

**Adult Day Care Services  
Required Attachments Checklist**

**Each item is required in order to submit this proposal. Missing documents will result in denial.**

<input type="checkbox"/>	Current Certificate of Completion of Mandatory Provider Orientation.
<input type="checkbox"/>	National fingerprint criminal background check results for all staff/volunteers.
<input type="checkbox"/>	Most recent Office of Inspector General (OIG) check results for all staff/volunteers.
<input type="checkbox"/>	Most recent Mississippi Nurse Aide Abuse Registry check results for all staff/volunteers.
<input type="checkbox"/>	Agency organizational chart including names of all staff for each position.
<input type="checkbox"/>	A copy of the provider's most current filed tax return for the business along with confirmation verifying it was filed. Examples of acceptable forms of confirmation include: 8879 form from a tax preparer with the submission identification (SID) number 9325 form from the IRS with the submission identification (SID) number
<input type="checkbox"/>	Federal Employer Identification number approval letter with effective date. Dates must be legible.
<input type="checkbox"/>	Itemized Adult Day Care Agency Expense Report reflecting all income and expenditures for each month for the past 12 months. Note, these expenses should be the exact dollar amount and not the same each month.
<input type="checkbox"/>	Business Privilege Tax License, Fire and Safety Permits, Kitchen permits, ordinances, etc.
<input type="checkbox"/>	Documentation showing agency has established and is maintaining a business line of credit either a financial institution licensed to conduct banking or other Financial Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) insured financial institution. The approval amount for the business line of credit must be enough to cover operational costs/expenditures for at least three (3) months at all branch locations.
<input type="checkbox"/>	Three current, signed, original letters of support from three (3) clients or their caregiver that can verify your agency's work in providing adult day care service.
<input type="checkbox"/>	Detailed job descriptions that include the educational requirements, work experience, job duties and responsibilities for all required staff.
<input type="checkbox"/>	Resumes for the agency's signatory authority(ies) and key staff to include qualifications, work experience, job duties and responsibilities, and education.
<input type="checkbox"/>	Current license and certifications for all staff. (For example, CNA, RN, etc.)
<input type="checkbox"/>	List of applicant center's daily developmental activity schedule.
<input type="checkbox"/>	Attach a detailed list fully disclosing, the names, address, and phone numbers of any individual maintaining ownership or financial interest in the agency/organization from the period which care services will be provided.
<input type="checkbox"/>	Indicate if food is prepared on site or catered. If prepared on site enclose a copy of your Kitchen Permit from MSDH and ServSafe Certification. If catered, attach a copy of a detailed, signed, and dated agreement with a reputable catering company licensed by MSDH.
<input type="checkbox"/>	Official blueprints or official document outlining the square footage of the ADC's program space.
<input type="checkbox"/>	Current Administrative Code Part 208 Training Certificate