

## Contracts & Compliance

### **A few reminders for our Providers about Contracts, Amendments, Monitoring Visit Documents, and Temporary Closures:**

Providers contracted for SR have the option to select **12 paid holidays** for this 21-22 contract year. It was observed that a number of providers did not elect **12 paid holidays** during contracting.

Please remember that paid holidays must be requested prior to the expected date of closure by adjusting the closure calendar and paid holiday schedule in your profile. A change in paid holidays requires an amendment to the contract and requires time to process. Please allow a week for processing amendments. **Paid holidays can't be accepted or processed after the closure date, so all requests for changes MUST occur prior to the expected date.**



### **Monitoring visits must be conducted in order to meet contract requirements.**

As per the contract, specialists are to be granted immediate access to the program and view all spaces used with children. During the visit, contract specialists will be asking for documentation as indicated in the monitoring tool. The monitoring tool can be found on our [website](#), and is available for download. Please have the documents outlined for review easily accessible.

Please remember that temporary closures of classrooms and whole site programs are to be reported by the end of the first closure day. This is a Contract requirement found in the Notification (SR - XI, 79. c. & VPK – XII, 63. c.) section of the contract.

We have noticed many providers waiting until just before attendance is due to report their closures. This practice holds up the entry of attendance because closures must be approved prior to attendance roster completion. **Many providers have had their attendance rejected due to this practice.**

VPK providers must also adjust their classroom schedules to account for closure days. To remain in compliance with the contract, please submit temporary closures as soon as possible. The submission of temporary closures is accessible through the attendance tab on the portal page.

As always, if you have any questions about Contract Requirements, Amendment processes, or on-site Monitoring visits, please contact your Contract Specialist.

## All SR & VPK Providers

It is important that you continue to contact your assigned Reimbursement Specialist directly, per the Reimbursement Team Caseload Assignment Contact Information List [HERE](#) for all reimbursement-related questions or issues.

The Provider Helpdesk email is no longer available, so it is important that you email or call your assigned Reimbursement Specialist directly. Please contact Family Services at 727-400-4411 for all eligibility and enrollment related questions or issues.

## Join us for NapTime News!



Are you looking for ways to connect with other childhood educators in Pinellas County?  
**Be a part of our child care industry discussions on Facebook each Friday at 1:30pm.**

[CONNECT WITH US  
HERE](#)



Sponsorship by the Early Learning Coalition of Pinellas County, Inc. and the State of Florida, Division of Early Learning, 70% Federal Funds, and Juvenile Welfare Board of Pinellas County.

[WWW.ELCPINELLAS.ORG](http://WWW.ELCPINELLAS.ORG)

