



## APD Provider Enrollment *Letter of Intent* Instructions and FAQs

Question #	Question	Answer
1.	Who needs to use the <i>Letter of Intent</i> ?	Anyone who does <b>not</b> have an eligibility determination for the "APD General" line item in the AHCA Background Screening Clearinghouse. The "APD General" line item can be found under the Department of Children and Families' program access in the Clearinghouse.
2.	If I am already in the Clearinghouse under another program, do I still need to submit this <i>Letter of Intent</i> ?	Yes. Applicants need to gain the correct access in order to get the "APD General" line item. This is under the Department of Children and Families' program access. In order to do this, APD staff needs the <i>Letter of Intent</i> .
3.	Who do I submit the <i>Letter of Intent</i> to?	Applicants will submit their completed <i>Letter of Intent</i> to their regional "intent" email inbox. Please see the regional APD website for your specific region. Please visit <a href="http://www.apdcares.org/region/">http://www.apdcares.org/region/</a> for more information on APD regional breakdowns.