

# Using VPK Online



All children who live in Florida who turn 4 years of age by September 1 are eligible to participate in Florida's FREE Voluntary Prekindergarten program. To apply, please visit [www.vpkhelp.org](http://www.vpkhelp.org).

## DOCUMENTS NEEDED

### 1. Documentation needed to determine a child's age

Parents/Guardians must upload a copy of **one** of the following documents to verify their child's age.

- Child's official birth certificate; or
- A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent; or
- An insurance policy on the child's life that has been in force for at least two years, which reflects the child's birth date; or
- A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent; or
- A passport or certificate of arrival in the United States showing the birth date of the child; or
- A transcript of record of age shown in the child's school record from at least four (4) years prior to application, stating the date of birth; or
- An immunization record indicating the date of birth, signed by a public health officer or by a licensed practicing physician; or
- A valid military dependent identification card showing the date of birth.

NOTE: If none of the above information is available, please provide an affidavit of age sworn to by the parent, accompanied by a certificate of age reflecting the child's birth, signed by a public health officer or by a licensed physician which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct. This document must be notarized.

### 2. Proof you live in Florida

Parents/Guardians must upload a copy of **one** of the following documents to verify they live in Florida.

- Utility bill received within the last 6 months
- Bank statement mailed to you (not online)
- Insurance policy
- Pay stub
- Property tax bill
- Rent or lease receipt with property address printed on it
- Florida driver's licence or Florida ID card
- Military orders
- Government documents (e.g., prior tax returns)
- Documentation from homeless or DV shelter

NOTE: If none of the above information is available, provide an affidavit sworn to or affirmed by the child's parent, accompanied by a letter from a landlord or property owner confirming that the child resides at the address in the affidavit. This document must be notarized.

**Please make sure you have these documents scanned and converted to a PDF format before you begin.**

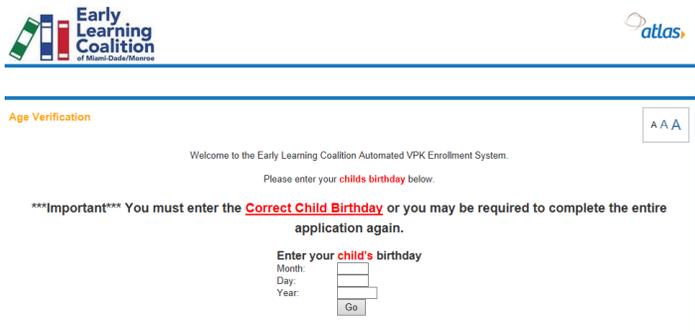
# HOW TO APPLY

Please note that the VPK Online registration works best with Google Chrome. To download the free browser go to <https://www.google.com/intl/en/chrome/browser/>.

1. Go to [www.VPKhelp.org](http://www.VPKhelp.org).



2. Enter in your child's birth date.

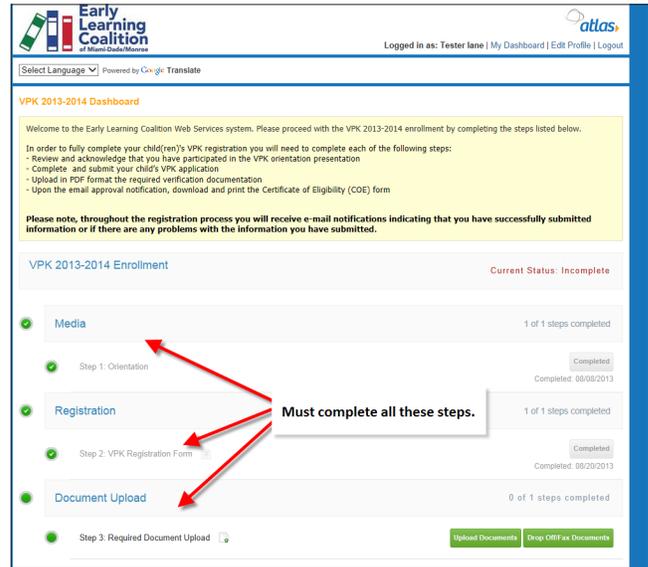


3. Create the login using the child's last name and last five digits of the child's Social Security Number. Make sure you remember this combination. This is how you will be able to log back in to print the certificate.



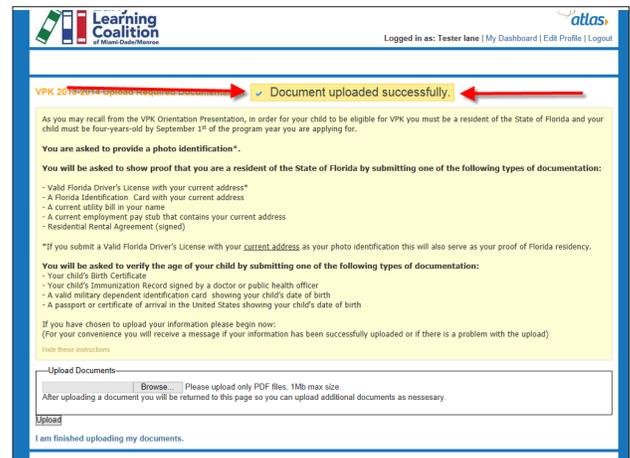
If the child does not have a Social Security Number please contact us for login information. In Monroe county please contact [the ELC](mailto:the ELC) at 305-296-5557 ext. 296

3. Complete the three steps in order. Note that the video has no sound.



Please see the "Documents Needed" section for a list of approved documentation.

Once document is successfully uploaded a yellow box will appear at the top of the page.



4. After the three sections are complete your child's VPK application will be reviewed. Once the application is complete and correct it will be approved and you will get an email asking you to log back in to print the certificate.