

New CPA Provider Application Process Information Sheet

This information sheet outlines the process for Child Placing Agencies interested in becoming a contracted Room, Board, and Watchful Oversight (RBWO) provider with the Division of Family and Children Services (DFCS). The new provider process is handled through the DFCS Office of Provider Management (OPM). The process for interested agencies is as follows:

1. Review the **Current RBWO Provider Service Needs List**, located on the home page of www.gascore.com in the New Provider Application Information Section, to determine DFCS's current need for provider services.
2. After reviewing the Current RBWO Provider Service Needs List, if the interested agency is located in one of the identified counties and/or regions and the agency is interested and qualified to provide the services, complete the online New CPA Provider Self-Assessment (click link below to access the assessment).
<http://www.surveymonkey.com/s/CD69DLF>
3. If the Provider Self-Assessment reflects that the provider is prepared to move forward with the application process, complete instructions and application forms will be sent to the provider within 10 business days.

If a review of the Self-Assessment reveals that the provider needs to address any deficiency, this information will be provided to the applicant within 10 business days and the provider will be required to resubmit the Self-Assessment once the deficiencies are addressed.

4. Once the applicant has submitted the application forms, OPM reviews and conducts a desk review of the application. This review includes a review of the submitted application and attachments, a financial review by the RBWO Financial Contracts Office, a review of the agency's current standing with the RCCL and a review of the most recent OPM Monitoring and Safety Reviews, if the agency currently has a contract with DFCS. During this process, additional information may be requested from the interested agency. (Note: The financial review will include a review of the agency's budget and finances to determine if the agency has starting operating capital to cover fixed costs for at least six months.)
5. If the application, including financial information, is acceptable, a site visit of the interested agency's site will be conducted.
6. Following an acceptable site visit, the applicant will be asked to move forward with conducting and completing three foster home studies. Once the agency has approved three home studies, the home studies will be reviewed by the OPM. If the home studies are acceptable and the CPA's application remains in good standing, a decision to approve the CPA will be granted.
7. The interested agency will be notified of the final application decision. The entire process may typically take up to three months.
8. If an application is approved, the DFCS contracting process starts once the agency is fully staffed. The contract process may typically take up to two months.
9. If the application is denied, the applicant will be notified in writing.