

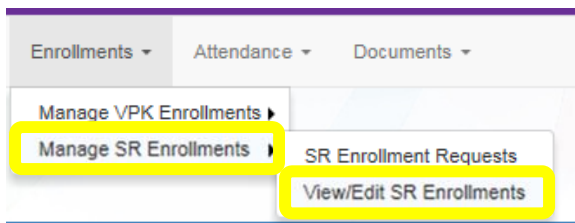
## Provider Guide to School Readiness Payment Certificates

### To view a School Readiness Payment Certificate:

- Log into your provider portal account, go to Enrollments:



- Select the SR program, then view/edit SR enrollments



- Select the child from the list
- Scroll to the far right to find “View Payment Certificate”

Enrollment End Date	Status	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
	Enrolled	<a href="#">View Payment Certificate</a> <a href="#">End Enrollment</a>

#### **Payment Certificate Key (see example certificate below):**

1. Last date that care will be paid
2. Name of child enrolled (Note: There is only one child per certificate)
3. Name of provider where child is enrolled. **To be paid, this must match your facility name and location.**
4. First date that care will be paid
5. Daily Reimbursement Rate and Parent’s Daily Full-time and Part-time co-pay amounts for child
6. Day the case was processed

#### **How to calculate parent payment (co-payment + overage, if any):**

Your Daily Rate – Reimbursement Rate (see *Exhibit 3 of your SR Contract*) = Daily Overage  
Daily Overage + Parent Co-pay = Total Amount Due from Parent\*\*

\*\*Parent Co-pay per day x 5 (Number of SR approved days per week) to find weekly co-pay amount

1 \* This certificate is not valid for care arranged after: 5/15/2019

PARENT INFORMATION			
Name: Cherry Cooler	Date of Birth: 8/15/1980	Social Security Number:	
Home Address: 125 Main St	City: Orlando	State: FL	Zip: 32801
Home Phone: (407) 555-4444	Work Phone: (407) 555-2000	Employer: 4C 3500 W Colonial Dr Orlando, FL 32866	

ENROLLED CHILD INFORMATION		
Name: Kevin Cooler	Date of Birth: 6/4/2015	Social Security Number: XXX-XX-5555

PROVIDER INFORMATION		
Provider: Orlando Magic Center	Phone: (407) 564-9846	Address: 1 MAGIC PL ORLANDO, FL 32810

ENROLLMENT INFORMATION							
4 Eligibility Start: 5/16/2018	1 Eligibility End: 5/15/2019	Counselor: N/A Case Worker: Creative Mouse of ELC of Orange					
* No reimbursements made after this date							
Gold Seal Rate: \$0.00	5 Reimbursement Rate: \$19.55	Parent Full-time Co-Pay**: \$2.70	Parent Part time Co-Pay**: \$1.35				
6 Enrolled On: 5/16/2018	Enrollment Start: 5/16/2018	Enrollment End: 5/15/2019					
Unit of Care: FT	Billing Group: BG8	Eligibility: ECON					
** Parent co-payment is what the parent is responsible for paying (copay)							
Unit of Care / Day of Care:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FT	FT	FT	FT	FT		

Privacy Act Statement: Social security numbers are requested on this form under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Office of Early Learning (OEL) and Early Learning Coalitions. Social security numbers will be used for routine data requests, state and federal reporting requirements, identification, and to verify eligibility for the School Readiness Program including, but not limited to, family income. Submission of social security numbers on this form is voluntary and not a condition of enrollment in the School Readiness Program.

I certify that by use of this certificate that I am exercising my choice of caregiver for my child. Other placement options in licensed and subcontract facilities and homes have been explained to me. OEL, the early learning coalition, and its contracted provider, if applicable, are indemnified from and its contract provider are indemnified from all possible liability for payments to the caregiver that I select and from liability for the quality of care my child receives. I understand that I have access to my children at any time and that I may visit the provider's setting at any time during care hours.

Signature of Parent:	Cherry Cooler (E-Signed)	Date: 5/30/2018
	<input type="checkbox"/> By Electronic Signature	
Signature of Provider:	Creative Mouse (E-Signed, On Behalf of Provider)	Date: 5/16/2018
	<input type="checkbox"/> By Electronic Signature	
Signature of Early Learning Coalition Counselor:	Creative Mouse (E-Signed)	Date: 5/16/2018
	<input type="checkbox"/> By Electronic Signature	

**School Readiness Payment Certificate**  
**FREQUENTLY ASKED QUESTIONS**

**What if I can't see a certificate in the portal? When I try to view it, I get an error message.**

- Due to system issues that are currently being addressed, some certificates cannot be viewed in the portal. If you have questions about reimbursement rates or parent fees you are unable to see in the system, please call 407-532-4113 (Orange County) or 407-321-219-6018 (Osceola County).

**Why do I have paper certificates for some children and have to look in the portal for other children?**

- Some parents are still having trouble accessing their Family Portal accounts. We are processing those families manually and giving them a paper certificate.

**There are no reimbursement rates showing on a certificate that I am viewing. What should I do?**

- Review your SR contract, exhibit 3, section "Approved PROVIDER Reimbursement Rate". This will show you the rate paid for each age and schedule. That rate less any parent fee is the amount of the reimbursement. For more information on where to view SR contract, exhibit 3, please visit the 4C website.

**How often is the information on the certificate updated?**

- Certificates only update when a parent recertifies or reports a change that will affect their parent co-pay.

**What happens when a child has a birthday and the rate I am paid for them changes?**

- Rates will automatically update in the system when a child has a birthday. To see the current rates being paid for a child, review your SR contract, exhibit 3, section "Approved PROVIDER Reimbursement Rate". This will show you the rate paid for each age and schedule. That rate less any parent fee is the amount of the reimbursement. For more information on where to view SR contract, exhibit 3, please visit the 4C website.

**How do I know how much a parent is supposed to pay me?**

- Parents are responsible for paying their parent co-pay plus any overage. The "overage" is the difference between the amount you charge and the maximum amount that 4C pays for the child, if any. For a worksheet to help you make these calculations, please visit the 4C website.

**For school-aged children, what parent co-pay should be paid during the school year?**

**What about during the summer?**

- During the school year, parents should pay the part-time (PT) fee for their school-aged children; during the summer parents should pay the full-time (FT) fee for their school-aged children.