



ACH	Automated Clearing House - a type of electronic bank-to-bank payment	PO	Purchase Order
CCP	Content & Community Provider	OPS	Online Purchasing System
DOJ	Department of Justice	ORI	Organization Record Identifier
EMR	Education Material Resource	VCI	Vendor/CCP Course Instruction

Prospective Content and Community Provider (CCP) FAQ

1. What is a Content and Community Provider?

- <https://www.excelacademy.education/parent%20tools/our-vendors/>
- An individual or company that supplies products or provides learning services for Excel Academy students. There are two types of CCPs - EMR (education material resource) CCPs provide products such as books, supplies, subscription kits, or field trip kits. VCI (CCP course instruction) CCPs provide instruction in core

subject areas such as mathematics or social studies, and instruction in electives, such as art or music. Both EMR and VCI CCPs are paid through instructional funds.

2. How do I become a CCP ?

- A current Excel Academy family or Teacher of Record (ToR) must request that you be added as a CCP.
- An application must be filled out. The Student Services Department will review the application and based on your submission will either request more information or indicate that your application was approved or denied. Documentation required will include:
 - i. EMR CCP - a current W-9 form.
 - ii. VCI CCP - a current W-9 form, DOJ cleared background check (LiveScan) for each instructor interacting with a student or proof of an ORI number, proof of business liability insurance in accordance with Excel Academy's requirements. This includes virtual instruction.

3. What is a Purchase Order (PO)?

- A document created by Excel Academy that outlines either the product to be ordered or the service to be provided to the student. A PO will be sent to the CCP via email and, for service CCPs, it's accessible through our OPS (Online Purchasing System) CCP portal. It is the CCP's responsibility to ensure all products and services must be consented by a PO first or the CCP forfeits their right to be paid by Excel Academy. All invoicing done by the CCP must match the content of the PO. A CCP's acceptance of a PO is an agreement to Excel Academy's [Terms & Conditions](#).

4. What do the Purchase Order statuses mean?

- Prepending: Order has been placed by the parent and is pending review by the ToR.
- Pending: ToR has carefully reviewed the order to ensure that the items or services being ordered correspond to Excel Academy guidelines and selected "Approved," OR the ToR has placed the order on behalf of the parent (orders placed by ToR are assumed to have been carefully reviewed).
- Processed: Order has been sent to the Content and Community Provider for fulfillment.

- Received Partial (EMR ONLY): ToR has indicated that some, but not all, of the items on the order have been received.
- Received Full (EMR ONLY): ToR has indicated that all items on the order have been received.
- Invoice Matched: Content and Community Provider has received the invoice from the Content and Community Provider and matched the order in OPS to match what the Content and Community Provider is charging.
- Paid (VCI ONLY): Invoice has been submitted to our Accounts Payable Technician for NET 30 payment. This does not mean that payment has been sent to the Content and Community Provider.

5. How do ToRs, Parents, and Students know about me as a Content and Community Provider?

- The Content and Community Provider search tool on the Excel Academy website can be found in the menu under Content and Community Providers > Content and Community Provider Search:
<https://excelacademy.education/resources/community-resources> This search tool offers our families a few different methods to search for approved content and community providers. These search fields are partly populated by the Content and Community Provider Informational Sheet completed below.
 - i. The title or keyword search, which pulls information from the Content and Community Provider name and internal Content and Community Provider notes in OPS.
 - ii. The location search, which searches for Content and Community Providers based on the city, county, or zip code in which they reside.
 - iii. The subject search, which allows families to search for Content and Community Providers based on which subject they are categorized under in OPS.
 - iv. The type search, which allows them to differentiate between product and service Content and Community Providers. All search methods can be used simultaneously to further refine results. In addition, search results are plotted in real time on a Google based map as pins which can be clicked to get directions to a Content and Community Provider via Google Maps.
- Via OPS: [Click Here](#)

- Excel Academy also offers to post Content and Community Provider flyers on social media to educate its parents and students about Content and Community Providers in their area. If you would like your flier to be considered for posting, please email it to mmoran@excelacademy.education

6. *What if I have been live scanned in the past? Do I need to do it again?*

- Yes. California Education Code requires that individuals who provide in-person or virtual live instruction with Excel Academy students receive fingerprint clearance from the CA Dept. of Justice (DOJ). Excel Academy does not have the ability to access the results of your past LiveScan results completed under another agency, employer, or state. The only exception is if you are an active Content and Community Provider with Excel Charter Academy - in that instance you would not need to complete a LiveScan with Excel Academy Charter Schools.
- If you have had an ORI number provided to you by the DOJ that allows you to receive LiveScan clearance and subsequent arrest notifications for your employees and subcontractors, you can provide this number and the authorized DOJ letter in your application.

7. *Why do I need commercial liability insurance?*

- Excel Academy requires providers of products and services to carry insurance to protect itself and the Content and Community Provider from exposure to liability arising from the provision of such goods and services. Exposure arises from the possibility of loss and the probable severity of injuries or property damage if a loss occurs.

NOTE: Once a Content and Community Provider is paid for services they are a business; homeowners liability policies do not cover commercial activity.

Current Content and Community Provider FAQ

1. *How do I get paid?*

- An invoice must be submitted in order for payment to be rendered. Once the invoice is received and verified - it will be processed for payment via ACH within 30 days.

- If payment cannot be received through ACH, it will be mailed to the address on file. Please note that it is the Content and Community Provider's responsibility to ensure Excel Academy has the current address on file. If the check is lost or returned, the Content and Community Provider may incur a \$35 fee for the check to be reissued.
- Invoices should be submitted AFTER materials have been shipped and/or services have been rendered.

2. How do I submit an invoice?

- **OPS** is Excel Academy's invoicing platform for service Content and Community Providers. If you are an active VCI Content and Community Provider and do not have access to OPS feel free to request your login information by sending an email to studentservices@excelacademy.education. This is for VCI providers only.
- **EMAIL** invoice to Excel Academy's Accounts Payable Dept. (studentservices@excelacademy.education). This is for EMR providers only.
- **Please note** that all invoices MUST include payable information that (1) matches the W-9 exactly, (2) includes the purchase order number, (3) the description of the services/products provided, and (4) if applicable, the month they are servicing the student.
- **MAIL** to: 1 Technology Dr., Bldg I-811, Irvine, CA 92618

3. How soon will I get paid?

- Excel Academy operates on a net 30 contract with all Content and Community Providers. Payment will be sent within 30 days of the date of the invoice. For material Content and Community Providers, all materials must be delivered for the invoice to be approved and submitted for payment.

4. Do I receive a tax form at the end of the year?

- Yes. All Content and Community Providers are independent contractors and are eligible to receive a 1099-NEC Form to report their income. However, only Content and Community Providers that have the appropriate tax classification and incur a revenue of \$600 or more in a fiscal year will receive a 1099-NEC form.

5. *How do I renew my status as a Content and Community Provider each year?*

- A Content and Community Provider will remain active as long as there are no changes to current information and all required forms are up to date.

Parent/Content and Community Provider FAQ

1. *What amount of instructional funds (IFs) is my child provided?*

- All students grade TK -8 are provided an amount of \$3,400.00 each year to use towards their learning. All students grades 9-12 are provided an amount of \$3,900.00 each year to use towards their learning.

2. *What if my child enrolls after the school year begins? Do they get a prorated amount?*

- Yes. A student based on their grade level and enrollment date will receive a prorated instructional fund amount.

3. *How quickly can a prospective Content and Community Provider be approved?*

- Approval turnaround time varies from Content and Community Provider to Content and Community Provider. EMR Content and Community Providers tend to be approved quicker due to less requirements. VCI Content and Community Provider approvals depend on the Content and Community Provider's ability to produce the necessary requirements. Live Scan results tend to take 7-10 days to be received from the DOJ.

4. *How do I place orders with an approved Excel Academy Content and Community provider?*

- An approved purchase order (PO) must be created before services begin with a Content and Community Provider or materials can be received. It is the sole responsibility of the parent to place orders for Content and Community Providers prior to receiving services or materials. If services are taken without an approved purchase order in place, the family will be responsible to pay the content and community provider.

- Please contact your Teacher of Record (ToR) to create a PO. The PO will then be submitted to the Content and Community Provider as a promise of payment by Excel Academy.
- Alternatively, you may log in to your OPS account to create a purchase order.

5. *Why can't I know why my request to become a Content and Community Provider was denied?*

- Specific reasons for denial of an application are confidential due to the privacy of the Content and Community Provider. Excel Academy complies with California Education Code guidelines for background checks, assesses Content and Community Provider risk in priority of student safety, and screens for educational efficacy of all Content and Community Providers.

6. *Can anyone request a new EMR or VCI CCPs?*

- Parents and ToRs grow our CCP list. CCPs must be directly requested by an Excel Academy family or ToR.

7. *I am a parent, how do I request a new VCI CCP?*

- Give contact information to your TOR and the TOR will contact the CCP and fill out a pre-screen form and will begin the process.

8. *How can I check the status of my order?*

- Please contact your ToR first for all questions.

9. *Can I place an order for services on a weekend, holiday or break?*

- No, PO's for services can only be placed on instructional days.