Early Learning Coalition
Sarasota County

Provider Transfer Form

To be Completed by:
Parent/Guardian & Child Care Site Director

A parent or guardian cannot transfer their child to a different School Readiness provider until documentation is submitted to the Early Learning Coalition from the current provider confirming that all required copayments (parent fees) have been paid in full or that an approved repayment plan is in place.

Section I: To be Completed by Parent/Guardian

Parent/Guardian Name: _____

Name of Child: _____

Section II: To be Completed by Current Child Care Site

Name of Child Care Site: _____

Phone: _____ Child's Last Date of Attendance: _____

The client has: ☐ Zero Co-Payment Remaining ☐ Co-Payment Remaining $_____

☐ Repayment Plan for the parent to pay the outstanding co-payment of $_____ by _____

In accordance with Section 1002.84(8), Florida Statutes, providers must collect assessed copayments. Failure to do so may result in corrective action, including termination of the School Readiness contract. This requirement applies only to copayments, not additional provider fees.

I attest that the co-payment information provided above is true and accurate as of the date signed.

Signature of Child Care Site Director/Designee: _____

Print Name: _____ Date: _____

Section III: To be Completed by Parent/Guardian

☐ Permanent Transfer ☐ Temporary Transfer (if temporary, you will need to request a return transfer)

Name of New Child Care Site: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Start Date: _____

Reason for Transfer *(optional)*: _____

I am requesting to transfer my child(ren) to the child care site listed on this form. I understand that all required parent fees must be paid in full to my current provider, or an approved repayment plan must be in place, prior to the transfer. Failure to satisfy the copayment requirement may result in the termination of School Readiness funding.

Parent/Guardian Signature: _____ Date: _____

Family Services Specialist Signature: _____ Date: _____

How to Submit This Form: Once all sections are complete, call the Early Learning Coalition at 941-954-4830 and ask for access to the Eligibility Verification Wizard in your Family Portal. You will use the Wizard to upload this form in the additional documents section.

Please allow up to 10 business days for your transfer request to be processed.