

CONTRACTOR WAIVER REQUEST FORM

DCHS Financial Management and Best Practices Training

Please submit form to DCHSProviderSupport@kingcounty.gov

Please complete and submit this form and the required documentation listed in the table below to DCHS to request a waiver for your organization to be exempted from the DCHS Financial Management and Best Practices Training requirement.

This training is required for DCHS multiyear contractors by [Ordinance 19978](#) and Section 36 of DCHS contract Standard Terms and Conditions. DCHS contractors may request a waiver from this requirement if they meet one or more of the options below. An approved waiver request exempts an organization from the training requirement for three (3) years.

This form can be submitted by emailing it to DCHSProviderSupport@kingcounty.gov. If you need assistance, please email DCHSProviderSupport@kingcounty.gov. Thank you!

STEP 1: SELECT WAIVER OPTION

Contractors that meet one or more of the options below may request a waiver to be exempted from the training requirement. Please select the waiver option your organization is requesting on the table below.

Select Option	Waiver Option Description	Required Documentation to Submit to DCHS with Waiver Form
	Independent Audit Report: Contractor has an independent audit report from the last two (2) fiscal years with no findings of material weakness in the contractor's internal controls.	<ul style="list-style-type: none"> ✓ Copy of this Contractor Waiver Request Form ✓ Copy of audited financial statements that were prepared by an independent certified public accountant for the two (2) most recent fiscal years
	A-133 Audit or Single Audit: Contractor has an A-133 Audit or Single Audit completed within the last two (2) fiscal years with no findings of material weakness in the contractor's internal controls.	<ul style="list-style-type: none"> ✓ Copy of this Contractor Waiver Request Form ✓ Copy of two (2) Single Audits (also called A-133 audit) prepared by an independent certified public accountant and completed within the two (2) most recent fiscal years
	DCHS Fiscal Compliance Monitoring Site Visit: Contractor received a fiscal compliance monitoring site visit from DCHS	<ul style="list-style-type: none"> ✓ Copy of this Contractor Waiver Request Form

Select Option	Waiver Option Description	Required Documentation to Submit to DCHS with Waiver Form
	during the prior calendar year with no negative findings.	
	The contractor received less than \$50,000 in county-administered funding during a single King County biennium (2-year budget period).	✓ Copy of this Contractor Waiver Request Form
	The contractor is an LLC, LP, or LLLP in which the controlling interest is held by an eligible sponsor subject to the training requirement. The sponsor organization must complete the training or request a waiver, if applicable. (Note: This scenario may be applicable for some capital development contracts.)	✓ Copy of this Contractor Waiver Request Form ✓ Name of sponsor organization

STEP 2: CONTRACTOR INFORMATION

1. Organization/Contractor Name:
2. Name of Person Submitting the Form:
3. Job Title of Person Submitting the Form:
4. Email Address:

STEP 3: SUBMIT WAIVER REQUEST

Submit this Contractor Waiver Request Form and required supporting documentation to DCHSProviderSupport@kingcounty.gov. DCHS will review and approve or deny the waiver request within 15 business days of receiving all the required documentation.

IMPORTANT

DCHS reserves the right to amend waiver approval if there are indications of weakness in the contractor’s internal controls during the three-year (3-year) waiver period.