



**WHO:** School Readiness Providers

**WHAT:** September 2018 School Readiness Attendance & Payment

**WHEN:** **October 2018**

OEL is still working through issues with the statewide Provider Portal that affect SR attendance for September 2018.

To ensure SR providers are paid timely for September, the ELC will issue estimated reimbursement to all providers at 110% of the amount that providers were paid in the month of August 2018. Payment will be reconciled against actual September enrollments and attendance later in the fiscal year. If you are a new School Readiness provider as of September, please contact your ELC Financial Analyst for instructions.

Many providers have asked why the ELC cannot manually process attendance using a method such as paper rosters. While this suggestion is valid, the ELC has determined manual processing would cause a significant delay in issuing timely payment to providers. Our priority is to consistently pay providers on time and manual processing would prevent us from doing so.

The ELC will deposit your September SR estimated reimbursement to your bank account on October 16th. Once we know that the attendance function in the statewide system is working properly, we will provide training and then request that you submit your actual September 2018 SR attendance electronically. We will then process the submitted electronic attendance and reconcile the actual reimbursement against the SR estimated reimbursement that you received. The ELC will then deposit any monies owed and retain any overpayments, if applicable.

The ELC strongly recommends that providers who receive a payment that is larger than a typical monthly reimbursement are mindful of the overpayment and that it will eventually need to be repaid. Using this overpayment as additional funds may cause issues later in the fiscal year as

the provider will be responsible for repayment. Any providers who have overpayments will be given the option of a repayment plan for a period of three months. If needed, the ELC will work with providers to extend repayment plans to six months.

We know that the issues with the transition to the OEL Provider Portal have created a great burden on our providers in many ways, and we apologize for the inconvenience. Please know that we are working very closely with the state to correct the issues and hope for a resolution soon.

Please check your email often for updates. Your patience is greatly appreciated as we continue the transition process to the new OEL system.