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

![Provider Surveys](image1)

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

![Affidavit on $15 Hourly Wage for VPK Personnel](image2)

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
4. Opt out
   a. Filled opt out attestation

   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 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
   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.