

Checklist for Agency with Choice Services

Use this check list in accordance with content in the “Procure an FMS Provider” portion of the tool kit to ensure you have completed all tasks prior to selecting a provider.

- Determine the method for selecting an AwC
- Determine requirements for insurance and bonds that you want the AwC to have
- Determine how you will assess the AwC’s financial viability
- Determine if the AwC will need to advance funds to pay for participants’ services and then be reimbursed later
- Determine if you will need the AwC to be prepared for a large and sudden surge in the number of participants served
- Determine how the AwC will obtain data from the program agency, counselors and any other sources
- Determine the program’s business rules
- Determine if you require the AwC to have a physical presence in the planned service area
- Determine the AwC’s role in communicating with participants, families and workers; determine the AwC’s customer service role
- Determine the reports you will expect from the AwC
- Determine the state and federal rules with which the AwC must maintain compliance in regard to electronic and non-electronic data confidentiality
- Determine if you want the AwC to include any non-tax forms (such as participant agreements or other program forms) in the participant enrollment packet that the AwC supports the participant to complete
- Determine if you want the AwC to include any non-tax forms (such as worker agreements or other program forms) in the worker enrollment packet that the AwC supports the worker to complete
- Determine background check requirements
- Develop a list of services allowed through the program and whether they can be provided by independent contractors in any cases
- Determine if participants will be permitted to purchase goods and non-employee services
- Verify state policies in regard to workers’ compensation

- Determine if participants will have individual budgets and the AwC's role in monitoring individual budget usage
- Determine program approach to minimum wage and overtime
- Determine if the AwC will be responsible for helping the participant find, select, schedule, or dismiss employees if the participant desires
- Determine whether the AwC or the participant will be responsible for setting the rate of pay for employees and if there are any relevant state or local regulations