



## APPLICATION PROCESS FOR IN-HOME SERVICES

1. Providers must be approved by the Indiana Medicaid Waiver Unit as **Medicaid Waiver Providers** for applicable services and return a copy of the certification letter with the application packet. To access a copy of the Medicaid Waiver application packet, please contact Linda Wolcott, Indiana Division of Aging, at (317) 234-0373.
2. Providers must comply with all applicable licensing standards required to deliver requisite services and include **current license** with packet.
3. After a provider has completed the process for Medicaid Waiver certification and has secured licensure through the ISDH, it may then submit an application to provide CHOICE, Social Service Block Grant (SSBG) and Title III services through CICOA.
4. The provider will submit to CICOA a provider application packet and a **Certificate of Insurance** verifying:
  - General aggregate liability insurance in the amount of \$1,000,000.
  - CICOA must be named as additional insured on the Insurance Certificate.
  - Workers' compensation as required by the State of Indiana.
  - An individual provider must submit Criminal History Background check completed within the past 90 days.
5. Providers should aware that the establishment of a contractual agreement provides no guarantee of referrals for service to the agency.