



Requirements for New Providers

Before a potential new provider can receive funds administered by the Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA), the following information must be provided:

- A copy of the most recent audit. *This documents the type of agency it is. In addition, this tells what services are provided, financial condition, and different funding streams. This would not apply if they are part of a governmental agency.* When the agency's funding does not currently require an audit, obtain a copy of the most recent financial statements. For those organizations submitting unaudited financial statements, a completed State Grant Certification and Sworn Statement and a completed Schedule of Receipts and Expenditures are also required. Additional information may be requested.
- Complete the Department of Health and Human Services (DHHS) Internal Control Questionnaire (ICQ).
- Provide a copy of current bank statements.
- Provide a current W-9.
- Complete a Request for Proposal package. Comply with Older Americans Act requirements regarding client's rights if providing In-Home services.
- Study an "Agreement For The Provision Of Service Provider-Based Aging Services – Family Caregiver Support Program" and/or the DAAS-735: "Home and Community Care Block Grant for Older Adults – Agreement for the Provision of County-Based Aging Services (DAAS-735)". These documents go into more depth regarding requirements paying particular attention to the Monitoring and Audit requirements.
- For services funded by Home and Community Care Block Grant funds, study and sign the HCCBG Standard Assurances (DAAS 734).
- Provide a list of current board members and indicate board chair.
- Have all appropriate staff attend training provided by the PTRC AAA for program standard(s) budget, reporting, monitoring, reimbursement, etc.
- Provide appropriate documentation to verify the agency is an Equal Opportunity Employer.
- Provide a copy of the Personnel Policies.
- Provide a copy of the Mission and Vision statement.
- Provide a copy of current license from the Division of Health Service Regulation if intending to provide In-Home services.
- Disclose in writing any potential conflict of interest in accordance with applicable Federal awarding agency policy (2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule; specifically, 200.112)