



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**DEPARTMENT ON DISABILITY SERVICES**

**Andrew Reese, Director**  
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**Home and Community-Based Waiver Services Provider Enrollment  
Education Supports**

Under the Authority of Title 29DCMR Chapter 19 Home and Community-Based Waiver Services through the Department on Disability Services (DDS).

DDS/Developmental Disabilities Administration (DDA) and the Department of Health Care Finance (DHCF) has a three-step application review process for prospective service providers.

**Step 1**

Prospective providers must send a letter of interest to DDA to enroll as a Medicaid provider of Waiver services. All letters of interest are to be sent to the following email address:  
[letterofintent.potentialproviders@dc.gov](mailto:letterofintent.potentialproviders@dc.gov)

The Contract Administrator reviews the application to determine whether an applicant submitted the required documentation as outlined in the Medicaid Provider Application and General Provisions. Applicants that fail to submit the required documentation will receive a denial letter from DDS.

Applicants that meet the requirements will proceed to the second step in the approval process.

**Step 2**

Following a determination that the applicant submitted the required documents, the Contract Administrator will schedule a date and time for the review panel to conduct the face to face interview with owner(s) and key personnel. The review panel, which consists of representatives from various business units in DDS, will assess the provider's knowledge and ability to provide the service(s) identified in the application.

Applicants who are unable to present knowledge and expectations for service delivery will receive a denial letter.

Applicants who are determined by the review panel to have the knowledge, ability, and systems in place to provide service(s) will receive notification from DDS that the application has been forwarded to DHCF for final approval/denial (Step 3).

**Step 3** The final step, DHCF will review the application and conduct review the Applicants records and proposed system to ensure service(s) are provided according to Federal and District of Columbia rules and regulations. The Applicant will receive an approval or denial letter from DHCF.