

## Vendor Application Unit Fact Sheet

### Vendor Application Unit- Vendors

Because the specific service needs of some children and families served by the Department of Children's Services (DCS) cannot be determined in advance, DCS established the Vendor Application Unit (DA) approval process. The VAU (DA) process is not a bidding process, but a standardized rate system based on market rates for some services. The VAU (DA) process provides an efficient manner for DCS staff throughout the state's 95 counties to access medical care/ treatment, legal services, and training.

### Vendor Application Unit Application Process

The process by which the Department of Children's services (DCS) reviews and approves new and existing vendors who desire to provide services to children and families, through the Department, under the Vendor Application Unit. This process helps ensure that vendor agencies meet the quality guidelines and possess the necessary credentials outlined in the service and criteria handbook for the services they wish to provide.

To apply to become a vendor under the VAU, the individual needs to contact [Jessica.Bell@tn.gov](mailto:Jessica.Bell@tn.gov) . Upon contact, a member from the DCS Staff will send the application and additional information to the vendor agency. The vendor will be required to complete the application and submit accompanying documentation, valid background check information, and work samples, where applicable. Upon receipt, the submitted work samples and/or service descriptions will be reviewed by the Department's subject matter experts for quality verification. If quality meets designated standards, service rates will then be negotiated with the vendor.

Approval of service type(s) and rate(s) are valid for two (2) years from the date of the approval email. Being an approved DA vendor does not guarantee the utilization of services by any DCS region. The Department will consider all monitoring information and any reported concerns in the assessment of provider performance. Please note that the Department reserves the right to withdraw approval at any time if a provider fails to meet the qualifications specified in the application or does not meet performance standards.