



# Delaware County Board of Developmental Disabilities

*To inspire, empower, and support people to achieve their full potential.*

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## **Contract Checklist for Occupational Therapy, Physical Therapy, Speech Therapy, Behavior Consultation or Psychological Services.**

**Please note: As of 8/18/17,** The Delaware County Board of Developmental Disabilities shall contract with agency providers and entities whose business legal structure is incorporated in accordance with Federal and Ohio law (i.e., Limited Liabilities Company (LLC), Limited Partnership, Partnerships, C-Corporation, Limited Liability Partnership, or S-Corporation).

### **Packets MUST include the following:**

- Copy of certification issued by respective licensing/certifying board
- Copy of secretary of state business certificate
- Copy of IRS letter stating EIN number (if applicable)
- W9 form
- HIPAA agreement
- Provider Verification form
- Copy of driver's license, state id or other government issued id
- Copy of current MUI training (current within 12 months)
- Copy of current Individual Rights training (current within 12 months)
- Copy of current BCI background check (current within 12 months)
- Copy of current FBI background check (required for providers who have NOT lived in Ohio for the past 5 consecutive years)
- Copy of your most recent brochure or marketing information (optional)

### **Packets may be submitted to:**

Delaware County Board of Developmental Disabilities  
Attn: Cheryl Copley-Cimino, Provider Coordinator  
7991 Columbus Pike  
Lewis Center, OH 43035

### **Questions?**

Cheryl Copley-Cimino, Provider Coordinator  
Email: [cheryl.copley@dcbdd.org](mailto:cheryl.copley@dcbdd.org)  
Phone/fax: 740-201-3605