



Educational Enrichment Partner Approval Guidelines

JCS, Inc. will approve companies providing Educational Enrichment services to students according to the following guidelines:

Educational Enrichment Partner Services and Limitations

- Educational Enrichment Partner (EEP) must provide services that further the educational goals of a public school student. JCS, Inc. may not provide anything of value to a JCS, Inc. student that a school district could not provide to a similarly situated student. This does not mean JCS, Inc. will provide all programs or services available from a particular local school district. JCS, Inc. Educational Facilitators, administration, and the JCS, Inc. Board have final authority in what EEP services will be made available to JCS, Inc. students. In addition, not all services available from an approved EEP will be available for public school use.
- School funds cannot be used to purchase any religious materials or services for a student.
- EEP must be open to and serve the general public without discrimination because of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.
- EEP must provide services in a public facility appropriate to the nature of public school use. This means the EEP must assure that the facility used for the service meets either Field Act or local city codes for safety:
 - EEP may provide services at a JCS, Inc. facility if such facility is made available for use by JCS, Inc. home study students. EEPs should contact the facility coordinator to inquire about available space at the facility.
 - EEP remains responsible for loss, damage, or injury to person(s) or property during or relating to the performance of services by the EEP even when choosing to provide services in a JCS, Inc. facility when such facility is available for use by JCS, Inc. home study students.
- EEP must complete fingerprinting and background check of all employees, independent contractors and volunteers 18 years and older who have direct and unsupervised contact with minors. Certain exemptions may apply for individuals already cleared under an active district or state education clearance.
 - San Diego County Office of Education (SDCOE) now has a 10-year limit on all Live Scans in the state Clearinghouse. Beginning January 1, 2026, any Live Scan that is older than 10 years will be automatically removed from the system.
 - New fingerprinting documentation is required if there is a change of EEP employees, or if the Live Scan on file is more than 10 years old.
- EEP must have all employees, independent contractors and volunteers 18 years and older who have direct and unsupervised contact with minors complete Mandated Reporter Training within 6 weeks of employment and must have training completed annually thereafter.

- EEP must maintain documentation for both fingerprinting and Mandated Reporter training:
 - Maintain proof of fingerprint clearance and Mandated Reporter training for all applicable personnel.
 - Provide verification or clearance certificates to JCS, Inc annually upon registration.
 - Immediately notify the district of any changes in personnel or clearance status.

Educational Enrichment Partner Liability

- EEP must hold and provide a copy of a current business license.
- JCS, Inc. assumes no liability for worker’s compensation, or liability for loss, damage, or injury to person(s) or property during or relating to the performance of services by the EEP.
- EEP is responsible for holding and providing EEP’s own commercial or professional liability insurance.
 - JCS, Inc. may choose to waive verification of an EEP’s liability insurance if (1) not providing physical activity services, or (2) EEP provides services only while student’s parent(s)/guardian(s) is (are) present, or (3) EEP provides services only at a public location such as a public library, community center, or park or provides services only at an available JCS, Inc. facility.
 - EEP retains liability for loss, damage, or injury to person(s) or property during or relating to the performance of services by the EEP even if JCS, Inc. does not require verification of an EEP’s liability insurance.
 - EEPs providing physical activity services (e.g. dance, gymnastics, equine science, martial arts, sports, etc.) or art classes where a kiln is on the premises, must hold and provide a copy of a current certificate of liability insurance for a minimum of \$1,000,000.00 per occurrence/\$2,000,00.00 general (annual) aggregate, and must add JCS, Inc. as an additional insured to said liability insurance policy.
 - EEP with employees must hold and provide a copy of a current Workers’ Compensation policy with JCS, Inc. as a certificate holder.

Accounting Office Policies

- EEP must be willing to accept purchase orders.¹
- EEP must be willing to abide by JCS, Inc. accounting policies, including collection and submission of evidence of service (such as invoices and attendance sheets).²
- EEP is responsible to invoice JCS, Inc. for services (usually monthly) after the performance of services. *Monthly billing is not a requirement, only strongly suggested.*

¹ A purchase order is a legally binding document between JCS, Inc. and the EEP. It details the services JCS, Inc. agrees to purchase at a certain price and under what terms. EEP uses purchase orders for payment processing. Once services have been provided, the EEP prepares an invoice based on the terms of the purchase order. To expedite payment, the EEP must reference the purchase order number on their invoice. Once all terms of the purchase order have been met, the purchase order is complete, and may no longer be used for payment processing.

² An invoice is an itemized bill created and sent by the EEP to JCS, Inc. after the performance of services, no more than once per month. The EEP’s invoice must reference the Purchase Order Number and other details the JCS, Inc. accounting department needs in order to process payment. EEPs may use their own invoice, or JCS, Inc. provides EEPs with an example invoice that can be modified using word processing software.

Each invoice must include the following:

- Invoice date
- EEP Name, Address, Phone and Fax Number
- PO Number (*Must be on invoice or we will be unable to process*)
- Description of services provided
- Service month (or dates)
- Amount
- Student name
- EEP Authorized Signature
- Any necessary notes
i.e. If the PO states 1 lesson is for 1 hour but you are billing for 2 hours, you must state this to be paid correctly. If a student is making a class up, state what day/month it is for. If a student is a no-show, state whether it is unexcused.

There is a sample invoice in the Welcome Packet.

- EEPs must keep an attendance log for students that are taking the lessons with their invoices. It is expected that attendance logs are maintained 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.

Each attendance sheet must include the following:

- Date the student attended the lesson
- Name of the class/lesson
- Students name printed
- Student/parent signature
- EEP authorized signature

There is a sample attendance sheet in the Welcome Packet.

- EEP must direct all billing and payment inquiries only to the JCS, Inc. accounting department, please do not direct inquiries to students or parents as this will cause a delay in response.
- EEP must notify JCS, Inc. Accounts Payable in writing of any change to EEP's "remit to address."
- EEP understands that JCS, Inc. policy for payment is Net 30. That is, you will be paid within 30 days of JCS, Inc. *receiving all correct paperwork.*

PLEASE NOTE: Not following these guidelines will result in delayed payments.