



### Instructions and Checklist for Network Provider Application

PLEASE THOROUGHLY REVIEW THESE INSTRUCTIONS AND GATHER REQUIRED INFORMATION BEFORE FILLING IN THE WEB APPLICATION AND SUBMITTING. IT IS ALSO RECOMMENDED THAT YOU PRINT OUT THIS DOCUMENT AND USE AS A GUIDE FOR COMPLETING YOUR APPLICATION.

1. The online OC-OK Network Provider Application must be completed in one sitting. It is not possible to complete it in sections or save your work for later. If you exit the document before submitting, your work will not be saved.
2. You may move back and forth while working on the application using the “Previous” and “Next” buttons at the bottom of each page. On the top of the document you will see a progress bar telling you how many pages have been completed.
3. Before hitting “Submit” on the last page, you will be asked to attest that you are providing the information completely and accurately to the best of your knowledge.
4. After receiving your application, if any information or documents are missing, you will be notified by email. Only fully completed applications will move on to the approval process.
5. If you have provided your email address, once you click “Submit” – you will be sent a copy of the entire completed application. It is recommended that you save and print a copy of your application.
6. You will be asked to complete and sign the Subcontractor Consent Form which may be found in the Forms section under the Provider Network tab on the website: [www.oc-ok.org](http://www.oc-ok.org). There is also a link to this form within the online application itself.

**Note: an original signed copy of the Subcontractor Consent Form must also be mailed to ACH to the attention of:**

**Patricia Correa  
Director of Quality and Contracts  
our community. our kids.  
3712 Wichita Street  
Ft. Worth, TX 76119**

7. If you have questions about completing the online application please contact Patricia Correa at [patricia.correa@oc-ok.org](mailto:patricia.correa@oc-ok.org) or call her at 817-502-1324.

Below is a checklist of documents required to accompany the Network Provider Application. The documents may be uploaded in the following formats: pdf, doc and docx. It is recommended that you compile all required documents in electronic format before completing the application.

**Copy of state licenses**

**Copy of most recent financial statements**

**Copy of latest audit report**

**Copy of latest management letter, if one was issued**

**Copy of Certificate of Insurance**

**(NOTE: on the Certificate of Insurance, the “Insured” should show ACH Child and Family Services)**

**Copy of signed Subcontractor Consent form**