



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 Financial Management Services (FMS)

- Cover letter requesting affiliation
- Certificate of Corporation with the Secretary of State
- Federal Tax ID number
- Business plan
- Description of capacity methodology
- Statement designating the provider's Fiscal Year
- Independent Audit Report
- Copies of required background checks for owner/operator
- Three (3) letters of reference/indicators of good standing
- Copy of provider handbook/information packet for persons served, to include description of information & assistance provided, background check requirements, and grievance procedure
- Copy of blank service agreement templates with persons served and direct support attendants
- Certificates of Insurance:
 - Comprehensive General Liability with Harvey-Marion County CDDO named as additional insured (required)
 - Workers Compensation Insurance (required)
- Provider contact information: names, phone/fax numbers, e-mail

10/01/2018 Revised

Harvey-Marion County Community Developmental Disability Organization

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