

## Provider Contract Checklist

We are excited that you are considering signing a contract with our Coalition. Below you will find a checklist of items and information you will need to have prepared before 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- <https://www.fldoe.org/schools/early-learning/>
- Private Pay Rate Sheet-Broken Down by age and part-time/full-time
- 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 a minimum of \$300,000 general aggregate
- Proof of Unemployment Insurance
- Proof of Worker's Compensation Insurance
- Proof of Automobile Insurance (if applicable)

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

- Direct Deposit Authorization agreement (sent from Coalition)
- W-9 Forms (sent from coalition)
  - ❖ Signature of Authority Letter (if applicable)

Sincerely,

**Provider Contracts & Reimbursement Specialist.**[www.elcirmo.org](http://www.elcirmo.org)

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