



Early Learning
Coalition of the
Big Bend Region

School Readiness Change Notification Timeline

CHANGE OR ACTION REQUIRING ELC NOTIFICATION	PROVIDER MUST NOTIFY ELC CONTRACT CASE MANAGER
CHILD CARE PROVIDER ELIGIBILITY	IMMEDIATELY
UNUSUAL INCIDENT	BY CLOSE OF BUSINESS ON NEXT BUSINESS DAY
LOCATION WHERE CHILDREN ARE SERVED	MUST CONTACT ELC FOR PRIOR APPROVAL
PROVIDER NAME	30 CALENDAR DAYS IN ADVANCE
LOCATION CHANGE	30 CALENDAR DAYS IN ADVANCE
OWNERSHIP CHANGE	30 CALENDAR DAYS IN ADVANCE
PERMANENT CLOSURE	30 CALENDAR DAYS IN ADVANCE
CHANGES TO LIABILITY INSURANCE POLICY	10 CALENDAR DAYS IN ADVANCE
CANCELLATION OF LIABILITY INSURANCE POLICY	10 CALENDAR DAYS IN ADVANCE
GOLD SEAL STATUS	CLOSE OF BUSINESS ON DAY OF CHANGE
RATES	CLOSE OF BUSINESS ON DAY OF CHANGE
TEMPORARY OR EMERGENCY CLOSURE	WITHIN 2 CALENDAR DAYS OF CLOSURE
USDA DISQUALIFICATION	WITHIN 5 CALENDAR DAYS
FRAUD	WITHIN 5 CALENDAR DAYS
CONTRACT REPRESENTATIVE	WITHIN 10 CALENDAR DAYS OF CHANGE
CONTACT INFORMATION	WITHIN 14 CALENDAR DAYS OF CHANGE
PROGRAM INFORMATION	WITHIN 14 CALENDAR DAYS OF CHANGE
SUBMIT RECORDS TO ELC UPON CLOSURE/TERMINATION	BY CLOSE OF BUSINESS ON DAY PROVIDER CEASES TO OFFER PROGRAM