

Instructions for MOU Applicants

MOU Application Policy and Requirements

FACT continuously identifies and fills gaps in service and support by seeking the most experienced and innovative providers to meet the unique and diverse needs of our youths and families.

Clinical and other service providers requesting a Memorandum of Understanding (MOU) with FACT must submit all the required documentation listed below:

Step 1: Two (2) Files to Download and Complete

The following two files are required and need to be downloaded and completed by the applicant Agency:

1. **Download our [MOU-Staff-and-Rates.xlsm](#) worksheet** and use Microsoft Excel to complete the two protected worksheets, located on the worksheet tabs entitled:
 1. **Staff Listing**
Here you list all agency staff indicating degrees/licenses, services provided, areas of expertise and languages spoken.
 2. **Services & Rates**
Here you list all applicable agency services indicating PerformCare and internal agency service codes, license level of service, forms of payment, and your hourly service rates.
2. **Download [IRS-Form-W-9.pdf](#)**, fill out the form for your Agency and sign – digitally or manually.

Instructions for Step 1:

IMPORTANT: The [MOU-Staff-and-Rates.xlsm](#) Excel workbook requires the desktop version of Excel as it uses macros to enable multiple selection lists. Please select “Enable Macros” when opening this file to enable this capability. When completing the two MOU worksheets, please use the dropdowns provided in the columns to help you make your selections. The addendum lists all the available selections by column.

Multiple items may be added to the columns: Degree/License, Role, Services Provided, Areas of Expertise and Language on the **Staff Listing** worksheet. Just scroll and click on an option to add it to a list, and just select that same option a second time to remove it. You can also clear a cell entirely and start over.

Single item selections are available for the columns: License Level and Payment Type on the **Services & Rates** worksheet. Right click on any cell to add a “New comment.” (or “Insert > New comment” or the “Review” ribbon)

Please indicate who will be signing the contract by assigning “Signing MOU” under “Role” to one Staff member.

When finished, save your **MOU-Staff-and-Rates.xlsm** file and rename the file by replacing the “MOU” in the title with your Agency’s name, so that it looks something like this:

YourAgencyName-Staff-and-Rates.xlsm

For the IRS Form W-9, you need to complete the form and then either digitally sign the PDF form, or print it out, and sign a printed copy. If you print and sign, you will need to scan the signed page back into your computer and save it as a PDF file. Before uploading, please rename the file to include your Agency’s name and double-check that it has been signed. The file name should be re-named in this format:

YourAgencyName-FormW-9.pdf

With these two files completed, we must now generate three more files containing proof of insurance, agency licenses and the resumes of your managing staff.

Instructions for MOU Applicants

Step 2: Three (3) Files to Create and then Save as PDF

Next, you need to generate the following three required files:

1. **Proof of Insurance**
A scanned copy of your Agency's current Certificate of Liability Insurance (indicating \$1M/\$3M minimum coverage)
2. **Degrees / Licenses / Certifications**
Scanned copies of license(s) and/or certification(s) for all Agency supervising and service staff.
3. **Resumes**
Copies of resume(s) for Agency's managing staff.

Instructions for Step 2:

When submitting multiple licenses and/or resumes, please consolidate all the related images, scans, or files into one, single PDF file. An easy method is to place each item onto a separate page in Microsoft Word, and then use "Save As" to create a PDF file containing all the licenses. Repeat the process for each of the three items above.

After creating these PDF files, please be sure to re-name the three files you created using the format:

YourAgencyName-Insurance.pdf

YourAgencyName-Licenses.pdf

YourAgencyName-Resumes.pdf

Our Files Are Ready Now, So How Do We Apply Online?

Simply click this link and go to FACT's [MOU Online Application](#) page.

Once there, you will upload each of the five documents that you just created above, into their respective fields. Then, you'll complete a very brief online application form and you're done!
You can generally expect to hear back from us within 5-10 business days.

If We Are Selected, What Happens Next?

When FACT receives an MOU application, we first perform an internal review of your submission. Assuming we determine that your organization and services are a fit, then your agency will then be invited to participate in a formal MOU interview and orientation with FACT's Director of Community Engagement & Resource Development and/or the Chief Operations Officer.

Following the orientation meeting, a contract will be written and presented for signature by your Agency's executive signatory. Once the MOU agreement has been signed and returned to FACT, we then obtain an internal sign-off after which you will receive formal notification of your approval as a FACT Contracted Provider.

What If I Still Have Questions?

Please feel free to contact Felicia Frazier, Director of Community Engagement and Resource Development at (908) 789-8500 Extension 114 or email her at feliciaf@factnj.org.

Instructions for MOU Applicants

Appendix: Reference of Selection List Choices for MOU Requests

Licenses*

ACS
AMFT
BC-TMH
BCBA
BCC
DC
DO
EdD
EdS
LAC
LAMFT
LCADC
LCSW
LMFT
LPC
LSW
MD
MSW
PhD
PsyD

Services Provided*

IIC
BA
IIH - Behavioral
IIH - Clinical
ISS
ABA
Mentoring
Evaluations - BPS
Evaluations - Developmental
Evaluations - Educational
Evaluations - Functional Behavior
Evaluations - Psychiatric
Evaluations - Psychological
Evaluations - Sex Offender
Evaluations - Substance Abuse
Parent Coach
Programs - ARC
Programs - ARC Grow
Programs - Counseling
Programs - Groups
Programs - Life Skills
Programs - Medication Monitoring
Programs - Non-Clinical
Programs - Nurtured Heart
Programs - Nurturing Parenting
Programs - PBMT
Programs - Parent Mentor
Programs - Parenting Skills
Programs - SEL
Programs - Social Skills
Training - Fitness
Training - Nurtured Heart
Other - Outpatient Services

Other - Tutoring

Areas of Expertise*

Addictions
ADHD
Anger Management
Anxiety
ARC
ARC Grow
Autism / ASD / DD / IDD / PDD
Bullying
CBT
Conduct Disorder
Coping Skills
Cultural Family Dynamics
Cultural Sensitivity
DBT
Depression
Domestic Violence
Family Systems
Fire Setting
Fitness Mentoring
Gang Involved
Gender Issues
Immigration Issues
Impulse Control
LGBTQI+
Life Skills / Life Coach
Loss / Grief
Mood Disorder
Nurtured Heart
Nurtured Heart Trainer
OCD
ODD
Personal Trainer
Play Therapy
PTSD
SEL
Selective Mutism
Self-Harm
Sex Abuse
Sex Addiction
Sex Assault
Sign Language (ASL)
Sign Language (SSL)
Social Skills
Special Education
Substance Abuse
Teen Issues
Trauma

Languages*

American Sign Language (ASL)
Arabic
Armenian
Chinese Mandarin

Creole
Croatian
French
French Creole
Ga
Georgian
German
Gujarati
Guyanese
Haitian Creole
Hebrew
Hindi
Igbo
Italian
Japanese
Korean
Krio
Kwanyama
Polish
Portuguese
Punjabi
Russian
Spanish
Spanish Sign Language (SSL)
Tagalog
Turkish
Twi
Urdu
Yoruba

Roles*

Administrative
Clinical
Executive
Referrals
ResourceNet Admin
Signing MOU

Levels

Licensed
Master's
Bachelor's
Non-Clinical

Payments

Medicaid Reimbursement
Wrap / Flex Funds

*Multiple selections are allowed