



**Early Learning Coalition of the Nature Coast**  
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties



**Provider Alert #96**

**Date:** March 22, 2011  
**Subject:** Contracts Department Reminders

PROVIDER QUARTERLY REPORTS: One of the requirements to the School Readiness Provider Agreement is that all active School Readiness providers must submit a quarterly report. Below are the reporting quarters and due dates for each fiscal year.

Quarterly Report due dates	
First Quarter	On or before the 20 <sup>th</sup> calendar day, in October
Second Quarter	On or before the 20 <sup>th</sup> calendar day, in January
Third Quarter	On or before the 20 <sup>th</sup> calendar day, in April
Fourth Quarter	On or before the 20 <sup>th</sup> calendar day, in July
Supplemental	On or before August 10 <sup>th</sup>

The Contracts Office sends the provider a School Readiness Provider Quarterly Report with the assessed Parent Fees filled out for each month. **Providers should not change the amount in the Parent Fees Assessed Column.** The provider should enter the amounts they have collected in the Parent Fees Collected column. The amounts may be different as a parent’s schedule of payment may vary from the Parent Fees Assessed timeline.

In Section Two and Section Three of the report, the provider should enter the date, title of activity, actual number of participants and the activity sponsor. Please do not enter “All or All classes” in the number of participants as we need a numeric amount.

SPECIAL NEEDS PAYMENTS:

Special Needs is defined as: children or teens with a physical, mental or health care condition that affects or prevents the child’s ability to develop, achieve, and/or function in an Early Learning setting at a typical rate. Eligibility is based on age related factors.

If a provider serves a Special Needs child, the provider should contact their local Program Manager who will assist in determining whether Special Needs payments should be authorized. In order to be reimbursed at the Special Needs rate, the provider will submit a Special Needs application to their Program Manager describing the adaptations that would be necessary to serve the child in the regular classroom setting with his/her peers.

Please contact your local Program Manager with questions regarding this procedure.

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