Adoption Services Contracted Provider Program Requirements

Agency requirements:

1. SS Provider Contact Information & Counties Served Form (**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**)

    - All listed insurances except for Worker's compensation is required in the amount of $1million/$3million.
    - Auto Insurance only required for CCFA, WRAP, Homestead providers.

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- 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. Malpractice/Professional Liability Insurance is only required for licensed staff and/or licensed sub-contractors.
- **Sub-Contracted transporters must be covered by either their own 1 million/3 million auto insurance policy or the agency auto policy must state it covers sub-contractors.**

9. Organizational chart (**Due on the 15th of each month with required documentation**)

10. Client Satisfaction Survey (Must be completed on all clients and placed in their files for monitoring/audit purposes)

Staff & Sub-Contractor requirements:

1. **License staff (Must have a Master's Degree in Human Services & Licensed or working toward licensure in human services)**
   a. Copy of current professional license
   b. Current Driver's license
   c. DHS OIG Clearance Letter (background clearance)
   d. Resume

2. **Degreed professional**
   a. Copy of transcript in a Human Services field stating student has complete their degree requirements.
   b. Resume
   c. Current Driver's license
   d. DHS OIG Clearance Letter (background clearance)

3. **Non-degreed /paraprofessional staff**
   a. Resume listing 5 years of Human Services experience
   b. Current Driver's license
   c. DHS OIG Clearance Letter (background clearance)

❖ **Acceptable Human Services degrees include: Psychology, Sociology, Counseling (religious counseling is not acceptable), Social Work, Child Development, Community Mental Health, Human Services, Criminal Justice (only with Department of Juvenile Justice experience), Education (experience teaching K-12 grade)**

❖ **Mandatory Staff & Sub-Contractor Trainings**
- All agency staff/subcontractor must complete **Safe to Sleep, Workplace Violence, Security Awareness, and HIPPA** Trainings annually on the DHS LMS Training Website (WWW.GADFCS.ORG). The initial or annual training

certificates must be submitted with the organizational chart the 15th of every month.

- **Child Safety Seat Training** – All staff or sub-contractors who transport or may transport must take this annually. This course is offered on the DCH Training website (https://docs.google.com/presentation/d/1XO-0qtaXFdCuTl1TY1Fl-D1-HxYax594c93xNOlCfIY/edit?usp=sharing). The initial or annual training certificates must be submitted with the organizational chart the 15th of every month.