

How to Request a School Readiness Childcare Provider Transfer

Step 1: Contact ELC

Call the Early Learning Coalition of IRMO at **(772) 220-1220** and request that your account be placed in **Pending Update** status for a provider transfer request.

You will receive an email from the Family Portal once the update is complete.



Step 2: Log in to the Family Portal

Visit <https://familyservices.floridaearlylearning.com> and log into your account.

Username example: 0-your email address

Step 3: Open the Eligibility Wizard

Navigate to the **School Readiness Funding** section.

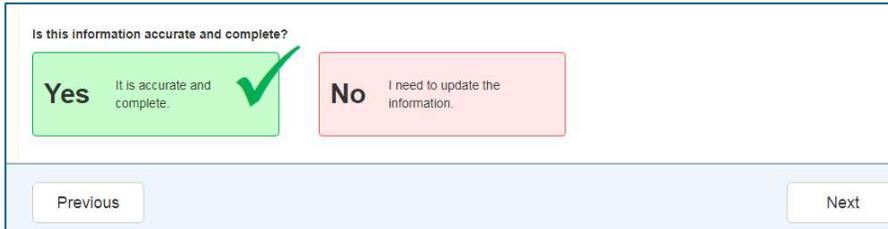
Select **Update Eligibility** or **Verify Eligibility** to open the eligibility wizard.

School Readiness Funding					
The following table shows the School Readiness funding status for all of the children in your household.					
Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
Not Test Tester JR	EV_0000001392	Eligible	-	-	-
Not Test Tester III	EV_0000001675	Eligible	Enrolled	Jim's House of Smarties	View
Not Test Tester IV	EV_0000001708	Pending Eligibility	-	-	-
Please click the Update Eligibility button to update your family's eligibility.					
Update Eligibility					



Step 4: Review Your File

Select **Yes** to proceed through each section until you reach **Provider Enrollments**.



Is this information accurate and complete?

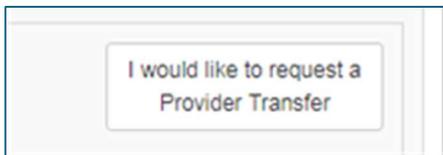
Yes It is accurate and complete. ✓

No I need to update the information.

Previous Next

Step 5: Request a Provider Transfer

Select **No**, then choose **I would like to request a Provider Transfer**. Repeat this step for each child if applicable.



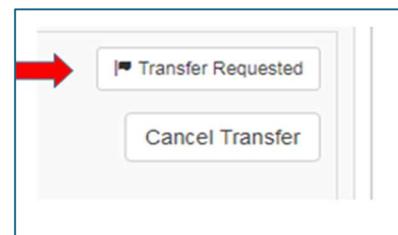
I would like to request a Provider Transfer

Step 6: Complete Provider Transfer Questions

Provide the following information:

- Whether the child is still attending the current provider
 - If yes, enter the last day of attendance under **Other**
 - If no, enter the last day attended
- Reason for ending enrollment
- Whether you have selected a new provider
 - If **Yes**, indicate the new provider
 - If **No**, select that you need assistance

After saving, **Transfer Requested** will appear next to the child's name.



Transfer Requested

Cancel Transfer



Step 7: Add New Provider Selection

On the **Provider Selections** screen:

- Select **No**, then choose **Add Provider Selection** if you know the new provider.
- Before selecting a provider, verify:
 - Name and address
 - Availability/openings
 - Any additional fees
 - Anticipated start date

A provider selection is required.

or
 I need help selecting a childcare provider.

*Tip: Enter part of the provider's name or address and click **Search** to view contracted providers.*

Step 1: Search the Childcare Provider Listing
Type all or part of the childcare provider's name and address, then click **Search**.

Provider Name	<input type="text"/>	<input type="button" value="Search"/>
Street Address	<input type="text"/>	
City	<input type="text"/>	
Zip Code	<input type="text"/>	
County	<input type="text" value="Lee"/>	

If you need help exploring options, select **I need help selecting a childcare provider**. ELC will provide a list of contracted providers, but you must confirm openings and complete the provider's registration process independently. The ELC cannot make recommendations.

Step 8: Upload Additional Documents

Attach **proof of a zero balance** from your previous provider. Your transfer request cannot be processed without confirmed last day of attendance and a zero balance.

Step 9: Review Your Summary

Check that all information is accurate and complete.





Step 10: Sign and Submit

Sign and submit your application to finalize the transfer request.

Step 11: Await Review

A staff member will review your submission. You will receive an email indicating approval or rejection. If documentation cannot be verified, you must correct and resubmit your request.

Step 12: Provider Approval

Once documentation is confirmed, an enrollment request is sent to the new provider. Your child's record will display **Pending Provider Approval**.

Step 13: Family Acceptance

When the new provider accepts the enrollment, you will see **Pending Family Acceptance**. Complete all required electronic signatures:

1. Click **Sign** under the *Payment Certificate* column

School Readiness Funding					
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Child Name	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
Not Test Tester JR	EV_0000001392	Eligible	Pending Family Acceptance	Jim's House of Smarties	<input type="button" value="Sign"/>

2. Review terms and conditions
3. Complete acknowledgment checkboxes
4. Authorize developmental screening and assessment (Yes/No)
5. Click **Save**, then **Accept**
6. Enter your electronic signature and click **Submit**
7. Confirm submission

You may then view and print the payment certificate.

