

## 2025-2026 Provider Profile Update- Tips

### **Calendar:**

Use DARK BLUE for ELC holidays and LIGHT BLUE for additional holidays. You have 6 fixed holidays and 6 floating holidays.

The Board increased the number of Paid Holidays from 10 to 12 days.

There are 6 fixed Holidays established by the Coalition and 6 floating Holidays that the Provider is able to select.

### **The 6 Holidays determined by the Coalition are:**

- |                     |                                      |
|---------------------|--------------------------------------|
| 1. Independence Day | Observed Friday, July 4, 2025        |
| 2. Labor Day        | Observed Monday, September 1, 2025   |
| 3. Thanksgiving Day | Observed Thursday, November 27, 2025 |
| 4. Christmas Day    | Observed Thursday, December 25, 2025 |
| 5. New Years Day    | Observed Thursday, January 1, 2026   |
| 6. Memorial Day     | Observed Tuesday, May 25, 2026       |

- For liability insurance under Additional Insured/Certificate Holder: The Coalition address needs to be: **4636 HWY 90 East, Suite P, Marianna, FL 32446**
- Verify you are using the 2024 Exhibit 5 form. The new form **does not require** that you enter the Daily Rate but does require you to check the box for ages served.
- Complete an updated W-9, link below.
- Create a new folder titled **2025 Banking Update** and upload a New Banking form/Direct Deposit Authorization to Sharefile/Coalition Document Exchange. **This is required for Contract Renewals this year.**
- Upload a current screenshot of your business' SUNBIZ website page showing ACTIVE. Be sure to include the borders showing the website and date information.

- Make sure the selected curriculum is not expired and covers the ages of the children served at your program.

**If you have questions, please email the redline at [redline@elcnwf.org](mailto:redline@elcnwf.org).**

**Below are some documents that may be helpful when completing your Provider Profile:**

[Link to W-9 Form](#)

[Direct Deposit Authorization](#)

[Private Rate Statement](#)

[E-Verify](#)

[Approved Curriculum List](#)

[DEL-E-Verify-Affidavit-Concerning-Employment-of-Unauthorized-Aliens](#)

[Group Size and Active Credential Requirements](#)

[Cost of Care Survey-- 6 Survey Questions Explained](#)