

Policy Title: Termination of Subcontractor Agreements		
Department: Contracts		
Date Issued: 01/15/2026	Revised Date: Review Date:	
CEO Approval: 	Effective Date: 1/21/2026	

POLICY:

It is the policy of Central Florida Cares (CFC) to manage contracts that are terminating in a consistent manner that ensures the smooth transition of care and closeout of all subcontractor agreements according to standards of best practice.

RELATED POLICIES:

- Contract Review
- Procurement
- Subcontractor Compliance and Performance Improvement
- Subcontractor Dispute Resolution

REFERENCES:

- Master Contract between CFC and the Florida Department of Children and Families (Department)
- Department Guidance Document 2
- 65E-14, Florida Administrative Code (F.A.C.)
- CFC Subcontract Agreement document
- Section 215.422, Florida Statutes (F.S.)
- CFC Contract Termination Checklist/Termination Tracker

PURPOSE:

The purpose of this policy is to establish a standard process for managing the termination of any subcontractor agreement, which may occur in the circumstances noted within CFC’s Contract Review Policy and Subcontract Agreement document.

PROCEDURES:

1. Notification of Termination
 - a. Either party may terminate the contract between CFC and the subcontractor by providing thirty (30) days’ written notification to the other party. CFC may also terminate the contract with no less than twenty-four (24) hour written notice for reasons identified within the CFC Subcontract Agreement and Contract Review Policy.

- i. Such notice from the subcontractor to CFC shall include a summary of existing services funded by CFC and any loss of service anticipated to impact persons served. Included within the notice shall be Template 1, Provider Tangible Property Inventory Form, if appropriate, and as required by the Department Guidance Document 2 and 65E-14, F.A.C. If no Template 1 is required, the Subcontractor shall attest to such in their notice of termination letter.
 - ii. Upon receipt of a notice of termination, the assigned Contract Manager shall immediately provide such notification to the Contracts Director, Compliance Director, Chief Integration Officer, Chief Information Officer, Chief Operating Officer (COO), Chief Financial Officer (CFO), and Chief Executive Officer (CEO). Each Department head shall take responsibility for notifying additional CFC staff who may require notification.
 - iii. Should CFC be the party to make a determination of termination, CFC's Contract Review and Subcontractor Compliance and Performance Improvement policies shall be followed regarding notifications.
- b. CFC COO will notify the Department of any terminations, including keeping the Department apprised of any changes in timeframes and provisions for persons served.

2. Transition Planning

- a. The Contract Manager shall upload the Contract Termination Checklist/Termination Tracker to the subcontractor's SharePoint folder within (five) 5 business days of the notification of termination and shall be responsible for ensuring all activities required in the termination process are documented on the checklist/tracker.
- b. All CFC team members assigned tasks in the termination process will be given access to the Contract Termination Checklist/Termination Tracker and shall be responsible for documenting completion of tasks on the tracker.
- c. When persons served are anticipated to be impacted by termination of a Contract, the assigned Contract Manager shall, within five (5) days of such notification and/or determination, coordinate a meeting with the subcontractor and internal CFC departments, as applicable to the contract and services to be transitioned, with the intent of reviewing and/or developing in more detail a plan for transition of services. The plan will include weekly meetings coordinated by the Contract Manager, unless agreed by CFC and the Subcontractor that it's not needed, to ensure all transition planning runs smoothly. The Subcontractor will be required to provide for this weekly meeting the number of individuals currently served with CFC funds, as well as a breakdown of their services and projected length of service needs subsequent to the date of contract termination. During the weekly

meeting, the Provider Tangible Property Inventory Form shall also be reviewed and a plan for transfer of the identified property shall be developed.

- d. The Contract Manager will request the subcontractor to provide a written communication plan for persons served, who will lose any level of services and/or financial support due to termination, within five (5) business days of request.
 - i. The written communication plan shall identify any persons being served by the subcontractor who will lose any level of service and/or financial support for services.
 - ii. The communication plan should include how persons served who are impacted by the contract termination will be given continuity of care upon termination of the contract to include a warm handoff to other service providers, as applicable.
 - iii. Consideration should also be given to whether a communication plan for community providers and the subcontractor's staff would be appropriate, as well.
- e. The CFC Chief Integration Officer shall be the main point of contact at CFC to monitor and guide the transition of services for persons served but shall ensure the assigned Contract Manager and Contracts Director are included in all communications.
- f. Should it be determined in the best interest of the system of care and persons served, and in agreement by both the subcontractor and CFC, the initial date of termination as stated in the notice of termination may be shortened and/or lengthened. The final agreed upon date of termination shall be documented in written communication from the initiator of the termination, with written acknowledgement from the other party's designated representative.
- g. The subcontractor shall maintain communication with CFC until a transition plan has been finalized and executed for all persons served under CFC funding. The subcontractor shall, without additional compensation, complete all actions necessary to smoothly transition services to the new provider.

3. Transfer of Property

- a. The subcontractor shall be responsible for ensuring all property purchased by or transferred to the subcontractor with funds from CFC is in good working order.
- b. The subcontractor shall not dispose of any property that reverts to CFC without prior approval from CFC.
- c. The subcontractor shall be responsible for paying the cost of transferring title to and possession of any such property to CFC.

4. Final Payment

a. Subcontractor Responsibilities

- i. The subcontractor shall ensure all data or expenditure required under their contract with CFC is submitted by no later than thirty (30) days after contract termination.
- ii. The final invoice for payment shall be submitted to CFC no more than thirty (30) days after contract termination or later with written agreement. No invoices or requests for payment will be authorized after that date.
- iii. The Subcontractor shall submit a fiscal year-end financial report on Department Form CF-MH 1037 no more than thirty (30) days after contract termination or later with written agreement.
- iv. The subcontractor shall pay CFC any monies owed at contract termination within thirty (30) days of notification. CFC may take legal action to recoup the funds, if not paid.

b. CFC Responsibilities

- i. Final payment to the subcontractor shall be made only after all required reports and contractual obligations have been met. So long as the subcontractor is compliant and timely, final payment will be made in accordance with section 215.422, F.S.

5. Removal of Subcontractor from CFC Systems and Documentation

- a. The CFC Chief Information Officer shall identify what CFC and/or DCF data systems the subcontractor's staff have access to and communicate expectations to the subcontractor regarding the submission of any documents necessary to terminate subcontractor access.
- b. The CFC Chief Information Officer shall ensure all subcontractor access to these systems is terminated as soon as access to these systems is no longer needed. If systems are managed by other internal CFC team members, the Chief Information Officer shall coordinate with the internal team member to ensure access is terminated.
- c. The CFC Chief Information Officer shall document the dates of termination and the systems for which access was terminated on the Contract Termination Checklist/Termination Tracker.
- d. The Contract Manager shall notify the CFC Administrative Assistant and Data Support Technician within no less than one week prior to contract termination of the need to remove the subcontractor from CFCHS' website, service locator, SharePoint, Report Tracking System, and other CFC specific sites where the

subcontractor is identified.

- e. The CFC Data Support Technician shall ensure the subcontractor is removed from the CFC website and service locator within no more than one (1) week of notification. The CFC Data Support Technician shall ensure the subcontractor is removed from all other CFC listings, such as the Report Tracking System and SharePoint, within two weeks of notification. The CFC Data Support Technician shall ensure all activities and dates of completion are documented on the Contract Termination Checklist/Termination Tracker.

6. Contract Closeout

- a. The Contract Manager shall utilize the Contract Termination Checklist/Termination Tracker throughout the closeout process to ensure all tasks are completed properly and in a timely manner. While various CFC Department Staff shall have responsibility for completing various tasks and updating such tasks on the Contract Termination Checklist/Termination Tracker, the Contract Manager shall take ultimate responsibility for ensuring all activities are completed and documented on the Checklist. Submission of the Contract Termination Checklist/Termination Tracker shall be made to the Contracts Director within thirty days of contract termination.
- b. The Contracts Director shall review and sign-off on the Contract Termination Checklist/Termination Tracker, validating that all tasks have been completed. The Subcontractor's Contract File shall then be moved to the Expired Provider's SharePoint folder once closeout is complete.