



SCHOOL READINESS CONTRACT CHECKLIST –OUT OF COUNTY

- Current copy of your in county School Readiness (SR) Contract
- Copy of the most recent Assessment or Contract Evaluation
- Intent to Contract Form***
- School Readiness Provider Agreement (SR20) - Complete on Provider Portal
- School Readiness Provider Responsibilities Form: Complete on Provider Portal*
 - SR 20L – Licensed Center/Home – Registered Home- Large Family Home- Before/After School Program
 - SR 20LE – Licensed Exempt
 - SR 20FFN – Informal Providers
- Child Care Resource & Referral Update form – Complete on Provider Portal
- W-9 Form*** (For new provider only)
- Direct Deposit Authorization Form*** (For new provider only)
- Voided Check or Savings Deposit Slip (For new provider only)
- Documentation of Legal Status*
 - Current License
 - License Exempt Letter/Exempt Certificate
 - Registration Letter
- Gold Seal Certificate (if applicable)
- Certificate of Insurance showing the Early Learning Coalition of Lake County (ELCLC) as a Certificate Holder & Additional Insured. Liability, Worker’s Comp and Unemployment coverage must be included.
- Verification of your Federal ID Number - www.sunbiz.org (For new provider only)
- Proof of Articles of Incorporation - www.sunbiz.org (For new provider only)

Any item that is bold and marked with a star can be found on our website at www.elclc.org, under the Program& Services tab. Proceed to the Provider Tab and you will find the documents.

Please submit documents on the Provider Portal at <https://providers.elclc.org>

Once on the site, you will create a new account. You will enter a valid email address, password, your DCF or exempt registration number and your zip code.

Up load supporting documents in the Documents Library - Agreement Exhibit Folder