

Exhibit B
CITY OF DALLAS
Early Childhood and Out of School Time Services (ECOSTS) Program
POLICIES AND PROCEDURES FOR PROVIDERS

PROGRAM

Participation:

1. Participation in the Early Childhood and Out of School Time (Program) is contingent upon being currently licensed by the Texas Department of Family and Protective Services (TDFPS).
2. Two weeks' advance written notice is required for a change of directors. Failure to advise the program in advance will result in suspension of payment until all required documents have been resubmitted with the new director's signature.
3. Providers who have been out of compliance in one of the major areas (staff/child ratio, licensed capacity, supervision, building, grounds and equipment safe) twice within a two-year period will be dropped from the Early Childhood and Out of School Time Program (ECOSTS).
4. Any provider who is placed on probation by ECOSTS will automatically be dropped from the program. Failure to notify the City of Dallas (COD), will result in the provider being responsible for paying the COD the money received while on probation.
5. Centers may be reinstated in ECOSTS after they submit two consecutive monitoring visits from TDFPS showing compliance.
6. All centers must submit their TDFPS Monitoring Inspection Report to the Office of Community Care and Empowerment (OCCE) within five (5) working days after the inspection has been conducted.

SIGNING UP NEW PROVIDERS

1. Client informs the City's Program Specialist of which daycare she/he has selected for their child/children. The Program Specialist informs the City's Senior Contract Compliance Administrator.
2. Program Specialist calls Provider to set up meeting for the selected Provider to become a City of Dallas vendor if not currently one.
3. Program Specialist sets appointment with Provider to visit the office to fill out required documents.
4. The following documents are required:
 - Copy of Child Care License to Operate
 - Copy of TDFPS monitoring visit report.
 - Copy of Parent Policies and Procedures Handbook
 - Copy of Certificate of Insurance
5. Provider signs the following documents

- City contract
 - W-9
 - Provider Data Sheet
 - City of Dallas vendor application form
6. Program Specialist reviews with Provider the policies and procedures of program.
 7. The Contract is sent to the (1) City Attorney's Office, (2) City Manager's Office, (3) City Secretary's Office.

TERMINATION: PAYMENT WILL CONTINUE THROUGH:

1. Parent participation in the Program for a twelve (12) month period.
2. The Program staff will notify provider that payment will end.
3. The day the Provider drops the child due to provider policy.
4. Parents are to give the Provider a minimum of five (5) days advance notice of withdrawal. If none is given, ECOSTS will pay through the Friday of the last week the child attended.
5. PROVIDERS SHOULD NOTIFY THE OFFICE OF COMMUNITY CARE AND EMPOWERMENT IMMEDIATELY WHEN A PARENT IS TERMINATED OR WHEN A PARENT WITHDRAWALS FROM THEIR CENTER.

RECORDS:

1. ECOSTS requires that daily attendance be accurately kept for each child. Any discrepancies between the provider records and the ECOSTS records will be investigated and may result in loss of payment.
2. Payment will be made from the attendance sheets and the invoices submitted by the provider and signed by the parent and the director.
3. A copy of the attendance report and the invoices must be maintained by the provider for a period of five (5) years.
4. An audit of your program may be conducted by the City of Dallas and/or HUD Auditors.
5. Payment will be held until the provider has updated their online debarment registration.
6. Provider insurance must meet the City of Dallas' requirements. (*See provided attachment*).

PAYMENTS:

Invoices:

1. An invoice must be prepared to include all children in care each month.
2. The invoices must contain the total number of weeks being billed, the amount charged per week and the parents' fee.
3. The invoice and attendance sheets must contain an authorized signature.

ATTENDANCE SHEETS MUST BE SIGNED BY THE PARENT OR GUARDIANS AND THE DIRECTOR.

4. Invoices and attendance sheets are to be prepared and received by the ECOSTS office by the 5th of the month following the month services are provided. The ECOSTS office may withhold payment and refuse to honor any invoices submitted after date for payment. In addition, the provider may be terminated as ECOSTS provider and all ECOSTS children in the program may be transferred to another provider of the parent's choice.

FOR PARENTS:

1. City reimbursement for parents is assessed by ECOSTS staff.
2. Collection of the parent fees is the responsibility of the provider. THE PROVIDER SHOULD NEVER LET A PARENT GET MORE THAN ONE WEEK BEHIND ON THEIR FEES.
3. ECOSTS will not enroll or transfer a child who has been dropped by another provider who has an outstanding balance. The family will be dropped by ECOSTS if payment is not received in a reasonable amount of time.

ABSENCES:

1. Payment will be made for up to three consecutive days of absences due to illness without the provider contacting ECOSTS.
2. For payment of four or more consecutive days of absence due to illness, the provider and the parent must contact the ECOSTS office on the fourth day and even 4 days thereafter until the child returns to care. If we do not hear from you by the fourth day, you will be responsible for collecting the full fee from the parents beginning the fourth day of absence and all remaining days.
3. Payments of three or more consecutive days of absence not due to illness will be the responsibility of the parent (who voluntarily withdrew the child). This means your full cost of care. The City's program does not pay for vacation days.

SIGNING UP NEW PROVIDERS

1. Client informs the Program Specialist which daycare she/he has selected for their child/children.
2. The Program Specialist calls Provider to provide information to become a City of Dallas vendor if not a current vendor.
3. The following are the required documents:
 - a. Copy of Child Care License to Operate
 - b. Copy of (TDFPS) Texas Department of Family and Protective Services monitoring visit report.
 - c. Copy of Parent Policies and Procedures handbook from provider
 - d. Copy of Certificate of Insurance
4. Provider signs the following documents

- a. City Contract
 - b. W/9
 - c. Provider data sheet
 - d. City of Dallas vendor application form
- 5. Supervisor/Designee review with provider the policies and procedures of program.
- 6. Supervisor/Designee creates a folder for each provider
- 7. The Contract is sent to the City Attorney's Office for approval.
 - a. All additional center fees (enrollment, supply, etc.) will be the responsibility of the parent unless you are notified by the CCSP staff.
 - b. Charges for special activities and late fees will be paid by the parents.

THIS AGREEMENT, ONCE EXECUTED, MAY BE SUBJECT TO FURTHER AMENDMENTS AND MODIFICATIONS. ANY CHANGES IN THESE POLICIES AND PROCEDURES WILL BE MADE IN WRITING AND TWO WEEKS NOTICE WILL BE GIVEN PRIOR TO CHANGES GOING INTO EFFECT.

Provider Signature _____

Date_____

Revision Date 07/15/25