

# Provider Agency Application Packet

*This is an overview of requirements. Additional documents may be required.*

## The Agency

- Non-refundable application fee
  - \$800 for agencies that serve 50 people or fewer
  - \$1,600 for agencies that serve 51 people or more
- Evidence of comprehensive general liability insurance in the amount of at least \$500,000
- Employer identification number from the IRS **and** the Bureau of Workers' Compensation (BWC)
- Documentation from the IRS assigning the TIN or EIN to the agency **and** current certificate from BWC
- Certificate of good standing from the Ohio Secretary of State demonstrating the agency status as a for-profit corporation, nonprofit corporation, limited liability company, or limited liability partnership

## Chief Executive Officer or DOO Designee

- At least 21 years old
- Able to read, write, and understand English
- Actively and directly involved in agency's daily operation
- Visits a [WebCheck location](#) for fingerprinting and a background report from the Bureau of Criminal Identification and Investigation (BCII) using reason code 5123.169
- Requests that the report be sent directly to DODD by the Ohio Attorney General's office

## Documents

- Certificate of completion for the web-based orientation for the Director of Operations, available in DODD's MyLearning
- Social security card
- Birth certificate
- Driver license or state ID
- High school diploma or GED

## Education and Work

- Bachelor's degree **or** documentation of the required work experience:
  - Four or more years of full-time, or equivalent part-time, paid work experience as a supervisor of programs or services for people with developmental disabilities
- Documentation of at least one year of full-time paid work experience, or equivalent part-time, in the provision of services for people with developmental disabilities. The work experience must have included:
  - Personnel matters
  - Supervision of employees
  - Program services
  - Financial management

