

ALL applicants must submit the completed application to include the following:

- HOP Application for Service Provider Certification
- Application HOP HC Rate Page 8.11
- Insurance Declaration
- Workers' Compensation Certificate
- Copy of Registration/Certificate of Good Standing from the Ohio Secretary of State's Office

ALL NEW APPLICANTS must submit the following additional information to support the application:

- Statement of Ownership (list of all persons with 5% or more ownership)
- List of the names/addresses of governing body
- Statement of purpose/description of specific services provided
- Table of organization (T.O.) identifying lines of administration, advisory, contractual and supervisory authority to the direct care level

For the above, please refer to the application attachment requirement, numbers 14, 15 and 16 on the HOP Application for Service Provider Certification for further information and suggested documentation.

- Articles of Incorporation
- IRS 501(c)(3) determination letter
- CPA Management letter
- Personnel Policy
- Discrimination Policy/affirmative Action Plan

EXISTING PROVIDER APPLICANTS must submit the following to support the application:

- New Information *in the case of any changes* relative to information required of new applicants