

## 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 scripts 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/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 companies are required to meet standards described in the Washington Utilities and Transportation Commission rules for passenger transportation companies

under [Chapter 480-30 WAC](#) or private, nonprofit transportation providers under [Chapter 480-31 WAC](#).

## PROVIDER CONTRACT

Transportation contracts will have a two-year duration. 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