



Qualifications of SSPs

Individuals who wish to become SSPs must:

- Be adults (over the age of 18);
- Have the ability to accommodate a consumer's communication preference;
Demonstrate no criminal records as verified by a background check;
- Have a valid driver's license;
- o Have current car insurance that includes liability insurance (this only applies to those who will drive consumers as part of their SSP role);
- o Have professional liability insurance;
- o Be a contractor in good standing; and
- o Have either completed an HKNC sponsored SSP workshop, or provide proof of previous work experience as an SSP or closely related role.

In many instances, the SSP will be expected to drive as a part of the assignment (e.g., to and from the employment site). SCCB is not liable for any car accidents and/or injuries caused by such accidents. The SSP will bear the liability for such situations and must maintain private insurance. SSPs must show proof of their current license and insurance. **Before assignments can be given to new SSPs, they are required to provide proof of the completion of the qualifications listed above.**

Continuing education of SSPs: Each contracted SSP is required to take one or more deafblind-related workshops per calendar year and show proof of participation to the DeafBlind Services Coordinator. Workshops and trainings must be approved by the DeafBlind Services Coordinator. SCCB does not pay for continuing education for vendors.

C. COMPENSATION

In accepting assignments through SCCB, Vendor agrees to abide by all applicable rules of decorum, to report on time, to remain for the duration of the scheduled assignment, unless released by the agency designee, or other Administrative Authority, and to dress in appropriate professional attire. Full or partial payment may be forfeited if Vendor is found to be in violation of any of the above.

D. INDIVIDUAL BASE RATES

For SSP: \$15/hour

E. ASSIGNMENTS

All assignments will be paid a two-hour minimum. If the assignment is less than two (2) hours and Vendor is asked to go with the consumer for another service (ie: another appointment, etc), Vendor will go with the consumer and provide service if it still falls within the 2-hour time frame.

All-day Assignments: Any service provided after eight (8) hours, is paid at Vendor's individual base rate. Lunch breaks will not be paid unless there are extenuating circumstances and SCCB, Deafblind Services Coordinator provides prior written approval. All full-day assignments will be limited to 8 hours. Vendor shall contact SCCB, deafblind services immediately for any additional time worked over and above 8 hours in one day. An assignment that goes beyond the scheduled end time will be rounded to the nearest hour.

F. OTHER

1. Invoices will be sent to SCCB within thirty (30) days of services rendered.
2. Vendor must submit invoices within the fiscal year in which the assignment was completed. SCCB, DeafBlind Services fiscal year runs from **July 1 through June 30**. Delay in submitting invoices may result in forfeiture of payments.
3. SCCB DeafBlind Services Coordinator will confirm the accuracy of information reported and release back any invoices that need to be adjusted for re-submittal.