



2023 - 2024  
July 1, 2023 - June 30, 2024  
School Readiness Provider Application Checklist

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

<https://providerservices.floridaearlylearning.com>

- 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. Process can take up to 45 days once your profile is marked as "Active" in the online portal.
- 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 childcare 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)**
- E-verify Form (must be notarized with contract end date being June 30, 2024)**
- W-9 (uploaded online)**
- IRS Identification**  
Copy of Employer Identification Number (EIN) Determination Letter issued by IRS
- Proof of Active Sunbiz registration**
- Liability Insurance with Early Learning Coalition of Orange County as additional insured**
  - \$100,000 per occurrence
  - \$300,000 per aggregate
- 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)
  - Must match private pay rates from the profile
- Registration in the Quality Performance System (QPS) <https://qps.floridaearlylearning.com/>

**Once all documentation has been uploaded and the profile is shown as "Active", you will have to wait until the information is shown on the state's QPS data file upload before a SR contract can be initiated.**

For assistance, please contact  
Early Learning Coalition of Orange County  
Attention: Provider Relations Department  
407-841-6607