



# General Information and FAQs for EEPs (EEPs)

## Educational Enrichment Partner (EEP) Contact Information

All EEP questions regarding registration (including documentation or changes to your account) should be directed to [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) or (951) 304-3051. Questions regarding accounting, such as invoicing and payment, should be directed [accounting@jcs-inc.org](mailto:accounting@jcs-inc.org).

## How do I become an EEP?

Please review these [EEP Guidelines](#) to ensure your business meets our school's requirements and expectations.

If you are familiar with and agree to a purchase order and a NET30 invoice payment process, please follow the steps below.

If you are not aware how this process takes place to get paid, BEFORE you apply, please skip to the purchase order questions below to learn more and determine whether to accept the purchase order/NET30 process.

- Please determine whether you will be doing business as an Independent Contractor or Company.
- You are an Independent Contractor if you provide services for hire independently (you have no employees, partner, or subcontractors) and under your own name (you pay income taxes as an individual).
- You are a Company if you own or represent a company with employees, business partners or subcontractors that pays income taxes as an entity with a Federal Employer Identification Number.
- If you have been an EEP in the past, please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) and you will be sent an invitation to renew.
- If you are a current EEP you will be sent a renewal invitation during the summer.
- If you need further assistance on becoming an approved vendor or renewing your vendor contract, please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) or call (951) 304-3051. All current contracts expire on the last day of the current school year.

## Does it cost anything to become an EEP?

No, JCS, Inc. does not charge a fee to become an EEP. However, each EEP must provide a LiveScan. This is required by JCS, Inc. You are required to submit a LiveScan into the JCS, Inc. database, at your own expense. The LiveScan agency will charge a fee that is non-reimbursable from JCS, Inc. The cost is approximately \$65-\$100, depending on the Agency you use to LiveScan. LiveScans can be done at most Postal Annex and UPS Stores.

[JCS LiveScan form](https://tinyurl.com/8dajx3bh) - <https://tinyurl.com/8dajx3bh>

## Is there a deadline to apply to become an EEP?

Yes, all EEP applications must be submitted **no later than January 30th for the current school year**. However, it is *strongly recommended* that applications be completed by July 31st to ensure students can access services when school starts in August.

Please note when beginning your application it must be completed within 30 days or it will expire and you forfeit services for that school year.

All EEP agreements expire at the end of the school year at the end of May and must be renewed in the following school year. This is when new rates and services may be changed.

### **What type of advertising do I need to submit to be an EEP?**

You will need to submit advertising with your EEP application that shows you are in business for the service you want to offer to JCS, Inc. *and that you advertise to the public.* We can accept a professional brochure, catalog, flyer, or printed website materials. On the advertising it should show your company name, the services you provide and the approximate cost of the services.

### **Do I need to submit a business license to become an EEP?**

The specific requirements depend on the city or the county where you operate and the type of business you run. The cities of San Diego, Riverside and Orange require them, but unincorporated areas are not required to have them. It's up to the EEP to know the requirements for their city. Please submit a business license or a letter stating that your city doesn't require you to hold a license.

### **Do I need to show proof of liability insurance to be an EEP?**

Yes, you are required to submit a Certificate of Insurance for your commercial or professional liability.

If you are providing a service for physical activity such as dance, martial arts, sports, or you have art classes with a kiln, you must also provide a Certificate of Liability insurance naming JCS, Inc. as **Additional Insured**. Per our policy, JCS, Inc. requires minimum limits of \$1,000,000.00 per occurrence/ \$2,000,000.00 general (annual) aggregate. We will still require your Certificate of Insurance showing you carry the required amount of liability limits.

If your Business will not provide physical activities or include the presence of dangerous equipment or power tools, you may request that JCS, Inc. waive the requirement that you show proof of your liability insurance at this time. If you have any questions about liability insurance requirements, please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) or call (951) 304-3051.

### **Do I need to show proof of worker's compensation insurance to be an EEP?**

Yes, if your business is determined to be a "Company" with employees you will need to submit a Certificate of Insurance with JCS, Inc. as a **certificate holder**. If you are determined to be an "Independent Contractor" with no employees, you are not required to submit the worker's compensation certificate. Being a certificate holder just means that we are given proof that insurance is in effect. Additionally, as a certificate holder, if the policy is canceled, the insurance company will attempt to notify us of the policy's cancellation. If you have any questions about workers compensation insurance requirements, please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) call (951) 304-3051.

### **If I am an EEP, can I be an employee of JCS, Inc. ?**

NO. You cannot be an employee and an EEP for JCS, Inc. at the same time. You can be an EEP and a Special Education Service Partner or Program Based EEP at the same time, but you would have separate contracts, purchase orders, and billing for each type of service.

### **Do I need to LiveScan into the JCS, Inc. LiveScan database?**

Only one person, usually the owner or lead instructor, needs to LiveScan for JCS-Inc. If your business has been authorized by the Department of Justice to be an approved Agency with its own ORI account or if your business holds a current Non-Public Agency certificate with the California Department of Education, you may be able to waive the JCS, Inc. LiveScan database requirement. Please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) for more information.

### **Live Scan form**

If your NPA expires, you must immediately submit a renewed NPA certificate or have someone from your business immediately LiveScan into the JCS, Inc. database or all contracts and purchase order will become void, all services must stop, and no payments will be made for services after the expiration of the NPA.

### **I have already LiveScanned for another business; do I have to LiveScan again for JCS, Inc.?**

Yes, it is against the law to share LiveScan results with anyone. They are considered confidential records and are protected by privacy laws.

### **Where can I get my LiveScan fingerprints taken?**

You can go to any LiveScan Agency or most police stations. Not all fees are the same and some places require an appointment, so call first. You can view a list of LiveScan locations in California at <http://ag.ca.gov/fingerprints/publications/contact.php>.

If you are near one the San Diego County Office of Education locations, we recommend you have your LiveScan done there. For current rates, appointments, and locations see <http://www.sdcoe.net/human-resources/fingerprinting/Pages/default.aspx>.

LiveScan rates are approximately \$65-\$100, depending on the authorized LiveScan Agency. After you complete the LiveScan form with the LiveScan Agency, please make a copy and return it with your EEP documents to the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org).

### **Do all my employees need to LiveScan?**

Only one person, usually the owner or lead instructor, needs to LiveScan for JCS, Inc., but all other employees or volunteers who will come in contact with our students must do a background check for your business. Upon completing registration or registration renewal with JCS, Inc. you are asked to certify that you have completed this. You may have other instructors complete LiveScan if you prefer, but because of the privacy laws JCS, Inc. could not inform you of a problem. It is best to set up your own background account for your own employees so you, as their employee, will be notified if there is a problem with one of your employees.

Additionally, if you will be contracting with independent contractors or other third parties who will come in contact with our students it is your responsibility to ensure that entity follows similar procedures for completing a background check with their own employees. Upon completing registration or registration renewal with JCS, Inc. you are asked to certify that you have completed due diligence to that end.

To find out more information on how to set up your own background check account and be an authorized agency to receive fingerprint submission information from the Department of Justice, contact the State of California at

<http://ag.ca.gov/fingerprints/agencies.php>. If the person who has LiveScanned for JCS, Inc. leaves your business, you must immediately have another person LiveScan for JCS, Inc. or your agreement with JCS, Inc. will become void, all purchase orders will be canceled, student services must stop, and no payments will be issued for services after the time that person has left your business.

### [Employee Fingerprint Clearance Certification Form](#)

#### **I was an EEP before, do I have to LiveScan again?**

No, once you have LiveScanned for JCS, Inc. you do not need to LiveScan again. If you decide to discontinue being an EEP, then reapply at a later date, you would not need to LiveScan into the JCS, Inc. database again. If you stop being a JCS, Inc. Educational Enrichment Partner and return in the future, you would not need to LiveScan again. Once you are in the JCS, Inc. LiveScan database, you are not removed.

#### **The person who LiveScanned for my business is no longer associated with my business, what do I do?**

You must immediately have someone LiveScan for your business and notify JCS, Inc. If there is no one at your business LiveScanned for JCS, Inc. your Services Agreement will become immediately void, all purchase orders will be canceled, student services must stop, and no payments will be issued for services after the LiveScanned person has left your business.

#### **What if one of my employees who I have background checked leaves my business or I hire a new employee mid-year?**

It is your responsibility as the EEP to not let anyone in contact with our students that you have not background checked. If someone leaves your business that you background check, you must not let another instructor replace that person without a background check. Otherwise your agreement with JCS, Inc. will become immediately void, all purchase orders will be canceled, student services must stop, and no payments will be issued for services after the time that person has left your business. If you add a new employee during the year that will be in contact with our students, you must contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) or call (951) 304-3051.

#### **When do I need to submit a TB test?**

You only need to submit a negative TB test result when you are conducting business on a JCS, Inc. facility. Each instructor from your business teaching at a JCS, Inc. facility must submit a recent negative TB test result to a facility or program coordinator on or before the first day of classes at the JCS, Inc. facility.

#### **What is an Offering?**

Offerings are what JCS, Inc. refers to as your class or session's Service (description), Instructional Unit (duration), and Fee Per Unit (rate) as written on your EEP agreement.

#### **What category will my class offering appear in?**

When you are approved as an EEP and each of your approved classes are entered as offerings into our ordering system, they will be assigned to a category. An offering can be in only one category at a time. Parents can search for EEP's offerings by categories, such as Music, Art, and Tutoring. If you would like to switch one of your classes categories, please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) or call (951) 304-3051.

### Why can't I increase my price during the school year?

When you enter into a contract with JCS, Inc., it is for the entire school year. The initial rates on our contract are valid for the entire school year. If you will be a returning EEP for next school year, you will be asked to fill out a new contract over the summer. This is your opportunity to increase your rates if necessary.

### Why can't I charge my private instruction rate?

JCS, Inc. is a public school using public funds. We cannot use public funds to pay for fees such as private instruction, summer classes, registration fees, membership fees, instrument rentals, equipment, or clothing expenses.

### Can I offer a discount or accept partial payment of a class from JCS, Inc.?

Not unless it's written into your initial contract. Plan what classes you want to offer to JCS, Inc. students for the entire school year while preparing your EEP contract. If you want to bundle class rates or offer discounts (such as for siblings), make sure to include those specific rates on your contract as well. Then they will be reflected as offerings by your business in our ordering system, and can be requested on a purchase order. JCS, Inc. will only be able to pay the exact amount of a purchase order.

### Why can't a JCS, Inc. student attend all of my class options?

JCS, Inc. can only pay for class rates that were approved on your initial contract. If you have more classes listed on your schedule that were not on your contract with JCS, Inc., or if you added classes during the school year, a JCS, Inc. student may not request a purchase order to attend those classes.

### How do I charge a Session Fee but still be paid monthly?

JCS, Inc. cannot pay for classes until after they are attended by the student. If you have a ballet offering for a class that is 12 weeks long for \$300/session, you would not be paid until the last class of the session is taught (at the end of the 3rd month).

#### Your offering on the contract would look like this:

Beginning Ballet	1 hr class once a week for 12 weeks	\$300
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An Educational Facilitator would request a purchase order for 1 session @ \$300

#### If you would like to be paid monthly, you can add a restriction:

Beginning Ballet	1 hr class four times a month, minimum sign up 3 months	\$100
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An Educational Facilitator would request three different months for 1 session each month @ \$100/month and could invoice after the last class is taught in each month.

#### If you would like more flexibility in the amount of classes a student can take, here is another example:

Beginning Ballet	1 hr class	\$25
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An Educational Facilitator could request 6 classes in a month instead of 1 month with four classes, you can bill \$150 for the month.

#### If you would like to keep the flexibility but still add a restriction:

Beginning Ballet	1 hr class, minimum sign up 12 classes	\$25
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An Educational Facilitator could request 2 classes in one month, 6 classes in another month, and 4 classes in another month, and you could still bill monthly. If the 2nd class in the first month is completed early, you don't need to wait until the end of the month to bill. JCS, Inc.'s policy is that you can only bill after the class is taught.

### **What if there are Special Ordering Instructions for my classes?**

You may have a special note included on your EEP information page in our ordering system to inform the Educational Facilitator of some extra steps the family may need to do to order a class from you. Please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) or call (951) 304-3051 if you would like any additional information included with your offerings.

### **How do I know when I've been approved as an EEP?**

Once you have been approved to be an EEP with all the requirements submitted, you will be notified when the contract is finalized. Your EEP contact information and class offerings will be posted in our ordering system as an approved EEP for Educational Facilitators to request classes for families.

### **Can I continue to teach JCS, Inc. students during the summer time?**

Yes, but JCS, Inc. cannot pay for summer classes and the class fees will be at the parent's expense. You will not receive any purchase orders for the months of June, July, or August and will need to make other payment arrangements with the parents before you start any summer lessons.

### **Children in my household attend JCS, Inc. Can I be paid for my Educational Enrichment Services to them?**

No. It is a conflict of interest to be paid for Educational Enrichment services provided for members of your household.

### **How do I advertise with JCS, Inc.?**

While JCS, Inc. requires all EEPs to supply their advertising materials, this is just for us to establish that the EEP is an actual business. JCS, Inc. is not responsible for advertising for EEPs, nor are we allowed to in accordance with Assembly Bill 2990.

In our ordering system families see the name of your business and city under the category that matches your services. You may also join our Facebook Page "Julian Charter School Families" to post updates.

### **When will I get interested students?**

JCS, Inc. does not guarantee any students will use your services. The current EEP list is a compilation of approved JCS, Inc. EEPs for Educational Facilitators to review and select educationally-appropriate services from. Educational Facilitators can start submitting EEP requests for purchase orders in the beginning of August. Processed purchase orders are immediately sent to the EEP. JCS, Inc. will only pay for approved classes during the time when JCS, Inc. is in session, approximately from September through May.

### **What is my purchase order for?**

A purchase order is your guarantee that JCS, Inc. will make payment for services agreed to in our contract. JCS, Inc. will only pay for what is approved on a purchase order. Use the information on the purchase order to create your invoice when you are ready to bill.

Please do not inquire with a parent for missing purchase orders or payments. Direct all questions to the Resource Center. If you contact a parent for information, your response time will be greatly affected.

**NOTE: A JCS, Inc. parent cannot give you authorization to teach while waiting on a pending purchase order.**

### **A JCS, Inc. student has signed up for my classes; when can I start teaching them?**

***You may start teaching them as soon as a purchase order is issued, but not sooner.*** The purchase order is your guarantee that JCS, Inc. will pay for services outlined in our contract. We will not pay for lessons taught before a purchase order has been issued. If you think you should have received a purchase order but have not, please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) or call (951) 304-3051 right away.

**NOTE: Please do not inquire with a parent or Educational Facilitator for missing purchase orders or payments. Direct all questions to the Resource Center. If you contact a parent for information, your response time will be greatly affected. A JCS, Inc. parent cannot give you authorization to teach while waiting on a pending purchase order.**

### **My student and I are ready to start lessons, but I don't have my purchase order, what do I do?**

You must wait to receive a purchase order from JCS, Inc. before you start teaching classes to JCS, Inc. students. If you are ready to start teaching but you haven't received a purchase order yet, please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) or call (951) 304-3051 right away. If there is no request in the system, a JCS, Inc. staff member will assist you in correcting the issue. If you contact a parent for information, the time for correcting the issue may be greatly affected.

Until a purchase order is confirmed by JCS, Inc., any lessons taught will be at the expense of the parent.

**NOTE: A JCS, Inc. parent cannot give you authorization to teach while waiting on a pending purchase order. .**

### **How do I receive my purchase order?**

Purchase orders are emailed to the email address on file for the EEP.

### **I received my purchase order; how do I contact my student?**

For privacy reasons, JCS, Inc. cannot give you student contact information, but we can give you Educational Facilitator (EF) information. If you receive a purchase order for a student that hasn't already contacted you, please contact the Resource Center at [resources\\_help@jcs-inc.org](mailto:resources_help@jcs-inc.org) or call (951) 304-3051 and ask for contact information for the student's EF. You can also find the EF's name on the purchase order. In most cases, but not all, an EF's email address is first initial last name @JCS, Inc.org, if you would like to try emailing the EF directly.

Educational Facilitators are asked to contact an EEP before requesting a purchase order to ensure they have all relevant information needed for their students to attend your classes - to make sure scheduling will work, that venues are confirmed, and any attendance or payment policies are understood before a purchase order is issued, for example.



### **What happens when a student misses a lesson?**

JCS, Inc. understands that if a student misses a lesson without communicating to the EEP that student's spot could have been given to another paying customer. An EEP can then bill for a missed lesson (mark on the attendance sheet sent with your invoice -- unexcused Absence OR no call/no show.) It is our hope parents will communicate when scheduling conflicts occur and EEPs will give the student an opportunity to make up a lesson. This is why it is important for Educational Facilitators to contact the EEP before requesting a purchase order, so each individual EEP's attendance policy is understood.

All lessons must be made up by the end of May or they will not be able to be used at all.

An EEP may not bill in January for a lesson listed on the purchase order for February (can't bill for lessons until after they are taught), but an EEP can bill for a lesson in March listed on the purchase order as a February lesson (considered a make-up lesson and mark on the attendance sheet -- Make-Up).

### **Can I still teach a student who has withdrawn from JCS, Inc.?**

If a student withdraws from JCS, Inc. their outstanding purchase orders will be canceled. Students can continue on with the EEP at their own expense.

### **How do I get paid?**

After receiving the purchase order from JCS, Inc., the student may attend the class. To get paid please email your invoice with the student name, date of attendance and purchase order number to [accounting@jcs-inc.org](mailto:accounting@jcs-inc.org).

You may not bill for lessons before they have been taught. Our payment terms are Net 30 days, but most payments take less time to process. If you have billing questions or want to know when you will receive your payment – please contact a JCS Central Office staff member directly at (760) 765-3847 or [accounting@jcs-inc.org](mailto:accounting@jcs-inc.org). **If you contact a parent for payment information there will be a delay in communication.**

To be paid, you must have a current W-9 on file with JCS, Inc. If you need to change your payment remittance information, you must fill out another W-9 and email it to [accounting@jcs-inc.org](mailto:accounting@jcs-inc.org), before you'll receive checks with the correct information.

Please contact [accounting@jcs-inc.org](mailto:accounting@jcs-inc.org) or call (760) 765-3847 if you need further assistance.

### **Do I need to provide an Attendance Sheet?**

We expect our EEP to maintain attendance logs and JCS Inc, reserves the right to request logs for auditing purposes. Failure to provide logs could result in the termination of the agreement between JCS, Inc and the EEP.

### **Where is my payment?**

If you have questions about your payment, please contact the JCS Central Office directly at (760) 765-3847 or email [accounting@jcs-inc.org](mailto:accounting@jcs-inc.org). Please do NOT contact the parents. If you ask the parent for payment information, it will cause a delay in responding to you.

If inquiring about an invoice, please do not resend the invoice. Please reference just your invoice # instead. Officially, our terms are Net 30 days.



**What is the difference between an invoice and a purchase order?**

An invoice is what the EEP sends to JCS, Inc. for payment. A purchase order is what JCS, Inc. sends to the EEP letting them know that JCS, Inc. has approved payment to the EEP for services/materials rendered to the student. The EEP must include the PO# on their invoice in order for it to be paid.