

EARLY LEARNING COALITION OF SARASOTA COUNTY
Child Care Connection of Sarasota

2886-C Ringling Blvd, Sarasota, FL 34237

Phone: (941) 556-1600 Fax: (941) 556-1606

VPK ONLY PROVIDER INFORMATION CHECKLIST

Provider/Site Name: _____

The following documentation is required in order for us to enter your site into our computer system and be able to process payments for your business.

The following forms must be completed and returned to Child Care Connection of Sarasota:

- Provider/Site Contact Form _____
- Electronic Funds Transfer Authorization _____
- Florida Fraud Law Signature Page _____
- Rilya Wilson Act Signature Page _____
- ELC Provider Agreement _____
- W-9 _____

You must also provide a copy of:

- Child Care License (State Health Department) _____
- Occupational License – If your site is within city limits, both City and County Occupational licenses are required _____
- Tax Identification Documentation (IRS form, etc) _____
- DCF Gold Seal Certificate (if applicable) _____
- If selecting payment by EFT, a blank voided check _____

Submit the above documentation to:

Child Care Connection of Sarasota
2886-C Ringling Blvd.
Sarasota, FL 34237
Attn: Provider Relations Department

*** FOR OFFICE USE ONLY**

Verified For Completeness By

Date

EARLY LEARNING COALITION OF SARASOTA COUNTY
Child Care Connection of Sarasota

2886-C Ringling Blvd, Sarasota, FL 34237

Phone: (941) 556-1600 Fax: (941) 556-1606

PROVIDER / SITE CONTACT FORM

This form must be completed in its entirety.

Provider / Site Name _____

Site Address _____

City _____ State _____ Zip _____

Mailing Address _____

City _____ State _____ Zip _____

Site Phone # _____

Site Fax # _____

Email Address _____

Director's Name _____ Phone # _____

Is the Director the main contact person? Yes No

Finance Contact Person _____ Phone # _____

Title _____

Attendance Sheet Processor's Name _____ Phone # _____

Title _____

If this site is owned by someone not listed above*:

Owner's Name _____ Phone # _____

Is this site owned by multiple people? Yes No

If yes, complete the below for each co-owner:

Owner's Name _____ Phone # _____

Owner's Name _____ Phone # _____

Owner's Name _____ Phone # _____

* Detailed owner information is required on the Owner Information Form.

I verify the above information is correct and I am authorized to provide such information. I understand that if any of the above information changes, we are required to contact Child Care Connection's Provider Relations Department within 10 days of the change.

Signature of Person Completing Form _____

Title _____

Date _____

Submit Completed form to:

Child Care Connection of Sarasota
2886-C Ringling Blvd
Sarasota, FL 34237
Attn: Provider Relations Department

***For Office Use Only**

Request Received by: _____

Date Received: _____ Date Processed: _____

EARLY LEARNING COALITION OF SARASOTA COUNTY

Child Care Connection of Sarasota

Connecting Families to Resources for Quality Early Childhood Education

2886-C Ringling Blvd., Sarasota, FL 34237

Office: (941) 556-1600 Fax: (941) 556-1606

MAIN OFFICE

Child Care Connection
2886-C Ringling Blvd
Sarasota, FL 34237
Office: (941) 556-1600
Fax: (941) 556-1606



EFT – No Hassle, Faster Payments

Dear Provider;

In our attempt to better serve our valued providers, we offer EFT (Electronic Funds Transfer) for direct deposit of provider reimbursement payments. If you choose to take advantage of this system, your monthly reimbursement will be directly deposited into an account of your choice no later than the 15th of each month.

In order to complete this process, we need specific information from each provider. This information is collected on the *Electronic Funds Transfer (EFT) Authorization* form.

Please return the completed form, along with a blank voided check for the bank account indicated on the form, to the following address:

Child Care Connection of Sarasota

2886-C Ringling Blvd
Sarasota, FL 34237
Attn: Provider Relations Dept.

The form may also be placed in the locked drop box by the front door of the above location or faxed to (941)556-1606.

The banking information will be effective the upcoming reimbursement period as long as all required information has been provided and verified, and a voided check for the appropriate account has been received by the 25th of the month. To ensure that funds are not posted to an incorrect or closed account, any authorization form received after the 25th of the month will not go into effect until the next reimbursement period and the current reimbursement will be processed as a manual check.

If you decide you do not wish to have your reimbursement payments electronically deposited into your bank account, you must specify that you are declining this method of payment by checking the "Decline EFT" box provided on the Electronic Funds Transfer Authorization form and sign the form. By declining the EFT payment method, you are selecting to be paid by check. Checks are mailed by the 20th of every month.

If you have any questions, please feel free to contact the Provider Relations Department at either of the below numbers.

Thank you,

Joyce Miller-Porter

Reimbursement Coordinator
Child Care Connection of Sarasota
2886-C Ringling Blvd.
Sarasota, FL 34237
Office: 941-556-1600 extension 110
Fax: 941-556-1606
jmiller@childcareconnectionsarasota.org

EARLY LEARNING COALITION OF SARASOTA COUNTY
Child Care Connection of Sarasota

2886-C Ringling Blvd, Sarasota, FL 34237

Phone: (941) 556-1600 Fax: (941) 556-1606

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION

Authorization Agreement for Automatic Deposit of Child Care Provider Payments

This form authorizes **Wachovia**, as the official **Early Learning Coalition of Sarasota County*** Agent, to deposit child care provider payments directly into the bank account listed below, and if necessary, reverse any incorrect credit entries made in error related to the **Early Learning Coalition of Sarasota County***. I agree to resubmit this form immediately if this bank or bank account changes or if I decide to stop direct deposit.

Check One: New Authorization Agreement Stop Direct Deposit Request Decline EFT
 Change Direct Deposit Information – Reason (required): _____

ALL BELOW INFORMATION IS REQUIRED

Please attach a VOIDED CHECK for the new account to this application – failure to do so may result in a delay in your provider reimbursement.

Child Care Provider Information: (please print clearly)

Name of Provider or Business _____		
Mailing Address _____		
City _____	State _____	Zip _____
Name of Authorized Financial Representative (please print clearly) _____		
Title _____		
Daytime Telephone Number (____) ____ - _____		
CCCoS Provider ID Number _____	Date of Birth _____ / _____ / _____ <small>(if applicable)</small>	
(Tax ID Number or SSN)		

Information on Financial Institution:

Name of Bank _____		
Bank's Address _____		
City _____	State _____	Zip _____
Telephone Number of Bank (____) ____ - _____		
Account Information (Check one): <input type="checkbox"/> Checking OR <input type="checkbox"/> Savings		
Bank Transit / Routing Number _____ <small>(Ask bank for transit/routing number for direct deposit)</small>		

Bank Customer Information:

Bank Account Number _____
Name of Bank Account Holder (please print clearly) _____

Signature of Authorized Financial Representative _____
Title _____ Date _____

**Submit Completed form by
the 25th of the month to:**

Child Care Connection of Sarasota
2886-C Ringling Blvd
Sarasota, FL 34237
Fax: (941)556-1606

*Formerly the School Readiness Coalition of Sarasota County, Inc.

***For Office Use Only**

Request Received by: _____

Date Received: _____ Date Effective _____

EARLY LEARNING COALITION OF SARASOTA COUNTY
Child Care Connection of Sarasota
Subsidized Child Care

Florida Fraud Law

Page 1 of 2

Chapter 414 / 414.39

1. Any person who knowingly:

- (a) Fails, by false statement, misrepresentation, impersonation, or other fraudulent means, to disclose a material fact used in making a determination as to such person's qualification to receive public assistance under any state or federally funded assistance program;
- (b) Fails to disclose a change in circumstances in order to obtain or continue to receive any such public assistance to which he or she is not entitled or in an amount larger than that to which he or she is entitled; or
- (c) Aids and abets another person in the commission of any such act, is guilty of a crime and shall be punished as provided in subsection (5).

2. Any person who knowingly:

- (a) Uses, transfers, acquires, traffics, alters, forges, or possesses, or
- (b) Attempts to use, transfer, acquire, traffic, alter, forge, or possess, or
- (c) Aids and abets another person in the use, transfer, acquisition, traffic, alteration, forgery, or possession of, a food stamp, a food stamp identification card, an authorization, including, but not limited to, an electronic authorization, for the purchase of food stamps, a certificate of eligibility for medical services, or a Medicaid identification card in any manner not authorized by law is guilty of a crime and shall be punished as provided in subsection (5). For the purposes of this section, the value of an authorization to purchase food stamps shall be the difference between the coupon allotment and the amount paid by the recipient for that allotment.

3. Any person having duties in the administration of a state or federally funded public assistance program or in the distribution of public assistance, or authorizations or identifications to obtain public assistance, under a state or federally funded public assistance program and who:

- (a) Fraudulently misappropriates, attempts to misappropriate, or aids and abets in the misappropriation of, a food stamp, an authorization for food stamps, a food stamp identification card, a certificate of eligibility for prescribed medicine, a Medicaid identification card, or public assistance from any other state or federally funded program with which he or she has been entrusted or of which he or she has gained possession by virtue of his or her position, or who knowingly fails to disclose any such fraudulent activity; or
- (b) Knowingly misappropriates, attempts to misappropriate, or aids or abets in the misappropriation of, funds given in exchange for food stamps or for any form of food stamp benefits authorization, is guilty of a crime and shall be punished as provided in subsection (5).

4. Any person who:

- (a) Knowingly files, attempts to file, or aids and abets in the filing of, a claim for services to a recipient of public assistance under any state or federally funded public assistance program for services that were not rendered; knowingly files a false claim or a claim for nonauthorized items or services under such a program; or knowingly bills the recipient of public assistance under such a program, or his or her family, for an amount in excess of that provided for by law or regulation;
- (b) Knowingly fails to credit the state or its agent for payments received from social security, insurance, or other sources; or
- (c) In any way knowingly receives, attempts to receive, or aids and abets in the receipt of, unauthorized payment or other unauthorized public assistance or authorization or identification to obtain public assistance as provided herein, is guilty of a crime and shall be punished as provided in subsection (5).

Chapter 414 / 414.39

5. (a) If the value of the public assistance or identification wrongfully received, retained, misappropriated, sought, or used is less than an aggregate value of \$200 in any 12 consecutive months, such person commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
- (b) If the value of the public assistance or identification wrongfully received, retained, misappropriated, sought, or used is of an aggregate value of \$200 or more in any 12 consecutive months, such person commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.
- (c) As used in this subsection, the value of a food stamp authorization benefit is the cash or exchange value unlawfully obtained by the fraudulent act committed in violation of this section. (d) As used in this section, "fraud" includes the introduction of fraudulent records into a computer system, the unauthorized use of computer facilities, the intentional or deliberate alteration or destruction of computerized information or files, and the stealing of financial instruments, data, and other assets.
6. Any person providing service for which compensation is paid under any state or federally funded public assistance program who solicits, requests, or receives, either actually or constructively, any payment or contribution through a payment, assessment, gift, devise, bequest or other means, whether directly or indirectly, from a recipient of public assistance from such public assistance program, or from the family of such a recipient, shall notify the Department of Children and Family Services, on a form provided by the department, of the amount of such payment or contribution and of such other information as specified by the department, within 10 days after the receipt of such payment or contribution or, if said payment or contribution is to become effective at some time in the future, within 10 days of the consummation of the agreement to make such payment or contribution. Failure to notify the department within the time prescribed is a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
7. Repayment of public assistance benefits or services or return of authorization or identification wrongfully obtained is not a defense to, or ground for dismissal of, criminal charges brought under this section.
8. (a) The introduction into evidence of a paid state warrant made to the order of the defendant is prima facie evidence that the defendant did receive public assistance from the state.
- (b) The introduction into evidence of a transaction history generated by a Personal Identification Number (PIN) establishing a purchase or withdrawal by electronic benefit transfer is prima facie evidence that the identified recipient received public assistance from the state.
9. All records relating to investigations of public assistance fraud in the custody of the department and the Agency for Health Care Administration are available for examination by the Department of Law Enforcement pursuant to s. 943.401 and are admissible into evidence in proceedings brought under this section as business records within the meaning of s. 90.803(6).
10. The department shall create an error-prone or fraud-prone case profile within its public assistance information system and shall screen each application for public assistance, including food stamps, Medicaid, and temporary cash assistance, against the profile to identify cases that have a potential for error or fraud. Each case so identified shall be subjected to pre-eligibility fraud screening.

I have read all above information and understand that it is my duty to ensure all information given to Child Care Connection of Sarasota is accurate and truthful throughout my use of the services. I understand that services may be denied and that I may be subject to criminal prosecution for knowingly providing incorrect information at any time while services are given. Services are defined as any service the Child Care Connection of Sarasota provides to a client and any service the Child Care Connection of Sarasota provides to a provider which include payment of services. By signing this form, I acknowledge receipt of a copy of my rights and responsibilities and that they have been explained to me.

Provider Signature

Date

Name of child care facility (if applicable)



Early Care & Education Provider Contract Agreement 2009/2010

Early Care and Education Site Name (legal name on license or on license-exempt certificate):

Phone Number: _____ Fax Number: _____

Address _____ City _____ State ____ Zip _____

Contact Name _____ Email _____

License # _____ or if License Exempt check here: _____

Are you participating in the Look for the Stars Quality Improvement System? ____ Yes ____ No

Are you a Gold Seal Accredited provider? ____ Yes ____ No

If yes, list Accreditation _____ Accreditation Expiration Date _____

This is a binding Contract Agreement between you, as an Early Care and Education/Child Care Provider and the Early Learning Coalition of Sarasota County (ELC), and is in effect from July 1, 2009 through June 30, 2010. This Contract Agreement holds the Provider responsible to adhere to the requirements and standards within their program, benefiting all children and families, as outlined in this Contract Agreement.

Please read carefully before signing

Providers who sign this Contract Agreement are eligible to receive funding for school readiness children, as long as they are in compliance with the conditions of the contract and meet minimum requirements set forth in this contract. Non-compliance with any part of this contract may result in any of the following: non-payment of early learning coalition funding, the removal of scholarship children, the removal of at-risk children, and the suspension or termination of this Contract Agreement. The existence of this provider Contract Agreement does not however require or guarantee placement of children in the Provider's School Readiness program. Children are placed with providers based on parental choice, funding availability, and compliance with required standards.

All VPK providers are encouraged to sign this Contract Agreement, but must sign the State of Florida VPK Education Provider Agreement, Form AWI-VPK 20, and adhere to all legislative mandates.

The services offered by the Coalition to providers to support their programs and enhance quality as well as those additional services offered through the Look for the Stars Quality Improvement System are outlined in this Contract Agreement. Please refer to the appropriate section at the end of this contract for the level of services that you are specifically entitled to.

Florida Statute Chapter 411.01, (revised in 2005), establishes requirements for all publicly funded school readiness programs. By accepting and signing this agreement, you are signifying that you will comply with all applicable federal, state, and local laws and regulations of the Coalition.

Review and initial this box _____

Early Care and Education Providers meet the Department of Children and Families/Sarasota County Health Department licensing standards.

- Meet or exceed all Florida state child care licensing guidelines, as defined by Section 411.01, F.S.; Section 402.305, F.S.; FAC Chapter 65C-22 (Centers) and FAC Chapter 75C-20 (Family Homes).
- Post all Sarasota County Health Department licensing (SCHD) monitoring reports/corrective action for the past 6 months by the current Sarasota County Health Department license (SCHD licensed programs) or the license-exempt agency certificate (non-SCHD licensed programs).
- Correct all out of compliance items documented by the SCHD in a timely manner. (Note: An ad-hoc committee will review programs with excessive violations and recommendations will be made to the Coalition, which will make the final decision on the program's ability to continue to serve school readiness children.)
- The Provider will promote children's healthy development and protect children and staff from illness and injury. Provide a safe and healthy environment as defined by DCF, the Sarasota County Health Department, the Early Learning Coalition of Sarasota County and the Agency for Workforce Innovation.
- The Provider will maintain a safe and healthy environment that provides appropriate and well-maintained indoor and outdoor space.
- Provide proof of satisfactory Department of Law Enforcement (FDLE) Criminal Background Checks on all employees.
- Afford parents unlimited access to their child and their caregivers during normal hours of provider operation.
- Allow ELC designated staff to make site visits to monitor licensing standards, quality improvements, compliance with the state mandated school readiness standards, VPK compliance, and ongoing child assessments. Technical assistance and other trainings can be arranged as needed.
- Report any evidence or suspicion of abuse, neglect or exploitation of children receiving child care services, as mandated by Florida Statute. Hotline number 1-800-96 ABUSE.

Early Care and Education Providers and staff, center-based and family-based, meet all state and locally mandated training requirements and provide for continued staff development.

Early Care and Education Providers establish an appropriate environment for children.

- To enhance the educational readiness of the child by preparing the child to enter school ready to learn and to support the child's school progress through developmentally appropriate practices.
- Offer a coalition-approved, research-based, developmentally appropriate school readiness curriculum, which aligns with early learning standards set forth by the Office of Early Learning.
- Provide programs that are inclusive and support the development of children.
- Offer an approved character development component for the child to develop basic values formatted to fit the needs of each program including faith based programs.
- Have a parent involvement component within the program.
- Establish guidelines that encourage all staff to obtain a FCCPC and pursue higher education as desired.
- The Provider will promote positive relationships among all children and adults to encourage each child's sense of individual worth and to foster each child's ability to contribute as a responsible community member. At a minimum the provider shall:
 - ✓ Develop and implement a child discipline policy that demonstrates the use of positive, realistic and developmentally appropriate guidance/discipline techniques.
 - ✓ The program is prohibited from using corporal punishment (i.e. spanking) or any discipline methods that hurt, humiliate or frighten children or any discipline techniques associated with food, rest, or toileting
 - ✓ Distribute a copy of the child discipline policy to 100% of the children's parents/guardians and staff.
 - ✓ Request assistance for a challenging child and notify the Coalition prior to making a decision to ask a child to leave the program

- Provide the following specific activities outlined in the school readiness legislation:
 - ✓ Activities to foster brain development in infants and toddlers
 - ✓ An environment rich in language and music, filled with objects of various colors, shapes, textures, and sizes to stimulate visual, tactile, auditory, and linguistic senses in the child
 - ✓ At least thirty (30) minutes of classical music and thirty (30) minutes of reading to the child spread throughout the day, as appropriate
 - ✓ Information to parents on brain development and the importance of 0-5 years on development.

Early Care and Education Providers conduct individualized and ongoing assessments of all children in care.

- The Provider will use ongoing formal and informal screening and assessment approaches with children birth to kindergarten entry to collect information on children's learning and development. Assessment results will be used to guide teaching and program improvement. The Provider will share screening and assessment information with parents/guardians.
- Provider will utilize the Ages & Stages, or other developmental screening and referral processes set forth by the ELC for children birth-kindergarten, minimally for school readiness scholarship children.
- Provider will participate with the Coalition's pre/post assessment program as required by the Coalition for designated scholarship children and should conduct formal pre/post assessments for all children
- The Provider will implement instructional assessment procedures for children birth to five that are linked with the program's curriculum. These procedures will measure each child's progress in attaining the age appropriate early learning standards adopted by the Agency for Workforce Innovation and/or the Florida Department of Education for children birth to kindergarten entry.
- Provider will offer or take advantage of offered vision and hearing screenings for children, birth-kindergarten, according to ELC guidelines.

Early Care and Education Providers support family involvement and cultural diversity.

- Provider will actively encourage parental involvement in each child's early care and education.
- Provider promotes a family friendly environment that helps to support families and positive parent interaction
- Provider will establish and maintain collaborative relationships with each child's family to foster children's development. At a minimum the Provider will:
 - ✓ Maintain documentation of a written policy informing parents/guardians of their rights to access their children and to the providers caring for their children during normal hours of operation or whenever the child is in care. This policy shall be distributed to 100% of parents/guardians and staff.
 - ✓ Provide parents/ guardians with a program handbook that includes information such as: philosophy and goals; calendar; attendance policy; parental access to children while in the Provider's care; child sign-in/sign-out procedures; age appropriate methods and experiences used to attain developmental goals; site emergency/disaster plans, child discipline policy, expectations for parent/family participation; and ways parents can promote learning at home and within the community to help their children be successful in an early education environment.
- Provider promotes family literacy activities.
- Provider involves families in many learning opportunities, so that learning is a positive experience for all children.
- Provider strives to provide multi-lingual staff whenever possible and always respect diversity in meeting the needs of children and their parents as well as provide a culturally sensitive environment.

Early Care and Education Providers operate professionally and meet all requirements as required by the ELC.

- Provider works towards goals identified in a Quality Improvement Plan as either part of the Look for the Stars QIS or a self -assessment process if not part of the QIS, and/or an accreditation track.
- Provider commits to work toward maintaining and improving the quality of their early child care center or home, and meet or exceed the state legislative requirements for school readiness and early learning standards.

- Provider cooperates in completing Improvement Plan in response to any monitoring or assessment process, according to ELC guidelines.
- Providers have a disaster plan in place and staff is familiar with procedures to follow.
- Provider maintains accurate attendance records for the children in care. Attendance records must include daily sign-in and sign-out sheets with time of arrival and departure of each child listed and *parent/guardian/authorized designee signature*. Sign-in, sign-out sheets may not be signed in advance or signed for the parent/guardian by child care staff. Using "white-out" on sign-in, sign-out sheets is not permitted. (Note: Attendance taken by Providers is a requirement of SCHD and must be continued.)
- Providers that use computerized attendance sheets need to be able to generate attendance reports with date, time, and some identifying component such as signature or PIN.
- Providers will provide original parent sign-in, sign-out sheets to ELC as requested for monitoring.
- Providers maintain, for audit purposes, original sign-in, sign-out sheets and copies of attendance records submitted to ELC for a minimum of five years (60 months). The Provider will not destroy any documents involved in an audit that relate to the School Readiness Program until authorized by the Coalition.
- Providers allow Coalition designated staff to complete post-audit attendance reviews, which will include a comparison of the parents sign-in and sign-out sheets and attendance forms for their child.
- Providers report any daily-unexcused absence of any identified at-risk children as required in the Rilya Wilson Act (BG1 or BG3R), by the end of the first business day, or after the seventh consecutive excused day to the ELC. All programs sign the reporting policy form as issued by the ELC.
- Providers ensure confidentiality of the child's records. Information associated with scholarship services shall only be available to the provider, the legal parent/guardian, and duly designated representatives of the Office of Early Learning, ELC, DCF and Department of Health, unless there is a court order requiring the opposite.
- Providers involved in school readiness program collect any parent fees, registration, activity, transportation, tuition and late-pick-up fees directly from the parent/guardian.
- Providers involved in the school readiness program submit the school readiness scholarship parent fees report with the monthly attendance sheets by the second working day of the following month.
- Providers will submit current information about their program to Child Care Resource and Referral. This information will be used to inform parents/guardians about the services the Provider offers.
- Provider will report any unusual incidents to the Coalition. An unusual incident is defined as any serious event involving the health and safety of children, and/or any event that is likely to place the Provider or the Coalition at risk or cause negative public reaction.
- Providers involved in school readiness program understand that falsifying records to obtain School Readiness Program funds is a criminal offense. Any suspected fraudulent activity will be referred to the Florida Department of Law Enforcement (FDLE) for investigation. Any Provider convicted of fraudulent activity is precluded from participating in the School Readiness Program.
- Providers will comply with child care licensing standards as well as early learning coalition policies and procedures and will stay informed by reading pertinent notices, coalition newsletters, attending scheduled provider meetings and/or coalition meetings, participating in training and other informational sessions and by accessing the SCHD and/or state licensing website, or ELC website to get current updates.
- Providers will have the ability to request a fair hearing when a situation cannot be resolved according to the Coalition's Grievance Policy.

I have read and understand the terms and conditions of this Early Learning Provider Contract Agreement. I agree to the terms and conditions as outlined. I am legally authorized to obligate my business, an early learning program, to the terms and conditions of this agreement. I understand that signature of this agreement will allow for scholarship children to attend my program and I will receive payment for services rendered. Non-compliance with any part of this agreement however may result in any of the following: non-payment of early learning coalition funding, the removal of scholarship children, the removal of at-risk children, and the suspension or termination of this Contract Agreement. This Contract Agreement is in effect from July 1, 2009 and is valid through June 30, 2010. In the event the Office of Early Learning of the Agency for Workforce Innovation or the Early Learning Coalition of Sarasota County requires changes to this agreement, the Coalition

reserves the right to amend this Contract Agreement. The Coalition can, with thirty (30) days notice, with or without cause, terminate this agreement. Notice from the Coalition will be delivered by certified mail, return receipt requested, or in person with proof of delivery. In the event funds to finance this agreement become unavailable, the Coalition may terminate the Agreement upon no less than twenty-four (24) hours notice in writing to the Provider. **Initial here** _____

With this signed Contract Agreement, the Coalition will offer the following services to all early care and education providers:

- community wide workshops and trainings
- continuing education scholarships for teachers,
- with a one time annual reimbursement up to \$100
- developmental screening for school readiness children
- hearing and vision screenings
- warm line *telephone* consultation
- access to resource room materials
- directors connection series

With this Contract Agreement and the Look for the Stars QIS contract form, the following additional services are offered through the community funded initiative to those providers who specifically choose to participate in the Look for the Stars program, including:

- mini-grants/quality materials
- coaching and technical assistance
- individualized consultations for special needs children and challenging behavior
- on-site trainings and consultation
- infant/toddler program support
- professional development consultations
- free materials/equipment
- literacy program enhancements
- targeted trainings and workshops
- sustaining payments
- retention bonus
- education scholarships for teachers
- DECA program training and support

The curriculum currently implemented at my site is: _____

The character development curriculum currently implemented at my site is: _____

The tool used to screen children at my site is: _____

The instrument used to assess children at my site is: _____

Initial here _____ **If you can not identify each of the above contact the Coalition.**

Note: Providers who chose to participate in the Look for the stars QIS must also sign the Look for the Stars Agreement. Providers who chose not to participate must sign an opt-out statement indicating that decision.

I agree to adhere to the requirements and standards as outlined in this Contract Agreement per my signature below:

Signature of Authorized Provider Representative

Printed Name

Early Learning Coalition of Sarasota County Representative

Return signed agreement to Early Learning Coalition at address below.

PLEASE KEEP A COPY FOR YOUR RECORDS

Early Learning Coalition of Sarasota County
Child Care Provider Contract Agreement FY 2009-2010
1750 17th Street, Unit K-1
Sarasota, FL 34234
941-954-4830

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.socialsecurity.gov/online/ss-5.pdf. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses/ and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism. The authority to disclose information to combat terrorism expired on December 31, 2003. Legislation is pending that would reinstate this authority.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.