

Dependent Vendor/Tutor Approval Guidelines

Please direct inquiries regarding dependent vendor issues as follows:

Vendor application requests: Castle Rock Administration, 707-464-0390

Vendor application status, requirements, fingerprinting: Diane Hogan 707-464-0390.

Vendor authorization forms, timesheets, attendance, work samples: Diane Hogan, 707-464-0390.

CRCS will approve dependent vendors providing services and classes to students according to the following guidelines:

- Vendor must interview with CRCS Administration and complete an application.
- If the application is approved, the vendor will complete Del Norte County School District employee paperwork and provide a copy of his/her driver's license and social security card.
- Vendor must pay for California Department of Justice background check and fingerprinting. (\$50.00)
- Vendor must provide proof of TB testing (no cost to dependent vendor).
- Vendor must verify that completed Vendor Contract and Authorization form has been approved for each student prior to providing services.
- Vendor must provide services in a public school or facility appropriate to the nature of public school use. This means that the vendor must assure that the facility being used for the service meets either the Field Act or local city codes for safety.
- At no time may a Vendor provide services from their home.
- Vendor may meet in the student's own home with parental/guardian supervision.
- Vendor meetings/sessions must take place on a school day.
- Vendors must provide monthly work samples or progress reports for each Castle Rock student.
- Vendors must submit monthly timesheets on the last day of the month.
- Vendors who are deemed to be parent/guardians of CRCS students may become vendors as long as they meet all vendor approval requirements. They may not receive payment for individual services to their own children; but they may receive payment for services to their own children in a classroom setting if 50% of the students in the class are not their own children.