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## **Vendor Course Instruction (VCI) Community Partner (CP) Frequently Asked Questions**

### **What is the VCI Program?**

Vendor Course Instruction (VCI) is the use of extracurricular activities to supplement and enrich core curriculum content. A Vendor Course Instructor is an individual or a company that contracts with Gorman Learning Charter Network (GLCN) to provide services such as tutoring, science labs, and performing arts classes.

### **How are VCI services paid for?**

There is a dollar amount designated for each student enrolled at GLCN. The student's Personalized Learning Teacher (PLT) creates a Purchase Order to be used toward an approved Community Partner service. After services are rendered the Community Partner invoices GLCN for payment.

### **How do I become a Community Partner for GLCN**

CPs, parents or teachers may initiate the VCI approval process. Please, review and download the appropriate information from our webpage. <https://gormanlc.org/vendors>  
For more detailed information on becoming a Community Partner or renewing your contract please contact [vci@gormanlc.org](mailto:vci@gormanlc.org) or call (909) 307-6312 ext. 4517.

### **Does it cost anything to become a Community Partner?**

No, GLCN does not charge a fee to become a Community Partner. However, each CP must LiveScan for GLCN, and the LiveScan agency will charge a fee that is non-reimbursable from GLCN.

### **Is there a deadline to apply to become a Community Partner?**

No, you can apply anytime during the year.

### **If I am a VCI Community Partner can I be an employee or sub-contractor too?**

You cannot be an employee and a CP for GLCN at the same time. You can be a CP and a sub-contractor (Special Education vendor or Site Based vendor) at the same time, but you would have separate agreements and billing for each type of service.

### **When do I need to submit a TB test?**

Only as a sub-contractor and if are conducting business on a GLCN site do you need to submit a Negative TB Test. Everyone teaching at a GLCN site must submit a negative TB test less than 4 years old to Human Resources.

### **As a VCI Community Partner can I meet students on GLCN campuses?**

No. All services are to be conducted offsite.

### **Where can I get my LiveScan fingerprints taken?**

Once pre-approved, VCI will email the prospective Community Partner a LiveScan Request Form. You may go to any LiveScan Agency or most police stations. Not all fees are the same and some places require an appointment, so call first. You can view a list of LiveScan locations in California at <https://oag.ca.gov/fingerprints/locations>.

**I have already LiveScanned for another business; do I have to LiveScan again for GLCN?**

Yes, it is against the law to share LiveScan results with anyone. They are considered confidential records and are protected by privacy laws.

**My business has an ORI number from the Department of Justice; do I still have to LiveScan for GLCN?**

Yes. The ORI number lets us know that you LiveScan your staff. However, the representative of your company will have to be fingerprinted for GLCN's records

**I was a Community Partner before, do I have to LiveScan again?**

If your CP status has lapsed more than two years, you may need to be LiveScan again. If you decide to suspend your vendorship for a period, you may return at a later date and will not need to LiveScan again. If you stop being a GLCN VCI community partner and become an employee or sub-contractor for GLCN, you would not need to LiveScan again.

**Do all my employees need to LiveScan for GLCN?**

Generally, the owner/operator or manager, is LiveScanned for GLCN. A CP who has employees, must be an Applicant Agency with the DOJ and they must LiveScan their employees and/or volunteers who will come in contact with our students. A signed GLCN "Employer Verification Of Independent Fingerprinting" (EVIF) form is your guarantee to GLCN that you have background checked all your employees that come in contact with our students. To find out more information how to set up your own background check account and be an authorized agency to receive fingerprint submission information from the Department of Justice, contact the State of California at <http://oag.ca.gov/fingerprints/agencies>.

**The person who LiveScanned for my business is no longer associated with my business, what do I do?**

You must immediately notify GLCN of their replacement so that they may be LiveScanned for the school. If there is no one at your business LiveScanned for GLCN, your Services Agreement will become immediately void, all purchase orders will be canceled, student services must stop, and no payments will be issued for services after the LiveScanned person has left your business.

**What if one of my employees who I have background checked leaves my business or I hire a new employee mid-year?**

GLCN's EVIF form is your guarantee to GLCN that you have background checked all your employees that come in contact with our students. When a person leaves your business or when you add an employee/volunteer the community partner is responsible for notifying VCI. Contact VCI by email [vci@gormanlc.org](mailto:vci@gormanlc.org) or call (909) 307-6312 ext. 4517 to amend and/or submit an updated EVIF form.

**Can I continue to teach GLCN students during the summer time?**

GLCN can contribute to lessons within our service agreement period, the fiscal school year. Providing the Community Partner and school have an active service agreement students may request funding anytime during that fiscal school year. If the CP does not have an executed service agreement the parents may choose to not schedule lessons or to make payment arrangements for the missing period.

**My children attend GLCN; can I be paid for my Services to them?**

Yes.

**How do I advertise, post a flyer or an announcement with GLCN?**

Your information will be listed on the Community Partners List and you may join Gorman Learning Charter Network's Community Partner Facebook Group to advertise or post flyers.

**When will I get interested students?**

GLCN does not guarantee any students will use your services. Parents will be able to view your information on our website as soon as you become an approved Community Partner.

**Can I still teach a student who has withdrawn from GLCN?**

If a student withdraws from GLCN their outstanding purchase orders will be cancelled. Students can continue at their own expense.

**A GLCN student has signed up for my classes when can I start teaching them?**

*To guarantee payment you must wait to receive an approved purchase order from GLCN before you start teaching classes to GLCN students. We will not pay for lessons taught before a purchase order has been received. If you think you should have received a purchase order but have not, please contact VCI at (909) 307-6312 ext. 4517 or email at [vci@gormanlc.org](mailto:vci@gormanlc.org) right away. It will be faster service to speak to the Community Relations Coordinator for this information than to contact the parent.*

**A GLCN PARENT CAN NOT GIVE YOU AUTHORIZATION.**

**How do I get paid?**

*Community Partners must invoice GLCN to be paid. After receiving your purchase order and teaching the lessons provide VCI an invoice for services. Your invoice should include your name and address, GLCN name and address, the date the invoice is generated, the student name, the purchase order number, the month, dates of service, and the amount you are billing for. You may not bill for lessons before they have been taught. If you have billing questions or want to know when you will receive your payment – please contact VCI directly at (909) 307-6312 ext. 4517 or email at [vci@gormanlc.org](mailto:vci@gormanlc.org).*

**Do I need to complete the Attendance Sheet?**

The invoice should include the actual service dates. An Attendance Sheet, showing the student's sign-in for each class that you are billing for, should be kept and, upon request, a copy made available to GLCN.

**Where is my payment?**

Payment is sent 30 days of your invoice date. If you have additional questions about your payment, please contact VCI directly at (909) 307-6312 ext. 4517 or email [vci@gormanlc.org](mailto:vci@gormanlc.org).