

School Readiness Application Documentation Submission Checklist

Fiscal Year 2025-2026

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 (This meets the requirement of Exhibit 2 - Item 6 of the SR Contract).
☐	Copy of Current Accrediting Agency’s Inspection report (License Exempt Centers Only)
☐	Copy of IRS FEIN Letter OR If you do not have a FEIN, a copy of your Social Security Card
☐	If Leasing Facility, Copy of your current Lease Agreement. (New Provider’s Only)
☐	Copy of Emergency Preparedness Plan and your company plan

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

☐	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”**.

☐	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)
☐	W-9 Form (2024 version)
☐	DCF License
☐	DCF Registration Letter (Registered FCCH)
☐	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
☐	Copy of Provider Private Pay Rate Sheet