



## SCHOOL READINESS CONTRACT CHECKLISTS

**1<sup>st</sup> Step – complete/submit the following documents on the State Provider Portal at <https://providerservices.floridaearlylearning.com>**

- Activation of Provider Profile
- W-9 Form
- Private pay rate sheet
- Provider Portal Signup Form
- Documentation of Legal Status
  - Current License
  - License Exempt Letter & Exempt Certificate
  - Registration Letter
  - Gold Seal Certificate (If applicable)
- Certificate of Insurance showing ELCLC as a Certificate Holder & Additional Insured
- Workers Comp Insurance (If applicable)
- Proof of Transportation Insurance (if applicable)
- Current Sunbiz report identifying the office, director or authorized person (s) (If applicable)

**2<sup>nd</sup> Step- Upload the following documents to the State Provider Portal in the Documents link under the Contract folder**

- Copy of Daily Lesson Plan for each age group in your program
- Copy of Daily Schedule for each age group in your program
- Copy of the curriculum title and contents page for each book, binder or manual listed in the contract
- Provider Information Form – SR10
- Copy of the Character Development Curriculum title and contents page listed in the contract
- Direct Deposit Authorization Form
- Voided Check or Savings Deposit Slip
- Documentation of Signature Authority (If applicable)

**3<sup>rd</sup> Step- Complete following documents on the State Provider Portal**

- School Readiness Provider Agreement (Form SR 20)
- School Readiness Provider Responsibilities Form (Select One)
  - SR 20L – Licensed Center/Home- Registered Home- Before/After School Program
  - SR 20 LE – Licensed Exempt
  - SR 20FFN – Informal Providers

Please submit all documents on the State Provider Portal at  
<https://providerservices.floridaearlylearning.com>

Once on the site, you will create a new account. You will enter a valid email address, password, EIN number, your DCF or exempt registration number and physical address.

**PLEASE NAME THE DOCUMENTS WHEN UPLOADING THEM ON THE PROVIDER PORTAL**