

INFORMATION CHECKLIST

Use this checklist to confirm whether or not items requested have been included in the Application for each Program.

This form is to be completed and included in the renewal package. If "Not Applicable," please so indicate.

RENEWAL PACKAGE CONTENT

- 1 Renewal Summary page w/Authorized Signature and DUN# by location, Tax ID#, and NPI #
- 2 Information Checklist/Checklist Guide
- 3 12-Month Requested Budget
- 4 Administrative Services and Supplies Detail
- 5 Program Services and Supplies Detail
- 6 Facility Expense Detail and Equipment
- 7 Financial/Accounting Information
- 8 Licenses, Permits, Approvals
- 9 Attachments
- 10 Staffing
- 11 Program Subcontract (If Applicable)
- 12 Revenue Detail (If Applicable)
- 13 Agency Description Form

YES	NO	NOT APPLICABLE
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ATTACHMENTS

(One set per complete package, regardless of number of Programs)

- A. 1. Financial Statement
- A. 2. Indirect Costs Narrative (include copy of Federal Indirect Approval letter if proposing to exceed 10% indirect)
- A. 3. Cost Allocation Plan (If Applicable)
- A. 4. Salary and Benefits Details (including staffing changes & variance explanations from current year)
- A. 5. Budget Narratives/Details (including variance explanation from current year)
- A. 6. Agency Description Form & Signature Authority Documents
- A. 7. Current Insurance Documents (as specified in your current agreement(s))
- A. 8. Child Support Enforcement Certification (For Profit Providers only - as specified in your current agreement)

Program Description Documents

- B. 1. Program Organizational Chart
- B. 2. Job Descriptions
- B. 3. Program Narrative/Goals
- B. 4. Staffing Patterns (Note any Changes)
- B. 5. DSH, Units of Service, Outcomes
- B. 6. Client Fee Determination
- B. 7. Client Admission Criteria
- B. 8. Client Referral Procedures
- B. 9. Waiting List Policy

YES	NO	NOT APPLICABLE
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