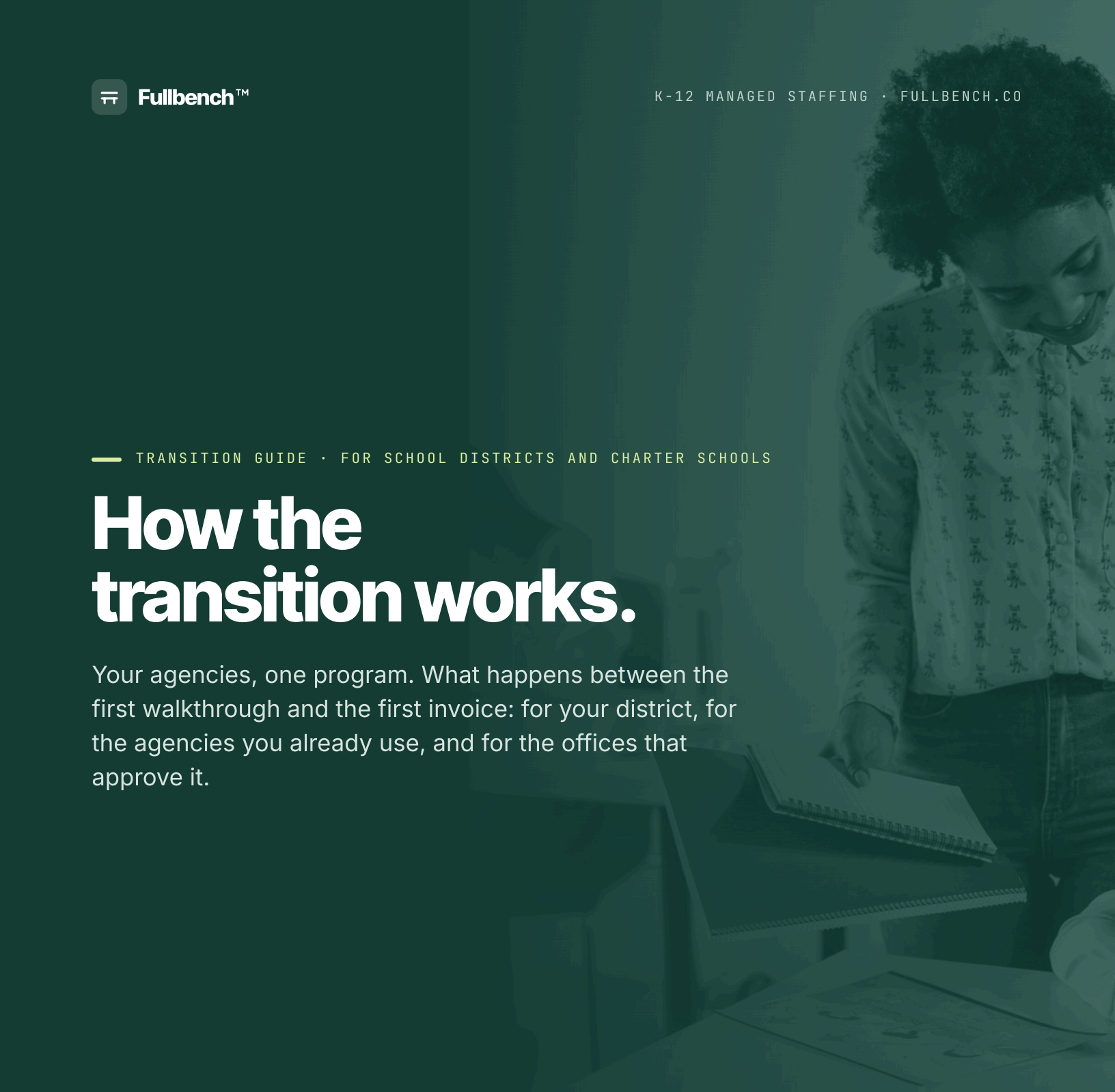


TRANSITION GUIDE · FOR SCHOOL DISTRICTS AND CHARTER SCHOOLS

How the transition works.

Your agencies, one program. What happens between the first walkthrough and the first invoice: for your district, for the agencies you already use, and for the offices that approve it.

INSIDE	FOR	AS OF	PAGES
Three gates, six steps, the agency conversation, finance and board answers, the implementation schedule, two worksheets	District HR, business offices, solicitors, superintendents and boards	November 2026	14

AT A GLANCE

Nothing changes until three things happen.

Your district's approval path and the agency conversations run at the same time, and we run the second one for you. Your schools keep working with every agency exactly as they do today until the board approves, the agencies sign, and your first opening is released.

TRACK 1 · YOUR DISTRICT

Walkthrough → **Business office + solicitor review** → **Board approval**

Finance reads the money, counsel reads the agreement, the board approves a contracted service. We send the sample invoice, the agreement, the board memo, and written answers the same day.

TRACK 2 · YOUR AGENCIES · RUN BY FULLBENCH™

Introduction in your name → **Four questions answered** → **Agreements signed** → **Set up**

We contact every agency you named, explain the terms, collect paperwork, and set them up to see your openings. Your staff make no calls. You hear back, plainly, who signed and who did not.

BOTH TRACKS MEET

First opening released

You send the need once.

01

Your board approves.

A contracted service, in your board's format. Nothing is purchased, so nothing is bid.

02

Your agencies sign.

Participation agreements, insurance, and one rate range per role. Current placements stay in place through the agreed end date.

03

Your first opening is released.

You send the need once. Every approved agency sees it at the same recorded time.

Sep 10 · 09:36:08 AM

DISTRICT

Requisition released to 2 agencies at one recorded instant — Dr. Patricia Hensley (HR Director)

GATE THREE, AS THE RECORD KEEPS IT

WHAT IT COSTS YOUR DISTRICT

Nothing.

No program fee, no software fee. Your invoice carries exactly the rates your office approved.

TRACK 1 · BEFORE ANYTHING IS SIGNED

Three readers, three documents.

Each office says yes to a different thing. We prepare all three and answer every question in writing the day it is asked.

01

Your business office reads the money.

A sample consolidated invoice, the funds-flow summary, and written answers on funding codes, split invoices, payment terms and disputed timesheets. Your agencies' current rates become one rate range per role.

FULLBENCH SENDS · YOUR BUSINESS MANAGER REVIEWS

02

Your solicitor reads the agreement.

The participation agreement with its exhibits and a one-page memo written for the file: what the program is, what it costs, what the district keeps. Districts generally treat the coordination as a contracted service rather than a purchase; your solicitor confirms that reading.

FULLBENCH SENDS · YOUR SOLICITOR CONFIRMS THE CLASSIFICATION

03

Your board approves a contracted service.

We prepare the board memo in your board's own format. If your district prefers a cooperative vehicle or a voluntary RFP, we follow that path instead.

FULLBENCH PREPARES THE PACKET · YOUR BOARD VOTES

ONE RATE RANGE PER ROLE

We coach every agency to send its best candidates at its best rate inside the range. Your schools get the strongest candidate at the best cost; your agencies compete on equal terms.

WHAT WE SEND

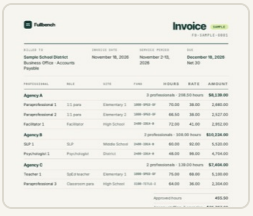
Sample invoice · funds-flow summary · participation agreement with exhibits · one-page board memo · capability statement · answers to your data-privacy addendum and security questionnaire.

IF IT HELPS

The person who would run your program joins the call with your business manager and solicitor. The questions and answers become a written FAQ for your team, so nobody repeats the meeting.

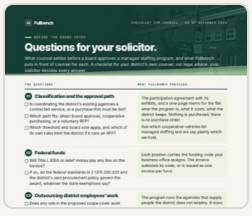
The documents each office reads.

ALL AT FULLBENCH.CO/RESOURCES



BUSINESS OFFICE

Sample Consolidated Invoice



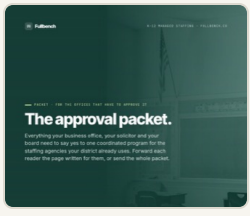
SOLICITOR

Questions for Your Solicitor



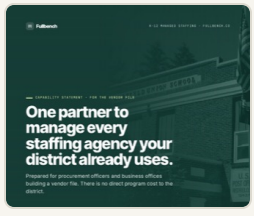
BOARD

Board Memo Template



ALL THREE

District Approval Packet



FOR THE FILE

Capability Statement

TRACK 1 · FOR YOUR DISTRICT

Six steps, in the order they happen.

01 **Pick the scope.**
Everything your agencies supply, or one whole program area where you use more than one agency, such as all of special education. The next areas follow on your schedule.

02 **Name the agencies and the rules.**
The agencies you use today for that scope and the documents each role requires. We consolidate the rates you pay today into one rate range per role for your office to approve.

03 **Name your contacts.**
One person for the whole district, or one for each department or program that sends requests. Either way, every agency conversation is consolidated with one Fullbench contact.

04 **We seed your workspace.**
Your buildings, roles, rate ranges and required documents go in before anyone signs in. You review the list; nothing is live until you say so.

05 **We bring your agencies in.**
We contact every agency you named, explain the terms and the rate ranges, collect their paperwork, and set them up to see your openings. Your staff make no calls. We tell you plainly who signed and who did not.

06 **Your first opening is released.**
You send the need once. Every approved agency sees it at the same recorded time. Candidates arrive in one list and your office chooses. Fullbench reviews and approves every credential before the start date.

You make four decisions.

WE DO EVERYTHING IN BETWEEN

1. **Choose the candidate**
2. **Approve the start**
3. **Approve the hours**
4. **Read the invoice**

Emily Novak Keystone Education Staffing	Special Education Paraprofessional — 1:1 Support Special Education Paraprofessional	INTERVIEW SCHEDULED	6 weeks	0 of 4 approved	View ···
Marcus Bell Keystone Education Staffing	Special Education Paraprofessional — 1:1 Support Special Education Paraprofessional	CREDENTIALING	5 weeks	3 of 4 approved	View ···
Olivia Grant Laurel Substitute Services	Special Education Paraprofessional — 1:1 Support Special Education Paraprofessional	WAITING ON A START DATE	3 weeks	4 of 4 approved	View ···

STEP SIX · CANDIDATES FROM EVERY AGENCY IN ONE LIST, ONE STATUS EACH

YOUR SIDE

Steps one to three are decisions your office already makes. Steps four to six are our work.

ACTIVE PLACEMENTS

Stay in place through their agreed end date. New openings, extensions, renewals and replacements in the covered scope move through the program after launch.

TRACK 2 · FOR YOUR AGENCIES

Clear terms. Equal access to every opening.

Agencies ask the same four questions in the same order. Here is what we tell them, so you know the conversation before it happens.

QUESTION 1

"Why would I do this?"

More visibility: every opening in the program, at the same recorded time as every other agency, including roles and buildings it never heard about. **More opportunity:** it wins on its candidates and its speed, not on who gets the call. **A level field:** one rate range per role that every agency can staff to.

QUESTION 2

"What changes for me?"

Where the work arrives, and where candidates, documents and timesheets go: one portal instead of an inbox. The agency keeps its brand and its people, and its name stays on every submission. Its rates move into the district's one range for each role.

QUESTION 3

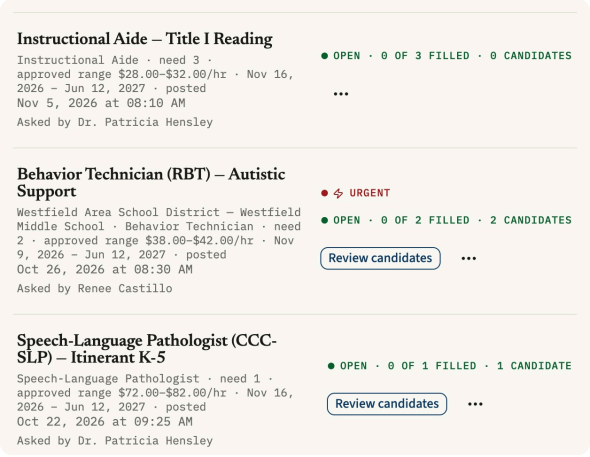
"Does anyone see my rates?"

The district sees the rate on each submission. No agency sees another agency's rates or candidates. Each agency sees the range for the role, its own submissions and its own remittances.

QUESTION 4

"How do I get paid?"

From the district's one payment. Approved, undisputed amounts are remitted within 10 business days after Fullbench receives the district's payment, itemized to the hour, per the agency's participation agreement.



EACH OPENING CARRIES ITS APPROVED RATE RANGE AND THE TIME IT WAS POSTED

DOES NOT CHANGE

Who the agency employs, how it recruits, and what it pays its people.

IF ONE DECLINES

Roles in the program are filled through the program, so it stops receiving those openings. Its current placements run to their agreed end date.

CONTACT WITH YOUR SCHOOLS

Your district's choice. By default it runs through Fullbench.

WHAT WE SEE

Most agencies join once they see what they gain: every opening in the program, one rate range, and itemized payment on a set schedule.

TRACK 2 · SIDE BY SIDE

An agency's week, before and in the program.

PART OF THE WORK	TODAY	IN THE PROGRAM
Hearing about an opening	A call or email from the office, when the office gets to it; sometimes only for one role	Every opening in scope, the minute it is released, at the same recorded time as every other approved agency, with the role's rate range attached
Submitting a candidate	A résumé by email, a cover sheet in the agency's own format, a follow-up in 48 hours	One submission in the portal, under the agency's own name, at its best rate inside the range; status visible as it changes; no second agency can submit the same person
Credential files	Sent by email, chased by the office, lost in a thread	Uploaded once per person. Fullbench reviews, approves and tracks every required document. The district reviews nothing and can pull any file from the platform
Timesheets	The agency's own sheet, signed at the school, reconciled by the office later	One clock. The school approves on screen; a returned sheet comes back with a note and is not billed
Invoicing	The agency's own invoice, in its own format, on its own cycle	Approved hours flow onto the district's one invoice automatically; the agency sends nothing
Getting paid	Chasing a business office for status	Remitted from the district's one payment within 10 business days of Fullbench receiving it, itemized to the hour
Contact with your schools	Each agency calls, emails and visits on its own, and follows up with your office on every candidate	Your district's choice. By default it runs through Fullbench, which keeps decisions objective and helps control staffing spend

RATES

One rate range per role, the same for every agency. The district sees the rate on each submission; no agency sees another's.

LEVEL FIELD

Every approved agency starts from the same recorded release and the same rate range. Any tiering exists only if your district asks for it in writing.

Your agencies' performance

AGENCY	RELEASED	RESPONDED	MEDIAN RESPONSE	CANDIDATES	PLACED	WIN RATE	AVG FILL
Laurel Substitute Services	12	10/12 (83%)	2.1d	12	3	25%	15.3d
Keystone Education Staffing	12	10/12 (83%)	2.2d	12	3	25%	27.0d

EVERY AGENCY MEASURED FROM THE SAME RECORDED RELEASE

FOR THE BUSINESS OFFICE

What finance will ask.

Can the invoice carry our funding codes?

Yes. Each position carries the funding or budget code your office assigns, and the invoice shows a subtotal by code. If your funding model needs separate invoices by fund, we split them. Either way it is one point of contact and one record.

One of our agencies bills completely differently from the others. What happens to that?

It stops. Every agency's approved hours land on the same itemized invoice in the same format: agency, person, role, site, fund, hours, rate, amount.

How are the rates set?

We consolidate what your agencies charge today into one rate range per role, and your office approves it. Every agency works inside that range, and we coach each one to send its best candidates at its best rate.

Who approves the hours?

Your schools, on screen, before an hour becomes a line. A returned timesheet goes back to the agency with your note and is not billed.

What are the payment terms?

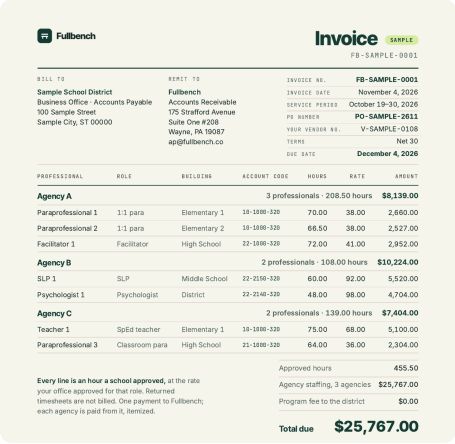
Net 30 on a correct invoice in the standard agreement, and up to net 60 where your board's approval calendar needs it. Disputes are raised within 10 business days; undisputed amounts remain payable.

Is there a program fee or a software fee?

No and no. Your district pays for approved hours, at rates inside the range your office approved for each role.

Can we see our own month in this format first?

Send a redacted copy of the agency invoice that gives your office the most trouble. We show you that month in the program's format before you decide anything.



Fullbench

Invoice SAMPLE

FB-SAMPLE-0001

BILL TO
Sample School District
Business Office · Accounts Payable
100 Sample Street
Sample City, ST 00000

REMIT TO
Fullbench
Accounts Receivable
175 Strafford Avenue
Suite One #208
Wayne, PA 19087
ap@fullbench.co

INVOICE NO.	FB-SAMPLE-0001
INVOICE DATE	November 4, 2026
SERVICE PERIOD	October 19–30, 2026
PO NUMBER	PO-SAMPLE-2611
YOUR VENDOR NO.	V-SAMPLE-0108
TERMS	Net 30
DUE DATE	December 4, 2026

PROFESSIONAL	ROLE	BUILDING	ACCOUNT CODE	HOURS	RATE	AMOUNT
Agency A				3 professionals · 208.50 hours		**$8,139.00**
Paraprofessional 1	1:1 para	Elementary 1	10-1000-320	70.00	38.00	2,660.00
Paraprofessional 2	1:1 para	Elementary 2	10-1000-320	66.50	38.00	2,527.00
Facilitator 1	Facilitator	High School	22-1000-320	72.00	41.00	2,952.00
Agency B				2 professionals · 108.00 hours		**$10,224.00**
SLP 1	SLP	Middle School	22-2150-320	60.00	92.00	5,520.00
Psychologist 1	Psychologist	District	22-2140-320	48.00	98.00	4,704.00
Agency C				2 professionals · 139.00 hours		**$7,404.00**
Teacher 1	SpEd teacher	Elementary 1	10-1000-320	75.00	68.00	5,100.00
Paraprofessional 3	Classroom para	High School	21-1000-320	64.00	36.00	2,304.00

Every line is an hour a school approved, at the rate your office approved for that role. Returned timesheets are not billed. One payment to Fullbench; each agency is paid from it, itemized.

Approved hours	455.50
Agency staffing, 3 agencies	$25,767.00
Program fee to the district	$0.00
Total due	**$25,767.00**

THE SAMPLE INVOICE · FULLBENCH.CO/RESOURCES

EVERY LINE

Tied to a person, role, approver and funding code.

SPLIT BY FUND

Separate invoices by fund if your funding rules require them.

VERIFIED HOURS

Verified by our timekeeping and attendance platform.



WORKER	ROLE	DATE	TIME	HOURS	
Alicia Romero	School Nurse	Sep 29, 2026	07:58 AM – 03:28 PM	7.50	Approve · Needs correction
Alicia Romero ● UNSCHEDULED — THE PROGRAM IS VERIFYING	School Nurse	Sep 29, 2026	03:40 PM – 06:40 PM	3.00	Approve · Needs correction

YOUR SCHOOLS APPROVE ON SCREEN · A RETURNED SHEET IS NOT BILLED

FOR PROCUREMENT AND THE BOARD

What procurement and the board will ask.

What are we approving?

A contracted service: Fullbench coordinates the agencies your district already uses. Nothing is purchased, so there is no bid. Your solicitor confirms the classification for the file. Where federal funds touch the invoice, federal procurement standards apply; confirm the fund before you choose a path.

Is it exclusive?

Yes, for the roles in the program: every agency that fills them works through it. That is what makes one rate range, one record and one invoice possible. Substitute-teacher agreements you already hold stay separate, and active assignments run to their agreed end date.

Does it replace district positions?

No. The program runs the agencies that supply people your district does not employ. It does not contract out work your employees do.

Do all agencies compete on equal terms?

Yes. Every approved agency receives each opening at the same recorded time and works inside the same rate range. The release record cannot be edited.

What if we leave?

You give the notice your agreement states, active placements transition in an orderly way, and you take a complete export of your record. Your agency relationships are direct and continue without us. There is nothing to buy out.

Who gains, and how.

YOUR DISTRICT

One contract, one invoice and one record for every agency. One rate range per role, so staffing spend is consistent and easy to compare. No program fee, no software fee.

YOUR SCHOOLS

Each agency's best candidates at its best rate. Every credential reviewed, approved and tracked by Fullbench before the first day. One contact for every request.

YOUR AGENCIES

Every opening at the same recorded time, the same rate range as every other agency, and itemized payment on a set schedule. Service wins the work.

Three lawful paths. Pick the one your board is comfortable with.

PATH 1

Direct board approval

The board approves the participation agreement as a contracted service. No procurement calendar to run.

Use it to start this term, with your solicitor comfortable with the contracted-service reading.

PATH 2

Cooperative purchasing

Buy the service through a cooperative contract another public body competed. The competition is documented; the pricing was benchmarked.

Use it when the board wants a competed record behind the award.

PATH 3

A voluntary RFP

Run one the law does not require. Once published you follow your own rules to the end, so write it to compare what you care about.

Use it when several programs are in the market and the board wants them scored.



PHASE ONE · SCORECARD AT 60 TO 90 DAYS

Start with a whole program. Judge it on your own numbers.

Begin where more than one agency fills the same roles, such as all of special education. A scorecard built from your own data shows what changed.

Define it before day one.

- [ ] **One whole program area**
  Every agency-filled role in it, such as all of special education
- [ ] **Every agency that serves it**
  More than one, all on the same terms from day one
- [ ] **A baseline from your recent openings**
  How the same work runs today
- [ ] **What the scorecard measures**
  Who reads it, and the date it is read

01

DAY 0

Scope agreed

One program area, every agency in it.

02

WEEK ONE

Baseline set

From your recent openings.

03

DAY 60–90

Scorecard read

Before and after, from your data.

THEN ADD THE NEXT AREA

- → **Pupil services**
- → **Transportation**
- → **Food service**

Your numbers, from the record.

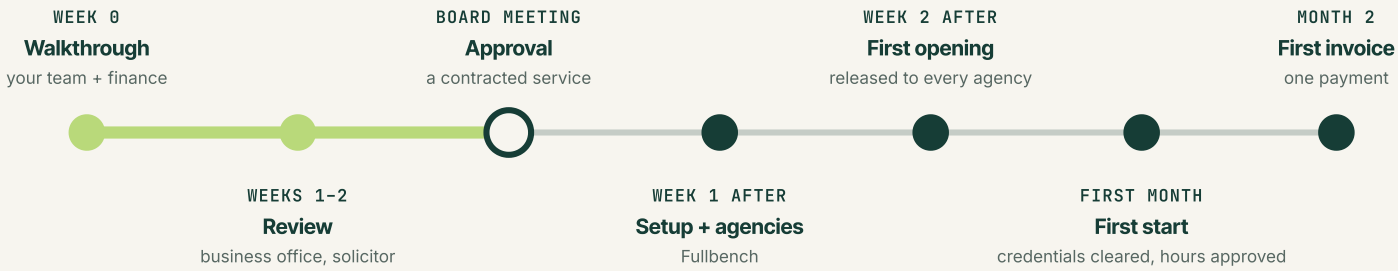
Every release, submission, approval and status change is timestamped, so the scorecard shows what happened across all of your agencies.

WHAT THE SCORECARD COMPARES	WHAT THE PROGRAM RECORDS	YOUR BASELINE	PHASE ONE
Time to first qualified submission	Release to the first candidate who meets your requirements		
Time to cleared start	Release to the first day worked, every credential reviewed and approved		
Agencies responding per opening	How many of your agencies answer each opening, and how fast		
Rates submitted	Where each agency's rate falls inside the range for the role		
Duplicate submissions	The same person sent by more than one agency		
Admin touches per opening	Calls, emails and chases today, and the same count in the program		
Invoice reconciliation	Time your business office spends verifying hours, rates and codes		

IMPLEMENTATION SCHEDULE

Your implementation schedule.

Seven points from the first walkthrough to the first invoice. Dates are set with you on the first call; the order is the same in every district.



WHEN	WHAT HAPPENS	WHO ACTS
Week 0	Walkthrough with your team and finance, built around one real opening	You, your director, business office; Fullbench
Weeks 1–2	Business office and solicitor review; agency list and current rates shared	Your office; Fullbench answers same day
Board meeting	Participation agreement approved as a contracted service	Your board
Week 1 after	Workspace seeded; agencies contacted, terms and rate ranges explained, paperwork collected	Fullbench
Week 2 after	First opening released to every approved agency at the same recorded time	You send the need; Fullbench releases
First month	Candidate chosen, credentials reviewed and approved by Fullbench, first start, hours approved by your schools	Your office; Fullbench; your schools
Month 2	First consolidated invoice, coded to your funds	Your business office pays once

Five questions keep both tracks moving.

THE WEEKLY CHECK-IN

01 What got done since last week?

02 Which approvals, signatures or documents are still open?

03 Has the board date or the first-opening date moved?

04 Is anything about an agency or an opening still unsettled?

05 Who owns the next step, and by when?

If the board date moves, every row after it moves with it. Nothing else changes.

YOUR DATES: PAGE 12

WHO DOES WHAT

You decide. Fullbench does the work.

Your offices make a short list of decisions. We do the rest, including the review, approval and tracking of every credential and compliance document.

ACTIVITY	YOUR DISTRICT	FULLBENCH	EACH AGENCY
BEFORE LAUNCH			
Scope and agencies	HR DECIDES the program areas and the agencies invited	Brings every agency in, collects its paperwork, reports who signed	Signs a participation agreement
Rate range for each role	HR APPROVES one range per role	Consolidates current rates into the range; coaches every agency to its best rate inside it	Works inside the same range as every other agency
EVERY OPENING			
The opening	YOU SEND THE NEED once	Releases it to every approved agency at the same recorded time	Sends its best candidates at its best rate
The candidate	YOU CHOOSE from one list	Passes your decision to every agency and records it	Submits under its own name
Credentials and compliance	Nothing to review. Pull any file from the platform, any time	**Reviews, approves and tracks every required document.** No start date until the file is complete	Uploads each file once per person
Hours	SCHOOLS APPROVE on screen	Turns approved hours into the invoice	Corrects a returned sheet
Invoice and payment	BUSINESS OFFICE PAYS one invoice, on the funding codes it assigns	One itemized invoice, coded to your funds; split by fund if asked	Paid within 10 business days after Fullbench receives the district's payment

Each agency employs, recruits and pays its own people. Fullbench administers the program.

ONE CONTRACT

One participation agreement covers every agency in your program. Substitute-teacher agreements stay separate.

ONE INVOICE

Every agency's approved hours on one itemized invoice, inside the rate ranges you approved. One payment.

ONE CONTACT

Every staffing request goes to one Fullbench contact who answers, chases, and closes it.

WORKSHEET 1 · FILL IN ON THE FIRST CALL

Your dates, and the people who hold them.

Your dates

SEVEN DATES, IN ORDER

01	Walkthrough with your team and finance	DATE	WHO ATTENDS
02	Business office and solicitor review complete by	DATE	REVIEWER
03	Board meeting	DATE	AGENDA OWNER
04	Agency list shared with Fullbench	DATE	AGENCIES NAMED
05	Agencies onboarded by	DATE	YOUR PROGRAM CONTACT
06	First opening released	DATE	ROLE AND BUILDING
07	First consolidated invoice	DATE	BUSINESS OFFICE CONTACT

Your people

ONE NAME FOR EACH SEAT

A	Executive sponsor	NAME AND TITLE	BACKUP	PHONE OR EMAIL
B	HR lead for the transition	NAME AND TITLE	BACKUP	PHONE OR EMAIL
C	Business office lead	NAME AND TITLE	BACKUP	PHONE OR EMAIL
D	Solicitor	NAME AND TITLE	BACKUP	PHONE OR EMAIL
E	School-level hour approver	NAME AND TITLE	BACKUP	PHONE OR EMAIL
F	Your Fullbench contact	NAME AND TITLE	BACKUP	PHONE OR EMAIL

Board date moved? Every date after it moves with it. Nothing else changes.

NEXT CHECK-IN

WORKSHEET 2 · TWO SHORT CHECKLISTS

Five things before you sign. Five before your first opening.

Before you sign

Most of these your office has already decided.

- [ ] **Where to start**
  Everything your agencies supply, or one whole program area where you use more than one agency
- [ ] **The agency list**
  Every agency you use there, and a green light for us to contact them
- [ ] **Rate range for each role**
  We draft the ranges from the rates you pay today; your office approves them
- [ ] **Your contacts**
  One for the district, or one for each department or program
- [ ] **The approval path**
  Direct board approval, cooperative purchasing, or a voluntary RFP

Your first opening

In place the day it is released. We set up each one with you.

- [ ] **Role, school and need**
  The position, the building or department, and how many
- [ ] **Rate range and funding code**
  Attached to the opening when it is released
- [ ] **What the role requires**
  The documents Fullbench reviews and approves before anyone starts
- [ ] **Who chooses, and who approves hours**
  The person who picks the candidate, and the approver at the school
- [ ] **Sample invoice seen**
  Your business office knows the format its invoice will take

Everything else is our work.

FULLBENCH'S LIST

01	02	03	04	05
Contact every agency and bring it into the program	Collect agreements, insurance and paperwork	Review, approve and track every credential	Release each opening and follow up with every agency	Build one invoice from approved hours

ON THE FIRST CALL

We fill in both worksheets with you, around one real opening. Anything still open goes on the weekly check-in list.

NEXT STEP

Your agencies. One coordinated staffing program.

Bring one real opening and your current agency list. We walk through the candidate list, the credential review we do for you, and the invoice your team would use, with the person who would run your program, and we fill in the worksheets on pages 12 and 13 together. Fifteen minutes, nothing signed.

BRING

One real opening

We build the walkthrough around it.

BRING

Your agency list

The agencies you use today for that scope.

IF YOU CAN

One redacted invoice

We show you that month in the program's format.

fullbench.co/walkthrough

Or reply to the person who sent you this document.