

WAUKESHA COUNTY DEPARTMENT OF HUMAN SERVICES
CONTRACT CHECKLIST

Dear Vendor:

Enclosed please find your contract and attachments. The Waukesha County Health & Human Services Department contract/agreement requires that certain reports be returned to us.

THOSE ITEMS BELOW THAT ARE CHECKED ARE REQUIRED

- XX 1. One signed copy of the Purchase of Services Agreement.
- XX 2. One signed copy of EACH Program Description.
- XX 3. Attachment 4 Rate Setting form when requested (5 bed or larger CBRF, RCAC, or 3-4 bed AFH)
- XX 4. Appendix J Rate Setting form when requested (only if you are a 1-2 bed AFH)
- XX 5. Photocopy of your License or Certificate (only if you provide a licensed/certified service).
- XX 6. Current Certificate of Insurance. (See detailed requirements in the Purchase of Services Agreement)
- XX 7. Civil Rights Letter of Assurance (LOA) is required for ALL vendors.
- XX 8. Civil Rights Compliance Plan **when requested only**.

These plans/letters should be completed by **April 30, 2010** or within 90 days of the start date for new contracted vendors and are good through December 31, 2013. Extension requests must be received in writing and approved by Waukesha County by this date. Plans should be kept on file at the Vendor's office and available to Waukesha County upon request. See section titled Discrimination in your Purchase of Services Agreement for additional information.

CERTIFIED FINANCIAL AUDIT REQUIREMENTS

~If you receive more than \$25000 annually from Waukesha County, you may be required to submit an independent audit report to us. This report would be due within 180 days of the end of the reporting year. See section titled Certified Financial Audit Requirements for more information.

~If you require an extension to the deadline for submission of your audit, an extension request must be received in writing and approved by Waukesha County within 180 days of the end of the reporting year. Requests received after this date may be denied, and your payments may be held until the audit report is received.

~If you would like to request a waiver of the audit requirement please contact Greg Zipfel at 262-548-7637.

Waiver requests must be received prior to your audit report due date.

Any final billings or adjustments to billings for the 2013 contract year must be submitted by January 24, 2014. No billings for 2013 will be accepted after this date. **Failure to obtain billing for services by this date will negate any payment terms.**

Please sign the CONTRACT and the Program Description(s) and mail one set to me at my address below, as well as other items checked above whenever appropriate. Please keep one set for your records. **No payments will be made for the 2013 contract year until these requirements have been met. Payment may be held or services may be discontinued if these items are not received in a timely manner.** Many of the required documents can be found on our website at <http://www.waukeshacounty.gov>, along with contact information.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL OR CONTACT:

JENNIFER M CARRIVEAU, SENIOR FINANCIAL ANALYST

TELEPHONE NUMBER: (262) 548-7219 FAX: (262) 896-3375 EMAIL: jcarriveau@waukeshacounty.gov

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