**A picture containing diagram

Description automatically generated**

SOP – Submitting Pictures of Documents

Hello providers!

While on-boarding with Pikes Peak Respite Services, you will need to submit a lot of documents via email. All of the documents that we request are required by the state and are legal documents. All pictures sent of requested documents need to be readable and straight in the frame.

Pictures of documents will only be accepted if they are –

* Clear
* In a Well Lit Room
* Large Enough to Read
* Legible
* Straight in the Frame

Pictures of documents will **not be accepted** if they are –

* Blurry
* In a Dark Room
* Too Small to Read
* Not Legible
* Crooked

Thank you! 😊







