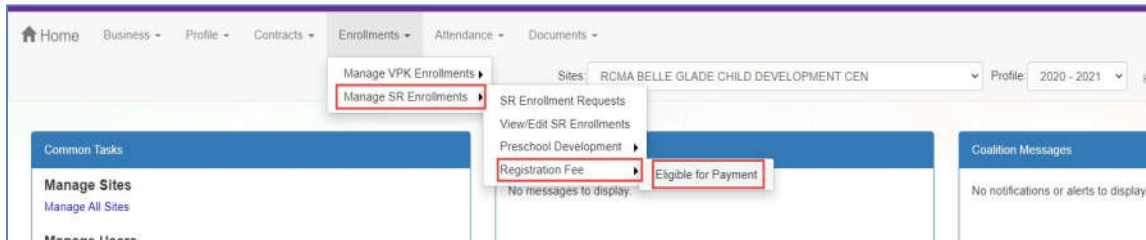


## Request for Registration Fee Payment

Registration Fee Payments can only be requested by a provider. To request a Registration Fee, navigate to **Enrollments → Manage SR Enrollments → Registration Fees → Eligible for Payment.**

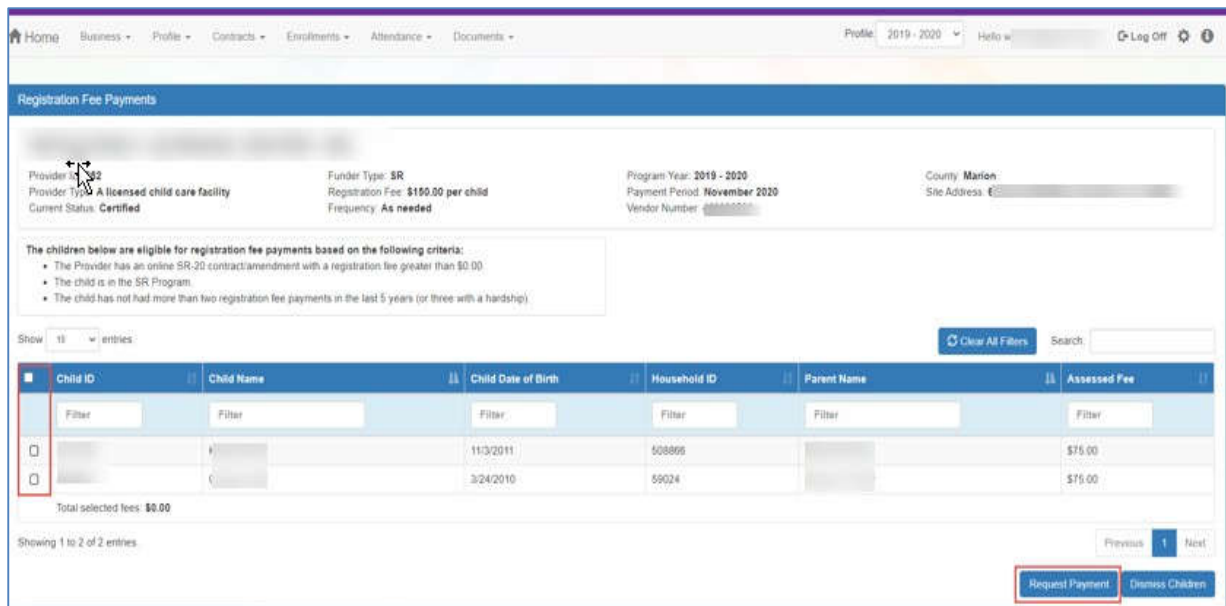


### Eligibility Rules for Registration Fee payments:

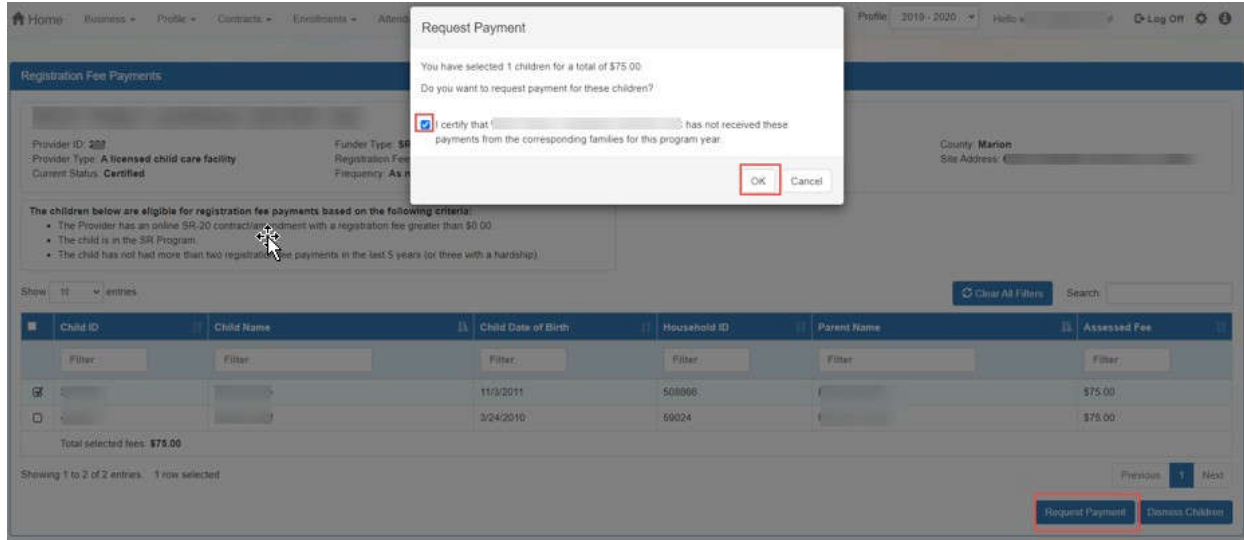
- Children are/were enrolled during the 2020-2021 program year.
- Children are eligible for 2 registration fees to be paid during their 5 years of eligibility.
- Children with the BG1-ESS (First Responder) billing group and eligibility code are not eligible.
- Children enrolled in local funding (LOCAL/CTC billing group) are not eligible and the children will not show on the Registration Fee screen.
- Children “dismissed” by the provider from the program year are not eligible for payment.
- A child that is expelled from a provider within 3 months of enrollment are not eligible for payment.

### How to request payment for the registration fee:

- The Registration Fee Payments screen lists children who are eligible for Registration Fee payments.
- To request a payment, check the checkboxes to the left of the of the **Child ID**. Once all your children have been selected click the **Request Payment** button at the bottom of the page.



On the Request Payment pop-up, check the **I certify** checkbox and click **OK**. The record will be available for the coalition to Approve, Reject, or mark Ineligible.

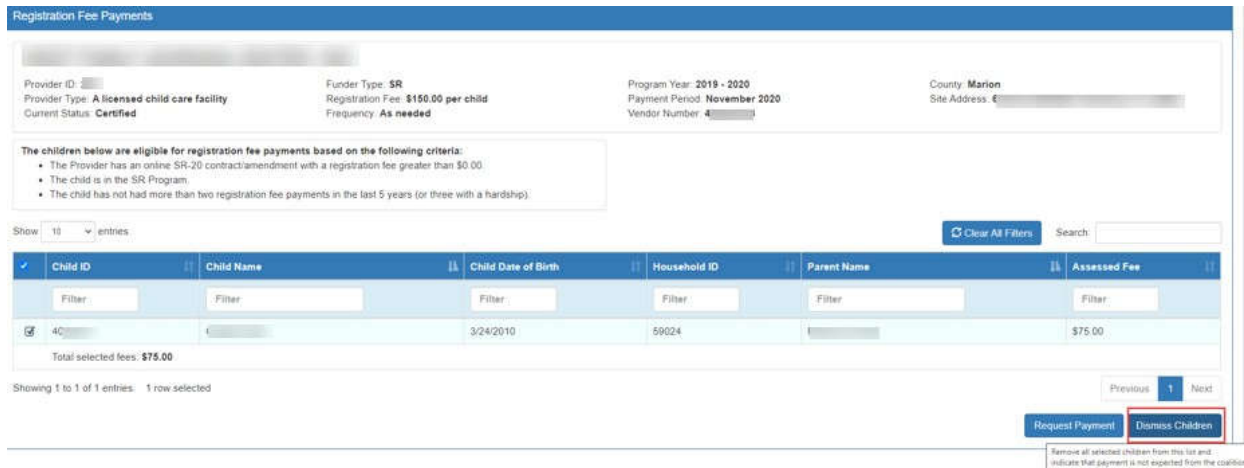


The screenshot shows a 'Request Payment' dialog box with the following text: 'You have selected 1 children for a total of \$75.00. Do you want to request payment for these children?' Below this is a checkbox labeled 'I certify that [redacted] has not received these payments from the corresponding families for this program year.' with 'OK' and 'Cancel' buttons. In the background, a table lists children with columns for Child ID, Child Name, Child Date of Birth, Household ID, Parent Name, and Assessed Fee. The 'Request Payment' button at the bottom right is highlighted with a red box.

## Dismiss Children

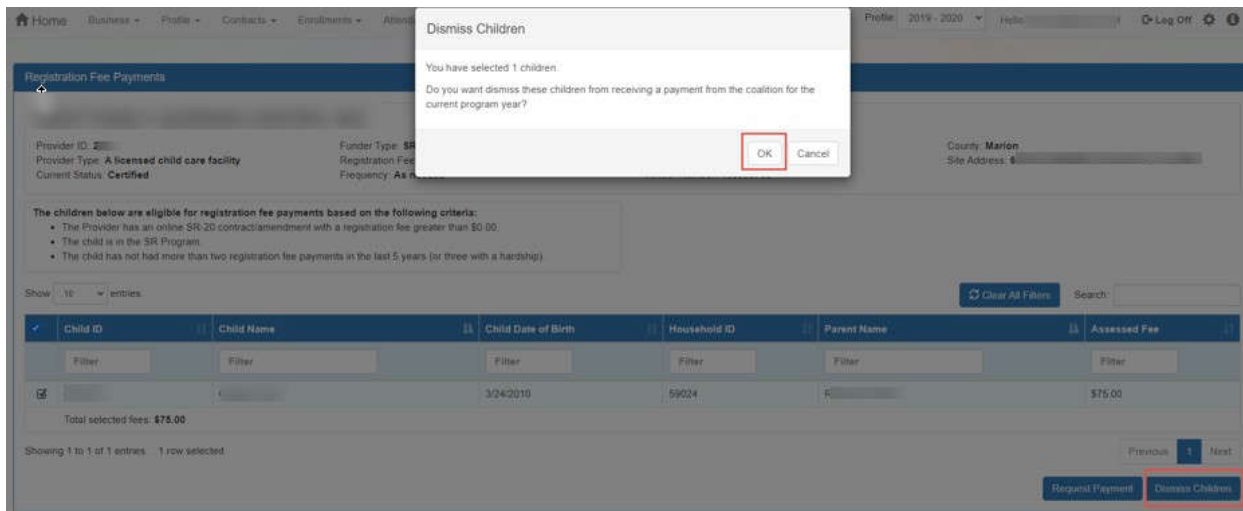
If there are children that are not eligible for a registration fee payment, providers are able to remove children from the list of registration fee payments.

- Check the box to the left of the child ID and click the **Dismiss Children** button. Hovering over the **Dismiss Children** button will display the following message: "Remove all selected children from this list and indicate that payment is not expected from the coalition."



This screenshot shows the 'Dismiss Children' button highlighted with a red box. A tooltip message is visible below it: 'Remove all selected children from this list and indicate that payment is not expected from the coalition.' The background shows the same registration fee payment table as the previous screenshot, with the 'Dismiss Children' button at the bottom right.

The Dismiss Children pop-up window opens. Click the **OK** button to confirm dismissing the child(ren) from the list of registration fee payments. If you make a mistake and dismiss a child or children in error, please contact your reimbursement specialist at the Early Learning Coalition for assistance.



## Registration Fees

The Registration fee eligible to be paid needs to be entered on the OEL provider portal profile on the Fees & Discounts tab on the second line Application/Registration. Indicate when the fee is charged and if it is per child or per family.

Description	Amount	Frequency	Per Child / Per Family
Annual*	\$ 0		
Application/Registration*	\$ 75	Annual	Per Child

**Note:** If the profile indicates that the registration fee is charged per family the payable amount will be divided among the children enrolled at the provider.

### ADDITIONAL INFORMATION:

Families experiencing hardship may be eligible to apply for a one-time exception with evidence of the one or more of the following:

- Illness of the child or parent requiring the family to relocate.
- Loss of a parent resulting in the family relocation.
- Loss of employment resulting in the family relocation.
- Eviction requiring the family to relocate.
- Natural or man-made disaster.
- Child expulsion in accordance with the provider's policies.

The registration fee may be payable to their new provider with approval of the one-time exception. Payment of this one-time exception does not apply to the parent's two eligible payments within the 5 year eligibility period.