



Requirements for a Complete Qualified Organization Application

The Agency for Persons with Disabilities (“APD”) will only consider complete applications to become a Qualified Organization. The following items, required by section 393.0663(2), Florida Statutes, and Rule 65G-14.002(2), Florida Administrative Code, must be submitted with the application:

Must be Included with Initial Application
<input type="checkbox"/> Complete Qualified Organization Application (All sections are completed) <ul style="list-style-type: none"> <input type="checkbox"/> If CDC+ Consulting Services are checked, there must be at least one WSC that is also approved to be a CDC+ consultant.
<input type="checkbox"/> All Background Screening Information for each Owner: <ul style="list-style-type: none"> <input type="checkbox"/> Attestation of Good Moral Character <input type="checkbox"/> Local Law Check <input type="checkbox"/> Level II Background Screening
<input type="checkbox"/> Medicaid Waiver Services Agreement (MWSA) for each existing WSC
<input type="checkbox"/> Medicaid Identification Number for each existing WSC
<input type="checkbox"/> Copy of Identification Card
<input type="checkbox"/> Copy of SSN card
<input type="checkbox"/> Copy of EIN Verification Letter, if obtained
<input type="checkbox"/> Proof of Active Medicaid Group ID, if applicable
<input type="checkbox"/> Code of Ethics (QO may use template developed by APD) <ul style="list-style-type: none"> • Requirements are outlined in 65G-14.0041 F.A.C.
<input type="checkbox"/> Disciplinary Process (QO may use template developed by APD) <ul style="list-style-type: none"> • Requirements are outlined in 65G-14.0042
<input type="checkbox"/> Table of Organization
<input type="checkbox"/> Mentoring Program (QO may use template developed by APD) Requirements are outlined in 65G-14.0043
<input type="checkbox"/> Policies and Procedures (QO may use template developed by APD) <ul style="list-style-type: none"> • Requirements are outlined in the Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook
<input type="checkbox"/> Official, sealed transcript demonstrating a bachelor’s degree from an accredited college or university
<input type="checkbox"/> Resume or Exhibit A demonstrating a minimum of two (2) years’ experience
<input type="checkbox"/> Two (2) written professional references

- Florida business registration and Articles of Incorporation (if applicable)
- Proof of My Florida Marketplace Vendor Registration (if applicable for GR/IFS funding)
- Any Dual Employment Plan for WSCs associated with the Qualified Organization

Must be Provided Prior to Signing the Medicaid Waiver Services Agreement

- Proof of Active Medicaid Group ID
- Certification of all required trainings
 - Level 1 WSC Training and Competency Based Assessment
 - Level 2 WSC Training and Competency Based Assessment, if applicable- not required by rule prior to signing of MWSA
- Declaration Pages of General or Professional Liability Business Insurance (*APD must be listed as the certificate holder*)

IMPORTANT: Any missing and/or additional information requested APD must be provided within 45 days of APD's request. APD will close the application if the applicant fails to provide the requested information within 45 days of receiving notice. If the application is closed, the applicant must submit another complete application for APD's consideration.