



Choices Provider Proposal Requirements for Indiana

Letter of Intent

Email the Provider Relations Team at ChoicesPRPublic@ChoicesCCS.org with a letter of intent if you are interested in becoming a member of our Provider Network. The steps to become a provider with Choices are listed below.

Pre-Screening Phase

Agencies or individuals interested in providing services for Choices must submit the below information in one complete packet to ChoicesPRPublic@ChoicesCCS.org. Once this information is received, it will be reviewed and forwarded to the provider review panel for review and feedback.

- Proposal (should include but not limited to proposed services, rates, locations/counties/ areas you want to serve, population, age group, structure of any programs, history of agency/provider providing services, and anything else that you think would be helpful for us to review in deciding whether to partner with you and/or your agency.
- Brochures (if applicable)
- Resumes
- Degrees and college transcripts
- Licensures/certifications (if applicable)
- Proof of Evidence-Based curriculums or programs being used

New Contract Phase

Once a proposal has been approved, a Provider Relations Team member from the designated site will conduct a formal meeting with the prospective provider. The Provider Relations Team will share the following information:

- Provider Handbook
- Direct deposit form
- Employee Roster Form
- W-9 Form
- Attachment 1
- Exhibit A
- Exhibit B
- Exhibit C
- Exhibit D
- Master Provider Contract



The Provider Relations team member will request the following documents from each subcontractor or employee within the provider organization:

- Employee Roster*
- Completed Direct Deposit Form*
- W-9*
- Proof of Insurance
- Resume(s)
- Copy of Degree(s) and Official College Transcript(s) (if applicable)
- Copy of High School Diploma(s) (if applicable)
- Proof of Valid Driver's License(s)
- Background Checks
- Proof of Required Trainings (visit <https://www.in.gov/dcs/3493.htm> for more information)
- Proof of Evidence-Based Practices if applicable
- Copy of Licensure/Certification if applicable

* The asterisk refers to documents related to the organization and not individual employees or subcontractors.

A Provider Relations team member will notify the provider regarding a formal training for their billing department, which will take place once the contract is complete.