

## AGENCY REGISTRATION

Agency: \_\_\_\_\_  
Agency's Complete Name

Medicaid Group Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

Counties Served: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	<b>INITIAL</b>	<b>DATE</b>
Received by District		
Sent to Central Office		
Received by Cent. Office		
Sent to DOEA		
Received by DOEA		
Entered into DOEA Db		

Attached is a current list of CDC+ trained consultants working for this agency. I agree to keep the department advised of all new consultants as they are trained and of consultants who have left this agency, by submitting an updated list to the district Developmental Disabilities program office whenever there is a change.

**I am requesting a Medicaid Group Provider Number for  
 Consumer Directed Care Plus with a specialty code 68.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

**Instructions:** *This form is to be completed only by an agency's authorized representative. Complete the entire form.*

**Please type or print legibly!**

The "Medicaid Group Number" is a 9-digit Medicaid number assigned to your agency. **Write in only the first 7 digits.** If you have applied for, but have not yet received, a Medicaid Group Number, write "Pending" on this line.

Please provide the complete agency name and the complete mailing address, so that your agency will receive all project materials and reimbursements in a timely manner. Instruct all consultants employed by your agency of the correct mailing address if they wish to receive their project materials at the agency.

Complete and sign a Memorandum of Agreement or be sure a Memorandum of Agreement has been executed between the district office and your agency. Return this form and its attachments to the District Developmental Disabilities Program Office. The district will keep the originals and send a copy of this form to the Central Developmental Disabilities Office.

Thank you.

11/01/03