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.