

**3701-8-02 Standards and procedures for determining eligibility of help me grow contractors.**

- (A) This rule applies to applicants who apply to become one of the following:
- (1) Centralized coordination contractor,
  - (2) Early intervention service coordination contractor;
  - (3) Early intervention system of payment service provider; or
  - (4) Home visiting contractor.
- (B) An applicant who seeks to be a centralized coordination contractor shall respond to a request for proposal or subsidy agreement for these funds, as made available by the department. Applicant must:
- (1) Complete the application or submit a proposal, as applicable, by the due date set forth in the announcement of available funds;
  - (2) Complete the process to become a vendor with the state of Ohio; and
  - (3) Agree, that, if awarded a contract, grant, or subsidy agreement for centralized coordination, to provide services in accordance with the terms of the contract, grant, or agreement and rules in this chapter, and to:
    - (a) Maintain a physical location where the applicant operates and maintains records;
    - (b) Maintain a telephone number, internet connection, fax capabilities, individual e-mail address for each employed individual, and the technical capacity to enter data into the statewide data system for help me grow; and
    - (c) Comply with requests, expectations, and requirements communicated by the department.
- (C) An applicant who seeks to be an early intervention service coordination contractor shall respond to a request for proposal or subsidy agreement for these funds, as made available by the department. Applicant must:
- (1) Complete the application or submit a proposal, as applicable, by the due date set forth in the announcement of available funds;
  - (2) Complete the process to become a vendor with the state of Ohio; and
  - (3) Agree, that, if awarded a contract, grant, or subsidy agreement for service coordination, to provide services in accordance with the terms of the contract, grant, or agreement and rules in this chapter, and to:
    - (a) Maintain a physical location where the applicant operates and maintains records;
    - (b) Maintain a telephone number, internet connection, fax capabilities, individual e-mail address for each employed individual, and the technical

capacity to enter data into the statewide data system for help me grow; and

- (c) Comply with requests, expectations, and requirements communicated by the department.
- (D) An applicant who seeks to be an early intervention system of payment provider shall:
- (1) Complete and submit to the department a provider enrollment application using form HEA 8033;
  - (2) Complete the process to become a vendor with the state of Ohio;
  - (3) Agree, that, if awarded a contract or agreement to be an early intervention system of payment service provider, to provide early intervention services in accordance with the terms of the contract or agreement and rules in this chapter, and to:
    - (a) Maintain a physical location where the applicant operates and maintains records;
    - (b) Maintain a telephone number, internet connection, fax capabilities, individual e-mail address; and
    - (c) Comply with requests, expectations, and requirements communicated by the department.
- (E) An applicant who seeks to be a home visiting contractor shall:
- (1) Complete and submit to the department a provider enrollment application using form HEA 8033 (effective July 1, 2012) including the submission of documentation providing evidence of financial solvency, use of qualified personnel, and affiliation with a home visiting model, that has been determined evidence-based by the office of planning, research, and evaluation in the administration for children and families in the United States department of health and human services;
  - (2) Complete the process to become a vendor with the state of Ohio;
  - (3) Agree, that if awarded a contract, grant, or agreement to be a home visiting contractor, to provide services in accordance with the terms of the contract, grant, or agreement and rules in this chapter, and to:
    - (a) Maintain a physical location where the applicant operates and maintains records;
    - (b) Maintain a telephone number, internet connection, fax capabilities, individual e-mail address for each employed individual, and the technical capacity to enter data into the statewide data system for help me grow;
    - (c) Comply with requests, expectations, and requirements communicated by the department; and
    - (d) Serve directly or sub-contract to serve all individuals determined eligible in accordance with paragraph (A) of rule 3701-8-06 of the Administrative Code.

- (F) Each applicant shall certify that the applicant and applicant's officers, employees, agents, and sub-contractors used to provide help me grow services:
- (1) Are not subject to a finding for recovery under section 9.24 of the Revised Code or have taken the appropriate remedial steps required under section 9.24 of the Ohio Revised Code or are otherwise qualified under that section;
  - (2) Are not debarred or suspended from entering into a contract pursuant to section 125.25 of the Revised Code;
  - (3) Are not subject to exclusion, disqualification or ineligibility for a federal agency;
  - (4) Are not federally debarred from participating in government contracts funded by federal money; and
  - (5) Have obtained and will maintain all approvals, licenses or other qualifications necessary to performs duties under the contract, grant, or agreement in the state of Ohio.
- (G) When the department determines the extent to which an applicant has met the standards of eligibility, has complied with the procedural requirements prescribed by this rule, and agreed to sign the terms of the agreement, the department shall notify an applicant in writing of approval or disapproval within forty-five calendar days after completion of all application procedures.
- (1) An applicant who is approved will receive written notice of approval which includes the scope of services approved to provide and the effective date of approval.
  - (2) An applicant who is denied a provider agreement may request reconsideration of the application in accordance with the following procedures:
    - (a) Submit a written request for reconsideration to the department that includes any written materials the applicant wishes to be considered so that they are received by the department no later than forty-five calendar days after the date on the notice of disapproval issued under this paragraph.
    - (b) The department may request additional information, which the applicant shall submit so that it is received by the department no later than forty-five calendar days after receipt of the request for additional information.
    - (c) The department shall notify an applicant in writing of approval or disapproval within thirty calendar days of completion of all applicable procedures. A notice of approval shall state the scope of services the provider is approved to provide, as determined under paragraph (G)(1) of this rule, and the effective date of approval. A notice of disapproval shall be final and is not subject to further administrative or judicial review.

Replaces: 3701-8-02

Effective: 09/03/2012

R.C. 119.032 review dates: 09/01/2017

CERTIFIED ELECTRONICALLY

---

Certification

08/24/2012

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3701.61  
Rule Amplifies: 3701.61  
Prior Effective Dates: 8/8/2005, 7/16/10