



July 31, 2018

Dear School Readiness Provider:

As you may know by now the Office of Early Learning (OEL) transitioned to a new statewide data tracking system (known as EFS Mod) effective July 1, 2018. The system will provide many efficiencies and enhancements to support your business including enrollment and reimbursement features. With the move to the new system, the state has encountered some unexpected issues that have caused a minor disruption in the way your reimbursement for the month of July is going to be paid.

As we are currently unable to access complete enrollment information/reimbursement information from the system, OEL and the ELC have developed a plan to pay you on or before August 15, 2018 using an estimate of your July reimbursement.

Once staff are able to process your actual July reimbursement, any additional funds due will be paid immediately. If you were overpaid, the amount due will be deducted from your August reimbursement. We anticipate having access to this information in the system no later than the first week in September however; this date is subject to change.

Please note you will not have a reimbursement report for the funds deposited into your account on or before August 15, 2018 but one will be provided when the actual July attendance is processed.

Currently, OEL estimates that you will be able to upload your School Readiness child attendance to the Provider Services Portal by mid-August. This includes scanning/uploading sign in and sign out forms into the Provider Portal Document Library under the file folder entitled *Monthly Sign In-Out Sheets*. Please note this date is also subject to change as OEL continues to fine-tune the system.

We recognize that this statewide system change may cause you a temporary inconvenience and we appreciate your understanding and cooperation. Please know that we are working diligently to ensure you receive timely payment.

Sincerely yours,

A handwritten signature in blue ink that reads "Charles A. Rogers".

Charles A. Rogers
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