



Dear Provider,

Thank you for your interest in becoming a contracted School Readiness and/or VPK provider through Episcopal Children's Services (ECS4Kids) and the ELC of North Florida.

1. One of the first steps needed for the contracting process is getting your location activated through the DEL Statewide Provider Services Portal. Follow this link to begin the initial steps to register your new location : <https://providerservices.floridaeearlylearning.com/Account/Register>. A valid DCF license or exemption number is needed to start this process.
2. Next, you will need to request an account for the FLDOE Single Sign On system (SSO). This will assign you a username and grant you access to the Provider Portal for your location. The request will be submitted through the Child Care Provider Help Desk (SSO/Provider Portal Access) located at the following link : https://ecs.webauthor.com/go/frx_provider_help_desk_form/default.cfm.
Once your site and user have been set up in FLDOE Single Sign-On, you will receive an email with your username and step by step instructions to reset your password and log in to the system.

Please note that account registration is a multistep process that can take up to five business days. In the meantime, you can begin to complete and/or obtain the items below which are required for contracts.

The following items will need to be uploaded to the documents tab of your profile once you have access:

- **DCF License or Exemption Letter**
- **Private pay rates sheet** - If you will require parents to pay the differential between the approved School Readiness reimbursement rates and your programs private pay rates, a statement needs to be included on your Private Pay Rates Sheet you provide to parents, and a copy needs to be uploaded to the documents tab of the profile. (Example : *Parents with children enrolled through the School Readiness Program are required to pay the difference between the Private Pay rates and the School Readiness rates.*)
- **E-Verify Employment Eligibility Affidavit**
- **W-9**
- **General Liability Insurance** (must list **ELC of North Florida** 8649 Baypine Road, Ste. 300, Bldg. 7, Jacksonville, FL 32256 as a **certificate holder and additional insured**)

- **Auto Insurance** (if you provide transportation to children)
- **Proof of Workers Comp Insurance** (if you have 4 or more employees)
- **Sunbiz** (current printout)

The additional items need to be emailed to contract department staff:

- **Sample sign in and out sheet**
- **[Direct deposit authorization form](#)**
- **Voided check**

If you have any questions or need additional assistance, please reach out to the Provider Services Department at 1-904-726-1500 extension 7054.

Thank you,

ECS4Kids