Requirements for Provider Type 55 - Vendor

Specialty Code

- 225 – Environmental Investigation
- 267 - Non-Emergency Transportation
- 430 - Homemaker Agency
- 431 - Homemaker / Chore Services
- 519 - FSS/Consumer Payment
- 533 - Educational Service
- 543 - Environmental Accessibility Adaptations
- 552 - Adaptive Appliances / Equipment
- 553 - Habilitation Supplies
- 554 - Respite, Overnight Camp
- 555 - Respite, Day Camp
- 571 - Home Finding

Provider Eligibility Program (PEP)

- Fee-for-Service (FFS)
- Consolidated Waiver
- Community Living Waiver
- Person/Family Directed Support Waiver
- ID Base Service

The following documents and supporting information are required by the Bureau of Fee-For-Service Programs to enroll as a provider: (please ensure all documents are legible):

- Completed application for the enrollment of an Individual Practitioner—application must include:
  - Signed Provider Agreement; and
  - Completed Ownership or Control Interest Disclosure form
- Copy of the tax document generated by the Federal IRS. Note: W-9 is NOT acceptable. Any tax document generated by the Federal IRS that shows both the name and FEIN of the entity applying for enrollment will be accepted. If your agency is a Non-Profit, please provide verification of tax exempt status from the IRS.
- Copy of corporation papers issued by the Department of State’s Bureau of Corporations or a copy of your business partnership agreement, if applicable
- If application is for an Out-of-State Provider, submit proof of home state Medicaid participation if that state’s Medicaid program allows the enrollment of environmental investigation entities.

7/3/2019
The following documents and supporting information are required by the Office of Developmental Programs to enroll as a provider: (please ensure all documents are legible):

- Copy of “ODP Approved” stamped ODP Provider Agreement
- Copy of DP - 1059 form showing qualifications of requested specialties

**Additional Required Documents for Provider Type 55-225:**

- Certification of a lead-based paint risk assessor issued by the PA Department of Labor & Industry. The lead risk assessor must be employed or contracted by the Environmental Lead Investigation entity. The lead risk assessor must be a nurse or a sanitarian.
  - For Nurses, please include a copy of the lead risk assessor’s professional nursing license

_Vendors providing environmental investigations are encouraged to apply electronically via the Electronic Provider Portal, available at [https://provider.enrollment.dpw.state.pa.us/](https://provider.enrollment.dpw.state.pa.us/). If unable to enroll electronically, please send the paper application and all required documents to:_

**DHS Provider Enrollment**
PO Box 8045
Harrisburg, PA 17105-8045
Fax: (717) 265-8284
E-mail: RA-ProvApp@pa.gov

_Office of Developmental Program_ providers who are seeking to enroll as a vendor for the Consolidated, Community Living, Person/Family Directed Support Waivers: Please contact the Office of Developmental Programs at ra-odpproviderenroll@pa.gov or 1-888-565-9435 for additional requirements that may apply to your enrollment as an ODP Provider. If you are interested in becoming a new provider for ODP, you can view the New Provider Process for licensed and unlicensed providers under the Provider Enrollment Documents section on [www.myodp.org](http://www.myodp.org). If you need to revalidate your enrollment for one of the ODP Waiver programs, please visit [https://provider.enrollment.dpw.state.pa.us/](https://provider.enrollment.dpw.state.pa.us/)