

ABCCEDP CONTRACT CHECKLIST FOR PROVIDERS

CONTRACT

- ___ Name identical to E-Verify MOU
- ___ FEIN identical to E-Verify MOU
- ___ Signed and dated
- ___ All pages returned – **ORIGINALS!** Copies are not accepted.

W-9 OR TAX ID FORM

- ___ Included & completed/signed within the past 6 months
- ___ Name & FEIN matches contract

DISCLOSURE STATEMENT

- ___ All blanks completed & boxes checked. If it does not apply, please put “N/A.”
- ___ Name 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 & address match contract, Certificate of Compliance, & Disclosure Statement

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



Regional Coordinators:

- Cindy Hayhurst – Colbert, Coosa, Cullman, Fayette, Franklin, Jefferson, Lamar, Lauderdale, Lawrence, Limestone, Madison, Marion, Morgan, Walker, Winston
- Elaine Goodman – 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