



Dear Applicant:

To enroll as a Family, Planning, Access, Care and Treatment (Family PACT) provider, please complete the enclosed Family PACT provider enrollment application package and return via secure email or mail to:

Email: ProviderServices@dhcs.ca.gov

Mail: Department of Health Care Services
Office of Family Planning
P.O. Box 997413, MS 8400
Sacramento, 95899-7413

Please read all the instructions included in the application package carefully, complete each item requested and **submit pages 6 through 9 with all attachments. Incomplete application packages will be deemed deficient and may result in a denial of the provider's application.**

Eligible Providers. Per California Welfare and Institutions Code (W&I Code), Section 24005(b) and (c), eligible providers are licensed medical personnel with family planning skills, competency and knowledge, who will provide the full range of services covered in the program, as long as these services are within the provider's scope of licensure and practice. Clinical providers electing to participate in the Family PACT Program must be enrolled Medi-Cal providers in good standing.

Solo providers, group providers or primary care clinics are eligible to apply for enrollment in the Family PACT Program if they currently have a National Provider Identifier (NPI) and are enrolled in Medi-Cal in good standing. An affiliate primary care clinic or APCC's enrollment in the Family PACT Program is dictated by W&I Code, Section 24005(t)(1) and (2). Intermittent clinics, as defined by Health and Safety Code (H&S Code), Section 1206(h) and mobile clinics, as defined by H&S Code, Sections 1765, 120, 1765.150 and 1765.155, must apply for enrollment in the Family PACT Program using their organizational NPI. The organizational NPI must be enrolled in Medi-Cal in good standing. The application packet shall be completed by the provider applicant only. Applications received by third party consultants or enrollment brokers will not be accepted.

Providers are required to submit their NPI with each application package.

Service Site. A provider's service site is where services are rendered. The service site is certified for enrollment in the Family PACT Program when the provider meets all the Family PACT provider enrollment requirements set forth in the Family PACT Policies, Procedures and Billing Instructions (PPBI) Manual. All information on the application must match the information on file with the Department of Health Care Services, Provider Enrollment Division.

Non-Physician Medical Practitioners. Non-Physician Medical Practitioners (NMPs) employed by a Medi-Cal provider who is applying to enroll in the Family PACT Program and who will be delivering Family PACT services must be identified on the application.

Provisional Enrollment. New Family PACT provider applicants, new provider locations, and/or Family PACT provider applicants recertifying their enrollment, will be provisionally certified for enrollment in the Family PACT program once the provider is enrolled in the Family PACT Program, and until an eligible representative completes a legislatively mandated Provider Orientation as determined by DHCS. The

Provider Orientation must be completed within six (6) months of the date of initial Family PACT enrollment for the provisional certification to be lifted. Failure to complete the Provider Orientation within six (6) months will result in disenrollment from the Family PACT program.

Providers who are enrolled in Medi-Cal, in good standing, and have submitted a Family PACT application may attend a Provider Orientation to certify a site for enrollment.

The medical director, Medical Doctor (MD), Certified Nurse Practitioner (CNP), or Certified Nurse Midwife (CNM) responsible for overseeing the family planning services to be rendered at the site establishing enrollment is eligible to certify the site. Site certifiers shall sign a statement of affirming responsibility. Provider Orientation details and registration information are posted on the Family PACT website at www.familypact.org.

Records Retention. To participate in the Family PACT Program, providers must maintain legible copies of all initial and updated applications and initial and updated practitioner agreements at the provider site.

Reporting a Change of Information. Providers are required to report any change in previously submitted information to DHCS Office of Family Planning (OFP) and DHCS Provider Enrollment Division (PED) within 35 days of the action taken. When submitting changes to a Medi-Cal record (for example, changes to a service address, NPI, FEIN, legal name or business name), providers are required to submit a completed application packet to Family PACT Provider Enrollment.

If adding a new or additional service site, submitting a change of provider type, or a change of ownership, a provider must re-apply for enrollment in the Family PACT Program.

Provider Disenrollment. Providers may terminate their participation in the Family PACT Program at any time by providing written notification of voluntary termination to Family PACT Provider Enrollment. The letter should be on provider or clinic letterhead and must include the NPI, the service site address, effective date of disenrollment and the provider-owner's signature.

Providers are subject to disenrollment for failure to adhere to program policies and administrative practices. Failure to notify DHCS Provider Enrollment Division and the Office of Family Planning/Family PACT Program of any changes to previously submitted information (for example, a change of service location) may result in disenrollment from the Family PACT Program. On-site visits and attempts at corrective action may be made prior to disenrollment at DHCS' discretion. Disenrollment from the Family PACT Program by DHCS is not subject to administrative appeal.

DHCS may restrict the participation of a provider in Medi-Cal through suspension or determine that a provider is ineligible to participate in the Medi-Cal program. If a provider is suspended from the Medi-Cal program, enrollment in the Family PACT Program is terminated effective the date of the Medi-Cal suspension and Family PACT services are no longer reimbursable.

If you have any additional enrollment questions, please contact the Family PACT Program at (916) 650-0414 or by email at ProviderServices@dhcs.ca.gov.

Family PACT Program

Enclosure(s)

**INSTRUCTIONS FOR COMPLETING OF THE
FAMILY PACT PROVIDER APPLICATION (DHCS 4468)**

DO NOT USE staples on this form or on any attachments.

DO NOT USE correction tape, white out, or highlighter pen on this form. If you must make corrections, please line through, date, and initial in ink.

DO NOT LEAVE any questions, boxes, lines, etc. blank. Enter N/A if not applicable to you.

Omission of any information or documentation on this form or failure to sign any of the required documents may result in a denial of the provider's application.

Submit one application packet for each service site.

The information on the application forms must match the information on file with the DHCS PED.

Original signatures are required. Please use blue ink only.

This form is part of an application for enrollment or continued enrollment as a provider in the Family PACT Program. Applicants may be subject to an on-site inspection and to unannounced visits prior to enrollment or approval for continued enrollment in the program. In addition to this form and requested documentation, a Family PACT Provider Agreement (DHCS 4469) and Family PACT Practitioner Participation Agreement (DHCS 4470) must also be completed for enrollment or continued enrollment. The DHCS 4470 is not required to be completed by an APCC, nonprofit community clinic or PCC, Federally Qualified Health Center (FQHC), Rural Health Clinic (RHC), or Indian Health Services (IHS). Additional information can be found on the Family PACT website (www.familypact.org) by clicking the "Providers" tab, followed by "Provider Enrollment".

Important:

Read all instructions and gather the following documents to submit with the application. Please remember to include a legible copy of the following with your application packet.

- IRS issued Taxpayer Identification Number (TIN)
- License to provide health services
- Fictitious Business Name Statement, if applicable
- Driver's license or state issued identification card of individual signing the application
- Additional documentation requested by DHCS.

National Provider Identifier (NPI)—enter the NPI of the primary service site.

Date – enter the date you are completing the application.

Enrollment Action Requested—check all actions that apply.

"New Provider"—check if the provider is not currently enrolled in the Family PACT Program as a provider with an active provider number.

"Recertification"— Do not check this box unless you have received notification from the Department to apply for continued enrollment in the Family PACT Program.

"Change of service site address"—check if the provider is currently enrolled in the Family PACT Program and is requesting to relocate to a new business address and vacate the old location.

“New Taxpayer ID number”—check if a new Taxpayer Identification Number (TIN) was issued by the IRS. Indicate new TIN number and attach a legible copy of the IRS form 941, Form 8109-c, Letter 147-C, Form 2363, Form SS-4 or Exempt Form 1023.

“Change of ownership”—check if there is a change of ownership as defined in CCR, Title 22, Section 51000.6. Indicate the effective date in the space provided.

“Previous Family PACT Provider”-Were you previously enrolled into the Family PACT Program? If yes, provide your NPI.

“Medi-Cal Enrollment Status”—check if the site is currently enrolled in the Medi-Cal program. Indicate the application enrollment status, as applicable.

“Type of entity”—check the box which applies to your business structure. Your corporate status will be verified using the corporate number and state in which incorporated. If a partnership, you must attach a legible copy of the partnership agreement. If you check “other”, list the type of legal entity.

1. **“Service Site Legal Name”** the service site name listed with the Internal Revenue Service (IRS).
2. **“Service Site Business Name”** the service site business name (i.e. fictitious name if applicable).
3. **“Service Site Telephone Number”** is the primary service site telephone number used at the service location. A cell phone, answering service, facsimile machine, biller or billing service, or answering machine shall not be used as the primary service site telephone number.
4. **“Service Site Email Address”** is the primary service site email used at the service location.
5. **“Service Site Fax Number”** is the primary service site fax used at the primary service location.
6. **“Fictitious Business Name”**— check if the business name is fictitious. If this is a fictitious business name, provide the Fictitious Business Name Statement/Permit number and effective date. Attach a legible copy of the recorded/stamped Fictitious Business Name Statement/Permit to the application. If non-applicable, write “N/A”.
7. **“Service Site Address”** is the address, including the street name and number, room or suite number or letter, city, county, state, and nine-digit ZIP code where services are rendered. A post office or commercial box is not acceptable. The address must match the address submitted to Medi-Cal for enrollment.
8. **“Pay-to-Address”** is the address at which the provider wishes to receive payment. The pay-to address should include, as applicable, the post office box number, street number and name, room or suite number or letter, city, state, and nine-digit ZIP code. The address must match the address submitted to Medi-Cal for enrollment.
9. **“Mailing Address”** is the address at which the provider wishes to receive general DHCS correspondence. The mailing address should include, as applicable, the post office box number, street number and name, room or suite number or letter, city, state, and nine-digit ZIP code. The address must match the address submitted to Medi-Cal for enrollment.
10. **“License Number”** enter the license/certificate number, or other approval to provide health care services at the service site. If you are a licensed clinic, attach a legible copy of the license or certificate, issued by California Department of Public Health. If you are a physician, attach a legible copy of the license or certificate issues by the California Department of Consumers Affairs/Medical Board of California. Enter the effective date and the expiration date of the license/certificate number. If you are a government entity, write “Exempt”.

11. **“Taxpayer Identification Number (TIN)”** enter the TIN issued by the IRS. Attach a legible copy of the IRS Form 941, Form 8109-C, Letter 147-C, Form 2363, Form SS-4, or Exemption Form 1023..
12. **“Social Security Number (SSN)”** if the business is a sole proprietorship not using a TIN, provide the social security number of the sole proprietor.
13. **“Ownership Interest and/or Managing Control Information (Entities)”**— list all corporations, unincorporated associations, partnerships, or similar entities having 5% or more (direct or indirect) ownership or control interest, or **any** partnership interest, in the applicant/provider identified in number 1.
14. **“Site Certifier”** – each service site location must designate one eligible representative to be a site certifier. The site certifier is responsible for overseeing family planning services at the location to be enrolled. A Medical Director, MD, CNP, or CNM is eligible to certify a site. The site certifier cannot certify multiple sites.
15. **“Sublease”** – if applicant subleases the location where services are being rendered or provided, attach a copy of all sublease agreements. Agreements must include sublessor and sublessee name, address, telephone number, and terms and conditions.
16. **“Practitioners”** are MDs, CNP, CNM, and Non-Physician Medical Practitioners who are enrolled in Medi-Cal and will provide clinical family planning services under the Family PACT Program. Enter the practitioner name, professional license number, individual NPI and indicate whether or not the person is trained in providing Long Acting Reversible Contraceptives (LARC).

Information about the individual signing this application.

17. **“Print Name of Person Signing the Application”**—print the last, first, and middle name of the person who is signing the application. The application must be signed by a person who is authorized to legally bind the provider.
18. **“Driver’s License”** - enter the driver’s license or state-issued identification number and state of issuance of the individual named in number 17. Attach a legible copy to the application.
19. **“Date of Birth”** - enter the date of birth of the individual named in number 17.
20. **“Social Security Number”** - enter the social security number of the individual named in number 17.
21. **“Penalty of Perjury”** - an original signature and title of the individual named in number 17 is required. Include the city, state, and the date where the application was signed.
22. **“Contact Person’s Information”** - enter the last, first, and middle name, title, e-mail address, and telephone number of the individual who can be contacted by DHCS to answer questions regarding the application package. Failure to include this information may result in the application package being returned deficient for item(s) that a provider can readily provide by email, fax or telephone.

Privacy Statement (Civil Code, Section 1798 et seq.)

This information requested on this form is required by the Department of Health Care Services for purposes of identification and document processing. Furnishing the information requested on this form is mandatory. Failure to provide the mandatory information may result in your application being delayed or not processed.



FAMILY PACT PROVIDER APPLICATION

FOR STATE USE ONLY

OFP ID#: _____

Please indicate if this is a new application or corrections to a previously submitted application.

NEW APPLICATION

CORRECTED APPLICATION

National Provider Identifier (NPI)

Date

Enrollment action requested **(check all that apply)**

New provider

New Tax Payer ID number (TIN)

Recertification

Change of ownership

Change of service site address

Indicate effective date

Have you ever been a Family PACT Provider? Yes No

If yes, what was your previous NPI?

Medi-Cal Enrollment Status

I am currently enrolled in the Medi-Cal program at this service site address under this legal name.

I am not currently enrolled in the Medi-Cal program.

I have a pending Medi-Cal application.

Date Application sent:

Type of Entity (check one)

Sole Proprietor

Government entity

Group Provider

Licensed Community/Free Clinic

Rural Health Clinic (RHC)

Federally Qualified Health Center (FQHC)

Other

1. Service Site Legal Name (as listed with the IRS)

2. Service Site Business Name

3. Service Site Telephone Number

4. Service Site Email Address

5. Service Site FAX Number

14. Site Certifier: Each service site location must designate one eligible representative to be a site certifier. The site certifier is responsible for overseeing family planning services at the location to be enrolled. A Medical Director, MD, CNP, or CNM is eligible to certify a site. The site certifier cannot certify multiple sites.

Site Certifier Name	Site Certifier Individual NPI	Professional License Number
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15. Does the provider sublease the service site where services are rendered? Yes No
If yes, include a copy of all sublease agreements. Agreements must include sublessor and sublessee name, address, telephone number, terms of sublease and amount of sublease.

16. Practitioners: MDs, CNPs, CNM, and NMPs who are enrolled in Medi-Cal and will provide clinical family planning services under the Family PACT Program. Enter the practitioner name, professional license number, individual NPI and indicate whether the person is trained in providing Long-Acting Reversible Contraception (LARC). Effective June 1, 2019, each provider site enrolling into the Family PACT Program must identify, at a minimum, one practitioner trained to provide LARC services on-site. Please attach a separate legible sheet of paper listing any additional practitioners not reported below.

Practitioner Name	Individual NPI	Professional License Number	LARC Trained Yes No
Practitioner Name	Individual NPI	Professional License Number	LARC Trained Yes No
Practitioner Name	Individual NPI	Professional License Number	LARC Trained Yes No
Practitioner Name	Individual NPI	Professional License Number	LARC Trained Yes No

Information about the Individual Signing this Application

17. Print name of person signing the application on behalf of the provider, who is authorized to legally bind the provider.

Last	First	Middle
18. Driver's license or state-issued identification number and state of issuance, of individual named in number 17. (attach legible copy)	19. Date of Birth of individual named in number 17.	20. Social Security Number of individual named in number 17.

21. I declare under penalty of perjury under the laws of the State of California that the foregoing information in this document, in the attachments are true, accurate, and complete to the best of my knowledge and belief. I declare that I have the authority to legally bind the applicant or provider pursuant to CCR, Title 22, Section 51000.30(a)(2)(B).

Signature of person signing the application on behalf of the provider. Signature of the individual named in number 17.	Title of individual named in number 17.
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Executed at: _____ on _____
 (City) (State) (Date)

22 Contact Person's Information:

Enter the last, first, and middle name/initial, title, e-mail address and telephone number of the individual who can be contacted by DHCS to answer questions regarding the application packet. Failure to include this information may result in the application packet being returned deficient for item(s) that a provider may be able to provide by email, fax or telephone.

Last Name	First Name	Middle Name/Initial
Title/Position	E-mail address	Telephone number

If you need assistance with completing this application, please contact the Family PACT program at (916) 650-0414 or by email at ProviderServices@dhcs.ca.gov.