

## **ABCCEDP CONTRACT CHECKLIST FOR PROVIDERS**

### **CONTRACT**

- \_\_\_ Name identical to E-Verify MOU
- \_\_\_ FEIN identical to E-Verify MOU
- \_\_\_ Physical address and billing address listed – one address must be on E-Verify MOU and at least one address must be registered in STAARS
- \_\_\_ Signed and dated
- \_\_\_ All pages returned – **ORIGINALS!** Copies are not accepted.

### **W-9 OR TAX ID FORM**

- \_\_\_ Included and completed/signed within the past 6 months
- \_\_\_ Name, address, and FEIN matches contract and is registered in STAARS

### **DISCLOSURE STATEMENT**

- \_\_\_ All blanks completed & boxes checked. If it does not apply, please put “N/A.”
- \_\_\_ Name and address identical to E-Verify MOU
- \_\_\_ Signed, notarized, and dated (signatory date must be the same as notary date)  
\*\*\*NOTE: Notary seal must be present!
- \_\_\_ ORIGINAL returned – copies are not accepted

### **CERTIFICATE OF COMPLIANCE**

- \_\_\_ All blanks completed
- \_\_\_ Signed, witnessed, and dated (signatory date must be the same as witness date)
- \_\_\_ ORIGINAL returned – copies are not accepted

### **E-VERIFY MOU**

- \_\_\_ All pages of the MOU provided
- \_\_\_ Name and address match contract, Certificate of Compliance, and Disclosure Statement
- \_\_\_ Department of Homeland Security electronic signature present
- \_\_\_ Employer’s electronic signature present

\_\_\_ If an E-Verify Employer Agent was used: Employer’s “**wet**” signature present, Employer Agent’s electronic signature present, and Department of Homeland Security electronic signature present

**FEE SCHEDULE ON PRACTICE LETTERHEAD**

\_\_\_ Included

**PROVIDER CHECKLIST**

\_\_\_ ALL blanks completed

**SUBCONTRACTOR FORM**

\_\_\_ Completed (Provide information for ALL facilities covered under contract, including your main facility)

**LICENCES**

\_\_\_ Facility or MD license included for ALL staff

\_\_\_ Licenses are current

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**Regional Coordinators:**

Cindy Brewer – Colbert, Coosa, Cullman, Fayette, Franklin, Jefferson, Lamar, Lauderdale, Lawrence, Limestone, Madison, Marion, Morgan, Walker, Winston  
Karen Brock – Blount, Calhoun, Chambers, Cherokee, Clay, Cleburne, DeKalb, Etowah, Jackson, Marshall, Randolph, Shelby, St. Clair, Talladega, Tallapoosa  
Hazel Cunningham – Autauga, Bibb, Chilton, Choctaw, Dallas, Elmore, Greene, Hale, Lowndes, Marengo, Perry, Pickens, Sumter, Tuscaloosa, Wilcox  
Jackie Wilson – Barbour, Bullock, Coffee, Crenshaw, Dale, Geneva, Henry, Houston, Lee, Macon, Montgomery, Pike, Russell  
Vonda Buckhault – Baldwin, Butler, Clarke, Conecuh, Covington, Escambia, Mobile, Monroe, Washington