

PRE-K PROGRAM PROVIDER: INVOICING QUESTIONS & ANSWERS

August 25, 2022

Q- If we don't invoice for one particular month, let's say it was just missed by us, can we make that up in the following month, or is that lost?

A- Yes, you can still invoice us. We owe you the money. Within the system, it will show which months you've already submitted invoices for. It won't allow you to resubmit an already submitted month because when you try to it will say it's a duplicate record. We do prefer that you bill us in sequential order, however you are able to go between the months.

Q- How will you reach out to us for the 1:1 invoicing session?

A- We will reach out the first week of September by email and phone to schedule a one-on-one session with each of you for a date and time that's convenient for you. During that time we will guide you through as you submit your invoices for the month of August, and submit your application to partner with us for the 23-24 school year. At that one-on-one session you will receive your login and your password. Providers who do not have school days until September will be scheduled for the first week of October.

Q- Is there any particular format you want the contract with the family to be sent in, or just so that it says the family is receiving \$2,700 less?

A- Any format is acceptable. Your agreement must reflect the City's scholarship and a reduction in the family's contribution. If you have not sent those, we will need those before the August invoices. The agreement is between each of you and the families and must clearly indicate the reduction in contribution. It can be up to \$2,700. It could be less than \$2,700. If your families are on free and reduced lunch, or they receive some type of scholarship, and the hourly rate for them is less, we expect our contribution to be less as well. We match the family's hourly contribution not to exceed \$2,700 for 180 days. If you have less than 180 school days, then the scholarship from the City would be less. Each child has a separate contract. The contract is executed between you and the family, and is signed by the parent. Everything should go to education@miamibeachfl.gov

Q- Will you accept contracts that are for the school year?

A- Yes, as long as it shows the child's name and reflects the reduction in the family's payment.

Q- Is the scholarship for families based on financial need?

A- No, the eligibility criteria to apply to the lottery is not based on financial need.

Q- What is the window that the family scholarship application is open?

A- The family application for the 2023-24 school year will open October 13, 2022 and close November 28, 2022. It is based on a lottery so families can apply anytime during that window. More information can be found on our website at: <https://www.miamibeachfl.gov/prek>

Q- Can multiple children from a family receive the scholarship?

A- Yes, it's possible that multiple children from a family receive the scholarship. The application is unique per child. That means the family will need to submit one application per every eligible child. We've had families that had 2 children who won the lottery from the same family (i.e. twins.)