



BABIES CAN'T WAIT

CENTRAL FINANCE OFFICE (CFO) ENROLLMENT CHECKLIST

Indicate with a ✓ on the line provided if item is included in the packet.

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Forms listed with a "Yes" under the "District Approval Required?" column must be submitted to the District(s) for review and approval prior to submitting the form to the Central Finance Office (CFO).

Agency Checklist			
✓	Form Name and Description	Original Signature Required?	District Approval Required?
	1. Agency Billing Enrollment Form - <i>Required</i> - Complete this form to enroll as a contracted Agency.	Yes	Yes
	2. Agency Online Access Enrollment Form - <i>Required</i> - Complete this form to receive access to the BIBS system.	Yes	Yes
	3. Agency Provider Enrollment Form - <i>Required</i> - Complete this form to enroll as a Provider employed by an Agency.	Yes	Yes
	4. Certification for Online Claims Form - <i>Required</i> - Complete this form to perform direct data claim entry into the BIBS system.	Yes	No
	5. Direct Deposit/EFT Authorization Form – <i>Required (Except 3-4 East Metro)</i> - Complete this form to receive electronic payments instead of payments by check.	Yes	No
	6. District Specialty Certification Form - <i>Required</i> - Complete this form to certify the Provider has been credentialed by the District(s).	Yes	Yes
	7. Electronic Signature Agreement Form - <i>Required</i> - Complete this form to certify authorization of your electronic signature for all actions within the BIBS system.	Yes	No
	8. W-9 Request for Taxpayer Identification Number and Certification Form – <i>Required (Except 3-4 East Metro)</i> - Complete this form to receive a 1099.	Yes	No
District Checklist			
✓	Form Name and Description	Original Signature Required?	District Approval Required?
	1. Certification for Online Claims Form - <i>Required</i> - Complete this form to perform direct data claim entry into the BIBS system.	Yes	No
	2. District Employee Online Access Enrollment Form - <i>Required</i> - Complete this form to receive access to the BIBS system.	Yes	Yes
	3. District Employee Provider Enrollment – <i>Required</i> - Complete this form to enroll a Provider employed by the District.	Yes	Yes
	4. Provider Deactivation Form – <i>Optional</i> - Complete this form to deactivate a Provider from a District.	Yes	Yes
	5. District Specialty Certification Form - <i>Required</i> - Complete this form to certify the Provider has been credentialed by the District.	Yes	Yes
	6. Electronic Signature Agreement Form - <i>Required</i> - Complete this form to certify authorization of your electronic signature for all actions within the BIBS system.	Yes	No



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Independent Provider/Self-Employed Checklist			
✓	Form Name and Description	Original Signature Required?	District Approval Required?
	1. Certification for Online Claims Form - <i>Required</i> - Complete this form to perform direct data claim entry into the BIBS system.	Yes	No
	2. Direct Deposit/EFT Authorization Form – <i>Required (Except 3-4 East Metro)</i> - Complete this form to receive electronic payments instead of payments by check.	Yes	No
	3. District Specialty Certification Form - <i>Required</i> - Complete this form to certify the Provider has been credentialed by the District.	Yes	Yes
	4. Electronic Signature Agreement Form - <i>Required</i> - Complete this form to certify authorization of your electronic signature for all actions within the BIBS system.	Yes	No
	5. Independent Provider Online Access Enrollment Form - <i>Required</i> - Complete this form to receive access to the BIBS system.	Yes	Yes
	6. Independent Provider/Self-Employed Billing Enrollment - <i>Required</i> - Complete this form this form to receive payments as a Self-Employed Independent Provider.	Yes	Yes
	7. Independent Provider/Self-Employed Enrollment - <i>Required</i> - Complete this form to enroll as a Self-Employed Independent Provider.	Yes	Yes
	8. W-9 Request for Taxpayer Identification Number and Certification Form – <i>Required (Except 3-4 East Metro)</i> - Complete this form to receive a 1099.	Yes	No
Family Member Checklist			
✓	Form Name and Description	Original Signature Required?	District Approval Required?
	1. Direct Deposit/EFT Authorization Form – <i>Required (Except 3-4 East Metro)</i> - Complete this form to receive electronic payments instead of payments by check.	Yes	No
	2. District Specialty Certification Form - <i>Required</i> - Complete this form to certify the Provider has been credentialed by the District(s).	Yes	Yes
	3. Family Member Transportation Enrollment – <i>Required</i> - Complete this form to enroll as a Family Member Provider.	Yes	Yes

PLEASE SUBMIT ALL APPLICABLE ITEMS LISTED ABOVE ALONG WITH A COPY OF THIS COMPLETED CHECKLIST TO YOUR DISTRICT

Central Finance Office
For questions please contact the CFO at 1-855-708-6612