



WORKFORCE SOLUTIONS FOR NORTH CENTRAL TEXAS WAGE SUPPLEMENT MUTUAL AGREEMENT BETWEEN CCS PROVIDER AND CCS CONTRACTOR

The Child Care program understands and agrees to:

1. The program has been open and operating as of May 1, 2025, as a Texas Rising Star provider.
2. The program agrees to maintain an active email account checked daily.
3. The program agrees to upload paycheck stubs for each eligible staff member in addition to returning the required documentation: Mutual Agreement, a payment schedule for June 2026, a W9 from the program, Direct Deposit Form with a voided check and 2025 W-2s for eligible staff as necessary. Programs will also be required to submit a signature page with signatures of all grant beneficiaries as receipt of funds.
4. The program understands that all awarded funds must be paid out at one time to qualifying staff members.
5. The program agrees to participate in Business Coaching offered as part of the Wage Supplement Program.
6. The program agrees to send all required documentation by the designated deadlines to be eligible to receive wage supplement for all eligible staff. The program understands that if required documents are not submitted by deadline, they risk potential disqualification from the Wage Supplement program.
7. The program understands that if approved they will receive a wage supplement for each eligible employee and these funds are subject to normal State and Federal Audit requirements. The program acknowledges that all funds received have not been taxed and that the program is liable for any tax deductions implicated with distributed funds received through the Workforce Solutions for North Central Texas Wage Supplement Program.
8. The program understands that any false or misleading statements, information, documentation, manipulation of wages, refusal of wage increases or bonuses to become eligible or maintain eligibility for the Workforce Solutions for North Central Texas Wage Supplement Program may constitute grounds for denial in this and any other Texas Rising Star (TRS) administrated program. Program may be required to pay back any funds received fraudulently.
9. The program understands that all funds that require recoupment for any reason must be submitted no later than the designated deadline. Recoupment funds must be submitted in the form of a business check or money order made out to Curantis. A recoupment will be needed for any staff unable to sign for the funds at the time funds are distributed. All recipients must remain employed at the qualifying program at the time funds are awarded.

Date _____

Program Name _____

Program License Number _____

Program authorized representative signature _____