ARMS WIDE
PRESERVING & FULFILLING FAMILIES

**SUBCONTRACTOR INFORMATION CHECKLIST**
**HOME STUDY/ASSESSMENT SERVICES**

Thank you for your interest in partnering with Arms Wide to provide Foster Care Adoption Home Study/Assessment services. The items listed below must be provided as part of the application process. Once all documents have been received and approved, you will receive a copy of the executed Purchase of Services Contract and Subcontract Agreement for your records.

- ☐ Subcontractor Information Form (provides personal data for documentation purposes)
- ☐ Subcontractor Qualification Form (relevant qualifications and/or certifications)
- ☐ CCL Region 6 Form 2971 Background Check (criminal and DFPS abuse or neglect history)
- ☐ CCL Region 11 Form 2971 Background Check (criminal and DFPS abuse or neglect history)
- ☐ Child Support Affidavit (verifies eligibility to receive state funds)
- ☐ Provide a copy of your current Texas Driver License or Identification
- ☐ Provide a copy of your Social Security Card
- ☐ Provide a copy of current Automobile Insurance Verification Form: Expires: _____
- ☐ Provide a copy of your Resume/Vitae
- ☐ Provide a copy of your current professional license and/or certification (Current copy must be in our files at all times.)

  **Expires _____(please enter expiration date)**
- ☐ Three Professional References (full contact information and their role or direct emailed letters)
- ☐ Internal Revenue Service W-9 Form Request for Taxpayer Identification Number and Certification (Requests Taxpayer ID Number and Certification to report income)
- ☐ Professional Liability Certificate of Insurance: Minimum coverage requirements $1,000,000 per occurrence and $2,000,000 aggregate. MUST SHOW the following as a certificate holder

  Spaulding for Children dba Arms Wide
  9800 Northwest Freeway, Suite 415
  Houston, Texas 77092

  **Expires _____ (please enter expiration date)**
- ☐ Purchase of Services Contract (contractual obligations between you and Arms Wide)
- ☐ Subcontract Agreement – Home Study (services and scope of work between you and Arms Wide)

**TRAINING:**

☐ Cultural Diversity: Minimum three (3) hours of training is required initially. **Completed: _____**

☐ DFPS Trauma Informed Care (Online): A minimum of two (2) hours of training is required initially, followed by an annual update. **Completed: _____**

☐ CAREGIVERS Preventing and Recognizing Sexual Abuse and Victimization of Youth in Foster Care (Online): An annual update is required. **Completed: _____**

☐ Mandatory Reporting Community Response for Youth and Families (Online): An annual update is required. **Completed: _____**

☐ TBRI Modules 1 and 2 (titled "TBRI Part 1"): Initial completion is required. **Completed: _____**

☐ The National Adoption Competency Mental Health Training Initiative (NTI), or an alternative adoption competency training related to the care of foster and adoptive children who have experienced abuse or neglect, must be completed before the Subcontract Provider completes a home assessment. **Completed: _____**

Training completed within the past 12 months will meet this requirement for the training, verified by training certificates provided to Contract Provider.