



School District Minimum Funding

OF INTEREST TO

The Division of Early Learning (DEL, the Division), Early Learning Coalitions (ELCs, coalitions), and other DEL subrecipients implementing federal and state early learning programs.

Reimbursement for school district minimum funding for the summer session of the Voluntary Prekindergarten Education Program (VPK) pursuant to Section 1002.71(3)(d), Florida Statutes.

PURPOSE

This guidance document explains how Florida's Division of Early Learning will calculate the VPK School District Summer Program Minimum Funding and instructs an early learning coalition on how to submit its reimbursement request.

AUDIENCE

This guidance should be shared with supervisors and staff responsible for VPK Reimbursements.

AUTHORITY

[Section 1002.71, F.S.](#)

Reference to any laws, rules and regulations in this guidance document includes revisions to those laws and regulations made after the effective date of this guidance document.

OVERVIEW

Section 1002.71(3)(d), F.S., states "for programs offered by school districts pursuant to s. 1002.61 and beginning with the 2009 summer program, each district's funding shall be based on a student enrollment that is evenly divisible by 12. If the result of dividing a district's student enrollment by 12 is not a whole number, the district's enrollment calculation shall be adjusted by adding the minimum number of students to produce a student enrollment calculation that is evenly divisible by 12."

To implement this provision, DEL will determine the number of students for each school district, develop a VPK Summer Program Minimum Funding report, and calculate the adjusted amount to be reimbursed to each school district. In accordance with Section 1002.71, F.S., a student for the VPK summer program is based on a 300-hour program. The calculation will be prorated and calculated on a monthly basis.

INSTRUCTIONS

DEL Completes Detail Calculation

According to the reimbursement schedule on page 4 of this guidance, DEL pulls early learning program data from the Single Statewide Information System (SSIS) and compiles the data into a consolidated report. For each county, DEL will use the detail data on the public school provider types (standard code provider types: PRVS, PUBS, CHPS) delivering the VPK summer program. Once the data is obtained, DEL staff will:

1. Ensure all calendars do not exceed 300 hours.
2. Combine calendar hours for any classrooms with multiple calendars. (For example, if a classroom had one calendar for 297.5 hours and one calendar for 2.5 hours, the two calendars would be combined to equal 300 hours.)
3. Generate the scheduled number of instructional hours to be provided each month.
4. Delete any duplicate child records.
5. Calculate the Round-up Number of children (defined below) for each county.

When the provider verification has been completed for the summer months, DEL will do a final run to determine any necessary adjustments for the entire summer program.

Districts with Multiple Schedules

For those school districts with multiple summer calendars, the School District Minimum Funding Child Count will be calculated based on the total number of children served in the district. The scheduled hours per month will be calculated based on the weighted average hours for each VPK provider.

The methodology to calculate the weighted average of scheduled hours is:

$$\frac{(\# \text{ hrs in cal. 1} * \# \text{ of students on cal. 1}) + (\# \text{ of hrs on cal. 2} * \# \text{ of students on cal. 2})}{(\# \text{ of students on cal. 1} + \# \text{ of students on cal. 2})}$$

Example

<u>Calendar</u>	<u>July Hrs</u>	<u># Students</u>		
Cal 1	90 hrs	15		
Cal 2	150 hrs	9		
Weighted Average = $\frac{(90 * 15) + (150 * 9)}{(15 + 9)}$			$\frac{(1350) + (1350)}{24}$	$\frac{2700}{24}$ 112.5 hours / month

Any large outliers will be examined on a case by case basis; however, **under no circumstances will the School District Minimum Funding Child Count be determined on a provider basis.**

DEL Generates the VPK Summer Program Minimum Funding Summary Report

The VPK Summer Program Minimum Funding summary report calculates the minimum funding per county (district). To generate the report, DEL staff will calculate the following:

- School District Minimum Funding Child Count - DEL will calculate the School District Minimum Funding Child Count of children by adjusting the total number of children enrolled on the day of the report by the public schools in the county to the nearest number evenly divisible by 12. The Round-up Number of children is the difference between the adjusted number and actual number of children served.

Example. In June, a county school district served 27 children. To calculate School District Minimum Funding Child Count , DEL will divide the number of children served by 12 ($27 / 12 = 2$ with a remainder of 3) and then subtract the remainder from 12 ($12-3=9$). The School District Minimum Funding Child Count of the county school district is 9.

- School District Minimum Funding Child Count **Payment** - The Rounded-up Payment is calculated monthly for each county by multiplying the Round-up Number of children by the hourly rate and the scheduled instructional hours for the month.

Example. For June, the formula will be the School District Minimum Funding Child Count (9) * hourly rate (\$7.01) * the scheduled number of instructional hours for the month (170 hours) = Rounded-up Payment (\$10,725.30).

- **VPKSD Reimbursement** - The School District Minimum Funding will be the reimbursement amount requested under the VPKSD Other Cost Accumulator (OCA).

Example. For June, the reimbursement amount requested under the VPKSD OCA is \$10,725.30.

VPK SCHOOL DISTRICT SUMMER PROGRAM MINIMUM FUNDING REPORT

Required by Section 1002.71 (3)(d)

Coalition: ELC of Manatee

County: Manatee

Reimbursement Period: JUNE 2022

Program Year: 2021-2022

	MAY 2022	JUNE 2022
Number of Children Served *	0	27
Round-Up Number of Children	0	9
Scheduled Hours of Instruction**	0.00	170.00
Hourly Rate	\$7.01	\$7.01
Rounded-Up Payment (VPKSD)***	\$0.00	\$10,725.30
TOTAL PAYMENT FOR THIS REIMBURSEMENT PERIOD		\$10,725.30

Coalition Instructions

1. Each coalition will receive a VPK School District Summer Program Minimum Funding summary report (see example summary report above) by county electronically. The summary report includes the School District Minimum Funding Child Count Payment to be requested under the VPKSD OCA.
2. Each coalition will include the School District Minimum Funding Child Count Payment for VPKSD with their EL reimbursement request. The VPK School District Summer Program Minimum Funding summary report will be included as supporting documentation with the VPK reimbursement request.
3. The coalition may request a detailed VPK School District Summer Program Minimum Funding report, if needed. The detailed report contains the child level data used to create the summary report.

The Schedule for Reimbursement table below shows the approximate timeline for calculating and processing the VPK summer program minimum funding for school districts.

Schedule for Reimbursement				
Services Provided	Reimbursement Data Available	DEL Processing	Report to Coalition	Anticipated Reimbursement Request Submission
May - June	July 15 th - 25 th	July 25 th -31 st	Aug 1 st – Aug 5 th	Include in 13 th Month Reimbursement Request for Prior Year submitted by August 25 th .
July - August	Sept 15 th - 25 th	Sept 25 th -30 th	Oct 1 st – Oct 5 th	Include with September Reimbursement submitted by October 25 th .

Final invoices for VPKSD expenditures within a given fiscal year are due to DEL no later than seventy (70) calendar days following the end of the fiscal year. After provider verification has been completed for the summer months and has completed a final run to determine any necessary adjustments for the entire summer program, DEL will provide a final report to the coalitions, as necessary. It is anticipated that all adjustments for the entire summer program (May through August) will be made on a VPK Reimbursement Request invoice for the fiscal year in which the summer program ends.

Cautions and Requirements

To ensure timely and accurate calculation of the VPK Summer Program Minimum Funding report:

- Rule 6M-8.204(3)(a), F.A.C. requires each VPK class schedule be comprised of 300 hours for the summer VPK program.
- Any calendar that exceeds the 300 hours will be adjusted to 300 hours to determine the minimum funding.

HISTORY

Original - Fiscal Guidance FG 120.02 School District Minimum Funding for VPK Summer Program in August 2012. Revised - FG 14.04 (Draft) in August 2014. Revised - OEL Program Guidance 510.50 School District Minimum Funding in July 2015. Revised June 2016; effective July 1, 2016. Revised June 2017; effective July 1, 2017. Revised and effective July 1, 2019. Revised and effective July 1, 2021. Revised July 1, 2022.

Please direct questions and comments to the Division of Early Learning at oel.questions@oel.myflorida.com.