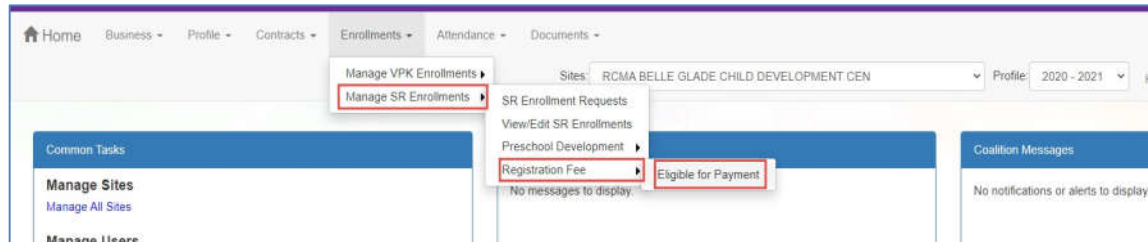


Request for Registration Fee Payment

Registration Fee Payments can only be requested by a provider. To request a Registration Fee, navigate to **Enrollments → Manage SR Enrollments → Registration Fees → Eligible for Payment.**

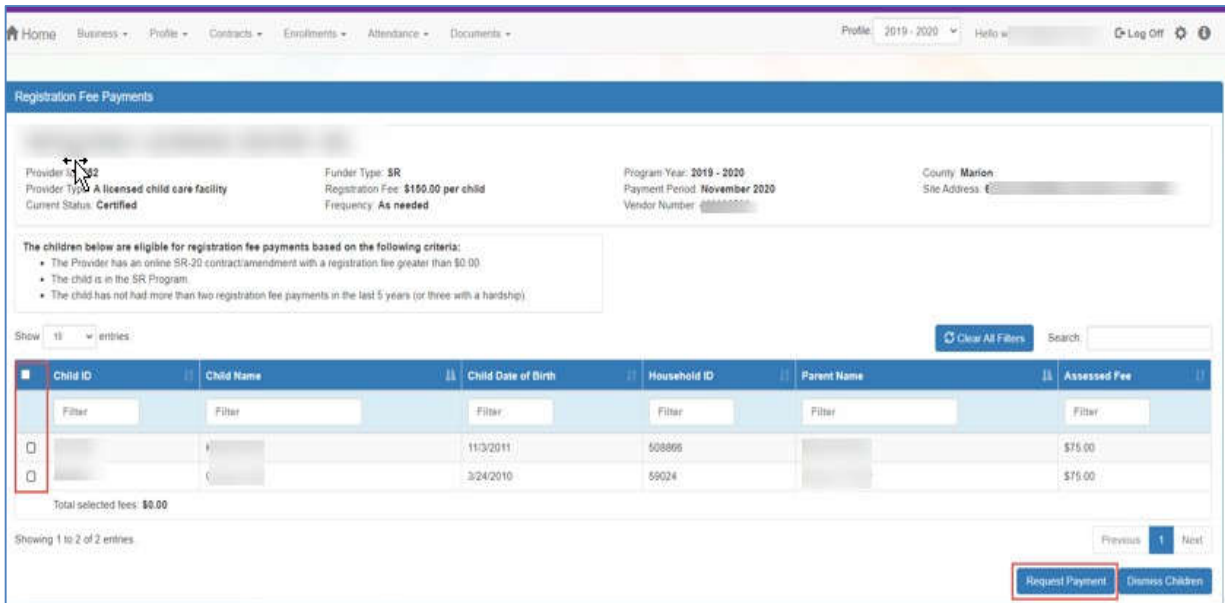


Eligibility Rules for Registration Fee payments:

- Children are enrolled using the School Readiness funding.
- Children are eligible for 2 registration fees to be paid during their 5 years of eligibility.
- Children enrolled in local funding (LOCAL/CTC billing group) are not eligible and the children will not show on the Registration Fee screen.
- Children “dismissed” by the provider from the program year are not eligible for payment.
- A child that is expelled from a provider within 3 months of enrollment are not eligible for payment.

How to request payment for the registration fee:

- The Registration Fee Payments screen lists children who are eligible for Registration Fee payments.
- To request a payment, check the checkboxes to the left of the **Child ID**. Once all your children have been selected click the **Request Payment** button at the bottom of the page.



Registration Fee Payments

Provider: [Redacted] Funder Type: SR Registration Fee: \$150.00 per child Frequency: As needed Program Year: 2019 - 2020 Payment Period: November 2020 Vendor Number: [Redacted] County: Marion Site Address: [Redacted]

The children below are eligible for registration fee payments based on the following criteria:

- The Provider has an online SR-20 contract/amendment with a registration fee greater than \$0.00.
- The child is in the SR Program.
- The child has not had more than two registration fee payments in the last 5 years (or three with a hardship).

Show 15 entries

Child ID	Child Name	Child Date of Birth	Household ID	Parent Name	Assessed Fee
<input type="checkbox"/>	[Redacted]	11/3/2011	508866	[Redacted]	\$75.00
<input type="checkbox"/>	[Redacted]	3/24/2010	59024	[Redacted]	\$75.00

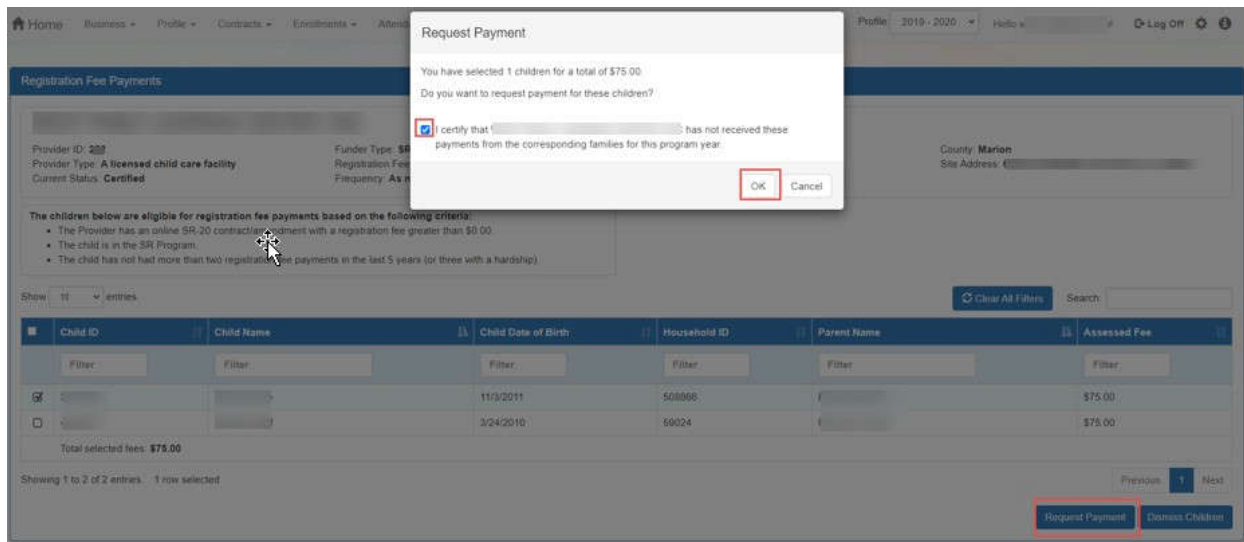
Total selected fees: \$0.00

Showing 1 to 2 of 2 entries

Previous 1 Next

Request Payment Dismiss Children

On the Request Payment pop-up, check the **I certify** checkbox and click **OK**. The record will be available for the coalition to Approve, Reject, or mark Ineligible.



Request Payment

You have selected 1 children for a total of \$75.00
Do you want to request payment for these children?

☒ I certify that [redacted] has not received these payments from the corresponding families for this program year.

OK Cancel

Registration Fee Payments

Provider ID: 207
Provider Type: A licensed child care facility
Current Status: Certified

Funder Type: SR
Registration Fee: \$150.00 per child
Frequency: As needed

Program Year: 2019 - 2020
Payment Period: November 2020
Vendor Number: 4

County: Marion
Site Address: [redacted]

The children below are eligible for registration fee payments based on the following criteria:

- The Provider has an online SR-20 contract/amendment with a registration fee greater than \$0.00.
- The child is in the SR Program.
- The child has not had more than two registration fee payments in the last 5 years (or three with a hardship).

Show 10 entries

Child ID	Child Name	Child Date of Birth	Household ID	Parent Name	Assessed Fee
[redacted]	[redacted]	11/9/2011	508066	[redacted]	\$75.00
[redacted]	[redacted]	3/24/2010	59024	[redacted]	\$75.00

Total selected fees: \$75.00

Showing 1 to 2 of 2 entries. 1 row selected

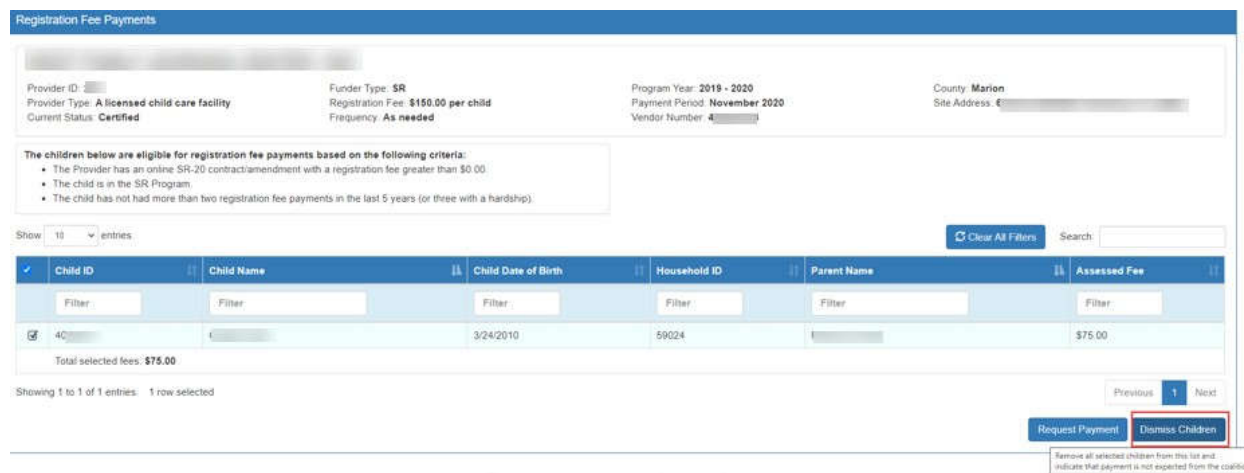
Previous 1 Next

Request Payment Dismiss Children

Dismiss Children

If there are children that are not eligible for a registration fee payment, providers are able to remove children from the list of registration fee payments.

- Check the box to the left of the child ID and click the **Dismiss Children** button. Hovering over the **Dismiss Children** button will display the following message: "Remove all selected children from this list and indicate that payment is not expected from the coalition."



Registration Fee Payments

Provider ID: [redacted]
Provider Type: A licensed child care facility
Current Status: Certified

Funder Type: SR
Registration Fee: \$150.00 per child
Frequency: As needed

Program Year: 2019 - 2020
Payment Period: November 2020
Vendor Number: 4

County: Marion
Site Address: [redacted]

The children below are eligible for registration fee payments based on the following criteria:

- The Provider has an online SR-20 contract/amendment with a registration fee greater than \$0.00.
- The child is in the SR Program.
- The child has not had more than two registration fee payments in the last 5 years (or three with a hardship).

Show 10 entries

Child ID	Child Name	Child Date of Birth	Household ID	Parent Name	Assessed Fee
[redacted]	[redacted]	3/24/2010	59024	[redacted]	\$75.00

Total selected fees: \$75.00

Showing 1 to 1 of 1 entries. 1 row selected

Previous 1 Next

Request Payment Dismiss Children

Remove all selected children from this list and indicate that payment is not expected from the coalition.



The Dismiss Children pop-up window opens. Click the **OK** button to confirm dismissing the child(ren) from the list of registration fee payments. If you make a mistake and dismiss a child or children in error, please contact your reimbursement specialist at the Early Learning Coalition for assistance.

The screenshot shows a web application interface. A modal window titled "Dismiss Children" is open, asking "Do you want to dismiss these children from receiving a payment from the coalition for the current program year?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box. In the background, the "Registration Fee Payments" section is visible, showing a table with columns: Child ID, Child Name, Child Date of Birth, Household ID, Parent Name, and Assessed Fee. One row is selected, showing a fee of \$75.00. The "Dismiss Children" button at the bottom right of the table is also highlighted with a red box.

Registration Fees

The Registration fee eligible to be paid needs to be entered on the OEL provider portal profile on the Fees & Discounts tab on the second line Application/Registration. Indicate when the fee is charged and if it is per child or per family.

The screenshot shows the "Fees and Discounts" section of the provider portal. It contains a table with the following data:

Description	Amount	Frequency	Per Child / Per Family
Annual*	\$ 0		
Application/Registration*	\$ 75	Annual	Per Child

Note: If the profile indicates that the registration fee is charged per family the payable amount will be divided among the children enrolled at the provider.

ADDITIONAL INFORMATION:

Families experiencing hardship may be eligible to apply for a one-time exception with evidence of the one or more of the following:

- Illness of the child or parent requiring the family to relocate.
- Loss of a parent resulting in the family relocation.
- Loss of employment resulting in the family relocation.
- Eviction requiring the family to relocate.
- Natural or man-made disaster.
- Child expulsion in accordance with the provider's policies.

The registration fee may be payable to their new provider with approval of the one-time exception. Payment of this one-time exception does not apply to the parent's two eligible payments within the 5 year eligibility period.