1. **Agency requirements:**
2. SS Provider Information Form (**Due every year**)
3. W-9 (**Due every year**)
4. Vendor Management form (**Due every year**)
5. Security Immigration Compliance form is needed for agency **as well as all sub-contractors** (**Due every year**)

**NOTES:**

* **Contracted Provider Security Immigration Form is completed by the DFCS Support Services Contracted Provider. This form is completed annually for the agency as a whole. Form attached to notification email.**
* **Individual or Agency Sub-Contractor Security Immigration Form must be completed annually by any sub-contractor (individual or agency). If it is an agency sub-contractor this form must be filled out for each of their staff. Form attached to Email Notification**

1. Secretary of State -annual registration form (**Due every year**)
2. Tax compliance form (**Due every year**)
3. Account clearance from the TSD-State-Contractors DOR.GA.GOV (**Due every year**)
4. 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 every year**)
5. All listed insurances except for Worker’s compensation is required in the amount of $1million/$3million.
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 policies coverage includes sub-contractors. Malpractice/Professional Liability Insurance is only required for licensed staff and/or 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. Support Services Area Delivery form (**Due every year**)
10. Client Satisfaction Survey (Must be completed on all clients and placed in their files for monitoring audit purposes)
11. **Staff & Sub-Contractor requirements:**
12. **License staff**
13. Copy of current professional license
14. Current Driver’s license
15. DHS OIG Clearance Letter (background clearance)
16. Resume
17. **Degreed professional**
18. Copy of transcript in a Human Services field stating student has complete their degree requirements.
19. Resume
20. Current Driver’s license
21. DHS OIG Clearance Letter (background clearance)
22. **Non-degreed /paraprofessional staff**
23. Resume listing 5 years of Human Services experience
24. Current Driver’s license
25. 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 Juvenile experience/DJJ), 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)).
* **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.
* **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))