



Dear Provider,

The Stafford County Human Services Office Bi-Annual Contract for Purchase of Services is now available on our website <https://staffordcountyva.gov/1913/CSA-Vendors>. This Contract will be in effect from July 1, 2019-June 30, 2021. Please review the Contract carefully, and in its entirety, as modifications have been made to both the Contract and Addenda; significant modifications to note were made to the following sections:

- Section 8: Payments and Invoices
- Section 19: Employees of the Provider; Insurance
- Special Education Addendum A: Attendance
- Standards for Home-Based and Mentoring Services: Assessment, Monthly Reports and Invoicing

After reviewing the Contract and Addenda please sign and return with all of the following applicable documents to the Human Services Office via email to humanservice@staffordcountyva.gov or standard mail by **June 30, 2019**:

Stafford County Human Services Office
PO Box 339
Stafford VA 22555
Attn: Stephanie Beamer

- Copy of agencies/facilities current license
- Background check certification
- Copy of current rates and services offered
- Copy of Certificate of Liability Insurance
- CSA Service Name vs. Provider Service Name Worksheet
- Copy of school calendar and lunch menu
- Copy of all teachers' licenses/ certifications
- Admission/intake and billing representative contact information
- Program/target population descriptions for Home-Based and Mentoring Programs
- Copy of W-9 for tax identification

In addition, to further improve services to families and children it is important that this Contract and Addenda are provided to the appropriate staff members who will be carrying



out the requirements within. This collaborative method ensures everyone who is providing, coordinating, and funding the services to the families of Stafford County is doing so effectively. We emphasize this as contractual compliance issues that have resulted in delayed or non-payment of services have occurred due to provider staff members not being aware of contractual service requirements.

If there are any questions or concerns please contact Stephanie Beamer, our contract specialist, by phone (540) 658-4619 or email sbeamer@staffordcountyva.gov.

I can be reached by phone (540) 658-4622 or email at dkrauss@staffordcountyva.gov. Thank you and we look forward to working with you on a continual basis.

Donna S. Krauss

Donna S. Krauss
Human Services Director