



May 4, 2020

Dear Prospective Service Provider,

Thank you for assisting the Middlesex County Care Management Organization (CMO) with providing quality care and services to children and families of Middlesex County. As part of our process working with community service providers attached find the following:

- Memorandum of Understanding (MOU)
- Service Provider Criminal Background Check Agreement Statement form
- Mandatory Wrap Around Training acknowledgement Statement form
- Provider Contact Information Form

Outlined below is the process to complete the Agreement between Coordinated Family Care and your organization. All items are to be returned electronically.

Please:

- Review, sign, and return the provider Memorandum of Understanding (MOU) – Return completed MOU's only.
- Sign and return the enclosed Wrap Around Training acknowledgement form
- Sign and return the enclosed Criminal Background Check policy verification form
- Send a copy of current Credentials/Licensure for all supervising staff members only
- Send proof of a Criminal Background Check report with cleared results (within 1 year) for all supervising staff members
- Send a copy of your current universal staff listing (include certifications, licenses, language and specialties)
- Send a copy of current agency comprehensive general and professional (malpractice) liability, property damage and automobile liability insurance policy (if providing transportation to families or youth) – be sure it meets **all MOU requirements**. Coordinated Family Care must be listed as a certificate holder.  
Your required insurance coverage minimum is:  
Each Claim: \$1,000,000.00 General Aggregate/Aggregate: \$3,000,000.0
- Send a copy of your Medicaid Provider Approval Letter (if applicable) –  
If you offer multiple services, please be sure to include the service and corresponding number
- Complete your provider profile on the Middlesex Resource Net site. - [www.middlesexresourcenet.org](http://www.middlesexresourcenet.org)
- Send a copy of your Services and Rates on your agency letterhead  
Please include: Medicaid services, service codes, rates, and any other services your agency provides (Flex fund services, Outpatient, Counseling, Groups, etc. with all corresponding rates. Also, be sure to include Sliding Scale Rates (for all flex-fund services), accepted forms of payment – including major insurance.

Coordinated Family Care will then:

- Review, sign, and return a copy of the fully executed MOU.

Once again, thank you for your time and commitment to the children and families of Middlesex County. Coordinated Family Care looks forward to a successful partnership for everyone involved. If you have any concerns, please feel free to contact Salma Harris at [sharris@coordinatedfamilycare.org](mailto:sharris@coordinatedfamilycare.org) or Lisa Murray-Williams at [lmurray-williams@coordinatedfamilycare.org](mailto:lmurray-williams@coordinatedfamilycare.org) .

Thank you,  
Salma Harris, BA  
Medicaid Administration Manager  
&  
Lisa Murray-Williams, MS  
Resource Development Manager

CC: Suzanne Kreie, Chief Executive Officer, Coordinated Family Care