**5.1 OUT OF STATE ADOPTION SERVICES OPEN ENROLLMENT**

**APPLICATION**

# INSTRUCTIONS

### Application must be completed and signed in Section 4 (Certification) for it to be accepted by DFPS.

### Applicant will submit Application and all required documents in the format and order described in Appendix A to the Point of Contact in Open Enrollment Section 1.2.

### If DFPS has difficulty accessing the Applicant’s documents, the Applicant will be required to re-submit documents as directed by DFPS.

1. **APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Legal Name of Applicant/Entity |  |
| Office Address |  |
| City, State, Zip |  |
| Mailing Address |  |
| City, State, Zip |  |
| Phone |  |

|  |  |
| --- | --- |
| Vendor ID Number: | Federal ID Number – If different from Vendor ID:  Applicant:  Parent Organization: |

|  |
| --- |
| Doing Business As Name (DBA) or Parent Organization – If different from Legal Name above:  Attach a copy of Assumed Name Certificate  If an Applicant has a Parent Organization, attach a copy of the agreement between the Applicant and the Parent Organization |

|  |  |
| --- | --- |
| Type of Applicant – Check appropriate box(es) and attach documentation as indicated | |
| Sole Proprietorship | |
| Private Corporation  For Profit  Non-Profit | State of Incorporation:  Charter Number:  Attach a copy of Certificate of Incorporation |
| Limited Liability Company (LLC) | Attach a copy of the Articles of Formation |
| Partnership  Limited  General | Attach a list of names, addresses for each partner and provide a copy of the Partnership Agreement. |
| Governmental Entity  Do you have taxing authority?  Yes  No | |
| Are you currently registered with the Texas Secretary of State?    Yes  No | |

|  |  |  |  |
| --- | --- | --- | --- |
| Person Authorized to Sign Contract: | | | |
| Name |  | Title |  |
| E-mail |  | Phone |  |
| Contact for Service Delivery: | | | |
| Name |  | Title |  |
| E-mail |  | Phone |  |
| Contact for Invoicing: | | | |
| Name |  | Title |  |
| E-mail |  | Phone |  |

1. **ELIGIBILITY REQUIRMENTS**

(See Section 2.15 Contractor Minimum Qualifications of the Open Enrollment)

* 1. Does Applicant hold a valid and current Child-Placing Agency License (State Adoption License) at the time this Application is submitted?

Yes If yes, attach copy of the State Child Placing Agency/Adoption License.

No If no, STOP – Applicant does not qualify.

* 1. Does Applicant or the applicant’s staff members completed at least six (6) Special Needs Adoptions (Section 2.15.1) at the time of this Application is submitted?

Yes If yes, attach required documentation.

No If no, STOP – Applicant does not qualify.

* 1. Does Applicant meet the insurance requirements in Section 2.16 of the Open Enrollment?

Yes If yes, attach documentation of coverage provided for in Section 2.16. The certificate of insurance must be issued to DFPS or designate DFPS as a Certificate Holder.

No If no, STOP – Applicant does not qualify.

1. **SERVICE DELIVERY AREA**

(See Section 2.4 of the Open Enrollment)

The children served by Out of State Adoption Services are located throughout the eleven (11) DFPS geographic regions in the State of Texas.

1. **CERTIFICATION**

|  |  |
| --- | --- |
| I certify that the information provided in this application is, to the best of my knowledge, complete and accurate; that the named legal entity has authorized me, as its representative, to submit this application; and that the legal entity complies with all terms of this Open Enrollment. | |
| Signature of Authorized Representative | Date |
| Name of Authorized Representative (Printed) | Title of Authorized Representative (Printed) |

**Appendix A – 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

|  |  |  |
| --- | --- | --- |
| Electronic File Name | Description | Required or  If Applicable |
| Application | Application for Enrollment | Required |
| Insurance | Insurance Documentation | 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 |
| 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. |
| 9105RAQ | 9105RAQ, Risk Analysis Questionnaire | Questionnaire for provider to assist staff with the completion of the Risk Assessment Instrument (RAI). |
| 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 |
| 4735 | Out of State Contractor Certification | Contractor certifies compliance with the business entity laws of the state where the Contractor formed its business |
| Background  Clearances | Documentation from Contractor indicating background check clearance for each staff | Criminal background clearance verifications for each person identified on Form PCS-102 (below) to provide service under this contract or have access to confidential client or contract information |

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 individuals to have access to confidential client or contract information, and information requested on this form and submit it electronically to DFPS. |