

**M.A.R.C.H. Inc. Contract for Mediation Services Checklist**

The following documents need to be uploaded to your dummy case in MyCase titled “Your name-MARCH Contracts” You will need a MyCase portal invite.

* Declarations page from my insurance policy
* Copy of Core Mediation Training Course certificate
* Copy of Domestic Mediation Training Course certificate
* Signed Contract for Family Support Division (FSD-IV-D) Mediation Services (if applicable)
	+ E-signature accepted
* Signed Contract for Fee for Service Mediation Program (if applicable)
	+ E-signature accepted
* Signed Contract for Contract Attorney Program (if applicable)
	+ E-signature accepted
* Domestic Violence Training course certificate(s)
* Domestic Violence Training Affidavit
* Most recent W-9 form (if applicable)
* Family Care Safety Registry (FCSR) verification letter or screen shot
	+ <https://healthapps.dhss.mo.gov/BSEES/Main.aspx?sk=SK167594599>

Contact Dawn Kuhlman, Executive Director, with any questions and MyCase portal access

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