

Process for an agency to become an Authorized DDDS residential or day service provider

** The Division offers open and continuous enrollment of qualified providers **

1. An agency can apply to become an authorized provider for Residential and/or Day Services at any time by filling out and submitting the Application for the Authorization of Day and Residential Services Provider. The application and supporting documents (as noted in the application) can be mailed or hand-delivered to:
 - Pat Weygandt, Director of Professional Services
 - Woodbrook Professional Center
 - Division of Developmental Disabilities Services
 - 1056 South Governor's Ave
 - Dover, DE 19904
2. Once the application is submitted, it is reviewed for completeness by the DDDS.
 - If it is complete it will be placed on the agenda for discussion at the next scheduled Authorized Provider meeting and the submitting agency will be invited to have a representative/s come to the meeting. Meetings are scheduled twice monthly.
 - If it is incomplete the submitting agency will be notified that it is incomplete and will be given the opportunity to submit the needed documents.
3. The prospective provider will be invited to meet with the Authorized Provider Committee Meeting. The provider will be asked to share information about their agency and will be given an opportunity to ask questions about the Division, its services, or other items.
4. The prospective provider is informed in writing of the Committee's decision within 2 weeks of the meeting unless there are extenuating circumstances, in which case the letter is written as soon as those extenuating circumstances are resolved.
5. Once approved, the provider's name and contact information is added to the Authorized Provider Directory (located on the DDDS website: <http://www.dhss.delaware.gov/dhss/ddds/cps.html> within one week.
6. Once an agency is listed in the Directory, persons on the DDDS registry who are eligible for Residential and/or Day Services development and who have funding (as determined by DDDS) are able to begin selecting the agency they want to provide Division-approved services.
7. Services shall not be provided until the contractor/provider has received a fully executed (signed) contract, a purchase order, and a funding letter from the Division.