

Kids Central, Inc. System of Care Policy & Procedure

Series: Finance, Accounting and Contracts

Policy Name: Independent Contractors

Policy Number: 936

Origination Date: 08/23/06

Revision Date:

Authority:

Policy:

It is the policy of Kids Central, Inc. to ensure maximum effectiveness of expenditures through the use of an independent contractor with Internal Revenue Service compliance.

Procedure:

1. Internal Revenue Services Determination – The organization follows the IRS's ruling #3003 to determine independent contractor status.
2. Payment of independent contractors include:
 - a. The completion of IRS Form W-9.
 - b. A Request of proof of Workers' Compensation Insurance.
3. All independent contracts must be reviewed by the Chief Financial Officer to assure that the independent contractor meets the IRS requirements, the contract does not place the organization at financial risk and the expense is an approved budget item.
4. Necessary background checks and proof of professional license should be submitted with a signed contract as determined applicable by the Chief Executive Officer.
5. Contractual agreements are signed by the Chief Executive Officer or their designee.
6. The Contract Manager maintains a contract file with the expiration dates of all contracts to ensure timely negotiation / renewal.
7. Paid consultants are prohibited from having direct or indirect financial interest in the assets, leases, business transactions, or professional services of the agency.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date