

DISTRICT GUIDE • HOW IT WORKS

One staffing need, from the moment you name it to the moment you pay for it *once*.

Follow a single opening all the way through the loop — who acts at every step, what the platform will not let happen, and where your district keeps the controls.

One need, end to end — and the three moments that decide whether it holds.

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	What one open position costs a district in relationships.	
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	From one sentence said once to one invoice paid once.	
03	Who acts at every step	06
	The same eight steps, read as a division of labor.	
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HOW TO READ THIS

Part one follows a single opening from intake to invoice and names who acts at every step. Part two goes inside the three moments the loop turns on — the release, the credential gate and the invoice. Each of those three gets a drawing, because in each case the shape of the thing is the argument.

PART ONE

One opening, followed all the way to the *invoice*.

Eight steps, one staffing need, end to end. Part one walks the loop and names who acts at every stage. Part two goes inside the three moments where the loop either holds or leaks.

Today, one vacancy is a project.

A single open position can mean calls and follow-ups with three or four agencies — each with its own contact, its own paperwork, its own invoice.

COUNTED

Three or four agency relationships for one opening — a contact, a paperwork trail and an invoice each.

TERM

Managed staffing network: one partner coordinating every staffing agency a district uses.

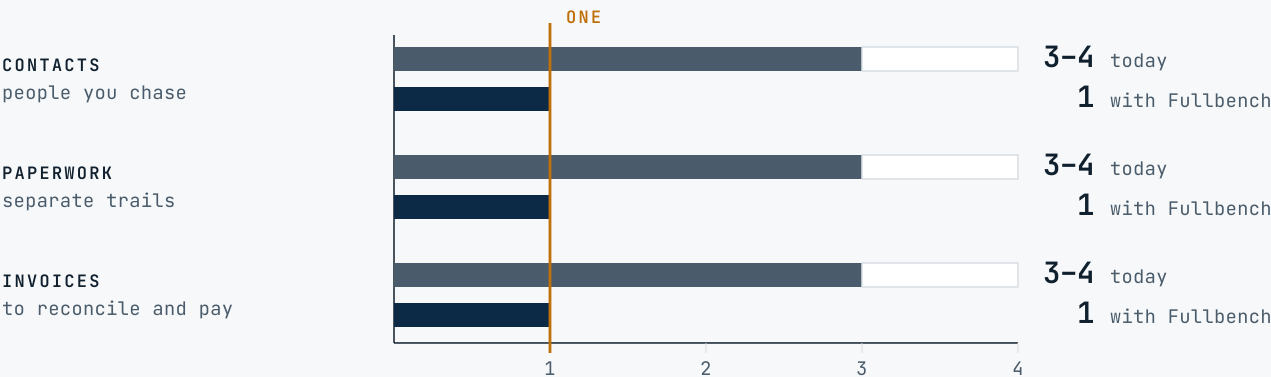
None of that is the vacancy being filled. It is the overhead of asking — the same need described three or four times, three or four threads to keep warm, and a stack of invoices to reconcile instead of one.

Fullbench is a K-12 managed staffing network. You keep the agencies you trust, we add well-vetted suppliers when needed, and everything runs through one contact and one process. Tell that contact the role, the school and the start window. That is the last time you have to repeat it. There is no direct program cost to your district.

That is the last time you have to repeat it.

FULLBENCH — HOW IT WORKS

FIG. 01 The same opening, counted two ways



Bars are drawn to the stated range, not to an estimate. The solid bar is three; the outlined tail is the fourth — one open position can mean three or four agencies, each with its own contact, its own paperwork, its own invoice.

One need. Eight steps. One invoice.

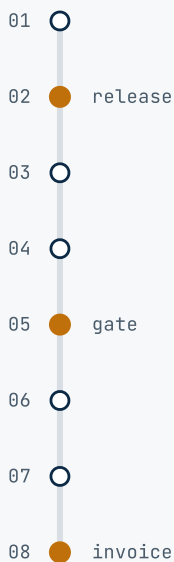
08

SEQUENCE

The order is the product: step 06 cannot happen until step 05 clears.

PART TWO

Goes inside steps 02, 05 and 08.



01 You submit one staffing need.

Tell one contact the role, the school and the start window — no separate calls to each agency.

02 Every approved agency sees it at one recorded instant.

No favorites, no phone tree, and the moment of release is recorded. Prefer to run distribution yourself? Your district can drive it directly.

03 Candidates arrive at agency rates, under your cap.

Each agency submits candidates at its own rate, and the platform will not accept a submission above the cap your district set.

04 Your district reviews and decides every status.

Interview, hold, decline, select — in one place instead of a dozen email threads. Each status change is recorded as it happens.

05 The credential gate holds the start date.

No start date can be set while any required document is missing or still awaiting review. Expiry counts too.

06 The professional starts, cleared.

On day one every required document is approved and on the record — nothing outstanding, nothing “on the way.”

07 Hours are clocked and school-approved.

No hour reaches an invoice without your sign-off.

08 One consolidated invoice, every agency itemised.

Each agency, each professional and each approved hour, itemised. You pay once.

ON THE RECORD Every release, submission, approval and status change is timestamped, so a question in March about a decision made in September has an answer.

Nothing here happens by itself.

The same eight steps, read as a division of labor: what your district does, what the agencies do, and what we do.

WHO ACTS AT EVERY STEP				
STEP	STAGE	YOUR DISTRICT	THE AGENCIES	THE FULLBENCH TEAM
01	Intake	Submits the need once, to one contact	—	Confirms the details, prepares the release
02	Release	May take the controls and release it	Receive it at the same recorded instant	Releases to every approved agency at once
03	Submission	Sets the rate cap	Submit candidates at their own rates	Runs the platform; the cap is enforced automatically
04	Decision	Decides every status — interview, hold, decline, select	Wait on the district’s decision	Handles the follow-up with each agency
05	Credential gate	Can see status at any time	Upload the required documents	Reviews the documents and records the outcome
06	Start	Welcomes the new professional	—	Confirms the start
07	Time	Approves hours at school level	—	Runs the platform, chases stragglers
08	Invoice	Makes one payment	Receive an itemised remittance	Issues the consolidated invoice

No hour reaches an invoice without your sign-off.

FULLBENCH — HOW IT WORKS

PART TWO

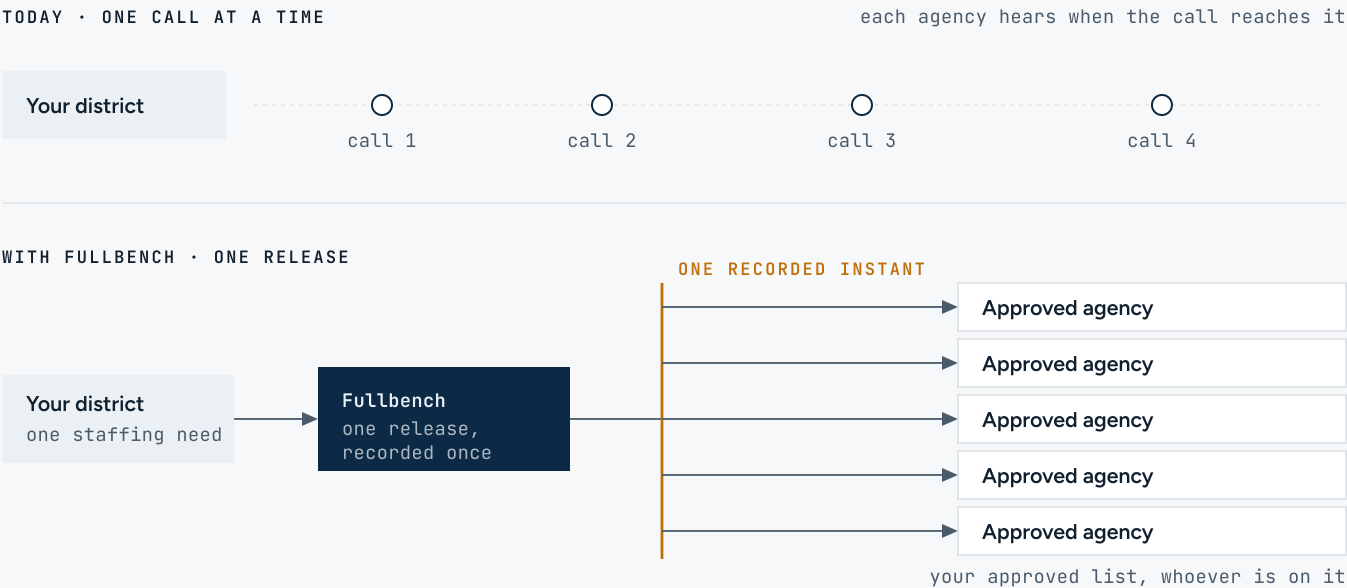
Three moments carry the whole promise: the release, the gate, and the *invoice*.

Everything else in the loop is administration. These three are where the risk actually sits — one agency quietly favored over another, someone starting before their file is clear, and an hour on an invoice that nobody approved. Each gets a page and a drawing, and a last page says what the record they leave behind is for.

Everyone hears at the same instant.

The need is released to your full approved agency list at once — no favorites, no phone tree — and the moment of release is recorded.

FIG. 02 One opening, released once, to every approved agency



Simultaneous, and on the record. A phone tree reaches agencies in the order it is dialed; a release lands on all of them at one recorded time. That is what makes “no favorites” a checkable statement rather than a promise. Your district decides who is on its approved list.

CROSS-REF

The credential gate, page 09.
The invoice, page 10.

RECORDED

The release time, every submission after it, and every status change.

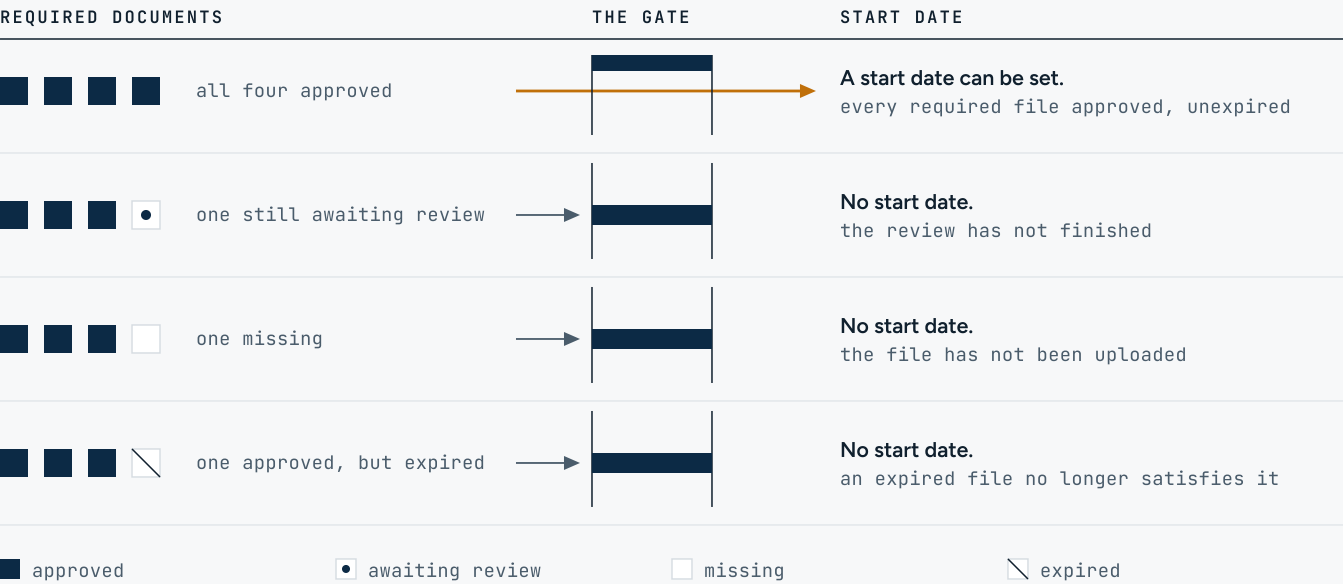
Each agency then submits its own candidates at its own rate, and our purpose-built platform will not accept a submission above the cap your district set. Your team reviews, interviews if you choose, and sets every status from submission through placement.

The program is managed for you by default. If you would rather run distribution yourself, your team can release openings directly — the release is simultaneous either way, and recorded either way.

The gate holds the start date.

No start date can be set while any required document is missing or still awaiting review — never without an approved file.

FIG. 03 Four documents, four outcomes: what the gate does with each



One rule, asked of every required document. Which documents are required is your district’s decision; the gate simply refuses to let a start date exist until all of them are approved and unexpired. Expiry dates are captured when a document is approved, which is what makes the fourth row possible.

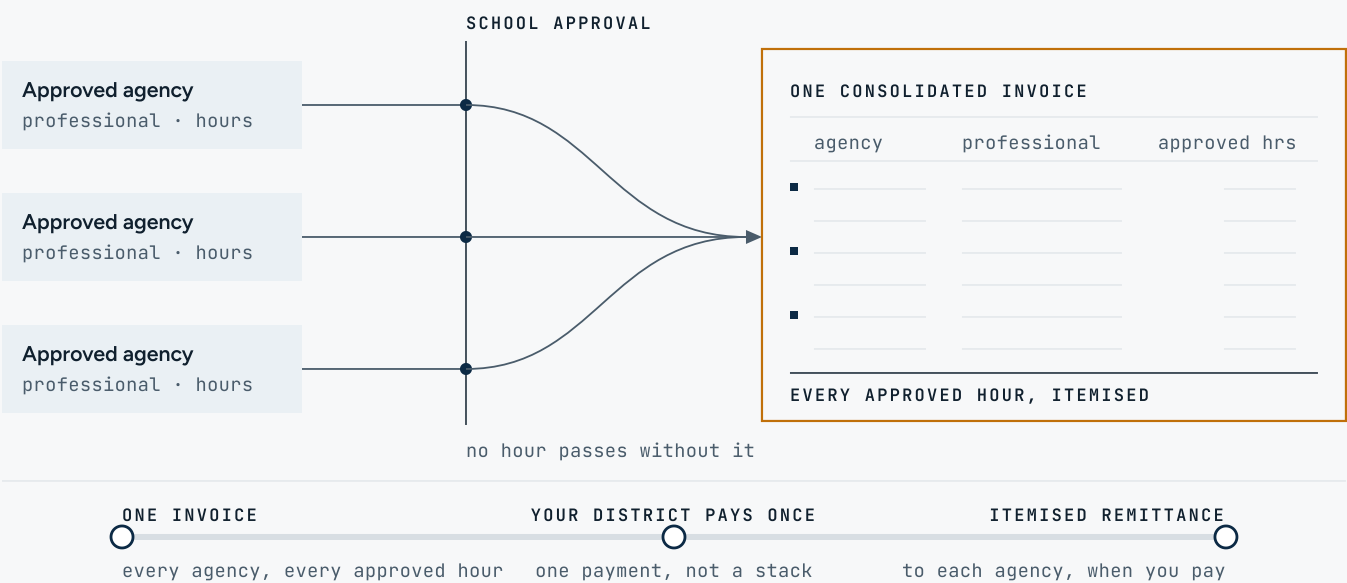
The same question, asked again every day. Once someone is placed, a daily check puts every active placement back through the gate on a thirty-day horizon: your district hears about the people working in its buildings, the agency hears about its own, and our team sees the total. Silence is the default — there is no all-clear email. And it warns; it does not remove anyone. Pulling a placed worker is your call, not ours.

SCOPE The workflow reviews every document your district requires and records who approved it, and when.

One invoice. Every agency itemised.

Instead of a stack of agency invoices you receive one — each agency, each professional and each approved hour on it. You pay once.

FIG. 04 Approved hours consolidating into a single invoice



Nothing reaches the invoice that a school did not approve. Time is recorded on the platform and approved by the school before it can ever be billed; approved timesheets are the billing record. The line items are drawn as rules because the values belong to your district, not to us — this is the structure of the invoice, not an example of one.

WHERE THE MONEY IS

There is no direct program cost to your district.

You pay for the hours your schools approved, and nothing else. The participating agencies fund the program, under the fee stated in each agency's own agreement.

Nothing here depends on anyone's memory.

Every release, submission, approval and status change is timestamped on the program record.

RECORDED

Every release, every submission, every approval, every status change – each with the time it happened.

That is the quiet part of the loop, and it is the part that matters when something is disputed. You can see who cleared what, and when. You can see when an opening went out and to whom. You can see which approval a billed hour sits behind.

CROSS-REF

The release, page 08. The gate, page 09. The invoice, page 10.

A question in March about a decision made in September has an answer.

FULLBENCH – HOW IT WORKS

Who runs it. This team staffs schools every day: special education, related services, paraprofessionals, nursing and substitutes.

WHAT STAYS WITH THE DISTRICT

Every hiring decision, every rate ceiling, every credential approval and every approved hour. The workflow collects the documents the district requires, puts each one in front of the district to approve, and records every decision with a name and a time. The decisions themselves never leave the district.

One partner to manage every staffing agency your district uses.

Fifteen minutes, with your own schools and agencies on screen. No prep required.

NEXT STEP

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Or reply to the person who sent you this document.