

Early Learning Coalition of Polk County Profile Checklist

The following is a checklist of required items and documents that must be submitted with your 2024-2025 Provider Profile in the DEL Provider Services Profile. All documents must be scanned and uploaded into the Provider Portal in the **PROFILE** documents. The provider profile must be approved and Active prior to the 2024-2025 School Readiness and/or VPK Contract(s) being initiated.

Profile Requirements: Documents Uploaded to *Profile* Documents

- One of the following as applicable:
- DCF Licensed provider -- Copy of DCF License
 - License Exempt or Informal provider -- Copy of License Exemption Letter and Accreditation/Licensure Certificate (if license-exempt)
 - Public school – Copy of documentation showing school district and public school number
 - Charter school – Copy of charter agreement (which includes preschool aged children as service population) & documentation showing school district and school number
- Copy of current Gold Seal Certificate (if applicable)
- Liability Insurance Certificate with Early Learning Coalition of Polk County listed as a **certificate holder and an additional insured. Liability Insurance must be current and remain active with no lapse in coverage throughout the entire contract year.**

Minimum coverage -- \$100,000 each occurrence/\$300,000 general aggregate

(Coalition address: 115 S. Missouri Ave., Suite 501; Lakeland, FL 33815)

- Proof of Workers Compensation Insurance (required for providers with 4 or more employees)
- Proof of Unemployment Insurance (Most Recent Form RT6 (quarterly) or Form 940 (annually))
- Proof of Automobile Insurance or statement that provider does not provide transportation
- Proof of active Sunbiz registration
- W-9 Form
- Copy of published child care rates (required for School Readiness contracts)
- E-Verify Attestation
- Closure Calendar completed in Profile (required for School Readiness) *Note: Provider will only be paid for ELC approved holidays*

Contract Requirements (all contracts): Upload to Document Library

- Direct Deposit Authorization Form with Voided Check or Letter from Bank