February 1st, 2018

To: New Children’s Special Services (CSS) Vendor

Subject: CSS Program Vendor Packet

You are receiving this packet because you have either requested or have been referred to become a new vendor for the Children’s Special Services (CSS) Program of the State of Tennessee.

The Tennessee Department of Finance and Administration vendor selection procedures and payment guidelines require that referral providers complete a vendor packet. This packet includes a Vendor Authorization form (VA), Program Letter of Agreement (LOA) form, the State of TN Department of Finance & Administration Supplier Direct Deposit Authorization form, and a W-9 Request for Taxpayer Identification Number and Certification form.

These forms are required for vendor consideration and payments, and must be completed, signed and returned for program approval. **Vendor agreements must be renewed on a three-year cycle.** Upon receipt and approval of your packet, written notification will be sent that includes your expiration date and Edison Supplier/Vendor number.

**Please complete all of the attached forms and follow all instructions exactly to avoid delays in processing:**

☐ TN Department of Health Vendor Authorization Form
☐ Letter of Agreement
☐ W-9
☐ Copies of your current professional or facility licenses (ex: Pharmacy/Doctor/Therapy License)
☐ State of TN Department of Finance & Administration Supplier Direct Deposit Authorization

*PLEASE SEE FORM FOR EXACT MAILING INSTRUCTIONS.* If this form is not mailed directly from your financial institution representative to Finance and Administration, your agreement will not process.

The completed forms (with the exception of the Direct Deposit Authorization form) and copies of your current licenses should be mailed to:

ATTN: Jessie M Smotherman  
Tennessee Department of Health  
Division of Family, Health and Wellness-CSS  
710 James Robertson Parkway  
Andrew Johnson Tower 8th Floor  
Nashville, TN 37243

If you have any questions regarding the completion of these forms, you can reach me at (615) 741-2985 or by email at Jessie.Smotherman@tn.gov.

Thank you for your support and assistance to children with special health care needs in the State of Tennessee and for becoming a part of the CSS Provider network.

Sincerely,

Jessie M Smotherman  
Jessie M Smotherman  
Administrative Services  
Children’s Special Services (CSS) Program