



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Provider Alert #52

Date: December 5, 2008
Subject: Contract Management Department – Urgent Request and Information

November General Amendment

On November 13th School Readiness Provider Agreement amendments were mailed to all School Readiness Providers holding an agreement with the Early Learning Coalition of the Nature Coast. Documentation included **all or in part** the following, in accordance with individual provider contract needs:

- Revised 1st page of the School Readiness Provider Agreement
- Quality Initiative Terms and Conditions
- School Readiness Agreement Signature Authorization Form
- Parental Access Policy information and request for documentation
- Public Entity Crimes Document

To date a significant number of providers have not returned their completed amendment documentation to the Coalition. Contract material contained in each amendment package is **time sensitive** and must be signed by the Executive Director of the Coalition in order to complete the process. Delay on the provider's part may result in the paperwork becoming obsolete; delay in completion of the amendment may also place the Provider's School Readiness Provider Agreement in jeopardy. **If you have not yet submitted your amendment documentation, please read the instructions for completion carefully, complete and forward to the Coalition.**

A number of providers have returned amendment documentation to the Coalition as complete that will need to be re-visited; common errors noted by staff include: missing documents, documents filled out incorrectly, documents requiring notarization that are not notarized, documents requiring a check mark in the applicable section with no check mark noted and documents completed and signed by individuals without contract signature authority. Coalition staff will be contacting providers over the next few days to offer technical assistance and arrange for documentation to be returned to providers for correction.

If you have questions in regard to your contract amendment or require assistance, please do not hesitate to contact the Coalition's Contract Management Department at the extension numbers listed in this Provider Alert. We are happy to assist you with the amendment process.

Holiday Amendments to the School Readiness Provider Agreement

The Early Learning Coalition of the Nature Coast School Readiness Provider Agreement states: **Attachment 1: Statement of Work, Statement of Deliverables, Method of Payment G. Reimbursements 2: " The Coalition or its service provider shall reimburse the Provider for up to twelve holidays in accordance with the Holiday Schedule in Exhibit 11 (of the School Readiness Provider Agreement) The Provider may request in writing a revision to the standard Holiday Schedule, thirty (30) days in advance of the holiday."**

In recent weeks, Coalition District Managers and Contract Staff have assisted School Readiness Providers with holiday amendments to their School Readiness Provider Agreements *submitted less than 30 days in advance of the requested holiday change*. Effective immediately, Coalition staff will make every effort to process holiday amendments submitted 15-30 days prior to a requested holiday; however processing 15-30 days prior to the requested holiday is contingent upon Coalition staff workload and availability; staff cannot guarantee timely reimbursement if this course is taken. Holiday amendments requested less than 15 days prior to the requested holiday will not be processed.

Please contact the Coalition's Contract Management Department if you have questions in regard to holiday amendment policy.

Thank you,

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