

## PROCESS FOR QUALIFYING AGENCIES FOR “SELF-DIRECTED SERVICES”

1. Agencies, Organizations and/or Companies express an interest in becoming a Qualified Provider.
2. Applicants are referred to the Family Support Center web site at [www.fscnj.org](http://www.fscnj.org) to learn more about “Self-Directed Services” and to obtain the documents needed for the application process.
3. After reviewing the information on the Family Support Center web site, the Applicant submits the application appropriate to their situation.
4. Applications may be mailed or faxed to DDD.
5. Each Applicant must submit their supportive documentation package within 10 (ten) business days of the receipt of the application.
6. Supportive documentation package **must** include: application, liability insurance certificate, and signed Provider Agreement.
7. Depending upon each applicant’s situation, other supportive documentation may include: license(s), certification(s), accreditation(s), approval(s), two professional references, vehicle insurance certificate, and/or CDL license.
8. Once an application and supportive documentation package is received within the specified time frame, it will be reviewed for accuracy and completeness.
9. If the application and supportive documentation package is accurate and complete, the Applicant will be deemed qualified to provide fee-for-service supports and a letter will be sent to the Applicant verifying the services they are qualified to provide.