



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Harvey-Marion County CDDO Affiliation Requirements

Affiliation to Provide Licensed Day and/or Residential Supports

- Cover letter requesting affiliation
- Certificate of Corporation with the Secretary of State (if applicable)
- Copy of applicable KDADS license (KDHE/DCF license for children's residential and/or overnight respite in licensed foster home)
- Federal Tax ID number verification
- Business plan
- Three (3) letters of reference that describe the owner/operator's experience and abilities.
- Copies of required background checks for owner/operator.
- Certificates of Insurance:
 - Comprehensive General Liability with Harvey-Marion County CDDO named as additional insured (required)
 - Workers Compensation Insurance (required)
 - Motor Vehicle Liability Insurance (required for provider-owned vehicles if transportation services are provided)
- Policy on Required Background Checks, Policy/Procedure showing compliance with Article 63 licensing regulation, grievance procedure
- Written description of specialization, if applicable
- Written description of capacity methodology or limits, as applicable
- Provider contact information: names, phone/fax numbers, e-mail

07/01/2015 Revised

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969