

Division of Developmental Disabilities Services
Process for Applying to become an Authorized Day and/or Residential Provider

1. Fill out the Application for Authorization of Day and Residential Services Provider and submit it with all supporting documents (as noted in the application). It can be mailed or hand delivered to:
 - Pat Weygandt, Director, Office of Resource Development & Management
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 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 is interviewed at the Authorized Provider Meeting and is also given the 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 to provide approved services.
7. Services shall not be provided until the contractor/provider has received a fully executed (signed) contract and purchase order as well as a funding letter prior authorizing services.