

Jan. 22, 2019



Dear Providers:

Now is the time to prepare for upload of your SR attendance sheets as providers will have access to this functionality in the statewide data system in the next few weeks. If you've not already done so, please confirm that your sign in/out sheets for each child's attendance from July – Dec. 2018 are uploaded to your provider portal no later than Jan. 31.

At the direction of the Early Learning Coalition of Orange County, audits of July – Sept. 2018 estimated payments have begun, with Oct. – Dec. to follow. You will be required to repay any payment received for attendance not documented by sign in/out sheets. Adjustments for overpayments of July – Sept. 2018 will begin with January's reimbursement.

We appreciate your cooperation and continued patience as we work through the transitions to the new system.