



**Service Declaration: Supported Employment Services**

**Agency**

Name of provider agency: \_\_\_\_\_ Medicaid Provider #: \_\_\_\_\_

**Program Administrator for Supported Employment Services**

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Programs and Services**

The supported employment services described in 7 AAC 130.270 will be offered to recipients.

Waiver Programs: Select each waiver program the agency intends to serve:

- APDD: Adults with Physical and Developmental Disabilities
- CCMC: Children with Complex Medical Conditions
- IDD: Individuals with Intellectual and Developmental Disabilities
- ISW: Individualized Supports Waiver

**Required Attachments: Provider Operations**

Review the SDS certification website for instruction and content requirements.

<http://dhss.alaska.gov/dsds/Documents/docs/WaiverCertAppGuidance.pdf>

Initial Applications: All of the following policies and procedures must be enclosed.

Renewal Applications: Submit only Policies and Procedures if they have been updated since the last certification or due to a change in regulation

Operations Manual: The following policies and procedures required for certification are enclosed:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| Policy Assurances Form (Cert-37) | Person-Centered Practice         |
| Background Check                 | Quality Improvement              |
| Critical Incident Report         | Restrictive Intervention         |
| Financial Accountability         | Termination of Provider Services |
| Independence and Inclusion       | Training                         |
| Medication Management            |                                  |

The following required form is enclosed:

*Notice of appointment or Change of Program Administrator (Cert-04) (initial or change only)*

**Census area to be served**

*Check box for each location in which services will be offered.*

Aleutians East	Haines	Mat-Su	Southeast Fairbanks
Aleutians West	Hoonah/Angoon	Nome	Valdez/Cordova
Anchorage	Juneau	North Slope	Wrangell
Bethel	Kenai	Northwest Arctic	Yakutat
Bristol Bay	Ketchikan Gateway	Petersburg	Yukon-Koyukuk
Denali	Kodiak Island	Prince of Wales/Hyder	
Dillingham	Kusilivak	Sitka	
Fairbanks North Star	Lake and Peninsula	Skagway	

**Provider Assurances**

*I affirm that the provider agency will comply with the supported employment services regulations, 7AAC 130.270, and the Supported Employment Services Conditions of Participation; and all applicable federal, state, and local laws and regulations. I certify that the information offered in the attachments required for certification is true, accurate, and complete.*

\_\_\_\_\_  
*Owner/Administrator/Director signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date