

## **Required Information to Initiate a Contract with Walworth County Human Services**

- Official name, address, and phone number of your agency - Completed by using the attached Provider Maintenance Request form.
- Name, address, phone number, and email of your contract administrator - Completed by using the attached Provider Maintenance Request form.
- Remittance address, if different from agency address - Completed by using the Provider Maintenance Request form.
- Status of your agency (i.e., private for profit, nonprofit, governmental) - Completed by using the Provider Maintenance Request form.
- Completed Rate Sheet –Form Attached
- Your tax ID number (W-9) - Form Attached
- Copy of current license and/or certification if applicable
- Certification that you have conducted mandatory background checks, as required under Act 27, on all employees. Walworth County Human Resources will maintain copies of the background checks that you provide on all rostered CCS providers. <https://recordcheck.doj.wi.gov/>
- Civil Rights Compliance (CRC) Letter of Assurance. The instructions and format for the Letter of Assurance is available on the Wisconsin Department of Health Services (DHS) website: <http://www.dhs.wisconsin.gov/civilrights/index.htm>
- A certificate from your insurer indicating that you have the required insurance coverage during the period of your contract. Walworth County's purchasing policies require that all contractors, at all times during the contract term, keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies with limits of not less than the amounts listed below. Coverage shall apply as primary with Walworth County named as an added insured.
  - Comprehensive General Liability: minimum amount \$1,000,000
  - Auto Liability (if applicable): minimum amount \$1,000,000
  - Professional Liability (if applicable): minimum amount \$1,000,000 per occurrence and \$3,000,000 for all occurrences in one (1) year.
  - Umbrella Liability (as necessary): minimum amount \$1,000,000

### **Items Required as a Condition of the Contract**

- Audit: If you receive over \$100,000 annually between all county agencies you will be required to provide an annual audit in accordance with state and federal guidelines.