



# Delaware County Board of Developmental Disabilities

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

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## **Contract Checklist for Homemaker/Personal Care, HPC Transportation, and Informal Respite providers.**

**Please note:** 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 the Ohio Department of Developmental Disabilities
- ☐ Copy of Secretary of State business certificate
- ☐ Copy of IRS letter stating EIN number (if applicable)
- ☐ W9 form
- ☐ OPERS form (for businesses with fewer than 5 employees)
- ☐ Provider Verification form
- ☐ Copy of driver's license, state id, or other government issued id
- ☐ Official Driver's Abstract, if you will be providing transportation (for independent providers only. Must be an OFFICIAL abstract. This may be obtained at your local BMV office).
- ☐ 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: [Provider.Relations@dcbdd.org](mailto:Provider.Relations@dcbdd.org)  
Phone/fax: 740-201-3605