



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 Unlicensed In-Home Supports

(Also called Personal Care Services or Supportive Home Care)

- Cover letter requesting affiliation
- Certificate of Corporation with the Secretary of State (if applicable)
- 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 for service delivery)
- Policy on Required Background Checks, Policy/Procedure showing staff training requirements including abuse/neglect/exploitation, person centered support planning, health/safety, emergency preparedness, and 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

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Harvey-Marion County Community Developmental Disability Organization

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