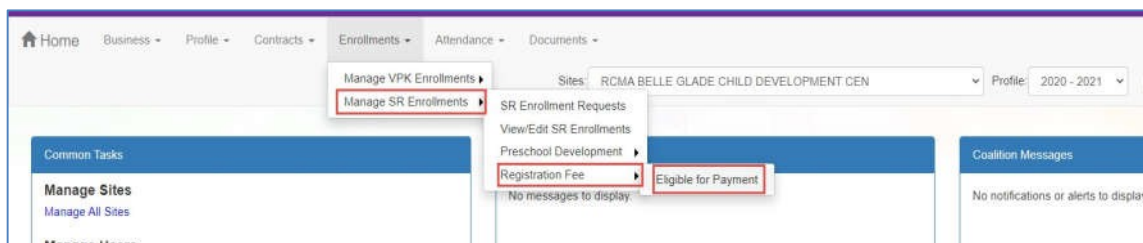# Request for Registration Fee Payment

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.**
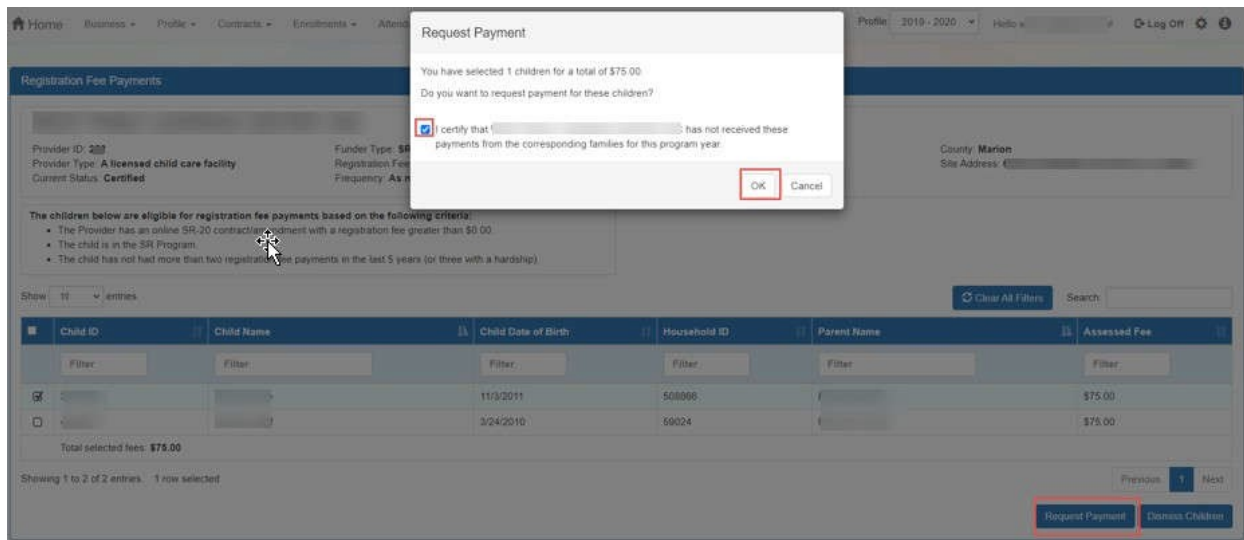

EligibilityRulesforRegistrationFeepayments:

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

Howtorequestpaymentfortheregistrationfee:

- 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 **RequestPayment** button at the bottom of the page.
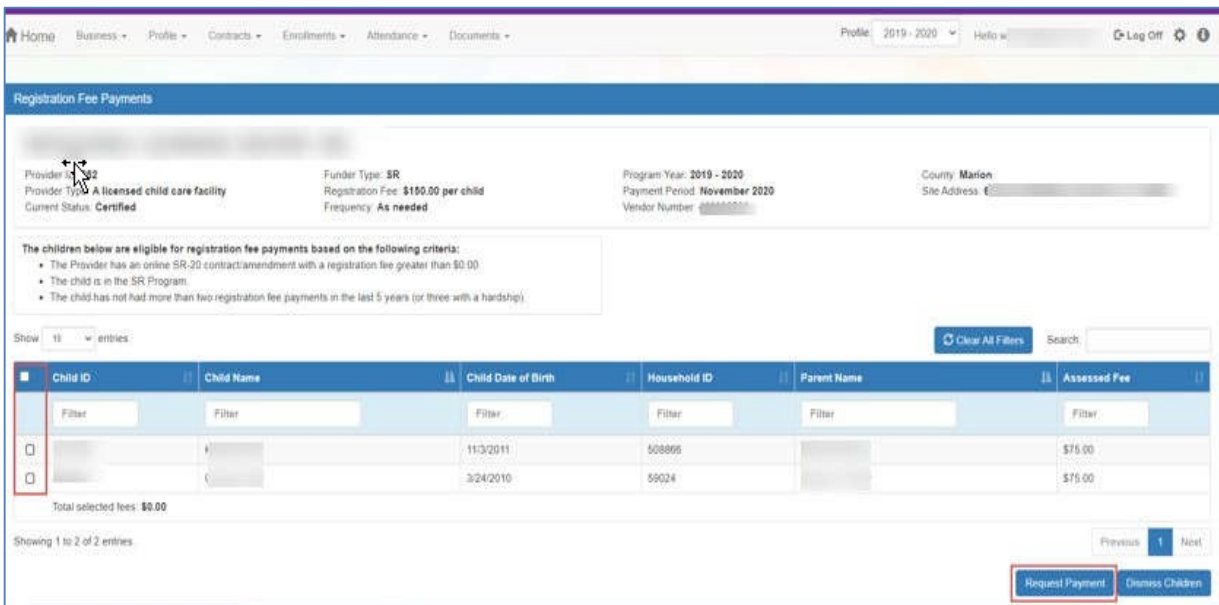
On the Request Payment pop-up, check the **Icertify** checkbox and click **OK** The record will be available for the coalition to Approve, Reject, or mark Ineligible.
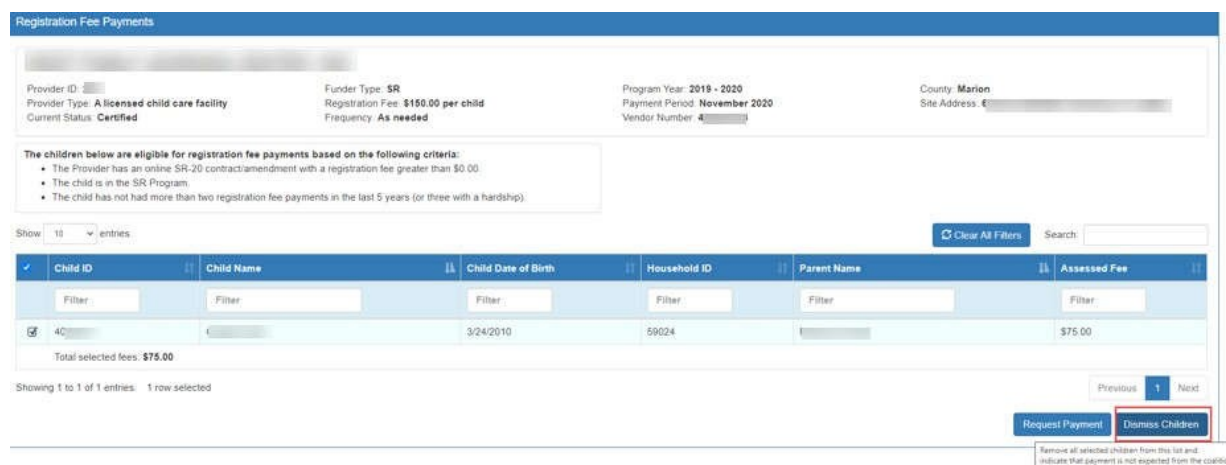
Dismiss Children

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 **DismissChildren** button will display the following message: "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.

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 of *Application/Registration*. Indicate when the fee is charged and if it is per child or per family.

Note: If the profile indicates that the registration fee is charged perfamily, 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 one or more of the following:

- The illness of the child or parent requires the family to relocate.
- Loss of a parent resulting in the family relocation.
- Loss of employment resulting in the family's relocation.
- Eviction requires 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.