



What is EPPS?



- EPPS is 4C's Electronic Provider Payment System
- A free, secure website to access pertinent information:
 - Payment details and payment history
 - Direct deposit amounts
 - Attendance sheets
- As of **JULY 1, 2011** Attendance sheets and Reimbursement reports will no longer be mailed out.



Benefits of EPPS



- View/Print reimbursement details at any time.
 - School Readiness Reimbursement
- Free on-line storage (historical information).
- View direct deposit transaction 24 hours prior to receiving funds.
- Ability to convert payment details into Excel.
- Print monthly attendance sheets at your convenience.



How to use EPPS



- Each provider has a vendor ID and a secure, case sensitive password for logging in
- Go to www.4CFlorida.org
- Click on the appropriate county on the map
- Click on “Providers” at the top
- Click on “piggy bank” labeled EPPS Login- Provider Payments or “school book” labeled EPPS Login- Provider Attendance Sheet
- Enter vendor ID and password
- View and print information as needed



How to use EPPS



Community Coordinated Care for Children,
Inc. On behalf of the Early Learning
Coalition of Seminole County



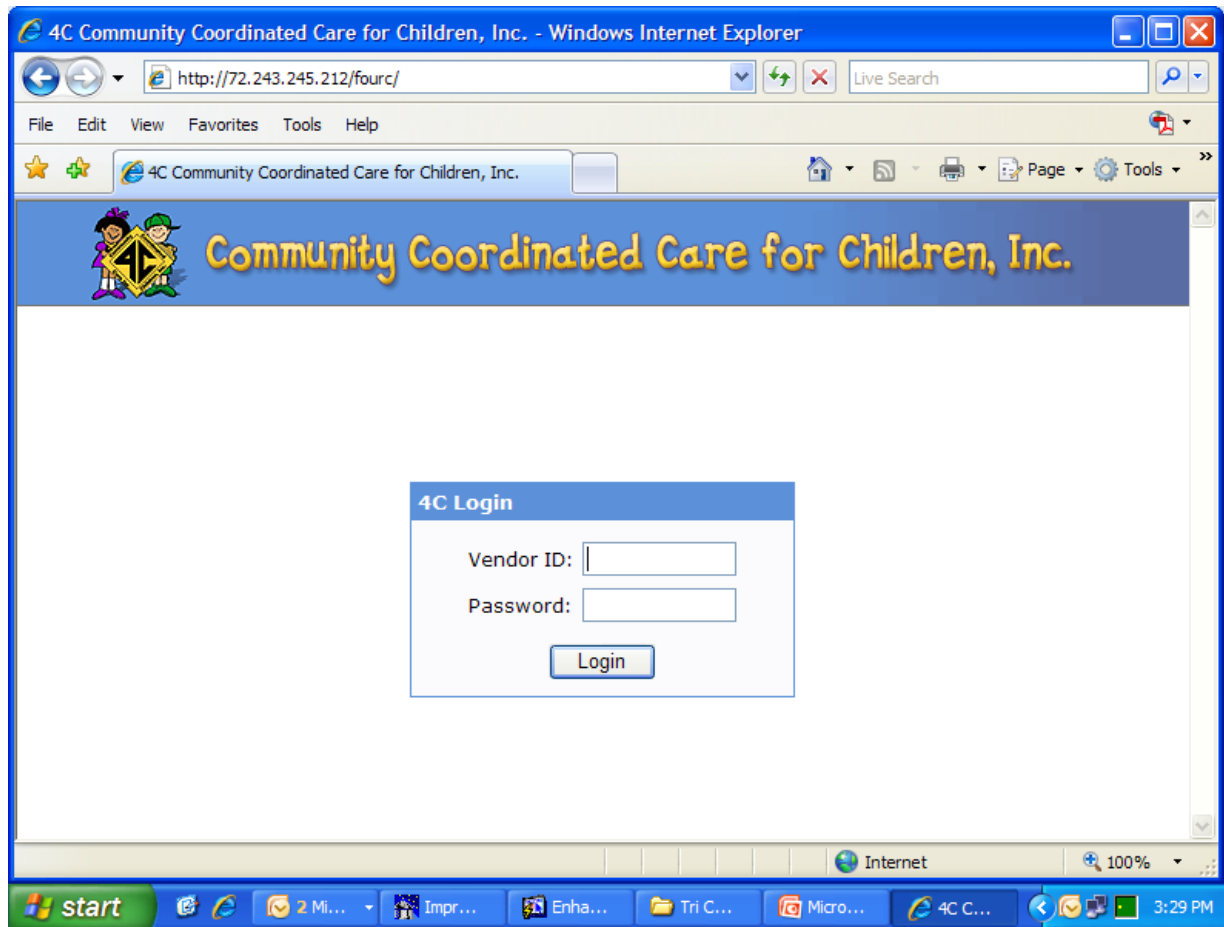
How to use EPPS



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How to use EPPS



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SR Reimbursement



- School Readiness attendance sheets will be available to print out from the EPPS website on or after the 20th of each month. If you have difficulty accessing your attendance sheet by the last week of the month, please notify the 4C office right away.
- Complete attendance in ink using the legend at the bottom left corner of your attendance sheet.



Attendance Sheet Markings



School Readiness

X= Enrolled/Present (Child in attendance and authorized for SR)

E= Excused Absence (first three absences - which are payable)

A= Authorized Absence (beyond three absences)

T= Terminated (Child no longer attending)

H= Holiday (Up to 9 based on holiday sheet)

N= Enrolled, Non-reimbursable (Child not authorized for SR services)

No other marks will be recognized for reimbursement purposes.



SR Attendance Tips



- Children not pre-printed should be hand written on attendance sheet and marked.
- Do not alter names or ID's.
- Leave the “Days Attnd” column blank.
- Sign each page in blue or black ink.
- Keep a copy for your records.
- Submit original attendance sheets to 4C by the 3rd of each month. This applies even if the 3rd is on a weekend or a holiday.



Monthly Attendance Submittal



Mail-

- Main Office-3500 W. Colonial Dr., Orlando, FL 32808

Hand Deliver-

- Main Office-3500 W. Colonial Dr., Orlando, FL 32808
- Seminole County-307 W. First St., Sanford, FL 32771- by NOON on the 3rd

Drop Box-

- Main Office-3500 W. Colonial Dr., Orlando, FL 32808
- Seminole County-307 W. First St., Sanford, FL 32771- by NOON on the 3rd



Reimbursement Reports



- Reimbursement reports are available on-line on or after the 15th for the previous month.
- Review the reimbursement report each month and report any discrepancies within thirty (30) days from the date the reimbursement was deposited.
- School Readiness underpayments reported after thirty (30) days will not be honored.



Wrap Around Payments



- Applies to children enrolled in VPK and SR
- SR payments will be reduced by the length of the VPK class.
- As daily length of VPK class *increases*, the SR wrap payment *decreases*.
- To illustrate, see chart on next page.



Wrap Around Payments



- The following examples are based on a SR child authorized for Full Time care (11 hrs/day) and also enrolled in VPK.
- In this example, the SR daily rate is \$21/day.

Full Time SR Rate (Non VPK child)	VPK Class Length (Hrs)	SR "Wrap" Length (11 hrs-VPK hrs)	SR Wrap Payment
\$21.00	3	8	\$15.27
\$21.00	5	6	\$11.45
\$21.00	7	4	\$7.64



SR Attendance Audits



- As a contract requirement, 4C must audit provider's daily sign-in documentation to validate payment.
- Each day claimed as present on the attendance sheet must have a corresponding parent signature.



SR Attendance Audits



Early childhood SR providers are responsible for maintaining documentation of each child's daily attendance.

School Readiness

- Daily parent sign-in/sign-out logs
- Child's name should be entered as it appears on Attendance sheets.
- Record time-in and time-out, with signature for each time.
- Parent signatures:
 - Use full signature (not "Mom", "Dad", "Grandma", etc.)
 - Hard copy- daily sign in
 - Electronic copy- sign monthly report
- Maintain records as directed in Provider Agreement



SR Attendance Audits



- 4C staff will review documentation of the child's daily attendance.
 - Parent full signatures (no "Mom", "Dad", etc.)
 - Dates and Time-in/Time-out
- Daily documentation (parent signatures) is compared to markings on Attendance Sheet.
 - Each day's attendance is verified
 - Discrepancies are noted as errors



SR Attendance Audits



- Adjustments are made based on validation of daily attendance.
- Providers are notified by mail and phone of audit results
 - Pass (Best practices and adjustment amounts noted)
 - Fail (Explanation and adjustment amounts noted)
- Technical Assistance and Corrective Action Plans are provided as needed
- Re-audits may be performed in two to three months to assure compliance