

VPK Contract Documents- Naming Directions

Please Note: Your vendor ID number (VENDORID) is your assigned 4-digit code that can be found on your payment voucher. If you are unsure of your vendor ID contact the Coalition at redline@elcnwf.org. When you see MMDDYY in the naming guidance it means the expiration date for the document. Only correctly named documents will be processed.

Item	Name document like this...
Lead/Assistant/Substitute Teacher Affidavit of Good Moral Character	VENDORID-LegalName-AGMC
Lead/Assistant/Substitute Teacher Documentation of VPK Assessment Training (as applicable)	VENDORID-LegalName-ASMT
Lead/Assistant/Substitute Teacher Background Screening	VENDORID-LegalName-BGS-MMDDYY (Exp Date)
Lead/Assistant/Substitute Teacher Credential	VENDORID-LegalName-Cred-MMDDYY (Exp Date)
Lead/Assistant/Substitute Teacher DCF Transcript	VENDORID-LegalName-DCF
Lead/Assistant/Substitute Teacher Degree	VENDORID-LegalName-Degree
Director Affidavit of Good Moral Character	VENDORID-LegalName-VPKDIR-AGMC
Director Background Screening	VENDORID-LegalName-VPKDIR-BGS-MMDDYY (Exp Date)
Director Credential	VENDORID-LegalName-VPKDIR-Cred-MMDDYY
Director DCF Transcript	VENDORID-LegalName-VPKDIR-DCF
Director Degree	VENDORID-LegalName-VPKDIR-Degree
OEL-VPK 10 – Provider Registration Application	VENDORID-OELVPK10-Initial-MMDDYY
OEL-VPK 11A – Class Registration Application - Instructors	VENDORID-OELVPK11A-Initial-MMDDYY
OEL-VPK 11B – Class Registration Application - Calendars	VENDORID-OELVPK11B-Initial-MMDDYY
OEL-VPK 20 Statewide VPK Provider Contract	VENDORID-OELVPK20
Provider Location List (Exhibit 1)	VENDORID-OELVPK20Ex1
Due Process Procedures (Exhibit 2)	VENDORID-OELVPK20Ex2
OEL-VPK 20PP Private Provider Attachment (as applicable)	VENDORID-OELVPK20PP
OEL-VPK 20PS Public School Attachment (as applicable)	VENDORID-OELVPK20PS
VPK Calendar	VENDORID-VPKCal-MMDDYY
VPK Classroom Capacity Form	VENDORID-VPKClassCap-Initial-MMDDYY
Prepayment Option	VENDORID-VPKPP

Changes/Updates:

X VPK Classroom Capacity Form	VENDORID-ClassCap-Updated-MMDDYY
X OEL-VPK 10 – Provider Registration Application	VENDORID-OELVPK10-Updated-MMDDYY
X OEL-VPK 11A – Class Registration Application - Instructors	VENDORID-OELVPK11A-Updated-MMDDYY
X OEL-VPK 11B – Class Registration Application - Calendars	VENDORID-OELVPK11B-Updated-MMDDYY

New Providers:

X Accreditation Certificate	VENDORID-Accred
X Child Care Provider Update Form	VENDORID-CCRR-MMDDYY
DCF License or Exemption	VENDORID-DCF-MMDDYY
X Direct Deposit Form	VENDORID-DirDep
X Gold Seal Certificate	VENDORID-GoldSeal-MMDDYY
IRS W-9 Form	VENDORID-IRSW9
Copy of LIABILITY INSURANCE CERTIFICATE with the ELC listed as an additional insured	VENDORID-Liability-MMDDYY
Documentation of Signature Authority	VENDORID-SignAuth
Current Sunbiz print-out identifying the office, director, or authorized person(s).	VENDORID-SunBiz