

\$15 Hourly Wage Incentive Guide

2022-23 \$15 Hourly Wage for VPK Personnel



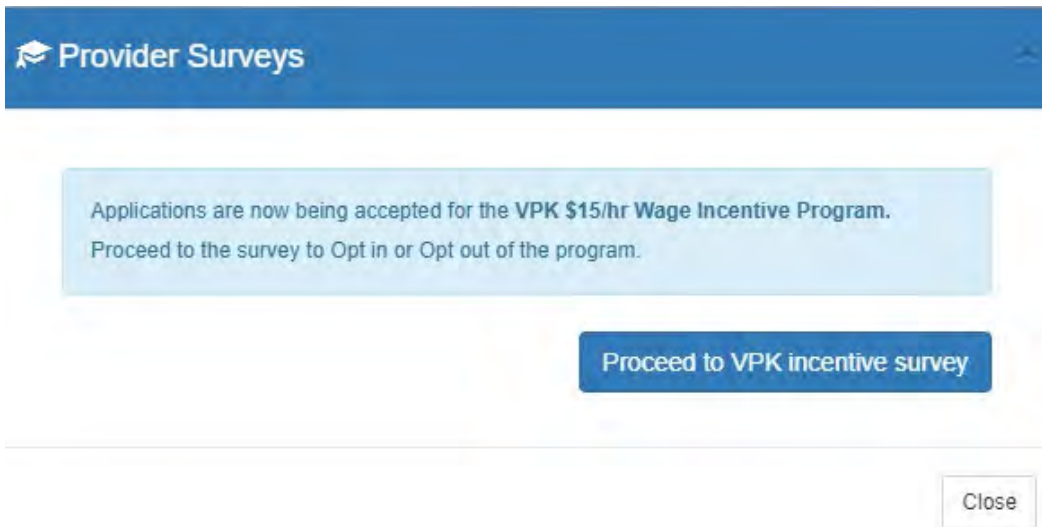
September 19, 2022

VPK \$15/hr Wage Incentive Process Flow



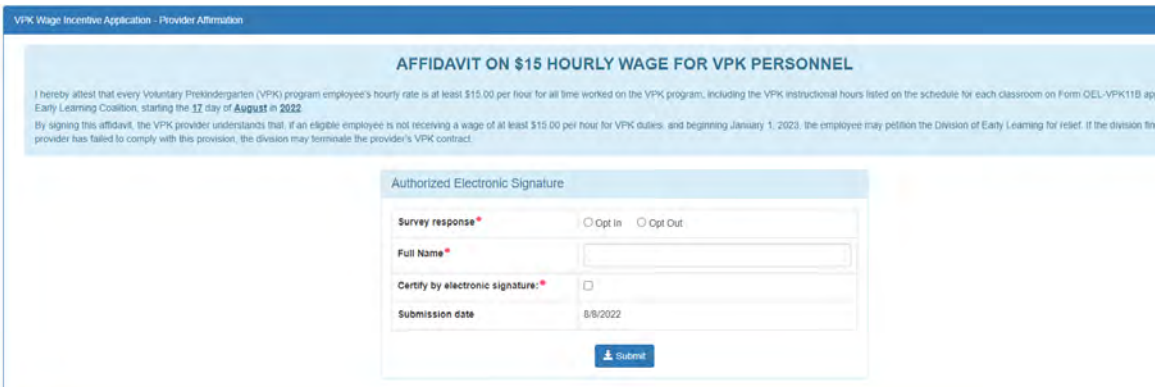
I. Provider Portal

1. Providers with a Certified VPK contract for program year 2022-2023 will see this pop up
 - a. Pop up message will continue to appear until the deadline (see chart below).



The screenshot shows a blue header bar with a graduation cap icon and the text "Provider Surveys". Below the header is a light blue message box containing the text: "Applications are now being accepted for the VPK \$15/hr Wage Incentive Program. Proceed to the survey to Opt in or Opt out of the program." At the bottom of the message box is a blue button labeled "Proceed to VPK incentive survey". To the right of the message box is a "Close" button.

2. Clicking "Proceed to VPK incentive survey" will open a new tab to the attestation page



The screenshot shows the "VPK Wage Incentive Application - Provider Affirmation" page. The title is "AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL". The text reads: "I hereby attest that every Voluntary Prekindergarten (VPK) program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B app Early Learning Coalition, starting the 17 day of August in 2022. By signing this affidavit, the VPK provider understands that, if an eligible employee is not receiving a wage of at least \$15.00 per hour for VPK duties, and beginning January 1, 2023, the employee may petition the Division of Early Learning for relief. If the division fin provider has failed to comply with this provision, the division may terminate the provider's VPK contract." Below the text is a form titled "Authorized Electronic Signature" with the following fields: "Survey response*" with radio buttons for "Opt In" (selected) and "Opt Out"; "Full Name*" with a text input field; "Certify by electronic signature:*" with a checkbox; and "Submission date" with the value "8/8/2022". A blue "Submit" button is at the bottom right of the form.

3. Opt in
 - a. Opt in radio button selected
 - b. Provider must enter the Full Name associated with the provider's account for electronic signature
 - c. Certify box must be checked
 - d. Affidavit start date conditions
 - i. Start Date of earliest VPK class or Attestation Submitted Date (whichever is later) = Starting Date

- ii. The system will search for a verified VPK Calendar and classroom. If none are found, the Attestation Submitted Date will be used for Starting Date (must have a Certified VPK Contract to receive survey)
- e. Opt In Provider note generated
 - i. The Provider opted in to the VPK \$15/hr Wage Incentive Program
- f. After the provider clicks submit, a Coalition User will need to acknowledge the affidavit

VPK Wage Incentive Application - Provider Affirmation

AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

I hereby attest that every Voluntary Prekindergarten (VPK) program employee's hourly rate is at least \$15.00 per hour for all time worked on the VPK program, including the VPK instructional hours listed on the schedule for each classroom on Form OEL-VPK11B approved by the Early Learning Coalition, starting the 17 day of August in 2022.

By signing this affidavit, the VPK provider understands that, if an eligible employee is not receiving a wage of at least \$15.00 per hour for VPK duties, and beginning January 1, 2023, the employee may petition the Division of Early Learning for relief. If the division finds that the provider has failed to comply with this provision, the division may terminate the provider's VPK contract.

Authorized Electronic Signature

Survey response*	<input checked="" type="radio"/> Opt In <input type="radio"/> Opt Out
Full Name*	<input type="text" value="DEL Test"/>
Certify by electronic signature.*	<input checked="" type="checkbox"/>
Submission date	8/8/2022

[Submit](#)

- 4. Opt out
 - a. Filled opt out attestation

VPK Wage Incentive Application - Provider Affirmation

AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

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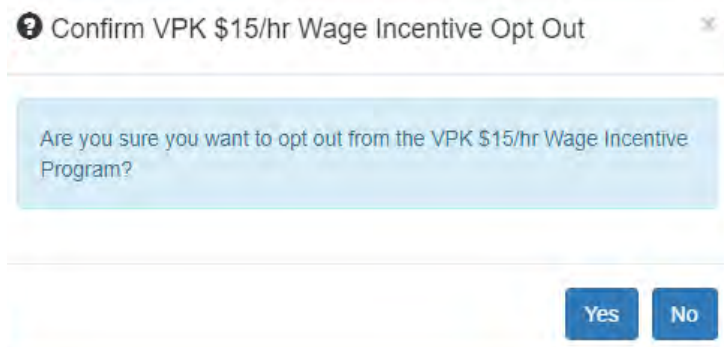
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Authorized Electronic Signature

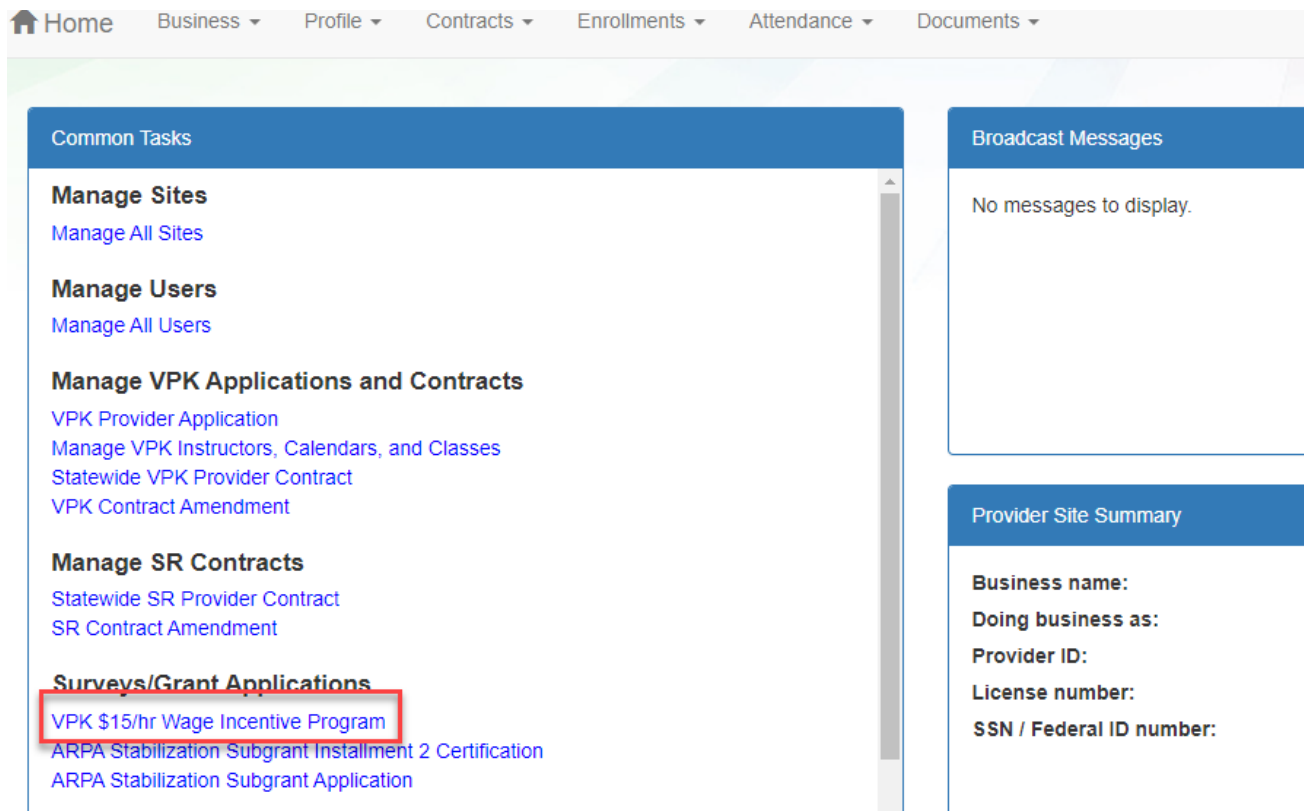
Survey response*	<input type="radio"/> Opt In <input checked="" type="radio"/> Opt Out
Full Name*	<input type="text" value="DEL Test"/>
Certify by electronic signature.*	<input checked="" type="checkbox"/>
Submission date	8/8/2022

[Submit](#)

- b. Clicking submit will open the Opt Out confirmation modal
 - i. Clicking Yes will opt the provider out
 - ii. Clicking No will cancel the opt out process and returns to the attestation page.



- c. If the provider clicks "yes" in the opt out confirmation modal, the provider is opted out from the program. No further action from the Coalition.
- d. Opt out provider note generated
 - i. The provider opted out from VPK \$15 / hr Wage Incentive Program
- 5. The provider can revisit the attestation page by clicking the VPK \$15/hr Wage Incentive Program Hyperlink from the Home Page of the Provider Portal.



6. The provider can review previous submission or resubmit a response

VPK Wage Incentive Application - Provider Affirmation

AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

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Authorized Electronic Signature

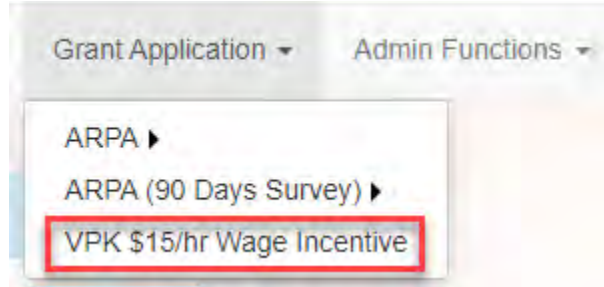
Survey response*	<input type="checkbox"/> Opt In <input checked="" type="checkbox"/> Opt Out
Full Name*	<input type="text"/>
Certify by electronic signature*	<input checked="" type="checkbox"/>
Submission date	8/8/2022

[Submit](#)

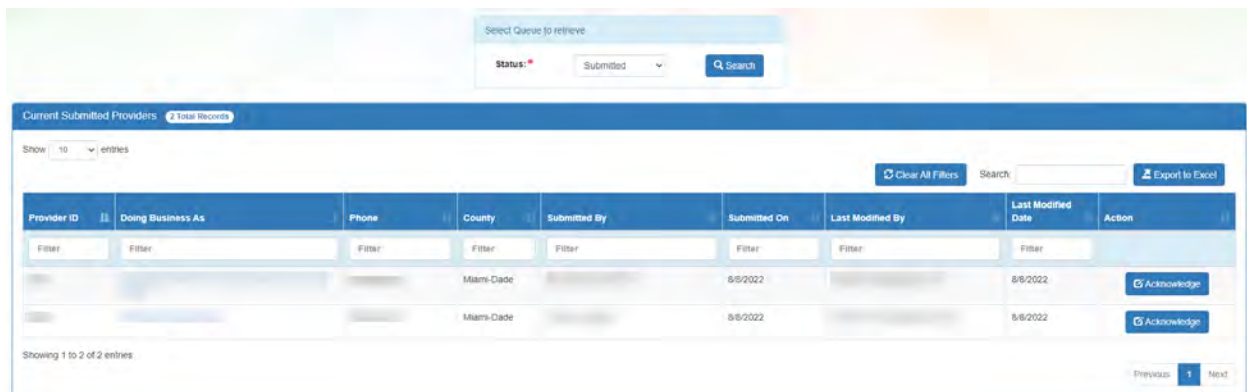
- a. If the provider resubmits an opt in response to opt out, the Coalition will have to acknowledge the Opt out resubmission.
- b. Resubmitted opt out provider note generated
 - i. Provider opted out from the VPK \$15/hr Wage Incentive Program after submitting an application

II. Coalition Portal

1. Coalition users can access the VPK \$15/hr Wage Incentive provider submissions under Grant Application > VPK \$15/hr Wage Incentive




2. Submitted queue
 - a. Default queue when clicking VPK \$15/hr Wage Incentive
 - b. Records in this queue consist of providers who have opted into the program and need acknowledgement from the Coalition



A screenshot of a web application interface showing a table of 'Current Submitted Providers'. The table has columns for Provider ID, Doing Business As, Phone, County, Submitted By, Submitted On, Last Modified By, Last Modified Date, and Action. The 'Action' column contains 'Acknowledge' buttons. The table shows two entries, both from Miami-Dade County, submitted on 8/8/2022. The interface includes a search bar, a 'Clear All Filters' button, and an 'Export to Excel' button. The status is set to 'Submitted'.

Provider ID	Doing Business As	Phone	County	Submitted By	Submitted On	Last Modified By	Last Modified Date	Action
			Miami-Dade		8/8/2022		8/8/2022	Acknowledge
			Miami-Dade		8/8/2022		8/8/2022	Acknowledge

- c. Clicking the Acknowledge button will open the VPK Wage Incentive Provider Signature modal



AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL

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Survey response*	<input checked="" type="radio"/> Opt In <input type="radio"/> Opt Out
Full Name:	<input type="text"/>
Certify by electronic signature:	<input checked="" type="checkbox"/>
Submission date	8/8/2022

[Acknowledge](#) [Close](#)

- i. Clicking the Acknowledge button in the modal will change submission status to “Acknowledged”
- Acknowledged provider note generated
 - Provider opted in to the VPK \$15/hr Wage Incentive Program and Provider's attestation is acknowledged

3. Acknowledged queue

- a. Contains records of providers that have opted into the program and have been acknowledged by the Coalition

Select Queue to retrieve: Status: Acknowledged

Current Acknowledged Providers 3 Total Records

Show 10 entries

Clear All Filters Search Export to Excel

Provider ID	Doing Business As	Phone	County	Submitted By	Submitted On	Last Modified By	Last Modified Date	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
		7562602833	Miami-Dade		8/8/2022		8/8/2022	
		3055133888	Miami-Dade		8/5/2022		8/5/2022	
		3055675855	Miami-Dade		8/5/2022		8/5/2022	

Showing 1 to 3 of 3 entries

Previous 1 Next

4. Opted Out queue

- a. Contains records of providers who have opted out of the program

Select Queue to retrieve: Status: Opted Out

Current Opted Out Providers 6 Total Records

Show 10 entries

Clear All Filters Search Export to Excel

Provider ID	Doing Business As	Phone	County	Submitted By	Submitted On	Last Modified By	Last Modified Date	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
		3053885233	Miami-Dade		8/5/2022		8/5/2022	
		3052713723	Miami-Dade		8/5/2022		8/5/2022	
		3059237690	Miami-Dade		8/5/2022		8/5/2022	
		3058215964	Miami-Dade		8/5/2022		8/5/2022	
		3058251477	Miami-Dade		8/5/2022		8/6/2022	
		3054006664	Miami-Dade		8/8/2022		8/8/2022	

Showing 1 to 6 of 6 entries

Previous 1 Next

5. Resubmitted queue

- a. Contains records of providers who previously opted into the program and then opted out at a later date

Select Queue to retrieve: Status: Resubmitted

Current Resubmitted Providers 1 Total Records

Show 10 entries

Clear All Filters Search Export to Excel

Provider ID	Doing Business As	Phone	County	Submitted By	Submitted On	Last Modified By	Last Modified Date	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
		3052670510	Miami-Dade		8/8/2022		8/8/2022	Acknowledge

Showing 1 to 1 of 1 entries

Previous 1 Next

- b. Clicking the Acknowledge button will open the VPK Wage Incentive Provider Signature modal (Similar to the Submitted queue without the attestation language)



VPK Wage Incentive Provider Signature	
Survey response *	<input type="radio"/> Opt In <input type="radio"/> Opt Out
Full Name:	<input type="text"/>
Certify by electronic signature:	<input type="checkbox"/>
Submission date	8/8/2022

- i. Clicking the Acknowledge button in the modal will change the submission status to "Opted Out"