



SUBJECT: Request for Applications (RFA) for Child Outpatient Counseling Services, **RFA 2024-007.**

FROM: Adam Velez – Sr. Director, Compliance and Systems Supports

DATE: September 19, 2025

THIS NOTICE SHALL SERVE AS ADDENDUM NO. VI – TO THE ABOVE REFERENCED REQUEST FOR APPLICATIONS.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 008 – RESTRICTIONS ON COMMUNICATION

- Question 1:** Is there a requirement for clinicians to provide a specific number of sessions? Will this be short term (8-10 sessions) or long-term counseling?
- Response:** The amount of service provision is based on clinical need and as approved by the Consumers' individual Recovery Plans. Consumers are assigned to the Subcontractor's caseload, and the anticipated counseling relationship could be long-term.
- Question 2:** Currently, our agency does not bill any insurance. We do not have a Medicaid or Medicare applicant number, nor do we plan to get a Medicaid/Medicare applicant number. Is that a requirement of the grant?
- Response:** Subcontract recipients must ensure all individuals from their agency providing services under the Subcontract complete the credentialing and enrollment process through CHCS' Credentialing Department so that CHCS can bill Third Party Payors.
- Question 3:** If our agency has a staff member that, separate from our agency, practices and bills privately, and has had their Medicaid license revoked. Does that impact our agency's engagement in this project? Is that revocation tied to the individual or the agency?
- Response:** Without knowing specific details that resulted in the revocation, this situation would not prevent the agency's application submission. However, the potential Subcontractor should be aware that the individual may be barred from providing services to CHCS Consumers under any resulting Subcontract.
- Question 4:** Does CHCS need to be named as an additional insured on our agency's Certificate of Insurance?
- Response:** Yes. Please refer to RFA Section 011 – Insurance Requirements.

Question 6: The RFA states that the submission can be done with six (6) USBs with the entire application in Word. There are numerous forms that require signature. Are we to print those, sign and upload/scan as a photo into the Work document?

Response: The original with signatures is still required. The six (6) USBs can be submitted in place of the five (5) copies and one (1) USB drive.

All other RFA conditions remain unchanged.

RFA documents may be downloaded from <http://www.chcsbc.org/contracting-opportunities/>