



**2015-2016 Year Holiday Schedule
Verification Open Form**

Due to the implementation of the Provider Portal, it is necessary to obtain the information below from the SR providers as to whether they were open on the past two holidays as well as whether they will be open and providing child care services to the children on the eight remaining ELC reimbursable holidays. This information will allow us to remove the pre-printed H on our providers' attendance rosters in the Provider Portal so providers can record a child's true attendance on that day. Currently, the Provider Portal does not allow a provider to change the hard coded H to an X or an E. Please return the completed form to the Reimbursement Department through your individual document library in the Provider Portal or fax to either of the Reimbursement fax #'s @ 727-400-4472 or 727-400-4482. We appreciate your cooperation in this matter. If you have any questions, please call Lewellyn at 727-400-4421. Thank you.

Provider Name: _____ Provider ID # _____
Please Print Your Site Name

| Holiday | Date Observed | Open |
|------------------------|------------------------------|--------------------------|
| Independence Day | Friday, July 3, 2015 | <input type="checkbox"/> |
| Labor Day | Monday, September 7, 2015 | <input type="checkbox"/> |
| Veterans Day | Wednesday, November 11, 2015 | <input type="checkbox"/> |
| Thanksgiving Day | Thursday, November 26, 2015 | <input type="checkbox"/> |
| Day After Thanksgiving | Friday, November 27, 2015 | <input type="checkbox"/> |
| Christmas Eve | Thursday, December 24, 2015 | <input type="checkbox"/> |
| Christmas Day | Friday, December 25, 2015 | <input type="checkbox"/> |
| New Year's Day | Friday, January 1, 2016 | <input type="checkbox"/> |
| Martin Luther King Day | Monday, January 18, 2016 | <input type="checkbox"/> |
| Memorial Day | Monday, May 30, 2016 | <input type="checkbox"/> |

If you will be closed on all ELC reimbursable holidays, check this box.