

## Requirements to Become a Waiver Support Coordinator

***The Agency for Persons with Disabilities (“APD”) will only approve Waiver Support Coordinator (“WSC”) applications that meet the requirements stated in the Florida Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook (“iBudget Handbook”). WSC applications must include all required information, outlined below:***

Must be Included with Application
<input type="checkbox"/> Completed Waiver Support Coordinator Application, APD Form 65G-4.0215 A <input type="checkbox"/> All Background Screening Information: <ul style="list-style-type: none"><li><input type="checkbox"/> Attestation of Good Moral Character</li><li><input type="checkbox"/> Local Law Check</li><li><input type="checkbox"/> Level II Background Screening</li></ul> <input type="checkbox"/> Copy of Identification Card <input type="checkbox"/> Copy of SSN card <input type="checkbox"/> Official, sealed transcript demonstrating a bachelor's degree from an accredited college or university (To be mailed to APD designated physical address.) <input type="checkbox"/> Resume or Exhibit A demonstrating a minimum of two (2) years experience <input type="checkbox"/> Two (2) written professional references <input type="checkbox"/> Dual Employment Plan, if applicable
Must be provided prior to signing the Medicaid Waiver Services Agreement
<input type="checkbox"/> Proof of Active Medicaid ID <input type="checkbox"/> Certification of all required trainings <input type="checkbox"/> Level 1 WSC Training and Competency Based Assessment <input type="checkbox"/> Level 2 WSC Training and Competency Based Assessment, if applicable <input type="checkbox"/> Successful Completion of Mentoring Program, if applicable

**IMPORTANT:** Any missing and/or additional information requested by 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 the request. If the application is closed, the applicant must submit another complete application for APD's consideration.