



School Readiness Provider Application Checklist

Provider Name: _____

Address: _____

Mailing Address (if different): _____

Bus. Phone: (____) _____ - _____ **Cell Phone:** (____) _____ - _____

Contact Person: _____

This checklist with required documents must be submitted with your application and signed School Readiness Agreement. It is provided to ensure your package is complete and correct. BOLDED documents are mandatory, others are as applicable. Please check each item that applies to you:

- School Readiness Agreement Cover and Signature Pages.**
- School Readiness Provider Application (Attachment 1 – both pages).**
- School Readiness Provider Application Checklist (Attachment 2).**
- One of the following as applicable:**
 - Copy of DCF License, **Or**
 - Copy of Exemption Accreditation Letter (if not licensed), **Or**
 - Copy of DCF Registration Letter (for registered family child care homes).
- IRS Identification as applicable**
 - Employer Identification Number (EIN) Determination Letter (if Center), **Or**
 - Copy of Drivers License and Social Security Card (if Family Child Care Home or Informal).
- Copy of Director Credential (if applicable).
- Copy of current Gold Seal Certificate (if applicable).
- Articles of Incorporation (if applicable).
- Direct Deposit Authorization Form.**
- W-9** (Request for Taxpayer Identification Number and Certification).
- Proof of Required Liability Insurance naming Coalition as additional insured.**
- Proof of Automobile Insurance (applicable if transporting children).
- Signed Optional Section if serving or willing to serve At Risk children.

In addition to the above required documents, first time School Readiness Applicants must submit the following additional documents:

- Certificate of attendance at School Readiness Program Orientation.**
- CCR&R Update Form.**
- Rate Schedule.**
- Holiday List** (if provider chooses to be closed on specific Holidays).

Note: Application and School Readiness Agreement must be originals and be free of any white out, strikethroughs, or scratch outs. Photocopies and/or faxes of these documents will not be accepted. Incomplete or illegible submissions will be returned to the applicant.