

CONTRACTOR ATTESTATION FORM

DCHS Financial Management and Best Practices Training

Please complete and submit this form to DCHS to certify that a current staff person at your organization who has financial management or fiscal oversight responsibilities has completed the DCHS Financial Management and Best Practices Training. This training is required for DCHS multiyear contractors by [Ordinance 19978](#) and DCHS Standard Terms and Conditions. The training can be accessed on the [DCHS Provider Training Webpage](#).

Please submit this form by uploading it to your organization's Agiloft profile as a Provider Document. For type of document, select the "Financial Management Training Form" field. Instructions on how to upload documents to Agiloft are available on the [Accessing Agiloft webpage](#). Forms may also be submitted to DCHSProviderSupport@kingcounty.gov. Please email DCHSProviderSupport@kingcounty.gov for assistance. Thank you!

CONTRACTOR INFORMATION

1. Organization/Contractor name:

2. Name of the current staff person who completed the training:

3. Job title of the staff member who completed the training:

4. Date training was completed:

5. Does the staff member who completed the training have financial management or fiscal oversight responsibilities at the contract organization? Yes No

CONTRACTOR ATTESTATION

By completing and submitting this attestation form, the submitter certifies that the information contained within the form is true and complete.

Signature of Person Submitting the Form:

Date:

Printed Name of Person Submitting the Form:

Job Title of Person Submitting the Form:

Email Address of Person Submitting the Form:

IMPORTANT

It is the contractor's responsibility to ensure that a **current** staff person of the organization/contractor is trained at all times. In the event of staff turnover, please resubmit Contractor Attestation Forms, as needed.