

Quick Tips for VPK Temporary Closures

When do I need to report a temporary closure?

Report all temporary closures that occur, where some or all children are impacted and services are not provided.

When is a closure reimbursable (CR)?

Closure reimbursable are days services are not provided to some or all children and are:

- Related to COVID
- Related to a declared state of emergency (declared by federal, state, or local officials)

The provider will be reimbursed for the CR days.

What new functionality is in EFS Mod for VPK Temporary Closures?

1. For partial VPK closures, the provider can select the specific class(es) impacted by the temporary closure. The provider can set each temporary closure day as CR (closure reimbursable) or CN (closure non-reimbursable).

Example: Below, the **DF21class** has the days as CN because they plan to make up the temporary closure days.

The **AF21class** has the days as CR because they do not intend to make up the closure days and have less than 5 processed CR days for the program year.

Notice the **Total Processed Closure Reimbursable (CR) Days in Program Year**.

Classes and Reimbursement Requests*

Use the class check boxes to select one or more classes involved in the closure and enter the reimbursement request per closure day. ⓘ Please review the corresponding VPK provider application for the selected provider.

DF21 August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Total Processed Closure Reimbursable (CR) Days in Class: 0 ⓘ

CR = Closure Reimbursable. **CN** = Closure Non-Reimbursable.

Classes and Reimbursement Requests*

Use the class check boxes to select one or more classes involved in the closure and enter the reimbursement request per closure day. ⓘ Please review the corresponding VPK provider application for the selected provider.

AF21 August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Total Processed Closure Reimbursable (CR) Days in Class: 2 ⓘ

CR = Closure Reimbursable. **CN** = Closure Non-Reimbursable.

If the closures are for different dates, then separate temporary closure events will need to be created.

2. After the coalition approves a temporary closure that has non-reimbursable (CN) days, VPK providers must take additional steps to complete the process. When the temporary closure with non-reimbursable days is set to “Processed”:
 - a. The provider’s VPK provider application (VPK-APP) is changed to “Incomplete” status.
 - b. An email notification is sent to the provider advising that their VPK-APP is in non-certified status due to a temporary closure. The provider is instructed to log into their account to update and submit their VPK-APP to the coalition.
 - c. If the class(es) associated with the non-reimbursable closure shares a calendar with another class, the system separates the calendar so that each class that shared the calendar will have its own calendar. In other words, the original class calendar is cloned as many times as needed and each cloned/revised calendar is assigned to a class so that all classes involved in the closure have its own calendar. (One of the classes will keep the original calendar.)
 - A new cloned calendar’s name consists of the original calendar’s name followed by the associated class’s name in parenthesis.
 - If the original calendar does not have a name, the cloned calendar’s name will only consist of the associated class’s name in parenthesis.

Example:

Original Calendar:

Edit Remove
 Calendar Name: 3hr AM
 Program Type: School Year (540 hours)
 Calendar Start Date: 08/10/2021
 Calendar End Date: 05/27/2022

 Non-Instructional, Site Closures and Exceptional Instructional Days:
 August 2021 >

Sun	Mon	Tue	Wed
1	2	3	4

Revised Cloned Calendar assigned to class AF21:

Edit Remove
 Calendar Name: 3hr AM (AF21)
 Program Type: School Year (540 hours)
 Calendar Start Date: 08/10/2021
 Calendar End Date: 05/27/2022

 Non-Instructional, Site Closures and Exceptional Instructional Days:
 August 2021 >

Sun	Mon	Tue	Wed
1	2	3	4

3. The non-reimbursable temporary closures for each class are automatically written to the original and/or cloned calendar as “NonInstructional: Temporary Closure Added” in the correct service period month.

NOTE: When non-instructional temporary closure days are added to a VPK calendar, the Total Calculated Hours are reduced, so the provider must adjust the calendar to restore the calculated hours to “540” and submit the VPK-APP to the coalition when all changes are complete.

4. In the Provider’s attendance roster, temporary closure days display in the blue header and on the calendar.

PreKindergarten (VPK)

Due Date : 9/3/2021

Class attendance has NOT been submitted to Coalition at this time.

Class	AF21-3hr AM	Max Class Size	20
Start Date	8/10/2021	End Date	5/27/2022
Curriculum	Mother Goose Time	Edition	2017

Temporary Closure (ID: 25242) 08/13/2021 - 08/20/2021

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar						
August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
*	*	*	*	*	*	*
*	*	X	X	X	CR	*
*	CR	CR	CR	CR	CN	*
*	X	X	X	X	X	*
*						*

Child's Current Information

Name [REDACTED] Age 4

DOB [REDACTED] Status Enrolled BGrp VPK

Cert VPK -2021

Class AF21-3hr AM

Monthly Attendance Summary

Days Present 8

Days absent 0

Reject Reason N/A

Reject Comment N/A

What can coalitions change on a submitted temporary closure?

Coalitions can edit all fields in Incomplete and Submitted temporary closure forms.

Are there additional materials for questions related to temporary closures?

There are supporting materials available:

- a. Training videos on YouTube [Provider Portal Temporary Closures](#)
- b. User Guides for the Provider Portal and Coalition Portal
- c. Policy Guidance on SharePoint

