

TO COMPLETE A SCHOOL READINESS APPLICATION

1. Visit www.elcnwf.org, and click on the yellow button in the top-right. The button text says “[APPLY FOR VPK OR CHILD CARE.](#)”
2. Log into your account using your email address and password.
 - a. If you need to create an account, press “Click Here” to register.
 - Enter a valid email address, and create a unique password. (**NOTE:** Remember to write down your email address and password so that you will remember for future use.)
 - Open your email, and click the link in the email from the Office of Early Learning (OEL). This will register your account.
 - b. If you already have an account and you forgot your password, click “Forgot Password.”
 - Enter your email address and click “Continue.”
 - Open your email account, and there should be an email from OEL with a new password. Write down your new password so that you can enter it in the [OEL Parent Portal](#).
 - Continue back to the Login page, and enter your email address and NEW password (provided in the OEL recovery email).
3. Click “Create a new School Readiness application.”
4. Answer the questions, and click the “Do I Qualify?” button to determine if you qualify for services.
 - a. If you are eligible, press “Apply for School Readiness.”
 - b. If you are not eligible, please log out of your account. (You will not continue with the below listed Steps 5-8.)
5. Fill in all required information. The required fields are marked with a red * (asterisk).
6. Upload a current document.
 - a. If you already have documents available on a removable device (i.e., jump drive), proceed with your uploads.
 - b. If you need assistance scanning your documents, please call 850-747-5400 or visit a public library.
7. Submit your application. A specialist with the Coalition will review your application, and you will receive an email within 20 days.
8. Please log out of your account and close the browser (i.e., Google, Internet Explorer, etc.).

FOR TECHNICAL ASSISTANCE, PLEASE CALL THE OFFICE OF EARLY LEARNING AT 850-717-8600.

Do you need help choosing a child care program?

- Call 850-747-5400 Ext. 124 to reach our Child Care Resource & Referral Coordinator who will provide you with a personalized child care listing for providers in your area.
- You can also visit <https://cares.myflfamilies.com/PublicSearch> to access the Department of Children and Families Provider Search tool.