

Service Provider Agreement Process and Forms Checklist

All of the documents listed below comprise the Service Agreement. Please send in all forms requiring signatures and other information forms. It is not required to send in copies of this checklist or reference documents.

If you are a new provider you must meet with the local WDA Director for a face to face meeting and receive approval. Existing statewide service providers may also be required to have a meeting prior to approval.

Information to reach the local DVR Directors can be found:
http://dwdworkweb/dvr/pdf_files/central_office_listing.pdf

Step ONE-REQUIRED TRAINING:

Each staff person working with DVR should view two series of web based training. The first is provided in 4 modules and gives information about how DVR works with statewide services providers, including specific service information, collaboration efforts and new initiatives DVR is working on for the future. Reporting of the participation dates will be needed for the Service Agreement. Check the settings on your browser to allow viewing.

Required Training (Check once complete)	Title/Location
	Module 1-Service Provider Partnerships (11 minutes) http://dwdmedia.wi.gov/main/Viewer/?peid=5bab6b030e9d434abdb4de5f82ba1553
	Module 2-Technical Specifications (15 minutes) http://dwdmedia.wi.gov/main/Viewer/?peid=bf996518c101406d80e7f693151b644d
	Module 3-Fee Review Policy (4 minutes) http://dwdmedia.wi.gov/main/Viewer/?peid=bc8c77f0e5bd4be3b48afed71ec2b19a
	Module 4-Future Enhancements (4 minutes) http://dwdmedia.wi.gov/main/Viewer/?peid=87162161979a4f5fad30ac8f44a7ae51
	Computer Security Awareness- Basic http://dwd.wisconsin.gov/dvr/service_providers/security_awareness_trg.htm
	Computer Security Awareness-Refresher http://dwd.wisconsin.gov/dvr/service_providers/security_awareness_trg.htm
Optional Training	Title/Location
	Ethics-One option for training can be found: http://www.tace5.siu.edu/webcourses/frmCourseList.aspx

Required Beginning 2013-2014: Each service provider staff person working with DVR will need to take an ethics course every 5 years. Service providers have a year to be in compliance with this new training requirement. There are many free resources for this type of training.

Step TWO-REQUIRED DOCUMENTS:

There are several types of documents that comprise the service agreement documents; signature documents, forms and reference documents.

Required Signature Documents (Check once complete)	Title	Attachment or Form Reference
	Service Provider Information Cover Sheet and Agreement	Form1
	Certification Regarding Debarment, Suspension and Other Responsibility Matters	Att 4
	Certificate Regarding Lobbying	Att 5
	Certificate Regarding Drug-Free Workplace Requirements	Att 6
	Certificate Regarding Criminal Background Check	Att 11
Required Forms for completion (check once complete)	Title	
	Service Provider Location(s) Form	Form 2
	Service Provider Personnel Form (Requires dates of completion of security awareness training basic and refresher modules and criminal background check for all personnel)	Form 3
	Subcontractor Information (Complete as needed-Other forms required)	Form 4

Step THREE: REQUIRED REVIEW-Service Agreement Reference Documents

By signing the service agreement you are indicating you have read and understand the following documents which are an integral part of the statewide service agreement. **Please do not send copies of these documents with your completed documents and forms.**

Required Review Documents (Check once reviewed)	Title	Attachment or Form Reference
	Agreement for Services	Att 1
	Agreement Standard Terms and Conditions	Att 2
	Instructions for Certification Regarding Debarment, Suspension and other Responsibility Matters	Att 3
	Technical Specifications <ul style="list-style-type: none">o Benefits Analysiso Internship/Temporary Worko Job Coachingo Job Preparation, Development and Placemento Supported Employmento Vocational Evaluation	Att 7
	Statewide Service Fee Schedule	Att 8
	Service Provider sample invoice	Att 9
	Criminal Background check	Att 10
	Undue Hardship policy	Att 12

Step FOUR: Submission- When completed - fax, mail or email (preferred) required documents listed in the table to:

**Contracts Specialist
Division of Vocational Rehabilitation
PO Box 7852
Madison, WI 53703-7852
dvrproviders@dwd.wisconsin.gov
FAX to 608-266-1133**