

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
AGENCY QUALIFIED PROVIDER APPLICATION PROCESS**

**Agency Qualified Provider Checklist**

For each link, **hold the CTRL key and click** to open in a separate tab in your browser.

**Assurance Documents** - For saving the fillable Assurance Documents see: [Save Fillable PDF \(Print to PDF\)](#)

- Assurance Agreement ([link](#)) (Nurse Consulting Firms only, use [link](#))
- Provider Agreement ([link](#)) (Not applicable to Nurse Consulting Firms)
- False Claims Act Acknowledgement of Receipt. ([link](#))
- Confidentiality and HIPAA Assurance Agreement ([link](#))

**Corporate Documents**

- A copy of the incorporation papers
- Mission statement or philosophy of the organization
- Board composition or Advisory Board
- A description of the Agency/organization's experience and qualifications
- Table of organization or current structure
- Financial audit or evidence of credit to demonstrate financial stability.
- Certificate of insurance or certificate of insurability to demonstrate that the organization has or is able to acquire sufficient general liability insurance.
- For existing organizations: Strategic Plan. For new entities: Business Plan
- If the entity is a partnership or a Limited Liability Corporation (LLC), all the principals must submit a copy of their resume
- Letters of support or references:
  - Three (3) letters for Organization and
  - Three (3) letters for Principal of the entity and
  - Three (3) letters for Connecticut Administrator, if different than the Principal of the entity

*Note: Please be aware that it is a requirement of the Department to verify the references.*