



The 2024-2025 Provider Profiles are now available!

All Duval County child care providers MUST complete a 2024-2025 Provider Profile on the DEL Portal.

****Profiles are due by April 15th, 2024****

All providers must have an “Active” 2024-2025 Provider Profile to complete a School Readiness or VPK contract.

Steps :

1. Log in to the OEL Portal:
<https://providerservices.floridaearlylearning.com/Account/Login>
2. Click “**Profile**” on top bar then select “**Provider Profile**” to complete your 2024-2025 profile
3. Click the blue “**Create 2024**” button and most information from the 2023-2024 profile will transfer over to the new profile.
 - You must check each tab as **all 10 tabs** must be completed in order and appropriate documents uploaded at the Documents Tab on the profile.
 - Select “Review” and check for completion hit “NEXT” to “Sign & Certify”
4. Information on the profile is about your entire facility—not just your contracted program

Please note the following:

- **2024-2025 Profiles must be completed by April 15, 2024**
- **Providers will not be able to complete a 2024-2025 School Readiness or VPK contract if the Provider Profile is not “Active”**
- Please complete as fully as possible. Referrals to parents will be pulled from the information included in your profile. *You may avoid your profile being rejected by carefully following the notes below.*
- Review each Tab:
 - **General Tab** - Review to be sure the contract information is still correct.
 - Question 2 – if contracting for School Readiness, “yes” to 2.1 is required
 - **Facility Tab** - Question 7 be sure “Expiration Date” is current; add any additional contacts at the bottom of the page
 - **Services Tab** - check for accuracy
 - Question 7 - If you provide transportation, auto insurance must be uploaded to the Documents Tab.
****Transportation information must match DCF and the information entered on the portal****



- Question 9 - If contracting for SR, you must select “yes” (Character Development is included in all approved SR curriculum).
- **Curriculum Tab** - SR providers must have an approved curriculum for all ages served in your program (Birth-4)
- **Fees & Discounts Tab** - Each listed item must have an amount in the first column. If there is no charge, then you must record “0”; (these are additional “Fees”, not regular rates).
- **Hours of Operation Tab** - Don’t forget to complete question 1 (Enhanced Schedule) *hours of operation must match your DCF license*
- **Staffing & Capacity Tab** - Question 1 – complete information for all ages you serve, Question 2 - should list highest education (high school or Associates or Bachelor’s or Master’s degrees) of each staff member, then also add any training or credentials in addition to education
- **Private Pay Rates** - SR providers must list **Full Time Weekly Rate** and **Part Time Weekly Rate** (you cannot accept a child with a part time voucher without part time rates). Don’t forget **VPK wrap rates** and **Before/After school rates**, if applicable.
 - **These rates will be for the contract year beginning July 1, 2024** (current contracted rates should be listed on the 2023-2024 profile).
 - Rates must match your uploaded Private Pay Rate Sheet
 - Daily Rates for SR Program – click the **SR Daily Rate Helper** button and it will calculate from weekly to daily rates. Confirm that the daily rates are correct. There must be a rate for each age group you accept.
 - If contracting for SR, you must answer the question regarding the family’s responsibility to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate.
- **Closures Calendar Tab** - You must click on all weekdays that your facility is closed for childcare (date will change to light blue).
 - **Eleven paid holidays are pre-mark in gray—you must also select those dates if you will be closed (this will change dates to dark blue). Select any additional dates that you will be closed. On your SR contract, you will choose one of the closure dates that you selected on your profile for a total of twelve ELC paid holidays.**
- **Documents Tab** - You must have current documents uploaded on **this tab** (not the Document link at the top of the home page) for each appropriate item.
- **Review Tab** - After reviewing the information for each section, click the “next” button to continue.
- **Sign & Certify** - To submit the Provider Profile, the Full Name must exactly match (and is case-sensitive) the name entered on the Manage Users page. The Provider Portal user must then check the “Check box to certify by electronic signature” check box and click the Submit button.



If you have any questions, please contact your Provider Services Specialist for assistance.

Provider Services Specialists: (904) 208-2040

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