# Workforce Solutions

# RELATIVE VENDOR RATE SCHEDULE

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| License No.       |  |  |

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| --- | --- | --- |
| Vendor Name      | Social Security No.      | Telephone No.      |
| Address where care is provided (Street)      | City, State, ZIP      |
| Mailing Address (Street/PO Box)      | City, State, ZIP      |
| Rates Effective Month/Year      | Vendor’s E-mail Address      |
| Vendor Reimbursement Rates: Payment will not be made until this document is signed and returned by vendor. |
| Full-Time(6-12 hours) | $15.17 | $13.19 | $11.30 | $9.42 |
| Part-Time(0-6 hours) | $15.17 | $11.48 | $8.48 | $6.59 |

Workforce Solutions will reimburse the child care vendor after services are rendered.

Blended Rates: for Preschoolers and School-agers only.

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| --- | --- |
| $8.89 | $7.00 |

**REIMBURSEMENT TERMS**

1. **REPORTING ATTENDANCE**

Relative child care vendors will use Vendor Connection to report attendance. If Vendor Connection is not available, vendors will be allowed to submit [Manual Attendance Forms](https://www.wrksolutions.com/Documents/Aid/Manual-Attendance-Report-Relative.xlsx) to FA.Office@wrksolutions.com. Attendance is due the Monday after the attendance week is complete to prevent a delay in payment. Failure to submit attendance will result in the relative vendor not being paid.

1. **REIMBURSEMENT FOR CHILD CARE**

Workforce Solutions will pay a relative child care vendor according to the executed vendor rate schedule within the dates a parent is eligible to receive our financial aid, and according to the following requirements:

1. **Workforce Solutions will pay** a vendor for each day the child attends and the child’s presence is reported to the Financial Aid Payment Office.
2. **Workforce Solutions will not pay** a vendor when the vendor fails to report attendance to Workforce Solutions.
3. **Workforce Solutions will not** pay a relative child care vendor for days when the child is absent.
4. **Workforce Solutions will withhold or deny payment** if a vendor fails to report to Workforce Solutions within five days of receiving the authorization, any discrepancies between the authorization and the referral.

**Workforce Solutions is obligated to divert a vendor’s reimbursement funds in the event that it receives an appropriate request to do so by a court of competent jurisdiction, the Internal Revenue Service (IRS), the Texas Workforce Commission (TWC), or a lender that has complied with the requirements of the Uniform Commercial Code. If any reimbursement funds are so diverted, Workforce Solutions will notify the vendor by mail.**

1. **VENDOR RESPONSIBILITIES**

 Relative child care vendors are responsible for ensuring amounts charged to Workforce Solutions for child care are:

* based on child care services that were authorized and provided;
* not based on information that is false or fraudulent;
* not based on child care services provided when the parent or child was not eligible for services.

**Vendors must receive a completed Form 2450 prior to allowing children to start care at their facility.**

**Vendors must notify Workforce Solutions no later than the next business day when a child fails to attend care by the fifth day after authorization start date.**

**If a parent withdraws the child from care at the facility, the vendor must notify us immediately.**

**Vendors are responsible for adhering to all rules, policies, and procedures in this agreement and in the Vendor Handbook.**

1. **PERSONAL IDENTIFIABLE INFORMATION**

Vendors have a responsibility to ensure customer’s personal identifiable information (PII) is kept confidential. PII is information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Examples of PII include, but are not limited to: SSN, address, home phone numbers, birthdates, medical information, financial information, and computer passwords. Measures should be taken to ensure that PII is kept confidential and unauthorized individuals cannot access or view PII in print or electronic form. Vendors are also prohibited from using customer’s PII information to transact business without prior approval from customers. Vendors cannot falsely present themselves as the customers to obtain information, get or extend a service, or for any type of financial gain. Failure to abide by PII standards could result in corrective action or contract termination.

1. **CORRECTIVE ACTION**

Workforce Solutions will take the following corrective actions when a vendor does not accurately report attendance or does not meet its vendor responsibilities. The steps described below are a guide. Depending on the severity of the violation, Workforce Solutions may immediately terminate this Relative Vendor Rate Schedule (vendor agreement).

**First Offense:**

The first time a vendor submits inaccurate attendance, Workforce Solutions will inform the vendor of the violation, the need for Service Improvement Agreement, and the consequences of repeat violations.

**Second Offense:**

The second time a vendor submits inaccurate attendance, Workforce Solutions may stop referrals to the vendor for a minimum of 90 days, or if the violation is egregious, Workforce Solutions may cancel the vendor’s rate schedule.

**Third Offense:**

The third time a vendor submits inaccurate attendance, Workforce Solutions will terminate the vendor’s rate schedule.

1. **REIMBURSEMENT RATES**

Vendor will be reimbursed for services rendered at the reimbursement rate established by Workforce Solutions. Vendor will be reimbursed a blended rate for school-age children during the normal school year including school holidays and teacher in-service days. Vendor will be reimbursed for school-age children according to the referral during the summer months.

1. **PARENT SHARE OF COST**

The Parent Share of Cost will be deducted from the vendor’s reimbursement. It is the vendor’s responsibility to collect the Parent Share of Cost before rendering services and inform Workforce Solutions of any non-payments.The vendor must report to Workforce Solutions the parent failed to pay the Parent Share of Cost by the last working day of the month the Parent Share of Cost was due. Workforce Solutions will not take any action regarding the nonpayment of the Parent Share of Cost if the vendor does not report the nonpayment timely.

1. **RECEIVING REIMBURSEMENT**

Requests for reimbursement are processed in accordance with the schedule published by Workforce Solutions. The vendor is paid through the Workforce Solutions Electronic Payment System using a Workforce Solutions Debit Card or direct deposit according to policies published by Workforce Solutions. To receive reimbursement, the vendor must keep Workforce Solutions informed of updated contact and depository information including a valid e-mail address.

1. **CONTACT INFORMATION**

Vendor questions may be answered by consulting the Workforce Solutions Vendor Handbook, [www.wrksolutions.com](http://www.wrksolutions.com), calling 1-888-469-JOBS (5627) and selecting the child care option (Option 2), or by submitting a question through the [Vendor Connection](https://ccvendorportal.wrksolutions.com/CCVENDORPORTAL/vendor/default.aspx) portal.

1. **WORKFORCE SOLUTIONS RIGHTS:**

**Workforce Solutions reserves the right to:**

* deny renewal or terminate an existing relative vendor rate schedule,
* refuse to initiate a new relative vendor rate schedule,
* discontinue referring Workforce Solutions customers to a relative vendor who is found to have committed repeated violations of Workforce Solutions policies including, but not limited to:
	1. misrepresenting information or presenting information that is untrue to Workforce Solutions staff or customers
	2. failing to report changes regarding the vendor status, or
	3. submitting false, misleading or inaccurate claims for payment.
1. **ACKNOWLEDGEMENT**

**In signing below, vendor acknowledges the following:**

1. Vendors are required to have a working phone and phone number. Any phone number changes must be reported to DFPS within 10 business days.
2. Vendor is listed with the Texas Department of Family and Protective Services at the street address shown above.
3. Vendor is at least 18 years of age.
4. Vendor is NOT an employee or independent contractor of Workforce Solutions or any of its corporate affiliates or contractors.
5. Vendor has been selected by the child’s parent, not Workforce Solutions, to provide child care for the child.
6. Signature on this rate schedule and payment for services provided does NOT constitute endorsement by Workforce Solutions.
7. The safety and welfare of any child in vendor’s care is the vendor’s responsibility and not the responsibility of Houston-Galveston Area Council, through its Workforce Solutions program, or any of its employees, affiliates, or contractors.
8. Neither Houston-Galveston Area Council, through its Workforce Solutions program, nor any of its employees, affiliates or contractors, is responsible for any actions or omissions of the child or children in vendor’s care.
9. In order to be reimbursed, vendor must abide by the reimbursement terms on this rate schedule form.
10. Payment rates above constitute full payment for all services provided, including any transportation and meals that may be provided.
11. It is vendor’s responsibility to collect the parent fee assessed by Workforce Solutions before child care services are rendered and to report to Workforce Solutions instances in which the parent fails to pay the parent’s share of cost. Workforce Solutions will deduct any parent fee from its payment to the vendor.
12. A vendor who is the relative of a child may only provide care for children related to vendor as niece, nephew, grandchild, or great-grandchild.
13. Workforce Solutions will not pay for subsidies for a child at listed homes where the parent also works during the hours his or her child is in care.
14. If the above information is misrepresented or not true, or if the vendor fails to inform Workforce Solutions of changes in the information above, it may be grounds for non-payment and the removal of all children receiving financial aid. The funds will be recovered through recoupment if it is determined to be a misunderstanding or an error.
15. Vendor agrees to comply with all Workforce Solutions policies as listed in this agreement and the Vendor Handbook.

**Workforce Solutions will take appropriate action against anyone who knowingly and intentionally obtains funds through misrepresentation or fraud, including filing criminal charges with the appropriate authorities.**

I, the undersigned child care vendor, attest that the information above is true and accurate.

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Name: Vendor Name: Workforce Solutions Authorized Representative

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Signature: Vendor Date Signature: Workforce Solutions Representative Date

