

Frequently Asked Questions Regarding the Ownership and Control Section of the Enrollment Application

Q. What subcontractors are required to be disclosed in Section II, Question G?

A. Section II requires the identification of subcontractors with which the provider has had a significant business transaction. Please look at the definitions of “significant business transaction” and “subcontractor” to determine which individuals, agencies, or organizations should be identified.

Q. Why are you asking for information about agents and managing employees twice in the enrollment application?

A. The Department realizes the enrollment applications may need to be revised and is considering changes to the application. Meanwhile, since providers need to complete revalidation before March 24, 2016, providers should use the current version of the form and complete all sections of the form.

Q. What sections of the ownership and disclosure form must a non-profit organization complete?

A. If a non-profit is organized as a corporation, it must complete Section I and Section II. If a non-profit is not organized as a corporation, it must complete Section I and Section III.

Q. Do members of a non-profit organization’s board of directors need to be identified in the ownership and disclosure form?

A. Any board member that meet the definition of managing employee or agent as these terms are defined in the definition section must be identified in Section I. In addition, if a non-profit is a corporation, Section II requires that its officers and board members be identified.

Q. How should a provider who is a non-profit corporation respond to the questions in Section II seeking information about individuals with an ownership or control interest?

A. The definition section includes a definition of the term “person with an ownership or control interest.” This definition sets forth when a person is considered to have an ownership or control interest in the disclosing entity. The term “ownership interest” is also defined. The definition of a “person with an ownership or control interest” also includes persons who are officers or directors of the disclosing entity. A non-profit corporation that does not have any persons with an ownership interest, as that term is defined, should list its officers or directors.

Q. How should a provider who is a non-profit corporation respond to the questions in Section II seeking information about corporations with an ownership interest?



A. The definition section includes a definition of the term “ownership.” If no corporate entity has an ownership interest in the provider as the term is defined in the definition section, then the provider can respond N/A or none.