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## Provider Contract Checklist

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We are excited that you are considering contracting with our Coalition. Below you will find a checklist of items and information you will need to have prepared prior to beginning the process of contracting. If you have any further questions please feel free to reach out to me directly via phone or email.

- Sunbiz Annual Report
- State Approved Curriculum Selected- <http://www.floridaearlylearning.com/school-readiness/school-readiness-providers/school-readiness-curriculum> (**School Readiness Provider's Only**)
- Private Pay Rate sheet-Broken Down by age and part time/full time (**School Readiness Provider's Only**)
- Closure Dates- *Please note: the closure calendar is meant to capture the days your program will not accept children at all*
- DCF Certificate of Licensure or Exemption Letter, whichever is applicable
- Proof of Liability Insurance-with the Early Learning Coalition of Indian River and Martin Counties as certificate holder
  - Minimum of \$100,000 of coverage per occurrence
  - And minimum of \$300,000 general aggregate
- Proof of Unemployment Insurance
- Proof of Worker's Compensation Insurance
- Proof of Automobile Insurance (if applicable)
- Attestation of e-verify use

These additional items will be required once the process has begun:

- Direct Deposit Authorization agreement (sent from Coalition)
- W-9 Forms (sent from coalition)

Sincerely,

Erin Russell

**Contract and Accountability Coordinator**

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