

DCHS CONTRACTOR FAQs

Financial Management and Best Practices Training

- 1. What is the DCHS Financial Management and Best Practices training?** The Financial Management and Best Practices training is a required online training for contracted providers that hold an active multiyear contract (18 months or longer) with DCHS. The goal of the training is to equip contractors with the foundational knowledge needed to effectively manage public funds. The training covers financial management contract requirements, accounting principles and best practices, internal control best practices, and additional resources.
- 2. Why is DCHS requiring this training?** [King County Ordinance 19978](#) requires DCHS contractors with multiyear contracts to complete this training. The training is also part of [DCHS' ongoing response to the 2025 audit](#), which found DCHS needs to improve financial stewardship and better support contracted organizations.
- 3. Which DCHS contractors are required to take the training?** Effective March 31, 2026, all DCHS contractors who hold a contract that is 18 months or longer with DCHS are required to complete this training once every three years. If an organization has multiple active contracts with DCHS, then they only need to take the training once.
- 4. When is the training completion deadline?**
 - If you have an **active multiyear contract (18 months or longer) with DCHS as of March 31, 2026**, your organization will need to complete the required Financial Management and Best Practices training **by December 31, 2026**.
 - If you start a **new multiyear contract (18 months or longer) with DCHS on or after April 1, 2026**, your organization will need to complete the required Financial Management and Best Practices training **within six months (180 days) of the contract execution date**.
- 5. Who must complete the training?** At least **one current staff member** within your organization with financial management or fiscal oversight responsibilities (as determined by the contractor) **is required to complete the training** and ensure the training content is known throughout the organization. Example roles may include Program Managers, Accountants, Finance Managers, Executive Director, Chief Financial Officer, Finance Controller, or other relevant roles.

Multiple staff from each contractor/organization are allowed to complete the training, and the training may be taken more than once during the required three-year period. This training may also be a helpful resource for an organization's Board of Directors and staff onboarding. Organizations considering contracting with DCHS may also find this training to be a helpful resource.

6. Where can the training be accessed?

The training is an online video that can be accessed on the [DCHS Provider Training Webpage](#).

7. How do contractors document training completion?

Contractors can document training completion by uploading a training completion attestation form to Agiloft. The attestation form can be accessed here on the [DCHS Provider Training Webpage](#). Instructions on how to upload documents to Agiloft can be accessed here on the [accessing Agiloft website](#). If you need assistance, please email DCHSProviderSupport@kingcounty.gov.

8. Is a waiver from the training requirement available?

This training requirement may be waived by DCHS if there is no indication of material weakness in the contractor's internal controls. Information about training waiver criteria and the process to request a waiver are available here on the [DCHS Provider Training Webpage](#). However, even if your organization meets waiver requirements, DCHS still strongly recommends that organization staff complete the training.

9. Where can I get help?

Please reach out to DCHSProviderSupport@kingcounty.gov if you have questions about the training or need assistance accessing the training video. Your DCHS Contract Manager remains a resource to you for any questions or concerns you may have about your contract. Please do not hesitate to contact them.

10. What other financial management resources are available for contractors?

The [DCHS Provider Training Webpage](#) has additional resources to support contractors. These include:

- Additional **fiscal stewardship trainings (these are not required, but recommended)** to support DCHS contractors in successfully managing public funds, including:
 - The DCHS **Contracting Overview Training** provides an overview of DCHS's general contracting process, including contract terminology and Standard Terms and Conditions.
 - The DCHS **Fiscal Contract Compliance Training** provides an overview of the DCHS fiscal monitoring process to make sure

contractors are using public funding, as intended, and following contract requirements.

- Resources covering how to contract with DCHS
- Technical assistance and capacity building resources
- Additional non-profit resources

To access these resources, please visit our [Provider Training Webpage](#).