

Application for Prospective Providers of Ignition Interlock and Alcohol Monitoring Services

1. Applicant Information:

Agency Name _____

Primary Contact _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ FAX _____

E-Mail _____

Date Business was established: _____ Years providing proposed services _____

Number of Full Time Employees: _____ Number of Part-time employees _____

Number of service sites in Dallas County = _____ In Contiguous Counties = _____

Service Sites in Dallas and contiguous counties::

Address #1: _____

Phone _____

Address #2: _____

Phone _____

Address #3: _____

Phone _____

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2. Please indicate which service(s) you are applying to provide:

- Ignition Interlock (IID)
- Portable Breath Alcohol
- Transdermal Alcohol

3. Please return this application along with the below documents via the Serv-U link provided by email by Friday July 5, 2019 at 5 p.m. cst .

- Roster for all employees, volunteers and contractors directly serving Dallas County clients or having access to their records. Please note, all providers and applicant providers must be able to provide evidence of pre-hire and annual criminal background checks per MOU standards.
- Copies of Certificates of Occupancy (for all service sites in Dallas County). Please note, all providers must have at least one fully operational and staffed installation site in Dallas County to participate in a pilot trial.
- Copies of Agency Insurance Policies.
- Copies of all client-signed forms including financial agreements, policies regarding non-payment, any waivers or releases, and agency rules for clients.
- Agency policy/statement on record retention, confidentiality and security.
- Breakdown of cost of service for referred clients.
- Literature/brochure on proposed devices to be used.
- Signed copies of MOU and applicable attachments. MOU and attachments will be countersigned by DCCSCD after successful completion of a pilot trial period permitting full referral listing eligibility.