Page 1 or 4 SR View/Edit Enrollments View SR Certificate (voucher) or End (terminate) a Child Enrollment

This is how/where a provider can view the SR certificate/voucher or end (terminate) a child enrollment.

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★ Home Business → Profile → Contracts → Enror Sites:	Attendance - Documents - hage VPK Enrollments - Profile: 2019 - 2020 - hage SR Enrollments - SR Enrollment Requests View/Edit SR Enrollments	Hello kingdomkids@bellsouth.net! C+ Log Off 🌣 🚯
Common Tasks Manage Sites Manage All Sites Manage Users Manage All Users Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes	Broadcast Messages No messages to display.	Coalition Messages No notifications or alerts to display.
Statewide VPK Provider Contract VPK Contract Amendment Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Provider Site Summary Business name: LIVINGWAY CHRISTIAN AC Doing business as: Livingway Christian Academy Provider ID: 18305 License number: SSN / Federal ID number: 465209725	Frequently-Used Links Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website

Please contact your early learning coalition for immediate assistance

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Scroll down to the bottom of the screen then scoll to the far right of the screen for the View Payment Certificate and End Enrollment buttons to be visible.

View Payment Certifiate:

- The blue button is the View Payment Certificate (Voucher). Only in the <u>Enrolled status</u> is the cerficate/voucher available to be viewed (visible). The Pending Parent Acceptance record have to be accecpted by the parent before they are viewable (visible) by the provider.
- To view, click the blue View Payment Certicate button.

End Enrollment:

- The orange/yellow button is for ending (terminating) a child's enrollment from your facility.
- To end, (terminate) a child enrollment click the orange/yellow button. Screen shots below.

S	R Enrollr	nents						
	SR Enrollmen	ts For						
s	how 10 🗸	entries				Cle	ar All Filters	Search:
	Child Care Schedule	Full Time CoPayment	Part Time CoPayment	Enrollment Start Date	Attendance Start Date	Enrollment End Date Iî	Status 👔	Action
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
	Mon, Tues, Weds, Thurs, Fri	\$3.00	\$2.00	06/29/2018	09/24/2018	(Enrolled	View Payment Certificate End Enrollment
	Mon, Tues, Weds, Thurs, Fri	\$5.94	\$2.97	01/24/2019			Enrolled	View Payment Certificate End Enrollment

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Click yes when the End child SR Enrollment box appears. The child name is under the blue shaded box but I had to exclude it from this example document.

_		End child SR enro	ollment			
	\$2.2	This child is still a Are you sure you	uthorized for services up want to end the enrollme	to 4/14/2020. nt for ?		Enrolled
					Yes No	
	\$2.0	00	03/06/2019	03/04/2019		Enrolled

Enter the fields that apply to your end (terminate) enrollment situation then click the Save button.

Special Note: If there is a past due parent fee and a payment plan is in place then that documentation must be uploaded to continue/click Save. If no, click the No buttons and continue.

	End SR Enrollment
2.2	You have chosen to end enrollment for this child.
ſ	End Enrollment Reason*
ľ	25-Parent Withdrew Child
<u>ן</u>	End Enrollment Effective Date*
ľ	07/24/2019
.(Last Attendance Date*
Γ	07/24/2019
L	Is there a past due parent fee?*
.4	● Yes ○ No
Ł	Past Due Parent Fee*
	\$ 10.00
Ŀ	
	Is there a payment plan in place?*
.(Is there a payment plan in place? [♠] ●Yes ◯No
	Is there a payment plan in place?* ©Yes ONo Please attach payment plan document.*
	Is there a payment plan in place?* ©Yes ONo Please attach payment plan document.* Browse
_	Is there a payment plan in place?*

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Click the blue Yes button to confirm your end (terminate) enrollment.

En	a s	Confirm Confirm End Enrollment	
	Yo	Ending the enrollment on this day means that reimbursements will not	
En	dE	End this enrollment with the specified dates?	
	25-		~
En	dE	Yes Cancel	
La	st Af	ttendance Date*	
	C	07/24/2019	
ls f	there	e a past due parent fee?*	
0	Yes	No	

Once complete this box will appear, click Ok.

End Enrollment	
Child enrollment was successfully ended.	
	Ok