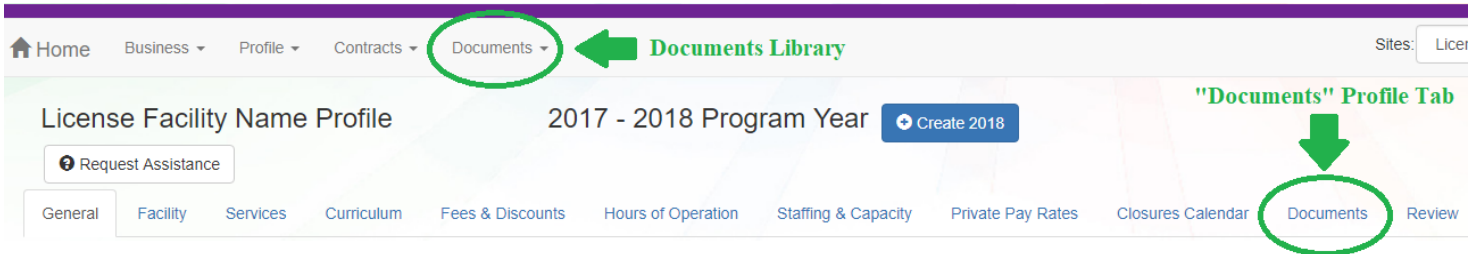




Contract Supporting Documents



-For the "Documents" Profile Tab-

Contracting providers must have a current copy of each applicable document type from the list below uploaded into their "Documents" profile tab. Refer to page 47 of the Provider Portal User Guide. If these documents are already in your profile, they do NOT need to be reuploaded unless they are expired.

- **Gold Seal Certificate:** Required for Gold Seal providers only.
- **DCF License or Exemption Letter:** Required for all contracting providers.
- **Certificate of Accreditation:** Required for accredited providers only.
- **Background Screening Letter from District:** Required for public and charter schools only.
- **Documentation of School District and Number:** Required for public and charter schools only.
- **Copy of School Charter:** Required for charter school only.
- **IRS Form W-9:** Required for all contracting providers.
- **Private Pay Rates:** Required for SR providers only.
- **General Liability Insurance:** Required for all contracting providers. This form must list ELCAC as a certificate holder and additionally insured.
- **Workers Compensation Insurance:** Required for all contracting providers with four or more employees.
- **Automobile Insurance:** Required for all contracting providers that offer transportation services.
- **Sunbiz Report:** Required for all corporations. The report must come from Sunbiz.org and have an "Active" status.

-For the Documents Library-

Contracting providers must have a current copy of each applicable document type from the list below uploaded into the like-named folders of their "Document Library." Refer to pages 52-55 of the Provider Portal User Guide. If these documents are already in your library, they do NOT need to be reuploaded.

- **Direct Deposit Form:** Required for all contracting providers. This form must be uploaded to the folder named "Direct Deposit Form."
- **Voided Check or Deposit Slip:** Required for all contracting providers. This document must be uploaded to the folder named "Voided Check."