**Attachment B - Required Forms**

**Application Instructions**

1. Applicant must submit a completed Application and Required Forms, as applicable, in the order listed below for File Folder 1 and File Folder 2.
2. Access the forms by the link or icon provided below by holding down the "Ctrl" key while clicking on the link.
3. Save forms in an electronic file.
4. For the Application and the forms that require signature, print, sign and scan in an electronic format. Scanned documents must be clear and legible.
5. Attach File Folders 1 and 2 to email and submit the completed Application to the Point of Contact listed in the Open Enrollment Section 1.2.

**Appendix B – Required Forms**

**File Folder 1: Application and Service Delivery Area**

|  |  |  |
| --- | --- | --- |
| Electronic File Name | Description | Required or  If Applicable |
| Application | Application for Enrollment | Required |
| Insurance | Insurance Documentation | Required |
| Attachment A-3 | Service Delivery Area Form | Required |
| DBA | Assumed Name Certificate Attachment | If applicable |
| Incorporation | Certificate of Incorporation Attachment | If applicable |
| LLC | LLC Articles of Formation Attachment | If applicable |
| Partnership | Partnership Agreement Attachment | If applicable |
| Partners | Names and addresses and for each partner | If applicable |
| HUB | HUB Certification Form | If applicable |

**File Folder 2: Required Forms**

The following forms are located on the DFPS public website, Doing Business with DFPS, Contracting Forms: <https://www.dfps.state.tx.us/Doing_Business/forms.asp>

|  |  |  |
| --- | --- | --- |
| Electronic File Name | Form Number and Name | Purpose |
| AP-152 | AP-152, Application for Texas Identification Number [If you already have a Vendor ID set up for another DFPS contract, print form, note “Already Set Up” at top of page, and provide number | Application for identification number |
| 74-176 | 74-176, Vendor Direct Deposit Form | Direct Deposit Authorization |
| 9007FFS | 9007FFS, Internal Control Structure Questionnaire | Contractor's disclosure of internal controls. Instructions included. |
| 9105 | 9105, Risk Analysis Questionnaire (RAQ) | Questionnaire for provider to assist staff with the completion of the Risk Assessment Instrument (RAI). |

The following form is located on the DFPS public website, Doing Business with DFPS, Contracting Forms, Regional CPS Contracting Forms, General Documents:

<https://www.dfps.state.tx.us/Doing_Business/Purchased_Client_Services/Regional_CPS_Contracts/forms.asp>

|  |  |  |
| --- | --- | --- |
| Electronic File Name | Form Number and Name | Purpose |
| PCS-102 | PCS-102, Contracting Entity and List of Staff, Subcontractors and Volunteers | Contractors must list the contracting entity, all service providers, and requested provider information on this form and submit it electronically to DFPS. |
| 2970C | Disclosure and Consent to Release of Information | Release of information regarding criminal history or DFPS abuse and neglect history. |
| 2971C | Request for Criminal History and DFPS History Check | Application for requesting criminal history and DFPS abuse or neglect history. |