



**2017-2018 Partnership School Contract
 40% Payment Request for Funds Form**

School Name			
Site Number			
The following items must be received and approved by the Office of School Administration, Department of Contracted Services prior to disbursement of 40% payment:	School Official Initials	CSS Initials	
Signed Contract			
List of names of individuals serving on the Board of Directors			
Pupil and Teacher Schedule-Full Day (Appendix A)			
Title I Expenditure Claim Report FY17 (Due 6/9/17)			
Current staff list with background checks for all employees and volunteers			
Current and appropriate license or permit issued by the Wisconsin Department of Public Instruction to teach assigned classes			
Disciplinary guidelines			
Program Description (Appendix B)			
Table of Command (Agency Organizational Chart)			
Table of Leadership (School Level Organizational Chart)			
FY17 Grades entered on MPS Student Information System (Due June 16)			
Proof of completion of an Asbestos Management Plan (AHERA Compliance Requirements)			
<p>All Bonds and Certificates of Insurance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workers Compensation-Statutory Limits <input type="checkbox"/> Employer's Liability-Bodily Injury by Accident \$100,000 per occurrence <input type="checkbox"/> Employer's Liability-Bodily Injury by Disease \$500,000 policy limit <input type="checkbox"/> Employer's Liability-Bodily Injury by Disease \$100,000 per employee <input type="checkbox"/> Commercial General Liability-\$1,000,000 per occurrence/\$2,000,000 aggregate <input type="checkbox"/> CGL-Personal & Advertising Injury Limit \$1,000,000 per occurrence <input type="checkbox"/> CGL-Products -Completed Operations \$2,000,000 Aggregate <input type="checkbox"/> CGL Medical Expense \$5,000 <input type="checkbox"/> Auto Liability-Combined Single Limit \$1,000,000 each accident <input type="checkbox"/> Umbrella (excess Liability)-\$4,000,000 per occurrence/\$4,000,000 aggregate <input type="checkbox"/> Fidelity Bond/Crime Insurance-50% Value of Contract <input type="checkbox"/> School Leader's Errors & Omissions-\$1,000,000 per occurrence/\$2,000,000 aggregate (Directors and Officers Insurance may be used in lieu of School Leader's E&) provided that the Insurance Company shows proof that all employees and volunteers are protected by the coverage. <p><i>*Note: All policies, with the exception of the School Leader's Errors and Omissions Policy, shall be written on an occurrence form.</i></p>			

Proof of valid occupancy permit for public school use		
Actual 12 th Grade Graduation Data		
MPS Invoices Verification		
Other Items as determined by Contracted School Services: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		

I certify that the items initialed above are complete and accurate and have been submitted to CSS. I understand that, although per the terms of the contract, payment is due by July 20th, failure to submit all of the required documentation or incomplete or inaccurate documentation may result in delay in payment as payment is based upon not only receipt, but also CSS approval of all necessary documentation. In the event that payment is delayed due to missing, incomplete or inaccurate documentation, CSS will provide the school with written notification of deficiencies.

School Representative (Print)

Signature

Date

Program Officer (Print)

Signature

Date