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 provider submits a response

ø	Provider Surveys	×
	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.	
	Proceed to VPK incentive survey	
	Clo	se

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

VPK Wage Incentive Application - Provider Attirnation				
	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, stating the 10 day of August in 2022. By signing this addition, 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*	Opt In Opt Out	
		Full Name*		
		Certify by electronic signature:*	0	
		Submission date	8/8/2022	
			± Submit	

- 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. After the provider clicks submit, a Coalition User will need to acknowledge the affidavit

VPK Wage Incentive Application - Provider Attimuation			
AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL			
I hereby aftest that every Voluntary Preixindegraten (VPR) program employee's hourly rate is at least \$15.00 per hour for all line 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 11 day of August in 2022. By signing this affidavit, the VPK provide 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*	Opt In Opt Out	
	Full Name*	DEL Test	
	Certify by electronic signature:*	•	
	Submission date	8/8/2022	
		± Submit	
I hereby attest that every Voluntary Prekhoderganten (VPK) program employee's in Early Learning Coalition, starting the <u>17</u> day of August in 2022. By signing this altificavit, the VPK provider understands that, if an eligible employe provider has failed to comply with this provision, the division may terminate the p	ourly rate is at least \$15.00 per hour for all tim e is not receiving a wage of at least \$15.00 per ovrider's VPK contract. Authorized Electronic Signature Survey response Full Name Certify by electronic signature: Submission date	worked on the VPK program, including the VPK instructional hours hour for VPK duties, and beginning January 1, 2023, the employee Opt In O Opt Out DEL Test Add/2022 Submit	listed on the schedule for each classroom on Form OEL-VPK/118 approved by th may petition the Division of Early Learning for relief. If the division finds that the

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

VPK Winge Incentive Application - Provider Affirmation			
AFFIDAVIT ON \$15 HOURLY WAGE FOR VPK PERSONNEL			
I hereby attest that every Voluntary Prekindergarten (VPK) program employee's houry rate is at least \$15 00 per hour for all line 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 Coation, starting the <u>17</u> days of <u>August in 2021</u> . By saying the <u>18</u> days for 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*	Opt In Opt Out	
	Full Name*	DEL Test	
	Certify by electronic signature:*	٥	
	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.

O Confirm VPK \$15/hr Wage Incentive Opt Out			
Are you sure you want to opt out from the VPK \$15/hr Wage Incentive Program?			
Yes No			

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 notes 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 Attimation			
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 12 day of August in 2022. By signing this atdiavit, 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*	O Opt In () Opt Out	
	Full Name*		
	Certify by electronic signature:*		
	Submission date	8/8/2022	
		± Submit	

- a. If the provider resubmits response prior to Coalition Acknowledgement (opt in or out), no further action needed from the Coalition.
- b. If the provider resubmits an opt in response to opt out after Coalition
 Acknowledgement, the Coalition will need to acknowledge the Opt out resubmission.