

CONTRACT

This contract is hereby made and entered into by the School BOARD of Pinellas County, Florida, herein after referred to as the "BOARD" and Early Learning Coalition of Pinellas County, Inc., hereinafter referred to as "Coalition".

Purpose

The BOARD is planning to continue to serve teenage parents through teen parent program services known as "PTPP" - a "Pinellas Teenage Parenting Program".

Reliable child care for the infants and toddlers of these teenager parents is a critically important program component for making these PTPP programs successful.

The Coalition is a one-stop center for child care scholarships in the community and related family support services in Pinellas County. In this capacity, the Coalition is currently administering child care scholarships/subsidies and related support services to an average of approximately 12,000 children daily through more than 700 licensed and legal exempt child care facilities throughout the county. Therefore, the Coalition has the experience and capability for administering child care services for the BOARD authorized children of teenage participants in the PTPP programs.

Agreements

Coalition Agrees:

- To administer child care services for approximately 100 children of PTPP participants during the 2013/2014 school year;
- To make available school readiness approved licensed and legal child care facilities (approximately 700) within the county from which teen parents may select care; to provide enhanced child care resource and referral services (CCR&R) for PTPP participants, upon request of the school social workers. This service includes: providing lists of all school readiness approved licensed and legally exempt facilities near the home, school, or route to school of the PTPP participants; preliminary phone screening of these facilities for openings that could be appropriate for the age and other individual needs of the children needing care upon request from BOARD social workers; and providing these lists to the student participant and/or their school social worker. The Coalition's CCR&R service will also provide parent education information and quality checklists to assist the teen parent in selecting care that is appropriate for their child. The

teen parent is ultimately responsible for choosing the child care facility which will best serve his/her child, including a review of Pinellas County Licensing records;

- To ensure maintenance of appropriate sub-contracts and agreements with school readiness approved licensed and legally exempt child care facilities within the county for teen parent selection; BOARD funds will be administered only to school readiness approved licensed and legally exempt child care facilities where employees/operators and agents have undergone and passed a criminal background check;
- To inform teen parent and BOARD social workers when a teen parent selected site is no longer licensed/exempt in accordance with Pinellas County Child Care Licensing Program requirements and/or no longer qualifies as an approved school readiness child care site; to offer enhanced CCR&R services to assist these teen parents in choosing a new site;
- To require appropriate attendance forms and vouchers from the school readiness approved child care facility; to train approved child care providers in the proper use of these vouchers; to receive, analyze, and process these vouchers for timely reimbursements to the provider facilities;
- To negotiate child care rates which are, on average, at or below the current school readiness prevailing market rate;
- To submit reimbursement invoices to the BOARD no later than (14) fourteen calendar days following the close of the invoice month;
- To meet with BOARD staff as needed to work out any unanticipated problems with the service delivery system or with individual participants; and
- To provide staff members who will be responsible for the previously described Coalition services and will be readily available to BOARD staff and teen parent participants.

The BOARD Agrees:

- To provide the Coalition with authorization forms prior to commencement of care for each child care participant, which will authorize Coalition staff to approve the child(ren) for payment to the parent- selected school readiness approved child care provider facility and ensure BOARD reimbursement for child care services; These authorizations will remain valid unless and until written notification of cancellation is received by the Coalition;
- To provide Coalition staff with child care relevant information regarding participants as far in advance as possible. It is mutually understood that appropriate child care openings

will be secured as quickly as possible, but that in certain situations it can take up to 2 weeks or longer;

- To support the Coalition's efforts to maintain accurate and complete records for each participant receiving CCC services;
- To provide social work staff who will work with the total social service needs of teen parent participants, including child care related issues as appropriate and needed;
- To meet with Coalition staff as needed in order to work out any unanticipated problems with the service delivery system or with individual participants; and
- To consider the renewal of this contract if funding and program need allows.

Terms of Contract

This contract shall be effective July 1, 2013, for the school year 2013-2014, and will end on June 30, 2014. Either party may terminate this contract upon thirty (30) days written notice to the other party.

The total projected cost for this contract is not to exceed \$559,518.33, which shall be borne by BOARD. This maximum reimbursable cost is based on estimates that 100 children will be served during the contract year at an average comprehensive daily rate of \$27.77 for an average of 180 days. It is mutually understood that this is an entitlement program and that therefore several of the variables in this funding formula must remain fluid and flexible. Both parties agree that individual variables in the formulary may change, but the total contract amount of \$559,518.33 may not be exceeded without a budget amendment.

Of the total project cost of \$559,518.33, up to a maximum of \$59,658.33 will be paid for Coalition child care system non-direct/support services on behalf of the PTPP teenage participants. The child care system support services will be paid in 10 equal monthly installments for the duration of this contract. The projected budget for this program is contained as Attachment 1.

The remainder (\$499,860.00) of this contract may be utilized by the Coalition for the purchase of direct child care services. The Coalition agrees to negotiate child care rates which are competitive and thereby obtain the best quality for the best price. The Coalition will bill the BOARD only for the actual child care costs which are to be paid to the school readiness approved licensed and legally exempt child care providers.

It is understood that the Coalition will use the Florida Office of Early Learning attendance guidelines for reimbursing providers for allowable child absences, holidays, etc. It is further understood that the Coalition may, within the confines of the budget on Attachment 1, reimburse a provider for retaining a child care slot for a reasonable period, if such action is deemed in the best interest of the teen parent participant and authorized BOARD staff.

The BOARD will advance funds to the Coalition equal to 10% of the total budget, or \$55,951.00. This advance shall allow the Coalition to provide for the timely payment of school readiness approved child care facilities and Coalition staff. Said advanced funds shall be reconciled to the last month's cost of operations and applied accordingly. Any differences provided by the reconciliation shall be satisfied as soon as practicable. Subsequent payments will be on a monthly reimbursement basis with the BOARD agreeing to pay properly submitted invoices within 14 working days of receipt from the Coalition.

Notice and Contract

The name and address of the contact manager for the Coalition for this contract is: Janet Chapman, Early Learning Coalition of Pinellas County, Inc., 5735 Rio Vista Drive, Clearwater, FL 33760. The name and address of the representatives of the BOARD responsible for administration of the program under this contract is: Diana Lenox, 301 4th Street S.W., Largo, Florida 33770. In the event that different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.

All Terms and Conditions Included

This 6-page contract, including Attachment I, contains all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

THE SCHOOL BOARD OF PINELLAS
COUNTY, FL

Witnesses:

By: _____

Chairperson

Attest: _____

Superintendent

EARLY LEARNING COALITION OF
PINELLAS COUNTY, INC..

Witnesses:

By: _____

Title: _____

Attest: _____

Title: _____

Approved as to form:

_____

School Board Attorney's Office

ATTACHMENT I

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC.
PROJECTED COSTS FOR PINELLAS TEENAGE PARENTING PROGRAM
2013-2014

DIRECT CHILD CARE COSTS: \$ 499,860.00

CHILD CARE SYSTEM SUPPORT SERVICES \$ 59,658.33

TOTAL CONTRACT COST: \$ 559,518.33

* \$27.77 =average daily projected cost per child