2026-2027 Provider Profile Update- Tips

Calendar:

- Use DARK BLUE for ELC holidays and LIGHT BLUE for additional holidays. You have 6 fixed holidays and 4 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 3, 2026

2. Labor Day Observed Monday, September 7, 2026

3. Thanksgiving Day Observed Thursday, November 26, 2026

4. Christmas Day Observed Friday, December 25, 2026

5. New Years Day Observed Friday, January 1, 2027

6. Memorial Day Observed Monday, May 31, 2027

- 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 **2026 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.

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](#)