



Level II Provider Requirements

1. Provider must be a Level I provider for at least one year and perform satisfactorily according to the Level I Agreement and Level I minimum requirements.
2. Providers must comply with all OSSE Policies and Procedures and must be recommended by Program Monitoring Unit, Eligibility Monitoring Unit (EMU), and the Attendance Coordinator. Criteria that must be met to ensure that Level II is appropriate are as follows:
 - Submit option year packages and sign provider agreements on time and have no problems/issues with licensing, attendance reporting, reconciliation of payment invoices, or other problems with business operations.
 - Have a maximum of two late submissions of monthly attendance reports in one fiscal year and consistently provide accurate information on attendance reports.
 - Must have a subsidy payment error rate that is less than 2% of your monthly total enrollment caused by provider error for (6) consecutive months.
3. Must have sufficient personnel and resources which will be assessed by OSSE EMU.
4. Provider must attend the Eligibility Institute Training within 6 months of determining child care eligibility.
5. Must have computer/office equipment with minimum specifications to support Early Childhood Education/Early Learning Management Information System and have a good record keeping system consisting of adequate filing materials and secure file cabinets.

Approval Process

1. The Level I Provider makes a written request to Program Monitoring Unit to become a Level II provider.
2. Program Monitoring Unit, EMU and the Attendance Coordinator evaluate the previous provider performance and submit a written recommendation to the Chief Operating Officer.





3. The Chief Operating Officer issues a written decision in response to Program Monitoring Unit.
4. Program Monitoring Unit notifies the provider of Chief Operating Officer's decision and, if the decision is positive, provider must attend the Eligibility Institute Training to be ensured their interest in becoming a Level II Provider. If after the training the provider decides they will not pursue the Level 2 status, they should submit a written statement withdrawing their request for consideration.
5. After the Eligibility Training, the provider will complete and submit a Level II response package.
6. The Program Monitoring Unit will generate the Level II agreement and all officials of the agency must sign.
7. The provider signs the Level II agreement.
8. The Provider must attend the next schedule formal Eligibility Training Institute

One Year Probation Period

1. Provider's eligibility records and data entry must be reviewed and approved by the assigned eligibility monitor for up to (6) months
2. Provider's 1st annual eligibility assessment review must have no more than 10% of total families determined ineligible.
3. Provider will be evaluated at one year anniversary by Program Monitoring Unit, EMU, and Attendance Coordinators to determine continual Level II Provider status.
4. Provider will be notified in writing of the final Level II Provider status decision.

