



agency for persons with disabilities
State of Florida

Northeast Region APD Enrollment Process for Prospective Waiver Providers

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1. Go to <http://apdcares.org/region/northeast/>, read entire page
2. Click on the Provider tab
 - a. Click on Waiver Provider Enrollment
 - b. Read page thoroughly
 - c. Click on the Developmental Disabilities Handbook at the end of the page. Read each section.

Please note qualifications for each service begins on page 1-12 of Handbook, and the Waiver Provider Background Screening Requirements are on pages 1-26 through 1-29.

- *Upon reading the Developmental Disabilities Handbook, close the Handbook tab, and return to Waiver Provider Enrollment page under **“Steps for Applying as an APD iBudget Waiver Provider” (across from Twitter Updates).***
- ***Under step 1, “click here” in the blue letters will take you to how to complete the Letter of Intent and the email directions needed to submit it.***
- *Click on **“Background Screening Section”** (under step 3) to go to page for **“Background Screening Home”**. Under **“Screening”** (on the left side of the page) read all 5 of the sections, and then read all 5 of the sections under **“Clearinghouse”**; which includes training guides and videos.*
- ***5 – 10 business days, after you have submitted your letter of intent, click on “this link” in blue (under step 2 of applying as a provider) to register on the Clearinghouse portal. Do nothing else until your screening results have cleared.***

3. Once background screening results for APD General indicate “eligible,” complete the waiver application packet.
4. Return to the Waiver Provider Enrollment section and follow the steps on the web page.
5. The links for all required forms, checklists and applications can be found on the Waiver Provider Enrollment site.
6. Use the Agency or Solo Provider Enrollment Checklist to ensure you have all the required documentation that must be submitted with your application. All documents listed on the checklist(s) must be submitted at one time. Missing documentation will result in the application packet being returned or closed as incomplete.
7. All applicants requesting to be an agency must submit policies and procedures. Solo applicants of Waiver Support Coordination and Supported Living Coaching must also submit policies and procedures. A policy and procedure checklist will be sent by email to the applicant who are required to submit this document. Send the request for the checklist to: northeast.providerenrollment@apdcares.org.
 - a. Submit all the requested documents and application to the following address by US Mail

- b. Jacksonville Area: 3631 Hodges Blvd. 'B,' Jacksonville, FL 32224
 - c. Gainesville and Daytona Beach Area: 210 N. Palmetto Ave. Suite 312, Daytona Beach, FL 32114
8. Your application packet will be reviewed in order in which they are received. You will be contacted by email or telephone if there are any missing documents or concerns with the application.
 9. Once the application packet has been completed, an iBudget Provider Services Listing will be emailed and you may begin the enrollment process with Medicaid Provider Enrollment Wizard. Please contact Florida Medicaid if you have any questions regarding the Medicaid enrollment process. 1-800-279-7799.