

# Profile Supporting Documents

Profile supporting documents are processed by ELCAC in the profile phase to determine a provider's eligibility for contracting. The "Required For" column below indicates who is expected to upload each document type. The "Conditions" column indicates some of the details that will be reviewed for verification.

Document Type	Required For	Conditions
Gold Seal Certificate	Gold Seal providers	Must be a current certificate with the same age group selected in field #5.1 of the "General" profile tab.
Certificate of Accreditation	Accredited providers	Must be a current certificate with the same accreditation agency selected in field #6.1 of the "General" profile tab.
Certificate of Licensure	Licensed providers	Must be a current DCF license certificate with details matching fields #6-8 of the "Facility" profile tab.
Letter of Confirmation (Exemption)	License-exempt private providers (not public schools)	Must be a current DCF license-exemption letter with details matching fields #6-8 of the "Facility" profile tab.
Background Screening Letter from District	Public and charter schools	Will be addressed during the VPK Application process, NOT during the profile update process.
Documentation of School District & School Number	Public and charter schools	Must include the school's name, district, and number. This document does not expire.
Copy of School Charter	Charter schools	Must include an indication the of the ages served and programs such as VPK. This document does not expire unless it is revised.
Private Child Care Pay Rates	SR providers	Must match the full-time and part-time rates entered into the "Private Pay Rates" profile tab. This document does not expire unless it indicates the program year or if it is revised.
IRS Form W-9	All providers	Must match details from the "Business" tab and Sunbiz documentation (as applicable). This document does not expire unless it is revised. There is a blank form included in the email packet.
Proof of Liability Insurance	All providers	Must be a current "Certificate of Liability" form with ELCAC listed as both a certificate holder in the "Certificate Holder" box and as additionally insured in the "ADDL INS" column or the "Description of Operations" box.
Proof of Unemployment Insurance	NOT required for profile activation or contract certification	May be collected during the VPK/SR Provider Monitoring after contract certification, so it is recommended to keep a copy onsite.
Proof of Worker's Compensation Insurance	Private providers with 4 or more staff (not public schools)	Must be a current document. If your general liability and worker's compensation insurance is listed on the same certificate, you will need to upload it under both sections.
Proof of Automobile Insurance	Private providers that offer transportation (not public schools)	Must be a current document. Transportation is indicated in field #7 of the "Services" profile tab.
Sunbiz Documentation	Incorporated businesses	Must have an "Active" status. This document does not expire unless it is revised. You can find your active record on the Sunbiz website ( <a href="https://dos.myflorida.com/sunbiz/">https://dos.myflorida.com/sunbiz/</a> ).