

# VPK Provider Application Documentation Submission Checklist

Fiscal Year 2024-2025

For Providers Use

**Note:** Documentation listed below in the **“Checklist I”** will need to be **“Submitted back with your School Readiness Application”**.

|  |  |
|--|--|
|  | Owner /Operator Form   |
|  | Copy of IRS FEIN Letter  |
|  | If Leasing Facility, Copy of your current Lease Agreement. (New Provider’s Only) |
|  | New W-9 for 2024-2025 (Required)   |
|  | VPK Provider Profile Form for FY 24-25   |
|  | VPK Training Checklist (a copy for VPK Director and each Lead Teacher)           |

**Note:** Documentation listed below in **“Checklist II”** will need to be **“Uploaded to your Documents Library in the Provider Portal”**.

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|--|--|
|  | Direct Deposit Authorization Form                                  |
|  | Scanned Voided Check or Letter from your bank, on Bank Letter head |

**Note:** Documentation listed below in **“Checklist III”** will need to be **“Uploaded to your Provider Profile in the Provider Portal”**.

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|--|---|
|  | Liability Insurance   |
|  | Unemployment Insurance (FL Dept of Revenue Employer’s Quarterly Report RT-6 Form) |
|  | Workers’ Compensation Insurance   |
|  | Transportation Insurance (If transporting School Readiness children)              |
|  | New W-9 for 2024-2025 (Required)  |
|  | DCF License   |
|  | DCF Exemption Letter (if applicable)  |
|  | Accreditation Certificate from Accrediting Agency                                 |
|  | DCF Religious Exemption Letter (Required Annually if Religious Exempt)            |
|  | Gold Seal Certificate   |
|  | E-Verify Supporting Documents (E-Verify Notarized Affidavit is required Annually) |
|  | Updated Sunbiz  |