

## **Non-Payment of Direct Services for Non-Compliance with Florida Department of Children and Families Site Licensure Requirement for Youth Development K-5 Afterschool Programs**

### **Policy**

Failure to maintain valid and current site licensure as required by the Florida Department of Children and Families (DCF) for Youth Development K-5 after-school programs will result in non-payment by The Children's Trust for any direct service costs incurred during the time the site was not licensed. This policy is effective August 1, 2019.

### **Procedure**

#### Prior to beginning services at a new site:

- A. Provider will receive a formal notification stating that they are not to begin providing after-school services at the non-licensed site, per subsection 402.301-.309 of the Florida Statutes, until the appropriate license has been acquired.
- B. Provider will not be reimbursed for costs incurred for direct services during the time the site is not licensed.
- C. Provider may request reimbursement for indirect or administrative costs linked to the after-school program during this period.
- D. Upon submission of the monthly invoice, the Provider must not include costs linked to direct services for the non-licensed site. This includes salaries for direct service staff or personnel associated with the site (e.g. literacy teacher, coach, etc.) and site operational costs.
- E. Provider will include a signed Invoice Attestation Form, attesting that the invoice does not include direct service costs incurred during the time the site was not licensed.
- F. The contract manager and assigned accountant will ensure the Invoice Attestation Form has been submitted prior to approving the invoice.
- G. Once the required DCF site license is acquired, the Provider may begin services at the site and submit reimbursement requests for all program costs beginning on the license start date.

#### Upon expiration or revocation of required DCF site license:

- A. Provider will receive a formal notification stating that their DCF license is expired and they are to cease after-school services at the non-licensed site, per subsection 402.301-.309 of the Florida Statutes, until the appropriate license has been renewed.

- B. Provider will not be reimbursed for costs incurred for direct services during the time the site is not licensed.
- C. Provider may request reimbursement for indirect or administrative costs linked to the after-school program during this period.
- D. Upon submission of the monthly invoice, the Provider must not include costs linked to direct services for the non-licensed site. This includes salaries for direct service staff or personnel associated with the site (e.g. literacy teacher, coach, etc.) and site operational costs.
- E. Provider will include a signed Invoice Attestation Form, attesting that the invoice does not include direct service costs incurred during the time the site was not licensed.
- F. The contract manager and assigned accountant will ensure the Invoice Attestation Form has been submitted prior to approving the invoice.
- G. Once the required DCF site license is acquired, the Provider may resume services at the site and submit reimbursement requests for all program costs beginning on the license start date.