



**City of Seattle**  
Human Services Department

Dear Interested Provider,

Thank you for your interest in opening an **Adult Day Service** program in King County. It is not necessary to meet the state WAC (Washington Administrative Code) requirements if you anticipate serving **only** private paying clients. If you would like to obtain a state DSHS Core Provider Agreement to be able to provide services to, and be reimbursed for serving Medicaid eligible clients, state WAC requirements must be met. **Meeting these requirements does not guarantee that you will be contracted to provide Adult Day Services as a COPES provider.**

Listed below is the minimum information required [WAC 388-71-0724 (2)] to start the process of approving you to be a DSHS contracted provider:

- Mission statement, articles of incorporation and bylaws as applicable;
- Names and addresses of the Board of Directors/Owners
- Organizational chart
- Total program operating budget including all anticipated revenue sources and any fees generated;
- Program policies and operating procedure manual;
- Personnel policies and job descriptions of each paid staff position and volunteer position functioning as staff;
- Policies and procedures about mandatory reporting to adult protective services;
- Financial statement or recent audit report by a CPA
- Floor plan of the facility;
- Local building inspection, fire department, and health department reports;
- Updated TB test for each staff member according to local public health requirements;
- Sample client case file including all forms that will be used; and
- Activities calendar for month prior to application or sample calendar if you are a new provider.

You will need two references regarding your experience in serving adults with a medical need related to impairment. You will also be required to submit a Criminal Background check for each staff member who will have contact with clients, as well as acceptable evidence of insurance meeting the state requirements that include among other things, Commercial General Liability (Each Occurrence \$1,000,000 and General Aggregate - \$1,000,000) and naming DSHS and The City of Seattle as additional insureds.

For planning purposes, please keep in mind that obtaining approval can be a lengthy process. I would be happy to meet with you if you would like to discuss further. I can be reached at [Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov) or (206) 684-0230.

Sincerely,  
Angela Miyamoto, Program Specialist

**Aging and Disability Services**

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King County