

APD Application Help Guide

Chapter 2020-71, Laws of Florida

Introduction

To ensure a successful implementation of the Laws of Florida, Chapter 2020-71, the Agency for Persons with Disabilities (APD) has developed this document to provide guidance on APD's provider enrollment process. This legislation affects the type of initial application required by new and existing/current support coordination providers, also known as Waiver Support Coordinators (WSCs).

This tool is specific to the implementation of the Laws of Florida, Chapter 2020-71, and applies to the following APD applicants and current providers:

- Current solo WSCs and WSC agencies wishing to apply to become a Qualified Organization
- Current solo WSCs and WSC agencies wishing to work for a Qualified Organization
- WSCs who currently work for a WSC agency and wish to apply to become a Qualified Organization
- WSCs who currently work for a WSC agency and wish to apply to work for a Qualified Organization
- APD providers or employees of APD providers currently providing non-WSC services wishing to apply to become a Qualified Organization
- APD providers or employees of APD providers currently providing non-WSC services wishing to apply to work for a Qualified Organization
- Any current WSC who wishes to provide other services in lieu of WSC services
- Any applicant wishing to apply to become or work for a Qualified Organization who is dually employed (to include all WSCs who may currently have an approved dual employment plan)

APD Guides, Handbooks, and Links

Please use these guides, handbooks, and website quick links to APDs most current tools for use by new and existing/current WSCs.

Guides:

[Qualified Organization Toolkit](#)

Handbooks:

[iBudget Handbook](#)

Links:

[APD Qualified Organization Webpage](#)

[APD Provider Enrollment Webpage](#)

[APD Qualified Organization Application](#)

[APD Waiver Support Coordinator Application](#)

APD Application “What If” Chart

Use the chart on page 3 to help you determine:

- The type of provider enrollment application that is required depending upon your specific situation
- The type of MWSA applicants may need to sign and when it needs to be signed (executed)

Notes:

- The “What If” chart covers a number of scenarios that most applicants will encounter. If none of these scenarios fit your situation, please reach out to your local APD provider enrollment specialist
- Pick your situation from the “What if...” column and follow the chart from left to right
- All applicants who are dually employed will be required to submit a dual employment plan to APD. This includes any current WSC or provider who currently has an approved dual employment with APD
- All applicants who are dually employed will be required to sign a new MWSA upon successful enrollment as a provider with APD

What if....	Do I need to submit a new provider application to APD?	Application type to be submitted
I am a current WSC agency and will submit an application to become a Qualified Organization (QO)	Yes	QO Application
I am a current solo WSC or WSC who works for an agency and will submit an application to become a Qualified Organization (QO)	Yes	QO Application
I am a current APD provider of non-WSC services and will submit an application to become a Qualified Organization (QO)	Yes	QO Application
I am an employee of a non-WSC APD provider agency and will submit an application to become a Qualified Organization (QO)	Yes	QO Application
I am a new provider and will submit an application to become a Qualified Organization (QO)	Yes	QO Application
I am a current solo WSC who will join a Qualified Organization as a WSC, but not as an owner	No	N/A
I am a WSC who works for a WSC agency, and will continue to be a WSC working for the same WSC Agency (agency will apply as a Qualified Organization)	No	N/A
I am an employee of a non-WSC APD provider agency and will submit an application as a WSC to join a Qualified Organization	Yes. Applicant completes the application and the QO submits it on your behalf	WSC Application
I am a current APD provider of non-WSC services and will submit an application as a WSC to join a Qualified Organization	Yes. Applicant completes the application and the QO submits it on your behalf	WSC Application
I am a new provider applicant and will submit an application as a WSC join a Qualified Organization	Yes	WSC Application
I am a current WSC agency owner, who will submit an expansion request to provide other APD services in lieu of support coordination	No. You will submit an Expansion Request Form	Expansion Request Form
I am a current solo WSC who will submit an expansion request to provide other APD services in lieu of support coordination	No. You will submit an Expansion Request Form	Expansion Request Form
I am a current WSC working for a WSC agency who will submit an expansion request to provide other APD services in lieu of support coordination	No. You will submit an Expansion Request Form	Expansion Request Form
I am a current solo WSC who wishes to go work for another APD provider of non-WSC services (as an employee)	No	N/A
I am a current WSC who works for a WSC agency who wishes to go work for another APD provider of non-WSC services (as an employee)	No	N/A
I am a WSC changing support coordination agencies/QOs	No	N/A

Definitions:

QO = Qualified Organization

WSC = Waiver Support Coordinator