



Instructions and Checklist for Network Provider Partner Application

Please thoroughly review these instructions and gather required information before filling in the web application and submitting. We also recommend that you print out this document and use it as a guide for completing your application.

1. The online Family Tapestry provider partner application can be completed in multiple sittings within 30 days. Be sure to utilize the “Save & Resume” feature should you need to do so.
2. You may move back and forth while working on the application using the “Previous” and “Next” buttons at the bottom of each page. At the bottom of each page, you will see a progress bar telling you how many pages have been completed.
3. Before submitting your application on the last page, you will be asked to attest that you are providing the information completely and accurately to the best of your knowledge.
4. After receiving your application, if any information or documents are missing, you will be notified by email. Only fully completed applications will move on the the approval process.
5. If you have provided your email address, once you click “Submit”, you will be sent a confirmation email that we have received your application.
6. You will be asked to complete and sign the Subcontractor Consent Form, which is available on the Family Tapestry site at this address: www.familytapestry.org/partner-network/
7. An original signed copy of the Subcontractor Consent Form must also be mailed to Family Tapestry at 612 Nogalitos, San Antonio, Texas 78204.

8. If you have questions about completing the online application, please contact Cathy Pover at cpover@chshel.org or call her at 210-212-2567 or Leslie Pastrano at lpastrano@chshel.org or 210-212-2521.

Below is a checklist of documents required to accompany the Network Provider Application. The documents may be uploaded in the following formats: PDF, DOC, and DOCX. We recommend that you compile all required documents in electronic format before completing the application.

- Copy of state licenses
- Copy of most recent financial statements
- Copy of latest audit report
- Copy of latest management letter, if one was issued
- Copy of Certificate of Insurance (NOTE: On the Certificate of Insurance, the “Insured” should show The Children’s Shelter)
- Copy of **signed** Subcontractor Consent form