

VPK Child Enrollment Process

Parent or legal guardian completes AWI-VPK01, either online at www.vpkflorida.org, or through paper application.

If paper application is completed, original application is brought to round-up/parent registration.

ECS reviews online application and notifies parent of receipt of application(s), either by mail or email. Letter/email directs parents of next step.

1. Family takes Certificate of Eligibility to provider of their choice.
2. Provider and parent complete Section III of Certificate of Eligibility together.
3. When provider is fully approved, provider completes Confirmation Request Form & faxes or emails it ECS with names of accepted children to get a confirmation number to write in Section IV of Certificate of Eligibility. (phone: 800-238-3463, Fax: 904-726-1522)
4. ECS provides a confirmation number that is specific to that child & provider.
5. Provider writes confirmation number in Section IV.
6. Provider mails ORIGINAL, signed & completed Certificate of Eligibility to ECS at address above.
7. Once ECS receives originals back, child is enrolled.

Parent attends roundup/parent registration. Parent brings **photocopy** of proof of residency and **photocopy** of proof of child's date of birth. Note: A parent may attend a roundup even if the parent has not yet completed the application. Paper applications will be available at all roundups.

At the roundup:

1. ECS collects the **photocopy** of residency and **photocopy** of proof of date of birth.
2. A complete listing of pending & approved providers is made available to parents.
3. ECS provides a Certificate of Eligibility to each family.