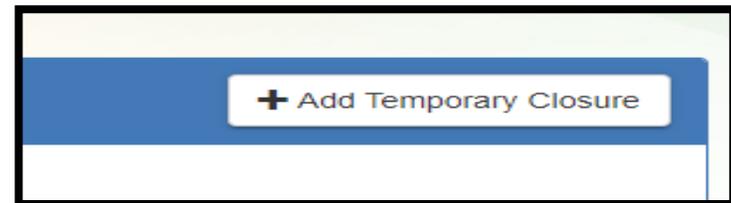


How To Request A Temporary Closure

Provider Portal > Attendance → Temporary Closures →



Select Add Temporary Closure →
Located on far right of screen



Report Temporary Closure

Closed Provider Site(s)

Select Providers*

Closure Details

Closed From ⓘ*

Closed To*

Closure Reasons (select all that apply)*

- Exposure to COVID-19
- Scheduled deep-cleaning due to COVID-19
- Lack of child attendance
- Lack of staff availability
- Declared state of emergency other than COVID-19 (such as a hurricane)
- Other

Documentation

Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document...

Comments (limit 1000 characters)

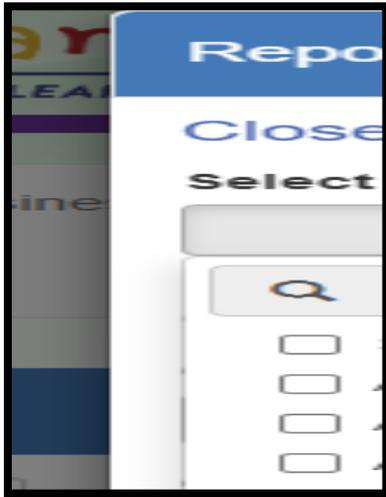
Save

Cancel

Submit to Coalition

Search for your Provider Name by clicking on the carrot ^

A drop-down menu of provider names will appear. Select your name by checking the box to the left and your name will appear on the "Select Providers" row and click on this row to close the drop-down menu.



Enter the closure dates

Closure Details

Closed From ⓘ *	Closed To *
<input type="text" value="10/11/2024"/>	<input type="text" value="10/16/2024"/>

The next screen will show your provider's name and your programs. **DO NOT COMBINE SR AND VPK CLOSURES IF YOUR PROGRAMS WERE CLOSED ON DIFFERENT DAYS!**

The screenshot displays two side-by-side panels. The left panel is titled "VPK Classes (0 of 1)" and contains a single checkbox labeled "AF24 - A". The right panel is titled "SR Care Levels (0 of 7)" and contains a list of seven options, each with an unchecked checkbox: "INF - < 12 Months", "TOD - 12 < 24 Months", "2YR - 24 < 36 Months", "PR3 - 36 < 48 Months", "PR4 - 48 < 60 Months", "PR5 - 60 < 72 Months", and "SCH - In School".

VPK - the following question will appear and before answering **Stop and Review the Rules**

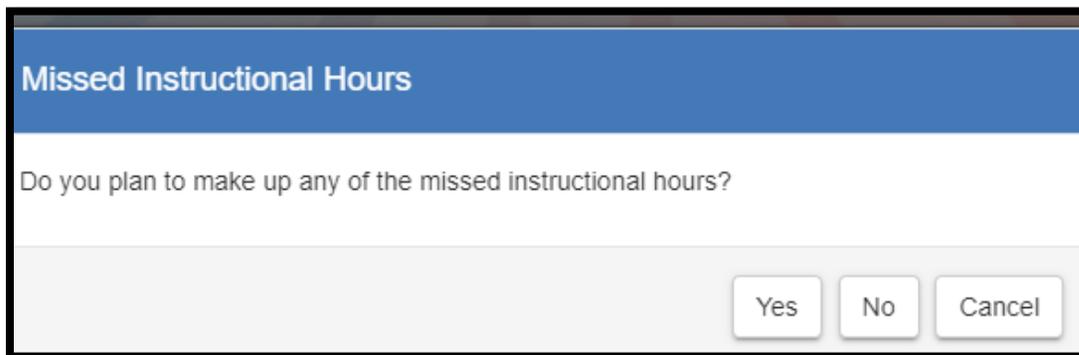
The screenshot shows a dialog box with a blue header bar that reads "Missed Instructional Hours". Below the header, the text asks "Do you plan to make up any of the missed instructional hours?". At the bottom right of the dialog, there are three buttons: "Yes", "No", and "Cancel".

CR = Closure Reimbursable – Providers can have a total of five (5) VPK Instructional days for each class without having to change calendars and you are being paid for these days.

CN = Closure Non-Reimbursable – Closure days greater than five (5) requires calendar changes to make-up days number six (6) forward as you are not being paid for these days.

If you answer this question with “Yes” then your days will be coded “CN” and you must change your calendar and you have more than 5 closure days?

If you answer this questions with “No” then your closure days will be coded “CR” and you have 5 or less closure days.



Missed Instructional Hours

Do you plan to make up any of the missed instructional hours?

Yes No Cancel

SR Care Levels

All ages of children currently enrolled will be listed and you must check each age.

VERIFY THE DAYS ON THE CALENDAR ARE CORRECT

CR=PAYMENT **CN**-NO PAYMENT

INF October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
			CR	CR	CR	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

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

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

Temporary Closure Facts

Do Not Submit your attendance until your closure has been approved.

When closures are approved, the attendance roster for SR will have red circles with a line after the child's care level and before the age and the attendance will have a CR or CN marked on the days instead of an X.

Care	Age
PR3 	3y
PR3 	3y
SCH 	6y
PR3 	3y

Thu 9/26	Fri 9/27
CR	CR
T	T
CR	CR
CR	CR

Both SR and VPK attendance must be at "Need Status" for closures to be approved. If an error was made on SR, then both SR and VPK must be rejected and vice versa.

Closures must be submitted. If you only save the closure, it becomes "Incomplete" in the Coalition Portal until it is "submitted".