



## Provider Checklist – Provider

### What you'll need to complete First Transit's Application Process

	Topic	Details	Documentation
	<b>Certificate of Insurance</b>	<p>Auto and General Commercial liability insurance is required in the following amounts:</p> <ul style="list-style-type: none"> <li>• \$500,000 for one person for any one accident</li> <li>• \$1,000,000 for two or more persons for any one accident</li> </ul> <p>General liability must show inclusion of sex abuse/molestation coverage.</p> <p>Insurance company must be at least B+ rated. Check your insurance <a href="#">here</a>.</p> <p>First Transit must be named as an additional insurer and a certificate holder with notices provided to First Transit, Inc. NEMT Application; 600 Vine Street; Suite 1400, Cincinnati, Ohio 45202 Fax Number 1-513.672.0492</p> <p>Worked Compensation coverage is required unless provider has a valid WC Waiver.</p> <p><b>Quick Tip: If coverage is for scheduled vehicles, the schedule must match your vehicle roster.</b></p>	Certificate of Insurance
	<b>Ownership and Control Form</b>	<p>It's important that we have knowledge of who owns or has influence over your business. Please pay attention to definitions which you can find in 42 CFR 455 Subpart B.</p> <p>For more information see 42 CFR 455 Subpart B (<a href="#">here</a>).</p> <p><b>Quick Tips: One page requires a notary stamp! You'll need to resubmit this form every year; keep last year on file.</b></p>	Ownership and Control Forms
	<b>Disclosure of Lobbying Form</b>	<p>There are restrictions on how public funds can be used. This is an acknowledgment that you will abide by these restrictions.</p> <p><b>Quick Tip: You'll resubmit this form every year.</b></p>	Restrictions on Lobbying Form
	<b>Fraud Waste and Abuse Compliance (DRA Education)</b>	<p>This form acknowledges that the provider is committed to promoting the prevention and detection of fraud, waste and abuse.</p> <p><b>Quick Tips: You'll resubmit this form every year. Make sure every page is initialed, and then sign on the final page.</b></p>	FWA/DRA Education Form

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	<b>Provider Policy and Training Attestation</b>	This form is an attestation (promise) that the provider has, and will continue to, train its staff appropriately.  <i>Quick Tip: You'll resubmit this form every year.</i>	Policy and Training Attestation
	<b>Fleet Maintenance Attestation</b>	This form is a promise that you will properly maintenance all vehicles.  <i>Quick Tip: You'll resubmit this form every year.</i>	Fleet Maintenance and Records Attestation
	<b>Drug Free Policy and Screening Attestation</b>	This form is a promise that you'll keep riders safe by implementing a Drug Free Workplace Policy, and test staff for improper drug and alcohol use.  <i>Quick Tip: You'll resubmit this form every year.</i>	Drug Free Policy and Screening Attestation