



PHLpreK

FY20 Letter of Interest

CHECKLIST OF ITEMS REQUIRED FOR COMPLETE SUBMISSION

All Letters of Interest must be submitted via the online application system, Reviewr. All applicants are responsible for ensuring their Letter of Interest submission is complete within the Reviewr online system prior to the Letter of Interest deadline. All submissions can be viewed and edited within the Reviewr system until the deadline.

Items to be **completed directly** in the Reviewr online system

- Application Data Sheet - fillable data items (all fields must be complete)
- Narrative Questions (all narrative questions must be answered)

Items to be **uploaded** to the Reviewr online system

- Copy of valid Pennsylvania Department of Human Services license or Department of Education license (*if applicable*)
- Copy of Accreditation Certificate (*if applicable*)

Items to be **downloaded, completed and uploaded back** to the Reviewr online system

- Tax and Regulatory Status Clearance Statement
- Acknowledgement and Attestation Form
 - [Provider version] - for Provider applicants
 - [SDP version] - for the School District of Philadelphia to submit on behalf of their Hub applicants
 - [1199C version] - for 1199c to submit on behalf of their Hub applicants