1. **Agency requirements:**
2. DS Provider Contact Information & Counties Served Form (**Due January of every year or immediately if any information changes**)
3. W-9 (**Due January of every year**)
4. Vendor Management form (**Due January of every year**)
5. Security Immigration Compliance Form: (**Due January of every year**)

* **Security Immigration Compliance Form for Contractors** **13-10-91 (b) (1)** – This one is completed by an agency that has a Federal Work Authorization Identification Number and has sub-contractors working for them. **Providers returns to us** **for their agency file**.
* **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. **Provider returns to us for their agency file.**
* **Security Immigration Compliance Form for Agencies That have Sub-Contractors** **13-10-91 (b) (3)** – This one is completed by an agency that has a Federal Work Authorization Identification Number and has sub-contractors working for them. This form should be completed for each individual sub-contractor and maintained in their agency files only.

1. Secretary of State - Screen Shot (**Due January of every year**)
2. Tax compliance form (**Due January of every year**)
3. Agency insurances (continuous coverage required)

* Commercial/General liability – **1 million per occurrence/3 million aggregate**: **Required for all contracted providers**
* Worker’s compensation is required, and the amount would be determined by your insurance agency in accordance to the total number of staff you have. **If your agency only has sub-contractors (agency gives a 1099 every year) then workman’s Compensation is not required.**
  + - **Notes:**
    1. **An umbrella policy can be purchased to meet the 1 million occurrence and/or 3 million aggregate for any of the required polices listed above but one umbrella policy for 3 million can only be used for one of the required policies. An example of this would be an umbrella policy with 6 million aggregate would meet the aggregate for two of the policies listed above.**
    2. **If an agency policy covers sub-contractors as well it must be state that at the bottom of the Certificate of Liability (COI) and a title of endorsement must be attached (this lists who is actually covered)**
    3. **All Certificates of Liability (at the bottom Certificate Holder section) must list DFCS as the certificate holder with the following information:**

**Georgia Department of Human Resources**

**2 Peachtree St NW**

**Atlanta, GA 30303**

1. Organizational chart (**Due on the 15th of each month with required documentation**)
2. Corporate Resolution (**Due January of every year - only required for non-profit agencies**) Notarized statement from the board of directors stating who has authority to act on contractual matters). The date range must be for the fiscal year of the contract. An example would be the Corporate Resolution for FY21 contract would be July 1, 2020 – June 30, 2021.
3. Criminal History Attestation
4. **Staff & Sub-Contractor requirements:**
5. **Drug Screening Collectors (Must have a one year of human services experience and HS Diploma/GED)**
6. Copy of Collection Training Certificate
7. Copy of Sweat Patch Training Certificate
8. Current Driver’s license
9. DHS OIG Clearance Letter (background clearance)
10. Resume

* **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 IOTIS Training Website (<https://iotis.org/sso/index.jsp>). **All trainings must be passed with a score of 80% or higher.** All certificates will be maintained in the staff/sub-contractors agency file and submitted to their assigned contracted administrator within 12 hours if requested.
* **Collection Training** – is required for all staff completing Drug Screening Services. All certificates will be maintained in the staff/sub-contractors agency file and submitted to their assigned contracted administrator with their monthly org chart and within 12 hours if requested.
* **Sweat Patch Training -** is required for all staff completing Drug Screening Services. All certificates will be maintained in the staff/sub-contractors agency file and submitted to their assigned contracted administrator with their monthly org chart and within 12 hours if requested.