

City of Miami Beach PreK Scholarship Provider Invoicing

Dr. Leslie Rosenfeld
Chief Education Officer
Education and Performance Initiatives

Koren Illa
Education Manager
Education and Performance Initiatives





PROVIDER

Who is Eligible to be a PreK Provider?

To be eligible to deliver the CMB PreK Program services, Provider must be a traditional public school; or one of the following private PK Education Program providers: (1) a child care facility, licensed under Section 402.305, Florida Statutes; a family day care home licensed under Section 402.313, Florida Statutes; a licensed large family child care licensed under Section 402.313, Florida Statutes, a non-public school exempt from licensure under Section 402.3025(2); or a faith-based child care provider exempt from licensure under Section 402.316, Florida Statutes.

The CITY is responsible for determining the eligibility of the Provider to participate in the CMB Program. The CITY will provide confirmation of eligibility via e-mail from the CITY's Chief Education Officer.

The CITY will provide a stipend to cover up to an additional 450 instructional hours. The Program Instructional Hours may not serve to supplant, or duplicate funding provided by Third Party Funders which is received by the participants. The Program Instructional Hours may serve to provide additional PreK Education Program hours, beyond those funded through Third Party Funders, or may serve as a stand-alone stipend.

Payment Rate: Provider will be entitled to receive payment for eligible Program Instructional Hours of service provided during the Term, to be paid at Provider's regular rate or \$6.66 per hour, whichever is less, for up to 2.5 hours per day for 180 days, not to exceed \$3,000 per applicable school year per participant child beginning in the 2025-2026 school year. Any discounts based on income or other Provider offerings available to the eligible participant will decrease the amount due from the CITY, as applicable.

A copy of this presentation and additional sources can be found here:



Provider Account

Information Sessions +	Q&A +
Vendor Registration	W9

How to Create Invoices


Log Into Your Dashboard

- Go to Website
<https://www.miamibeachfl.gov/prek/>
- Click “Provider Account”
- Enter your Login 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)



Login to get started

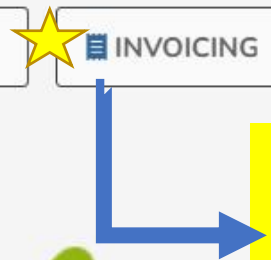
Remember Me [Forgot your password?](#)

[Having trouble? Contact Support](#)



Welcome [Redacted]

- APPLICATION-PRE-K
- INVOICING**
- MY PROFILE
- PROVIDERS



Click Invoicing to generate and submit invoices



MIAMIBEACH PREK Program

Provider Dashboard

Select the Current School Year (SY: 2024-2025)



Invoicing + New Invoice

You are currently impersonating [redacted]. All changes made during this session will be recorded as this user. Note that the My Profile feature may be blocked during impersonation. [Click here](#) to log back in

INVOICES VIEW

DASHBOARD

+ Add Chart + Add Custom Pod Reset Dashboard Browse Datasets

3 INVOICE

151 LINE ITEMS

M-DCPS IPREPARATORY ACADEMY (MDCPS IPREPARATORY ACADEMY)

Student	Rea Num	PO Num	Lotterv	Parent	Provider
---------	---------	--------	---------	--------	----------

Change School Year

School Year

*

2024-2025

2024-2025 ★

2022-2023

2023-2024

2024-2025

2025-2026

ard Browse Datasets

1



MIAMIBEACH

▼ Invoicing

★ + New Invoice



Click "New Invoice"



INVOICES ▼

DASHBOARD

+ Add Chart

+ Add Custom Pod

↻ Reset Dashboard

🔍 Browse Datasets

3

INVOICE



151

LINE ITEMS



Invoice Number

School Year *

2024-2025
Provider is required

1. Select your school

Provider *

Select Provider

2. Select student

Registration *

Select Student Registration

3. Select Month of Invoice

Month of Invoice *

October 2024

***Note:** You cannot invoice us until the month has concluded

4. Select the days that you are invoicing for that child

Select School Days

October 2024						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Hourly Rate *

\$ 6.66

***Note:** For Hourly Rate you can change to a lower amount but no more than \$6.66 per hour

Total Amount

\$ 0.00

Date Check Cashed

5. Click Save & Submit then can enter other students

Click the SAVE button ONLY once. It may take a few seconds for the page to refresh after clicking SAVE.

Save & Submit Cancel

What Happens Next!



Once you click Save & Submit the invoice is automatically sent to the parent, provider and program director for signatures via DocuSign.



Providers, please inform parents the invoice will be coming to them in DocuSign for signature.



For any assistance please email education@miamibeachfl.gov

Provider Payment

- Providers will be paid at their regular rate or \$6.66 per hour, whichever is less, for up to 2.5 hours per day for 180 days, not to exceed \$3,000 per applicable school year per participant child
- Any discounts based on income or other Provider offerings will decrease the amount due from the City
- If the amount exceeds the City allowed \$6.66/hr, the parent/guardian is responsible for any additional funds owed
- Providers must submit a tuition agreement that clearly delineates the City's scholarship for each family in order to begin invoicing. Agreements can be submitted to Education@miamibeachfl.gov
- You may submit an invoice each month, once the month has concluded (on the first day of the following month). At the conclusion of the academic school year, you may invoice the final month on the last day of school as long as the total amount of the scholarship does not exceed the approved amount



www.miamibeachfl.gov/prek