

# Adoption Services Contracted Provider Program Requirements

## A. Agency requirements:

1. Provider Contact Information (**Due January of every year or immediately if any information changes**)
2. W-9 (**Due January of every year**)
3. Vendor Management form (**Due January of every year**)
4. Corporate Resolution (**Only Required for Non-Profit Agencies-Due January of every Year**) This is a notarized statement from your board of directors stating who has the authority to handle contractual matters/decisions.
5. Security Immigration Compliance Form: (**Due January of every year**)
  - **Security Immigration Compliance Form for Contractors** – Providers return to us for their agency files.
  - **Security Immigration Compliance Exception Form for Agency or Sub-Contractor** – this is used when a provider is claiming an exception due to not having any staff/sub-contractors or the provider's sub-contractor has no staff. This one is returned to us for their agency file.
  - **Security Immigration Compliance Form for Contractors for Sub-Contractors** – This one is completed by sub-contractors that have a Federal Work Authorization Identification Number and has sub-contractors working for them. It is completed but maintained in their agency files only.
6. Secretary of State -Screen Shot (**Due January of every year**)
7. Tax compliance form (**Due January of every year**)
8. Agency insurances (commercial/general liability, agency auto, professional/malpractice, worker's compensation. An Umbrella policy can be obtained to cover any shortage on other required insurance policies. (**Due January of every year unless it expires prior to**)
  - a) All listed insurances except for Worker's compensation is required in the amount of \$1million/\$3million.
  - b) **Sub-contractors are required to obtain the same insurances and coverage as the parent agency. The only exception is if parent agency has a statement in their policy stating the insurance policy coverage includes sub-contractors.**

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Malpractice/Professional Liability Insurance is only required for licensed staff and/or licensed sub-contractors.

## 9. Client Satisfaction Survey

### B. Staff & Sub-Contractor requirements:

- a. DHS OIG Clearance Letter (background clearance)
- b. Resume
- c. Copy of transcript in a Human Services field stating student has complete their degree requirements.

#### ❖ Placement Supervisor

Supplier must ensure and verify that the Placement Supervisor has at a minimum, a master's degree from an accredited college or university in the area of behavioral or social sciences, social work, psychology, childhood education, special education, guidance counseling, or related field with one (1) year experience in the field of childcare or a bachelor's degree from an accredited college or university in the same areas of study with two (2) years of paid work experience in a human services delivery capacity or a related field. If awarded a contract, supplier will be required to present documentation demonstrating that the individual to hold the position meets the minimum requirements.

#### ❖ Placement/Adoption Staff

Placement/Adoption must have a bachelor's degree from an accredited college or university in behavioral or social sciences, social work, psychology, childhood education, special education, guidance counseling, or related field with two (2) years of direct service experience with children and families or a master's degree from an accredited college or university in the same areas of study with (1) year of paid experience with children and families. The Department has the final discretion to approve or disapprove any staff and/or sub-contractor. Staff cannot provide services until full approval written notification is received by the provider. If awarded an adoption services contract, Supplier must present documentation demonstrating that the individual(s) to hold the position(s) meet the minimum requirements.

## Adoption Services Contracted Provider Program Requirements

### ❖ **Mandatory Staff & Sub-Contractor Trainings**

- All agency staff/subcontractor must complete the NTI - National Adoption Competency Mental Health Training Initiative and provide verification of completion to DFSC contract program manager within 45 Days of contract award or employment of new staff.