



## Instructions for Provider Enrollment Verification

**Must be completed and uploaded to your ShareFile link by October 29, 2018**

You will have separate spreadsheets for Orange and Osceola Counties if you work with both Early Learning Coalitions. If you have two spreadsheets, you will need to review both to see all of your enrolled children.

### Instructions for completion:

1. Open your spreadsheet(s) in Excel. If you do not have Excel, you can use a computer with Excel in our offices or submit a hand written copy.
2. Review the list of children on the sheet(s). Children are listed in alphabetical order by first name. Complete the information for each child based on the examples below.
  - If the child has been continuously enrolled with you from July 1, 2018 through October 11, 2018 with no breaks, you only need to put a Y for yes in the column after the date of birth.

Example for a child who was enrolled July 1, 2018 through October 11, 2018 with no break		Child DoB	Child enrolled July 1, 2018 through Oct 11, 2018?	Started after July 1? Enter start date	Ended care before Oct 11? Enter last date in care
ORANGE PROVIDER NAME	CHILD NAME	Child DoB	Child enrolled July 1, 2018 through Oct 11, 2018?	Started after July 1? Enter start date	Ended care before Oct 11? Enter last date in care
MY CHILD CARE CENTER	ANTHONY BERRY	10/4/2015	Y		

- If the child has not been continuously enrolled with you from July 1, 2018 through October 11, 2018, you will put a N for no in the column after the date of birth AND
  - Indicate a later start date and/or
  - Indicate an earlier ending date

Example for a child who was enrolled after July 1, 2018 but remained through October 11, 2018		Child DoB	Child enrolled July 1, 2018 through Oct 11, 2018?	Started after July 1? Enter start date	Ended care before Oct 11? Enter last date in care
ORANGE PROVIDER NAME	CHILD NAME	Child DoB	Child enrolled July 1, 2018 through Oct 11, 2018?	Started after July 1? Enter start date	Ended care before Oct 11? Enter last date in care
MY CHILD CARE CENTER	ANTHONY BERRY	10/4/2015	N	8/17/2018	



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Example for a child who was enrolled July 1, 2018 but care ended before October 11, 2018		Child DoB	Child enrolled July 1, 2018 through Oct 11, 2018?	Started after July 1? Enter start date	Ended care before Oct 11? Enter last date in care
ORANGE PROVIDER NAME	CHILD NAME	Child DoB	Child enrolled July 1, 2018 through Oct 11, 2018?	Started after July 1? Enter start date	Ended care before Oct 11? Enter last date in care
MY CHILD CARE CENTER	ANTHONY BERRY	10/4/2015	N		9/14/2018

Example for a child who enrolled after July 1, 2018 AND care ended before October 11, 2018		Child DoB	Child enrolled July 1, 2018 through Oct 11, 2018?	Started after July 1? Enter start date	Ended care before Oct 11? Enter last date in care
ORANGE PROVIDER NAME	CHILD NAME	Child DoB	Child enrolled July 1, 2018 through Oct 11, 2018?	Started after July 1? Enter start date	Ended care before Oct 11? Enter last date in care
MY CHILD CARE CENTER	ANTHONY BERRY	10/4/2015	N	8/1/2018	9/30/2018

- If you are missing children**, add them to the spreadsheet, complete the date information, and upload a copy of their certificate of enrollment with the completed verification form. If you do not have the certificate, do not add the children at this time. You will have a future opportunity to give this information.
  - If you have children on the sheet not enrolled with you for those dates**, use a single line to cross out the name.
  - When completed, upload the sheet to your ShareFile link, <https://secure.sharefile.com/Authentication/Login>
- If you need instructions for using ShareFile, go to <https://4cflorida.org/wp-content/uploads/2018/10/Provider-Guide-to-ShareFile.pdf>

Have questions? Call 407-532-4201 for assistance. Please leave only one message. Calls will be returned in the order received.