

ABCCEDP COORDINATOR CONTRACT DOCUMENT CHECKLIST

Provider Name: _____

CONTRACT

- _____ Name identical to W-9 form
- _____ FEIN identical to W-9 form
- _____ All pages returned
- _____ Signed and dated

DISCLOSURE STATEMENT

- _____ All blanks completed
- _____ Name identical to W-9 form
- _____ **Notarized** and **dated** (make sure this has been done before completed contract is sent to the Central Office)

PROVIDER CHECKLIST

- _____ ALL blanks **MUST** be completed (make sure a valid email address is listed and a valid phone number for the ABCCEDP Hotline is listed to direct calls)

W-9 or TAX ID FORM

- _____ Name matches contract
- _____ Signed and dated

LICENSES

- _____ Facility or MD license included on ALL staff
- _____ Licenses are current

CERTIFICATE OF COMPLIANCE & E-VERIFY MOU

- _____ **Certificate of Compliance** – ALL BLANKS COMPLETED
- _____ **Notarized** and **signed**.
- _____ **MOU: PROVIDER MUST** enroll in the Department of Homeland Security's E-Verify Program at <http://www.dhs.gov/e-verify>; attach MOU bearing the number assigned by the U.S. Department of Homeland Security. **A complete copy of MOU must be submitted.**

SUBCONTRACTOR FORM

- _____ Completed (the provider **MUST** include their facility on this form even if there are no sub-contractors)

FEE SCHEDULE ON PRACTICE LETTERHEAD

- _____ Included

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