

Documentation of Signature Authority

School Readiness

Voluntary Prekindergarten

FY 2016-2017

To Whom It May Concern:

By means of this letter, I, (name) _____

delegate authority herein to (name) _____

to execute the following contractual activities, terms, and/or conditions:

1. Execute the following documents for the Program Year 2016-2017:

School Readiness

- School Readiness Contract
- Reimbursement Rate Schedules
- Private Rate Statement
- School Readiness Provider Application
- CCR&R Provider Update Form and Workforce Study
- Any Additional Documents {as applicable}
- All of the Above {as applicable}

Voluntary Prekindergarten

- Voluntary Prekindergarten Contract
- OEL-VPK 10 Program Registration
- OEL-VPK 11 A Classroom Registration
- OEL-VPK 11 B Classroom Calendar
- VPK Change Form
- Any Additional Documents (as applicable)
- All of the Above (as applicable)

2. The effective date of this Delegation of Authority is from _____
until June 30, 2017, or until revoked by the delegating official and/or his/her successor.

3. I understand that the delegated authority assigned above is NOT subject to sub-delegation.

Owner/Authorized Official:

Designated Party:

Signature

Signature

Print/Type Name

Print/Type Name

Title

Title

Date

Date