



School Readiness Provider Onboarding Procedure

A. Review Process

1. Ensure the provider's name, address and FEIN or SSN (for family child care homes) match on the Office of Early Learning (OEL) SR20, the child care license, the accreditation/gold seal certificates (if applicable), insurance certificates, W9 form, direct deposit form, Sunbiz.org printout and the Statewide Information System.
2. Verify all supporting documentation including expiration dates, if applicable. Review the following:
 - Accreditation and/or Gold Seal – verify information and expiration dates.
 - Banking Information – Direct Deposit form must be completed and signed by provider. Ensure that routing/account number match the voided check provided.
 - Curriculum (required only for providers serving non school-age children) – ensure the curriculum covers all ages serves, is on the OEL approved curriculum list and is the correct edition.
 - Insurance Auto – verify the coalition is listed as additional insured and verify expiration dates.
 - Insurance Liability – minimum general liability amount is \$100,000 per occurrence and general aggregate coverage of \$300,000. Verify coalition is listed as additional insured with address appearing on certificate, and verify expiration dates. Ensure the location where care is being provided is stated on certificate and that corporation name matches that on license and Sunbiz.org.
 - Insurance Work Comp – verify information and expiration dates.
 - License or Exempt – verify information and expiration dates.
 - Provider Public Rate Sheet – must be a typed document that provider gives to the general public. Verify that rates match those on page 20 of the SR contract and provider update/profile form, and represents all ages served.
 - W9 – form must be completed and signed by provider. Verify FEIN number. Corporations are required to have a FEIN number and FCCH and non-incorporated facilities are required to provide SSN number. The FEIN must be verified on Sunbiz.org.

- Miscellaneous – Sunbiz.org documentation and signature authorization should be provided, as should a Health and Safety Checklist for any non-licensed provider (other than a charter school).
 - Unemployment Coverage – verify reemployment assistance coverage information and date paid (must be within the last fiscal year).
 - Ensure all signed documents are signed by an authorized signer (name appears on Sunbiz or has been authorized by someone whose name appears on Sunbiz).
3. Review the SR 20 to verify it has been filled out completely and correctly, as follows:
- Page 1 – verify name/address/FEIN or SSN.
 - Note the contract term dates will be July 1 of the fiscal year through June 30 of the fiscal year. If contract is approved after July 1, start date must be changed to the applicable start date.
 - Page 2/3 – verify the correct provider type has been selected.
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