

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
AGENCY QUALIFIED PROVIDER APPLICATION PROCESS**

**Agency Qualified Provider Checklist**

**Assurance Documents**

- Assurance Agreement ([link](#))
- Provider Agreement ([link](#))
- False Claims Act Acknowledgement of Receipt. ([link](#))
- Confidentiality and HIPAA Assurance Agreement ([link](#))

**Corporate Documents**

- A copy of the incorporation papers
- Mission statement or philosophy of the organization
- Board composition or Advisory Board
- A description of the Agency/organization's experience and qualifications
- Table of organization or current structure
- Financial audit or evidence of credit to demonstrate financial stability.
- Certificate of insurance or certificate of insurability to demonstrate that the organization has or is able to acquire sufficient general liability insurance.
- For existing organizations: Strategic Plan. For new entities: Business Plan
- If the entity is a partnership or a Limited Liability Corporation (LLC), all the principals must submit a copy of their resume
- Letters of support or references:
  - Three (3) letters for Organization and
  - Three (3) letters for Principal of the entity and
  - Three (3) letters for Connecticut Administrator, if different than the Principal of the entity

*Note: Please be aware that it is a requirement of the Department to verify the references.*

**Policies and Procedures – send each policy as a separate document**

Policies must be specific to your agency and the services you plan to offer. Submit only policies that are required for the support categories you are applying to provide. Submit only the policies for the services where you have met the minimum qualifications.