SUBJECT: ATP Contractor Enrollment

Thank you for your interest in becoming an approved contractor with the Assistive Technology Partnership (ATP). Since 1989, ATP has been a vital part in enhancing the lives of Nebraskans who experience disabilities to ensure their safety and independence at home, at work, and at school.

This email is to confirm our meeting time which is scheduled for: **DATE and TIME**

We will be meeting via ZOOM. Here is the ZOOM meeting link:

Please make sure that you have the following documentation and/or information on hand so that we can complete all of the necessary paperwork:

1. Department of Labor Registration Number and expiration date
2. Company EIN or SSN. If you are not a citizen but are a qualified alien, your alien number.
3. Owner/Manager Information:
4. Social security number, full name, current address, date of birth, list of residences within the last 10 years (county, city and state with dates), and current email address
5. Any information including felonies/misdemeanors/arrests and/or convictions or pending charges including offense, date, city state and outcome
6. If your company does background checks on employees, a letter from the company stating that background checks are completed on all employees of your company or the company policy stating such.
7. If your company does NOT do background checks on employees, the information noted in “a.” above is needed for those employees working in the homes of our clients.
8. Voided check **OR** a bank letter noting financial institution, routing number, and account number

PLEASE NOTE: After consent to a background check has been signed and returned (MC-199), the individual will be receiving an email from the Nebraska APS/CPS system. Instructions will be provided in the email to complete the background check through adult protective and child protective services. Please complete this process as soon as possible.

If you have any questions in the meantime, please don’t hesitate to call or text ATP STAFF at ###.###.#### or ATP STAFF at ###.###.####.

We look forward to working with you.