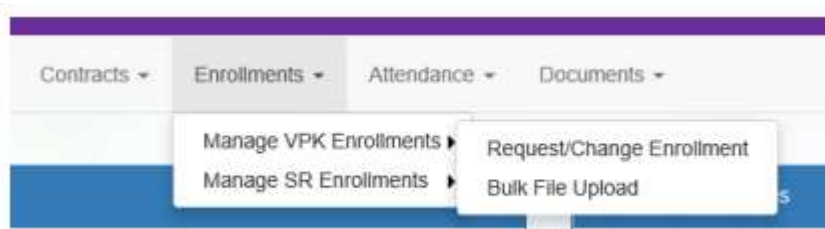# VPK Enrollments in the Provider Portal

Entering a new VPK enrollment request

- Navigate to the "Enrollments" tab > Manage VPK Enrollments > Request/Change Enrollment.

- Ensure the correct VPK Program Year, Session and Class are selected.

- Enter the Certificate Number, Child First Name, Last Name and DOB.
- Click "Enroll to this Class".

- A confirmation message should appear to validate the child you are attempting to enroll. Click Yes to verify this is the correct child.
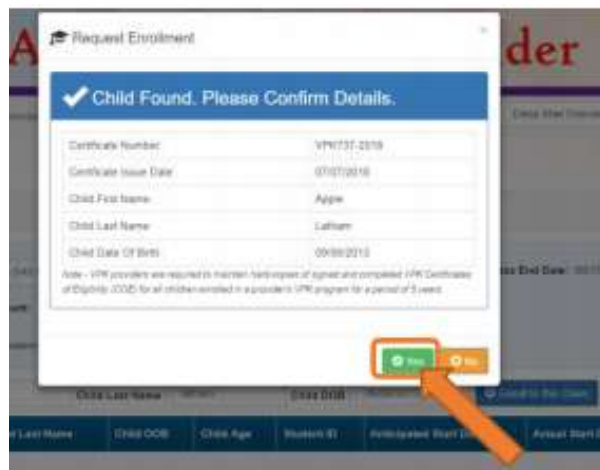
Enter the child's Anticipated Start Date. The enrollment request will be sent to the ELC for approval or rejection. If rejected, you will receive an email notification with an explanation. Once approved by the coalition, the child's status will change to **Enrolled** and the child will appear on your attendance roster.

Key Reminders:

The child's enrollment (and reimbursement) can only begin **on or after** the certificate issue date.

The County listed on the VPK certificate does not have to match the provider's county. The child is eligible to enroll in VPK in any Florida county. When an enrollment request is submitted by a provider, the county for service is automatically updated in EFS-Mod, delivering the request to the appropriate coalition.

When enrolling a child with a Reenrollment certificate, be sure to check the remaining hours as the child has already attended another program and may not be eligible for all remaining hours in your program.