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## **PROVIDER EARLY PAYMENT PROGRAM (PEPP) AGREEMENT**

Coordinated Child Care of Pinellas, Inc., hereinafter referred to as “CCC” and the undersigned provider, hereinafter referred to as “the provider”, enter into this mutual agreement, including all attachments referred to herein.

### **THE PROVIDER UNDERSTANDS AND AGREES TO THE FOLLOWING CONDITIONS:**

#### **I. PROVIDER REQUIREMENTS AND RESPONSIBILITIES**

- A. Provider must be fully contracted with CCC and serve CCC children for a consecutive six-month period. Providers who are only contracted for the Student Teen Parent (STP) program do not qualify.
- B. Contracted Centers must maintain a minimum of five CCC children throughout the month.
- C. Contracted Homes must maintain a minimum of two CCC children throughout the month.
- D. Providers must receive funds through Direct Deposit.
- E. Providers must submit a completed Enrollment/Status Change Form to notify CCC of any changes in enrollment. A completed change form must be submitted for changes in address, telephone, etc., and sale or transfer of ownership no later than the 20<sup>th</sup> of the month.
- F. CCC reserves the right to withdraw funds through Direct Deposit within five days of deposit if overpayment of any type has been made.
- G. Provider must send an Enrollment/Attendance Verification form that documents the attendance through the 22<sup>nd</sup> day of attendance for the current month. This “partial” attendance form must be received in CCC no later than close of business on the 25<sup>th</sup> of the month. A fully completed attendance form, one that includes ALL days of the month, must be completed and received by CCC no later than the third of the following month.
- H. Provider will be removed from the PEPP for non-compliance issues. Suspension of payment will occur and shall be for a period of one to six months depending on the non-compliance.



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## II. RESTRICTIONS

- A. In the event that an overpayment has been made, the provider agrees to repay the monies to CCC within 30 days of notification of such error. CCC reserves the right to begin collection procedures for monies that are not repaid.
- B. CCC reserves the right to discontinue or change the criteria at any time and without notice and may terminate this agreement immediately, at their discretion.

## III. COORDINATED CHILD CARE AGREES TO:

- A. Make payment for the aforementioned program, sent via Direct Deposit, to your bank by the first business day of the month.

## IV. SIGNATURES

The undersigned agree to the conditions set forth in this document.

Provider Name \_\_\_\_\_ Date \_\_\_\_\_

Provider Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

SS# or Federal ID # \_\_\_\_\_

CCC Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



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