

WV ARF

Guaranteed Payment Program

OBJECTIVE

To improve cash flow of CRPs by guaranteeing payment of valid, accurate, and complete invoices within 60 days from receipt of invoice. This program does not guarantee the ultimate collection of CRP's receivables.

PAYMENT CRITERIA

- The 60-day period shall begin when an invoice is received by WV ARF. Each invoice shall be date stamped upon receipt by the WV ARF receptionist.
- Fully executed contracts and adequate supporting documentation are mandatory to qualify for this program.
- Invoices that are in dispute or contain inaccuracies shall not qualify for this program.
- Invoices with incomplete shipments shall not qualify for this program.

UNCOLLECTIBLE ACCOUNTS

Receivables paid to CRPs that become uncollectible due to any of the following circumstances shall be immediately reimbursed to WV ARF upon demand: inaccuracies in billing, customer disputes in delivery, rate or contract terms in which the CRP does not provide adequate supporting documentation on its behalf, customer returns, fraudulent activity (examples include falsification of timesheets, falsification of delivery documentation, and falsification of authorization for the product/service billed) duplicate billing for which all or part of the product/service was previously paid, and delayed billing by the CRP to WV ARF which causes the customer to refuse to pay (in such a case, WV ARF would pursue a claim against the customer in the WV Court of Claims but will seek reimbursement for the advance payment from the CRP until the matter is resolved).

PROGRAM EXCLUSIONS

The overall success of the program depends upon each CRP doing its part by providing WV ARF with timely, valid, and accurate invoices. WV ARF reserves the right to terminate a CRP's participation in this program upon issuance of 30-day written notice detailing the problems related to the items described above. Additionally, a CRP must be current with its submission of its **WV State Use Quarterly Reports**. In addition, WV ARF shall issue a Refund Request Form for items deemed uncollectible as enumerated above. CRPs that fail to reimburse WV ARF for monies due within 60 days of the request shall be automatically removed from the program until their refund account balance is brought current. Excluded CRPs shall receive payments as WV ARF receives payment.

AGREEMENT TO PARTICIPATE

I have reviewed the terms outlined above. I understand that WV ARF is not under any legal obligation to provide this service and that WV ARF can terminate this service at any time. I wish my CRP to participate in the Guaranteed Payment Program as signified by my signature below:

CRP: _____ Dated: _____
Print

Executive Director: _____
Signature