



PROVIDER CONTRACT DOCUMENTS CHECKLIST

Below is a checklist of documents required for submission in conjunction with the Texas Family Care Network Provider Application (available on TFCN's website). Documents will be accepted in the following formats: PDF, DOC, and DOCX.

- Copy of Liability Insurance Certificate listing Texas Family Care Network as Additional Insured
- Copy of State Facility License that is posted on the wall (for each program- CPA, GRO, etc.)
- Latest Financial Audit or review (if applicable) or if not available, financial statements from bank
- W-9
- State Agency Evaluations/Reports from the past year, including corrective actions, Heightened Monitoring Plans, DFPS, HHSC, agency reports, etc.
- Proof of Accreditation (if applicable)
- All of the Provider's Policies & Procedures: must include Caregiver Notification Policy & 24-hour Awake Supervision Policy (GRO & RTC only)
- Floor Plan that clearly marks where the 24 Awake Night Staff are located (GRO & RTC only)
- Disaster & Emergency Response Preparedness Plan (DERPP)
- Professional Staffing Plan
- Out of State Providers Only: Title IV-E Eligibility Form, including out-of-state licensing and abuse/neglect check

Once we receive the documents above, we will send you the following forms to complete and/or sign.

- Subcontractor Agreement
- Texas Family Care Network Direct Deposit Form
- Subcontractor Consent Form
- SSCC Consent Form (if already contracting with another SSCC)