

Exhibit 1

AWI-VPK Provider Verification Process

4C will mail the Readiness Rate Child Detail Report for review by the Provider to verify that each child's information is correct. The report will include:

- Each child you served;
- The amount you were paid, based on the monthly attendance you submitted for payment;
- The number of paid and unpaid absences; and
- Each child's actual attendance.

The report must be checked for accuracy because the information is used to help determine which children will be included in the Provider's Kindergarten Readiness Rate.

The Department of Education (DOE) will use the child's name and birth date to match the child to his/her kindergarten readiness scores. DOE will use the attendance information to determine if the child substantially completed your VPK program.

Any child who substantially completes the VPK program and participates in the Florida Kindergarten Readiness Screener (FLKRS) is included in your readiness rate calculation.

To substantially complete your VPK program, a child must have attended at least 378 hours of instruction in the school-year VPK program or 210 hours of instruction in the summer VPK program. In this case, attended means how many hours the child was in class, not how many hours you were paid.

Providers are responsible for reviewing the following information on the report provided and comparing it to the Provider records:

- Provider's name
- Child's name, gender, birth date
- Paid hours
- Dollars paid
- Total absences
- Unpaid absences
- Paid absences
- Attendance

Any discrepancies in the Readiness Rate Child Detail Report should be reported to the designated 4C accounting staff member at 407-532-ext or the corrections can be marked on the Readiness Rate Child Detail report and returned to the 4C office. All corrections must be submitted with supporting documentation such as proof of attendance.

Providers are responsible for giving us supporting documentation. 4C will inform Providers of changes that have been made based on the Provider's input.

Consequences for non-compliance

- If a Provider fails to comply with the verification requirement, the coalition may not pay the final invoice.

- If a Provider fails to submit the verification letter by the coalition's deadline, the Provider agrees to the paid cumulative hours on the report and cannot dispute the paid hours, as reflected on the report, at a future date.
- If a Provider does not submit documentation that supports the reported corrections, the coalition is not obligated to make any changes.
- If a Provider fails to meet the coalition's published deadlines for submittal of absence documentation, the coalition is not obligated to pay for the absence.

Once all the changes have been made, 4C will send the final payment. In addition, a summary report that contains information similar to what will appear on DOE's Kindergarten Readiness Rate website, www.improvevpk.org will be sent to the Provider. If the report includes all the changes agreed upon by the Provider and the coalition, the Provider should accept the information on the Kindergarten Readiness Rate website.

Any questions regarding this verification process should be directed to Suzanne Riccaboni, VPK AP Supervisor at 407-532-4331.