Transportation

PROVIDER APPLICATION DETAILS

INSTRUCTIONS

Please review this entire document and compile the necessary information and documentation before you begin the WA Cares provider application process.

GENERAL DESCRIPTION OF SERVICE

Nonemergency travel, by means other than air, to therapeutic activities that support mental health, physical health, or wellbeing: the grocery store, medical appointments; and social services.

RELATED LAWS, RULES AND POLICIES

Below are some of the laws, rules, and policies that may be helpful to review before completing an application. This may not be a comprehensive list of all laws, rules, and policies that apply.

- Chapter 50B.04 RCW: Long-term services and supports trust program
- Chapter 74.39A RCW: Long-term care services options
- RCW 43.43.830 through 43.43.845: Washington State Patrol background checks
- Chapter 388-116 WAC: WA Cares program
- Chapter 480-30 WAC or Chapter 480-31 WAC of the Washington Utilities and Transportation Commission

MINIMUM PROVIDER QUALIFICATIONS

1. Contractors must meet all Washington state laws to do business in the state (and city or county requirements, if applicable). This includes having all required business license(s), endorsement(s), credential(s) and certification(s) to provide the service.
2. The agency owner(s) and contract signatory must pass a Department of Social and Health Services criminal history background check at initial application and contract renewal. The date of birth and background check confirmation number must be provided at time of application.
3. All employees, volunteers, and subcontractors who may have unsupervised access to beneficiaries must have passed a criminal history background check, which must be conducted by the contractor prior to access and every two years. The criminal history background check must at least include Washington State Patrol criminal conviction records and be kept in their personnel or subcontractor file(s).
4. Meet Department of Social and Health Services insurance requirements.

5. Transportation providers must have one of the following:
    a. Vehicle-for-hire endorsement from the Department of Revenue;
    b. Auto transportation company certification under Chapter 480-30 WAC; or
    - Private, non-profit transportation provider certification under Chapter 480-31 WAC.

PROVIDER CONTRACT

Transportation contracts have a maximum duration of two years. The sample contract is available in the provider toolkit. This information is available to review to ensure all contract terms can be met before application.

Required documentation for provider application

1. Completed provider network application and required attachments
2. Copy of Washington state business license or proof of exemption
3. Copy of W-9 request or taxpayer identification number and certification
4. Unless a sole proprietor, supporting documentation on business organization (e.g., list of partners, members, directors, officers, board members)
5. Name, date of birth, and background check confirmation number for the contract signatory and the agency owner(s) with 5% or more ownership interest
6. Current certificate of insurance (COI) satisfying the insurance requirements
7. One of the following transportation credentials:
    a. Auto transportation and buses certification under chapter 480-30 WAC;
    b. Charter and excursion buses certification under chapter 480-30 WAC;
    c. Nonprofit buses certification under chapter 480-31 WAC; or
    d. For-hire endorsement from the Department of Revenue.
8. Current rate(s) or pricing information, for informational purposes