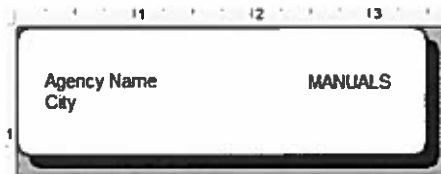


Additionally large providers may have separate folders for Employee Manuals or other large materials that do not fit neatly into a standard folder or are bound.

These files will have the following:



B. Personal Care Assistance Provider Agency Certification Files

PCA Agency Certification Files are maintained separately and a 2 file system.

Folder 1: Red folder

Red Hard File the same as the HCB providers contains the

1. PCA cover sheet
2. Licensing, insurance
3. Correspondence

Folder 2: Green Folder

Remainder of certification packet broken down to fit within the 6 part folder

PCG#	AGENCY NAME	CITY
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Unique folder may have additional labels if the agency goes by one name and has a DBA for payee or multiple folders may have years on them to identify which folder is the most current. These additional stickers will be on the body of all applicable folders

II. Single Folder Certification Files