Thank you for your interest in pursuing a business as a Host Home Provider with Community Support Services, Inc. Please carefully review the information below that provides an overview of our applicant screening process.

Community Support Services uses progressive steps in the application processes. Each step is dependent on the success of the previous step determined by our internal quality standards and practices.

1. *Application is received and reviewed.*

2. *Pre-Screening is conducted.*

3. *Interview is scheduled and conducted.*

4. *Background screening fee of $65.00 is collected. (*Credit history, motor vehicle record, social security number trace, criminal history, to check the sex offender registry and to verify education and references. If the cost of obtaining the background check exceeds $65, the applicant will be required to pay the additional cost to the agency. The background check may exceed $65 if the applicant has lived in more than one state or has been known by more than one name. Any balance due must be paid to the agency prior to scheduling a second interview. This fee is *NONREFUNDABLE* regardless of the outcome of the background screening.)

5. *Background Screening is conducted.*

6. *Second Interview is scheduled and conducted in the home where services are intended to occur.*

7. *Background screening fee of $60.00 is collected for anyone residing in the home 18 years old or older. (*Social security number trace, criminal history, and sex offender registry. We will also obtain a motor vehicle record if the applicant intends on having this person considered for respite. If the fee exceeds $60, the applicant will be required to submit the additional cost. Any balance due must be paid to the agency prior to contract execution. This fee is *NONREFUNDABLE* regardless of the outcome of the background screening.)

8. *NOTE: All screening fees are non-refundable regardless of decision to proceed with a contractual arrangement.*

If you are selected as an Independent Contractor to perform Host Home Provider services, the following must be submitted to our office before entering into a contractual agreement:

1. Have a safe and reliable vehicle with proof of current vehicle insurance and registration, as required by state law for personally owned vehicles or vehicles being utilized by the Host Home Provider.
2. Proof of current renter's or homeowner's insurance for the home where host home services will be performed.
3. Proof of current Professional/General Liability Insurance (that meets State guidelines and Community Center Board Contract Stipulations) covering you as a Host Home Provider.
4. Proof of a registered business Trade Name with the Colorado Secretary of State.

5. Submit to a formal HUD inspection of the home where services will be performed. The Host Home Provider must supply the necessary safety equipment and ensure the overall safety of the home premises.

If you are selected as a Host Home Provider you must:

1. Understand the value of and contribute to the progression of each person as they learn, grow, experience, and enjoy life.
2. Embrace and carry out the agency's philosophy of Outcome Based Services by observing, listening, and following through on what will make an individual's life a quality life.
3. Represent and deliver services that are satisfactory to the person served, family members, Interdisciplinary Team members, and internal team members which consistently results in overall customer satisfaction at all times.
4. Provide 24-hour services to the person residing in your home. Typically the person will maintain a job or vocational program for a portion of the day or week.
5. Employ a team player attitude and approach in service delivery. Maintain open and consistent communication with the agency, its representatives and Interdisciplinary Team members.
6. Guarantee that no more than two people receiving services reside in the host home, with the exception of approved temporary respite services according to the Division for Developmental Disabilities rules and regulations.
7. Obtain a checking account in your Trade Name and maintain income and expense records related to your business.
8. Identify and ensure services and supports to the person receiving services are provided only by agency approved respite services. Coordination of respite arrangements and payments are the responsibility of the Host Home Provider Business.
9. Reside in a home, which continuously meets or exceeds HUD standards. Promptly follow-up on any home maintenance needs or requests.
10. Be open and flexible to monitoring services, both announced and unannounced, conducted by Community Support Services, Inc., Community Center Boards, and the Division for Developmental Disabilities.
11. Adhere to the Division for Developmental Disabilities rules and regulations and Community Support Services, Inc., policies and procedures at all times.
12. Must successfully complete all training requirements.
13. Possess a sincere desire and commitment to support people with developmental disabilities in working towards and obtaining their desired outcomes in life.

You have three choices in submitting your application: apply online at our website www.cssicreates.org, or email your completed application to our Human Resources Department (dperry-hill@cssicreates.org), or deliver your completed application in person to:

<div align="center">

14292 E. Evans Ave.
Aurora, CO 80014
Attn: HR Department

</div>

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COMPLETION OF THIS APPLICATION PACKET AND BACKGROUND CHECK DOES NOT GUARANTEE, IMPLY OR CONTRACT YOU AS A HOST HOME PROVIDER.

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Trade Names are registered with the Colorado Secretary of State. Visit their website at **www.sos.state.co.us** and follow the instructions below:

To file documents online for a new record:

- Under the "Let Us Help You" section, select "File a business document."

- Under the "Register A." section, select "Trade Name."

- Select to File a Statement of Trade Name for "an Individual."

- Complete the form. All fields with a red asterisk (*) must be completed.

- Select "Submit" after information has been entered in the appropriate fields. The Transaction Preview page will be displayed after selecting "Submit", unless an attachment is necessary, in which case the Manage Attachments page will be displayed.

- If the website does not proceed to the Transaction Preview page, scroll to the top of the page and look for error messages in red. Correct the errors and then select "Submit".

- The Transaction Preview page will display an image of the document. Review the document for errors. If any changes or corrections need to be made, select "Return to Form" at the bottom of the screen to go back to the form. Otherwise, select "Accept" to proceed to the payment screen.

- A copy of the document may be printed from the Transaction Preview page by selecting the print button in the image window.

- Enter either credit card or prepaid account information on the Online Payment page, and then select "Pay Now". Do not click "Pay Now" more than once. Clicking "Pay Now" more than once may result in multiple charges to your account.

- A confirmation page will display. The document is now filed and will appear in the History and Documents for the affected record. You may print a copy of the confirmation page for your records.

Do not use the Internet browser's "Back" button while navigating the Secretary of State website. Using the "Back" button will cause errors to occur and may result in the loss of information.

If after submitting the payment online you receive a message saying the page has expired or you have been timed out, return to the Business Division and search the business database for the record. Enter the entity name or ID number and select "Search". If you enter a name, a list of entities with similar names will display. Select the ID Number of the appropriate entity. If you do not find your record by the entity name or ID number, your document was not filed.

Please note, you must establish a bank account in your Trade Name. Payment will be made only to the Trade Name on file and not the individual.