1. **Agency requirements:**
2. SS 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. 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.
6. 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.

1. Secretary of State -Screen Shot (**Due January of every year**)
2. Tax compliance form (**Due January of every year**)
3. 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**)
4. All listed insurances except for Worker’s compensation is required in the amount of $1million/$3million.
5. Auto Insurance only required for CCFA, WRAP, Homestead providers.
6. 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.
7. **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.**
8. Organizational chart (**Due on the 15th of each month with required documentation**)
9. Client Satisfaction Survey (Must be completed on all clients and placed in their files for monitoring/audit purposes)
10. **Staff & Sub-Contractor requirements:**
11. **License staff (Must have a Master’s Degree in Human Services & Licensed or working toward licensure in human services)**
12. Copy of current professional license
13. Current Driver’s license
14. DHS OIG Clearance Letter (background clearance)
15. Resume
16. **Degreed professional**
17. Copy of transcript in a Human Services field stating student has complete their degree requirements.
18. Resume
19. Current Driver’s license
20. DHS OIG Clearance Letter (background clearance)
21. **Non-degreed /paraprofessional staff**
22. Resume listing 5 years of Human Services experience
23. Current Driver’s license
24. DHS OIG Clearance Letter (background clearance)

* **Human Services degrees which are acceptable: 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](http://WWW.GADFCS.ORG)). The initial or annual training certificates must be submitted with the organizational chart the 15th of every month.
* **Advanced CCFA Training 1** (CCFA assessors (**Fully Licensed/Provisional Licensure or Master’s Degree under supervision for licensure staff or sub-contractor**). Trainings are completed by Chris180. Please contact them for scheduling information at 770-557-9182. The 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](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fpresentation%2Fd%2F1XO-0qtaXFdCuTl1TY1Fl-D1-HxYax594c93xNOlCfIY%2Fedit%3Fusp%3Dsharing&data=02%7C01%7CDebra.Lookabill%40dhs.ga.gov%7Cc41ac5d16add463067bb08d5ddcf1638%7C512da10d071b4b948abc9ec4044d1516%7C0%7C0%7C636658804261019284&sdata=iGVL6TKXf4eFmJzbXbiV39Jo9iMGynd8fB58jV7dfcI%3D&reserved=0)). The initial or annual training certificates must be submitted with the organizational chart the 15th of every month.