



City of Miami Beach PreK Scholarship Provider Session

Dec. 22, 2022; Jan. 10, 2023

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Education & Performance Initiatives

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MIAMIBEACH
RISING
ABOVE

What Will You Learn Today?

Status of 2023-24 Scholarship Funds and Provider Agreements

How to Confirm Enrollment in the Provider Dashboard (2023-24)

How to View Status of Invoices (2022-23 school year)



PREKINDERGARTEN SCHOLARSHIP PROGRAM 2023-2024

The City of Miami Beach has approved a Prekindergarten Scholarship Program for the 2023-24 school year. The CITY will provide a scholarship, in an amount of up to \$3,000.00 per school year, to cover up to an additional 450 instructional hours representing up to 2.5 hours per day for 180 days, payable, on a reimbursable basis. Program instructional hours may only be applied toward programming occurring during the regular school hours for PreK Scholarship Program.

Applications were accepted between October 13, 2022 through November 28, 2022. The lottery was held on December 1, 2022. The family application will reopen for the 2023-24 school year on January 4, 2023 to provide access to remaining scholarship funds to community members first come first serve until all scholarship funds are assigned.

Families who live in the City of Miami Beach and who have a child (ren) who is 4 years old on or before Sept. 1, 2023 or has a birthday that falls between February 2, 2018 to September 1, 2019. One Parent/Guardian must be a resident of the City of Miami Beach upon submission of the application and throughout the 2023-2024 school year.

THE FAMILY APPLICATION FOR THE 2023-24 SCHOOL YEAR WILL REOPEN ON JANUARY 4, 2023 UNTIL REMAINING FUNDS ARE EXHAUSTED.


Log Into Your Dashboard

- Go to Website
<https://www.miamibeachfl.gov/prek/>
- Click “Provider Account”
- Enter your User ID
- Enter your Password
- Click Sign In

If you are a registered member of this portal, please use the form below to log in.

Register as a Parent/Guardian
(Registrarse como padre/madre/guardián)

Register as a Provider
(Registrarse como proveedor)




MIAMIBEACH
PREK Program

Login to get started

Remember Me [Forgot your password?](#)

[Sign In](#)

[Having trouble? Contact Support](#)



Welcome [redacted]!

APPLICATION-PRE-K

INVOICING

MY PROFILE

PROVIDERS



MIAMIBEACH PREK Program

Provider Dashboard

Welcome [redacted]!

APPLICATION-PRE-K

INVOICING

MY PROFILE

PROVIDERS

See lottery winners here

Submit and see status of invoices here



MIAMIBEACH PREK Program

Provider Dashboard

Click "View"

Click "Applications"

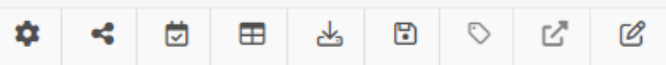
The screenshot shows a dashboard interface with the following elements:

- Navigation Bar:** Includes 'APPLICATIONS' (with a person icon and dropdown arrow) and 'MAP' (with a location pin icon).
- Dashboard Section:** Contains 'DASHBOARD' and buttons for 'Add Chart', 'Add Custom Pod', 'Browse Datasets', and 'Reset Dashboard'.
- Menu:** A dropdown menu is open, showing 'Applications' and 'Calendar'. A yellow arrow points from the 'Applications' text to this menu item.
- VIEW Button:** A button labeled 'VIEW' with a camera icon and a dropdown arrow. A yellow arrow points from the 'View' text to this button.
- MY APPLICATIONS Table:** A table with columns: Application, Status, Modified, Submitted, School Year, and Lottery Number.
- RECENTLY MODIFIED:** A section for recently modified items, currently empty.
- VIEWS:** A section titled 'VIEWS' containing the text 'You have no saved views'.

APPLICATIONS

MAP

VIEW



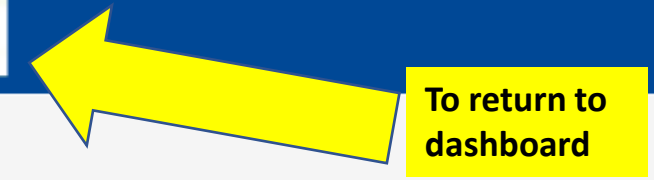
Advanced Search 0 Keyword Search... Quick Filters

0 7

Drag a column here to group by that column



| | <input type="checkbox"/> | F... | Status | School Year | Application Title | Child First Name | Child Last Name | Child DOB | Adult 1 First Nam... | Adult 1 Last |
|---|-------------------------------|------|-------------------------|-------------|-------------------|------------------|-----------------|-----------|----------------------|--------------|
| 1 | <input type="checkbox"/> View | ♥ | Won Lottery | 2022-2023 | | | | | | |
| 2 | <input type="checkbox"/> View | ♥ | Lottery Number Assigned | 2023-2024 | | | | | | |
| 3 | <input type="checkbox"/> View | ♥ | Lottery Number Assigned | 2023-2024 | | | | | | |
| 4 | <input type="checkbox"/> View | ♥ | Lottery Number Assigned | 2023-2024 | | | | | | |
| 5 | <input type="checkbox"/> View | ♥ | Lottery Number Assigned | 2023-2024 | | | | | | |
| 6 | <input type="checkbox"/> View | ♥ | Lottery Number Assigned | 2023-2024 | | | | | | |



Welcome [redacted]!

Action needed!

APPLICATION-PRE-K

INVOICING

MY PROFILE

PROVIDERS

See lottery winners here

Submit and see status of invoices here



MIAMIBEACH PREK Program

Provider Dashboard

STEP 1

APPLICATION-PRE-K

INVOICING

MY PROFILE

PROVIDE

My Queue

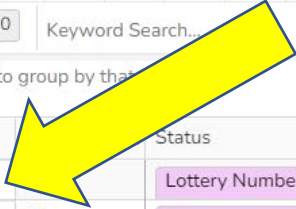
Application 5

STEP 2



MIAMIBEACH
PREK Program

STEP 3



Advanced Search 0 Keyword Search... Pick filters

Drag a column here to group by that

| | <input type="checkbox"/> | | Status | School Year | Application Title | Child First Name | Child Last Name | Child DOB | Adult 1 First Nam... | Adult 1 Last Nam... | Adult 1 Relations... | Adult 1 Primary P... |
|---|--------------------------|----------------------|----------------|-------------|-------------------|------------------|-----------------|-----------|----------------------|---------------------|----------------------|----------------------|
| 1 | <input type="checkbox"/> | View | Lottery Number | 2023-2024 | | | | | | | | |
| 2 | <input type="checkbox"/> | View | Lottery Number | 2023-2024 | | | | | | | | |
| 3 | <input type="checkbox"/> | View | Lottery Number | 2023-2024 | | | | | | | | |
| 4 | <input type="checkbox"/> | View | Lottery Number | 2023-2024 | | | | | | | | |
| 5 | <input type="checkbox"/> | View | Lottery Number | 2023-2024 | | | | | | | | |

Child's Name and Birthday



APPLICATION REVIEW - ACTION REQUIRED: LOTTERY NUMBER ASSIGNED

Enrolled By Provider

Not Enrolled by Provider



STEP 4

If you clicked “Enrolled By Provider” confirm your selection here.
No comment required.

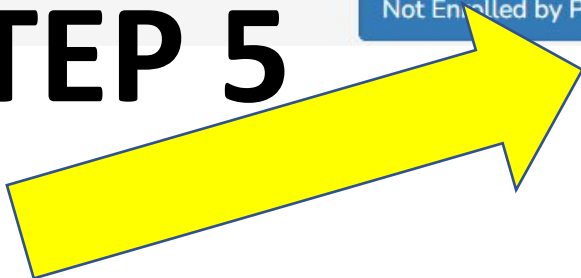
| Id | Lottery Number | Child First Name | Child Last Name | Child DOB |
|--|----------------|------------------|-----------------|-----------|
| Application | | | | |
| | | | | |
| Workflow Comments | | | | |
| Comments <input type="text"/> | | | | |
| <div data-bbox="784 872 1072 933">Enrolled By Provider</div> <div data-bbox="1072 872 1286 933">Save for Later</div> | | | | |

STEP 5

If you clicked “Not Enrolled By Provider” then
select one of the Reasons for Not Enrolled
Confirm your selection

| Id | Lottery Number | Child First Name | Child Last Name | Child DOB |
|--------------------------|----------------|------------------|-----------------|-----------|
| Application | | | | |
| Reason Not Enrolled | | Select One | | |
| Workflow Comments | | | | |
| Comments | | | | |
| Not Enrolled by Provider | | Save for Later | | |

OR STEP 5



Welcome [redacted]!

APPLICATION-PRE-K

INVOICING

MY PROFILE

PROVIDERS

See lottery winners here

Submit and see status of invoices here



MIAMIBEACH PREK Program

Provider Dashboard

How to Review Invoices

Navigation: Invoicing | + New Invoice | Home / Invoicing / Dashboard

INVOICES | VIEW

DASHBOARD

Buttons: Add Chart | Add Custom Pod | Browse Datasets | Reset Dashboard

Organization: YESHIVA TORAS CHAIM TORAS EMES (TORAS EMES ACADEMY OF MIAMI, INC.) | 3 Students

| Student | Lottery | Parent | Provider | CMB | Nov, 2022 | Oct, 2022 | Sep, 2022 | Aug, 2022 |
|------------|------------|---------------|---------------|---------------|------------|-----------|-----------|-----------|
| [Redacted] | [Redacted] | 12/1 8:18 PM | 12/2 9:07 AM | 12/2 10:11 AM | [Paid] | [Paid] | [Paid] | [Paid] |
| [Redacted] | [Redacted] | 12/1 3:58 PM | 12/1 4:01 PM | 12/2 10:48 AM | [Paid] | [Paid] | [Paid] | [Paid] |
| [Redacted] | [Redacted] | 12/15 1:36 PM | 12/15 1:37 PM | 12/19 1:07 PM | [Exported] | [Paid] | [Paid] | [Paid] |

Click on the status to see more details!

How to Review Invoices

▼ Invoicing + New Invoice Home / Invoicing / Dashboard

INVOICES VIEW

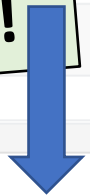
DASHBOARD

Add Chart Add Custom Pod Browse Datasets Reset Dashboard

3 Students

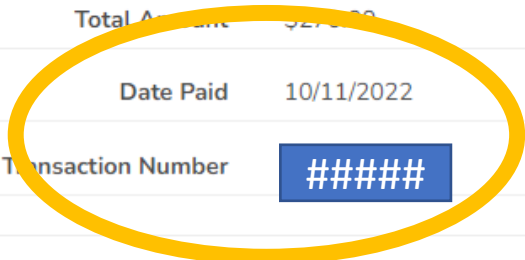
| Student | Lottery | Parent | Provider | CMB | Nov, 2022 | Oct, 2022 | Sep, 2022 | Aug, 2022 |
|---------|---------|---------------|---------------|---------------|-----------|-----------|-----------|-----------|
| | | 12/1 8:18 PM | 12/2 9:07 AM | 12/2 10:11 AM | Paid | Paid | Paid | Paid |
| | | 12/1 3:58 PM | 12/1 4:01 PM | 12/2 10:48 AM | Paid | Paid | Paid | Paid |
| | | 12/15 1:36 PM | 12/15 1:37 PM | 12/19 1:07 PM | Exported | Paid | Paid | Paid |

Click on any status to see more details!



Invoice

| | |
|--------------------|-------------------|
| Locked | Yes |
| Created By | [Redacted] |
| Invoice Number | [Redacted] |
| Modified By | Education Account |
| School Year | 2022-2023 |
| Provider | [Redacted] |
| Registration | Child's Name |
| Admin Notes | |
| Month of Invoice | September-2022 |
| Hourly Rate | \$6.00 |
| Total Amount | \$27.00 |
| Date Paid | 10/11/2022 |
| Transaction Number | ##### |



See here the date of the check

DOCUSIGN: COMPLETED

| | |
|-------------|-----------------|
| [Signature] | 10/6/22 3:33 PM |
| [Signature] | 10/6/22 3:34 PM |
| [Signature] | 10/6/22 3:43 PM |

WF: INVOICE APPROVALS LOG

| | |
|---------------------|----------------|
| Approved | Current Level |
| [Redacted] | 10/6/22 3:24PM |
| WF Level: Submitted | |

TEMPLATES

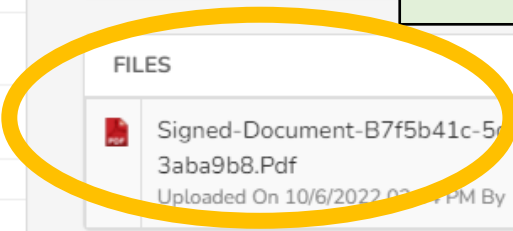
Select Template

PDF DOC E-mail

FILES Add File

| | |
|--|---|
| [PDF Icon] | Signed-Document-B7f5b41c-50a-4a97-9998-3eecf3aba9b8.Pdf |
| Uploaded On 10/6/2022 03:43 PM By [Redacted] | |

See here a copy of the invoice



Let's Recap

Next Steps:

1. -Sign provider agreement from DocuSign
2. -Sign confirmatory letters for students who are accepted for 2023-24
3. -City will begin to open Purchase Orders

Contact: education@miamibeachfl.gov

Q & A



www.miamibeachfl.gov/prek