>								
CFDA#	CFDA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage	Amount
93.575	Child Care and Development Block Grant	CCDF Discretionary - ARPA	FFY 2020	2101FLCDD6	4/14/2021	No	100.00%	\$ -
Federal Funding Source: U.S. Department of Health and Human Services								
<b>CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS (CRRSA) ACT</b>								
Period of Performance	Start Date:	July 1, 2022	End Date:	June 30, 2023	Total CRRSA Allocation: \$ 997,519			
<b>Targeted Funds and Restrictions</b>								
a. Administrative Services: No more than 5 percent of total CRRSA expenditures (OCA: R5ADV)						\$ 49,876		
b. CRRSA Phase V and VI Provider Grants in accordance with DEL Program Guidance 240.21 (OCAs: Phase V - R5PCS, R5PNS, R5PCS; Phase VI - R5PC6, R5PNS6, R5PC6)						\$ 896,053		
c. CRRSA VPK Additional Closure Days Due to COVID-19 in accordance with DEL Program Guidance 240.21 (OCA: R5PRK)						\$ 10,911		
d. CRRSA Coalition Program Outreach, Awareness and Family Supports in accordance with DEL Program Guidance 240.21 (OCA: R0A5)						\$ 66,823		
e. CRRSA Coalition Workforce Incentives for Early Educators: Maximum allocation for expenditures in accordance with ELC's DEL-approved CWIEE Program Application (OCA: R1WIE, R1CWIE)						\$ 23,732		
<b>FUNDING SOURCE</b>								
CFDA#	CFDA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage	Amount
93.575	Child Care and Development Block Grant	CCDF Discretionary - ARPA	FFY 2021	2101FLCDD6	4/14/2021	No	100.00%	\$ 997,519
Federal Funding Source: U.S. Department of Health and Human Services								
<b>AMERICAN RESCUE PLAN (ARP) ACT</b>								
Period of Performance	Start Date:	July 1, 2022	End Date:	June 30, 2023	Total ARP Allocation: \$ 9,245,973			
<b>Targeted Funds and Restrictions</b>								
a. Administrative Services: No more than 5 percent of total ARPA expenditures (TOTAL OF OCAs = ARPA0, APALS, ARBPT, ARPSB, ATASA, ATARS)						\$ 462,299		
b. ARPA Stabilization Grants - Round 1 in accordance with DEL Program Guidance 240.21, Appendix C (OCA = ASGR1)						\$ 9,245,973		
<b>FUNDING SOURCE</b>								
CFDA#	CFDA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage	Amount
93.575	Child Care and Development Block Grant	CCDF Discretionary - ARPA	FFY 2021	2101FLCDD6	4/14/2021	No	100.00%	\$ 9,708,271.65
Federal Funding Source: U.S. Department of Health and Human Services								
<b>ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF II (ESSER II) ACT</b>								
Period of Performance	Start Date:	July 1, 2022	End Date:	June 30, 2023	Total ESSER-II Allocation: \$ 9,903			
<b>Targeted Funds and Restrictions</b>								
a. VPK Coordinated Screening / Progress Monitoring: Maximum allocation for expenditures in accordance with activities defined in DEL Program Guidance 250.01, Attachment C - COVID-19 OCA Working Definitions for OCA ESSR.						\$ 9,903		
<b>FUNDING SOURCE</b>								
CFDA#	CFDA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage	Amount
84.425D	Elementary and Secondary School Emergency Relief II (ESSER-II) Fund	Educational Stabilization Fund	2021-2022	54250210052	1/5/2011	No	100.00%	\$ 9,903
Federal Funding Source: U.S. Department of Education								
<b>PRESCHOOL DEVELOPMENT GRANT (PDG) SERVICES</b>								
Period of Performance	Start Date:	July 1, 2022	End Date:	December 30, 2022	Total PDG-R2 Allocation: \$ 2,286			
<b>Targeted Funds and Restrictions</b>								
a. Administrative Services: No more than 5 percent of total PDG expenditures (OCA = PDG2A)						\$ 114		
b. Curricula Implementation: Maximum allocation for expenditures in accordance with the ELC's DEL-approved PDG Curricula Implementation and Training Sub-Grant Project Application (OCA = R0422)						\$ 53		
c. Mental Health and Social/Emotional Supports: Maximum allocation for expenditures in accordance with the ELC's DEL-approved PDG Mental Health Sub-Grant Project Application (OCA = R4438)						\$ 2,233		
d. Early Childhood Apprenticeship Program Supports: Maximum allocation for expenditures in accordance with the ELC's DEL-approved Apprenticeship Sub-Grant Application (OCA = R3358)						\$ -		
e. Shared Services: Maximum allocation for expenditures in accordance with the ELC's DEL-approved Shared Services Sub-Grant Application (OCA = R526C)						\$ -		
f. Mental Health Consultation: Maximum allocation for expenditures in accordance with the ELC's DEL-approved Mental Health Consultation Sub-Grant Application (OCA = R5248)						\$ -		
g. Autism Training & Materials: Maximum allocation for expenditures in accordance with the ELC's DEL-approved Autism Training & Materials Sub-Grant Application (OCA = R433C)						\$ -		
<b>FUNDING SOURCE</b>								
CFDA#	CFDA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage	Amount
93.434	ESSA Preschool Development Grants Birth Through Five	Florida Preschool Development Grant	2021-2022	90TP0068-03-01	5/17/2022	No	100.00%	\$ 2,286
Federal Funding Source: U.S. Department of Health and Human Services								

Total NOA Allocation

SR Allocation includes Direct Services, Admin, Quality & Non-Direct, Quality, SR Match

Federal and State funding award information

Administrative cap within the CRRSA Allocation - Not a separate allocation

Administrative cap within the PDG Allocation - Not a separate allocation

DEL 240.06 – REIMBURSEMENT REQUESTS

SR PROGRAM ASSESSMENT							
Period of Performance		Start Date:	End Date:	Total SR Program Assessment Allocation:			
		July 1, 2022	June 30, 2023	\$ 26,764			
Maximum allocation for SR Program Assessment in accordance with Program Guidance 250.01 OCA Working Definitions (OCA: SRPAS)							
				\$ 26,764			
FUNDING SOURCE							
CDM#	CFSA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Amount
93.575	Child Care and Development Block Grant	CCDF Discretionary	FY 2022	G2201FLCDD	11/2/2021	No	26,764
Federal Funding Source: U.S. Department of Health and Human Services							
VOLUNTARY PRE-KINDERGARTEN PROGRAM (VPK) SERVICES							
Period of Performance		Start Date:	End Date:	Total VPK Allocation:			
		July 1, 2022	June 30, 2023	\$ 4,659,736			
<b>a. Base:</b> Direct Services (OCA: VPPBS, VPKSD) <b>b. Admin:</b> No more than 4 percent of the total direct services (base fund) expenditures shall be expended for administrative activities (OCA: VPADM, VPENL, VPMON, VPSYS)							
				\$ 4,480,515			
				\$ 179,221			
FUNDING SOURCE							
CFSA #	CFSA Title	Award Year	R&D	Percentage	Amount		
48.108	Voluntary Pre-Kindergarten Education Program	SPY 2022-2023	No	100%	\$ 4,659,736		
State General Revenue							
VPK \$15/HR WAGE INCENTIVE PROGRAM							
Period of Performance		Start Date:	End Date:	Total VPK \$15/hr Wage Incentive Program Allocation:			
		July 1, 2022	June 30, 2023	\$ -			
Direct Services - Maximum allocation for VPK \$15/hr Wage Incentive Program in accordance with Program Guidance 250.01 OCA Working Definitions (OCA: VCCAF, VNCAF)							
				\$ -			
FUNDING SOURCE							
CFSA #	CFSA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Amount
93.575	Child Care and Development Block Grant	CCDF Discretionary - ARPA	FY 2021	2101FLCDD	4/14/2021	No	-
VPK PROGRAM ASSESSMENT							
Period of Performance		Start Date:	End Date:	Total VPK Program Assessment Allocation:			
		July 1, 2022	June 30, 2023	\$ 42,547			
Maximum allocation for VPK Program Assessment in accordance with Program Guidance 250.01 OCA Working Definitions (OCA: VCPAS, VNPAS)							
				\$ 42,547			
FUNDING SOURCE							
CFSA/CFSA #	CFSA Title	Federal Award Name	Award Year	Federal Award No.	Federal Award Date	R&D	Percentage
93.575	Child Care and Development Block Grant	CCDF Discretionary	FY 2022	G2201FLCDD	11/2/2021	No	70.43%
48.108	Voluntary Pre-Kindergarten Education Program		SPY 2022-2023			No	29.57%
Amount							
				\$ 29,965			
				\$ 12,582			
ACCEPTANCE OF TERMS AND CONDITIONS							
THIS AWARD IS BASED ON LEGISLATIVE APPROPRIATIONS AND IS SUBJECT TO THE TERMS AND CONDITIONS IN THE EARLY LEARNING GRANT AGREEMENT AND ANY AMENDMENTS, MODIFICATIONS AND/OR EXTENSIONS, AS EXECUTED BETWEEN THE NAMED SUBRECIPIENT AND THE DIVISION OF EARLY LEARNING. Acceptance of the award terms and conditions is acknowledged when funds are drawn or otherwise obtained from the Division of Early Learning.							
REMARKS:							
7/1/2022 Initial SR Allocation (including Hold Harmless)				\$ 12,715,595			
7/1/2022 Initial SR Match Allocation				\$ 72,545			
7/1/2022 Initial SR Program Assessment Allocation				\$ 26,764			
7/1/2022 Initial QP Differentials Allocation				\$ 694,664			
7/1/2022 Initial Gold Seal Differential Allocation				\$ 727,965			
7/1/2022 Initial VPK Allocation				\$ 4,659,736			
7/1/2022 Initial VPK Program Assessment Allocation				\$ 42,547			
7/1/2022 PDG Curriculum Reverted and Reappropriated to FY22-23				\$ 53			
7/1/2022 PDG Mental Health/Social Supports Reverted and Reappropriated to FY22-23				\$ 2,233			
7/1/2022 PDG Early Childhood Apprenticeship Reverted and Reappropriated to FY22-23				\$ -			
7/1/2022 PDG Shared Services Reverted and Reappropriated to FY22-23				\$ -			
7/1/2022 PDG Mental Health Consultation Reverted and Reappropriated to FY22-23				\$ -			
7/1/2022 CRSA Phase VI Reverted and Reappropriated to FY22-23				\$ 896,059			
7/1/2022 CRSA VPK Additional Closure Days Due to COVID-19 Reverted and Reappropriated to FY22-23				\$ 10,911			
7/1/2022 CRSA Coalition Program Outreach, Awareness and Family Supports Reverted and Reappropriated to FY22-23				\$ 66,823			
7/1/2022 CRSA Coalition Workforce Incentives for Early Educators Reverted and Reappropriated to FY22-23				\$ 23,732			
7/1/2022 ESER II Coalition Workforce Incentives for Early Educators Reverted and Reappropriated to FY22-23				\$ 9,963			
7/1/2022 ARPA Child Care Stabilization Subgrants - Round 1 Reverted and Reappropriated to FY22-23				\$ 9,245,973			

Acceptance of Terms and Conditions

Award revisions

AWARDING OFFICIAL:

Signature \_\_\_\_\_

**Matthew Mears, Chancellor**  
**Division of Early Learning**

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### Budget

An initial budget (Coalition Budget Report) is required to be submitted by COB, July 31<sup>st</sup> of each fiscal year. The ELC must complete its initial budget on the annual Coalition Budget Report template prescribed by DEL and submit to SharePoint/Coalitions Zone/*ELC Name*/Coalition Document Exchange/Annual Budget Report.

Upon acceptance this budget will be populated in the ELC Invoice Workbook. ELCs can modify their budget(s) by OCA on the budget worksheet. Multicounty ELCs will only enter budget amounts on the individual county budget pages, which will roll up to the combined page. The initial budget allocation by OCA must align with the ELC's NOA. Updates/realignments are required when expenditures exceed an OCA's allocated budget or funds change via an updated NOA. The budget may be amended as needed, in alignment with the award funding restrictions and the ELC's approved SR plan, subject to review and approval of the DEL grant manager.

**Note: The total of the Budget Allocation by OCA may not exceed the NOA amount. For each revision, ensure the date is entered at the top of the column as well as the funding allocation amounts.**

The image shows a detailed budget spreadsheet with columns for fiscal years from 2018 to 2024. The rows are organized into sections for different budget categories, including 'Total Budget', 'Personnel', 'Travel', 'Supplies', 'Equipment', 'Contractual', 'Capital', 'Other', and 'Total'. Each row contains numerical values for each year, with some cells containing formulas. The spreadsheet is titled 'Budget Worksheet' and includes a header with 'Fiscal Year 2018-2024' and 'Budget Worksheet'.

An authorized ELC representative must date and sign this form. **For multicounty ELCs, only the rollup must be signed and dated.**

## Projection

The projection worksheet provides a forecast model for ELC's to track grant award budget, expenditures and projected enrollments through the end of the fiscal year.

### Overview

All cells shaded in yellow are editable.

Select the month from the drop down menu.

Key	= manual data input field
Forecasting Methodology	Prior and current year trends.
Overview	The projection model presented below projects School Readiness expenditures by combining prior and current year enrollment data to develop a trend line.
Grant Period	July 01, 2020 - June 30, 2021
Current Month	July
Fiscal Months To Date:	1

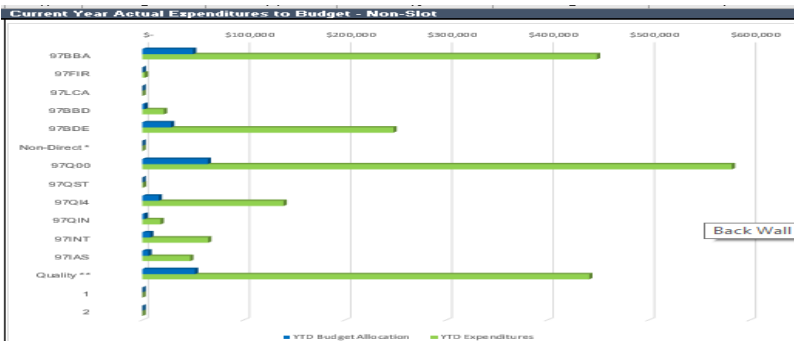
### Grant Award Information

Grant Award		Annual Budget	
Approved: \$	14,816,088.00	Non-Slot: \$	2,753,621.00
		Slot:	12,062,467.00
<b>Total: \$</b>	<b>14,816,088.00</b>	<b>Total: \$</b>	<b>14,816,088.00</b>

### Step 1. Actual/Projected Expenditures – Non-Slot

Review the Non-Slot Expenditures (administrative, quality, and non-direct service expenditures) for each OCA listed to ensure validity. The projection model uses a straight-line methodology as a default, with the ability for ELC to enter manual adjustment based on known or planned obligations. Include an explanation for any manual adjustments to projected non-slot expenditures.

Step 1. Actual/Projected Expenditures - Non-Slot							
OCA	Annual Budget	YTD Budget Allocation	YTD Expenditures	Non-Slot Expenditures Manual Adjustment (a)	Projected Non-Slot Expenditures	Projected OCA Surplus/Deficit at Year-End	
97BBA	\$ 599,428.00	\$ 49,952.33	\$ 448,939.39		\$ 5,387,272.68	\$ (4,787,844.68)	
97FIR	\$ 3,932.00	327.67	\$ 2,484.02		\$ 29,808.24	\$ (25,876.24)	
97LCA	\$ -	-	\$ -		\$ -	\$ -	
97BBD	\$ 27,166.00	2,263.83	\$ 21,222.11		\$ 254,665.32	\$ (227,499.32)	
97BDE	\$ 338,492.00	28,207.67	\$ 247,987.80		\$ 2,975,853.60	\$ (2,637,361.60)	
Non-Direct *	\$ -	-	\$ -		\$ -	\$ -	
97Q00	\$ 774,778.00	64,564.83	\$ 582,176.82		\$ 6,986,121.84	\$ (6,211,343.84)	
97QST	\$ 1,092.00	91.00	\$ 591.03		\$ 7,092.36	\$ (6,000.36)	
97QI4	\$ 193,485.00	16,123.75	\$ 139,431.89		\$ 1,673,182.68	\$ (1,479,697.68)	
97QIN	\$ 27,676.00	2,306.33	\$ 17,952.09		\$ 215,425.08	\$ (187,749.08)	
97INT	\$ 92,880.00	7,740.00	\$ 64,967.17		\$ 779,606.04	\$ (686,726.04)	
97IAS	\$ 71,780.00	5,981.67	\$ 47,263.12		\$ 567,157.44	\$ (495,377.44)	
Quality **	\$ 622,912.00	51,909.33	\$ 441,377.36		\$ 5,296,528.32	\$ (4,673,616.32)	
1		-			\$ -	\$ -	
2		-			\$ -	\$ -	
<b>Total</b>	<b>\$ 2,753,621.00</b>	<b>\$ 229,468.42</b>	<b>\$ 2,014,392.80</b>	<b>\$ -</b>	<b>\$ 24,172,713.60</b>	<b>\$ (21,419,092.60)</b>	



**Step 2: Prior Year Expenditures – Slot**

Review prior year data to determine the weight prior year data should be used to affect current year projections. Prior year expenditures may be weighted (0% to 100%).

Step 2. Prior Year Expenditures - Slot					Weight on Projection:	50%
Month	Children Served	Expenditure Reimbursement	Avg. Cost per Child Served			
July	1	9,258	\$3,293,946.00	\$		355.79
August	2	9,186	\$3,306,769.00			359.98
September	3	8,428	\$2,786,356.00			330.61
October	4	9,115	\$3,147,811.00			345.34
November	5	9,236	\$3,182,592.00			344.59
December	6	9,132	\$2,960,785.00			324.22
January	7	8,929	\$2,648,220.00			296.59
February	8	8,906	\$2,720,372.00			305.45
March	9	9,234	\$3,123,447.00			338.26
April	10	9,144	\$2,833,670.00			309.89
May	11	9,432	\$3,282,396.10			348.01
June	12	9,842	\$2,275,747.00			231.23
Supplemental						
Total			\$35,562,111.10			

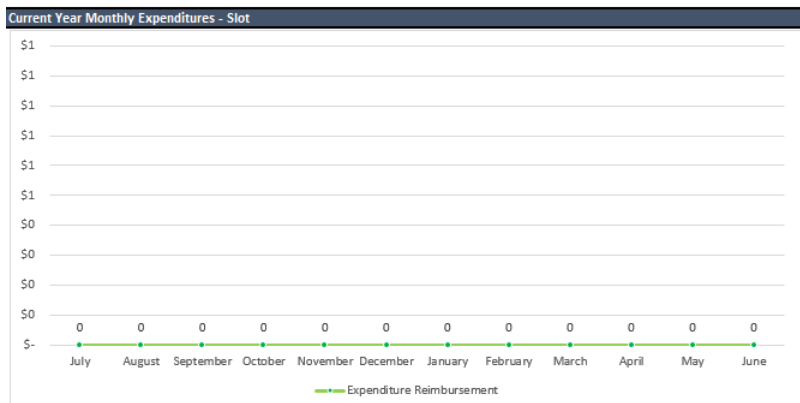
**Step 3: Current Year Expenditures - Slot**

Review prior year data to determine the weight prior year data should be used to affect current year projections. Current year expenditures may be weighted (0% to 100%).

Step 3. Current Year Expenditures - Slot					Weight on Projection:	50%
Month	Children Served	Expenditure Reimbursement	Avg. Cost per Child Served			
July	1	-	\$3,389,414.66	\$		-
August	2	-	\$3,692,195.83			-
September	3	-	\$1,878,773.19			-
October	4	-	\$3,950,999.87			-
November	5	-	\$3,839,534.82			-
December	6	-	\$3,573,397.40			-
January	7	-	\$3,910,119.51			-
February	8	-	\$4,228,243.86			-
March	9					-
April	10					-
May	11					-
June	12					-
Supplemental CY						
Supplemental CY						
Supplemental PY						
Supplemental PY						
Total			\$28,462,679.14			

Current Year Budget Utilization - Slot	
Budget:	\$ 43,657,433.00
Expenditures:	28,462,679.14
Available Funding:	\$ 15,194,753.86

YTD Avg. Cost Per Child Served: \$ -





### Step 4: Projected Expenditures Based on Prior and Current Year Trends

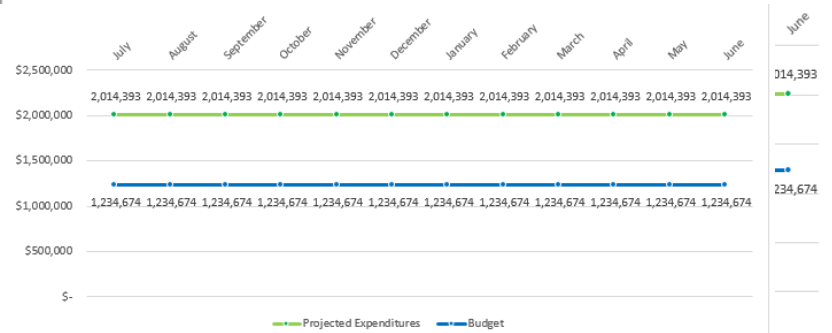
Review projected expenditures based on current and prior year trends. The weight of current or prior year can be adjusted as necessary. Adjustments to projected expenditures can be made based on new or planned enrollments.

Step 4. Projected Expenditures - Based on Prior and Current Year Trends						
Month	Children Served	Manual Adjustment Effect Through Year-End	Children Served (with Adjustments)	Slot Expenditures	Slot Expenditures Manual Adjustment	Slot Expenditures (with Adjustments)
July	1	-	-	\$ -	\$ -	\$ -
August	2	-	-	-	-	-
September	3	-	-	-	-	-
October	4	-	-	-	-	-
November	5	-	-	-	-	-
December	6	-	-	-	-	-
January	7	-	-	-	-	-
February	8	-	-	-	-	-
March	9	-	-	-	-	-
April	10	-	-	-	-	-
May	11	-	-	-	-	-
June	12	-	-	-	-	-
Supplemental	-	-	-	-	-	-
<b>Total</b>					\$ -	\$ -

Adjustments to Projected Expenditures			
Month	Children Served Adjustment	Slot Expenditures Manual Adjustment	Reason
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Sup			

### Step 5: Final Projection

Step 5. Final Projection			
	Step 1. Non-Slot	Step 4. Slot	Total
Budget:	\$ 2,753,621.00	\$ 12,062,467.00	\$ 14,816,088.00
Projection:	24,172,713.60	-	24,172,713.60
Surplus/(Deficit):	\$ (21,419,092.60)	\$ 12,062,467.00	\$ (9,356,625.60)







Failure to provide sufficient transactions will result in the grant manager asking for a complete listing of vendors/ expenditures for each month.

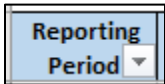
### Enhanced Field System Mod (EFSM)

The EFS worksheet is used by DEL to import EFSM payment data to verify direct service expenditures.

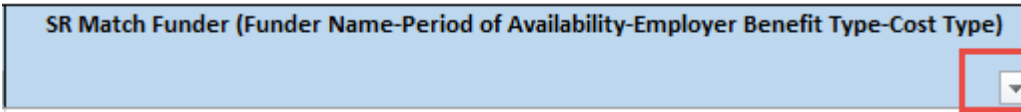
### Coalition Funders

The Coalition Funders worksheet is required to be completed for each match funder expenditure by reporting period. The data entered on the Coalition Funders worksheet populates the Match Summary worksheet. The amounts must reflect the matching fund expenditures for the selected reporting period and program for local and School Readiness (SR) Program match.

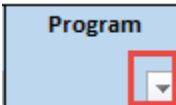
Select the reporting period from the drop-down menu.

A blue rectangular dropdown menu with the text "Reporting Period" and a small downward-pointing arrow on the right side.

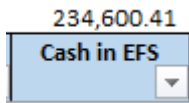
Select SR Match Funder from the drop-down menu. SR Match Funder information from the ELC’s SR Match Application will populate. If the populated information is not correct, the SR Match Application will need to be revised and notification of the revision sent to the Grant Manager for updating the invoice workbook.

A blue rectangular dropdown menu with the text "SR Match Funder (Funder Name-Period of Availability-Employer Benefit Type-Cost Type)" and a small downward-pointing arrow on the right side.

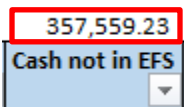
Select the Program from the drop-down menu.

A blue rectangular dropdown menu with the text "Program" and a small downward-pointing arrow on the right side.

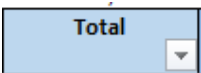
Enter the amount of Cash in EFSM (if applicable). The total at the top is a running total of all amounts entered in this column.

A blue rectangular dropdown menu with the value "234,600.41" displayed above the text "Cash in EFS" and a small downward-pointing arrow on the right side.

Enter the amount of Cash not in EFSM (if applicable). The total at the top is a running total of all amounts entered in this column.

A blue rectangular dropdown menu with the value "357,559.23" displayed above the text "Cash not in EFS" and a small downward-pointing arrow on the right side.

The Total column is non-editable and is a running total of amounts entered.

A blue rectangular dropdown menu with the text "Total" and a small downward-pointing arrow on the right side.

Federally Eligible Funds – Amounts will be populated based the approved funders listed on the SR

Match Application. Enter the amount of funds eligible for federal match in in the Public or Private column as applicable based on match donor type.

Federally Eligible Funds	
Public	Private

NOTE: See Match Reporting Guidance 440.10 for additional information related to expenditure eligibility for federal matching purposes. For example, in-kind and employee benefit match are not eligible for federal matching purposes.

### Match Summary

Match summary is a roll-up of data entered on the Coalition Funders worksheet. Select a Report Month to display the data for the selected month.

Report Month: July

### Local Match Reporting Form

Early Learning Coalition of Manatee County, Inc.

Report Month: March

	EFS <sup>1</sup>	Cash not in EFS	Total	Federally Eligible	
				Public Funds	Private Funds
CHILD CARE ADMINISTRATION					
QUALITY ACTIVITIES EXCLUDING TARGETED FUNDS		\$55,026.31	\$55,026.31	\$55,026.31	
INFANT AND TODDLER TARGETED FUNDS					
QUALITY EXPANSION TARGETED FUNDS					
SCHOOL-AGE/RESOURCE AND REFERRAL TARGETED FUNDS					
OTHER TARGETED FUNDS					
DIRECT SERVICES	\$5,384.23	(\$1,400.03)	\$3,984.20	(\$1,400.03)	
NON-DIRECT - SYSTEMS					
NON-DIRECT - CERTIFICATE PROGRAM COST/ELIG. DETERMINATION					
NON-DIRECT - ALL OTHER NON-DIRECT SERVICES					
<b>SR Match</b>	<b>\$5,384.23</b>	<b>\$53,626.28</b>	<b>\$59,010.51</b>	<b>\$53,626.28</b>	
CHILD CARE ADMINISTRATION					
QUALITY ACTIVITIES EXCLUDING TARGETED FUNDS					
INFANT AND TODDLER TARGETED FUNDS					
QUALITY EXPANSION TARGETED FUNDS					
SCHOOL-AGE/RESOURCE AND REFERRAL TARGETED FUNDS					
OTHER TARGETED FUNDS					
DIRECT SERVICES					
NON-DIRECT - SYSTEMS					
NON-DIRECT - CERTIFICATE PROGRAM COST/ELIG. DETERMINATION					
NON-DIRECT - ALL OTHER NON-DIRECT SERVICES					
<b>Other</b>					
<b>TOTAL</b>	<b>\$5,384.23</b>	<b>\$53,626.28</b>	<b>\$59,010.51</b>	<b>\$53,626.28</b>	

<sup>1</sup> EFS Total should match the 5045

## Invoice Worksheet

### Advance

ELCs can request an advance of funds for early learning programs to ensure adequate funds are available to pay child care providers for services. This invoice should only be used for the ELC’s **initial request** for advanced dollars. Additional advance requests or advance repayments should be included on the regular reimbursement request (see Cash Advance Reconciliation section).

Enter the date. Choose Advance for the invoice type. The invoice number will auto-populate based on the date entered.

SCHOOL READINESS, VPK, PDG & CARES SERVICES

Invoice Number: 3110321Aa  
 Invoice Type: Advance  
 Date:

SCHOOL READINESS, VPK, PDG & CARES SERVICES

Invoice Number: 3110321Aa  
 Invoice Type: Advance  
 Date: Advance  
 Regular (1st)  
 Regular (2nd)  
 Regular (3rd)  
 CY Adjustment (1st)  
 CY Adjustment (2nd)  
 CY Adjustment (3rd)  
 FY Adjustment (1st)

### Advance Estimation Calculator

Enter the anticipated cash needs for each program in the calculator table.

**Advance Estimation Calculator**

Enter anticipated ELC expenditures in the amount columns below to auto calculate needed advance amount.

	SR Amount	VPK Amount	CARES Amount	CRRSA Amount	ARPA Amount	Notes
Payroll						
Professional Services - Accounting						
Postage, Freight, & Delivery Services						
Rentals						
Office Supplies & Office Expense Items						
Communications						
Insurance and Surety Bonds (D & O)						
Equipment < \$1,000						
Quality and Classroom materials						
Training materials and space						
Travel						
Bank Fees						
Application Software, Licenses, & Support						
All Internet-related costs						
Other employee related expenditures						
Dues and Subscriptions						
Taxes, Licenses, & fees						
Miscellaneous/other current charges						
Depreciation						
Direct Services						

Amount of SR Advance Needed:	Amount of CARES Advance Needed:
Amount of VPK Advance Needed:	Amount of CRRSA Advance Needed:
	Amount of ARPA Advance Needed:

## Invoice Worksheet – Regular or Prior Period Adjustment (PYA)

### Invoice Type

Select an invoice type from the drop-down options.

SCHOOL READINESS, VPK, PDG & CARES SERVICES

Invoice Number:   
 Invoice Type:   
 Date:

Dropdown options are:

Advance – Initial Advance Only

Regular 1<sup>st</sup> - to be used for the 1<sup>st</sup> invoice submission for a reimbursement month.

Regular 2<sup>nd</sup> - to be used for the 2<sup>nd</sup> invoice submission for the same month as an 1<sup>st</sup> was submitted.

Regular 3<sup>rd</sup> - to be used for the 3<sup>rd</sup> invoice submission for the same month as a 2<sup>nd</sup> was submitted.

Regular 4<sup>th</sup> - to be used for the 4<sup>th</sup> invoice submission for the same month as a 3<sup>rd</sup> was submitted.

Regular 5<sup>th</sup> - to be used for the 5<sup>th</sup> invoice submission for the same month as a 4<sup>th</sup> was submitted.

Regular 6<sup>th</sup> - to be used for the 6<sup>th</sup> invoice submission for the same month as a 5<sup>th</sup> was submitted.

PYA 1<sup>st</sup> - to be used for the 1st invoice submission for a prior fiscal year

PYA 2<sup>nd</sup>

PYA 3<sup>rd</sup>

Enter a date. This date should correspond with the date the invoice is signed by the ELC.

Invoice Number:   
 Invoice Type:   
 Date:

### Grant Payment Information

Grant Payment Information	
Grant Number	EL311
Grant Amount	\$23,656,357
Reimbursement Period	
Grant Period	7/01/2020 - 6/30/2021
Counties	Manatee
Payee FEID #	
Payee:	Early Learning Coalition of Manatee County, Inc.
Address:	600 8th Avenue West, Suite 100
City:	Palmetto, Florida 34221

**Children Served**

Unduplicated Number of Children must be entered manually by the ELC for direct services.

<b>SR Children Served</b>		<b>VPK Children Served</b>	
---------------------------	--	----------------------------	--

**Invoice Total**

Displays a combined total of all program expenditures.

<b>INVOICE TOTAL</b>
0

**Deliverables**

This section lists the program deliverables and expenditure for each program.

<b>SR Deliverables</b>	<b>SR Invoice Total</b>
One full month of SR Program services tied to the Coalition operating within the hours specified in Exhibit V and in providing a full month of tasks and activities associated with at least one OCA described within DEL Program Guidance 250.01 - Other Cost Accumulators (OCAs).	
<b>PDG Deliverables</b>	<b>PDG Invoice Total</b>
One full month of PDG Program services tied to the Coalition operating within the hours specified in Exhibit V and in providing a full month of tasks and activities associated with at least one OCA described within DEL Program Guidance 250.01 - Other Cost Accumulators (OCAs).	
<b>VPK Deliverables</b>	<b>VPK Invoice Total</b>
One full month of VPK Program services tied to the Coalition operating within the hours specified in Exhibit V and in providing a full month of tasks and activities associated with at least one OCA described within DEL Program Guidance 250.01 - Other Cost Accumulators (OCAs).	
<b>CRRSA Deliverables</b>	<b>CRRSA Invoice Total</b>
One full month of CRRSA-funded services tied to the Coalition operating within the hours specified in Exhibit V and in providing a full month of tasks and activities associated with at least one OCA described within DEL Program Guidance 240.21 - COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers or 250.01 - Other Cost Accumulators (OCAs).	
<b>ESSER Deliverables</b>	<b>ESSER Invoice Total</b>
One full month of ESSER-funded services tied to the Coalition operating within the hours specified in Exhibit V and in providing a full month of tasks and activities associated with at least one OCA described within DEL Program Guidance 240.21 - COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers or 250.01 - Other Cost Accumulators (OCAs).	
<b>ARPA Deliverables</b>	<b>ARPA Invoice Total</b>
One full month of ARPA-funded services tied to the Coalition operating within the hours specified in Exhibit V and in providing a full month of tasks and activities associated with at least one OCA described within DEL Program Guidance 240.21 - COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers or 250.01 - Other Cost Accumulators (OCAs). COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers or 250.01 - Other Cost Accumulators (OCAs).	

**Certification**

Authorized ELC acknowledges certification statement by signing and dating.

<b>CERTIFICATIONS</b>	
"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."	
<u>Coalition Certification</u>	<u>Date</u>

**DEL Review-Approval**

After completion of review DEL Grant Manager and Supervisor sign and date approving for payment.

"I have reviewed this invoice and the selected supporting documentation in accordance with the Florida's Office of Early Learning guidance and hereby approve this invoice for payment."

\_\_\_\_\_  
Grant Manager/Date:

\_\_\_\_\_  
Financial Admin Supervisor/Date:  
APPROVED FOR PAYMENT

**Expenditures by County and OCA**

Expenditures are populated from entries on the Ledger worksheet. ELC’s must ensure the expenditures entered for direct services match the expenditures on the EFS worksheet or EFSMOD payment reports.

Group	County Name(s) Org Code(s)	Alachua 48-75-90-01-000								TOTAL	
Admin	97BBA										
	97FIR										
	97LCA										
Non Direct	97BBD										
	97BDE										
	97CCT										
	97LCD										
	97LCE										
	97SYS										
	89JTR										
	89J00										
	Quality	97Q00									
		97QHS									
97QCS											
97QST											
97QCR											
97QAS											
97QTA											
97QPD											
97QPT											
97QVP											
97QI4											
97QIN											
97CSQ											
97PFA											
97PFQ											
PFPCCL											
PFPCQ											
PFPPQ											
97LQJ											
97INT											
97ICS											
97ICR											
97IAS											
97IGS											
97CSI											
Direct Services	97GNW										
	97G00										
	97RSP										
	97R00										
	97P00										
	97GTA										
	97CF0										
	97GSD										
	97CSS										
	PFPCA										
PFPPD											
Regist Fees & Program Asses	SRREG										
	SPPAS										
	97PPA										
	97PPD										
CCEP	97PPQ										
	97PP0										
Advance	97ADV										
<b>SUBTOTAL</b>											

Only a partial list of OCA's displayed



## Cash Advance Reconciliations

On a monthly basis, if cash advance is needed, the advance estimation calculator table must be populated for each program. Anticipated cash required for the current business cycle will populate from the advance estimation calculator table on the Invoice worksheet.

Enter the amount of cash advance currently held for each program. This amount may be found on the YTD worksheet for each program as indicated below and will automatically populate an adjustment to the appropriate OCA for each program.

**School Readiness (SR)** - total from 97ADV in the YTD worksheet. Adjustment to 97ADV will populate.

### School Readiness Cash Advance Reconciliation

Projected Cash Required for Current Business Cycle:	[Analysis should address comprehensive cash flow pending next reimbursement from Florida's Office of Early Learning. Documented analysis must be retained for subsequent monitoring.]
Cash Advances Now Held:	[Advances On-hand, supported by analysis of reconciled cash balances on general ledger. Documented analysis must be retained for subsequent monitoring. Reconciled Cash balance on general ledger should be traceable to reconciled bank statement on a monthly basis. Documentation should be retained.]
Adjustment to STADV:	[Adjustment amount should be included in repayment of STADV on current invoice. If positive amounts represent a time critical need, submit a supplemental invoice for approval by grant manager.]

**Voluntary Pre-Kindergarten (VPK)** - total from VPPRV in the YTD worksheet. Adjustment to VPPRV will populate.

### Voluntary Pre-Kindergarten Cash Advance Reconciliation

Projected Cash Required for Current Business Cycle:	[Analysis should address comprehensive cash flow pending next reimbursement from Florida's Office of Early Learning. Documented analysis must be retained for subsequent monitoring.]
Cash Advances Now Held:	[Advances On-hand, supported by analysis of reconciled cash balances on general ledger. Documented analysis must be retained for subsequent monitoring. Reconciled Cash balance on general ledger should be traceable to reconciled bank statement on a monthly basis. Documentation should be retained.]
Adjustment to VPPRV:	[Adjustment amount should be included in repayment of VPPRV on current invoice. If positive amounts represent a time critical need, submit a supplemental invoice for approval by grant manager.]

**Coronavirus, Aid, Relief and Economic Security (CARES) Act** – total from CAADV in the YTD worksheet. Adjustment to CAADV will populate.

### CARES Cash Advance Reconciliation

Projected Cash Required for Current Business Cycle:	[Analysis should address comprehensive cash flow pending next reimbursement from Florida's Office of Early Learning. Documented analysis must be retained for subsequent monitoring.]
Cash Advances Now Held:	[Advances On-hand, supported by analysis of reconciled cash balances on general ledger. Documented analysis must be retained for subsequent monitoring. Reconciled Cash balance on general ledger should be traceable to reconciled bank statement on a monthly basis. Documentation should be retained.]
Adjustment to CAADV:	[Adjustment amount should be included in repayment of CAADV on current invoice. If positive amounts represent a time critical need, submit a supplemental invoice for approval by grant manager.]

**Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act** – total from RSADV in the YTD worksheet. Adjustment to RSADV will populate.

### CRRSA Cash Advance Reconciliation

Projected Cash Required for Current Business Cycle:	[Analysis should address comprehensive cash flow pending next reimbursement from Florida's Office of Early Learning. Documented analysis must be retained for subsequent monitoring.]
Cash Advances Now Held:	[Advances On-hand, supported by analysis of reconciled cash balances on general ledger. Documented analysis must be retained for subsequent monitoring. Reconciled Cash balance on general ledger should be traceable to reconciled bank statement on a monthly basis. Documentation should be retained.]
Adjustment to RSADV:	[Adjustment amount should be included in repayment of RSADV on current invoice. If positive amounts represent a time critical need, submit a supplemental invoice for approval by grant manager.]

**American Rescue Plan Act (ARPA)** – total from ARADV in the YTD worksheet. Adjustment to ARADV will populate.

### ARPA Cash Advance Reconciliation

Projected Cash Required for Current Business Cycle:	[Analysis should address comprehensive cash flow pending next reimbursement from Florida's Office of Early Learning. Documented analysis must be retained for subsequent monitoring.]
Cash Advances Now Held:	[Advances On-hand, supported by analysis of reconciled cash balances on general ledger. Documented analysis must be retained for subsequent monitoring. Reconciled Cash balance on general ledger should be traceable to reconciled bank statement on a monthly basis. Documentation should be retained.]
Adjustment to ARADV:	[Adjustment amount should be included in repayment of ARADV on current invoice. If positive amounts represent a time critical need, submit a supplemental invoice for approval by grant manager.]

NOTE: See DEL Program Guidance 240.01 Cash Management for guidance on advances.

**VPK Provider Advance (PA) Payment and Reconciliation**

Enter the amount of provider advance payment received for the previous two months – PA Payment Received 1 and PA Payment Received 2.

Enter the amount of Current PA payment needed based on enrollments from the EFSM 5045V (VPK). A PDF of the 5045V must be included in the PDF invoice packet. NOTE: Refer to the Reference Box to view the submission months and month from which PA is requested.

Voluntary Pre-Kindergarten Provider Advance Payment and Reconciliation		Month:	Palm Beach				
		Amount:					
PA payment Received <sup>1</sup>							
PA payment Received <sup>2</sup>							
<b>Total PA payment Received:</b>		\$	-	\$	-	\$	-
<b>Projected PA payment needed based on enrollment</b>							
Current PA payment Request:	5045V <sup>1</sup>						
	Additional <sup>2</sup>						
		\$	-	\$	-	\$	-
<b>Total PA payment needed:</b>		\$	-	\$	-	\$	-
Adjustment to VPPRP:		\$	-	\$	-	\$	-
<div style="border: 1px solid black; padding: 2px; display: inline-block;">                     The 5045V for the applicable Month will be included.                 </div>							
<sup>2</sup> Support for enrollments not yet included in EFS must be support by documented calculations and certified by ED.							

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Payment Reports

5045V

This report must be submitted with an invoice submission in which a provider advance is requested. Ensure the report is in a FINAL status.

FINAL Advance Payment Summary Report

Service Period	Reimburse ment Status	Billing Cycle	OCA Code	Claim Count	Net Amount	Less Match	Net Amount	P/CSD 548 Fee	Performance Payment Differential Direct	Performance Payment Differential Quality	Performance Payment Management Direct	Performance Payment Management Quality	QI Rest	Contracted Svc Direct	Contracted Svc Quality	Net Payment amount
10/2020	PAID	Duval	W79RS	2,919	\$831,295.52	\$0.00	\$831,295.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$831,295.52
<b>Grand Total</b>				<b>2,919</b>	<b>\$831,295.52</b>	<b>\$0.00</b>	<b>\$831,295.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$831,295.52</b>

Coalition Invoice Report

This report is a summary of direct service expenditures by service period, fiscal year, OCA, and county. A copy of this report must be submitted with each invoice request. ELCs must ensure the report is in a closed status and the expenditure for each OCA by county matches the expenditure for each OCA by county on the invoice.

PRODUCTION Invoice Period		Coalition Invoice Report										Payment Period Status				
8/2020		ELC of Duval										CLOSED				
		6500 Bowden Road Suite 290 Jacksonville, FL 32216										Report Run Date				
												5/6/2021 9:46:02 AM				
Fiscal Year	Service Period	OCA	Duval										OCA Total			
19-20	8/2019	97F00													\$139.73	\$139.73
		97G5D													\$0.00	\$0.00
		97C5S													\$0.00	\$0.00
		97L0I													\$0.00	\$0.00
		OPFPD													\$0.00	\$0.00
		OPICA													\$0.00	\$0.00
		97G5Q													\$0.00	\$0.00
		97C5Q													\$0.00	\$0.00
		97L0Q													\$0.00	\$0.00
		OPFPQ													\$0.00	\$0.00
		OPICQ													\$0.00	\$0.00
	9/2019	97F00													\$88.56	\$88.56
		97G5D													\$0.00	\$0.00
		97C5S													\$0.00	\$0.00
		97L0I													\$0.00	\$0.00
		OPFPD													\$0.00	\$0.00
		OPICA													\$0.00	\$0.00
		SRMAT													\$32.30	\$32.30
		97G5Q													\$0.00	\$0.00
		97C5Q													\$0.00	\$0.00
		97L0Q													\$0.00	\$0.00
		OPFPQ													\$0.00	\$0.00
		OPICQ													\$0.00	\$0.00
		<b>Total</b>													\$511.14	\$1,332.62
		<b>Invoice Total</b>													\$511.14	\$1,332.62

INVOICE TOTAL: COUNTY OCA CODES																	
	W7C5Q	W7C5S	W7900	W790W	W790D	W790Q	W7L0I	W7L0Q	W7900	W790S	C855D	OPICA	OPICQ	OPFPD	OPFPQ	SRMAT	Grand Total
19-20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,760.35	\$167.20	\$0.00	\$0.00	\$0.00	\$102.24	\$0.00	\$40.40	\$2,069.99
FY Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,760.35	\$167.20	\$0.00	\$0.00	\$0.00	\$102.24	\$0.00	\$40.40	\$2,069.99
20-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$477.76	\$0.00	\$0.00	\$0.00	\$0.00	\$69.49	\$0.00	\$0.00	\$547.25
FY Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,279.79	\$0.00	\$0.00	\$0.00	\$0.00	\$169.51	\$14.82	\$0.00	\$1,464.12
19-20	\$0.00	\$0.00	\$9,299.59	\$10,822.46	\$108,677.68	\$1,949.64	\$0.00	\$0.00	\$2,321,999.07	\$95,527.37	\$469,612.59	\$0.00	\$0.00	\$74,699.29	\$2,899.97	\$120,240.94	\$3,379,589.99
FY Total	\$0.00	\$0.00	\$9,299.59	\$10,822.46	\$108,677.68	\$1,949.64	\$0.00	\$0.00	\$2,321,999.07	\$95,527.37	\$469,612.59	\$0.00	\$0.00	\$74,699.29	\$2,899.97	\$120,240.94	\$3,379,589.99
20-21	\$0.00	\$0.00	\$9,299.59	\$10,822.46	\$108,677.68	\$1,949.64	\$0.00	\$0.00	\$2,321,999.07	\$95,527.37	\$469,612.59	\$0.00	\$0.00	\$74,699.29	\$2,899.97	\$120,240.94	\$3,379,589.99
Invoice Total	\$0.00	\$0.00	\$9,299.59	\$10,822.46	\$108,677.68	\$1,949.64	\$0.00	\$0.00	\$2,321,999.07	\$95,527.37	\$469,612.59	\$0.00	\$0.00	\$74,699.29	\$2,899.97	\$120,240.94	\$3,379,589.99

INVOICE TOTAL: OCA CODES																
	19-20		20-21		Grand Total	19-20		20-21		Grand Total						
97C5Q	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
97C5S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
97000	\$0.00	\$0.00	\$9,093.59	\$0.00	\$9,093.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
9700W	\$0.00	\$0.00	\$103,822.46	\$0.00	\$103,822.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
9705D	\$0.00	\$0.00	\$108,677.68	\$0.00	\$108,677.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
9705Q	\$0.00	\$0.00	\$1,949.64	\$0.00	\$1,949.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
97L0I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
97L0Q	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
97P00	\$1,760.35	\$0.00	\$2,325,633.36	\$0.00	\$2,327,393.71	\$1,760.35	\$0.00	\$1,760.35	\$0.00	\$1,760.35						
97R00	\$167.20	\$0.00	\$350,527.37	\$0.00	\$350,694.57	\$167.20	\$0.00	\$167.20	\$0.00	\$167.20						
C855D	\$0.00	\$0.00	\$469,612.59	\$0.00	\$469,612.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
OPICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
OPICQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
OPFPD	\$102.24	\$0.00	\$74,699.29	\$0.00	\$74,801.53	\$102.24	\$0.00	\$102.24	\$0.00	\$102.24						

## REIMBURSEMENT REQUEST (INVOICE) SUBMISSION

The following documents are required with submission of an invoice. The ELC should compile these documents in the following order and combine into **one single PDF** for submission. Invoices are to be uploaded electronically to *SharePoint>Coalition Zone>Document Library >FY>Invoice* folder each month. An authorized coalition representative must sign and date items indicated with an asterisk (\*).

1. Invoice worksheet\*
2. EFS Final Coalition Invoice Report for all counties as applicable
3. Budget Allocations by OCA Rollup worksheet, as applicable\*
4. Electronic copy of the invoice workbook
5. 5045V – VPK Provider Advance Only
6. COVID 19 Expenditure Report

Reimbursements related to COVID-19 expenditures may have additional reporting requirements. Please refer to Program Guidance 240.21, COVID-19 Crisis - Emergency Funding Assistance for specific guidelines and additional documents required.

DEL will NOT process an invoice until all of the above documentation has been received and verified as accurate and complete. Therefore, follow all of the instructions above carefully to expedite receipt and processing of your invoice.

Coalitions may check the status of reimbursement requests by accessing the Florida Accounting & Information Resource (FLAIR) system at: [Florida Vendor Payment Information](#).

If you have questions, contact [OEL.Questions@oel.myflorida.com](mailto:OEL.Questions@oel.myflorida.com).