Process to Become a School Readiness Provider



Provider completes contract and uploads all documentation to portal.*

*Must be signed, dated, etc. before ELC will process. ELC reviews, approves and distributes documents to appropriate departments.

ELC enrolls waiting School Readiness children in your center.

ELC electronically deposit monies on the 20th or following Monday if 20th is a weekend date.



Provider closes Attendance Sheet and submits on or before the 3rd day of month.**

 **Rosters received after the 10th working day will not be paid.



Any absences can be recorded daily on the portal Attendance Sheet.