TN Department of Children's Services

Direct Contact Staff Roster

Attachment III-C

Providers must supply a staff roster of all persons (including all employees, interns, volunteers, and any subcontractors) who will have **DIRECT CONTACT** with children and families for all services referred by DCS.

The staff roster must include:

Employee Name	**Job Title**	**Licensure and/or Certification**	**Job Function** *(Brief Description as it applies to service being provided.)*	**Location** *(If multiple offices)*	**Background Checks** *(Date of last BG Check Completed)*