

**CCRR AGREEMENT WITH SHARED SERVICES SITES and PARENTS**

This Shared Services Agreement is between Child Care Resources of Rockland Inc. (CCRR), \_\_\_\_\_ (\_\_\_\_) and (Parent)

CCRR agrees to:

- Keep all information confidential with regard to the children and/or families in the program including any financial information obtained to effectively carry out this pilot program
- Establish procedures and policies regarding bulk buying
- Establish procedures and policies regarding billing and fee collection from families in the program
- Establish procedures and policies regarding billing and fee collection from the Rockland County Department of Social Services for families in the program who are receiving child care subsidies
- Introduce the shared services pilot to the families, by way of a letter of introduction, face to face meetings as well as providing invoices for tuition payments
- Provide our Health Care Specialist to assist the program in maintaining the health records of the children in your care, as well as staff; be available to write a health care plan for children with special needs
- Establish policies and procedures regarding staff recruitment, hiring, orienting and training, as well as establish a web based job bank for prospective staff
- Research and make available opportunities for \_\_\_\_ to become part of a larger group health insurance plan at reduced rates. Offer staff participation in the group health insurance plan

\_\_\_\_ agrees to:

- Participate in each aspect of the shared services pilot program (as noted above) for the duration of the pilot
- Share information with CCRR regarding the program's policies and procedures, enrollment and fee structure

- Grant permission to CCRR to process the subsidy voucher and submit the voucher and attendance form to the Rockland Department of Social Services
- Grant permission for the Rockland County Department of Social Services to remit subsidy payments to CCRR
- Keep CCRR up to date with any changes in enrollment
- Give written notice to Provident Bank granting CCRR permission to deposit checks into the business checking account, have use of the endorsement stamp, and be a read-only participant on the on-line account

Parent agrees to:

- Give permission to \_\_\_ and the Rockland Department of Social Services to release information to CCRR regarding child(ren)'s attendance at the program
  - Remit child care payments (tuition) for \_\_\_ to CCRR. Payments will follow the contract signed with \_\_\_
  - Remit parent co-pay for \_\_\_ to CCRR in accordance with the DSS Approval Form
  - Work with the staff at CCRR to choose payment method, (i.e., credit/debit card, check, cash, automatic withdrawal); resolve payment issues and/or set up a payment plan

\_\_\_\_\_  
**Child Care Resources of Rockland, Inc.**      **Date**      **Print Name**

\_\_\_\_\_  
**Program Name**      **Date**      **Print Name**

\_\_\_\_\_  
**Parent**      **Date**      **Print Name**