



# Practice Alert

## Resource Provider Licenses and Contracts (Cooperative Agreements)

The purpose of this Practice Alert is to clarify the difference between licensing and contracting of resource providers. Per statute 210.486, the Children's Division is the agency authorized to license resource providers in Missouri. In addition to the Division staff who train and assess persons for licensure, the Division contracts with private agencies to provide training, assessment and a subsequent recommendation of persons for licensure. These recommendations are sent to CD to approve the license as a private agency does not have the authority to issue a license.

Once a vendor is licensed, they must be contracted with the Children's Division in order for CD to make payments for services rendered. Cooperative Agreements for Services (Contracts) can be awarded from the Division's Contract Management Unit and/or other child placing agencies. The only Cooperative Agreements that are issued to non-licensed vendors are for respite services. Licensed or approved vendors may also enter into contracts with private agencies if they so choose.

When a resource provider's license is closed, the Vendor Licensure/Placement Resource Form, SS-60, is also closed. The Contract Unit must be contacted in writing (email, letter or fax) when a license is closed to request all the contract(s) awarded for that license to be closed. Staff should provide the vendor name, DVN, contract number(s) and date of contract closure. Likewise, when a subsidy is closed, the contract unit must be contacted to request that the contract be closed. For any contract closure, it is important to check ZPAY to ensure that payments are not made after licensure or contract closure.

**Both the license and the contract must be closed when a resource provider will no longer be providing services.**