

Arkansas NEMT Provider Compliance Checklist

Provider Name:			
Administrative Documentation:	Initials	Date	Comments
Request for Qualifications			
Rate Sheet			
Business License			
IRS EIN Verification Letter (Form CP 575 or 147c)			
IRS Form W-9			
USCIS Form I-9			
Certificate of Corporation or LLC			
Disclosure of Ownership Form			
AR Highway Trans. Dept. Registration (AHTD)			
Southeastrans ACH Direct Deposit Form			
Contract & Grant Disclosure & Certification Form			
PRLU Child and Adult Maltreatment Registry Form			
AR State Police Background Check ALL Owners			
SETI URAC/HIPPA Training for ALL Owners			https://www.surveymonkey.com/r/SETArkansas
National Provider Identifier (NPI Number)			

COI Compliance Review:	Initials	Date	Comments
1) Name and Address is correct			
2) Confirmation of B- or Better Insurance Carrier(s)			
3) List of Vehicles covered under Auto policy			
4) Confirm GL policy #			
a) effective date, expiration date, and coverage			
5) Confirm Auto Liability policy #			
a) effective date, expiration date, and coverage			
b) "All Owned, Hired, and Non-Owned" coverage			
6) SETI and Client are Additional Insured			
under the Auto and GL policies			
a) Auto and GL are Primary and non-contributory			
b) 30 day notice of cancellation/non-renewal			
7) Confirm Workers Comp. Insurance (MUST HAVE)			

Driver Documentation:	Initials	Date	Comments
Employee List (one list for all drivers)			
Driver's License (MUST be 21)			
Social Security Card			
APS0001 Form - Child & Adult Maltreatment Reg.			
Criminal Background Check from AR State Police			If the driver has not been an AR resident for the past 5 yrs. An additional background check from the previous state of residence is required.
MVR - AR State Police or INA (3 year)			
5-Panel Drug Screen			
Child and Adult Sex Offender Registry and results			
SETI URAC/HIPPA Training for ALL drivers			https://www.surveymonkey.com/r/SETArkansas
Training Class Scheduled			

Vehicle Documentation:	Initials	Date	Comments
Vehicle List (one list for all vehicles)			
DF&A Registrations Dept. Of Rev/DMV			
Vehicle Insurance Card			
Completed Vehicle Inspected (100% Pass)			