# Board VR Requirements Chapter 3: Student HireAbility Navigator Program

Revisions effective March 1, 2019

## 3.6 Payment Structure and Billing

### 3.6.1 Payment Structure

3.6.1.1 For each Student HireAbility Navigator hired by a Board to fulfill the requirements of this Chapter, TWC will pay a Board up to $100,000 for a 12-month contract term as further described in this section. No additional amounts will be paid by TWC to a Board for the salary, benefits, operating, oversight costs, or other costs necessary to fulfill the requirements of this chapter.

3.6.1.2 A Board will receive multiple purchase orders from TWC. The first purchase order will cover the period March 1, 2018, through August 31, 2018 (which is the end of the state fiscal year). A second purchase order will cover the period September 1, 2018, through August 31, 2019 (which is both the end of the initial contract period, and the end of the state fiscal year). If TWC extends the project, it may issue one or more additional purchase orders for future terms.

3.6.1.3 TWC will make an advance payment at the beginning of the contract if it determines it is necessary and in the best interest of the state to provide an advance payment to support Program activities. The advance payment will apply toward the total amount finally determined to have been earned by the Board at the end of the first purchase order (August 31, 2018). If the amount finally determined to have been earned by the Board at the end of the first purchase order is less than total payments made by TWC (including the advance payment), TWC will recoup unearned amounts at that time, such as through a payment offset or by the Board's submission of payment with a TWC Cash Remittance Report.

3.6.1.4 If TWC determines that a second advance is justified at the beginning of the second purchase order period, TWC will make a separate advance payment at that time. That advance will be reconciled in a like manner to the reconciliation process described in Section 3.6.1.3 at the end of the second purchase order period (August 31, 2019).

3.6.1.5 An advance payment will not exceed $25,000 per Student HireAbility Navigator that TWC requires the Board to hire under the contract.

3.6.1.6 With exception of advance payment process described in this section, a Board will invoice TWC quarterly. The amount owed each quarter will be based on the number of days that the Board employed a Student HireAbility Navigator to fulfill the requirements of this chapter during that quarter. Payment will accrue at a rate of $25,000 per quarter, per Navigator. Payment for quarters during which a Student HireAbility Navigator was not employed for the full quarter will be prorated based on the number of days that the Navigator was employed for that purpose during that quarter.

3.6.1.7 TWC payment of quarterly invoices is contingent upon TWC receipt and acceptance of the Quarterly Deliverables Reports described in Section 3.5.2.1.

3.6.1.8 For Boards required to hire more than one Student HireAbility Navigator, the TWC payment to the Board of up to $100,000 per Student HireAbility Navigator per year does not establish a requirement that the amounts paid to a Board's Student HireAbility Navigators be equal.

3.6.1.9 Where TWC determines that the quality of work provided by a Student HireAbility Navigator, as demonstrated by the three-year plan and Quarterly Deliverables Reports described in this chapter, or by other information available to TWC, does not fulfill the requirements of this chapter, TWC may require such actions as it and the Board agree necessary to achieve the required results.

### 3.6.2 Billing

3.6.2.1 A Board requiring an advance payment under the first purchase order must invoice TWC for the advance no later than April 30, 2018. TWC will reconcile the advance at the end of that purchase order, August 31, 2018, as described in Section 3.6.1.3.

3.6.2.2 A Board requiring an advance payment under the second purchase order must invoice TWC for the advance between September 1, 2018, and November 30, 2018. TWC will reconcile the advance at the end of that purchase order, August 31, 2019, as described in Section 3.6.1.4.

3.6.2.3 For regular payments, a Board will invoice TWC quarterly, at the rate described in Section 3.6.1.6.

3.6.2.4 The quarterly invoice will be remitted to TWC no earlier than the Board's submission of the Quarterly Deliverables Report required in Section 3.5.2.1.A. In the first year of this Program, the first invoice will be for the quarter ending May 31, 2018.

3.6.2.5 To invoice TWC, including an invoice for an advance payment, a Board will e-mail the TWC Student HireAbility Navigator Invoice along with the quarterly report to: APPO@twc.state.tx.us with a copy to studentnavigators@twc.state.tx.us. .

3.6.2.6 TWC will make payment in accordance with the Texas Prompt Payment Act, upon receipt of complete, timely submitted invoices and upon TWC receipt and acceptance of the Board's Quarterly Report.

3.6.2.7 TWC will make payment by direct deposit.