

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

Late Submission Policy – Resolution #16-021

The CSC provider agency contract contains provisions for reporting fiscal and program information and for maintaining current copies of certain documents on file with CSC.

There are specific time frames within which this information is to be received by CSC. These time frames have been communicated to the agencies and are in the contract document itself, which is signed by each agency.

Programs must notify CSC via email at compliance@cscpb.org if an audit, certification file document, or requested data submission will be late. If an extension request is received, CSC staff will work with the program to establish an extended due date, and offer any technical assistance that may be needed by the program. The agency will receive a form letter establishing an extended due date by which the outstanding information is to be received by CSC.

If the extended due date (or, if no extension is requested, the original due date) is not complied with, a late charge will be assessed. The charge for late submission will be \$500 each month. Additionally, a copy of the late letter sent when a late charge is imposed will go to the agency board chair. Finally, the agency will be required to explain in writing why the applicable information was late and what is being done to ensure this will not occur in the future.

An automatic late charge will be imposed once a program misses the extended due date (or, if no extension is sought, the original due date). When the late charge is first imposed, staff will notify the program that if materials are not received by the 10th of the following month, the program will be discussed at the next Council meeting.

This policy is effective October 1, 2016 and replaces any prior late submission policy.