

# **WELCOME TO WELLNESS**

## An Orientation Guide for Independent Contractors



### **WELLNESS, Inc.**

“Helping children and their families succeed.”

517-A 59th Street, NE,  
Washington, DC 20019

Phone: 202/635-1233 | Fax: 202/204-8588

E-Mail: [inquiries@wearewellness.org](mailto:inquiries@wearewellness.org)

Web: [www.wearewellness.org](http://www.wearewellness.org)

## **WELCOME TO WELLNESS**

### **An Orientation Guide for Independent Contractors**

WELLNESS' team of talented and committed professionals is our greatest asset. We have a reputation of leadership and reliability in providing youth services and that reputation builds with each highly qualified professional that joins us. Our independent contractors are vital to our success and we are proud of the work they do to improve the lives of the children and families we serve.

The information, forms and tools included in this guide are provided to you as resources to help ensure that you have the foundation, resources, and organizational perspective that will allow you to rapidly begin supporting WELLNESS' work.

This guide is organized into three major sections:

I.  
**Mission and History**

Learn about our organization's mission and strategy and how we invest in people to cultivate professional growth.



II.  
**Independent Contractor Essentials**

All independent contractors must complete and submit the forms referenced in this section before they can begin to work with WELLNESS.



III.  
**Welcome Aboard**

Once hired, independent contractors will find important information here regarding contracts, project management, pay, timesheets, and other administrative information.



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## MISSION AND HISTORY

### MISSION OF WELLNESS

WELLNESS' mission is to apply a model of excellence to educational systems and programs that raise student achievement and help at-risk children and their families achieve greater independence.

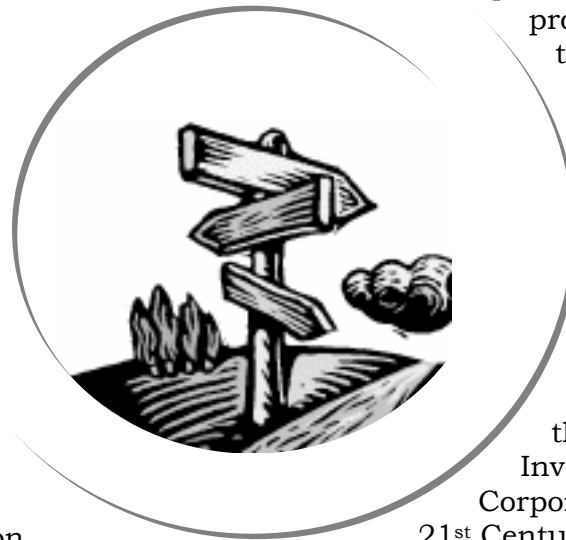
### HISTORY OF WELLNESS

WELLNESS, Inc. was founded by Aishah Bilal and organized to provide educational services for children and their families, support services necessary to ensure adequate learning environments, referral services for teacher training and certification, assistance to non-profit organizations with technical and non-technical services for programs that benefit education, and educational programs that focus on literacy, health and WELLNESS. WELLNESS is in its sixth year of operation, has two employees, and contracts with approximately 70 highly qualified instructors to deliver solid curricula applied through researched-based design that captures student interest, reinforces skills and bridges gaps in academic readiness. All staff and independent contractors have previous experience working with

youth, especially those considered low-performing and Title I eligible.

### PROGRAMS & GROWTH

WELLNESS began in July of 2003. Since that time, WELLNESS has worked closely with schools, communities and faith-based organizations in the District to provide educational programming for thousands of youth and their families. Since its inception, WELLNESS has expanded its services to include mentoring (funded through the Child and Family Services Agency), GED/Job Preparation for older youth (funded through the Children and Youth Investment Trust Corporation), tutoring for a 21<sup>st</sup> Century Community Learning Center (funded through 21<sup>st</sup> CCLC), Professional Development and Parental Involvement sessions for public and non-public schools (funded through Title I and II), Title I Instruction for non-public schools, summer Youth Alternatives Program (funded by CYITC), Saturday Academic Challenge (donor funded) and court-appointed compensatory education under the Blackman/Jones Consent Decree for students with special needs.



## **PROFESSIONAL DEVELOPMENT AND TRAINING**

WELLNESS is committed to enhancing the skills of its workforce and increasing its capacity to improve the lives of children and their families by providing on-going professional development.

Training opportunities and workshops are offered every 3rd Saturday (except December) from Noon -1:30 p.m. at WELLNESS. Contact our offices for more information about training and development opportunities.

## **STAFF**

Aishah Bilal, Ed.S., Director, is a post Master's Degree-level Certified Special Education Teacher and former charter school Principal. She currently manages programs for low-performing, low-income, and at-risk youth ages 5 – 24 and their parents. Ms. Bilal completed the DC Best Advancing Youth Supervisor course and is a member of the Council for Exceptional Children (CEC), Maryland Brain Injury Association and Maryland Business Roundtable.

Devonne Bilal, Fund-Raising Specialist, spent years managing administrative, regulatory and scientific research projects at the American Chemistry Council. On behalf of WELLNESS, Inc., she is currently responsible for our fund-raising program and grant-writing. She has a BS in Business

Administration and has completed the DC Best Advancing Youth Development course.

## **BOARD OF DIRECTORS**







Vivian Sabreen Abdullah, B.S., M.A.,  
CDA  
Chairperson

Felicia Smith  
Treasurer

Aishah Bilal, Ed.S.  
Secretary

## INDEPENDENT CONTRACTOR ESSENTIALS

### APPLICATION FORMS: MATRIX AND CHECKLIST

<p>Without exception, all potential independent contractors must complete and submit the forms referenced in this section before they can be considered.</p> <p>Use the application matrix to download forms and as a checklist to ensure that you have all of the necessary forms related to your program(s) of interest.</p>	Supplemental Educational Services	Tutoring For All	Mentoring	Youth Alternatives Program	Saturday Academic Challenge
Form					
WELLNESS Application ( <a href="#">download</a> ) 	X	X	X	X	X
College Transcript	X	X	X	X	X
IRS I-9 Form ( <a href="#">download</a> ) 	X	X	X	X	X
W-9 Form ( <a href="#">download</a> ) 	X	X	X	X	X
*FBI Fingerprint Background form ( <a href="#">download</a> ) 	X	X	X	X	X
Proof of Auto Insurance			X	X	
Copy of a Valid Driver's License			X	X	
Signed Confidentiality Statement ( <a href="#">download</a> ) 	X	X	X	X	X
Signed Media & Liability Release Statement ( <a href="#">download</a> ) 	X	X	X	X	X
**Proof of a negative tuberculin (TB) test or chest x-ray (from Doctor's office)	X	X	X	X	X
Teaching Certification (if applicable)	X	X	X	X	X

\* Fingerprinting: WELLNESS must request written approval from District of Columbia Public Schools (DCPS) for fingerprinting. Take written approval and disclosure form to DCPS at 825 North Capitol Street, 8th floor to have your disclosure form signed. Then take both forms to the 6<sup>th</sup> floor to have your fingerprints taken. Hours of operation are: Tuesday and Thursday from 8:00am - 12:00pm; Wednesday from 8:00am - 4:00pm.

\*\* Submit a copy of negative TB test results. The TB results must be less than one year old. If you do not have TB results that are less than 1 year old, you can walk-in to the Northside Medical Services center at 4121 Minnesota Avenue, NE, Washington, DC 20019, Phone: 202-388-6000. Cost is approximately \$25.

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Step 1  
Mission & History

Step 2  
The Essentials

Step 3  
Welcome Aboard

## **FREQUENTLY ASKED QUESTIONS ABOUT THE APPLICATION PROCESS**

**Q:** How do I submit these forms and to whom?

**A:** Forms may be submitted in person, via fax or US Postal Service.

**Q:** Approximately how long does it take to process the forms?

**A:** In house forms are processed immediately. Your tuberculosis test will take three days and fingerprinting may take several weeks.

**Q:** When and how will I be notified about the success of my application and employment?

**A:** Upon receipt of all required documentation, you will be contacted regarding contract and assignment(s).

## WELCOME ABOARD

Once contracted to work, you will find important information here regarding contracts, project management, pay, timesheets, and other administrative information.



### IMPORTANT THINGS TO UNDERSTAND ABOUT YOUR CONTRACTOR'S AGREEMENT

Your contract spells out work requirements and expectations. It is important that you read and understand your contract in full. Each contract is specifically tailored for each project and independent contractor. Consequently, a contractor that works on multiple projects must follow the agreement specific to each project when executing work and preparing administrative deliverables such as timesheets and expense reports.

There are a few sections that all contracts share in common and that you should become particularly familiar with.

**Scope of Services:** Defines your specific role as a contractor and identifies the goals, term, format and location of your assignment.

**Work Hours:** WELLNESS does not pay for work hours or expenses that fall outside of those listed in your agreement. Exceptions must be requested in writing to, and granted by, the Director.

**Your rate of pay:** Careful attention should be paid to rates at all times and particularly when one has multiple contracts. For example, payroll is processed using the rates corresponding agreement rate applied to them.

**Assigned project manager:** Your Project Manager is your first point of contact. Contractors should communicate with project managers regarding any issues, problems, concerns and improvements.

## ABOUT TIMESHEETS AND PAYROLL

WELLNESS INC. utilizes a bi-monthly time sheet for all contractors to record work days and service hours. It is the responsibility of each contractor to submit complete, accurate, and signed timesheets when they are due.

Time sheet is due on the 16th (for the 1st through the 15th of the month only) and on the 1st of each month (for the 16th through the last day of the month only). As an example, a time sheet submitted on the 16th should not include the 16th as a work day. That work day would be included on the time sheet due on the 1st of the next month.

Timesheets should include all days worked. Work day and hours that have not been pre-approved by WELLNESS will not be paid. Additionally, it is the responsibility of each contractor to identify, in advance, the dates when services will not be held (i.e. DCPS school year calendar and communicating often with the school).

All timesheets must be signed by the contractor and their assigned manager. If serving a private student in their home, the parent should sign (verify) the timesheet.

Timesheets will not be processed until all supporting documentation is submitted and received by the Payroll Department. Supporting documents may include assessments, Individual Student Service Plans (ISSPs), student attendance sheets and parent notification sheets. (Please see your contract agreement for information about which supporting documents you should submit.)

### Don't Forget










**Timesheets Are Due...**on the 16th (for the 1st day of the month through the 15th day of the month) and on the 1st (for the 16th day of the month through the last day of the month)

**Pay is Distributed...**by US Mail on the 7th of each month.

**Refer to your Contract Agreement** to be sure you submit all necessary supporting documents.

## TIMESHEET AND SUPPORTING DOCUMENTS

Timesheets will not be processed until all supporting documentation is submitted and received by the Payroll Department. Supporting documents may include assessments, ISSPs, student attendance sheets and parent notification sheets.

Form
Timesheet ( <a href="#">download</a> ) 
Expense Report ( <a href="#">download</a> )  (expenses must be pre-approved by Director)
Student Attendance Form ( <a href="#">download</a> ) 
Unusual Incident Report Form ( <a href="#">download</a> ) 
Parent Notification Form ( <a href="#">download</a> ) 
Bi-weekly Student Report ( <a href="#">download</a> ) 
Individual Student Service Plan ( <a href="#">download</a> )  (applies to all projects except SES)

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