



School Readiness Provider Qualification Process

POLICY

It is the policy of the Early Learning Coalition of Manatee County (ELC-Manatee) that all School Readiness providers have a quality screening prior to executing a new CONTRACT or yearly CONTRACT renewal.

PROCEDURES

A. The quality screening process should be initiated as follows:

1. Provider attends an Orientation prior to signing an annual CONTRACT.
2. Once the Provider Orientation is completed, the provider's program is eligible for screening.
 - a. Licensed providers will have a review of their licensing inspection reports.
 - b. Registered family child care homes, license-exempt, license exempt accredited and informal potential providers will be monitored on-site by ELC-Manatee with the Health and Safety checklist appropriate to the program.
3. If DCF licensing Class I violations are documented in the prior year, ELC-Manatee may not be able to offer a CONTRACT until at least one (1) calendar year past the date of the violation and successful completion of meeting licensing guidelines from the reviewed date forward.
4. If DCF Class II licensing violations are documented, or Class 1 or 2 violations on the Health and Safety Checklist are documented, ELC-Manatee may offer a CONTRACT only after a corrective action plan is written, signed and approved by ELC-Manatee. This corrective action plan will address the problem areas of either licensing or the health and safety checklists, and will become part of the monitoring process of ELC-Manatee.

B. The School Readiness Provider Application must accompany the provider CONTRACT to be considered complete. The APPLICATION packet contains the following list of supporting documents that are required to continue with the provider approval process:

1. SR Provider Application;
2. W-9, completed in full (unless submitted previously);
3. Direct Deposit Authorization Form (unless submitted previously);
4. Rate Substantiation Form;
5. Copy of Pubic Rate Sheet;
6. Copy of Current/Valid License or Registration, or License Exemption documents including Gold Seal license designations and Accreditation certificates (including the name of the accrediting agency with contact information);
7. Certificate of Liability Insurance showing minimum liability limits of \$250,000/\$500,000 aggregate, and naming Early Learning Coalition of Manatee County, Inc. as a Certificate Holder;
8. For license-exempt programs, accrediting/religious exemption approval agency inspection reports for the last year;
9. For informal potential providers, a copy of the required Level II background screening clearances, copy of state of Florida Training Transcript showing completion of 30-hour Family Child Care Course requirements.



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C. If a PROVIDER CONTRACT is offered:

1. Provider will read, complete and sign one original copy- of the CONTRACT. Bring the completed CONTRACT, APPLICATION and supporting documents to ELC-Manatee at the time of the established Orientation or scheduled appointment for the CONTRACT review. Only completed and approved CONTRACTS will be accepted by ELC-Manatee. Any CONTRACTS deemed incomplete will be returned to the provider for completion and resubmission to the ELC. An additional appointment(s) may be scheduled to review the APPLICATION/CONTRACT with ELC-Manatee staff;
2. PROVIDER start date will be on July 1 of the new CONTRACT year, upon successful completion and submission of all CONTRACT requirements or after July 1 the start date will be effective on the date the ELC CEO or their designee signs the CONTRACT; Child care reimbursements will be suspended for existing programs that do not have a completed application and Contract signed by July 1st. Reimbursements will resume on the day the CONTRACT is signed by both the Provider and the ELC representative.

D. The results of the reviews will be sent to potential provider as a **notice of provider eligibility letter** or **notice of provider ineligibility letter** along with the following:

1. If the PROVIDER CONTRACT is offered the provider will receive the signed CONTRACT and a **notice of eligibility letter**. The provider will be assigned to a specific Compliance Monitor for the duration of the agreement.
2. If no PROVIDER CONTRACT is offered, the potential provider will receive a **notice of ineligibility letter** providing a Quality Improvement Plan outlining the steps required to achieve eligibility by certified US Postal Service mail.

The potential provider who is deemed ineligible will be encouraged to:

- a) Meet with the ELC-Manatee staff to discuss the results;
- b) Attend ELC-Manatee trainings as a potential provider;
- c) Use the Quality Improvement Plan (QIP) provided in the notice of ineligibility letter to make recommended improvements;
- d) Re-apply in one (1) calendar year;

E. Parents of an existing provider who will not be offered a School Readiness CONTRACT will be notified immediately that they must select a new provider in order to continue receiving their School Readiness funding.