

EXHIBIT J FORMS DIRECTORY

All forms listed in this RFA are contained in the list below. To maintain the integrity of the required forms, the Respondent will access the PAL Life Skills Training and Assessment Services forms and reports at:

https://www.dfps.texas.gov/Doing_Business/Purchased_Client_Services/Regional_CPS_Contracts/forms.asp#Services.

To locate a specific form on the page, use keyboard shortcut **"Ctrl + F"** and enter the form number or description to locate the link to the individually listed forms. It is the sole responsibility of the Respondent to ensure that Respondent is accessing the most up-to-date forms. DFPS will not be responsible for providing notice of updates or modifications to forms contained in the link above.

| Form Number | Form Name | Form Purpose |
|-------------|---|---|
| 2054 | Service Authorization | Computer generated authorization form provided to Grantee by CPS. |
| 2970c | Disclosure and Consent to Release of Information Regarding Criminal or Abuse/Neglect History For Applicants, Employees or Volunteers of DFPS Contractors and Subcontractors | Release of information regarding criminal history or DFPS abuse and neglect history. |
| 2971c | Request for Background Check for Purchased Client Services Contractors | Application for requesting criminal history and DFPS abuse or neglect history. |
| 5500LST | Invoicing Procedures for PAL Life Skills Training | Grantee uses to ensure correct billing and invoicing procedures are followed and submitted to DFPS. |
| 5501 | PAL Referral Form | DFPS PAL staff provides form to Grantee for each Youth or Young Adult. |
| 5502 | Individual Monthly Progress Report | Grantee submits this form monthly except in September and March, when this form is required weekly. |
| 5503 | Independent Study Guide Caregiver Report | Grantee obtains this form signed and completed from Youth or Young Adult. |
| 5504 | Individual Monthly Progress Report | Grantee submits this form monthly except in September and March, when this form is required weekly. |

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| 5506 | Knowledge Assessment Feedback to Youth | Grantee completes this form one time at completion of all six core elements of Life Skills Training and provides it to the Youth or Young Adult. |
| 5507 | DFPS Approval of Qualifications and Requirements | Grantee submits form to DFPS CPS Contract Manager for review of Grantee staff and volunteers. |
| 5508 | Training Class Schedule | Grantee must submit a proposed schedule for each series of training sessions for DFPS PAL staff review and approval. |
| 5518PALLST | PAL Life Skills Training – Grantee Billing Report | Grantee completes this form monthly and submits it to the contract manager with billing. This form includes the new service code 18L. |