



**WHO: School Readiness Providers**

**WHAT: School Readiness Attendance for July-October 2018 and January 2019**

**WHEN: January 31 AND February 5, 2019**

You may have already received information regarding the process for School Readiness attendance from your Financial Analyst. If you have already submitted the documents requested in this email, please disregard this communication. As always, please contact your Financial Analyst with any questions related to attendance or payment.

**SR ATTENDANCE-JULY through OCTOBER 2018**

School Readiness attendance workbooks for July, August, September, and October 2018 must be completed and uploaded to the ELC's "old" Provider Portal no later than close of business on **Thursday, January 31, 2019**.

**SR ATTENDANCE-JANUARY 2019**

The January 2019 attendance workbook must be submitted by **Tuesday, February 5, 2019**.

**REMINDER REGARDING OVERPAYMENTS**

Due to the current limitations of the statewide Provider Portal, your payments are considered estimates. While the current process for School Readiness attendance provides a more accurate payment than the estimation method previously used, these payments will eventually need to be reconciled in the statewide system. Reconciliation of actual attendance may result in findings of overpayments to providers.

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. Providers are responsible for repaying any overpayments by July 16, 2019. Please contact your Financial Analyst with any questions related to attendance or payment.