

December 7, 2018



Dear Early Learning Provider,

Thank you for working alongside the Early Learning Coalition and 4C teams as we continue to navigate the new statewide child care tracking system. This is a challenging time for everyone involved; however, we remain dedicated to providing you with as much support as possible, along with timely payment.

Because 4C's payment team has had to use an estimated reimbursement since July without being able to update to actuals, there is a concern that some providers may have been overpaid. In line with the requirement in your Provider Contract, you should be notifying 4C of child drops from your program as they happen and arranging to return any funds received for children no longer attending your program.

Throughout this process, the Coalition has communicated to providers that they are responsible to return/repay any funds overpaid for school readiness services. Providers have the option to have the funds deducted from future reimbursements or through a structured repayment plan negotiated with 4C. We encourage you to address this immediately so that you do not owe a substantial amount that will be required to be returned in the near future.

If you believe you owe school readiness funds back to the Coalition because of the estimated amounts from July through November reimbursements, please contact Cheryl Arndt, 4C SR/VP Reimbursement Manager, at 407-532-4172. Cheryl will work with you to determine the dollar amount that you may owe back to the Coalition and a timeline for return of the funds.

Thank you for your willingness to work with us during this time of transition. We appreciate your cooperation in this matter.