

COUNTY OF MONTEREY STANDARD AGREEMENT

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:

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-dept 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: \$ 660,000.00.

3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from July 1, 2026 to June 30, 2029, 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:

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

Exhibit A Scope of Services/Payment Provisions

Exhibit B Other: see page 11(a) for 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.
- 6.05 CONTRACTOR shall not receive reimbursement for mileage or travel expenses unless set forth in this Agreement.

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:

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 coverages, 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 A.M. Best's Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Agent.

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, and \$2,000,000 in the aggregate.

(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.)

Auto Liability Coverage: must include motor vehicles, including scheduled, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit or 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: Professional liability insurance coverage is required if the contractor is providing a professional service regulated by the state. Examples of service providers regulated by the state are insurance agents, professional architects and engineers, doctors, certified public accountants, lawyers, etc. However, other professional Contractors, such as computer or software designers, technology services, and services providers such as claims administrators, should also have professional liability. If in doubt, consult with your risk or contract manager.)

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor.

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.

Additional Insured Status:

The County of Monterey, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the auto liability policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. Auto liability coverage shall be provided in the form of an endorsement to the CONTRACTOR'S insurance.

The County of Monterey, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the commercial general liability policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the CONTRACTOR'S insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage:

For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, agents, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

Workers' Compensation Insurance Waiver of Subrogation:

The Workers' Compensation Insurance policy required hereunder shall be endorsed to state that the Workers' Compensation Insurance carrier waives its right of subrogation against County, its officers, officials, employees, agents, or volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by CONTRACTOR. Should CONTRACTOR be self-insured for Workers' Compensation Insurance, CONTRACTOR hereby agrees to waive its right of subrogation against County, its officers, officials, employees, agents, or volunteers.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance and endorsements 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 (5) 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 always 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.
- 10.06 **Format of Deliverables:** For this section, “Deliverables” shall mean all electronic documents CONTRACTOR provides to the County under this Agreement. CONTRACTOR shall ensure all Deliverables comply with the requirements of the Web Content Accessibility Guidelines (“WCAG”) 2.1, pursuant to the Americans with Disabilities Act (“ADA”). CONTRACTOR bears the burden to deliver Deliverables, such as Adobe Acrobat Portable Document Format (“PDF”) and Microsoft Office files, complying with WCAG 2.1. CONTRACTOR shall defend and indemnify the County against any breach of this Section. This Section shall survive the termination of this Agreement. Find more on Accessibility at this State website: <https://webstandards.ca.gov/accessibility/>.

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), sexual orientation, or any other characteristic set forth in California Government code § 12940(a), 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:**

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 **COMPLIANCE WITH APPLICABLE LAWS:**

- 13.01 CONTRACTOR shall keep itself informed of and in compliance with all federal, state, and local laws, ordinances, regulations, and orders, including but not limited to all state and federal tax laws that may affect in any manner the Project or the performance of the Services or those engaged to perform Services under this AGREEMENT as well as any privacy laws including, if applicable, HIPAA. CONTRACTOR shall procure all permits and licenses,

pay all charges and fees, and give all notices require by law in the performance of the Services.

13.02 CONTRACTOR shall report immediately to County’s Contracts/Purchasing Officer, in writing, any discrepancy or inconsistency it discovers in the laws, ordinances, regulations, orders, and/or guidelines in relation to the Project of the performance of the Services.

13.03 All documentation prepared by CONTRACTOR shall provide for a completed project that conforms to all applicable codes, rules, regulations, and guidelines that are in force at the time such documentation is prepared.

14.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always 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 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.

15.0 NOTICES:

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:

FOR COUNTY
Roderick W. Franks
Name
Director
Title
1000 S. Main St., Suite 301, Salinas, CA 93901
Address
(831) 755-4430
Phone

FOR CONTRACTOR
Dr. Joan Smith
Name
Ed. D
Title
14401 Roland Canyon, Rd., Salinas, CA 93908
Address
(831) 484-0994
Phone

16.0 MISCELLANEOUS PROVISIONS.

16.01 **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.

- 16.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 16.03 **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.
- 16.04 **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.
- 16.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 16.06 **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.
- 16.07 **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.
- 16.08 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 16.09 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 16.10 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 16.11 **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.
- 16.12 **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.
- 16.13 **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.

16.14 **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.

16.15 **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.

16.16 **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.

17.0 CONSENT TO USE OF ELECTRONIC SIGNATURES.

17.01 The parties to this Agreement consent to the use of electronic signatures via DocuSign to execute this Agreement. The parties understand and agree that the legality of electronic signatures is governed by state and federal law, 15 U.S.C. Section 7001 et seq.; California Government Code Section 16.5; and, California Civil Code Section 1633.1 *et. seq.* Pursuant to said state and federal law as may be amended from time to time, the parties to this Agreement hereby authenticate and execute this Agreement, and any and all Exhibits to this Agreement, with their respective electronic signatures, including any and all scanned signatures in portable document format (PDF).

17.02 **Counterparts.**

The parties to this Agreement understand and agree that this Agreement can be executed in two (2) or more counterparts and transmitted electronically via facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) via email transmittal.

17.03 **Form: Delivery by E-Mail or Facsimile.**

Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) by e-mail transmittal, in either case with delivery confirmed. On such confirmed delivery, the signatures in the facsimile or PDF data file shall be deemed to have the same force and effect as if the manually signed counterpart or counterparts had been delivered to the other party in person.

***** THIS SECTION INTENTIONALLY LEFT BLANK *****

18.0 SIGNATURE PAGE

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

COUNTY OF MONTEREY	
By:	Chief Contracts & Procurement Officer
Date:	
By:	Department Head (if applicable)
Date:	
Approved as to Form Office of the County Counsel, ¹ Susan K. Blicht, County Counsel	
By:	<small>DocuSigned by:</small> <i>Anne Brunton</i> <small>A46091E5DE63489</small>
	County Counsel
Date:	5/21/2026 10:07 PM EDT
Approved as to Fiscal Provisions ²	
By:	<small>DocuSigned by:</small> <i>Ma Mon</i> <small>2617DD077D65495</small>
	Auditor/Controller
Date:	5/27/2026 12:55 AM EDT
Reviewed as to Liability Provisions ³ Office of the County Counsel-Risk Management	
By:	David Bolton, Risk Manager
Date:	

CONTRACTOR	
Learning Time Inc.	
Contractor/Business Name*	
By:	<small>DocuSigned by:</small> <i>Dr. Joan Smith</i> <small>85B8255416B54B9</small>
	(Signature of Chair, President, or Vice-President)
	Joan Smith Director
Name and Title	
Date:	5/19/2026 7:12 PM EDT
By:	<small>Signed by:</small> <i>Coleen Gsell</i> <small>5A57459A727C483</small>
	(Signature of Secretary, Assist. Secretary, CFO, Treasurer or Assist. Treasurer)
	Coleen Gsell Treasurer
Name and Title	
Date:	5/20/2026 5:02 PM EDT

County Board of Supervisors' Agreement No. _____ approved on _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers (California Corporations Code §, 313). If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of either 1) any member or 2) two (2) managers (Corporations Code § 17703.01, subs. (a) and (d)). If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute 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.

- 1Approval by the office of the County Counsel is required.
- 2Approval by Auditor/Controller is required.
- 3Review by Risk Manager is required only if changes are made in the indemnification or Insurance paragraphs.

LIST OF EXHIBITS
Learning Time Inc.

Exhibit A	Scope of Work/Payment Provisions
Exhibit B	DSS Additional Provisions
Exhibit C-1	Budget FY 2026-27
Exhibit C-2	Budget FY 2027-28
Exhibit C-3	Budget FY 2028-29
Exhibit D-1	Invoice FY 2026-27
Exhibit D-2	Invoice FY 2027-28
Exhibit D-3	Invoice FY 2028-29
Exhibit E	CO 205 Response Referral Form
Exhibit F	CSF 136 Referral Form
Exhibit G-1	Evaluation Monthly Report
Exhibit G-2	Monthly Tutoring Report
Exhibit G-3	Monthly Lab Tutoring Report
Exhibit H	HIPAA Certification
Exhibit I	Lobbying Certification
Exhibit J	Audit & Recovery of Overpayments
Exhibit J-1	Schedule of County Programs

SCOPE OF WORK/PAYMENT PROVISIONS

LEARNING TIME, INC.**CalWORKs Employment Services (CWES) Learning Disability Evaluations & Reports
and
Learning Disability Tutoring/Direct Instruction to CWES Customers**

- A. TOTAL FUNDING:** \$660,000.00 Family Stabilization (FSP) Allocation
- B. CONTRACT TERM:** July 1, 2026 – June 30, 2029
- C. CONTACT INFORMATION:**
- County Contract Monitor: County of Monterey Department of Social Services
Phillip McCoun, Management Analyst II
730 La Guardia Street, Salinas, CA 93905
Phone: (831) 796-3372
McCounPE@countyofmonterey.gov
501-CWES-Contracts@countyofmonterey.gov
- County Fiscal Contract: County of Monterey Department of Social Services
Edelia Russo, Accountant II
1000 South Main Street Suite 306, Salinas, CA 93901
Phone: (831) 755-4433
Russoe1@countyofmonterey.gov
- Contractor Information: Learning Time, Inc.
Dr. Joan Smith, Ed.D.
14401 Roland Canyon Road, Salinas, CA 93908
Phone: (831) 484-0994 Fax: (831) 484-0998
Joan_smith@comcast.net
- Location of Services: One-Stop Career Center
730 La Guardia Street, Salinas, CA 93905

D. CONTRACT AWARD INFORMATION

CONTRACTOR UEI Number: N/A
Date County Awarded Funding: July 1, 2026
ALN and Dollar Amount: N/A
Federal Award Description: N/A
Research and Development: No
Indirect Cost Rate: N/A

E. BACKGROUND:

The CalWORKs Employment Services (CWES) program requires that the COUNTY offer a learning disability screening to all adult CWES 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

SCOPE OF WORK/PAYMENT PROVISIONS

is for the provision of learning disability evaluations and related services for the CWES Welfare-to-Work (WTW) program, including, but not limited to, direct instruction to individuals and groups to relieve identified disabilities that prevent success in meeting WTW goals and the participation in Multidisciplinary Team (MDT) meetings to assist customers in the CalWORKs Family Stabilization program.

F. TARGET POPULATION

F.1 The target population is recipients who are 18 years of age or older, who are participating in the CWES Welfare-to-Work (WTW) program, and referred by the COUNTY, who:

F.1.1 Are identified as having potential learning disabilities based on:

F.1.1.a The California State Department of Social Services approved Learning Needs Screening (WTW 18), or

F.1.1.b Being previously identified as having learning problems (for example, were in Special Education classes during all or part of grades kindergarten through 12), or

F.1.1.c The statewide Online CalWORKs Appraisal Tool (OCAT), Section B4, Learning Disabilities.

F.1.2 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

F.1.3 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.*

G. DESCRIPTION OF SERVICES:

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

G.1 Provide learning need evaluations to referred customers in both English and Spanish, depending on the customer's preferred language.

G.2 Provide services to CWES customers who have a documented learning disability in reading or calculations or have a head injury which resulted in memory loss, organizational ability, and basic skills.

H. CONTRACTOR RESPONSIBILITIES

In accordance with the principles of this Agreement, the duties and responsibilities of CONTRACTOR are outlined as follows. The CONTRACTOR shall:

H.1 Accept customer referrals from the COUNTY and adjust the number of days per month on which testing is offered accordingly.

H.2 Conduct evaluations at the One-Stop Community Centers (OSCC) in Salinas and King City.

SCOPE OF WORK/PAYMENT PROVISIONS

- H.3 Interview referred CWES customers within ten (10) business days of receipt of a Learning Disability referral, CSF 136, and administer evaluation test instruments for English and Spanish-speaking customers that include:
- H.3.1 Tools for measurement of aptitudes.
 - H.3.2 Tools for measurement of academic achievement.
 - H.3.3 Tools for measurement of information processing
- H.4 Complete and submit learning disability evaluation reports to the COUNTY within thirty (30) days from the date that a CWES customer is referred by the COUNTY using a **CO 205 Response to Referral form (EXHIBIT E)**. Include the following core information expressed in a reader-friendly writing style and clear format:
- H.4.1 The name of the evaluator, customer, and date(s) of testing.
 - H.4.2 Relevant vocational/educational background and history.
 - H.4.3 General aptitude/cognitive level.
 - H.4.4 Other identified issues such as physical/mental problems.
 - H.4.5 Areas of strength.
 - H.4.6 Areas of deficiency.
 - H.4.7 A summary of the participant's condition and rationale for learning disabilities determination/diagnosis, including the severity of disability, areas of potential impact on employment and participation in WTW 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 WTW Plan, identification of local resources to assist recipients, and the rationale for learning disabilities determination/diagnosis.
- H.5 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 CWES customer is referred by the COUNTY.
- H.6 Be available for, and participate in, scheduled face-to-face or telephone consultations involving the CWES customer, COUNTY staff, and other WTW partners (sometimes called a three-way meeting) to explain evaluation findings and recommendations and to assist in the development of a WTW Plan.
- H.7 Provide annual training for COUNTY staff and CWES partners.
- H.8 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/or 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 WTW participation.
- H.8.1 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.
- H.9 Participate in Multidisciplinary Team meetings to assist customers in the CalWORKs Family Stabilization program as needed.

SCOPE OF WORK/PAYMENT PROVISIONS

- H.10 Maintain ongoing and accurate service and data reports (**EXHIBITS G-1, G-2, and G-3**), and submit this reporting to the County Contract Manager, as outlined in **SECTION L: Reporting Instructions & Submission**.
- H.11 Ensure all LD Evaluation Reports, Worksite/School Accommodation Reports, and CW 61 forms issued regarding CWES customers are signed by a licensed clinician recognized by State regulations.
- H.12 Provide an invoice and monthly service detailed report data as displayed in **EXHIBITS D-1, D-2, D-3** and **EXHIBITS G-1, G-2, and G-3** by the 10th of each month for the prior service/report month to 10th of each month to 501-CWES-Contract@countyofmonterey.gov.
- H.13 Conduct LD Evaluation interviews within seven (7) days of referral.
- H.14 Complete and submit LD Evaluation Reports and/or Worksite/School Accommodation Reports within thirty (30) days of referral.
- H.15 Provide training to Employment Services staff, as needed.
- H.16 Participate in the annual ACES Open House event.
- H.17 Participate in Family Stabilization Multidisciplinary Team Meetings, as needed.
- H.18 Provide LD Tutoring/direct instruction to CWES customers.
- H.19 Provide a minimum of two in-person presentations per month on topics related to Learning Disabilities to customers in the Job Search Workshop (JSW). Topics can include, but are not limited to, the following: Identification of Learning Disabilities, Empowering Individuals with Neurodiverse Needs, IEP vs 504 plans, Preparing for Post-Secondary Education and Vocational Opportunities, and Assistive and Adaptive Technology in the Classroom and the Workplace.
- H.20 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.
 - H.20.1 Identification and response shall be captured in written communication.
 - H.20.2 Corrective actions shall be agreed upon by both parties.
 - H.20.3 Corrective actions shall be implemented as soon as deemed possible by both parties.
 - H.20.4 Uncorrected deficiencies may result in delayed payment of monthly invoicing and/or termination of this agreement.
- H.21 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.

I. COUNTY RESPONSIBILITIES

In accordance with the principles of this Agreement, the duties and responsibilities of COUNTY are outlined as follows. The COUNTY shall:

- I.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].

SCOPE OF WORK/PAYMENT PROVISIONS

- I.2 Review with CWES customers whether they have previously been determined to have a Learning Disability; for example, by a school district or the Department of Vocational Rehabilitation.
- I.3 Interview CWES customers with Limited English Proficiency (LEP) to determine the need for a Learning Disability evaluation.
- I.4 Refer CWES customers who have indicators of a potential Learning Disability and want an evaluation to CONTRACTOR by creating a 'Need' in CalSAWS and completing and sending the **CSF 136 Referral Form (EXHIBIT F)** via secure email.
- I.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.
- I.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 WTW participation or has restrictions on their participation.
- I.7 Receive and review Learning Disability Evaluations and Accommodations Reports, including the CO 205 form from the CONTRACTOR.
- I.8 Work with CWES customers, WTW service providers, and employers to implement the reasonable accommodations recommended in Learning Disability Evaluations.
- I.9 Provide supportive services, when needed, to implement learning disability accommodations (as allowed by law, regulation, and policy).
- I.10 Use information from Learning Disability Evaluations in helping customers determine career goals to use in the development of WTW Plans.
- I.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.

J. TRAVEL/TRAINING REIMBURSEMENT:

- J.1 County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses during this Agreement. CONTRACTOR shall receive compensation for travel expenses as per the "County Travel Policy." A copy of the policy is available online at <https://www.countyofmonterey.gov/government/departments-a-h/auditor-controller/policies-and-procedures>. To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. CONTRACTOR shall receive compensation for mileage reimbursement up to the rates listed online at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

K. REPORTING INSTRUCTIONS & SUBMISSION:

- K.1 The CONTRACTOR shall:
 - K.1.1 Maintain an ongoing and accurate service provider's **LD Evaluation Monthly Detailed Service Report (EXHIBIT G-1)** that includes (in this order) CalSAWS CIN Number, CalSAWS Case Number, Customer Last Name, Customer First Name, Referral Received Date, Referral Reason, Date

SCOPE OF WORK/PAYMENT PROVISIONS

of 1st Appointment, Attendance for 1st Appointment, LD Report Date, Service Amount, Status, Service Outcome, and Exit Survey Completion.

- K.1.1.a Provide a current electronic copy of the service provider's **LD Evaluation Monthly Detailed Service Report (EXHIBIT G-1)** to the COUNTY Contract Manager monthly with regular invoicing using secure email by the 10th of each month. In addition, provide a current electronic copy of the service provider's **LD Evaluation Monthly Detailed Service Report (EXHIBIT G-1)** via secure email within two (2) days of receiving a request from CWES.
- K.1.2 Complete a **Monthly Tutoring Detailed Service Report (EXHIBIT G-2)** which includes (in this order) CalSAWS CIN Number, CalSAWS Case Number, Customer Last Name, Customer First Name, Date of Referral (CSF 136), Tutoring Service Dates and Hours, Tutoring Service End Date, and Service Outcome/Progress Notes.
 - K.1.2.a Update the status fields of the **Monthly Tutoring Detailed Service Report (EXHIBIT G-2)** at least once every thirty (30) days for all customers.
 - K.1.2.b Provide a current electronic copy of the service provider's **Monthly Tutoring Detailed Service Report (EXHIBIT G-2)** to the COUNTY Contract Manager monthly with regular invoicing using secure email by the 10th of each month. In addition, provide a current electronic copy of the service provider's **Monthly Tutoring Detailed Service Report (EXHIBIT G-2)** via secure email within two (2) days of receiving a request from CWES.
- K.1.3 Complete a **Monthly Lab Tutoring Data Report (EXHIBIT G-3)** which includes (in this order) Lab Date, Tutor Name, Referral Date, Number of Service Hours, Number of Customers Served, and Notes.
 - K.1.3.a Provide a current electronic copy of the service provider's **Monthly Lab Tutoring Data Report (EXHIBIT G-3)** to the COUNTY Contract Manager monthly with regular invoicing using secure email by the 10th of each month. In addition, provide a current electronic copy of the service provider's **Monthly Lab Tutoring Data Report (EXHIBIT G-3)** via secure email within two (2) days of receiving a request from CWES.

L. PAYMENT PROVISIONS:

- L.1 County shall pay CONTRACTOR per the terms set forth in **EXHIBIT B, DSS Additional Provisions**, Section 1, PAYMENT BY COUNTY.
- L.2 Total cost of this program is *six hundred sixty thousand dollars (\$660,000.00)* over the course of the contract term.
 - L.2.1 Details regarding payments toward this project shall be reported monthly on the Monthly Invoices in the form of **EXHIBIT D, Invoice**.

SCOPE OF WORK/PAYMENT PROVISIONS

- L.3 Maximum amount payable by COUNTY to CONTRACTOR under this Agreement shall not exceed ***six hundred sixty thousand dollars (\$660,000.00)***, per **EXHIBITS C-1, C-2, and C-3, Budgets**, for the period of July 1, 2026, through June 30, 2029.
- L.3.1 The total amount payable by COUNTY to CONTRACTOR for the period of July 1, 2026 – June 30, 2027, shall not exceed ***two hundred twenty thousand dollars (\$220,000.00)***.
- L.3.2 The total amount payable by COUNTY to CONTRACTOR for the period of July 1, 2027 – June 30, 2028, shall not exceed ***two hundred twenty thousand dollars (\$220,000.00)***.
- L.3.3 The total amount payable by COUNTY to CONTRACTOR for the period of July 1, 2028 – June 30, 2029, shall not exceed ***two hundred twenty thousand dollars (\$220,000.00)***.
- L.4 CONTRACTOR shall submit signed monthly invoices with supportive documentation to COUNTY setting forth the amount claimed by the 10th day of the month in which services were performed on the form set in **EXHIBIT D, Invoice**. The final fiscal year invoices will be due no later than *July 10, 2027, July 10, 2028, and July 10, 2029*.
- L.5 All original signed invoices shall be submitted to the County Contract Monitor as listed in Section C.

(End of Exhibit A)

**MONTEREY COUNTY
DEPARTMENT OF SOCIAL SERVICES**

ADDITIONAL PROVISIONS

I. PAYMENT BY COUNTY:

1.01 Monthly claims/invoices by CONTRACTOR: Not later than the tenth (10th) 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 D-1, Exhibit D-2 and Exhibit D-3.**

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 10th.** **If the Final Invoice is not received by COUNTY by close of business on July 10th.** **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:

a) Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in **Exhibit C-1, Exhibit C-2 and Exhibit C-3.** Only the costs listed in **Exhibit C-1, Exhibit C-2 and Exhibit C-3** 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.

b) Allowable costs for travel expenses incurred while providing services under this Agreement, as set forth in **Exhibit C-1, Exhibit C-2 and Exhibit C-3,** must follow the Monterey County Auditor/Controller's Travel Policy <https://www.countyofmonterey.gov/government/departments-a-h/auditor-controller/policies-and-procedures> and should be invoiced the current per diem rates for lodging, meals, and mileage up to the rates listed online at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

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.

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.

EXHIBIT B

- 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 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 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. ADDITIONAL REQUIREMENTS

5.01 Covenant Against Contingent Fees: CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit this Agreement. There has been no agreement to make commission payments in order to obtain this Agreement. For breach or violation of this warranty, COUNTY shall have the right to terminate this Agreement without liability or, at its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingency fee.

5.02 Debarment, Suspension and Fraud, and Abuse: CONTRACTOR certifies to the best of its knowledge and belief, that it and any subcontractors:

- a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or State department or agency.
- b) Have not, within a three-year period preceding this Agreement, been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

EXHIBIT B

- c) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses in 5.02(b).
- d) Have not, within a three-year period preceding this Agreement, had one or more public transactions (federal, State, or local) terminated for cause or default.

CONTRACTOR shall report immediately to COUNTY in writing, any incidents of alleged fraud and/or abuse by either CONTRACTOR or its subcontractors.

CONTRACTOR shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by COUNTY.

CONTRACTOR agrees to timely execute any and all amendments to this Agreement or other required documentation relating to the debarment/suspension status of any subcontractors.

VI. CONTRACT ADMINISTRATORS

6.01 Contract Administrator – CONTRACTOR: CONTRACTOR hereby designates **Dr. Joan Smith** 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.

6.02 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.

VII. 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.

VIII. 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

EXHIBIT B

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.

CATEGORY	Anticipated Monthly Expense	Total FY 26/27 Expense
LD Testing & Evaluations		
LD Evaluations	\$6,500.00	\$78,000.00
Administrative Support & Staff	\$1,791.67	\$21,500.00
No Shows	\$145.83	\$1,750.00
Total Testing & Evaluations:	\$8,437.50	\$101,250.00
LD Tutoring & Advocacy		
Academic AAC - Lab	\$6,825.00	\$81,900.00
AAC - Tutoring	\$2,600.00	\$31,200.00
LD Materials	\$257.50	\$3,090.00
Advocacy	\$213.33	\$2,560.00
Total Tutoring & Advocacy:	\$9,895.83	\$118,750.00
Total Costs:	\$18,333.33	\$220,000.00



Learning Time, Inc.

CATEGORY	Anticipated Monthly Expense	Total FY 27/28 Expense
LD Testing & Evaluations		
LD Evaluations	\$6,500.00	\$78,000.00
Administrative Support & Staff	\$1,791.67	\$21,500.00
No Shows	\$145.83	\$1,750.00
Total Testing & Evaluations:	\$8,437.50	\$101,250.00
LD Tutoring & Advocacy		
Academic AAC - Lab	\$6,825.00	\$81,900.00
AAC - Tutoring	\$2,600.00	\$31,200.00
LD Materials	\$257.50	\$3,090.00
Advocacy	\$213.33	\$2,560.00
Total Tutoring & Advocacy:	\$9,895.83	\$118,750.00
Total Costs:	\$18,333.33	\$220,000.00



Learning Time, Inc.

CATEGORY	Anticipated Monthly Expense	Total FY 28/29 Expense
LD Testing & Evaluations		
LD Evaluations	\$6,500.00	\$78,000.00
Administrative Support & Staff	\$1,791.67	\$21,500.00
No Shows	\$145.83	\$1,750.00
Total Testing & Evaluations:	\$8,437.50	\$101,250.00
LD Tutoring & Advocacy		
Academic AAC - Lab	\$6,825.00	\$81,900.00
AAC - Tutoring	\$2,600.00	\$31,200.00
LD Materials	\$257.50	\$3,090.00
Advocacy	\$213.33	\$2,560.00
Total Tutoring & Advocacy:	\$9,895.83	\$118,750.00
Total Costs:	\$18,333.33	\$220,000.00

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

Invoice Month Of:

FY 2026-2027

Invoice : LD-2627-XX

Date:

Unit Type	Expense This Period	Approved Budget	YTD Expenses	Contract Balance
LD Testing & Evaluations	\$0.00	\$101,250.00	\$ -	\$101,250.00
LD Evaluations		\$78,000.00	\$ -	\$78,000.00
Administrative Support & Staff		\$21,500.00	\$ -	\$21,500.00
No Shows		\$1,750.00	\$ -	\$1,750.00
LD Tutoring & Advocacy	\$0.00	\$118,750.00	\$ -	\$118,750.00
Academic AAC - Lab		\$81,900.00	\$ -	\$81,900.00
AAC - Tutoring		\$31,200.00	\$ -	\$31,200.00
LD Materials		\$3,090.00	\$ -	\$3,090.00
Advocacy		\$2,560.00	\$ -	\$2,560.00
Total	\$0.00	\$220,000.00	\$ -	\$220,000.00

Vendor #: CV000002187

PO #: 5010

Please remit **Electronic Fund Transfer (EFT)** payment to Learning Time, Inc.

Signature: _____
Contractor Signature

 Date:

Approved for Payment:

Signature: _____
DSS Contract Manager

 Date:

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

Invoice Month Of: _____

FY 2027-2028

Invoice : LD-2728-XX	Date: _____			
Unit Type	Expense This Period	Approved Budget	YTD Expenses	Contract Balance
LD Testing & Evaluations	\$0.00	\$101,250.00	\$ -	\$101,250.00
LD Evaluations		\$78,000.00	\$ -	\$78,000.00
Administrative Support & Staff		\$21,500.00	\$ -	\$21,500.00
No Shows		\$1,750.00	\$ -	\$1,750.00
LD Tutoring & Advocacy	\$0.00	\$118,750.00	\$ -	\$118,750.00
Academic AAC - Lab		\$81,900.00	\$ -	\$81,900.00
AAC - Tutoring		\$31,200.00	\$ -	\$31,200.00
LD Materials		\$3,090.00	\$ -	\$3,090.00
Advocacy		\$2,560.00	\$ -	\$2,560.00
Total	\$0.00	\$220,000.00	\$ -	\$220,000.00

Vendor #: CV000002187

PO #: 5010

Please remit **Electronic Fund Transfer (EFT)** payment to Learning Time, Inc.

Signature: _____
Contractor Signature

 Date:

Approved for Payment:

Signature: _____
DSS Contract Manager

 Date:

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

Invoice Month Of: _____

FY 2028-2029

Invoice : LD-2829-XX	Date: _____			
Unit Type	Expense This Period	Approved Budget	YTD Expenses	Contract Balance
LD Testing & Evaluations	\$0.00	\$101,250.00	\$ -	\$101,250.00
LD Evaluations		\$78,000.00	\$ -	\$78,000.00
Administrative Support & Staff		\$21,500.00	\$ -	\$21,500.00
No Shows		\$1,750.00	\$ -	\$1,750.00
LD Tutoring & Advocacy	\$0.00	\$118,750.00	\$ -	\$118,750.00
Academic AAC - Lab		\$81,900.00	\$ -	\$81,900.00
AAC - Tutoring		\$31,200.00	\$ -	\$31,200.00
LD Materials		\$3,090.00	\$ -	\$3,090.00
Advocacy		\$2,560.00	\$ -	\$2,560.00
Total	\$0.00	\$220,000.00	\$ -	\$220,000.00

Vendor #: CV000002187

PO #: 5010

Please remit **Electronic Fund Transfer (EFT)** payment to Learning Time, Inc.

Signature: _____
Contractor Signature

 Date:

Approved for Payment:

Signature: _____
DSS Contract Manager

 Date:

Monterey County Department of Social Services		CalWORKs Employment Services EAP Program	
CO 205 LD Response to Referral for LD Assessment			
CWES Worker Name: [REDACTED]		One-Stop Location: [REDACTED]	Today's Date: [REDACTED]
CWES Worker Phone/Email [REDACTED]		<<Select>>	
Customer Name: [REDACTED]		Case # [REDACTED]	Weekly WTW Hours of Participation <<Select>>
WTW 24 Months Remaining: [REDACTED]		CW 48 Months Remaining: [REDACTED]	
Date of LD Evaluation: [REDACTED]		LD Evaluator: <u>Dr. Joan Smith, Ph.D. (831) 484-0994</u>	
Current WTW Activities and Employment Goal(s):			
LEARNING DISABILITY EVALUATOR USE ONLY			Start date (first day of month)
End date (last day of month)			
<input type="checkbox"/> No Exemption: 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"/> No Exemption: Customer is able to fully participate in WTW activities with the LD accommodations as noted in the LD Report. See recommended activities below if applicable.			
<input type="checkbox"/> No Exemption: Customer's LD will not interfere with their current WTW Activities of (describe current activity here) with LD accommodations as noted in the LD Report. See recommended activities and services below if applicable.			
<input type="checkbox"/> Exemption-with Voluntary WTW Participation: Customer is not able to fully participate in WTW or LD activities but wishes and is able to participate in some WTW/Employment Activities (fewer hours than required by WTW) REQUIRES a CW 61 A and LD Report. Customer must be seeking treatment, see recommended activities below.			
<input type="checkbox"/> Exemption: Customer must participate in LD Treatment Services and is NOT able or required to participate in ANY WTW/Employment Activities. REQUIRES a CW 61 and LD report. Customer must be seeking treatment, see recommended activities below.			
SEE NEXT PAGE FOR TREATMENT AND/OR WTW PLAN ACTIVITIES			

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.

Comments:

Date of next review: _____

THREE WAY MEETINGS
<p>A Three-Way Meeting between the LD Evaluator, CWES Case Manager and Customer <u>may</u> 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:</p> <ol style="list-style-type: none"> 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 treatment and employment goals.

Prioritize	Activity/ Provider	Specific Directions from Dr. Smith	Hours per week	Start date (first day of month)	End date (last day of month)
<input type="checkbox"/>	Accommodations for WOWI assessment				
<input type="checkbox"/>	Obtain vision evaluation and assistance in obtaining glasses if needed	Medical Provider TBD by Customer			
<input type="checkbox"/>	Obtain hearing evaluation and assistance.	Medical Provider TBD by Customer			
<input type="checkbox"/>	Obtain medical assistance for ADD/HD.	Medical Provider TBD by Customer			
<input type="checkbox"/>	Obtain medical services Neurological Referral	Medical Provider TBD by Customer			
<input type="checkbox"/>	Obtain mental health services for counseling support.	Behavioral Health			
<input type="checkbox"/>	Obtain San Andreas Regional Center for evaluation of developmental disability.	Request release-of-information to obtain school records			
<input type="checkbox"/>	Obtain Department of Vocational Rehabilitation for job training and job development assessment and counseling.				
<input type="checkbox"/>	Obtain Pride on-job training and supervised employment.				
<input type="checkbox"/>	Obtain registration in MPC Support Services Program				
<input type="checkbox"/>	Referral for permanent disability SSI. Customer IQ score is 59 or lower OR between IQ is between 60-70 AND customer has additional evidence of another condition that prevents him/her from working.				
<input type="checkbox"/>					

Select all that apply

These activities were reviewed with:

- CWES Case Manager
- Customer
- Other:

Date:

Date:

Date:

Salinas Employment Services
730 LA GUARDIA ST
SALINAS, CA 93905-3354

COUNTY OF MONTEREY

Date: 07/01/2026
Case Name: SAMPLE Q. CUSTOMER
Case Number: 0123456
Worker Name: Casie Manager
Worker ID: 27ES029999
Worker Phone Number: (831) 755-9999

Service Referral

Salinas Employment Services
730 LA GUARDIA ST
SALINAS, CA 93905-3354

SAMPLE Q. CUSTOMER
456 E MAIN ST
SALINAS, CA 93901-4554

Customer Name: SAMPLE Q. CUSTOMER
Need Category: LD Accommodations
Need Type: Limited Disability - Accommodations
Need Description: LD Referral for Customer

Provider and address:
Learning Time, Inc.
730 LA GUARDIA ST
SALINAS, CA 93905-3354

Children	Age
Minime Customer	4
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments:

1. Custome's CIN #: 79570153F
2. Learning Needs Screening Score: 5
3. Home/Cell Phone: 831-555-4466 Customer's email: totallyfakeemail@noplace.org
4. Customer's DOB: 10/31/1991 Customer's Gender: Female Customer's Language: English
5. Weekly WTW Participation Hours: 22
6. Long Term Employment Goal: office job
7. Academic Achievement Coaching Need: Tutoring Describe: does not have GED/HSD, enrolled at Salinas Adult School
8. Comments: Customer is bilingual Spanish/English



Learning Disabilities Monthly Tutoring Detailed Service Report

CIN Number	Period of Service		CalSAWS Case Number	Customer Last Name	Customer First Name	Date of Referral	Service Dates/Hours	Service End Date	Service Outcome
	From	To							

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

EXHIBIT H

- (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.
- (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

EXHIBIT H

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 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.

DocuSigned by:
By: Dr. Joan Smith
85B8255416B54B9...

Title: Director


Date: 5/19/2026 | 7:12 PM EDT

CERTIFICATION REGARDING LOBBYING

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.

<p>DocuSigned by:  <small>95B8956446B54B9...</small> Signature</p>	<p>_____ Director Title</p>
<p>Learning Time Inc. _____ Agency/Organization</p>	<p>5/19/2026 7:12 PM EDT _____ Date</p>

AUDIT & RECOVERY OF OVERPAYMENTS REQUIREMENTS

I. CPA Audit on Termination:

1.01 Audit Requirement

At the request of COUNTY, CONTRACTOR shall give to COUNTY an audit report(s) covering the contract period, prepared by an independent Certified Public Accountant. The purpose of the audit requirement is determining whether the reported costs are fair and reasonable and have been computed in accordance with generally accepted accounting principles, with the provisions of this Agreement, and with all applicable COUNTY requirements. The audit must identify all federal, state, and matching funds issued under this Agreement as a note, or as a supplemental schedule of expenses within Contractor's audits.

If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

1.02 Audit Submission /Fiscal Year-end

CONTRACTOR shall provide COUNTY with the audit report(s), required herein no later than six (6) months after the close of CONTRACTOR's Fiscal Year, except when CONTRACTOR has expended \$750,000 in federal funding and the Uniform Guidance allows a nine (9) month deadline. In the case where providing the required audit within the specified time period represents an unreasonable hardship, CONTRACTOR shall alert COUNTY and request an extension. Additional documentation may be requested by COUNTY to grant the extension. CONTRACTOR shall submit their audit to 501-DSS-AUDITS@countyofmonterey.gov and to their assigned program contract analyst by the deadline as described in this section.

1.03 Audit Format

CONTRACTOR may submit to COUNTY one of the following in satisfaction of this Audit requirement:

1) If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

-OR-

2) If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

-OR-

3) Additionally, at the discretion of the CONTRACTOR, a program specific audit report(s) may be submitted in accordance with the Uniform Guidance.

All Audits must include the following information within their audit:

- a) A separate schedule listing programs and funding, see recommended format, Exhibit H-1.
- b) All Management Letters received by the CONTRACTOR relating to the performed audit, shall be submitted in conjunction with the annual audit report(s) to the COUNTY.

1.04 Payment for Audit

CONTRACTOR shall bear all costs in connection with, or resulting from, any audit and/or inspections including, but not limited to, actual cost incurred and the payment/repayment of any expenditures disallowed by COUNTY, State or Federal government entities, including any assessed interest and penalties.

If CONTRACTOR is exempt from federal audit procedures under UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), then payment for this audit shall be made by CONTRACTOR with resources other than grant funds, or those used for matching purposes. If CONTRACTOR is not exempt from federal audit procedures under the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), the cost of audits made in accordance with the provisions of this part are allowable charges to Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable Uniform Guidance cost principles, other applicable cost principles or regulations.

II. Contractor Records

Funds provided by COUNTY shall be accounted for separately in CONTRACTOR’s books and records. CONTRACTOR shall keep a systematic accounting record of the receipt and disbursement of COUNTY funds. CONTRACTOR shall permit COUNTY to audit, examine and to copy excerpts and transcripts from such records and to conduct audits or reviews of all records including, but not limited to, invoices, materials, personnel records, bank account records, business records, billing statements, payroll records, business expense records, and all other data related to matters covered by this Agreement. CONTRACTOR shall maintain such data and records in an accessible location and condition for a period of at least four (4) years from the close of this Agreement term, or until after the conclusion of any audit, whichever occurs last. The State of California and/or any Federal agency providing funds for this Agreement shall have the same rights conferred upon COUNTY herein. CONTRACTOR shall keep records that are sufficient to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been unlawfully spent. CONTRACTOR’s records shall describe and support the use of funds for the agreed upon project or services outlined in this Agreement.

III. Recovery of Overpayments: If any audit shows that COUNTY has paid to CONTRACTOR any amount in excess of properly allowable costs, then CONTRACTOR shall reimburse COUNTY for that amount, either by a cash payment made within thirty (30) days after COUNTY notifies CONTRACTOR of the overpayment, or by an offset made by COUNTY against any payments owed by COUNTY to CONTRACTOR under this or any other contract.

DocuSigned by:

Dr. Joan Smith

85B8255416B5489

(signature of authorized representative)

5/19/2026 | 7:12 PM EDT

(date)

LEARNING TIME INC
 SCHEDULE OF COUNTY PROGRAMS
 FISCAL YEARS

<u>Program Name</u>	<u>County Dept.</u>	<u>Contract No.</u>	<u>CFDA #</u>	<u>Contract Period</u>	<u>Contract Amount</u>	<u>Expenditures</u>		<u>Amount Received from County</u>		<u>Identify Source of Funding for the Expenditures</u>			
						<u>Fiscal Year</u>	<u>Contract Life- to- Date</u>	<u>Fiscal Year</u>	<u>Contract Life- to- Date</u>	<u>Federal</u>	<u>Other Funds</u>	<u>Cash Match</u>	<u>In Kind Match</u>