



Cougars
Personalized Learning
"Bound For Success"
WASC Accredited TK-12

David Cline, Principal
Matthew Shipley, Superintendent

Hart-Ransom Academic Charter School

3920 Shoemake Avenue
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Community Course Vendor Application/Renewal

Hart-Ransom Academic Charter School (HRACS) would like to thank you for your interest in being a course vendor for our students. It is our belief that students should have the opportunity to supplement the core academic studies with enriching programs that enable well-rounded growth and development. We review all vendor applications annually in order to ensure that we offer quality programs. Included in this packet are the essential forms and paperwork you need to be a vendor with our school:

- Vendor Instructions
- Vendor Application
- Vendor W-9 (*also available online at www.irs.gov*)
- Vendor Billing Procedures
- Vendor Fingerprint Clearance Certification
- Vendor Class Listing/Pricing
- Complete Vendor Form for School Website Catalog: <https://goo.gl/forms/0uBDUhw0SUd07DnG2>

WHAT ARE STARS?

HRACS STAR PROGRAM FOR COURSES – IMPORTANT INFORMATION

HRACS allocates funding for students to participate in community courses. Students are issued STARS (HRACS currency) to enroll in vendor courses. **STARS do not equal a set dollar amount.** HRACS processes vendor course information, reviews the cost of the class and assigns a STAR value based on an allocation range. The STAR value is published in the school course catalog and made available to parents/students. Vendors should provide as much detail as needed to assess the class, especially if co-pay is required or if there are uniform costs, registration fees or other fees that are not covered by the school. If you have questions about your class please contact the school before submitting your vendor application for approval.

WHEN CAN STUDENTS USE SCHOOL FUNDING FOR COURSES?

HRACS provides STAR funding for the approved fall and spring class sessions only. Please check specific dates for approved class sessions. **HRACS will not provide funding outside of these approved class session dates.**

HRACS does NOT fund courses in the months of May through August.

Classes outside the session dates are the responsibility of the parent and must be confirmed by vendor.



VENDOR INSTRUCTIONS

Vendor Checklist:

- ☐ Complete and return application including information sheet, fingerprint clearance, W-9, and class list with cost to HRACS.

Hart-Ransom Academic Charter School
3920 Shoemaker Avenue
Modesto, California 95358-8577
or
Fax: 209-523-1064
or
Email: mlung@hartransom.org

- ☐ PLEASE NOTE IF THERE ARE ANY DISCOUNT SITUATIONS OR CO-PAY SITUATIONS THAT HRACS NEEDS TO ADDRESS IN ASSIGNING THE STAR VALUE. Discounts may include multi-student, family discounts, sibling discounts, and multi-class discounts.
 - ☐ **Note that HRACS is a public school and can pay for group instruction only. HRACS cannot pay for summer classes, registration fees, clothing expenses, private rates, or for services a vendor provides to his or her own child.**
- ☐ Students are allocated 3 STARs per semester.
- ☐ HRACS will create an open purchase order based on rostered students and anticipated costs. Vendors must follow the billing procedures to request payment for services.
- ☐ Vendors must submit rosters and have student enrollment approved prior to the student taking classes.
- ☐ Collect all required STARs from students and return them to HRACS unless other arrangements have been made with HRACS (ie: vendor office outside the local area, online program, etc.)
- ☐ Submit monthly student attendance sheets and invoices to HRACS for payment.





VENDOR APPLICATION

Submit info sheet, fingerprint clearance, W-9, and class list information with cost to HRACS

Business Name (dba):

Tax Id or SSN#:

Contact Person:

Email:

Phone: (_____) _____

Website:

Fax: (_____) _____

Business Address:

City, State, Zip:

Mailing Address:

City, State, Zip:

We always appreciate additional information regarding your program (resumes, brochures, accolades and awards, pictures or videos of our students engaged in activities and learning).

If you have any questions about our vendor program, please contact our David Cline, Principal at (209) 523-0401 or email at dccline@hartransom.org.

VENDOR BILLING PROCEDURES



Hart-Ransom Academic Charter School

After becoming an approved vendor with Hart-Ransom Academic Charter School (HRACS), you may not begin student instruction with an HRACS student until you receive an approved purchase order number. Purchase orders are based on student rosters submitted from the vendor and calculated according to the fee structure of the Vendor Agreement. Vendors must submit student attendance sheets and invoices to receive payment. Invoices are to be submitted on a monthly basis.

Hart-Ransom Academic Charter School will not pay for any service rendered without an approved purchase order or a complete HRACS Vendor Agreement including current W-9.

HRACS will mail, email or fax a purchase order for services to you. In order to receive payment from HRACS, you must email, fax or mail an invoice and student attendance for completed courses. You may not invoice for future courses. Remittance is Net 60 days.

Remit your invoices and student attendance to:

Accounts Payable

Hart-Ransom Academic Charter School

3920 Shoemake Avenue

Modesto, CA 95358

209-523-0401 (tel)

209-523-1064 (fax)

mricklick@hart-ransomcharter.com

All invoices must contain the following information:

- Invoice date
- Vendor name, address, phone and fax numbers
- PO Number
- Description of service provided
- Date(s) service was provided
- Amount due
- Student name(s)
- Vendor's authorized signature

VENDOR FINGERPRINT CLEARANCE CERTIFICATION

I certify that I, CONTRACTOR, have conducted a criminal background check of all employees who will have contact with HART-RANSOM ACADEMIC CHARTER SCHOOL students, through the Department of Justice (DOJ), in accordance with Education Code Section 45125.1 and I certify to HART-RANSOM



Hart-Ransom Academic Charter School

ACADEMIC CHARTER SCHOOL and the HART-RANSOM UNION SCHOOL DISTRICT that no employee of CONTRACTOR working with students of HART-RANSOM ACADEMIC CHARTER SCHOOL has been convicted of a violent or serious felony as defined by statute, nor has a criminal action pending upon charges of commission of a violent or serious felony as defined by statute.

Contractor (Company Name Printed)

Contractor's Signature

Date Signed

Print Name

Title

List all employees or partners who will have contact with HART-RANSOM ACADEMIC CHARTER SCHOOL students. You may attach another sheet if necessary.

☐ _____ Check box AND initial if no employees/partners

