



## AAA AGREEMENT

DSHS CONTRACT #: 2569-64135

### WCF Implementation

This Agreement is by and between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below, and is issued pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW.

Program Contract Number

Contractor Contract Number: **KC-371-25**

#### CONTRACTOR NAME

Kitsap County

#### CONTRACTOR DBA

#### CONTRACTOR ADDRESS

614 Division St MS23  
Pt. Orchard, WA. 98366-4676

#### CONTRACTOR DSHS INDEX NUMBER

1076

#### CONTRACTOR CONTACT TELEPHONE

(360) 337-5624

#### CONTRACTOR FAX

(360) 337-5747

#### CONTRACTOR E-MAIL ADDRESS

sasmith@kitsap.gov

DSHS ADMINISTRATION  
Aging & Long Term Support  
Admin

DSHS DIVISION  
Assistant Secretarys Office - ALTSA

DSHS CONTRACT CODE  
1028LS-69

#### DSHS CONTACT NAME AND TITLE

Ali Lafontaine  
Program Manager

#### DSHS CONTACT ADDRESS

Blake East 4500 10th Ave SE  
Lacey, WA 98503

#### DSHS CONTACT TELEPHONE

[Click here to enter text.](#)

#### DSHS CONTACT FAX

[Click here to enter text.](#)

#### DSHS CONTACT E-MAIL ADDRESS

ali.lafontaine@dshs.wa.gov

IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?  
No

ASSISTANCE LISTING NUMBERS  
NA

CONTRACT START DATE  
07/01/2025

CONTRACT END DATE  
06/30/2026

MAXIMUM CONTRACT AMOUNT \$509,548.00

**ATTACHMENTS.** The following Exhibits are attached to and incorporated into this Interlocal Agreement by reference:  
☒ Exhibits (specify): No Data Security Exhibit ; Exhibit A, Statement of Work; Exhibit B, FY26 AAA Funding Model; Exhibit C, BARS Form; Exhibit D, AAA Outreach Monthly Report template; Exhibit E, Provider Capacity Targets.

The terms and conditions of this Agreement are an integration and representation of the final, entire, and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Agreement. The parties signing below represent that they have read and understand this Agreement, and have the authority to execute this Agreement. This Agreement shall be binding on DSHS only upon signature by DSHS.

#### CONTRACTOR SIGNATURE

#### PRINTED NAME AND TITLE

OPAN Root, Commissioner  
Katherine Walters, Commissioner

#### DATE SIGNED

8/25/25

#### DSHS SIGNATURE

#### PRINTED NAME AND TITLE

Tammy Layton, Contract Manager

#### DATE SIGNED

8/26/2025

ATTEST:

Dana Daniels, Clerk of the Board



## AAA General Terms And Conditions

1. **Amendment.** This Agreement, or any term or condition, may be modified only by a written amendment signed by both parties. Only personnel authorized to bind each of the parties shall sign an amendment.
2. **Assignment.** Except as otherwise provided herein, the AAA shall not assign rights or obligations derived from this Agreement to a third party without the prior, written consent of the DSHS Contracts Administrator and the written assumption of the AAA's obligations by the third party.
3. **Client Abuse.** The AAA shall report all instances of suspected client abuse to DSHS, in accordance with RCW 74.34.
4. **Client Grievance.** The AAA shall establish a system through which applicants for and recipients of services under the approved area plans may present grievances about the activities of the AAA or any subcontractor(s) related to service delivery. Clients receiving Medicaid funded services must be informed of their right to a fair hearing regarding service eligibility specified in WAC 388-02 and under the provisions of the Administrative Procedures Act, Chapter 34.05 RCW.
5. **Compliance with Applicable Law.** At all times during the term of this Agreement, the AAA and DSHS shall comply with all applicable federal, state, and local laws, regulations, and rules, including but not limited to, nondiscrimination laws and regulations.
6. **Confidentiality.** The parties shall use Personal Information and other confidential information gained by reason of this Agreement only for the purpose of this Agreement. DSHS and the AAA shall not otherwise disclose, transfer, or sell any such information to any other party, except as provided by law or, in the case of Personal Information except as provided by law or with the prior written consent of the person to whom the Personal Information pertains. The parties shall maintain the confidentiality of all Personal Information and other confidential information gained by reason of this Agreement and shall return or certify the destruction of such information if requested in writing by the party to the Agreement that provided the information.
7. **AAA Certification Regarding Ethics.** By signing this Agreement, the AAA certifies that the AAA is in compliance with Chapter 42.23 RCW and shall comply with Chapter 42.23 RCW throughout the term of this Agreement.
8. **Debarment Certification.** The AAA, by signature to this Agreement, certifies that the AAA is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any Federal department or agency. The AAA also agrees to include the above requirement in all subcontracts into which it enters, resulting directly from the AAA's duty to provide services under this Agreement.
9. **Disputes.** In the event of a dispute between the AAA and DSHS, every effort shall be made to resolve the dispute informally and at the lowest level. If a dispute cannot be resolved informally, the AAA shall present their grievance in writing to the Assistant Secretary for Aging and Long-Term Support Administration. The Assistant Secretary shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. If the dispute remains unresolved after the Assistant Secretary's determination, either party may request intervention by the Secretary of DSHS, in which event the Secretary's process shall control. The Secretary will make a determination within 45 days. Participation in this dispute process shall precede any judicial or quasi-judicial action and shall be the final administrative remedy available to the parties. However, if the Secretary's determination is not made within 45 days, either party may proceed with judicial or quasi-judicial action without awaiting the Secretary's determination.
10. **Drug-Free Workplace.** The AAA shall maintain a work place free from alcohol and drug abuse.

## AAA General Terms And Conditions

11. **Entire Agreement.** This Agreement including all documents attached to or incorporated by reference, contain all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or bind the parties.
12. **Governing Law and Venue.** The laws of the State of Washington govern this Agreement. In the event of a lawsuit by the AAA against DSHS involving this Agreement, venue shall be proper only in Thurston County, Washington. In the event of a lawsuit by DSHS against a County AAA involving this Agreement, venue shall be proper only as provided in RCW 36.01.050.
13. **Independent Status.** Except as otherwise provided in Paragraph 26 herein below, for purposes of this Agreement, the AAA acknowledges that the AAA is not an officer, employee, or agent of DSHS or the State of Washington. The AAA shall not hold out itself or any of its employees as, nor claim status as, an officer, employee, or agent of DSHS or the State of Washington. The AAA shall not claim for itself or its employees any rights, privileges, or benefits, which would accrue to an employee of the State of Washington. The AAA shall indemnify and hold harmless DSHS from all obligations to pay or withhold federal or state taxes or contributions on behalf of the AAA or the AAA's employees.
14. **Inspection.** Either party may request reasonable access to the other party's records and place of business for the limited purpose of monitoring, auditing, and evaluating the other party's compliance with this Agreement, and applicable laws and regulations. During the term of this Agreement and for one (1) year following termination or expiration of this Agreement, the parties shall, upon receiving reasonable written notice, provide the other party with access to its place of business and to its records which are relevant to its compliance with this Agreement and applicable laws and regulations. This provision shall not be construed to give either party access to the other party's records and place of business for any other purpose. Nothing herein shall be construed to authorize either party to possess or copy records of the other party.
15. **Insurance.** DSHS certifies that it is self-insured under the State's self-insurance liability program, as provided by RCW 4.92.130, and shall pay for losses for which it is found liable. The AAA certifies that it is self-insured, is a member of a risk pool, or maintains the types and amounts of insurance identified below and shall, prior to the execution of this Agreement by DSHS, provide certificates of insurance to that effect to the DSHS contact on page one of this Agreement.  
  
Commercial General Liability Insurance (CGL) – to include coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000. The policy shall include liability arising out of premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds.
16. **Maintenance of Records.** During the term of this Agreement and for six (6) years following termination or expiration of this Agreement, both parties shall maintain records sufficient to:
  - a. Document performance of all acts required by law, regulation, or this Agreement;
  - b. Demonstrate accounting procedures, practices, and records that sufficiently and properly document the AAA's invoices to DSHS and all expenditures made by the AAA to perform as required by this Agreement.

For the same period, the AAA shall maintain records sufficient to substantiate the AAA's statement of its organization's structure, tax status, capabilities, and performance.



## AAA General Terms And Conditions

- 17. Medicaid Fraud Control Unit (MFCU).** As required by federal regulations, the Health Care Authority, the Department of Social and Health Services, and any contractors or subcontractors, shall promptly comply with all MFCU requests for records or information. Records and information includes, but is not limited to, records on micro-fiche, film, scanned or imaged documents, narratives, computer data, hard copy files, verbal information, or any other information the MFCU determines may be useful in carrying out its responsibilities.
- 18. Order of Precedence.** In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence, in the following order, to:
- a. Applicable federal CFR, CMS Waivers and Medicaid State Plan;
  - b. State of Washington statutes and regulations;
  - c. AL TSA Management Bulletins and policy manuals;
  - d. This Agreement; and
  - e. The AAA's Area Plan.
- 19. Ownership of Client Assets.** The AAA shall ensure that any client for whom the AAA or Subcontractor is providing services under this Agreement shall have unrestricted access to the client's personal property. For purposes of this paragraph, client's personal property does not pertain to client records. The AAA or Subcontractor shall not interfere with the client's ownership, possession, or use of such property. Upon termination of this Agreement, the AAA or Subcontractor shall immediately release to the client and/or DSHS all of the client's personal property.
- 20. Ownership of Material.** Material created by the AAA and paid for by DSHS as a part of this Agreement shall be owned by DSHS and shall be "work made for hire" as defined by Title 17 USCA, Section 101. This material includes, but is not limited to: books; computer programs; documents; films; pamphlets; reports; sound reproductions; studies; surveys; tapes; and/or training materials. Material which the AAA uses to perform this Agreement but is not created for or paid for by DSHS is owned by the AAA and is not "work made for hire"; however, DSHS shall have a license of perpetual duration to use, modify, and distribute this material at no charge to DSHS, provided that such license shall be limited to the extent which the AAA has a right to grant such a license.
- 21. Ownership of Real Property, Equipment and Supplies Purchased by the AAA.** Title to all property, equipment and supplies purchased by the AAA with funds from this Agreement shall vest in the AAA. When real property, or equipment with a per unit fair market value over \$5000, is no longer needed for the purpose of carrying out this Agreement, or this Agreement is terminated or expired and will not be renewed, the AAA shall request disposition instructions from DSHS. If the per unit fair market value of equipment is under \$5000, the AAA may retain, sell, or dispose of it with no further obligation. Proceeds from the sale or lease of property that was purchased with revenue accrued under the Case Management/Nursing Services unit rate must be expended in Medicaid TXIX or Aging Network programs.

When supplies with a total aggregate fair market value over \$5000 are no longer needed for the purpose of carrying out this Agreement, or this Agreement is terminated or expired and will not be renewed, the AAA shall request disposition instructions from DSHS. If the total aggregate fair market value of equipment is under \$5000, the AAA may retain, sell, or dispose of it with no further obligation.

Disposition and maintenance of property shall be in accordance with 45 CFR Parts 92 and 74.



## AAA General Terms And Conditions

- 22. Ownership of Real Property, Equipment and Supplies Purchased by DSHS.** Title to property, equipment and supplies purchased by DSHS and provided to the AAA to carry out the activities of this Agreement shall remain with DSHS. When real property, equipment or supplies are no longer needed for the purpose of carrying out this Agreement, or this Agreement is terminated or expired and will not be renewed, the AAA shall request disposition instructions from DSHS.

Disposition and maintenance of property shall be in accordance with 45 CFR Parts 92 and 74.

- 23. Responsibility.** Each party to this Agreement shall be responsible for the negligence of its officers, employees, and agents in the performance of this Agreement. No party to this Agreement shall be responsible for the acts and/or omissions of entities or individuals not party to this Agreement. DSHS and the AAA shall cooperate in the defense of tort lawsuits, when possible. Both parties agree and understand that this provision may not be feasible in all circumstances. DSHS and the AAA agree to notify the attorneys of record in any tort lawsuit where both are parties if either DSHS or the AAA enters into settlement negotiations. It is understood that the notice shall occur prior to any negotiations, or as soon as possible, and the notice may be either written or oral.

- 24. Restrictions Against Lobbying.** The AAA certifies to the best of its knowledge and belief that no federal appropriated funds have been paid or will be paid, by or on behalf of the AAA, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have or will be paid for the purposes stated above, the AAA must file a disclosure form in accordance with 45 CFR Section 93.110.

The AAA shall include a clause in all subcontracts restricting subcontractors from lobbying in accordance with this section and requiring subcontractors to certify and disclose accordingly.

- 25. Severability.** The provisions of this Agreement are severable. If any court holds any provision of this Agreement, including any provision of any document incorporated by reference, invalid, that invalidity shall not affect the other provisions this Agreement.

**26. Subcontracting.**

- a. The AAA may, without further notice to DSHS; subcontract for those services specifically defined in the Area Plan submitted to and approved by DSHS, except subcontracts with for-profit entities must have prior DSHS approval.
- b. The AAA must obtain prior written approval from DSHS to subcontract for services not specifically defined in the approved Area Plan.
- c. Any subcontracts shall be in writing and the AAA shall be responsible to ensure that all terms, conditions, assurances and certifications set forth in this Agreement are included in any and all client services Subcontracts unless an exception to including a particular term or terms has been approved in advance by DSHS.
- d. Subcontractors are prohibited from subcontracting for direct client services without the prior written approval from the AAA.
- e. When the nature of the service the subcontractor is to provide requires a certification, license or

## **AAA General Terms And Conditions**

approval, the AAA may only subcontract with such contractors that have and agree to maintain the appropriate license, certification or accrediting requirements/standards.

- f. In any contract or subcontract awarded to or by the AAA in which the authority to determine service recipient eligibility is delegated to the AAA or to a subcontractor, such contract or subcontract shall include a provision acceptable to DSHS that specifies how client eligibility will be determined and how service applicants and recipients will be informed of their right to a fair hearing in case of denial or termination of a service, or failure to act upon a request for services with reasonable promptness.
- g. If DSHS, the AAA, and a subcontractor of the AAA are found by a jury or trier of fact to be jointly and severally liable for damages rising from any act or omission from the contract, then DSHS shall be responsible for its proportionate share, and the AAA shall be responsible for its proportionate share. Should the subcontractor be unable to satisfy its joint and several liability, DSHS and the AAA shall share in the subcontractor's unsatisfied proportionate share in direct proportion to the respective percentage of their fault as found by the jury or trier of fact. Nothing in this term shall be construed as creating a right or remedy of any kind or nature in any person or party other than DSHS and the AAA. This term shall not apply in the event of a settlement by either DSHS or the AAA.
- h. Any subcontract shall designate subcontractor as AAA's Business Associate, as defined by HIPAA, and shall include provisions as required by HIPAA for Business Associate contract. AAA shall ensure that all client records and other PHI in possession of subcontractor are returned to AAA at the termination or expiration of the subcontract.

### **27. Subrecipients.**

- a. General. If the AAA is a subrecipient of federal awards as defined by 2 CFR Part 200 and this Agreement, the AAA shall:
  - (1) Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;
  - (2) Maintain internal controls that provide reasonable assurance that the AAA is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;
  - (3) Prepare appropriate financial statements, including a schedule of expenditures of federal awards;
  - (4) Incorporate 2 CFR Part 200, Subpart F audit requirements into all agreements between the Contractor and its Subcontractors who are subrecipients;
  - (5) Comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation; and
  - (6) Comply with the Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39. (Go to

## AAA General Terms And Conditions

<https://oip.gov/about/offices/ocr.htm> for additional information and access to the aforementioned Federal laws and regulations.)

- b. **Single Audit Act Compliance.** If the AAA is a subrecipient and expends \$750,000 or more in federal awards from all sources in any fiscal year, the AAA shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the AAA shall:
  - (1) Submit to the DSHS contact person the data collection form and reporting package specified in 2 CFR Part 200, Subpart F, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;
  - (2) Follow-up and develop corrective action for all audit findings; in accordance with 2 CFR Part 200, Subpart F; prepare a "Summary Schedule of Prior Audit Findings" reporting the status of all audit findings included in the prior audit's schedule of findings and questioned costs.
- c. **Overpayments.** If it is determined by DSHS, or during the course of the required audit, that the AAA has been paid unallowable costs under this Agreement, DSHS may require the AAA to reimburse DSHS in accordance with 2 CFR Part 200.
  - (1) For any identified overpayment involving a subcontract between the AAA and a tribe, DSHS agrees it will not seek reimbursement from the AAA, if the identified overpayment was not due to any failure by the AAA.

**28. Survivability.** The terms and conditions contained in this Agreement, which by their sense and context, are intended to survive the expiration of the particular agreement shall survive. Surviving terms include, but are not limited to: Confidentiality, Disputes, Inspection, Maintenance of Records, Ownership of Material, Responsibility, Termination for Default, Termination Procedure, and Title to Property.

**29. Contract Renegotiation, Suspension, or Termination Due to Change in Funding.** If the funds DSHS relied upon to establish this Contract or Program Agreement are withdrawn, reduced or limited, or if additional or modified conditions are placed on such funding, after the effective date of this contract but prior to the normal completion of this Contract or Program Agreement:

- a. The Contract or Program Agreement may be renegotiated under the revised funding conditions.
- b. At DSHS's discretion, DSHS may give notice to the AAA to suspend performance when DSHS determines that there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor's performance to be resumed prior to the normal completion date of this contract.
  - (1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
  - (2) When DSHS determines that the funding insufficiency is resolved, it will give Contractor written notice to resume performance. Upon the receipt of this notice, Contractor will provide written notice to DSHS informing DSHS whether it can resume performance and, if so, the date of resumption. For purposes of this subsection, "written notice" may include email.
  - (3) If the AAA's proposed resumption date is not acceptable to DSHS and an acceptable date cannot be negotiated, DSHS may terminate the contract by giving written notice to Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. DSHS shall be liable only for payment in accordance with the terms of this



## AAA General Terms And Conditions

Contract for services rendered prior to the retroactive date of termination.

- c. DSHS may immediately terminate this Contract by providing written notice to the AAA. The termination shall be effective on the date specified in the termination notice. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to DSHS in the event the termination option in this section is exercised.

**30. Termination for Convenience.** The Contracts Administrator may terminate this Agreement or any in whole or in part for convenience by giving the AAA at least thirty (30) calendar days' written notice. The AAA may terminate this Agreement for convenience by giving DSHS at least thirty (30) calendar days' written notice addressed to: Central Contract Services, PO Box 45811, Olympia, Washington 98504-5811.

**31. Termination for Default.**

- a. The Contracts Administrator may terminate this Agreement for default, in whole or in part, by written notice to the AAA, if DSHS has a reasonable basis to believe that the AAA has:
  - (1) Failed to meet or maintain any requirement for contracting with DSHS;
  - (2) Failed to perform under any provision of this Agreement;
  - (3) Violated any law, regulation, rule, or ordinance applicable to this Agreement; and/or
  - (4) Otherwise breached any provision or condition of this Agreement.
- b. Before the Contracts Administrator may terminate this Agreement for default, DSHS shall provide the AAA with written notice of the AAA's noncompliance with the agreement and provide the AAA a reasonable opportunity to correct the AAA's noncompliance. If the AAA does not correct the AAA's noncompliance within the period of time specified in the written notice of noncompliance, the Contracts Administrator may then terminate the agreement. The Contracts Administrator may terminate the agreement for default without such written notice and without opportunity for correction if DSHS has a reasonable basis to believe that a client's health or safety is in jeopardy.
- c. The AAA may terminate this Agreement for default, in whole or in part, by written notice to DSHS, if the AAA has a reasonable basis to believe that DSHS has:
  - (1) Failed to meet or maintain any requirement for contracting with the AAA;
  - (2) Failed to perform under any provision of this Agreement;
  - (3) Violated any law, regulation, rule, or ordinance applicable to this Agreement; and/or
  - (4) Otherwise breached any provision or condition of this Agreement.
- d. Before the AAA may terminate this Agreement for default, the AAA shall provide DSHS with written notice of DSHS' noncompliance with the Agreement and provide DSHS a reasonable opportunity to correct DSHS' noncompliance. If DSHS does not correct DSHS' noncompliance within the period of time specified in the written notice of noncompliance, the AAA may then terminate the Agreement.

**32. Termination Procedure.** The following provisions apply in the event this Agreement is terminated:

## AAA General Terms And Conditions

- a. The AAA shall cease to perform any services required by this Agreement as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination which are related to the transfer of clients, distribution of property, and termination of services.
- b. The AAA shall promptly deliver to the DSHS contact person (or to his or her successor) listed on the first page this Agreement, all DSHS assets (property) in the AAA's possession, including any material created under this Agreement. Upon failure to return DSHS property within ten (10) working days of the Agreement termination, the AAA shall be charged with all reasonable costs of recovery, including transportation. The AAA shall take reasonable steps to protect and preserve any property of DSHS that is in the possession of the AAA pending return to DSHS.
- c. DSHS shall be liable for and shall pay for only those services authorized and provided through the effective date of termination. DSHS may pay an amount mutually agreed by the parties for partially completed work and services, if work products are useful to or usable by DSHS.
- d. If the Contracts Administrator terminates this Agreement for default, DSHS may withhold a sum from the final payment to the AAA that DSHS determines is necessary to protect DSHS against loss or additional liability. DSHS shall be entitled to all remedies available at law, in equity, or under this Agreement. If it is later determined that the AAA was not in default, or if the AAA terminated this Agreement for default, the AAA shall be entitled to all remedies available at law, in equity, or under this Agreement.

- 33. Treatment of Client Property.** Unless otherwise provided in the applicable Agreement, the AAA shall ensure that any adult client receiving services from the AAA under this Agreement has unrestricted access to the client's personal property. The AAA shall not interfere with any adult client's ownership, possession, or use of the client's property. The AAA shall provide clients under age eighteen (18) with reasonable access to their personal property that is appropriate to the client's age, development, and needs. Upon termination or completion of this Agreement, the AAA shall promptly release to the client and/or the client's guardian or custodian all of the client's personal property. This section does not prohibit the AAA from implementing such lawful and reasonable policies, procedures and practices as the AAA deems necessary for safe, appropriate, and effective service delivery (for example, appropriately restricting clients' access to, or possession or use of, lawful or unlawful weapons and drugs).
- 34. Waiver.** Waiver of any breach or default on any occasion shall not be deemed to be a waiver of any subsequent breach or default. Any waiver shall not be construed to be a modification of the terms and conditions of this Agreement unless amended as set forth in Section 1, Amendment. Only the Contracts Administrator or designee has the authority to waive any term or condition of this Agreement on behalf of DSHS.

## Special Terms And Conditions

### 1. Definitions.

- a. "AAA" or "Contractor" shall mean the Area Agency on Aging that is a party to this agreement, and includes the AAA's officers, directors, trustees, employees and/or agents unless otherwise stated in this Agreement. For purposes of this Agreement, the AAA or agent shall not be considered an employee of DSHS
- b. "Adult Day Services" (Adult Day Health and Adult Day Care and Adult Day Respite):
  - (1) Adult Day Health: Provide supervised daytime programs that include skilled nursing and rehabilitative therapy services, such as physical therapy and occupational therapy, to beneficiaries who need assistance throughout the day
  - (2) Adult Day Care: Centers provide supervised daytime programs to support families by providing care and meaningful activities to beneficiaries who need assistance or supervision throughout the day.
  - (3) Respite: Services are used to relieve paid or unpaid family caregivers who are caring for a beneficiary. The purpose of respite is to provide reprieve to the primary caregiver for a couple of hours up to a couple of weeks when needed.
- c. "Agreement" means this Agreement, including all documents attached or incorporated by reference.
- d. "Dementia Supports" means offers non-medical, community-based services to beneficiaries and their caregivers to improve care for the beneficiary with dementia by:
  - (1) Helping develop a behavioral support plan for the beneficiary.
- e. "Education and Consultation" Through this service, beneficiaries, and caregivers (including paid and unpaid family members) receive non-medical education, consultation, behavior management and training regarding the beneficiary's diagnoses and chronic health issues aimed at supporting the beneficiary to better manage their activities of daily living and their health and wellness.
- f. "Environmental Modification" means services to provide needed changes such as ramps, stair lifts, and widened doorways for a beneficiary in the home to increase, improve or maintain the beneficiary's health, welfare, safety, and independence.
- g. "Home Delivered Meals" provides nutritionally balanced meals delivered to beneficiary's home.
- h. "Home Safety Evaluation" offers the assessment of a beneficiary's home (rented or owned) by a professional therapist to identify and reduce or eliminate potential hazards to help minimize injury and improve accessibility while in the home.
- i. "In-Home Personal Care" (Home Care Agencies), A Home Care Agency is an in-home service agency licensed under chapter 70.127 RCW that provides nonmedical personal care to individuals who are ill, disabled, or vulnerable so they can remain in their residence. Personal care may include help with activities of daily living such as dressing, eating, and personal hygiene to support self-care; homemaker help with household tasks, such as housekeeping, shopping, meal planning and preparation; transportation; respite care support provided to the family caregivers; other nonmedical services; and appropriately delegated nursing services.
- j. "Professional Services (Skilled Nursing)": means a short-term intermittent treatment of a chronic



## Special Terms And Conditions

condition, or the treatment of chronic, stable, long-term conditions where the treatment cannot be delegated or self-directed. "Skilled Nursing Services" means nursing activities within the scope of practice according to WAC 246-840 that are provided by a registered nurse or licensed practical nurse under the supervision of a registered nurse.

- k. "Personal Emergency Response Systems" or "PERS" means a service to secure help in an emergency through an electronic device that is either connected to the beneficiary's phone or operates using Global System of Mobile Communication (GPS) cellular signals and is programmed to signal a response center that is staffed by trained professionals who will immediately summon help for the beneficiary.
  - l. "Services that Assist Paid and Unpaid Family Members-
    - (1) "Housework and Errands" Housework and Errands services supports beneficiaries to remain in the community by assisting with the health and safety of the beneficiary who may no longer be able to perform such duties. This service can be used to eliminate the burden of these tasks typically left to family members or risk institutionalization of the beneficiary. This service should not be used by beneficiaries who are already receiving any kind of in-home personal care as IADLs are included in that service.
    - (2) "Yardwork and snow removal" Available to beneficiaries who may need this support to remain in the community. The purpose will be to allow safe egress/entry into the home, reduce potential fire danger, assist the beneficiary to comply with local city/county codes, or other local requirements, such as a Homeowner's Association, or to address violations to remain in their choice of setting. This service can be used to eliminate the burden of these tasks typically left to family members.
  - m. "Transportation" services are to support beneficiaries transporting to and from the grocery store, medical appointments, social services, and recreational activities. Typical Transportation services include but not limited to trip or mileage reimbursement, bus passes, taxi scripts and ferry tickets.
- 2. **Purpose.** The AAA will implement WA Cares Fund outreach proposals, increase capacity in the home and community-based long-term services and supports provider network in preparation for benefits launch in 2026, and begin beneficiary services as applications for benefits open in 2026.
  - 3. **Statement of Work.** The AAA shall provide the services and staff and otherwise do all things necessary for or incidental to the performance of work, as set forth in the attached Exhibit A, Statement of Work.
  - 4. **Consideration.** Total consideration payable to the AAA for satisfactory performance of the work under this Agreement shall not exceed **\$509,548**, including any and all expenses. AAA are funded in three categories (Outreach, Provider Network, and Beneficiary services). The maximum of each is attached herein Exhibit B, *FY26 AAA Funding Model*.
    - a. AAA will be reimbursed for costs directly associated with contract activities up to the maximum consideration.
    - b. Administrative expenditure is limited to 10% of the program year's funding. Total YTD expenditure can never exceed the contract budget amount.
    - c. Funding may be moved between categories (up to 10%) with written permission of DSHS. No amendment will be needed.

## Special Terms And Conditions

### 5. Billing and Payment.

- a. Invoice System. The AAA shall submit invoices using State BARS Form. These forms can be accessed at <http://ALTSAweb.dshs.wa.gov/aaa/BF/Billing/>. Consideration of services rendered shall be payable upon receipt and acceptance of properly completed invoices which shall be submitted to DSHS by the AAA.
- b. Payment. AAAs will be reimbursed for costs directly associated with contract activities up to the maximum consideration. Refer to Exhibit B, AAA Funding Model for eligible activities and service dates. Activities are not eligible to bill until the service begin date outlined in the document.
- c. AAAs are expected to meet targets identified within the statement of work (SOW) contract terms. Reports must be submitted to Ali Lafontaine at [ali.lafontaine@dshs.wa.gov](mailto:ali.lafontaine@dshs.wa.gov). Reports must be completed by due dates as outlined in SOW. If a report is not submitted within seven (7) days of the due date, DSHS will reduce payment to the AAA by 10% for each week following the 7 days a report is delayed. Incomplete reports will not be accepted. DSHS will notify the AAA Program Manager within 7 days of submittal if the report is not complete, and the AAA will have 7 days to correct the report before a reduction in payment is applied.

### 6. WA Cares Fund population assumptions. WA Cares estimates 25,000 to 50,000 new beneficiaries needing access to WA Cares Fund by FY27, with 10,000 to 20,000 new beneficiaries each year thereafter. Some of these beneficiaries will already have long-term care services and will convert to WA Cares as a new payment source. Others will be newly ill or injured and requiring long-term care for the first time.

All beneficiaries who get access to full WA Cares benefit in FY27 will have worked at least 500 hours in the last three years. The majority will not be receiving Medicaid long-term care services nor be eligible for Medicaid immediately after exhausting WA Cares Fund benefits. It is projected that 70% to 80% of WA Cares Fund beneficiaries will receive services while living in their home. Some beneficiaries who were born before 1968 and have only worked one or two years at 500 hours per year will have access to a prorated benefit of \$3,650 or \$7,300, respectively.

### 7. Additional Requirements. ALTSA will be developing rules, policies, training materials, and other requirements during this contract period which will support the success of AAAs in completing the deliverables within the contract. AAAs will engage with ALTSA on policy development for provider registration and monitoring, change management and training, including ongoing communication strategies with potential providers.

AAAs will be available for check-ins with ALTSA staff monthly to discuss progress and challenges. Templates for milestones will be drafted by ALTSA to include required fields in support of statewide analysis. AAAs will use training and communication materials developed by ALTSA. Any materials developed by the AAA or revised by the AAA must be submitted to ALTSA for approval.

### 8. Subcontracts and other Third-Party Agreements. In accordance with 45 CFR 164.502(e)(1)(ii), 164.504(e)(1)(i), and 164.308(b)(2), Business Associate shall ensure that any agents, Subcontractors, independent contractors or other third parties that create, receive, maintain, or transmit PHI on Business Associate's behalf, enter into a written contract that contains the same terms, restrictions, requirements, and conditions as the HIPAA compliance provisions in this Contract with respect to such PHI. The same provisions must also be included in any contracts by a Business Associate's Subcontractor with its own business associates as required by 45 CFR 164.314(a)(2)(b) and 164.504(e)(5).

### 9. Conflict of Interest: The AAAs shall implement enhanced contract monitoring practices to ensure

## Special Terms And Conditions

compliance with conflict-of-interest standards. Specifically, AAAs must ensure that their staff and programs do not solely or disproportionately refer clients to services provided by their own agency. All referrals must support beneficiary choice principles, allowing individuals to make informed decisions from the full range of qualified providers available.

AAAs must also maintain and document internal safeguards that prevent real or perceived conflicts of interest, including but not limited to: separation of duties, transparent referral processes and routine audits or reviews. These measures must be monitored regularly and reported to WA Cares Fund to ensure the integrity of service delivery and protect beneficiary autonomy.

10. **Performance and Compliance Actions:** To uphold the shared commitments to high-quality, accessible, and equitable service delivery, the Area Agency on Aging (AAA) and the WA Cares Fund will work together to monitor progress toward meeting the contractual terms and performance targets outlined the Statement of Work (SOW) agreement. These steps are designed to foster mutual accountability, continuous improvement, and effective partnership in support of the program's mission. AAA that do not fulfill the performance requirements of the contract may be held to the following contract actions.
  - a. **First Notification:** WA Cares Fund will provide a formal notice outlining areas of concern. The AAA will develop and submit a correction action plan within an agreed-upon timeframe, with support from WA Cares as needed.
  - b. **Second Notification:** If challenges persist, a second notice will be issued, and WA Cares Fund will work with the AAA to revise and strengthen the corrective action plan. This may include enhanced support and increased check-ins to guide progress.
  - c. **Third Notification:** Continued difficulty in meeting agreed-upon obligations may result in a contract termination and a reassignment of the scope of work to another qualified entity. WA Cares Fund reserves the right to terminate and reallocate associated funding in order to reassign the scope of work.
11. **State or Federal Audit Requests.** The Contractor is required to respond to State or Federal audit requests for records or documentation, within the timeframe provided by the requestor. The Contractor must provide all records requested to either State or Federal agency staff or their designees.
12. **Confidentiality.** In addition to General Terms and Conditions Confidentiality language, the AAA or its Subcontractors may disclose information to each other, to DSHS, or to appropriate authorities, for purposes directly connected with the services provided to the client. This includes, but is not limited to, determining eligibility, providing services, and participation in disputes, fair hearings or audits. The AAA and its Subcontractors shall disclose information for research, statistical, monitoring and evaluation purposes conducted by appropriate federal agencies and DSHS.



## Exhibit A, Statement of Work

1. **Outreach.** AAAs shall implement an outreach plan with the goal of reaching key audiences with information about WA Cares, including how contributions work, optional exemptions, using benefits, covered services, and any other priority topics identified by the WA Cares communications and outreach team. Outreach will focus on increasing awareness of underserved populations and those with lower awareness of WCF as well as implement approved outreach proposals in the following areas:
  - a. **Outreach Plan Development:** Each AAA shall develop an annual outreach plan for their region that includes the following elements:
    - (1) A list of priority audiences, which should focus on populations that are disproportionately impacted by long-term care needs and family caregiving responsibilities, have lower awareness of WA Cares, or are likely to use their benefits soon after they become available. Depending on the demographics of the AAA's service area, these could include, but are not limited to:
      - (a) Workers with disabilities;
      - (b) Younger workers who may unexpectedly need care;
      - (c) Near-retirees;
      - (d) LGBTQ+ community;
      - (e) Communities of color;
      - (f) Populations with limited English proficiency;
      - (g) People with lower incomes;
      - (h) People with lower level of educational attainment; and
      - (i) People in rural areas.
    - (2) A list of tactics the AAA will use to reach priority audiences. Tactics may include, but are not limited to:
      - (a) Tabling at local events or community spaces to provide informational materials and answer questions;
      - (b) Giving presentations on WA Cares or including WA Cares information in presentations on broader topics;
      - (c) Working with local organizations to get information to their members or the people they serve through activities such as presentations, newsletters, distributing materials, or tabling at their locations;
      - (d) Conducting outreach to local media organizations, such as submitting op-eds or letters to the editor, offering interviews with the AAA director or other appropriate spokesperson, or coordinating with the WA Cares team to set up interviews for the WA Cares director with local outlets; and
      - (e) Regularly providing information on WA Cares in the AAA's newsletters or social media

(include the total number of followers or subscribers in the annual plan if using these tactics).

- (3) A list of any potential partner organizations the AAA plans to work with. Partner organizations may include, but are not limited to:
  - (a) Business and professional groups, such as chambers of commerce, networking groups;
  - (b) Human resources groups and associations;
  - (c) Faith-based organizations;
  - (d) Organizations serving people with disabilities;
  - (e) Financial institutions, financial education groups, and asset building coalitions;
  - (f) Health care, community health, social services, and family services providers;
  - (g) Community-based organizations, including service and civic organizations, community development groups; and
  - (h) Multicultural organizations, organizations working with people with limited English proficiency, and groups that work with underserved populations; and
  - (i) Any other local organizations or major employers the AAA may identify.
- (4) For each tactic, detailed metrics the AAA plans to meet each quarter. AAAs will use these targets to provide monthly progress reports to the WA Cares team.
- (5) Timeline by quarter for completing proposed activities.
- (6) Budget breakdown by proposed activity.

AAAs shall submit their draft plan to the WA Cares communications and outreach team by July 15, 2025, and meet with the WA Cares team by July 31, 2025, to discuss and finalize the plan. The WA Cares Fund team shall provide guidance and support to AAAs as they develop their plans. Plans must be approved by the WA Cares team before AAAs begin activities.

Changes to approved audiences and tactics may be made throughout the year as needed to improve effectiveness of outreach, pending written agreement between DSHS and the AAA on the new audiences or tactics.

In addition to activities identified in the plan, upon request, the AAA shall provide information on their region to WA Cares communications and outreach staff, connect WA Cares staff to local organizations the AAA works with, and coordinate with WA Cares staff on opportunities for joint outreach activities.

**b. Outreach Training and Support:**

- (1) The AAA will identify one or more outreach leads who will manage their organization's WA Cares outreach. Each outreach lead will complete training assigned by the WA Cares Fund team by **August 15, 2025**.
- (2) Any new outreach leads assigned to WA Cares work later in the year must complete onboarding

activities identified by the WA Cares team before giving presentations or attending events to represent WA Cares without support from other staff trained on WA Cares information.

- (3) The WA Cares team will host and facilitate monthly community of practice meetings for AAAs to receive updates on state-level communications and outreach, discuss lessons learned from their outreach with other AAAs, and identify opportunities for collaboration.
- c. **Monthly Progress Reports:** Each month, the AAA shall provide an update to the WA Cares team that includes activities completed that month, progress toward their quarterly metrics, any adjustments needed to their **strategy** to ensure they are on target to meet those metrics by the end of the quarter, and any other topics identified by the WA Cares team. The AAA will submit their monthly progress report using Exhibit D, AAA Outreach Monthly Report template.
- d. **Materials Development:** Messaging and materials used for outreach activities shall primarily be developed by the WA Cares **communications** and outreach team. AAAs may request new designed materials be developed as needed to execute their work. All new written and designed materials must be approved by the WA Cares team before they are used.



2. **Provider Network:** AAAs will support the expansion and oversight of WCF provider network policy/procedure development, capacity assessment, and recruitment strategies. Using the list of services in Exhibit A (*WA Cares Fund: Contracting for Services and Supports*) and corresponding definitions, AAAs will support the expansion and oversight of WCF provider network through:
- a. Policy & Procedure development.
    - (1) Collaborating with WCF to develop, refine, and implement provider network policies aligning with WCF goals and legislative mandates
    - (2) Ensuring policies promote equity, quality accessibility of services across diverse communities
  - b. Capacity Assessment and Reporting. Beginning July 1, 2025.
    - (1) Collect capacity estimates from both existing and prospective new providers using Exhibit E, *Provider Capacity Targets* document and submit all capacity numbers via AAA Provider Capacity Smartsheet dashboard [[AAA Provider Capacity](#)]. AAA users will need to be added to the Smartsheet system. AAAs can select up to two individuals to manage the data in Smartsheet.
    - (2) Support providers in applying a standardized and reasonable methodology to project additional service capacity for WCF beneficiaries in 2026
    - (3) Using AAA Capacity Target Assumptions and AAA Provider Capacity Smartsheet dashboard, ensure capacity estimates include a provider's ability to serve both Medicaid Long-Term Services (LTSS) and WA Cares fund clients/beneficiaries.
    - (4) **By August 30<sup>th</sup>, 2025:** Use submitted data to evaluate whether client capacity and recruitment targets can be met with the number of providers surveyed. Once those estimates are gathered, if client capacity targets cannot be met, the AAA must identify and recruit additional providers to the network to fulfill target requirements. Because some providers may only serve one or two counties within a service area, AAAs are expected to evaluate and conduct ongoing, county-by-county analysis to ensure adequate coverage across all regions. These estimates will also inform the development of targeted outreach and staged recruitment strategies to address gaps in provider availability.
  - c. Staged Provider Registration Plan.

Objective: To develop a diverse and qualified WA Cares Fund provider network by engaging existing Medicaid and Private Pay providers through targeted outreach and support, with a strong emphasis on Home Care Agencies.

    - (1) Stage 1: Planning and Preparation (**starting August 1, 2025**)
      - (a) Finalize outreach materials, messaging and tools and targeted outreach
      - (b) Review gap analysis to identify geographic and provider-type specific needs
      - (c) Finalize provider contact lists and prioritize outreach targets
    - (2) Stage 2: Outreach to Existing Medicaid Providers (**starting August 15, 2025**)
      - (a) Engage Medicaid-enrolled providers

- (b) Prioritize high-need services (Home Care Agencies)
- (c) Encourage and support eligible providers to apply for WCF participation
- (3) Stage 3: Outreach to Private-pay providers (***starting September 1, 2025***)
  - (a) Engage Private-pay providers to expand the provider network beyond Medicaid participants
  - (b) Prioritize high-need services (Home Care Agencies)
    - i. Focus on filling gaps identified in gap analysis
  - (c) Encourage and support eligible providers to apply for WCF participation.

Overall Reporting Requirement. The AAAs shall submit a registration plan to WCF no later than **September 30th, 2025**, to [ali.lafontaine@dshs.wa.gov](mailto:ali.lafontaine@dshs.wa.gov). Registration plan should include:

- (4) Documented activities including but not limited to those used such as materials, messaging and tools used in targeted outreach
- (5) Results, and
- (6) Recommendations for ongoing provider network development for each service provider type.
- d. Provider Application and Contracting Support. **Effective Date: October 1, 2025**
  - (1) Guide and assist providers through the full WA Cares Fund application, registration, and contracting process
  - (2) Facilitate the execution of provider contracts in alignment with identified capacity needs and target goals for new provider recruitment
  - (3) Document providers registered and capacity at time of registration in the AAA Provider Capacity Smartsheet Dashboard at least monthly.
- e. Capacity Monitoring and Metrics Development. **Effective Date: February 1, 2026**
  - (1) Using Smartsheet report -Report and monitor monthly on key indicators and metrics to evaluate the accuracy and reliability of provider capacity estimates.
  - (2) Include monitoring of client wait times, with particular attention to home care agencies.
  - (3) Use findings to inform ongoing recruitment and network planning.

### 3. Beneficiary Services.

#### Funding for Beneficiary Services begins:

- September 1, 2025, for *pilot* locations
  - Training for assessors targeting for early December 2025
- November 1, 2025, *statewide*
  - Training for assessors targeting for March/April 2026
- (*Limited hiring for infrastructure as early as July 1, 2025*)

#### Area Agencies on Aging (AAAs) will prepare to:

- Accept WA Cares Fund (WCF) benefit applications
- Complete in-home eligibility assessments and suggested services navigation
- Provide benefit navigation for individuals needing enhanced support

#### Direct support to WA Cares Fund beneficiaries begins:

- January 6, 2026, for *pilot* sites
- May 15, 2026, *statewide*

#### a. Designate a Beneficiary Services Coordinator by **July 15, 2025**.

- (1) Submit contract information or a designated Beneficiary Services Coordinator to [ali.lafontaine@dshs.wa.gov](mailto:ali.lafontaine@dshs.wa.gov).
- (2) This individual will participate in regional planning, oversee the go-live process, and facilitate internal knowledge transfer within the AAAs.

#### b. Hiring and Training plans.

Pilot locations: Submit plan by August 1, 2025

Statewide: Submit plan by October 1, 2025

(a) Submit hiring and training plans to [ali.lafontaine@dshs.wa.gov](mailto:ali.lafontaine@dshs.wa.gov)

#### (1) Plans must include:

(a) Hiring timelines and training activities for FY26 and FY27.

(b) Staffing assumptions (FTE) and roles for:

- i. Application assistance.
- ii. Eligibility assessment and suggested services.
- iii. Benefit Navigation.

(c) Associated costs per FTE

(d) Contingency plans for:

- i. Application volume surges
- ii. Staff ramp-down after peak demand

- (e) If the AAA intends to provide direct services, submit:
  - i. Conflict of interest policy.
  - ii. A staffing plan that clearly defines separation of duties to mitigate potential conflicts.
- (2) Plan Execution and Monitoring.
  - (a) Implement the approved hiring and training plans.
  - (b) Participate in WA Cares Fund rollout debrief sessions.
  - (c) Submit monthly progress reports on implementation activities.
    - i. To include beneficiary services volume and timeliness reports.
    - ii. Include gap mitigation strategies if timeliness standards are not met.
- (3) Pilot Recruitment. **Start date: October 2025**
  - (a) Begin outreach and recruitment for 400 pilot applicants
  - (b) Participate in “lessons learned” sessions in: **February, March, and April 2026.**
- (4) Policy and Procedure Collaboration.
  - (a) Work with HCLA to establish policies and performance standards for:
    - i. Developing internal procedures to guide implementation and service delivery in areas not specifically addressed by WA Cares Fund Policies and Procedures. These internal protocols should align with the overall goals and standards of the WA Cares Fund and ensure consistency and accountability.
    - ii. Referrals to Self-Serve Resources and DSHS Customer Care.
    - iii. Referrals from DSHS for Application Assistance and Eligibility Determination.
    - iv. Referrals from and to DSHS for Benefit Navigation, including:
      - (A) Submitting confirmations to DSHS for beneficiaries who meet Benefit Navigation criteria.
      - (B) Tracking and reporting timeliness and completeness of referrals.
- (5) Service Delivery Launch.
  - Pilot Launch: January 6, 2026**
  - Statewide Launch: May 15, 2026**
  - (a) Begin the following activities:
    - i. Accept and process benefit applications.



- ii. Conduct eligibility assessments and suggest appropriate services.
- iii. Accept benefit navigation referrals and provide benefit navigation.

AAA	Admin 10%	Outreach	Provider Network	Beneficiary Services	FY26 Total
Olympic	77,630	\$ 131,493	\$ 236,624	\$ 330,557	\$ 776,304
Northwest	99,687	\$ 150,080	\$ 311,687	\$ 435,419	\$ 996,873
Snohomish	135,527	\$ 180,282	\$ 433,656	\$ 605,805	\$ 1,355,270
King	407,448	\$ 409,426	\$ 1,359,049	\$ 1,898,554	\$ 4,074,476
Pierce	147,033	\$ 189,977	\$ 472,812	\$ 660,506	\$ 1,470,329
L/M/T*	105,966	\$ 145,426	\$ 292,892	\$ 515,376	\$ 1,059,660
Southwest	124,190	\$ 170,728	\$ 395,075	\$ 551,909	\$ 1,241,902
Central	99,077	\$ 149,566	\$ 309,612	\$ 432,519	\$ 990,774
Southeast	143,979	\$ 187,404	\$ 462,421	\$ 645,989	\$ 1,439,794
Yakama Nation	20,384	\$ 83,252	\$ 41,806	\$ 58,402	\$ 203,844
Eastern*	152,816	\$ 180,145	\$ 433,105	\$ 762,097	\$ 1,528,163
Colville Indian	13,806	\$ 77,709	\$ 19,419	\$ 27,129	\$ 138,063
Kitsap	50,955	\$ 109,013	\$ 145,842	\$ 203,738	\$ 509,548
FY 26 Total	1,578,500	\$ 2,164,500	\$ 4,914,000	\$ 7,128,000	\$ 15,785,000

\* Pilot funds add 1/4 of the IFF allotted amount to base for LMT & Eastern to reflect the additional 3 month period for pilot

AAA	Outreach	Provider Network	Beneficiary Services	FY26 Total	Outreach Admin	Provider Network Admin	Beneficiary Services Admin	Admin Total
Olympic	\$ 146,103	\$ 262,915	\$ 367,286	\$ 776,304	\$ 14,610	\$ 26,292	\$ 36,729	\$ 77,630
Northwest	\$ 166,755	\$ 346,319	\$ 483,799	\$ 996,873	\$ 16,676	\$ 34,632	\$ 48,380	\$ 99,687
Snohomish	\$ 200,313	\$ 481,840	\$ 673,117	\$ 1,355,270	\$ 20,031	\$ 48,184	\$ 67,312	\$ 135,527
King	\$ 454,918	\$ 1,510,054	\$ 2,109,504	\$ 4,074,476	\$ 45,492	\$151,005	\$ 210,950	\$ 407,448
Pierce	\$ 211,086	\$ 525,347	\$ 733,896	\$ 1,470,329	\$ 21,109	\$ 52,535	\$ 73,390	\$ 147,033
L/M/T*	\$ 161,584	\$ 325,436	\$ 572,640	\$ 1,059,660	\$ 16,158	\$ 32,544	\$ 57,264	\$ 105,966
Southwest	\$ 189,698	\$ 438,972	\$ 613,232	\$ 1,241,902	\$ 18,970	\$ 43,897	\$ 61,323	\$ 124,190
Central	\$ 166,184	\$ 344,013	\$ 480,577	\$ 990,774	\$ 16,618	\$ 34,401	\$ 48,058	\$ 99,077
Southeast	\$ 208,227	\$ 513,801	\$ 717,766	\$ 1,439,794	\$ 20,823	\$ 51,380	\$ 71,777	\$ 143,979
Yakama Nation	\$ 92,502	\$ 46,451	\$ 64,891	\$ 203,844	\$ 9,250	\$ 4,645	\$ 6,489	\$ 20,384
Eastern*	\$ 200,161	\$ 481,228	\$ 846,774	\$ 1,528,163	\$ 20,016	\$ 48,123	\$ 84,677	\$ 152,816
Colville Indian	\$ 86,343	\$ 21,577	\$ 30,143	\$ 138,063	\$ 8,634	\$ 2,158	\$ 3,014	\$ 13,806
Kitsap	\$ 121,126	\$ 162,047	\$ 226,375	\$ 509,548	\$ 12,113	\$ 16,205	\$ 22,638	\$ 50,955
FY 26 Total	\$ 2,405,000	\$ 5,460,000	\$ 7,920,000	\$ 15,785,000	\$ 240,500	\$546,000	\$ 792,000	\$ 1,578,500

BARS Support Form

Effective 7/1/2025 - 6/30/26

AAA Name: \_\_\_\_\_  
Title: WA CARES

Contract #: \_\_\_\_\_  
Reporting Period: \_\_\_\_\_

	Budget Account Title	This Month	YTD	Contract Budget	Contract Balance
		Expenditures	Expenditures		
.11	Administration (Limited to 10%)	\$0.00	\$0.00	\$0.00	\$0.00
.90	AAA WA CARES Outreach	\$0.00	\$0.00	\$0.00	\$0.00
.90	Provider Network Development	\$0.00	\$0.00	\$0.00	\$0.00
.90	Beneficiary Services	\$0.00	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00	\$0.00

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise and services furnished to the State of Washington and that all goods furnished and/or services rendered have been provided without discrimination on the grounds of race, creed, color, national origin, sex or age.

Certification for Federal Funds. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Reimbursement Data	
Expenditures to Date	\$0.00
Revenue Previously Billed	\$0.00
Total Request	\$0.00

Approved by: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

## [MONTH] Outreach Monthly Report | [Organization Name]

### PROGRESS ON FY26 ACTIVITIES

The activities and timeline/success metrics columns of this table should be copied directly from your approved FY26 plan. The only changes should be any strategy adjustments you have agreed on with the WA Cares team. Include all the activities listed in your plan, even if you did not complete any of those activities this month.

ACTIVITY	TIMELINE/SUCCESS METRICS	PROGRESS THIS MONTH	ON TRACK?

### PROPOSED STRATEGY ADJUSTMENTS

For any activities you marked as not on track, please describe how you plan to adjust your activities going forward. For example, if the activity is simply delayed, this could include adjusting the timeline or completing more work to catch up on the metric in the coming months. If your team determines the activity is not effective, you can list other activities you plan to replace it with going forward.

ACTIVITY	PROPOSED ADJUSTMENT



## **REQUESTED SUPPORT (OPTIONAL)**

**Is there any additional support you need from the WA Cares communications and outreach team?**

- 
-



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