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Document Overview

This document provides a step-by-step guide to navigate the Provider Portal.

Purpose of this Document

The purpose of this document is to give providers a reference document to successfully navigate and perform business processes included in Release 2.5.1 of the Provider Portal.

Intended Audience

The intended audience for this document includes provider staff responsible for completing and maintaining Provider Portal registrations.

What’s New in this User Guide?

New screenshots and text were added to the VPK Instructor, VPK Calendars, and VPK Class(es) subsections of the VPK-APP section. New screenshots were added to the Private Pay Rates and Documents tabs.

Assistance

If you have questions about any of the material in this user guide or about any processes not covered by this guide, please contact the Office of Early Learning Service Desk at Service.Desk@oel.myflorida.com or (850) 717-8600.
Accessing the Provider Portal
The link to access the Provider Portal is https://providerservices.floridaearlylearning.com.

Creating a Provider Portal Account
First-time Provider Portal users must register for an account to access the Provider Portal. Provider Portal users with multiple provider sites should begin by registering only one site location. This could be the provider’s primary, flagship or main location. Once a Provider Portal account registration request is approved for one provider site, the provider user will be able to create accounts for additional sites after logging on to the Provider Portal.

Click the here link to start the new account registration process and the following page will display:

A Provider Portal user must enter the taxpayer identification number (from the provider), the provider identification number (from the early learning coalition) and the Department of Children and Families (DCF) license, registration, exemption number or type the word “EXEMPT”. Providers may enter “EXEMPT” if they do not have an exemption number from DCF.

The Provider Portal user must click the Verify License Details button to complete step 1 of the Provider Portal account registration process.
If a match is found for the submitted information, the following message will display:

---

**Provider Data Found**

We found the following Provider data which corresponds to the license information that you entered. If we've correctly identified your provider, click Yes to pre-fill sections of the registration form. Otherwise, click No and try again with different license information.

- Business name: 4 Kids Academy
- Doing Business As name: 4 KIDS ACADEMY
- Owner name: SARINA

Is this your provider?

[Yes] [No]

---

If the information is not correct, click the **No** button and contact the local early learning coalition.

If the information is correct, click the **Yes** button. On the next screen, the registration information will be populated by the system, with the exception of User Information.

If a match is not found for the provider information, the following message will display:

---

**No Matching Provider Data Found**

- **Taxpayer or Provider ID:** 0000000000
- **License/Registration/Exemption #:** EXEMPT

We were not able to find matching provider site or principal business data to the specified taxpayer/license information. If you are a new provider, this situation is to be expected.

If you have reason to expect that your information should be in our provider system, please re-enter your license information and try again or contact your early learning coalition for assistance.

---
After filling in the required information (noted with a red asterisk *), the Provider Portal user must click the **Register** button to complete the registration process.

**License Details**

**Taxpayer or Provider identification number**

34534534545

**License/Registration/Exemption number, or EXEMPT**

EXEMPT

**Business Details**

**Business name associated with your taxpayer identification number**

**Owner/Operator name**

**Principal Address line 1**

**Principal Address line 2**

**Principal City**

**Principal State**

**Principal Zip code**
Location Details

Doing Business As name (DBA)*

Provider type*

Legal status*

Contact person phone number*

Physical Address of Facility

☐ Facility address is the same as principal address.

Address line 1*

Address line 2

City*

State

Florida

Zip code*

County of physical location*

--please select a value--
User Information

First name

Middle name

Last name

Account user name (must be a valid email address)

Confirm account user name

Password (must contain at least 8 characters)

Confirm password

Register
After clicking the **Register** button, the following message may display:

Click the **Select this** radio button to accept the standardized United States Postal Service (USPS) address or the Entered Address if the USPS Address is not found. Then, click the **Apply** button to continue. If the Provider Portal user clicks the **Close** button, the user will be taken back to the previous screen to re-enter the address information.

Once the Provider Portal user submits an account request, the following page will display:

The Provider Portal user should access the email address used in the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

If the registration request is approved, the following email will be sent by **DONOTREPLY@oel.myflorida.com**.
The Provider Portal user can log on to the Provider Portal at https://providerservices.floridaearlylearning.com.

Troubleshooting a Provider Portal Account Error Message

If the Provider Portal user receives the following message, contact the local early learning coalition to verify that the taxpayer identification number matches the OEL database.

The license number belongs to a provider/business that is associated with a different taxpayer identification number.

If the Provider Portal user receives either of the following messages, contact the local early learning coalition to determine if a provider portal account has already been created.

The license number belongs to a provider that is already associated with a registered account.

If the Provider Portal user receives the following message, contact the local early learning coalition to determine if the user name (email address) has been used in the Family Portal. The coalition may need to consult with OEL to make this determination. If a user name has been used in the Family Portal, even if an application was not created, OEL will have to remove the user name from the database so it can be used in the Provider Portal. If a provider has improperly used a user name to complete SR or VPK applications for a parent, the provider must contact that parent to get a replacement user name for that application so the provider’s user name can be used in the Provider Portal. Another option is for the provider to pick another user name to use in the Provider Portal.

Account user name (must be a valid email address)

| oeldemonstration+pb@gmail.com |

User name "oeldemonstration+pb@gmail.com" is not available.
Provider Portal Returning User

Log on Process

Provider Portal users who have already created a user account can log on from the Provider Services welcome page by entering the user name and password created during the account process. Click the Log On button to continue.

Password Recovery

If the Provider Portal user cannot remember the password, the user can click the Forgot my password link.

Clicking the Forgot my password link will display the following page:
The Provider Portal user must know the email address used for the account. Once the Provider Portal user enters an email address and clicks the Continue button, the following page will display:

**Forgot Password Confirmation**

A password reset link was sent to the email address associated with your account. Please click Continue to proceed to the login page.

The Provider Portal user should then access the email account used for the account and find the email sent by DONOTREPLY@oel.myflorida.com.

Once the Provider Portal user clicks the here link, the following page will display:

**Reset Your Password**

**Account Information**

Please type the user name and new password for your account, and then click Reset Password.

**User name**

Enter User Name

**Password (must contain at least 8 characters)**

Enter Password

**Confirm password**

Enter Password

The Provider Portal user must enter the user name (email address), new password and confirm the new password. After entering the required fields, click the Reset Password button to continue.
If the Provider Portal user successfully changes the password, the following page will display:

![Reset Password Confirmation](image)

The password for your account was successfully reset.
Please click Continue to proceed to the login page.

Continue

**Change Password Process**
A Provider Portal user can change the password at any point by clicking the [Change my password](#) link.

![Provider Services Login](image)

Clicking the [Change my password](#) link will display the following page:

![Change Password](image)

The Provider Portal user must enter the User Name (email address), current password, new password and confirm the new password. After entering the required fields, click the [Change Password](#) button to continue.
If the Provider Portal user successfully changes the password, the following page will display:

Password Change Completed

The password for your account was successfully changed.
Please click **Continue** to proceed to the login page.

[Continue]
Provider Dashboard

After logging on to the Provider Portal, the following page will display:

Multiple Sites

If the Provider Portal user registered a provider site that shares a taxpayer identification number with multiple sites, all of the sites with a shared taxpayer identification number will appear in a dropdown list for that Business Administrator.
Providers with multiple site locations can use this feature to manage additional sites. Click the **Manage All Sites** link to add new provider sites. Additional sites can only be added if the sites share the same taxpayer identification number. This function will only be needed if the provider site is not found in the OEL database. Sites that share the same taxpayer identification number will automatically be assigned to the Business Administrator who registered the first provider site with the same taxpayer identification number.

After clicking the **Add Site** button, the following message will display:

**Add New Site**

To add a new site for your business, first type the license, registration, or exemption number of the new site, and then click **Verify License** to verify that the license number is available for use with the system.

License/Registration/Exemption number, or EXEMPT

[Verify License]

[Save] [Cancel]

If the new provider site matches, the location information will be pre-populated.
If the new provider site does not match, the location information must be entered by the Provider Portal user.
After clicking the **Register** button, the following message may display:

![Address Verification](image)

**USPS standardized address is 250 MARRIOTT DR TALLAHASSEE FL 32399-6573**

Would you like to use this address instead of entered address?

Click the **Yes** button to accept the standardized United States Postal Service address. Click the **No** button to be taken back to the previous screen to re-enter the address information.

**Manage Users**

Click the **Manage All Users** link to edit, add, and inactivate provider site users.
To edit the role of a Provider Portal user, click the **Edit** button.

Provider User Roles:

- **Business Administrator** – Able to edit the provider profile and principal business information that is shared among associated provider sites; able to add provider sites and users; submit profiles and profile updates; and create contracts. This role would typically be assigned to an owner.
- **Site Administrator** – Able to edit the provider profile associated to their site add provider users for a site, but cannot create a new site. This role would typically be assigned to a principal or director.
- **User** – Able to perform administrative tasks based on permissions granted by the Business Administrator or Site Administrator. This role would typically be assigned to teachers and aides.

After changing the role, click the **Save** button to continue.

To add a user, click the **Add User** button.
In the user name field, the Provider Portal user will enter the email address of the new user. If the user already has an account in the Provider Portal, the user role must be selected. Click the **Save** button to continue.
In the user name field, the Provider Portal user will enter the email address of the new user. If the user does not exist in the system, the user’s information and role must be entered. Click the Save button to continue.

Once the new user has been added, an email will be sent to the new user by DONOTREPLY@oel.myflorida.com.
The User role has a set of permissions that can be individualized for each User. Each option is unchecked by default and must be checked to add to the User. Click the **Save** button to continue.

### Edit User Permissions

Make the desired changes to the user's role and permissions, and then click Save.

#### Role

Select the User role from the drop-down menu.

#### Permissions

- Attach Profile Documents
- Create Banking Information
- Create Calendar
- Create Profile
- Create SR Contract
- Create VPK Contract
- Edit Banking Information
- Edit Calendar
- Edit Profile
- Edit Site
- Edit SR Contract
- Edit VPK Contract
- Manage ASQ
- Manage Document Library
- Manage Messages and Notifications
- Manage Other
- Modify and Submit SR Attendance Rosters
- Modify and Submit VPK Attendance Rosters
- Reports
- Review Attendance Rosters

[Save] [Cancel]
To inactive a user, which will remove the user from the site, click the **Inactivate** button.

If the Provider Portal user discovers that an email address has an error after it has been entered, the user can add the correct email address by clicking the **Add User** button, entering the required information, and then click the **Save** button. Then, the user will click the **Inactive** button for the email address which has the incorrect email address. For example, from the above Manage All Users screen, if the Business Administrator’s email address was incorrectly entered as oeldemonstation@gamaial.com, the process would be to click the **Add User** button and create oeldemonstation+3@gmail.com, click **Save**, and then click **Inactivate** for oeldemonstation@gamaial.com. It is important to create the correct email address first before inactivating the incorrect email address.

**Broadcast Messages**

The Broadcast Messages section of the Provider Dashboard will display all messages sent by the local early learning coalition to all providers in the coalition service area. Click the message title to see the full text of the message.
Coalition Messages
The Coalition Messages section of the Provider Dashboard displays messages sent by the local early learning coalition to a specific provider. This is a one-way communication; the provider cannot email the coalition directly from the portal. Click the message title to see the full text of the message.

Frequently Used Links
The Frequently Used Links section of the Provider Dashboard has links to web pages with information about statewide provider requirements, training and services.
Completing the Provider Profile

After registering as a provider, the next step is to complete the Provider Profile.

Request Assistance

If a Provider Portal user needs assistance filling out any information in the Provider Profile, click the Request Assistance button.

Then, complete the field, briefly describing the need for assistance. Click the Submit button to send the request.

After clicking Submit, the following message will display:
The Provider Portal user will not be able to edit the profile once the request for assistance is submitted; however, coalition staff will be able to edit information in a profile while providing assistance to a Provider Portal user.

The request for assistance can be cancelled by the Provider Portal user by clicking the Cancel Assistance Request button.

If a Provider Portal user cancels the assistance request, the following message will display and the user will complete the field, briefly describing the reason for cancelling the request. Click the Submit button to continue.

After cancelling the request, the following message will display:
**Business**

The Business Information page collects business information about the provider, including business name and address information, and it is shared among additional sites (if any). Only a Business Administrator may edit the information on this page.

**NOTE:** This information was previously captured in the Business tab of the provider profile. Although the Business Information page is now separated from the provider profile, it must be completed before the profile may be submitted.

Tool tips, indicated by the symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the to see the message.

To complete the Business Info page, click the **Business** dropdown menu from the Provider Dashboard.

![Business Info page screenshot](image-url)
### Business Information

#### 1. Business Name Associated with Your Taxpayer Identification Number
- Jim's House of Learning 3

#### 2. Taxpayer Identification Number
- 888888888

#### 3. Owner Information

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Owner Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Lodbohr</td>
<td>(555) 555-5555</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner Email Address</th>
<th>Owner Phone Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:fake@foo.com">fake@foo.com</a></td>
<td>Mobile Phone</td>
</tr>
</tbody>
</table>

#### 4. Owner's Designee or Contact Person Information

<table>
<thead>
<tr>
<th>Designee/Contact Name</th>
<th>Designee/Contact Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Lodbohr</td>
<td>(555) 555-5555</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designee/Contact Email Address</th>
<th>Designee/Contact Phone Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:fake@foo.com">fake@foo.com</a></td>
<td>Unknown</td>
</tr>
</tbody>
</table>

#### 5. Business Ownership Type
- Corporation

#### 6. Physical Address Information

<table>
<thead>
<tr>
<th>Address Line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>250 MARRIOTT DR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>TALLAHASSEE</td>
<td>FL</td>
<td>32301</td>
</tr>
</tbody>
</table>

#### 7. Mailing Address Information

- Mailing address is the same as the principal address.

<table>
<thead>
<tr>
<th>Address Line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>250 MARRIOTT DR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>TALLAHASSEE</td>
<td>FL</td>
<td>32301</td>
</tr>
</tbody>
</table>

#### 8. Payment Mailing Address Information

- Payment address is the same as the mailing address.

<table>
<thead>
<tr>
<th>Address Line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>250 MARRIOTT DR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>TALLAHASSEE</td>
<td>FL</td>
<td>32301</td>
</tr>
</tbody>
</table>

### Save
Profile
A Provider Portal user must fill out all information in each tab, and click the **Next** button to continue filling out the provider profile information. Click the **Back** button to return to the previous tab.

Tool tips, indicated by the 📌 symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the 📌 to see the message.

To complete the Provider Profile, click the **Profile** dropdown menu from the Provider Dashboard.

Then, click **Provider Profile**.
Yellow Warning Symbols

Yellow warning symbols will appear on certain fields on the following tabs: General, Facility, Services, Curriculum, Staffing & Capacity, and Documents.

If the Provider Portal user hovers over the yellow warning symbol, the following message will display.

If a change is made, the coalition will review the change and change the profile status to **Incomplete** to allow the Provider Portal user to re-submit the VPK-APP. The user will receive the following email from **DONOTREPLY@OEL.myflorida.com**.

---

**From:** OEL Systems Test<@oad.myflorida.com>
**Date:** Wed, Aug 16, 2017 at 12:06 PM
**Subject:** Signature Required - VPK Provider Application Updated
**Cc:** mk@newlare.com

Hello,

The VPK Provider Application (VPK 10, 11A, 11B) forms have been updated for Maggie Mae Daycare. Your review and signature is required. Please log on the Provider Portal and go to the Contracts menu and choose Manage Contracts. On this page, locate your VPK-APP and click Edit. Review the VPK Provider Application information and submit your signature on the Certify and Submit tab.

Please review and submit your signature as quickly as possible.

Thank you,

ELC of the Big Bend Region
(904) 973-4003
http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your early learning coalition.
### Step 1 – General

The General tab collects basic information about the provider, including provider types and whether or not there is interest in contracting with the early learning coalition to provide School Readiness or Voluntary Prekindergarten (VPK) Education services.

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Do you want to have your program referred to families seeking child care listings?</td>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>2</td>
<td>Do you want to complete a contract to participate in the School Readiness Program?</td>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>2.1</td>
<td>Have you completed the Health &amp; Safety inspection by Department of Children and Families?</td>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>3</td>
<td>Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?</td>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>3.1</td>
<td>Do you wish to receive VPK advanced payments?</td>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>4</td>
<td>Do you want to complete a contract to receive local funding?</td>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>5</td>
<td>Are you a Gold Seal provider?</td>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>5.1</td>
<td>Gold Seal Accreditation (select one)</td>
<td>Gold Seal for birth to 5</td>
</tr>
<tr>
<td>6</td>
<td>Are you an accredited provider?</td>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>6.1</td>
<td>Accreditation (select all that apply)</td>
<td>ACCREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT ☑ OTHER ☑</td>
</tr>
</tbody>
</table>
Step 2 – Facility

The Facility tab collects contact information for the provider. The Provider Portal user is required to enter contact information for staff responsible for different aspects of the business. If the staff person is an Authorized Contract Representative or VPK Authorized Contract Representative, click the checkbox below each section (Director, VPK Director, etc.).
When the **Add New Contact** button is clicked, the Provider Portal user can create additional provider contacts for the profile.
Step 3 – Services

The Services tab collects information on the ages of the children in provider care, as well as different provider services.

<table>
<thead>
<tr>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Age of Children for which Care is Provided</td>
</tr>
<tr>
<td>Minimum Age</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2. Programs Offered (select all that apply)</td>
</tr>
<tr>
<td>Before School</td>
</tr>
<tr>
<td>3. About My Program (select all that apply)</td>
</tr>
<tr>
<td>Music Lessons</td>
</tr>
<tr>
<td>4. Languages Spoken by Staff (select all that apply)</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>5. Other Spoken Languages</td>
</tr>
<tr>
<td>6. Meals (select all that apply)</td>
</tr>
<tr>
<td>Morning Snack</td>
</tr>
<tr>
<td>7. Do you provide transportation services?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>8. Transportation (select all that apply)</td>
</tr>
<tr>
<td>Transportation to/from local school</td>
</tr>
<tr>
<td>9. Do you currently implement a character development program?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>10. Description of Character Development Program (250 characters max)</td>
</tr>
<tr>
<td>blank</td>
</tr>
<tr>
<td>11. Is your program equipped to care for children with special needs?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>12. Is your facility wheelchair-accessible?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>13. Does your program/facility offer therapeutic services to children?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>14. Do you participate in a quality rating system?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>15. Affiliation - Not for Profit</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>16. Military Child Care</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>
Step 4 – Curriculum

The Curriculum tab collects information about the provider’s curriculum. A provider may choose multiple curricula from the list. If the provider is a school readiness provider, an approved curriculum must be chosen. If no approved curricula are being used by the provider, the Provider Portal user should select “Other.” If a provider does not see their curricula listed, choose “Other” as the curriculum.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Age Range</th>
<th>Edition/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Day Care Time</td>
<td>0-3</td>
<td>2017</td>
</tr>
<tr>
<td>Beyond Coffee &amp; Crumbs Time</td>
<td>2 and 4</td>
<td>2nd Edition/2002</td>
</tr>
<tr>
<td>Beyond Brady &amp; Rattles</td>
<td>Birth - 2</td>
<td>1st edition/2005</td>
</tr>
<tr>
<td>Complete Program for Early Literacy Success - Level Two</td>
<td>4</td>
<td>1st edition/2012</td>
</tr>
</tbody>
</table>

Step 5 – Fees & Discounts

The Fees & Discounts tab collects information about fees the provider assesses the parent. The Provider Portal user should enter all applicable fees but is not required to input any fees or discounts if none exist. The only required field is Family Discounts Offered. If no discounts are offered, the user must select “None.”
Step 6 – Hours of Operation

The Hours of Operation tab collects information on the type of schedules offered for care. The Provider Portal user must click the checkbox next to the desired day of the week before inputting hours of operation for that day. The default hours of operation for each day are 6:00 a.m.– 6:00 p.m. An Enhanced Schedule is available.

<table>
<thead>
<tr>
<th>Day</th>
<th>24-hour Care</th>
<th>Open</th>
<th>Close</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>✔️ 24 hours</td>
<td>12:00 AM</td>
<td>11:59 PM</td>
<td>23.98</td>
</tr>
<tr>
<td>Wednesday</td>
<td>✔️ 24 hours</td>
<td>12:00 AM</td>
<td>11:45 PM</td>
<td>23.75</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>0</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>0</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td>12:00 AM</td>
<td>12:00 AM</td>
<td>0</td>
</tr>
</tbody>
</table>
Step 7 – Staffing & Capacity

The Staffing & Capacity tab collects information on how many children the facility will or can care for. These questions are asked by age group. For each care level, the Provider Portal user should enter the highest number of teachers and children for all classrooms for each care level. This tab does not calculate staff-to-child ratios, but stores staffing and capacity numbers for local early learning coalition review.

### Staffing and Capacity

<table>
<thead>
<tr>
<th>Care Level</th>
<th>Teachers in Classroom</th>
<th>Children in Classroom</th>
<th>Group Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 12 Months</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>12 &lt; 24 Months</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>24 &lt; 36 Months</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>36 &lt; 48 Months</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>48 &lt; 60 Months</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>60 &lt; 72 Months</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>In School</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Special Needs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>VPK Class</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Training/Educational Credentials in Your Program

<table>
<thead>
<tr>
<th>Training/Education Type</th>
<th>Number of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCH 36 HOUR TRAINING</td>
<td>1</td>
</tr>
<tr>
<td>48-46 HR INTRO CHILD CARE</td>
<td>0</td>
</tr>
<tr>
<td>AAAS NONCHLD RELATED</td>
<td>0</td>
</tr>
<tr>
<td>AAAS EARLY CHILDHOOD OR RELATED FIELD</td>
<td>0</td>
</tr>
<tr>
<td>DIRECTOR CREDENTIAL ADV</td>
<td>0</td>
</tr>
<tr>
<td>DIRECTOR CREDENTIAL LEVEL 1</td>
<td>0</td>
</tr>
<tr>
<td>DIRECTOR CREDENTIAL LEVEL 2</td>
<td>0</td>
</tr>
<tr>
<td>BVSBS NONCHLD RELATED</td>
<td>0</td>
</tr>
<tr>
<td>BA EARLY CHILDHOOD OR RELATED FIELD</td>
<td>0</td>
</tr>
<tr>
<td>BEHAVIOR OBSERVATION</td>
<td>0</td>
</tr>
<tr>
<td>DIRECTOR (NON VPK)</td>
<td>0</td>
</tr>
<tr>
<td>GED HIGH SCHOOL</td>
<td>0</td>
</tr>
<tr>
<td>EARLY (EMERGENT) LITERACY</td>
<td>0</td>
</tr>
<tr>
<td>FCPCD/FCPCD/CAC/IDAE</td>
<td>0</td>
</tr>
<tr>
<td>MA DEGREE: EARLY CHILDHOOD</td>
<td>0</td>
</tr>
<tr>
<td>MA NONCHLD RELATED</td>
<td>0</td>
</tr>
<tr>
<td>NATI: EARLY CHILDHOOD CERT</td>
<td>0</td>
</tr>
<tr>
<td>SCHOOL-AGE CREDENTIAL</td>
<td>0</td>
</tr>
<tr>
<td>VPK DIRECTOR CREDENTIAL</td>
<td>0</td>
</tr>
<tr>
<td>OTHER LIST</td>
<td>0</td>
</tr>
</tbody>
</table>
Step 8 – Private Pay Rates

The Private Pay Rates tab collects information on the provider’s private pay rate based on unit of care and care level. The Provider Portal user must enter in the private pay rates for each “Unit of Care” and “Care Level” offered by the provider. Shaded cells do not permit entry. If care is not provided for that Unit of Care and Care Level, no entry is needed.

Providers that indicate they want to complete a contract to participate in the school readiness program on the General tab will also have a section on the Private Pay Rates tab to enter the Daily Rates for the School Readiness Program. The Provider Portal user may edit the $0.00 amount for each “Unit of Care” and “Care Level” offered by the provider or click on the SR Daily Rate Helper button. The Helper button will automatically calculate the rates based on the Full Time Monthly Rates or Full Time Weekly Rates, and the Part Time Weekly Rates entered in the Private Pay Rates section. The rates are also editable after calculation.

**NOTE:** These rates will be utilized in the contracting process if the provider enters into a School Readiness contract with an early learning coalition.
Step 9 – Closures Calendar

The Closures Calendar tab collects information on any days the provider will be closed. The Provider Portal user will select all closure days for the provider. Once selected, the date will change from white to blue. The local early learning coalition may define reimbursable holidays, which will be shaded gray. When a provider closure date and a coalition-defined reimbursable holiday are the same, the date will be shaded dark blue. A Provider Portal user does not need to include Saturdays and Sundays on the Closures Calendar if services are not provided on those days.

NOTE: Actual reimbursable holidays will be selected during the contracting process if the provider enters into a School Readiness contract with an early learning coalition.
Step 10 – Documents
The Documents tab allows the Provider Portal user to upload documents for the local early learning coalition to review. Based on provider answers in the provider profile, the Documents tab will display types of documents that may be uploaded to support a contract to provide School Readiness or VPK services. Users may enter up to five documents for each document type. Documents uploaded in this tab will also populate in the Document Library and will be utilized during the contracting process.

Supporting Documents

**Certificate of Accreditation**

Upload Document...

**Certificate of Licensure**

Upload Document...

**Private Child Care Pay Rates**

Upload Document...

**IRS Form W-9**

Upload Document...
Step 11 – Review

After reviewing the information for each section, the Provider Portal user must click the **Next** button to continue.

Click the **+** to expand and the **−** to collapse each section below. Click the **Button** to navigate back to that section.

---

### Review: Let's make sure we have all your information

<table>
<thead>
<tr>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you want to have your program listed on the Family Care child care listings?</td>
</tr>
<tr>
<td>2. Do you want to become part of the School Readiness Program?</td>
</tr>
<tr>
<td>3. Have you completed the Health &amp; Safety Inspection by Department of Children and Families? (You must complete the inspection before you can receive any payments.)</td>
</tr>
<tr>
<td>4. Do you want to become part of the Voluntary Healthcare Organization (VHO) education program?</td>
</tr>
<tr>
<td>5. Do you want to receive VHO advanced payments?</td>
</tr>
<tr>
<td>6. Do you want to complete a contract to receive local funding?</td>
</tr>
<tr>
<td>7. Are you a Gold Star provider?</td>
</tr>
<tr>
<td>7.1 Gold Star Accreditation</td>
</tr>
<tr>
<td>8. Are you an accredited provider?</td>
</tr>
<tr>
<td>8.1 Accreditation</td>
</tr>
<tr>
<td>9. Other</td>
</tr>
</tbody>
</table>

---

### PrivatePay Rates

<table>
<thead>
<tr>
<th>Closest Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/4/2017</td>
</tr>
<tr>
<td>8/3/2017</td>
</tr>
<tr>
<td>8/10/2017</td>
</tr>
<tr>
<td>8/17/2017</td>
</tr>
<tr>
<td>8/24/2017</td>
</tr>
<tr>
<td>8/31/2017</td>
</tr>
<tr>
<td>9/7/2017</td>
</tr>
</tbody>
</table>

---

Back

Next
Step 12 – Sign and Certify

To submit the Provider Profile, the Full Name must exactly match (and is case-sensitive) the name entered on the Manage Users page. The Provider Portal user must check the “Check box to certify by electronic signature” check box and click the Submit button.

Once the Provider Portal user submits the Provider Profile, the following page will display:

**You Have Successfully Completed and Submitted your Provider Profile!**

Your early learning coalition will process your profile.
Please check your email for important information about your profile.

You can click on the button below to return to the home page.

Return to home page

The Provider Portal user should then find the email sent by DONOTREPLY@oel.myflorida.com.
Managing a Profile as a Provider Portal User

Provider Dashboard

On January 1 of each program year, a button will appear next to the current program year that will allow the Provider Portal user to migrate all profile information from the current program year to the next program year (except Closures Calendar dates). To migrate profile information to the next program year, the Provider Portal user will click the "Create 2018" button. In this example, the provider is migrating profile information from the 2017 – 2018 program year to the 2018 – 2019 program year.

After a provider is active, a Provider Portal User can edit the Provider Profile, by clicking the Profile dropdown menu and then clicking the Provider Profile button.

Provider Portal users can manage School Readiness and VPK contracts from the Provider Dashboard.

Provider Portal users can click the Documents dropdown menu to access the Document Library Management function and view and upload additional documents for coalition review.
Managing Contracts

Provider Portal users can view contract statuses and edit/download contracts through the Manage Contracts function.

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Type of Contract</th>
<th>Contract Name</th>
<th>Coalition</th>
<th>Status</th>
<th>Last Updated</th>
<th>Action</th>
<th>View Contract</th>
<th>Start Date</th>
<th>End Date</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>VPK-APR</td>
<td>VPK 10.11A,11B</td>
<td>ELC of Palm Beach</td>
<td>Certified</td>
<td>06/25/2017</td>
<td>Show</td>
<td>View</td>
<td>07/01/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>139</td>
<td>VPK</td>
<td>DEL-VPK 20</td>
<td>ELC of the Big Bend Region</td>
<td>Terminated</td>
<td>06/20/2017</td>
<td>View</td>
<td>07/01/2017</td>
<td>06/20/2018</td>
<td>06/26/2017</td>
<td></td>
</tr>
<tr>
<td>156</td>
<td>VPK</td>
<td>DEL-VPK 20</td>
<td>ELC of the Big Bend Region</td>
<td>Terminated</td>
<td>06/20/2017</td>
<td>View</td>
<td>07/01/2017</td>
<td>06/20/2018</td>
<td>06/26/2017</td>
<td></td>
</tr>
<tr>
<td>157</td>
<td>VPK</td>
<td>DEL-VPK 20</td>
<td>ELC of the Big Bend Region</td>
<td>Terminated</td>
<td>06/20/2017</td>
<td>View</td>
<td>07/01/2017</td>
<td>03/02/2019</td>
<td>06/26/2017</td>
<td></td>
</tr>
<tr>
<td>158</td>
<td>VPK</td>
<td>DEL-VPK 20</td>
<td>ELC of the Big Bend Region</td>
<td>Not Eligible</td>
<td>05/26/2017</td>
<td>View</td>
<td>07/01/2017</td>
<td>06/20/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26733</td>
<td>SR</td>
<td>Contract Lib</td>
<td>OEL</td>
<td>Certified</td>
<td>04/20/2017</td>
<td>Download</td>
<td>01/10/2017</td>
<td>01/10/2019</td>
<td>04/04/2017</td>
<td></td>
</tr>
<tr>
<td>26734</td>
<td>SR</td>
<td>Contract Lib</td>
<td>OEL</td>
<td>Certified</td>
<td>04/20/2017</td>
<td>Download</td>
<td>01/10/2017</td>
<td>01/10/2019</td>
<td>04/04/2017</td>
<td></td>
</tr>
<tr>
<td>26735</td>
<td>SR</td>
<td>Contract Lib</td>
<td>OEL</td>
<td>Certified</td>
<td>04/20/2017</td>
<td>Download</td>
<td>04/04/2017</td>
<td>06/20/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26701</td>
<td>VPK-SIS</td>
<td>Contract Lib</td>
<td>ELC of the Big Bend Region</td>
<td>Terminated</td>
<td>06/20/2017</td>
<td>Download</td>
<td>05/18/2017</td>
<td>06/20/2017</td>
<td>04/28/2017</td>
<td></td>
</tr>
</tbody>
</table>

Managing Documents

Documents can be added to the Document Library for coalition review. The folder list within the Document Library is standard for all providers, but coalitions have the ability to re-name or add new folders. Documents uploaded to the Documents tab of the provider profile will also populate in the Document Library; however, documents uploaded to the Document Library will not populate in the Documents tab of the provider profile.

To view or upload documents in a folder, the provider portal user will click the View Files or Upload New File button, respectively.
Folder Detail - Contracts

<table>
<thead>
<tr>
<th>File Name</th>
<th>Download</th>
<th>Date Uploaded</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koala.jpg</td>
<td></td>
<td>12/07/2016</td>
<td><a href="mailto:kadetter.kiwanis@gmail.com">kadetter.kiwanis@gmail.com</a></td>
</tr>
</tbody>
</table>

Add New File

Select a document to upload.

- Select the folder from the drop down list to which you would like to upload a file to.
- Click the Browse button to browse your documents and select the one that you want to upload to the folder.
- You may give a description to the file you are uploading.

Upload file to site: Jim's House of Learning 2

Select Destination Folder: Contracts

Select File: Browse

Attach your document.

Click the Attach Selected Document button below to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a minute, depending on the size of the document and the speed of your internet connection.
Provider Portal users can move within the Document Library by clicking the Change Folder dropdown menu. Files can also be renamed within each folder by clicking the **Rename File** button.

Enter the new file name in the New File Name field and click the **Save Changes** button to continue.
A Frequently Asked Questions pop-up message is available for the Provider Portal user. Contact the local early learning coalition if additional help is needed.

Frequently Asked Questions

How do I create a new folder?
A: Folders can only be created by your Coalition. In case you need to add files that cannot be assigned to one of the pre-defined folders please put them in the ‘Miscellaneous’ folder. Call your coalition for further information.

How do I upload files to a folder?
A: Click ‘Upload New File’ button which will open a dialog box that allows you to upload a file to a folder you select.

If I misspelled a word when naming a file, how can I correct it?
A: Files can be renamed from the ‘Folder Details’ screen. Click on the ‘View Files’ button to navigate to the ‘Folder Details’ screen, here you have to click on the ‘Rename File’ button that would open a dialog box that allows you to select the Folder and the files within it that you wish to rename.

Note: You can only change the name of an existing file and not its type or extension.

What format does a document have to be in to be uploaded?
A: Any of the following formats are permitted: .bmp, .tiff, .pdf, .jpg, .gif, .png, .doc, .docx, .txt

Is there a size limit on the documents to be uploaded?
A: A file's size cannot exceed 2MB.

Who can I contact for technical assistance?
A: Please call your coalition office for any further assistance. 📦 coalition map

How could I retrieve an archived file?
A: Please call your coalition office for any further assistance with this.

How can I reduce the size of my document?
A: To reduce the file size of a PDF, print the file using Adobe PDF as the printer, select the smallest file size option under the Default Settings menu and click OK on all open dialog boxes. The PDF is then converted to a smaller file. Upon completion, save the new file.
Provider Contracting

**NOTE:** Provider contracts are populated by information in the Active profile. As a result, the profile is read-only once the contract status is Initiated, Incomplete, or Submitted. If any changes need to be made to the Active profile after a contract is Initiated or you find an error in your profile once you have started to complete the contract (the contract status is Incomplete), contact your early learning coalition.

After the coalition has initiated a contract, the Provider Portal user will click Manage Contracts from the Provider Dashboard.

The following screen will display. Click the Edit button to review the contract.

Then, the Provider Portal user will fill out the following information for the electronic signature of the contract.

1. **Select Principal Business For Contract**  
   Jimini & the Monitor

2. **Select Provider Site(s) For Contract**  
   Jimini & the Monitor

3. **Contact Name**  
   Not x 4 Jim Ledbetter

4. **Contact Phone**  
   (555) 555-5555

5. **Contact Email**  
   jim@foo.com
A Provider Portal user has the option to fill out one SR or VPK contract for multiple sites by clicking on the Select Provider Site(s) For Contract dropdown to select multiple sites. This option is only available if all sites have an active profile and are the same program type.
Then, the contract will display. The sections highlighted in yellow are populated from the provider profile or early learning coalition.

STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20

I. PARTIES AND TERMS OF CONTRACT

1. Parties. This Contract is made and entered into the 1st day of July, 2017, by and between the Early Learning Coalition of ELC of St. Lucie (herein referred to as “COALITION”) and Jimini & the Monitor (herein referred to as “PROVIDER”), with its principal offices located at 2472 OKEECHOBEE RD FORT PIERCE, FL St. Lucie County 34980.

a. Multiple Public School Locations. If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.

b. Multiple Private Locations. If PROVIDER is executing a single Contract on behalf of multiple private SR provider sites within COALITION’s service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.

c. Employer Identification Number. Insert PROVIDER’s EIN here: 45345959604. If PROVIDER does not have an EIN, PROVIDER must insert PROVIDER’s Social Security Number (SSN) here. PROVIDER’s EIN or SSN is requested in accordance with sections (ss.) 119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER’s EIN or SSN is mandatory. PROVIDER’s EIN or SSN will be used for processing payments to PROVIDER as an SR provider, for reporting those payments for federal tax purposes, and for routine identification. If PROVIDER completes Exhibit 1 listing multiple locations with multiple EIN numbers, this paragraph may be left blank.

2. Purpose. This Contract is designed to inform PROVIDER of the requirements of participation in the SR Program. Payment is not conveyed to PROVIDER through this Contract. PROVIDER must agree to comply with the terms and conditions of this Contract in order to be eligible to participate in the SR program. This contract is to engage an eligible provider to provide SR services to eligible SR children.

3. Term. This Contract begins on 7/1/2017 or on the date on which the Contract is signed by the last party required to sign the Contract, whichever occurs last, and the Contract ends on (COALITION select one) 6/30 of the fiscal year 2017 or the last day of the month twelve (12) months after the effective date of the contract as indicated herein.
**Holiday Selection (SR Contracts Only)**

After the Provider Portal user clicks the **Next** button on Exhibit 3 to move to Exhibit 4: Holiday Schedule, the following will display.

In the below example, the coalition will reimburse the provider for 12 holidays. The dates listed are based on the closure dates from the profile Closure Calendar tab and includes any coalition-defined holidays. If the provider has multiple sites, the holiday schedule can be applied across all providers by checking the **All sites use this holiday schedule?** checkbox. Click the **Save** button to continue.

#### Paid Holidays for Multiple Sites

*Provider Name: HOME DAY CARE*

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Select a date from your closures</th>
<th>Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>♡ Site is closed</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>♡ Site is closed</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>♡ Site is closed</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>♡ Site is closed</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>♡ Site is closed</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>♡ Site is closed</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>♡ Site is closed</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>♡ Site is closed</td>
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<tr>
<td>9.</td>
<td>♡ Site is closed</td>
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<tr>
<td>10.</td>
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</tr>
<tr>
<td>11.</td>
<td>♡ Site is closed</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>♡ Site is closed</td>
<td></td>
</tr>
</tbody>
</table>

[Save] [Cancel]
The Provider Portal user will select the date from the dropdown menu, enter the holiday name or description in the field and check the **Site is closed** checkbox.

If the Provider Portal user accidentally clicks the **Cancel** button, the user can click the **Edit** button to return to the holiday selection screen.

---

**Exhibit 4: Holiday Schedule**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>2</td>
<td></td>
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<td>3</td>
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<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

If the holiday falls on a Saturday, the holiday is observed on the Friday preceding the holiday. If the holiday falls on a Sunday, the holiday is observed on the Monday following the holiday.
The daily rates for the school readiness program entered by the provider on the Private Pay Rates tab are seen in the first table below – PROVIDER’s Private Pay Rates.

The maximum reimbursement rate for each unit of care and care level entered by the coalition on the SR Rate Plan is seen in the second table below – COALITION Maximum Reimbursement Rates.

To determine the approved provider reimbursement rate, the rates in each table for each unit of care and care level are compared and the lower amount is populated in the third table – Approved PROVIDER Reimbursement Rate. For example (see blue outline), the provider’s Full Time Daily Rate for toddlers is $25.00. The coalition’s maximum Full Time Daily Rate for toddlers is $22.00, but $26.07 for Gold Seal. The provider will be reimbursed $25.00. When the provider is a Gold Seal provider, the appropriate rate will be applied to the care levels identified from the General tab of the provider profile.
VPK Wrap Rates

Previously, the VPK Wrap Rates were displayed in the Approved PROVIDER Reimbursement Rate table in Exhibit 3 (see green outline above), but are now displayed with a pair of asterisks. These rates are based on a formula that incorporates daily payment rates for PR4 and PR5, which is converted to a daily rate, and multiplied by the number of wrap around hours needed for each child.
Signing a Contract

The Provider Portal user will read the contract and scroll down to Section XV. to electronically sign the contract by checking the **By Electronic Signature** checkbox.

**NOTE FOR PUBLIC SCHOOLS:** If a school board or school district needs to manually sign a contract (instead of an electronic signature), the contract can be submitted without an electronic signature, then downloaded as a .pdf and printed.

After clicking the checkbox, the following message will display. Enter the **Title of Signator** and click **Yes**.

**NOTE:** The **Title of Signator** is not the provider’s name, but their title, e.g. Owner, Director, Principal.

![Form OEL-SR 20 Electronic Signature](image)

You are about to electronically sign the **Form OEL-SR 20**.

**Title of Signator:** 🌟  
**Click "Yes" to confirm your electronic signature.**

Yes  ❌ Cancel
After clicking the **Yes** button, the electronic signature of the signatory and the date/time will populate in yellow.

**NOTE:** The electronic signature and printed name of the Provider Portal user is based on the user who is logged on to the portal. Please ensure that the proper Provider Portal user is logged on to electronically sign the contract.

### xv. EXECUTION OF CONTRACT

In accordance with s. 1002.88(1)(g), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness Program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section X.

**Warranty of Authority.** Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

The Provider Portal user will then read the contract exhibits and click the **Next Step** button on each page, until the application certification page. The user will enter the name and title of the signatory, check the **Certified by electronic signature** checkbox, and then click the **Submit Contract** button.
The following message will display and an email will be sent by DONOTREPLY@OEL.myflorida.com.

You Have Successfully Completed, Signed, Certified and Submitted your Statewide SR Provider Contract!

Your early learning coalition will review and process your contract.
Please check your email for important information regarding your contract.

You can click on the button below to return to your home page.

Return to home page

Statewide SR Provider Contract Submitted

OELTestSystems OELTestSystems@oel.myflorida.com via oelmyflorida 10:45 PM (27 minutes ago) 

Hello Jim Ledbetter.

The Statewide SR Provider Contract (Forms OEL-SR 20, 20/FFN/LE/L) you submitted for Jimini & the Monitor has been delivered to the ELC of St. Lucie. The contract will be reviewed and you will receive an email with further instructions.

Remember, you must receive a copy of the Statewide SR Provider Contract signed by the coalition before receiving payment or beginning SR classes.

Thank you,
ELC of St. Lucie
(772) 595-6424
http://www.elcslc.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your early learning coalition.
Amending Contracts

Provider Portal users can amend contracts through the Manage Contracts function. Click the SR Contract Amendment or VPK Contract Amendment link, and the Provider Portal user will be directed to an OEL webpage.

The Provider Portal user will click the applicable highlighted link to access a form-fillable .pdf amendment form to complete and submit to the early learning coalition.

Provider Contract

School Readiness Contract
- Form OEL-SR 20 School Readiness Providers Contract
- Form OEL-SR 20L Licensed Provider Responsibilities
- Form OEL-SR 20 LEFEN Informal Provider Responsibilities
- Form OEL-SR 20 LE License Exempt Provider Responsibilities
- Form OEL-SR 20A Amendment to Statewide Provider Contract

Voluntary Prekindergarten Contract
- Form OEL-VPK 20 VPK Statewide Contract
- Form OEL-VPK 20 PS Public School
- Form OEL-VPK 20 Private Provider
- Form OEL-VPK 30A Amendment to Statewide Contract
The VPK-APP replaces the following forms: OEL-VPK 10 (Provider Application), OEL-VPK 11A (Class Registration – Instructors), and OEL-VPK 11B (Class Registration – Calendars). The tabs must be done in order of appearance (Attendance Policy, then VPK Director, etc.); the answers in one tab populate information in the next tab.

After the coalition has initiated the provider application, the Provider Portal user will click **Manage Contracts** from the Provider Dashboard.

The following screen will display. Click the **Edit** button to review the contract.

### Step 1 – Attendance Policy

The Attendance Policy tab allows the Provider Portal user to upload the provider Attendance Policy. The document that is to be distributed to parents must be uploaded by clicking the **Browse** button, finding the document in the electronic files and clicking the **Upload** button.
Step 2 – VPK Director

The VPK Director tab allows the Provider Portal user to add information and upload documents for the primary VPK Director that will be listed on the OEL-VPK 10. Click the **Add New Director** button to begin.

Click the **Save** button after all information is entered for the director.

**NOTE:** The Credential Type, Credential Certificate Number, Credential Issue Date, and Credential Expiration Date will not appear for public schools.

Once the VPK Director is added, the supporting documents may be added by clicking **Edit**.
The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **Upload**. Then, click **Save**. At least one document should be uploaded.

**Step 3 – VPK Instructors**

The VPK Instructors tab allows the Provider Portal user to add information and upload documents for each instructor. Click the **Add New Instructor** button to begin.

Click the **Save** button after all information is entered for each instructor.
Once the VPK Instructor is added, the supporting documents may be added by clicking **Edit**.

The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **Upload**. Then, click **Save**. At least one document should be uploaded.

---

**Step 4 – VPK Calendars**

The VPK Calendars tab allows the Provider Portal user to provide information regarding each unique class calendar which will be offered at the VPK site. If classes are offered at identical times on identical dates, they utilize the same class calendar (e.g., all classes are scheduled from 8:00am to 11:00am, Monday through Friday, starting on January 11). If classes are not offered at identical times on identical dates, they utilize unique class calendars which must be created separately. Click the **Add New Calendar** button to begin.

The Calendar ID will automatically populate with a letter beginning with A. Each additional calendar will receive a sequential Calendar ID.

The Calendar Name is an optional field. It may be used for a short nickname such as “Fall AM.”

The program type selection of School-Year (540 hours) or Summer (300 hours) is required. The program selected will determine the valid calendar date range. The Calendar Start Date and Calendar End Date must be within the valid calendar date range. The Calendar Start Date and Calendar End Dates should reflect the first day VPK instruction will be delivered and the final day VPK instruction will be delivered.
Next, the instructional days, start time and end time must be added by checking the box by the days of the week that VPK instruction will be delivered and entering the times of VPK instruction for the days of the week that VPK instruction will be delivered.

After the instructional days, start time and end time are added, the Total Calculated Hours and Total VPK Instructional Days sections will populate.

Providers are to use the calendar to note any non-instructional days on which VPK instruction will not be delivered (such as vacations or holidays) and exceptions to normal instructional days that occur during the defined calendar start and end date. Entering Non-Instructional Days and Instructional Day Exceptions can increase or decrease the Total Calculated Hours.

For example, if the Total Calculated Hours exceed 300 hours for the summer program type or 540 hours for the school-year program type (as shown in the example above), the user may remove a day (or more) by labeling it a Non-Instructional Day. Each Non-Instructional Day entered will deduct the hours assigned to that day, thereby decreasing the Total Calculated Hours. Instructional Day Exceptions can be used to change the hours assigned to that day (to increase or decrease the hours). For example, if the calendar is a few hours short, an instructional day’s hours may be extended to increase the Total Calculated Hours. To add a Non-Instructional Day or an Instructional Day Exception to the calendar, click on that date on the calendar. Multiple days can be selected by clicking and dragging across multiple days on the calendar.
After clicking on a date, a pop-up message will appear. The Provider Portal user must select the Event Type and enter a short description. When an Instructional Day Exception is selected, the user must also enter the time range for the day.

Click the **Update** button to save changes. Click the **Remove** button to remove an existing Non-Instructional Day or Instructional Day Exception created on the calendar.
When the Total Calculated Hours match the hours for the VPK program type, the user will click the **Save** button.

**NOTE:** The hours must equal, or be fewer than, 300 hours for the summer program type or 540 hours for the school-year program type for the calendar to save.
Step 5 – VPK Class(es)

The VPK Class(es) tab allows the Provider Portal user to build VPK classes and assign instructor(s) to them. Click the **Add New Class** button to begin.

The Class ID will automatically populate after the Class Calendar is selected. The Class ID is created using a sequential letter beginning with A. In the second space, either an “F” for school-year (fall) or “S” for summer will appear. The F and S is derived from the calendar’s program type. The last two digits represent the last two numbers of the program year. Each additional class will receive a sequential Class ID.

The Class Name is an optional field. It may be used for a short nickname such as “Blue Room.”

The Main Curriculum drop down is populated with selections made from the provider’s profile.

The Class Start Date and Class End Date are populated with the Calendar Start Date and End Date.

The Instructors are populated with individuals from the VPK Instructors tab. Check the checkbox in front of the instructor to add them to the class, then enter the Instruction Start Date. If the class has not started yet, the Instruction Start Date defaults the Class Start Date. For each class, one Lead Instructor must be selected. Click the **Save** button after all information is entered for each class.
## Step 6 – Review

During the review process, the Provider Portal user can click the **Edit** button to make any changes to a section. After reviewing the information for each section, the user must click the **Certify and Submit** tab button to continue.
Step 7 – Certify and Submit

To submit the VPK-APP, the Signer’s Name must exactly match the name entered in the Provider Profile, the Provider Portal user must fill in the phone number, check the “Check box to certify by electronic signature” check box and click the Submit VPK Provider Application button.

You Have Successfully Completed and Submitted your VPK Provider Application!

Congratulations, you have successfully submitted your VPK Provider application.

Your early learning coalition will process your application.

Please check your email for important information about your application.

From here you can:

Return to dashboard

Log off
Updating a VPK-APP

A Provider Portal user can edit a VPK-APP by clicking the Edit button on their Manage Contracts page. Clicking the Download button will export the information in the VPK-APP to a .pdf document.

VPK Director

To edit the current director’s information in the VPK Director tab, click the Edit button. To remove a director, click the Remove button. To add a new director, click the Add New Director button. To edit the current supporting document, or add a new document, click the Edit button.

When the Remove button is clicked, the following message will display.

Remove Not Jim Ledbetter?

You are about to remove this director and make him/her inactive. All information and documents (if any) will be retained. You may re-add this director at a later time if needed. To continue, enter the last day this individual served as VPK Director and click Remove, otherwise click Cancel.

Once the director’s last day is entered and the Remove button is clicked, the director will no longer appear on the VPK Director screen, unless the Show removed directors checkbox is checked. The director can be re-added by clicking the Re-add button.
VPK Instructors

To edit the current instructors' information in the VPK Instructors tab, click the **Edit** button. To add a new instructor, click the **Add New Instructor** button. To remove an instructor, click the **Remove** button. To edit the current supporting document(s), or add a new document, click the **Edit** button.

If the instructor has not been assigned to a class, when the **Remove** button is clicked, the following message will display.

![Message](image)
Once the **Remove** button is clicked, the instructor will no longer appear on the VPK Instructors screen, unless the **Show removed class instructors** checkbox is checked. The instructor can be re-added by clicking the **Re-add** button.

If the instructor has been assigned to a class, when the **Remove** button is clicked, the following message will display.

**Instructor is currently assigned**

This action cannot be performed because the instructor is currently assigned to a class. Please remove the Instructor from all classes first.

To remove an instructor from a class, go to the VPK Class(es) section and click the **Edit** button for the class.
In the Instructors area, uncheck the instructor’s name. Once un-checked, enter the Last Taught Date, or click the Never began instruction of class checkbox if the class has not started. Click Save.

The VPK Classes tab will now show that the instructor is removed from the class.

Now that the instructor is no longer assigned to any class, the Provider Portal user may go to the VPK Instructors tab to remove the instructor by clicking Remove. The following message will display:

Remove Not Jim Ledbetter?

⚠️ You are about to remove this instructor and make him/her inactive. All information and documents (if any) will be retained. You may re-add this instructor at a later time if needed. To continue, click Remove, otherwise click Cancel.
Once the **Remove** button is clicked, the instructor will no longer appear on the VPK Instructors screen, unless the **Show removed class instructors** checkbox is checked. The instructor can be re-added by clicking the **Re-add** button.

The Review tab is also updated with the Instructor removal information.
VPK Calendars

To edit the current calendar in the VPK Calendars tab, click the **Edit** button, make any necessary edits, and click the **Save** button. To remove a calendar, click the **Remove** button. To add a new calendar, click the **Add New Calendar** button.

If there are no classes assigned to a calendar, when the **Remove** button is clicked, the following message will display:

Remove ?

- You are about to remove this calendar and make it inactive. You may re-add this calendar at a later time if needed. Are you sure you want to remove this calendar?

If there are classes assigned to a calendar, the following message will display:

- Calendar is currently assigned

- This action cannot be performed because the calendar is currently assigned to a class. If the class has not started yet, you may remove the calendar from the class and try this action again.

75
Once a calendar is removed, the calendar will no longer appear on the VPK Calendars screen, unless the **Show removed calendars** checkbox is checked. The calendar can be re-added by clicking the **Re-add** button.
VPK Class(es)

To edit the current class information in the VPK Class(es) tab, click the Edit button. To add a new class, click the Add New Class button. To remove a class, click the Remove button. After all edits have been made for each class, click the Save button.

Classes that have started may not be removed. Limited editing is available.
If the class has not started, when the **Remove** button is clicked, the following message will display:

![Image of a message asking if you are sure you want to remove this classroom]

Once the **Remove** button is clicked, the class will no longer appear on the VPK Class(es) screen, unless the **Show removed classes** checkbox is checked.
To end the class, click the **Edit** button and change the Class End Date to reflect the last day that VPK instruction was provided. The Instructor Last Taught Date will be updated to the Class End Date after clicking the **Save** button.

The Review tab will now reflect the updated class information.