



**KIDS HOPE ALLIANCE**

The Jacksonville Partnership  
for Children, Youth & Families

# Units of Service Financial Reference Guide

03/31/2023

## Purpose

This guide has been developed to provide Kids Hope Alliance (KHA) Contractors with an overview of the financial requirements for Unit of Service (UOS) reimbursements. This guide will not supersede any of the requirements that will be established by the terms and conditions of the executed contract, RFP and/or any grant guidelines associated with the funding.

A Unit of Service is used to measure student attendance/participation for billing purposes. Some Units of Services may have multiple items defined as a UOS. Each unit of service has a rate of pay associated with it.

Program Funds must be expended in accordance with the following:

- The scope of services outlined in Request for Proposals (RFP) and/or contract.
- Governing laws and regulations of the State of Florida and the City of Jacksonville.
- The budget approved within the Kids Hope Alliance contract.

## Budget Creation

UOS budgets require a narrative in SAMIS which calculates the number of approved slots x UOS rate. This total should match the budget amount.

## Reimbursement Requests

- When submitting a request for reimbursement within the SAMIS web portal, ensure monthly deliverable checklists and all required deliverables are provided within the appropriate reimbursement period. No deliverables outside or beyond the specified period should be included, unless verified and agreed upon by both Contract Manager and Finance Associate.
- Reimbursement requests are due no later than the 10th day of the subsequent month for the reimbursement request. For example, January reimbursements are due no later than February 10<sup>th</sup>.

If deliverables are included and bundled as a UOS, payment will be based upon ALL services being completed for the full rate of reimbursement, unless otherwise discussed/agreed upon for incremental reimbursements during the reimbursement period.

Out of School Time Agreements: For Out of School Time (OST) providers, students who maintain a minimum of 80% monthly attendance will be eligible for reimbursement at the full rate (100%).

## Provision for Unspent Funds

- Providers shall return any funds provided by KHA under the Contract which are residual funds remaining unspent or unencumbered by any existing legal obligation at the conclusion of the contract term to KHA in the form of a negotiable instrument not later than thirty (30) days after the close of the contract term.

