



**WHO:** School Readiness Providers

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

**WHEN:** **November 2018**

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

To ensure SR providers are paid timely for October, the ELC will issue estimated reimbursement to all providers. The payment for October will be the same dollar amount providers received for September. Payment will be reconciled against actual October enrollments and attendance later in the fiscal year. If you are a new School Readiness provider as of October, 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 October SR estimated reimbursement in your bank account on November 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 October 2018 SR attendance electronically. We will then process the submitted electronic attendance and reconcile the actual reimbursement against the estimated SR reimbursement that you received. The ELC will then deposit any monies owed and retain any overpayments, if applicable.

Providers who receive a payment that is larger than a typical monthly reimbursement should be mindful that any overpayment must be repaid during the 2018-2019 fiscal year which ends June 30, 2019. Using any overpayment as additional funds may cause issues when actual

reimbursements are reconciled. If needed, providers with overpayments will be given the option of a three-month repayment plan. The ELC will work with providers on a case by case basis to extend repayment plans to six months if necessary.

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.