

SUD FFS AGENCY CHECKLIST – SFY 2022-2023 RENEWAL

Provider Name:

- ☐ Private Non-Profit
- ☐ Public Agency
- ☐ For-Profit Corporation (LLC, etc.)

Most forms can be found on NJSAMS

<https://njsams.rutgers.edu/njsams/Documents.aspx>

Program Requirements:

- ☐ Agency Admin Contract Info Page SFY 2022-2023
- ☐ **SUD FFS Annex A** - Boilerplate Standard SFY 2022-2023
- ☐ **SUD FFS Annex A1** - ASAM LOC Service Descriptions SFY 2022-2023
- ☐ **SUD FFS Annex A2** - Initiative Specific SFY 2022-2023
- ☐ **SUD FFS Annex A3** - Enhancement Package Services Descriptions SFY 2022-2023
- ☐ Agency specific **Site Summary** – all pages must be signed

Executed Contract Items: Signature required on all forms below

- ☐ **DHS Standard Language Document SUD FFS**
- ☐ **DHS Business Associate Agreement (BAA)**
- ☐ **P1.06 Standardized Board Resolution Form**
- ☐ Public Law 2005, **Chapter 51** (formerly Executive Order 134) *Note: non-profit organizations are exempt from this requirement*
- ☐ **Chapter 271** and Executive Order 117 *Note: non-profit organizations are exempt from this requirement.*
- ☐ N.J.S.A. 52:34-13/2 **Source Disclosure Certification Form**
- ☐ **Schedule G** - Certification Regarding Debarment and suspension (under Schedules)
- ☐ **Schedule I** - Certification Sheet for Application for Contract Funds (under Schedules)

Agency Specific Documentation

- ☐ Certification of Employee Information Report-AA302 (*IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM on NJSAMS*)
- ☐ Insurance Policy Declaration page(s) (*must name State of NJ Division of Mental Health & Addiction Services as additional insured*)
- ☐ Certificate of Incorporation
- ☐ Charitable Registration Status (*Not applicable for For-profits and Public Entities*)
- ☐ Sliding Fee Scale Policy and Procedure and Fee Schedule
- ☐ Subcontract/Consultant Agreements (*if applicable*)
- ☐ Dated Current Board Members List
- ☐ Business Registration Certificate from Treasury
<http://www.state.nj.us/treasury/revenue/busregcert.shtml>
- ☐ Agency specific Continuity Of Operations Plan (COOP)
- ☐ Latest Audited Financial Statement or Latest Financial Statement (based on annual income)

If you have any questions or concerns, please don't hesitate to contact **Lynn M. Soto, Contract Fiscal Analyst**
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