

## Provider application details

### TRANSPORTATION

### 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

Services to support beneficiaries transporting to and from the grocery store, medical appointments, social services, and recreational activities. Typical services include but not limited to trip or mileage reimbursement, bus passes, taxi script and ferry tickets.

### RELATED LAWS, RULES AND POLICIES

Below is a list of some of the laws, rules, and policies that may be helpful to review prior to 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 and contract signatory must pass a DSHS criminal history background check at initial application and contract renewal.
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 DSHS 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

- c. 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 intake form and required attachments
2. Evidence that specific provider qualifications are met
3. Proof of current liability insurance certificate(s)
4. Current rate(s), for informational purposes only