



## Monterey County Board of Supervisors

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

### Board Order

**Agreement No.: A-13981**

Upon motion of Supervisor Parker, seconded by Supervisor Phillips and carried by those members present, the Board of Supervisors hereby:

- a. Approved and authorize the Director of the Department of Social Services to sign an agreement with Learning Time, Inc. for Learning Disability Evaluations and Job Readiness Education Services for CalWORKs Participants in the amount of \$510,000 for the period of July 1, 2018 through June 30, 2021; and
- b. Authorized the Director of the Department of Social Services to sign up to three (3) amendments to this agreement where the total amendments do not exceed 10% (\$51,000) of the original contract amount and do not significantly change the scope of work.

PASSED AND ADOPTED on this 19th day of June 2018, by the following vote, to wit:

AYES: Supervisors Alejo, Salinas, Phillips, Parker and Adams

NOES: None

ABSENT: None

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 81 for the meeting June 19, 2018.

Dated: June 26, 2018

File ID: A 18-249

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

By \_\_\_\_\_

Joel G. Pablo, Deputy

**COUNTY OF MONTEREY STANDARD AGREEMENT  
(MORE THAN \$100,000)**

This Agreement is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter "County") and:

Learning Time, Inc.

(hereinafter "CONTRACTOR").

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

**1.0 GENERAL DESCRIPTION.**

1.01 The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

**Provide** in-depth learning evaluations and job readiness education for CalWORKs customers.

**2.0 PAYMENT PROVISIONS.**

2.01 County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of \$ 510,000.00.

**3.0 TERM OF AGREEMENT.**

3.01 The term of this Agreement is from July 1, 2018 to June 30, 2021, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

**4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS.**

4.01 The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

**Exhibit A** Scope of Services/Payment Provisions

See Page 10 (a), List of Exhibits

## 5.0 PERFORMANCE STANDARDS.

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

## 6.0 PAYMENT CONDITIONS.

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement, and shall promptly submit such invoice to the County Auditor-Controller for payment. **The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.**

## 7.0 TERMINATION.

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

- 7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. "Good cause" includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.
- 7.03 The County's payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County's purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

## 8.0 INDEMNIFICATION.

- 8.01 CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

## 9.0 INSURANCE REQUIREMENTS.

### 9.01 Evidence of Coverage:

Prior to commencement of this Agreement, the Contractor shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

### 9.02 Qualifying Insurers:

All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to

the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.

- 9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

**Commercial General Liability Insurance,** including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Business Automobile Liability Insurance,** covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Workers' Compensation Insurance,** if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

*(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Professional Liability Insurance,** if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

*(Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

9.04 Other Requirements:

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

**Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds** with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, **and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance.** The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

## 10.0 RECORDS AND CONFIDENTIALITY.

- 10.01 Confidentiality. CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.02 County Records. When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.03 Maintenance of Records. CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.04 Access to and Audit of Records. The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.
- 10.05 Royalties and Inventions. County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

## 11.0 NON-DISCRIMINATION.

- 11.01 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal,

state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

**12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS.**

12.01 If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

**13.0 INDEPENDENT CONTRACTOR.**

13.01 In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is at all times acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or particular County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

**14.0 NOTICES.**

14.01 Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR'S contract administrators at the addresses listed below:

<b>FOR COUNTY:</b>	<b>FOR CONTRACTOR:</b>
Thom De La Cruz, MA II	Dr. Joan Smith, Ed.D
Name and Title	Name and Title
730 La Guardia Street, Room 205 Salinas, CA 93905	14401 Roland Canyon Road Salinas, CA 93908
Address	Address
(831) 796-3391 fax: (831) 755-8487	(831) 484-0994 fax: (831) 484-0998
Phone	Phone



## 15.0 MISCELLANEOUS PROVISIONS.

- 15.01 Conflict of Interest. CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.
- 15.02 Amendment. This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 15.03 Waiver. Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 15.04 Contractor. The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.
- 15.05 Disputes. CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 15.06 Assignment and Subcontracting. The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.
- 15.07 Successors and Assigns. This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 15.08 Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- 15.09 Headings. The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 15.10 Time is of the Essence. Time is of the essence in each and all of the provisions of this Agreement.
- 15.11 Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California.
- 15.12 Non-exclusive Agreement. This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.

- 15.13 Construction of Agreement. The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 15.14 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 15.15 Authority. Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 15.16 Integration. This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 15.17 Interpretation of Conflicting Provisions. In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

-----*This section left blank intentionally*-----

16.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

**COUNTY OF MONTEREY**

**CONTRACTOR**

By: \_\_\_\_\_  
Contracts/Purchasing Officer

Date: \_\_\_\_\_

By: [Signature]  
Department Head (if applicable)

Date: 7/5/18

By: \_\_\_\_\_  
Board of Supervisors (if applicable)

Date: \_\_\_\_\_

Approved as to Form<sup>1</sup>

By: [Signature]  
County Counsel

Date: 6-1-18

Approved as to Fiscal Provisions<sup>2</sup>

By: [Signature]  
Auditor/Controller

Date: 6-1-18

Approved as to Liability Provisions<sup>3</sup>

By: \_\_\_\_\_  
Risk Management

Date: \_\_\_\_\_

\_\_\_\_\_  
Learning Time, Inc.  
Contractor's Business Name\*

By: [Signature]  
(Signature of Chair, President or Vice-President)\*

TERRY McHENRY - PRESIDENT  
Name and Title

Date: 6/23/18

By: [Signature]  
(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer)\*

JOAN M SMITH Secretary  
Name and Title

Date: 5/23/18

County Board of Supervisors' Agreement Number: A-13981, approved on (date): 6/19/18

\*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

<sup>1</sup>Approval by County Counsel is required

<sup>2</sup>Approval by Auditor-Controller is required

<sup>3</sup>Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

## **LIST OF EXHIBITS**

**Learning Time, Inc.**

<b>Exhibit A</b>	<b>Scope of Work/Payment Provisions</b>
<b>Exhibit B</b>	<b>DSS Additional Provisions</b>
<b>Exhibit C</b>	<b>Invoice</b>
<b>Exhibit D</b>	<b>Child Abuse Reporting Certification</b>
<b>Exhibit E</b>	<b>Elder Abuse Reporting Certification</b>
<b>Exhibit F</b>	<b>Referral Form</b>
<b>Exhibit G</b>	<b>Recommendations Checklist</b>
<b>Exhibit H</b>	<b>HIPAA Agreement</b>
<b>Exhibit I</b>	<b>Lobbying</b>
<b>Exhibit J</b>	<b>Compliance Checklist</b>
<b>Exhibit K</b>	<b>Monthly Detailed Service Report</b>
<b>Exhibit K-1</b>	<b>Tutoring Monthly Detailed Service Report</b>

**Learning Time, Inc.**  
CalWORKs Employment Services – Learning Disability Evaluations & Reports and  
Learning Disability Tutoring / Direct Instruction to CalWORKs customers

*July 1, 2018 through June 30, 2021*

**I. CONTRACTOR INFORMATION**

Contractor Name: Learning Time, Inc.  
Mailing Address: 14401 Roland Canyon Road  
Salinas, CA 93908

Tax ID number: 94-1729075

Contact Person: Dr. Joan Smith, Ed.D.  
Telephone: (831) 484-0994  
FAX: (831) 484-0998  
E-mail: joan\_smith@comcast.net

**II. COUNTY CONTRACT MANAGER**

County Contract Manager: Thomas De La Cruz, Management Analyst II  
Address: Department of Social Services  
730 La Guardia Street, Room 205  
Salinas, CA 93905-3354

Telephone: (831) 796-3391  
FAX: (831) 755-8487  
E-Mail: [delacruz@co.monterey.ca.us](mailto:delacruz@co.monterey.ca.us)

**III. DESCRIPTION OF COUNTY FUNDED SERVICES**

The CalWORKs program requires that the COUNTY offer a learning disability screening to all adult CalWORKs participants. Those who score "12" or more on a standardized and normed screening tool are then offered a learning disability evaluation that identifies the specific learning disabilities and recommended accommodations. This agreement is for the provision of learning disability evaluations and related services for the CalWORKs program, including, but not limited to, direct instruction to individuals and groups to relieve identified disabilities which prevent success in meeting Welfare to Work goals and the participation in Multidisciplinary Team Meetings to assist customers in the CalWORKs Family Stabilization program.

#### IV. CONTRACTOR RESPONSIBILITIES & PERFORMANCE MEASURES

The Scope of Work includes, but is not limited to, the following:

1. CONTRACTOR shall accept customer referrals from the COUNTY and adjust the number of days per month on which testing is offered accordingly.
2. CONTRACTOR shall conduct evaluations at the One-Stop Career Centers in Salinas, Seaside and King City.
3. CONTRACTOR shall interview referred CalWORKs customers within ten (10) business days of receipt of a referral (PLAN 103 CIV) and administer evaluation test instruments for English and Spanish speaking customers that include:
  - a. Tools for measurement of aptitudes.
  - b. Tools for measurement of academic achievement.
  - c. Tools for measurement of information processing
4. CONTRACTOR shall complete and submit learning disability evaluation reports to the COUNTY within thirty (30) days from the date that a CalWORKs customer is referred by the COUNTY using a CO 205 Response to Referral form (**Exhibit F**) and Recommendations Checklist (**Exhibit G**). Include the following core information expressed in a reader friendly writing style and clear format:
  - a. The name of the evaluator, customer and dates of testing;
  - b. Relevant vocational/educational background and history;
  - c. General aptitude/cognitive level;
  - d. Other identified issues, such as physical/mental problems;
  - e. Areas of strength;
  - f. Areas of deficiency; and
  - g. A summary of the participant's condition and rationale for learning disabilities, determination/diagnosis, including severity of disability, areas of potential impact, including employment and participation in welfare-to-work activities, recommendations for additional services, as appropriate, any suspected conditions, if identified, other than a learning disability so that the County can make the appropriate referral, range of recommended accommodations/assistive technology to be included in the participant's welfare-to-work plan, identification of local resources to assist recipients, rationale for learning disabilities determination/diagnosis.
5. CONTRACTOR shall complete and submit learning disability accommodation reports to the COUNTY and school or worksite (as required by school or worksites) within thirty (30) days from the date that a CalWORKs customer is referred by the COUNTY.
6. CONTRACTOR shall be available for, and participate in, scheduled face-to-face or telephone consultations involving the CalWORKs customer, COUNTY

staff, and other Welfare- To-Work (WTW) partners (sometimes called a three-way meeting) to explain evaluation findings and recommendations and to assist in development of a WTW Plan.

7. CONTRACTOR shall provide annual training for COUNTY staff and CalWORKs Employment Services (CWES) partners.
8. CONTRACTOR shall provide services to CWES customers who have a documented learning disability in reading or calculations or have a head-injury which resulted in loss of memory, organizational ability, and basic skills. This service shall be conducted at a minimum once per week and provides individual and group participation to address the disability which prevents success in Welfare to Work participation.
  - a. Services include individualized programming for each customer and retesting in memory and academic skill development after thirty (30) sessions to document progress. Services are provided by a clinical specialist.
9. CONTRACTOR shall participate in Multidisciplinary Team meetings to assist customers in the CalWORKs Family Stabilization program as needed.
10. CONTRACTOR shall participate in annual Employment Services Contract Providers meeting convened by CWES that includes all CWES subcontractors.
11. Respond to and resolve deficiencies in meeting the service requirements in this Agreement within two business days of the deficiency being identified through contract monitoring or reported by the CWES Contract Manager. Identification and response shall be captured in written communication. Corrective actions shall be agreed upon by both parties. Corrective actions shall be implemented as soon as deemed possible by both parties. Uncorrected deficiencies may result in delayed payment of monthly invoicing and/or termination of this agreement.”

## V. TARGET POPULATION

1. The target population is CalWORKs recipients who are 18 years of age or older, referred by the COUNTY, who:
  - a. Are identified as having potential learning disabilities based on:
    - i. The California State Department of Social Services approved Learning Needs Screening (WTW 18), or
    - ii. Being previously identified as having learning problems (for example, were in Special Education classes during all or part of grades kindergarten through 12), or
    - iii. The statewide Online CalWORKs Appraisal Tool (OCAT), Section B4, Learning Disabilities

- b. Are suspected of having a learning disability, even though the results of the learning disabilities screening (WTW 18 or OCAT, Section B4) did not indicate a potential learning disability, or
- c. Are limited-English proficient (LEP), and therefore have not been screened with the screening tool, but have indicators of a potential learning disability. \*

\* The State of California learning disability screening tool (WTW 18) is validated and normed only for English-speakers. Customers with Limited English Proficiency (LEP) may be referred for an evaluation based on other indicators of a possible learning disability.

## VI. COMPLIANCE & MONITORING

1. CWES will conduct a minimum of two (2) contract monitoring visits to evaluate service delivery and CONTRACTOR performance in relation to targets, goals, and responsibilities. CWES will provide written documentation of contract monitoring findings and recommendations to CONTRACTOR at the conclusion of each visit.
2. The licensed LD Evaluator signs all LD Evaluation Reports; Worksite/School Accommodation Reports and CW 61 forms issued regarding CalWORKs customers. [Licensed clinicians recognized by State regulations.]
3. The CONTRACTOR provides an invoice and monthly service detailed report data as displayed in **Exhibit C** and **Exhibit K** and **Exhibit K-1** by the 10<sup>th</sup> of each month for the prior service / report month.
4. The CONTRACTOR conducts LD Evaluation interviews within seven (7) days of referral.
5. The CONTRACTOR completes and submits LD Evaluation Reports and/or Worksite / School Accommodation Reports within 30 days of referral.
6. The CONTRACTOR provides training to Employment Services staff as needed.
7. The CONTRACTOR participates in annual Contract Providers' meeting / event.
8. The CONTRACTOR participates in Family Stabilization Multidisciplinary Team Meetings, as needed.
9. The CONTRACTOR provides LD Tutoring / direct instruction to CalWORKs customers
10. The CONTRACTOR will respond to and resolve deficiencies in meeting the service requirements in this Agreement within two (2) business days of the deficiency being identified through contract monitoring or reported by the CWES contract manager.
  - a. Identification and response shall be captured in written communication.



- b. Corrective actions shall be agreed upon by both parties.
  - c. Corrective actions shall be implemented as soon as deemed possible by both parties.
  - d. Uncorrected deficiencies may result in delayed payment of monthly invoicing and/or termination of this agreement.
11. The CONTRACTOR will ensure appropriate staffing to support the administration and service provided for in this Agreement. Ensure replacement staffing is available to continue the uninterrupted provision of services under this Agreement in the event of staffing vacancies related to sickness, absence, or staffing changes.

## VII. COUNTY RESPONSIBILITIES

COUNTY shall:

1. Conduct Learning Disability screenings using the state-approved Online CalWORKs Appraisal Tool (OCAT), Section B4, Learning Needs [initial Appraisal activity] or the WTW 18, Learning Needs Screening Tool [post Appraisal].
2. Review with CalWORKs customers whether they have previously been determined to have a Learning Disability, for example, by a school district or the Department of Vocational Rehabilitation.
3. Interview CalWORKs customers with Limited English Proficiency (LEP) to determine the need for a Learning Disability evaluation.
4. Refer CalWORKs customers who have indicators of a potential Learning Disability and want an evaluation to CONTRACTOR by creating a 'Need' in C-IV and completing and sending the PLAN 103 CIV Referral Form via secure email.
5. Respond promptly to calls from the CONTRACTOR and provide additional information requested by the CONTRACTOR when there is a Release of Confidential Information (ABCDM 228) form signed by the customer that permits sharing of such information.
6. Forward Authorization to Release Medical Information (CW 61) forms signed by a customer to CONTRACTOR for determination of whether the customer should be exempt from Welfare-To-Work (WTW) participation or has restrictions on their participation.
7. Receive and review Learning Disability Evaluations and Accommodations Reports, including the CO 205 form and Recommendations Checklist from the CONTRACTOR.
8. Work with CalWORKs customers, WTW service providers, and employers to implement the reasonable accommodations recommended in Learning Disability Evaluations.

9. Provide supportive services, when needed, in order to implement learning disability accommodations (as allowed by law, regulation, and policy).
10. Use information from Learning Disability Evaluations in helping customers determine career goals and in design and implementation of WTW Plans.
11. Conduct a minimum of two (2) contract monitoring visits to evaluate service delivery and CONTRACTOR performance in relation to targets, goals, and responsibilities. Provide written documentation of contract monitoring findings and recommendations to CONTRACTOR at the conclusion of each visit.

**VIII. UNIT OF SERVICE DEFINITION & BUDGET – PER FISCAL YEAR**

Units of service are defined as follows:

Unit Type	Estimated Units	Cost per unit	Total Cost
<b>WAIS IV English Evaluation &amp; Report OR Spanish Evaluation &amp; Report</b>	142	\$650.00	\$92,300.00
<b>School or Worksite Required Accommodations Report</b>	15	\$65.00	\$975.00
<b>TOVA ADHD Evaluation &amp; Report</b>	100	\$100.00	\$10,000.00
<b>Consultation &amp; Staff Training Hours</b>	25	\$100.00	\$2,500.00
<b>Customer No Show</b> When a customer does not cancel and does not show up for a scheduled evaluation.	36	\$35.00	\$1,260.00
<b>CW 61 Completion</b> Completed when COUNTY requests CONTRACTOR performs this service.	85	\$65.00	\$5,525.00
<b>LD Tutoring / Direct Instruction</b>	572	\$100.00	\$57,200.00
<b>LD Training Materials</b>	1	\$240.00	\$240.00
<b>Total</b>			<b>\$170,000.00</b>

*Funding: Federal Catalog 93.558 Temporary Assistance to Needy Families (TANF)*

**IX. PAYMENT PROVISIONS AND DATA REPORTING**

1. CONTRACTOR shall provide to the COUNTY Contract Manager with:
  - a. A completed monthly invoice, **EXHIBIT C**, no later the 10th of the month following the month services were rendered.
    - 1) The invoices shall contain the original signature of the person authorized to submit claims for payment, and any required documentation, as noted on the applicable invoice form, shall be submitted with the invoice.
    - 2) COUNTY Contract Manager shall review and forward the approved invoice to the Administrative Services Branch for payment processing.

b. Complete a LD Evaluations Monthly Detailed Service Report, **Exhibit K**, which contains the **following** data elements:

- 1) CIN Number
- 2) CIV Case Number
- 3) Customer Last Name, First Name
- 4) Date of Referral (via PLAN 103 CIV)
- 5) Reason for Referral (Service provided)
- 6) Date of 1<sup>st</sup> Appointment
- 7) Attended 1<sup>st</sup> Appointment? (Y/N)
- 8) Service Begin Data
- 9) LD Evaluation Report Date
- 10) Service Amount
- 11) Monthly Status
- 12) Service Outcome

**Exhibit K** is an enhanced version of the former detailed invoice list.

c. Complete a Monthly Tutoring Services Detail Report, **Exhibit K-1**, which contains the **following** data elements:

- 1) CIN Number
- 2) CIV Case Number
- 3) Customer Last Name, First Name
- 4) Date of Referral (via PLAN 103 CIV)
- 5) LD Tutoring Dates, #1 thru #8 (Services provided)
- 6) Tutoring Service End Date
- 7) Service Outcome / Progress Notes

d. Complete Monthly Service Detail Reports, **Exhibits K and K-1**, due no later the 10th of each month. Claims for payment cannot be processed until the monthly data reports have been received, verified and approved.

2. COUNTY shall pay CONTRACTOR in accordance with Article I of **Exhibit B**, PAYMENT BY COUNTY.

The maximum amount to be paid by COUNTY to CONTRACTOR under this Agreement per fiscal year [July ~ June] shall not exceed **One Hundred Seventy Thousand Dollars (\$170,000.00)**.

The maximum amount to be paid by COUNTY to CONTRACTOR under this Agreement shall not exceed **Five Hundred Ten Thousand Dollars (\$510,000.00)**.

## EXHIBIT B

### MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES

#### ADDITIONAL PROVISIONS

##### I. PAYMENT BY COUNTY:

**1.01 Monthly claims/invoices by CONTRACTOR:** Not later than the tenth (10<sup>th</sup>) day of each month, CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in Exhibit C.

**1.02 Final Invoice; forfeiture for late invoice:** CONTRACTOR's final month and end of fiscal year invoice is due, and must be received by COUNTY, no later than close of business on July 10. If the Final Invoice is not received by COUNTY by close of business on July 10, CONTRACTOR understands and agrees that the reimbursement of CONTRACTOR's final expenses represented by that invoice may be forfeited, and COUNTY shall have no legal obligation regarding it, nor shall COUNTY be required to make any payment towards that untimely/late invoiced claim.

**1.03 Allowable Costs:** Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in Exhibit A. Only the costs listed in Exhibit A as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

**1.04 Cost Control:** CONTRACTOR shall not exceed by more than twenty (20) percent any contract expense line item amount in the budget without the written approval of COUNTY, given by and through the Contract Administrator or Contract Administrator's designee. CONTRACTOR shall submit an amended budget with its request for such approval. Such approval shall not permit CONTRACTOR to receive more than the maximum total amount payable under this contract. Therefore, an increase in one line item will require corresponding decreases in other line items.

**1.05 Payment in Full:**

(a) If COUNTY certifies and pays the amount requested by CONTRACTOR, such payment shall be deemed payment in full for the month in question and may not thereafter be reviewed or modified, except to permit COUNTY's recovery of overpayments.

(b) If COUNTY certifies and pays a lesser amount than the amount requested, COUNTY shall, immediately upon certification of the lesser amount, notify CONTRACTOR in writing of such certification. If CONTRACTOR does not protest the lesser amount by delivering to COUNTY a written notice of protest within twenty (20) days after CONTRACTOR's receipt of the certification, then payment of the lesser amount shall be deemed payment in full for the month in question and may not thereafter be questioned by CONTRACTOR.

## EXHIBIT B

**1.06 Disputed payment amount:** If COUNTY pays a lesser amount than the amount requested, and if CONTRACTOR submits a written notice of protest to COUNTY within twenty (20) days after CONTRACTOR's receipt of the certification, then the parties shall promptly meet to review the dispute and resolve it on a mutually acceptable basis. No court action may be taken on such dispute until the parties have met and attempted to resolve the dispute in person.

## II. PERFORMANCE STANDARDS & COMPLIANCE

**2.01 Outcome objectives and performance standards:** CONTRACTOR shall for the entire term of this Agreement provide the service outcomes set forth in **Exhibit A**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit A**, unless prevented from doing so by circumstances beyond CONTRACTOR's control, including but not limited to, natural disasters, fire, theft, and shortages of necessary supplies or materials due to labor disputes.

**2.02 County monitoring of services:** COUNTY shall monitor services provided under this Agreement in order to evaluate the effectiveness and quality of services provided.

**2.03 Notice of defective performance:** COUNTY shall notify CONTRACTOR in writing within thirty (30) days after discovering any defects in CONTRACTOR's performance. CONTRACTOR shall promptly take action to correct the problem and to prevent its recurrence. Such corrective action shall be completed and a written report made to the COUNTY concerning such action not later than thirty (30) days after the date of the COUNTY's written notice to CONTRACTOR.

**2.04 Termination for cause:** Notwithstanding Section 7.02 of the Agreement, if the corrective actions required above are not completed and the report to the COUNTY not made within thirty (30) days, the COUNTY may terminate this Agreement by giving five (5) days' written notice to CONTRACTOR.

### **2.05 Remedies for Inadequate Service Levels:**

- a) For each month that service falls below 80% of the contracted level, CONTRACTOR shall submit to the COUNTY an analysis of the causes of the problem and any necessary actions to be taken to correct the problem. If the problem continues for another month, the COUNTY shall meet with CONTRACTOR to explore the problem and develop an appropriate written corrective action plan with appropriate time frames.
- b) If CONTRACTOR does not carry out the required corrective action within the time frame specified, sanctions shall be applied in accordance with funding source regulations.
- c) Notwithstanding Section 7.02 of the Agreement, if, after the COUNTY notifies CONTRACTOR of any sanctions to be imposed, CONTRACTOR continues in its

## EXHIBIT B

failure to take corrective action, then COUNTY may terminate this contract by giving CONTRACTOR five (5) days' written notice.

- d) If all appropriate corrective actions are taken but service still falls 80% or more below contracted level, COUNTY and CONTRACTOR may renegotiate the contracted level of service.

**2.06 Training for Staff:** CONTRACTOR shall insure that sufficient training is provided to its volunteer and paid staff to enable them to perform effectively on the project, and to increase their existing level of skills. Additionally, CONTRACTOR shall ensure that all staff completes Division 21 Civil Rights training.

**2.07 Bi-lingual Services:** CONTRACTOR shall ensure that qualified staff is available to accommodate non-English speaking, and limited English proficient, individuals.

**2.08 Assurance of drug free-workplace:** CONTRACTOR shall submit to the COUNTY evidence of compliance with the California Drug-Free Workplace Act of 1990, Government Code sections 8350 et seq., by doing the following:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
  - Establishing a drug-free awareness program to inform employees about all of the following:
    - 1) the dangers of drug abuse in the workplace;
    - 2) the organization's policy of maintaining a drug-free workplace;
    - 3) any available drug counseling, rehabilitation, and employee assistance programs;
    - 4) the penalties that may be imposed upon employees for drug abuse violations;
    - 5) requiring that each employee engaged in the performance of the contract or grant be given a copy of the company's drug-free policy statement and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

### III. CONFIDENTIALITY

CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with Welfare and Institutions (W & I) Code Sec. 10850, 45 CFR Sec. 205.50, and all other applicable provisions of law which provide for the confidentiality of records and prohibit their being opened for examination for any purpose not directly connected with the administration of public social services. Whether or not covered by W&I Code Sec. 10850 or by 45 CFR Sec. 205.50, confidential medical or personnel records and the identities of clients and complainants shall not be disclosed unless there is proper consent to such disclosure or a court order requiring disclosure. Confidential information gained by CONTRACTOR from access to any such records, and from contact with its clients and complainants, shall be used by CONTRACTOR only in connection with its conduct of the

## EXHIBIT B

program under this Agreement. The COUNTY, through the Director of the Department of Social Services, and his/her representatives, shall have access to such confidential information and records to the extent allowed by law, and such information and records in the hands of the COUNTY shall remain confidential and may be disclosed only as permitted by law.

### IV. NON-DISCRIMINATION

CONTRACTOR certifies that to the best of its ability and knowledge it will comply with the nondiscrimination program requirements set forth in this Section.

**4.01 Discrimination Defined:** The term “discrimination” as used in this contract, is the same term that is used in Monterey County Code, Chapter 2.80 “Procedures for Investigation and Resolution of Discrimination Complaints”; it means the illegal denial of equal employment opportunity, harassment (including sexual harassment and violent harassment), disparate treatment, favoritism, subjection to unfair or unequal working conditions, and/or other discriminatory practice by any Monterey County official, employee or agent, due to an individual’s race, color, ethnic group, national origin, ancestry, religious creed, sex, sexual orientation, age, veteran’s status, cancer-related medical condition, physical handicap (including AIDS) or disability. The term also includes any act of retaliation.

**4.02 Application of Monterey COUNTY Code Chapter 2.80:** The provisions of Monterey COUNTY Code Chapter 2.80 apply to activities conducted pursuant to this Agreement. Complaints of discrimination made by CONTRACTOR against the COUNTY, or by recipients of services against CONTRACTOR, may be pursued using the procedures established by Chapter 2.80. CONTRACTOR shall establish and follow its own written procedures for the prompt and fair resolution of discrimination complaints made against CONTRACTOR by its own employees and agents, and shall provide a copy of such procedures to COUNTY on demand by COUNTY.

**4.03 Compliance with laws:** During the performance of this Agreement, CONTRACTOR shall comply with all applicable federal, state and local laws and regulations which prohibit discrimination, including but not limited to the following:

- **California Fair Employment and Housing Act**, California Government Code Sec. 12900 et seq., see especially Section 12940 (c), (h), (1), (i), and (j); and the administrative regulations issued thereunder, 2 Calif. Code of Regulations Secs. 7285.0 et seq. (Division 4 - Fair Employment and Housing Commission);
- **California Government Code Secs. 11135 - 11139.5**, as amended (Title 2, Div. 3, Part 1, Chap. 1, Art. 9.5) and any applicable administrative rules and regulations issued under these sections; including **Title 22 California Code of Regulations 98000-98413**.

## EXHIBIT B

- **Federal Civil Rights Acts of 1964 and 1991** (see especially Title VI, 42 USC Secs. 2000d et seq.), as amended, and all administrative rules and regulations issued thereunder (see especially 45 CFR Part 80);
- **The Rehabilitation Act of 1973**, Secs. 503 and 504 (29 USC Sec. 793 and 794), as amended; all requirements imposed by the applicable HHS regulations (45 CFR Parts 80, 84 and 91); and all guidelines and interpretations issued pursuant thereto;
- **7 Code of Federal Regulations (CFR)**, Part 15 and **28 CFR Part 42**;
- **Title II of the Americans with Disabilities Act of 1990** (P.L. 101-336), 42 U.S.C. Secs. 12101 et seq. and 47 U.S.C. Secs. 225 and 611, and any federal regulations issued pursuant thereto (see 24 CFR Chapter 1; 28 CFR Parts 35 and 36; 29 CFR Parts 1602, 1627, and 1630; and 36 CFR Part 1191);
- **Unruh Civil Rights Act**, Calif. Civil Code Sec. 51 et seq., as amended;
- **Monterey COUNTY Code**, Chap. 2.80.;
- **Age Discrimination in Employment Act 1975**, as amended (**ADEA**), 29 U.S.C. Secs 621 et seq.;
- **Equal Pay Act of 1963**, 29 U.S.C. Sec. 206(d);
- **California Equal Pay Act**, Labor Code Sec.1197.5.
- **California Government Code Section 4450**;
- **The Dymally-Alatorre Bilingual Services Act; Calif. Government Code Sec. 7290 et seq.**
- **The Food Stamp Act of 1977**, as amended and in particular **Section 272.6**.
- **California Code of Regulations, Title 24, Section 3105A(e)**
- **Removal of Barriers to Inter-Ethnic Adoption Act of 1996, Section 1808**

**4.04 Written assurances:** Upon request by COUNTY, CONTRACTOR will give any written assurances of compliance with the Civil Rights Acts of 1964 and 1991, the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990, as may be required by the federal government in connection with this Agreement, pursuant to 45 CFR Sec. 80.4 or 45 CFR Sec. 84.5, and 91; 7 CFR Part 15; and 28 CFR Part 35, or other applicable State or federal regulation.



## EXHIBIT B

**4.05 Written non-discrimination policy:** Contractor shall maintain a written statement of its non-discrimination policies which shall be consistent with the terms of this Agreement. Such statement shall be available to employees, recipients of services, and members of the public, upon request.

**4.06 Grievance Information:** CONTRACTOR shall advise applicants who are denied CONTRACTOR's services, and recipients who do receive services, of their right to present grievances, and of their right to a State hearing concerning services received under this Agreement.

**4.07 Notice to Labor Unions:** CONTRACTOR shall give written notice of its obligations under paragraphs 4.01 - 4.08 to labor organizations with which it has a collective bargaining or other agreement.

**4.08 Access to records by government agencies:** CONTRACTOR shall permit access by COUNTY and by representatives of the State Department of Fair Employment and Housing, and any state agency providing funds for this Agreement, upon reasonable notice at any time during normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, facilities, and other sources of information as the inspecting party may deem appropriate to ascertain compliance with these non-discrimination provisions.

**4.09 Binding on Subcontractors:** The provisions of paragraphs 4.01 - 4.08 shall also apply to all of CONTRACTOR's subcontractors. CONTRACTOR shall include the non-discrimination and compliance provisions of these paragraphs in all subcontracts to perform work or provide services under this Agreement.

## V. CONTRACT ADMINISTRATORS

**5.01 Contract Administrator – CONTRACTOR:** CONTRACTOR hereby designates **Dr. Joan Smith, Ed.D.** as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of CONTRACTOR shall be under the direction of, or shall be submitted to, the CONTRACTOR's Contract Administrator. CONTRACTOR may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to COUNTY of any such change.

**5.02 Contract Administrator – COUNTY:** COUNTY hereby designates the Director of the Monterey County Department of Social Services as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of COUNTY shall be under the direction of, or shall be submitted to, the Director or such other COUNTY employee in the Department of Social Services as the Director may appoint. COUNTY may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to CONTRACTOR of any such change.

## EXHIBIT B

### VI. CONTRACT DEPENDENT ON GOVERNMENT FUNDING

COUNTY's payments to CONTRACTOR under this Agreement are funded by the State and Federal governments. If funds from State and Federal sources are not obtained and continued at a level sufficient to allow for COUNTY's purchase of the indicated quantity of services, then COUNTY may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as COUNTY may specify in its notice, unless in the meanwhile the parties enter into a written Amendment modifying this Agreement.

### VII. APPEAL PROCESS

In the event of a dispute or grievance regarding the terms and conditions of this Agreement, both parties shall abide by the following procedures:

A. CONTRACTOR shall first discuss the problem informally with the designated DSS Contact/Program Analyst. If the problem is not resolved, CONTRACTOR must, within fifteen (15) working days of the failed attempt to resolve the dispute with DSS Contact/Program Analyst, submit a written complaint, together with any evidence, to the DSS Branch Deputy Director. The complaint must include a description of the disputed issues, the legal authority/basis for each issue which supports CONTRACTOR's position, and the remedy sought. The Branch Deputy Director shall, within fifteen (15) working days after receipt of CONTRACTOR's written complaint, make a determination on the dispute, and issue a written decision and reasons therefore. All written communication shall be pursuant to Section 14. NOTICES of this Agreement. Should CONTRACTOR disagree with the decision of the Division Deputy Director, CONTRACTOR may appeal the decision to the Director of the Department of Social Services.

B. CONTRACTOR's appeal of the Branch Deputy Director's decision must be submitted to the Department Director within ten (10) working days from the date of the decision; be in writing, state the reasons why the decision is unacceptable, and include the original complaint, the decision that is the subject of appeal, and all supporting documents. Within twenty (20) working days from the date of CONTRACTOR'S appeal, the Department Director, or his/her designee, shall meet with CONTRACTOR to review the issues raised on appeal. The Department Director shall issue a final written decision within fifteen (15) working days of such meeting.

C. CONTRACTOR may appeal the final decision of the Department Director in accordance with the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Subchapter 2.5 commencing with Section 251, or Subchapter 3 commencing with Section 300, whichever is applicable, of the California Code of Regulations).

D. CONTRACTOR shall continue to carry out the obligations under this Agreement during any dispute.

E. Costs incurred by CONTRACTOR for administrative/court review are not reimbursable by COUNTY.

**Learning Time, Inc.**  
**14401 Roland Canyon Road; Salinas, CA 93908**  
**FEIN #: 94-1729075**

**Invoice Month Of:**  
**Fiscal Year 2018-2019**

**Invoice Number:**

**Exhibit C**

Unit Type	Units This Period	Cost Per Unit	Expense This Period	Approved Budget	YTD Expenses	Contract Balance
English WAIS IV Evaluation Report OR Spanish Eval Report	-	\$650.00	\$ -	\$92,300.00	\$ -	\$92,300.00
CW 61	-	\$65.00	\$ -	\$5,525.00	\$ -	\$5,525.00
Required Accommodations Report	-	\$65.00	\$ -	\$975.00	\$ -	\$975.00
TOVA/ADHD Evaluation Report	-	\$100.00	\$ -	\$10,000.00	\$ -	\$10,000.00
Consultation and Staff Training Hours	-	\$100.00	\$ -	\$2,500.00	\$ -	\$2,500.00
Customer No Show	-	\$35.00	\$ -	\$1,260.00	\$ -	\$1,260.00
LD Job Readiness - Tutoring Direct Instruction (session)	-	\$100.00	\$ -	\$57,200.00	\$ -	\$57,200.00
LD Training Materials	-		\$ -	\$240.00	\$ -	\$240.00
<b>Total</b>				<b>\$170,000.00</b>		

**Vendor #:**

**PO #:**

**Please remit payment to address and tax ID above.**

Signature: \_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date:

**Approved for Payment:**

Signature: \_\_\_\_\_  
DSS Contract Manager

\_\_\_\_\_  
Date:

**CHILD ABUSE & NEGLECT REPORTING  
CERTIFICATION**

**Learning Time, Inc.**

CONTRACTOR hereby acknowledges that this contract for services will bring CONTRACTOR in contact with children, and that CONTRACTOR has received from COUNTY a copy of Penal Code Sections 11165.7 and 11166 as required by the Child Abuse and Neglect Reporting Act (Penal Code Sections 11164, et seq). CONTRACTOR further certifies that it has knowledge of the provisions of the Act, and will comply with its provisions, which define a mandated reporter and requires that reports of child abuse or neglect be made by a mandated reporter whenever, in his or her professional capacity or within the scope of his or her employment, he/she has knowledge or observes a child whom he/she knows or reasonably suspects has been a victim of neglect or abuse.

CONTRACTOR further gives assurance that all of its employees, consultants, and agents performing services under this Agreement, who are mandated reporters under the Act, sign statements indicating that they know of, and will comply with, the Act's reporting requirements.

*Juan M Amick*  
Authorized Signature

5/23/18  
Date

- ◆ 24-hour Bilingual Child Abuse Hotline 1-800-606-6618
- ◆ Mandated Child Abuse Reporter Training is available, at no cost, through the Child Abuse Prevention Council of Monterey County (CAPC), 755-4737.

**ELDER/DEPENDENT ADULT  
ABUSE & NEGLECT REPORTING  
CERTIFICATION**

Learning Time, Inc.

CONTRACTOR hereby acknowledges that this contract for services will bring CONTRACTOR in contact with dependent adults or elders, and that CONTRACTOR has received from COUNTY a copy of Welfare & Institutions Code Section 15659 as required by the Elder Abuse and Dependent Adult Civil Protection Act (Welfare & Institutions Code Sections 15600, et seq). CONTRACTOR certifies that it has knowledge of the provisions of the Act, and will comply with its provisions which define a mandated reporter, and requires that reports of abuse or neglect be made by a mandated reporter when, in his or her professional capacity, or within the scope of his or her employment, he/she observes or has knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, financial abuse, or neglect.

Form SOC 341, Report of Suspected Dependent Adult/Elder Abuse, and General Instructions are available on the California Department of Social Services website: <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/SOC341.pdf>

CONTRACTOR further gives assurance that all of its employees, consultants, and agents performing services under this Agreement, who are mandated reporters under the Act, sign statements indicating that they know of and will comply with the Act's reporting requirements.

Form SOC 341A, Statement Acknowledging Requirement to Report Suspected Abuse of Dependent Adult and Elders, is available on the California Department of Social Services website: <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/SOC341A.pdf>

  
\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Date

To Report Suspected Dependent Adult/Elder Abuse during regular business hours, call **1 (800) 510-2020**  
To Report Suspected Dependent Adult/Elder Abuse after hours, call **911**

**WELFARE AND INSTITUTIONS CODE  
SECTION 15659**

15659.

(a) Any person who enters into employment on or after January 1, 1995, as a care custodian, health practitioner, or with an adult protective services agency or a local law enforcement agency, prior to commencing his or her employment and as a prerequisite to that employment shall sign a statement on a form, that shall be provided by the prospective employer, to the effect that he or she has knowledge of Section 15630 and will comply with its provisions. The signed statement shall be retained by the employer.

(b) Agencies or facilities that employ persons required to make reports pursuant to Section 15630, who were employed prior to January 1, 1995, shall inform those persons of their responsibility to make reports by delivering to them a copy of the statement specified in subdivision (a).

(c) The cost of printing, distribution, and filing of these statements shall be borne by the employer.

(d) On and after January 1, 1995, when a person is issued a state license or certificate to engage in a profession or occupation the members of which are required to make a report pursuant to Section 15630, the state agency issuing the license or certificate shall send a statement substantially similar to the one contained in subdivision (a) to the person at the same time as it transmits the document indicating licensure or certification to the person.

(e) As an alternative to the procedure required by subdivision (d), a state agency may cause the required statement to be printed on all application forms for a license or certificate printed on or after January 1, 1995.

(f) The retention of statements required by subdivision (a), and the delivery of statements required by subdivision (b) shall be the full extent of the employer's duty pursuant to this section. The failure of any employee or other person associated with the employer to report abuse of elders or dependent adults pursuant to Section 15630 or otherwise meet the requirements of this chapter shall be the sole responsibility of that person. The employer or facility shall incur no civil or other liability for the failure of these persons to comply with the requirements of this chapter.

CWES Worker Name: \_\_\_\_\_

One-Stop: **Salinas @ 730 La Guardia**

**Response to Referral for LD Evaluation**

Customer Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Case # \_\_\_\_\_  
 (Example 2010000)

DOB: \_\_\_\_\_

Months left on aid: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

Assessor Name/Phone: LD: Dr. Joan Smith / 831.484.0994 Other: \_\_\_\_\_

**Customer statement of obstacles to employment :**

**Additional obstacles identified by assessor:**

**Customer strengths:**

**Three Way Meetings**

A Three Way Meeting between the Assessor, CWES Case Manager and customer may be held to develop an activity plan that supports the customer's efforts toward their health, safety and employment goals. The structure of the meeting is as follows:

- i. Review the number of months remaining on the customer's time clock.
- ii. Review the barriers that prevent the customer from obtaining self sufficiency.
- iii. Determine the appropriate assessment response.
- iv. Assign activities to assist the customer in reaching their DV/BH/LD treatment and employment goals.

<b>LEARNING DISABILITY EVALUATOR USE ONLY</b>	<b>Start date</b> (first day of month)	<b>End date</b> (last day of month)
<input type="checkbox"/> <b>No Exemption:</b> Customer does not have an LD and does not need accommodations. Customer may benefit from recommended activities or services below if applicable.		
<input type="checkbox"/> <b>No Exemption:</b> Customer can and must fully participate in WTW / Employment activities and BH or LD Treatment Services.		
<input type="checkbox"/> <b>Exemption-with Voluntary WTW Participation:</b> Customer must participate in BH or LD Treatment Services and is able to participate in some WTW / Employment activities (fewer hours than required by WTW). <b>REQUIRES</b> a CW 61 A and/or CW 61 B		
<input type="checkbox"/> <b>Exemption:</b> Customer must participate in BH or LD Treatment Services and is NOT able or required to participate in ANY WTW / Employment activities. <b>REQUIRES</b> a CW 61.		

**Note:** Exemptions can be authorized for **1, 2 or 3 months** at a time; however they are always given in monthly increments. Customer must be participating in all activities or the exemption will be revoked.

Date of next review: \_\_\_\_\_

CO 205 (7/2015)

DISTRIBUTION (4): LD Evaluator: Send as an attachment via secure e-mail to CWES Worker. Hard copy to Customer.  
 Indexing Instructions: Type=Assessment; Category=Employment & Training, Scope=Case

Client:

Case #

The  indicates a referral, accommodation, or recommendation for this client. These recommendations are the result of a Learning Disability Evaluation which was conducted recently. The test information, history, and observations were used to develop these recommendations.

Services and Programs	Notes
<input type="checkbox"/> Attend High School Equivalency (HSE) Exam Prep Class	
<input type="checkbox"/> University or Community College attendance to prepare for academic development and career training with Support Services assistance.	
<input type="checkbox"/> Attendance at Community College Support Services Program (DSPS) for skills improvement.	
<input type="checkbox"/> Referral to San Andreas Regional Center for evaluation of developmental disability.	Request release-of-information to obtain school records
<input type="checkbox"/> Referral to Department of Rehabilitation for job training and job development assessment and counseling.	
<input type="checkbox"/> Referral to program such as PRIDE Industries for on-job training and supervised employment.	
<input type="checkbox"/> Referral for vision evaluation and assistance in obtaining glasses	
<input type="checkbox"/> Referral for hearing evaluation and assistance.	
<input type="checkbox"/> Referral for Mental Health Services (individual or group sessions).	
<input type="checkbox"/> Referral for medical assistance for ADD/HD.	
<input type="checkbox"/> Referral for medical services - Neurological Referral	
<input type="checkbox"/> Referral to LD Tutoring Services	
<input type="checkbox"/> Provision of a CW 61	
<input type="checkbox"/> Accommodations for SAGE assessment	
<input type="checkbox"/> Referral for permanent disability SSI. Customer IQ score is 59 or lower OR IQ is between 60-70 AND customer has additional evidence of another condition that prevents him/her from participating.	
<input type="checkbox"/>	

These recommendations were reviewed with:  CWES Case Manager  
 Customer  
 Other: \_\_\_\_\_

Date:  
 Date:  
 Date:

Comments:



Client:

Date:

CWES Case Manager:

The  indicates a referral, accommodation, or recommendation for this client. These recommendations are the result of a Learning Disability Evaluation which was conducted recently. The test information, history, and observations were used to develop these recommendations.

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<input type="checkbox"/>		

These recommendations were reviewed with:

- CWES Case Manager
- Customer
- Other: \_\_\_\_\_

Date:

Date:

Date:

Comments:

## EXHIBIT H

### Health Insurance Portability & Accountability Act (HIPAA) Certification

WHEREAS, Sections 261 through 264 of the federal Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, known as “the Administrative Simplification provisions,” direct the Department of Health and Human Services to develop standards to protect the security, confidentiality and integrity of health information; and

WHEREAS, pursuant to the Administrative Simplification provisions, the Secretary of Health and Human Services has issued regulations modifying 45 CFR Parts 160 and 164 (the “HIPAA Privacy Rule”); and

WHEREAS, CONTRACTOR and COUNTY have entered into an Agreement (“the Agreement”) to which this Certification is an attachment whereby CONTRACTOR will provide certain services to COUNTY; and

WHEREAS, CONTRACTOR may have access to Protected Health Information (as defined below) in fulfilling its responsibilities under the underlying Agreement.

THEREFORE, in consideration of the Parties’ continuing obligations under the Agreement, compliance with the HIPAA Privacy Rule, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, CONTRACTOR agrees to the provisions of this Certification and of the HIPAA Privacy Rule and to protect the interests of COUNTY.

#### I. DEFINITIONS

Except as otherwise defined herein, any and all capitalized terms in this Section shall have the definitions set forth in the HIPAA Privacy Rule. In the event of an inconsistency between the provisions of this Certification and mandatory provisions of the HIPAA Privacy Rule, as amended, the HIPAA Privacy Rule shall control. Where provisions of this Certification are different than those mandated in the HIPAA Privacy Rule, but are nonetheless permitted by the HIPAA Privacy Rule, the provisions of this Certification shall control.

The term “Protected Health Information” means individually identifiable health information including, without limitation, all information, data, documentation, and materials, including without limitation, demographic, medical and financial information, that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

CONTRACTOR acknowledges and agrees that all Protected Health Information that is created or received by COUNTY and disclosed or made available in any form, including paper record, oral communication, audio recording, and electronic display by COUNTY, or its operating units, to CONTRACTOR or is created or received by CONTRACTOR on COUNTY’s behalf shall be subject to this Certification.

II. CONFIDENTIALITY REQUIREMENTS

- (a) CONTRACTOR agrees:
- (i) to use or disclose any Protected Health Information solely: (1) for meeting its obligations as set forth in any agreements between the Parties evidencing their business relationship or (2) as required by applicable law, rule or regulation, or by accrediting or credentialing organization to whom COUNTY is required to disclose such information, or as otherwise permitted under this Certification, or the underlying Agreement ,(if consistent with this Certification and the HIPAA Privacy Rule), or the HIPAA Privacy Rule, and (3) as would be permitted by the HIPAA Privacy Rule if such use or disclosure were made by COUNTY; and
  - (ii) at termination of the Agreement, (or any similar documentation of the business relationship of the Parties), or upon request of COUNTY, whichever occurs first, if feasible CONTRACTOR will return or destroy all Protected Health Information received from or created or received by CONTRACTOR on behalf of COUNTY that CONTRACTOR still maintains in any form, and retain no copies of such information, or if such return or destruction is not feasible, CONTRACTOR will extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible; and
  - (iii) to ensure that its agents, including a subcontractor(s), to whom it provides Protected Health Information received from or created by CONTRACTOR on behalf of COUNTY, agrees to the same restrictions and conditions that apply to CONTRACTOR with respect to such information. In addition, CONTRACTOR agrees to take reasonable steps to ensure that its employees' actions or omissions do not cause CONTRACTOR to breach the terms of the Agreement.
- (b) Notwithstanding the prohibitions set forth in this Certification or the Agreement, CONTRACTOR may use and disclose Protected Health Information as follows:
- (i) if necessary, for the proper management and administration of CONTRACTOR or to carry out the legal responsibilities of CONTRACTOR, provided that as to any such disclosure, the following requirements are met:
    - (A) the disclosure is required by law; or
    - (B) CONTRACTOR obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law, or for the purpose for which it was disclosed to the person, and the person notifies CONTRACTOR of any instances of which it is aware in which the confidentiality of the information has been breached;
  - (ii) for data aggregation services, if to be provided by CONTRACTOR for the health care operations of COUNTY pursuant to any agreements between the Parties evidencing their business relationship. For purposes of this Certification and the Agreement, data aggregation services means the combining of Protected Health Information by CONTRACTOR with the protected health information received by CONTRACTOR in its capacity as CONTRACTOR of another COUNTY, to permit data analyses that relate to the health care operations of the respective covered entities.

## EXHIBIT H

- (c) CONTRACTOR will implement appropriate safeguards to prevent use or disclosure of Protected Health Information other than as permitted in this Certification. The Secretary of Health and Human Services shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of Protected Health Information to ensure COUNTY's compliance with the terms of the HIPAA Privacy Rule. CONTRACTOR shall report to COUNTY any use or disclosure of Protected Health Information which is not in compliance with the terms of this Certification of which it becomes aware. In addition, CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR of a use or disclosure of Protected Health Information by CONTRACTOR in violation of the requirements of this Certification or the Agreement.

### III. AVAILABILITY OF PHI

CONTRACTOR agrees to make available Protected Health Information to the extent and in the manner required by Section 164.524 of the HIPAA Privacy Rule. CONTRACTOR agrees to make Protected Health Information available for amendment and incorporate any amendments to Protected Health Information in accordance with the requirements of Section 164.526 of the HIPAA Privacy Rule. In addition, CONTRACTOR agrees to make Protected Health Information available for purposes of accounting of disclosures, as required by Section 164.528 of the HIPAA Privacy Rule.

### IV. TERMINATION

Notwithstanding anything in this Certification or the Agreement to the contrary, COUNTY shall have the right to terminate the Agreement immediately if COUNTY determines that CONTRACTOR has violated any material term of this Certification and/or the Agreement. If COUNTY reasonably believes that CONTRACTOR will violate a material term of this Certification and/or the Agreement and, where practicable, COUNTY gives written notice to CONTRACTOR of such belief within a reasonable time after forming such belief, and CONTRACTOR fails to provide adequate written assurances to COUNTY that it will not breach the cited term of this Certification and/or the Agreement within a reasonable period of time given the specific circumstances, but in any event, before the threatened breach is to occur, then COUNTY shall have the right to terminate the Agreement immediately.

### V. MISCELLANEOUS

Except as expressly stated herein or the HIPAA Privacy Rule, the parties to the Agreement do not intend to create any rights in any third parties. The obligations of CONTRACTOR under this Section shall survive the expiration, termination, or cancellation of this Certification and/or the Agreement, and/or the business relationship of the parties, and shall continue to bind CONTRACTOR, its agents, employees, contractors, successors, and assigns as set forth herein.

The parties agree that, in the event that any documentation of the arrangement pursuant to which CONTRACTOR provides services to COUNTY contains provisions relating to the use or disclosure of Protected Health Information which are more restrictive than the provisions of this Certification or the Agreement, the provisions of the more restrictive documentation will control. The provisions of this

## EXHIBIT H

Certification and the Agreement are intended to establish the minimum requirements regarding CONTRACTOR's use and disclosure of Protected Health Information.

In the event that either party believes in good faith that any provision of this Certification and/or the Agreement fails to comply with the then current requirements of the HIPAA Privacy Rule, such party shall notify the other party in writing. For a period of up to thirty (30) days, the parties shall address in good faith such concern and amend the terms of this Certification and/or the Agreement, if necessary to bring it into compliance. If, after such thirty-day period, the Certification and/or the Agreement fails to comply with the HIPAA Privacy Rule, then either party has the right to terminate upon written notice to the other party.

**CONTRACTOR:** Learning Time, Inc.

By: Jean M Amati

Title: Director/Secretary

Date: 5/23/18

**CERTIFICATION REGARDING LOBBYING**

**Learning Time, Inc.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements, and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Juan M. Ametia  
Signature

Director/Secretary  
Title

Learning Time, Inc.  
Agency/Organization

5/23/18  
Date

Contract

Learning Disability Evaluations - *Learning Time, Inc.*

FY 2018-2019

Compliance Area	Compliance Line Item	Meeting / Not Meeting	Comments
<b>Administration</b>	1. Provide programmatic oversight of the CONTRACTOR responsibilities provided under this Agreement.		
	2. Monitor the program through established processes and in compliance with applicable city, county, state and federal regulations.		
	3. Submit reimbursement claims to the COUNTY monthly, no later than the 10th of the month following the invoice month by completing the monthly invoice (EXHIBIT C).		
	4. Schedule and attend regular bi-monthly meetings during the term of this Agreement with essential Learning Time, Inc (LTI) and CWES staff to review the status of the program, including the number and progress of serviced customers, challenges and opportunities for improvement and remaining services to be rendered. Additional meetings shall be scheduled as needed to discuss other areas that affect either party to this Agreement.		
	5. Respond to and resolve deficiencies in meeting the service requirements in this Agreement within two (2) business days of the deficiency being identified or reported by the CWES contract manager. Identification and response shall be captured in written communication. Corrective actions shall be agreed upon by both parties. Corrective actions shall be implemented as soon as deemed possible by both parties. Uncorrected deficiencies may result in delayed payment of monthly invoicing and/or termination of this agreement.		
	6. Ensure appropriate staffing to support the administration and service provided for in this Agreement. Ensure replacement staffing is available to continue the uninterrupted provision of services under this Agreement in the event of staffing vacancies related to sickness, absence, or staffing changes.		
<b>Referrals</b>	7. Respond to COUNTY customer referrals by the next business day. Response shall be provided electronically using secure electronic mail. Response shall indicate the date the customer is scheduled to attend LD Evaluation or LD Tutoring/Direct Instruction.		
	8. Enter the customer information, the date the referral was received, and the date the customer is scheduled to attend LD Evaluation into the service provider's data report spreadsheet (EXHIBIT L).		
<b>Data Tracking</b>	9. Maintain an ongoing and accurate service provider's data report spreadsheet (EXHIBIT L) that includes (in this order) C-IV CIN Number, C-IV Case Number, Customer Last Name, Customer First Name, Date of Referral, Referral Reason, Date of LD Eval; Attended LD Eval (Yes/No), Service Outcome, and Exit Survey Results.		
	10. Provide a current electronic copy of the service provider's data report spreadsheet to the CWES contract manager monthly with regular invoicing using secure email. In addition, provide a current electronic copy of the service provider's data report spreadsheet (EXHIBIT L) via secure email within in 2 days of receiving a request from CWES.		

Contract

Learning Disability Evaluations - *Learning Time, Inc.*

FY 2018-2019

Compliance Area	Compliance Line Item	Meeting / Not Meeting	Comments
	11. Conducts evaluations at the One-Stop Career Centers in Salinas, Seaside and King City.		
	12. Interviews referred CalWORKs customers and administers LD evaluation test instruments for English and Spanish speaking customers that include: a. Tools for measurement of aptitudes. b. Tools for measurement of academic achievement. c. Tools for measurement of information processing		
	13. Completes and submits learning disability evaluation reports to the COUNTY within 30 days from the date that a CalWORKs customer is referred by the COUNTY.		
	14. Submits a CO 205 Response to Referral form (Exhibit F) and Recommendations Checklist (Exhibit G) along with LD evaluation reports.		
Additional Learning Disability Services	15. Completes and submits learning disability accommodation reports to the COUNTY and school or worksite (as required by school or worksites) within 30 days from the date that a CalWORKs customer is referred by the COUNTY.		
	16. Participates in scheduled face-to-face or telephone consultations involving the CalWORKs customer, COUNTY staff, and other Welfare-To-Work (WTW) partners [e.g. three-way meeting] to explain evaluation findings and recommendations and to assist in the development of a WTW Plan.		
	17. Provides annual training for COUNTY staff and Welfare-To-Work (WTW) partners.		
	18. Provides tutoring services / direct instruction to CalWORKs customers referred by the COUNTY at Salinas, Seaside and King City One-Stop Career Centers.		
	19. Responds using secure electronic mail to COUNTY inquiries about customer progress within two (2) business days.		
Reporting	20. Reports to the customer's CWES case manager using secure electronic mail whenever a referred customer misses a scheduled appointment or the customer's services are required to be interrupted and/or discontinued.		





