



2017-2018

July 1, 2017 to June 30, 2018
School Readiness Provider Application Checklist

Note: School Readiness Contract and supporting documents are to be completed and uploaded into the New Online EFS Modernization Portal.

<https://providerservices.floridaearlylearning.com>

Provider Name: _____

Address: _____

Mailing Address (if different): _____

Contact Person: _____

Bus. Phone: (____) _____ - _____ Alternate Phone: (____) _____ - _____

Email Address: _____ Fax Number: (____) _____ - _____

- Most recent Health and Safety Inspection from DCF Licensing
If Registered Family Child Care Home or License-exempt provider, you must pass a pre-contractual Health and Safety Inspection by DCF before contract execution.
- School Readiness Contract (Form OEL-SR 20) – completed online
- One of the following as applicable:
 - Copy of DCF License or
Must be accompanied with the Licensed Provider Responsibilities (Form OEL-SR 20L)
 - Copy of DCF Registration Letter (for registered family child care homes), or
Must be accompanied with the Licensed Provider Responsibilities (Form OEL-SR 20L)
 - Copy of License Exemption Letter and Accreditation/Licensure Certificate (if license-exempt)
Must be accompanied with the Licensed Exempt Provider Responsibilities (Form OEL-SR 20LE)
- Copy of current Gold Seal Certificate (if applicable)
- Copy of Director Credential
- W-9 (uploaded online)
- IRS Identification
 - Copy of Employer Identification Number (EIN) Determination Letter issued by IRS **Or**
 - Copy of Driver's License and Social Security Card (if Family Child Care Home or Informal Provider using social security number)
- Proof of Active Sunbiz registration (for providers using an EIN) – uploaded online
- Liability Insurance with Early Learning Coalition of Orange County as additional insured
Must be submitted directly from licensing agent, brokerage or carrier
- Proof of Commercial Automobile Insurance (applicable if transporting children)
- Proof of Worker's Compensation
- Proof of Reemployment Assistance or Unemployment Compensation Coverage
- Proof of OEL Approved Curriculum
- Direct Deposit Authorization Form (this form must be accompanied by Voided Check or Bank Letter)
- Tuition Rates per age group (Program rates given to public)

Please submit **Completed** School Readiness Packet to:
Early Learning Coalition of Orange County
Attention: Provider Relations Department
P.O. Box 540387
Orlando, FL 32854