**External Partner Vetting Form**

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| External Providers Recruitment, Screening, and Matching |
| The LEA must have a rigorous process for identifying, screening, selecting, matching, and evaluating external early childhood provider(s) that provide critical services as part of the NM Comprehensive Literacy State Development Grant (CLSD). Describe the process and formal LEA mechanisms for identifying, screening, selecting, matching, and evaluating early childhood provider(s) that may participate in this grant proposal.1. Describe the LEA processes for procurement, budget timelines and modifications to standard processes that will ensure the proposed CLSD partner will have access to effective support during the implementation periods of the CLSD grant.
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LEAs applying for CLSD funds must have in place a written policy, including a procedure to recruit, screen, and select external early childhood provider(s). This written policy should include how the LEA will:

* identify and prioritize available external early childhood provider(s)
* engage parents and other stakeholders in the review and selection process
* assure how the external provider aligns with the operational needs and goals of the LEA
* review external early childhood provider(s) progress towards goals and
* define corrective actions for the external early childhood provider(s) if the goals and expectations are not met

External early childhood provider(s) must:

* meet minimum insurance requirements
* maintain adequate insurance coverage
* remain certified and licensed by a federal or New Mexico state agency (e.g. Head Start, Early Head Start, New Mexico Children Youth and Families Department, New Mexico Department of Health, Indian Health Services), adhering to all federal and state program requirements

The LEA must also submit the following for each external early childhood provider included in the CLSD application (attach as separate documents):

* proof of adequate insurance coverage
* certification and/or license issued by a federal or New Mexico state agency
* safety plans
* CYFD childcare licensure reports and FOCUS Tiered Quality Rating and Improvement System monitoring reports verifying STAR level
* most recent federal program review for Head Start or Early Head Start if applicable
* proof of compliance with federal or New Mexico state agency requirements
* proof of professional development hours and topics covered
* proof of health, safety and monitoring
* curriculum model used as part of the external providers mission and goals
* polices provided to parents as related to the curriculum model used
* Family Handbook as required by CYFD FOCUS and childcare licensing
* site summary of New Mexico child observational (EPICS), or Head Start Child Outcomes Assessment

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| **External Provider Organization** **Name and Contact Information and description of type of service provided.** | **References / Contacts**(Include the names and contact information of those who can provide additional validation attesting to the successful performance of the external early childhood provider(s). |
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