August 19, 2019

Dear Provider:

Great news! We are ready to begin processing 2019-20 School Readiness (SR) attendance in the statewide data system at the end of this month. You should do each of the following:

1. Beginning with August 2019, you are required to submit attendance each month by the third business day of the month. For August 2019, attendance is due no later than September 5, 2019 to receive payment by the 15th of the month. Late attendance will be paid in the October 15th payment.
    a. Per your SR Contract, Section VII. **Attendance Documentation.** PROVIDER agrees to document daily attendance and submit monthly attendance reports for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the third (3rd) business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.
2. Review your provider portal and submit any outstanding attendance sheets from July 2018 to July 2019 by Thursday, August 22, 2019. Instructions for doing this are in the Provider Portal User Guide, pages 115-120 or at the links below.
    - Provider Portal User Guide - https://4cflorida.org/wp-content/uploads/2019/05/Provider_Portal_User_Guide_042519.pdf
    - Video on SR Attendance - https://www.youtube.com/watch?v=frbLc6JpTVg&feature=youtu.be
3. You are responsible for terminating any children no longer attending in your facility. That includes any children who left your care to return to school. Instructions for doing this are found here. https://4cflorida.org/wp-content/uploads/2019/02/Provider-Guide-to-Ending-Child-Enrollments-in-Provider-Portal-2.19.pdf

If you need assistance with the information above, please contact 407-532-4113 or to schedule an appointment to meet with the reimbursement team after September 9th click here.

As always, thank you for your continued patience!

Early Learning Coalition of Orange County

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early learning coalition of Osceola County