

Provider application details

HOME DELIVERED MEALS

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

Provides nutritionally balanced meals delivered to the beneficiary's home. Typical services include, but are not limited to, box meals, pre-packaged meals and hot meals.

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 246-215 WAC: Food service](#)

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/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. Meets standards of food service under [Chapter 246-215 WAC](#).

PROVIDER CONTRACT

Home-delivered meal contracts will have a four-year duration; providers may choose a two-year contract if they prefer. The sample DSHS contract provided is for informational purposes only and will be available soon. This information will be available to review to ensure all contract terms can be met prior to 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
5. Copy of your policies and procedures regarding mandatory reporting procedures, as described in [Chapter 74.34 RCW](#), related to the protection of vulnerable adults