Welcome Providers!

January 2025

Agenda

- Program Quality Updates
- Finance Updates
- Family Services Update
- Early Childhood Specialists Update
- Provider Reps and DCF

Program Quality Staff Updates

- Cara Demichael, Inclusion Coordinator
- Alexandra Downey, Martin and Okeechobee Quality Specialist

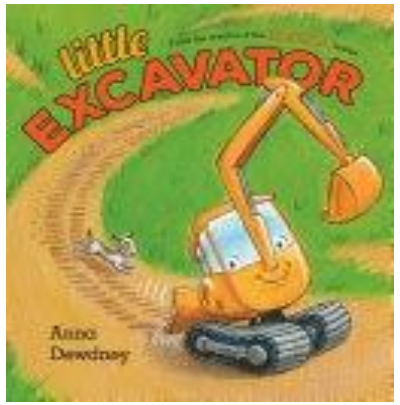
Celebrate Literacy Week Jan 27th -31st

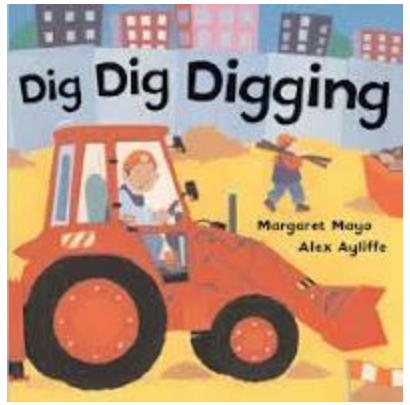
2025 Celebrate Literacy Week

BUILDING LITERACY

CONSTRUCTING THE FOUNDATION FOR SUCCESS

- Simultaneous Read Wednesday Jan 29 at 9am
- Activity Suggestions
- See Display
- Share photos of your Literacy Week activities!



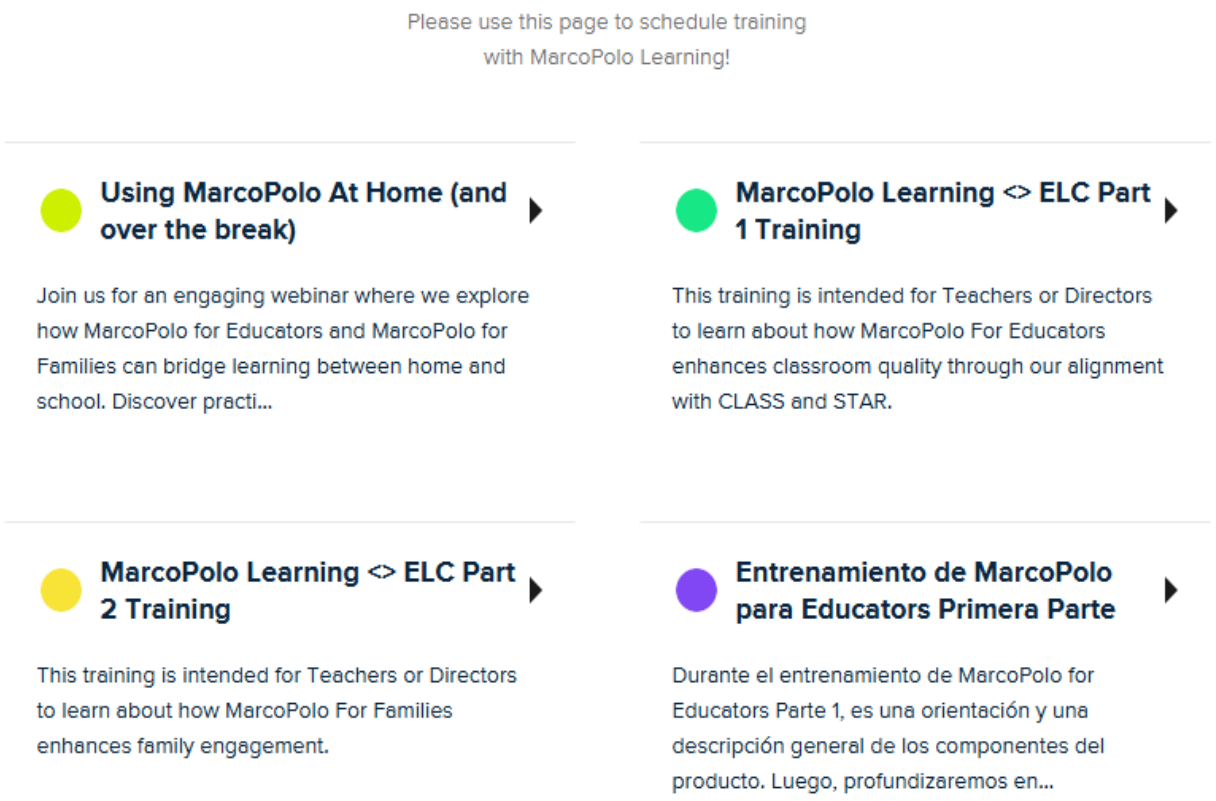


Getting Started:

Director and Educator Trainings →Training Link

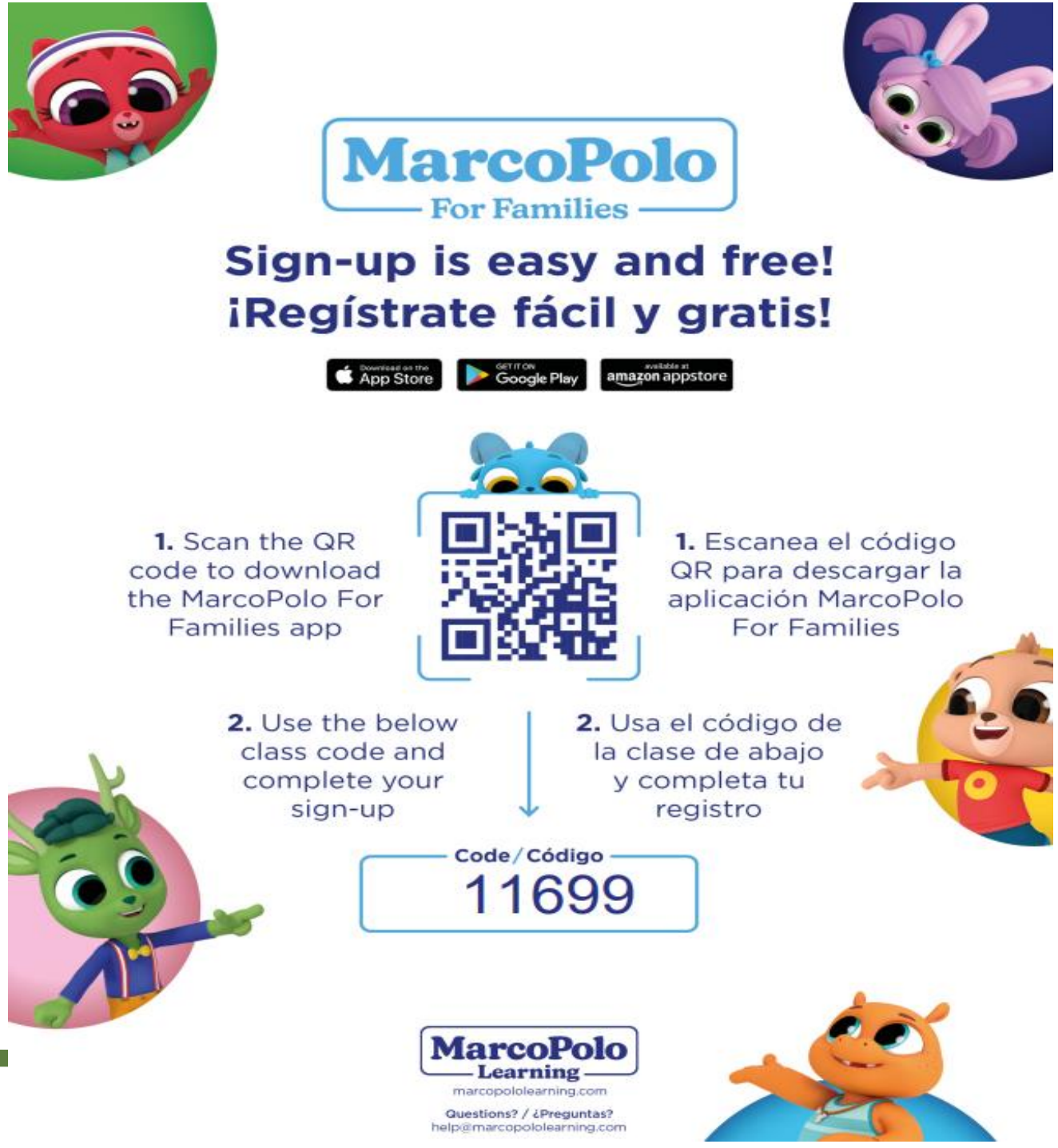
*CLASS and Star Alignment

Resending Invitations **Monday** (educators@marcopololearning.com)



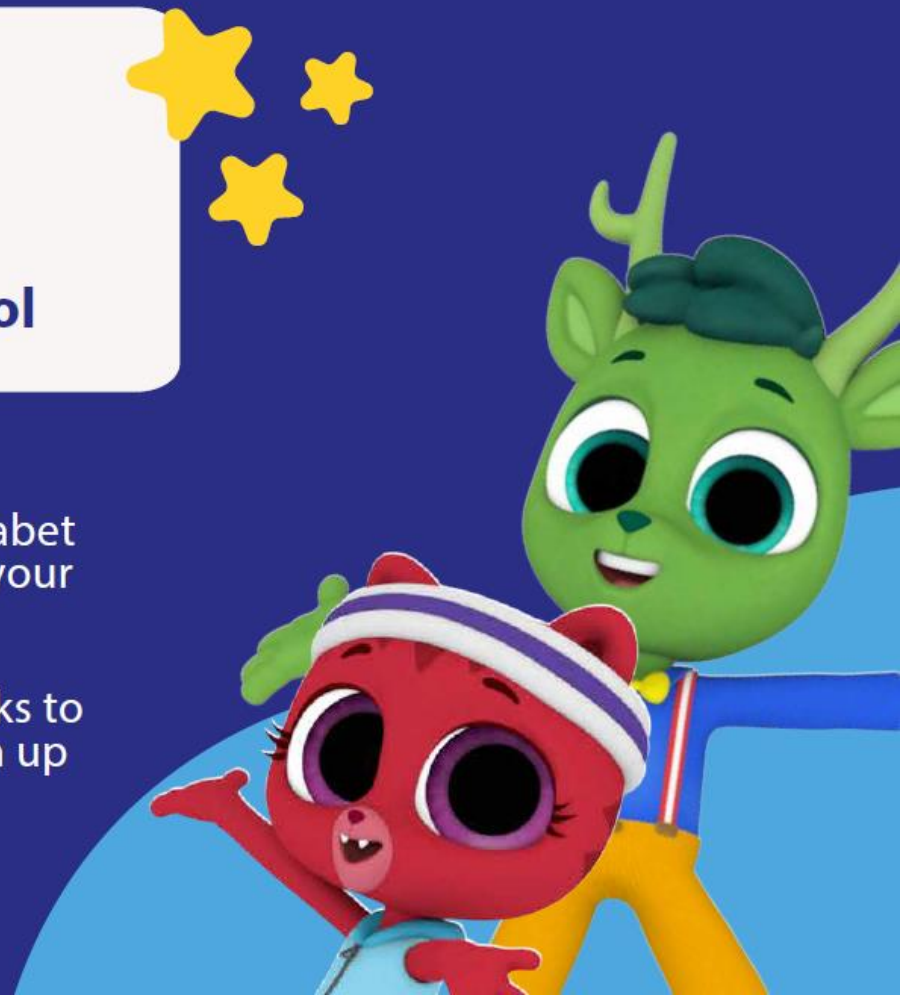
Marco Polo

1. Director registers
2. Teacher registers
3. Add students OR use posted on door for parents to add their child
4. Attend director/teacher training



The ELC of IRMO would like to highlight the following providers for being our top MarcoPolo For Educators users this month!

1. **Vero Beach Preschool**
2. **Pebblestone Academy**
3. **Bethel Lutheran Preschool**



Teacher Tip: Start by using our Alphabet Art series to engage your class during your literacy instruction!

Want to learn more quick trips and tricks to engage children with technology? Sign up to take a FREE training today!

MarcoPolo For Educators

RENAISSANCE

Star Early Literacy

- Data Report Meeting beginning of Feb
- Directors and VPK Teachers
- Analyzing results and planning instruction

Star PM 2 Window

CLASS Assessment Reminders

- When window opens, staffing changes should **not** occur
- Avoid specials, guest visitors, etc. while window is open
- Maintain routines and procedures as usual for consistency- in ratio!
- Smile, Smile, Smile and Talk, Talk, Talk ☺
- Assist teachers in planning to be prepared
- Therapist? Inform assessor at arrival

Finance Updates

Deadlines

- profiles

Florida DCF

https://www.myflfamilies.com

Director Credential VPK Director Endorsement

Florida Department of Education Home

https://www.fldoe.org PDF

Training Requirements for Voluntary Prekindergarten (VPK

E-Verify (.gov)

https://www.e-verify.gov

Form W-9 (Rev. March 2024)

2025 Provider Profile Update

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Early Learning
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Family Services

VPK

- Submit VPK enrollment requests prior to children starting VPK. Contact the Family Services Department if you are unable to enter an enrollment request.
- End enrollments in the portal when children are withdrawn, so that we can assist families with VPK Reenrollment applications.

School Readiness

- Provider transfer forms should be completed and returned to families. The families are to submit the completed form to their assigned Family Services Specialist.
- Parent and Provider forms are located on our website: https://www.elcirmo.org/about-the-coalition/documents-and-forms/

Early Childhood Specialists

CSAC Grant
Indian River

Emergent Reading: Developing Expert Prekindergarten Teachers

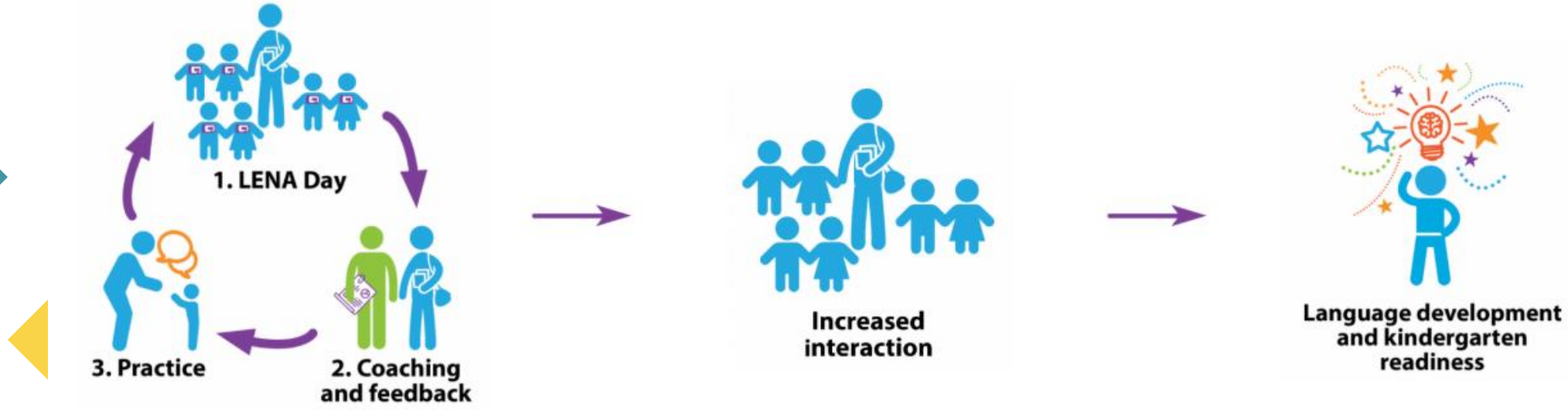
February 22nd – (9:00-1:30) Teaching and supporting Phonological Awareness

March 8th – (9:00-12:00) How to Plan and Implement Shared Reading

April 12th-(9:00-12:00) How to Plan and Implement Shared and Interactive Writing

Lena Grow
Martin, Okeechobee

How LENA Grow Works



Early Learning Coalition

Indian River • Martin • Okeechobee

Provider Representatives: Lori Rudolph and Rachna Handa

***DCF processing is quite delayed.
Check staff credentials and renew ASAP well in advance (at minimum 4 weeks ahead) to avoid non-compliance.

DCF Representative
Avida Rosa

Thank you

Early Learning Coalition

Indian River • Martin • Okeechobee

NEW Director Requirements

ALL VPK Directors

Review Your Child Care Training Transcript Today!

Section 1022.55(3)(g), Florida Statute and Rule 6M-8.610, Florida Administrative Code, now requires that **all** VPK directors have a **VPK Director Credential** or hold a **valid certificate in education leadership** issued by the Florida Department of Education.

The VPK Director Credential requires the successful completion of the following DEL course trainings:

- **Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten** (online **VFSP**) 5 hours; 0.5 CEUs or (instructor-led **SPC3TK**) 3 hours; 0.3 CEUs
- **Emergent Literacy for VPK Instructors** (online **VPK**, **VPKR** or **VPK21**) 5 hours; 0.5 CEUs
- **Mathematical Thinking for Early Learners** (online **MATH**) 5 hours; 0.5 CEUs
- **Language and Vocabulary in the VPK Classroom** (online **LVPK** or **LVPK21**) 5 hours; 0.5CEUs
- **VPK Director Credential Course** (online **DVPK**) 5 hours; 0.5 CEUs

Directors may access more information pertaining to the Director Credential and course registration at:
https://training01-dcf.myflorida.com/studentsite/admin/signin

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Attention ALL VPK Instructors

Voluntary Prekindergarten (VPK) Instructor *Emergent Literacy* and *Standards* Course Requirements

Florida Statutes 1002.55 and 1002.63 F.S., now require that both public school and private provider VPK instructors complete the **Early Learning Standards** and three 5-hour **emergent literacy** courses by **July 1, 2022**.

The following *Division of Early Learning (DEL)* training meets the course requirement for the Early Learning and Developmental Standards and is offered online, virtually and in-person.

- **Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten** (online VFSP) 5 hours; 0.5 CEUs or (SPC3TK) instructor-led 3 hours; 0.3 CEUs

The following *DEL* trainings meet the Emergent Literacy course requirements and are offered online, virtually and in-person.

Updated Courses

- **Emergent Literacy for VPK Instructors** (online VPK21) 5 hours; 0.5 CEUs
- **Language and Vocabulary in the VPK Classroom** (online LVPK21) 5 hours; 0.5CEUs
- **Phonological Awareness Development for Preschoolers** (online VIPA21; in-person and virtual instructor-led PAP21) 5 hours; 0.5 CEUs
- **Dialogic Reading: Language and Vocabulary Development for Preschoolers** (in-person and virtual instructor-led DRP) 5 hours; 0.5 CEUs
- **Book Embedded Vocabulary Instruction: Language and Vocabulary Development for Preschoolers** (in-person and virtual instructor-led BEP) 5 hours; 0.5 CEUs
- **Scaffolding and Think, Show, Tell, Talk: Language and Vocabulary Development for Preschoolers** (in-person and virtual instructor-led STSTTP) 5 hours; 0.5 CEUs
- **NEW Course! Building a Strong Foundation for Emergent Literacy** (virtual instructor-led BSFEL) 5 hours; 0.5 CEUs

Successful completion of one of the following courses can fulfill the emergent literacy course requirements:

- **Preschool Language Development** (online) 20 hours; 2.0 CEUs - *Flamingo Early Learning*
- **The Building Blocks of Preschool Literacy** (online) 20 hours; 2.0 CEUs - *Flamingo Early Learning*
- Completion of Competency 1 of the Florida Reading Endorsement

Teachers may access more information pertaining to the Emergent Literacy and Standards Course Requirement and course registration at http://www.floridaearlylearning.com/vpk/vpk-providers/professional-development-training

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Attendance Documentation Submission Requirements

Attendance and Documentation

1-Attendance, sign-in sheets, and any necessary documents are due by 5:00 PM on the third business day of each month.

- **Late Submissions:** Submissions received after the deadline will be processed in the next payment cycle, which may delay your payment.

Important Rule References:

- **Rule 6M-8.305, F.A.C.**
- **Rule 6M-8.301, F.A.C.**

Reminder:

- To avoid processing or payment delays, ensure that all sign-in sheets and long forms are in Alphabetical order as listed in the attendance portal

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2. SR Absences

- **SR-RULE 6M-4.500** allows for monthly reimbursement of up to three (3) absences per child.
- For absences beyond 3, mark them as "Enrolled - Non-Reimbursable" unless it is extraordinary documentation for an additional ten (10) days (doctor's note, parent statement, etc.) **Excuse Note: This note should be filled out and signed by a parent or guardian. Return the completed form to the school office or your child's teacher.**

Incomplete forms will not be processed or reimbursed.

Extraordinary Circumstances Include:

Examples of extraordinary circumstances include but are not limited to the following:

1. Hospitalization of the child or parent with appropriate documentation (i.e., doctor's note, hospital admission),

2. Illness requiring home-stay as documented (i.e., doctor's note, parent statement),

3. Death in the immediate family with appropriate documentation (i.e., obituary, death certificate, parent statement),

4. Court ordered visitation with appropriate documentation (i.e., court order),

5. Unforeseen documented military deployment or exercise of the parent(s) (i.e., military orders of deployment, reserve duty),

6. Doctor appointments or other health related appointments (i.e., therapy, routine). **Reminder:**

- Vacation recreational time is not considered an extraordinary circumstance and must be marked as "Enrolled - Non-Reimbursable."

3. Monthly Upload Requirements REVVER SR/VPK

The following documents must be uploaded each month **Organizing and uploading the documents into the appropriate folders. Ensuring that these documents are correctly categorized and placed is crucial for maintaining our records for easy access**

- **SR Sign-In/Sign-Outs (SR/VPK)**: Authorized parent signature required. **(Rule 6M-4.610)**
- **Excuse Notes (SR)**: Include doctor's notes, etc. **(Rule 6M-4.500)**
- **RWA Tracking Log (SR)**: **(Rule 1002.81(1), F.S.)**
- **Transportation Log (SR)**: **(Rule 6M-4.620, F.A.C.)**
- **Proof of Parent Copayments (SR).Record Maintenance**
- **VPK Certification (VPK)**: Long forms/short forms **(Rule 6M-8.301, F.A.C.)**
- **Substitute Tracking Logs (VPK)**: **(Record Maintenance 6M-8.301, F.A.C.)**
- **Quarterly Monitors**

Uploading these documents will help avoid delays and alleviate follow-up calls or emails, ensuring compliance with **Rule 6M-4.630**.

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4. Enrollment Termination (SR)

- If a child has **five (5) consecutive days** of absence without contact or **ten (10) unexplained absences** in a calendar month, the provider must submit **written notification** to the local coalition.
- If a child no longer attends your site, please **terminate** them in the system. **(Rule 6M-4.200, F.A.C.)**

Important Reminders

- After certifying and submitting your attendance, please double-check the submission to avoid delays in processing.
- Review any previous attendance enrollments that were not submitted while generating the attendance reports.
- If you encounter issues or have questions, notify us before the third business day of the month to ensure timely processing and payment.

5. Information Change Notification (VPK)

- **VPK-20**: Providers must notify the COALITION of any changes to the information on Forms OEL-VPK 10, OEL-VPK 11A, and OEL-VPK 11B within **14 calendar days of** the change. **(Rule 6M-8.300, F.A.C.)**
- **Important Reminder:**
  - Review your VPK calendar to ensure non-reimbursable closure dates are marked correctly. Report any discrepancies immediately.
  - If a child is no longer attending your site, ensure they are terminated in the system. If experiencing issues, use the first day of the following month or refer to your closure calendar for non-reimbursable dates.

- **6. Required Documentation for Payment Processing**

  Payment will NOT be processed without these documents.
- Ensure all pending documents (licenses, insurance, etc.) are uploaded to your profile. **Liability Insurance**: Notify within **10 calendar days** of any changes to general liability coverage.
- **VPK Instructor Requirements**: Ensure instructor requirements are up to date. **(Rule 6M-8.301, F.A.C.)**
- **For best practice, we recommend Submitting any Credential Renewal Application 60 days before expires to avoid any issues with the vpk calendar and a CAP.**
-

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7. Unusual Incident Notification

- Providers must report unusual incidents to the COALITION by the **end of the next business day** and submit a written report within **three (3) business days.** **(Rule 6M-4.610, F.A.C.)**

[redacted] Director

Child Care Director overseeing a VPK (Voluntary Prekindergarten) program, the requirement to be "on-site for the majority (at least 51%) of the VPK program" likely means that the director is responsible for being physically present at the facility for more than half of the time the VPK program is in operation. This could be to ensure proper management, support the staff, maintain safety standards, and ensure compliance with state regulations for the program.

Summer VPK Program

You must include the following for each credentialed VPK Instructor:

1. **Copy of one (1) of the following credentials:**
    - **A Bachelor's Degree or higher in early childhood education, prekindergarten or primary education, preschool education, or family and consumer science; or**
    - **A Bachelor's Degree in elementary education, if the pre-k instructor has been certified to teach children any age from birth through 6th grade, with a Florida Educator's Certificate, regardless whether the certificate is current or not, and has not had this educator certificate suspended or revoked.**
    - **A valid (current) Florida Educator Certificate**
    - **Please note that a teaching degree from another country must be evaluated and translated by an accredited organization and submitted to DCF for approval.**
2. **Copy of Florida Department of Law Enforcement (FDLE) Criminal Background screening completed in the past 5 years.**
3. **Copy of Federal Bureau of Investigation (FBI) Criminal Background check completed within the last 5 years.**
4. **Copy of Affidavit of Good Moral Character**

Helpful Florida DCF link and rule.

Renewal Requirements Rule 6M-8.615, F.A.C. 1002.55, F.S., and s. 1002.63, F.S

https://www.flrules.org/gateway/ruleno.asp?id=6M-8.615

Training Requirements for Voluntary Prekindergarten (VPK)1002.63, F.S

https://www.myflfamilies.com/childcaretraining/credentials/director-credential-vpk-director-endorsement

6M-8.410 Voluntary Prekindergarten Program Substitute Instructors.

Director Credential VPK Director Endorsement

section 1002.55(3)(g), Florida Statutes, **and meets the requirements of** Rule 6M-8.610, **Florida Administrative Code.**

Staff Credential:65C-22.001(6), **Florida Administrative Code.**

Good moral character based upon screening as defined in s. 402.302**(15).**

Conclusion:

Thank you for your attention to these important procedures. Adhering to these guidelines will help ensure timely and accurate payment processing. If you have any questions or need assistance, please feel free to contact us.

Finance Team

Compliance: Profile

- The provider must e-mail IRMO with the updates the system does not prompt us when information is updated. If there are discrepancies or issues in documents, address them quickly to avoid potential disruptions in funding or program operations.

  If changes are NOT reported within 14 days a Technical Assistance and a Correction of the Plan will be implemented.

  Address Issues Promptly:

Staff Changes:

- New Hires or Departures: New staff members or departures of key personnel: Vpk staff, VPK director, director, and administrative staff.

Expired Documents in Provider Profile:

- License Status: Changes in licensing status or accreditation.
- Certificate of Licensure. (Has to be updated annually)
- Gold Seal Certificate: (Has to be updated every 5 years)
- Certificate Of Accreditation. (Has to be updated every 5 years)
- Private Child Care Pay Rates. (When rates change)
- E-Verify Supporting Documents. (Has to be updated annually)
- W-9: (Has to be updated annually)
- Proof of Liability Insurance. (Has to be updated annually)
- Proof of Unemployment Insurance. (Has to be updated annually)
- Proof of Automobile Insurance. (If transporting children must be updated annually)
- Sunbiz Documentation (Has to be updated annually)

All documents need to be uploaded in your provider profile in the document tab not the document library.

Early Learning Coalition
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Sample

This form must to be updated annually.

AFFIDAVIT CONCERNING EMPLOYMENT OF UNAUTHORIZED ALIENS

Provider Name: Name Of School ☑ Private ☑ Public
ELC: Early Learning Coalition of Indian River, Martin, and Okeechobee Provider ID No. 1234

The undersigned does, by his/her oath solemnly swear and affirm that he/she is the Owner / Director [title] of Complete Name Of School [Provider/School District]and as such officer or agent of such entity and is duly authorized to make this affidavit on behalf of said entity. On behalf of such entity and pursuant to the authority recited herein, the undersigned does further solemnly swear and affirm and that said entity:

1. Has contracted with the Early Learning Coalition of Indian River, Martin & Okeechobee to provide School Readiness and/or Voluntary Prekindergarten services
2. Is enrolled and actively using the E-Verify system; and
3. Does not employ, contract with, or subcontract with any person who is an "unauthorized alien" as that term is defined in 8 U.S.C. 1324a (h)(3).*

The undersigned affirms, under penalty of perjury, that all statements made herein are true and correct.

Signature

Printed Name

STATE OF FLORIDA
COUNTY OF [_____]

The foregoing instrument was acknowledged before me, by □ physical presence or □ online notarization, this _____ day of [_____], 20__, by [_____], who is personally known to me or has produced _____ as identification.

This form will be pushed back if not filled out correctly.

Notary Public – State of Florida
My Commission Expires:_____

8 U.S.C. 1324a(h)(3) Definition of unauthorized alien
"As used in this section, the term "unauthorized alien" means with respect to the employment of an alien at a particular time, that the alien is not at that time either
(A) An alien lawfully admitted for permanent residence, or
(B) Authorized to be so employed by this chapter or by the Attorney General."

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

___ - ___ - ____

or

Employer identification number

__ - _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Compliance: VPK Application

- The provider must e-mail IRMO with the updates the system does not prompt us when information is updated. If there are discrepancies or issues with teacher/director documents, classroom changes, or calendar changes address them quickly to avoid potential disruptions in funding or program operations.

- Attendance Policy:
  - Verify provider listed the correct program year
  - States parents are required to verify attendance at the end of the month
  - Have a location for parent/guardian to sign
    (Has to be updated yearly)

Provider will need to upload the following documents:

VPK Director's Credential (transcript or credential) (Must be updated every 5 years)

DCF transcript listing the following trainings:

Implementing the Florida Standards in Preschool Classrooms (VFSP or SPC3TK)

Emergent Literacy for VPK Instructors (VPK, VPKR or VPK21

Mathematical Thinking for Early Learners

Language and Vocabulary in the VPK Classroom (LVPK or LVPK21)

VPK Director Credential Course (DVPK)

Current Level 2 background screening with staff photo (Must be updated every 5 years)

Attestation of Good Moral Character (must have all lines complete) (Must be updated every 5 years)

VPK Instructors

VPK LEAD

CDA or Staff Credential (transcript with credential listed is acceptable) (Must be updated every 5 years)

DCF transcript with the following listed:
Implementing the Florida Standards in Preschool Classrooms (VFSP or SPC3TK)
Emergent Literacy Requirement **YES** (Must be updated every 5 years)

Current Level 2 background screening with staff photo (Must be updated every 5 years)
Attestation of Good Moral Character (must have all lines complete) (Must be updated every 5 years)

VPK AIDE

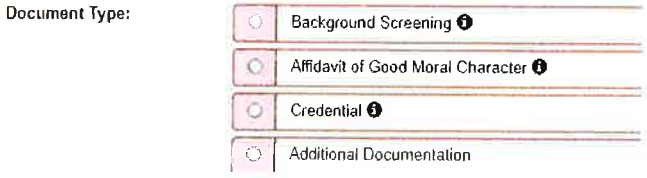
Current Level 2 background screening with staff photo (Must be updated every 5 years)
Attestation of Good Moral Character (must have all lines complete) (Must be updated every 5 years)

VPK SUBSTITUTE:

i. Qualifying Credential (one of the following):
AA or higher in any field of study
CDA or Equivalent
40-hour Introduction to Childcare Training
30-hour Family Childcare training
Local School District requirements for substitutes

Current Level 2 background screening with staff photo (Must be updated every 5 years)
Attestation of Good Moral character (must have all lines complete) (Must be updated every 5 years)

Please make sure when uploading documents that you are selecting correct type:



VPK Calendars

Start dates cannot be before the start date of the school district school year, in the county in the site is located
School Year Program must =540 hours
Summer Program must = 300 hours

Calendars have to be attached to each VPK classroom that is added.

VPK Class(es)

Provider must have a qualified Lead listed in each classroom
Provider may also have aides and substitutes listed

If your application gets rejected, you will get a detailed email of corrections that have to be made. Make sure when making changes to your application you must certify and submit after changes are made.

Unusual Incident

Details of the Incident:

Date and Time: Location: Individuals Involved: Description of the Incident.

notify the Early Learning Coalition:

- Email the completed Incident Report Form to ELC within [specific time frame, e.g., 24 hours] of the incident.
- If necessary, call [ELC contact phone number] to inform them of the incident and confirm receipt of the report.
- [If applicable, mention any attachments such as incident reports.
- Unusual Incident Notification. PROVIDER agrees to report unusual incidents to COALITION by no later than the close of business on the next business day of the unusual incident and to submit a written report to COALITION within three (3) business days from the date of the incident. For licensed providers, sending a copy of the incident report submitted for DCF to COALITION shall constitute compliance with this paragraph. An unusual incident is any significant event involving the health and safety of children under PROVIDER's care. Examples of unusual incidents include accusations of abuse or neglect against PROVIDER or PROVIDER's staff; the injury of a child that requires professional medical attention at PROVIDER's site or written notification from the child's parent that the child received professional medical attention; and when PROVIDER receives notice of litigation where PROVIDER is a named party or defendant that relates to PROVIDER's operation of VPK services

Early Learning Coalition of Indian River, Martin & Okeechobee Counties, Inc.

Staff directory

261	**Marsha B. Powers**	**Chief Executive Officer**	223-3861
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262	Sean Lewis slewis@elcirmo.org	**Chief Financial Officer**	223-3862
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258	Johanna Cruz	**Finance Manager**	223-3858

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263	Kelly Dotts kdotts@elcirmo.org	*Assessments and Accountability Coordinator*	772-220-1220 ext 263
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245 ^	Chelsea Polk	Early Childhood Specialist	223-3845 ^
245 ^	Karley Justice	Early Childhood Program Specialist	

245 ^	Kate Goldberg	Early Childhood Specialist – Martin County
245 ^	LaRhonda Brown	Early Childhood Specialist – Martin County
245 ^	Nicala (Nikki) Tyo	Early Childhood Specialist

Thank you for your commitment to maintaining the highest standards of integrity.

2025 Provider Profile Update

DIVISION OF Early Learning
LEARN EARLY. LEARN FOR LIFE.

IT'S THAT TIME OF YEAR!

It is time for child care providers to update their profiles in Florida's Early Learning Provider Portal.

Every year hundreds of thousands of families are served by Florida's 30 early learning coalitions' Child Care Resource and Referral services. When providers participate in the annual provider update, CCR&Rs are able to:

- Inform communities about child care and the cost of care.
- Offer customized child care listings to families based on their needs.
- Provide a FREE marketing tool for ALL legally operating child care providers in Florida.

To complete your 2025 provider profile update and be included in child care listings to families:

1. Log on to your Provider Portal account.
2. Choose year 2025 on the top right hand side.
3. Click each tab and review the information. Make any necessary updates and verify accuracy of information.
4. Submit your profile for coalition review.
5. Periodically check for correspondence and the coalition's approval.

Thank you for participating in the annual provider update!

http://providerservices.floridaearlylearning.com

Florida Department of Education
Division of Early Learning
Child Care Resource and Referral State Network

2025 CCR&R Provider Profile Update FAQs – Technical Assistance

Rule 6M-9.300(8), Florida Administrative Code, requires each CCR&R organization to ensure that information for each legally operating contracted and non-contracted provider is updated and approved between January 1 and May 31 each calendar year in the Division of Early Learning's (DEL) single statewide information system. Providers seeking to provide School Readiness (SR), or Voluntary Prekindergarten (VPK) services must have updated and approved information prior to contract execution.

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Provider Profile Update Timeframes

1. **What is the provider profile update period?**
   Legally operating providers update their profiles in the single statewide information system or Provider Services Portal between January 1 and May 31 each year.

2. **Will provider profiles updated outside of January 1 through May 31 be included in the Provider Profile Update Report?**
   No. Only providers completing updates between January 1 and May 31 are included in the Provider Profile Update Report.

3. **If a provider with an existing SR and/or VPK contract(s) decides not to renew its contract(s), must coalitions ask the provider to update a 2025 profile?**
   Yes. Coalitions must contact the provider and are encouraged to make at least three requests of any provider to update its profile annually. If a provider refuses to update its information, enter the REF (Refused to Update) code and inactivate the account.

General Provider Profile Update Questions

4. **Is a coalition responsible for approving a provider profile update for a provider physically located outside of the coalition's service area who is contracted with the coalition?**
   No. The provider's home coalition is responsible for reviewing and approving the provider's profile.

5. **Are CCR&R units within coalitions responsible for ensuring contracted providers' profiles are updated and approved?**
   Yes. Coalitions' CCR&R units must ensure provider profiles are updated and approved prior to SR and VPK contract execution in accordance with Rule 6M-9.300(8), F.A.C.

6. **When is the provider profile update considered complete?**
   A provider profile update is considered complete once all information entered has been fully approved, the provider profile status is set to "Active" or "Inactive" by the coalition and saved. Profiles marked "Coalition Reviewing" or "Rejected" are not considered a complete update.

   Please note: Setting the new provider profile to "Active" status identifies that the annual provider profile update is complete. The UP (Complete Update) code is not a true indicator of a completed annual profile update. DEL encourages coalitions to use the NLOG (CCR&R Provider Notes Log) code to capture notes (i.e., communication with the provider, changes made to the profile, reason for profile edits, etc.) in the profile.

7. **What provider profile update reason code must be added to the provider profile to satisfy the requirement for a complete update when the profile is not updated and where do coalitions add the notes/comments?**
   To satisfy the requirement for a complete update when a profile is not updated, use one of the following codes:
   - UTC (Unable to Contact) indicates a provider that the coalition is unable to contact after multiple attempts.
   - REF (Refused to Update) indicates that a provider does not wish to participate.

   To add provider notes, select the profile→ Provider Notes→ Add Provider Note → Reason code.

8. **What are the reasons the coalition may inactivate a provider's profile?**
   Select the Change Profile Status tab to inactivate a provider's profile for the following reasons:
   - Provider has not responded to the update notifications.
   - Provider is closed and no longer in business (ensure all VPK/SR attendance records are submitted before inactivating). Use the provider note code "CLOSE" and the provider will be excluded from the Provider Profile Update Report.
   - Provider does not wish to contract with the coalition or participate in the update process.
   - Refer to the Coalition User Guide, available in DEL's SharePoint Coalition Zone, for additional instructions and other reasons (i.e., revoked licensed/registration per DCF, child care facility located outside of the coalition's service area, etc.)

9. **How and when will coalitions collect the cost of care data?**
   Providers will submit the average annual cost of curriculum and materials, regulatory fees, salaries and benefits, and all other operational costs per child through the Provider Portal during the annual provider profile update (January 1 - May 31).

Provider Profile Update Report and Coalition User Guide

10. **Which report assists with monitoring provider profile update progress?**
    Coalitions may track and monitor provider profile update progress using the CCR&R Update Report (CCR&R Dashboard) located in DEL's Tableau report system. To locate this report, type "CCRR Update Report" in the search window.

11. **How do coalitions access the Tableau Report?**
    Contact your Tableau administrator or management for approval before submitting a request to DEL's Service Desk at Service.Desk@del.fldoe.org. After DEL processes the request, login credentials are the same as SharePoint credentials. The link to review the report is https://prod-useast-b.online.tableau.com/#/site/doedelinternalsite/views/CCRRUpdateReport/CCRRDashboard.

12. **Where is detailed guidance for reviewing and approving provider profiles in the Early Learning Portal?**
    Coalitions must use the latest guidance for the Early Learning Portal on DEL's SharePoint. Go to Coalitions Zone → Application & Data Services → EFS Modernization Project → Guidance & Training → User Guides → *Coalition User Guide and/or Provider Portal User Guide.*

13. **How do CCR&R staff access DEL SharePoint?**
    Contact your SharePoint administrator or management for approval before submitting a request to DEL's Service Desk at Service.Desk@oel.myflorida.com.

14. **Who do we contact to report issues with the Provider Portal?**
    Each coalition has an EFS Mod point of contact. Locate the contact for your organization to report portal issues.

Promoting Provider Profile Updates

15. **Should our coalition promote the Provider Portal and annual provider profile update in our county?**
    Yes. DEL strongly encourages coalitions to promote the Provider Portal and annual provider profile update in their area. Coalitions may do so via social media, provider newsletters, email blasts, sending new providers a welcome letter and more. To promote the Provider Portal or annual provider profile update, use the *Potential Provider Sample Cover Letter* or DEL's *Provider Profile Update Flyer* located on SharePoint. Go to *SharePoint Coalitions Zone → CCRR, VPK, & School Readiness → CCRR Resources → CCRR Forms-Reports → CCR&R Forms and Reports 2024-25.*

16. **What are some tips on communicating with resistant providers?**
    - Explain how families receive child care listings of active provider profiles in the Provider Portal.
    - Share the number of customers seeking child care your organization has served through CCR&R each month and/or year.
    - Send a detailed provider listing with a letter explaining the update's importance to encourage providers to submit updated information.

Contact the CCR&R State Network at 866-357-3239 for questions regarding the provider profile update process or email directly to:

- Audia Bradwell, 850-717-8596, Audia.Bradwell@del.fldoe.org
- Andrea Ward, 850-717-8609, Andrea.Ward@del.fldoe.org