



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 new location added into the DEL Statewide Provider Services Portal. A valid DCF license or exemption number is needed to start this process. Log in to the Provider Portal using your existing FLDOE Single Sign On system (SSO) username and select Manage All Sites under the Common Tasks section of the Home Page. Then select Add Site and enter your DCF License or exemption number. Next, you will be prompted to add your location information and save.
2. Next, you will need to request your new location be added to your existing SSO account in order to access site information. 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 has been set up in FLDOE Single Sign-On, you will receive an email that your ticket has been completed and you will be able to log into the Provider Portal using your existing SSO account information.

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