



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

**Department of  
Health and Social Services**

SENIOR AND DISABILITIES SERVICES  
Director's Office

550 W 8<sup>th</sup> Avenue  
Anchorage, AK 99501

June 4, 2013

**IMPORTANT SPECIAL INSTRUCTIONS**

«Provider» «medicaid\_»  
«Address»  
«city\_state\_zip»

Dear Provider,

Your agency certification to provide ( «HCB») Home and Community Based (HCB) Waiver Services will expire «Cert\_end\_date». Due to **NEW** Regulations and Conditions of Participation and a **NEW** Certification Application that will become effective July 1, 2013, your end date has been extended to **September 30, 2013**.

A complete Certification Renewal Application must be submitted to Senior and Disabilities (SDS) **no later than August 1, 2013**. All applications received on or after August 1, 2013 will be returned as unprocessed.

**Certification Application Packet Instructions:**

1. The **NEW** Home & Community Based Waiver Certification Application will be posted online no later than July 1, 2013 and is included with this letter. Also included are the Conditions of Participation. Additional application instructions and information will be posted on the SDS website within the month of June.
2. Please follow the instructions located in the application carefully, submitting all the required attachments.
3. Submit the *original* copy signed and dated by the owner or administrator. Original signatures must be submitted to SDS. Keep a copy of the application for your records.
4. Announcements for forms, training and more information will be posted to the website and announced via e-alerts. If you have not done so, be sure to sign up for these by going to <http://list.state.ak.us/soalists/SDS-E-News/jl.htm>

Please submit a complete Certification Renewal Application **before August 1, 2013** to the following address:

State of Alaska  
Department of Health and Social Services  
Senior and Disabilities Services, Provider Certification & Compliance  
550 W 8<sup>th</sup> Ave  
Anchorage, Alaska 99501-3518

If there are any questions about recertification, please contact the Provider Certification & Compliance Unit of at (907) 269-3666, or toll-free outside Anchorage at (800) 478-9996.

Sincerely,

Provider Certification & Compliance Unit

Failure to recertify your agency will result in payment ineligibility after that date. SDS will not approve payment for any services your agency chooses to provide between the expiration date and the date of any subsequent recertification even if the services were prior authorized. In addition, if your agency represents that it is certified after the expiration date to gain prior authorization or payment for services, it will be considered in violation of state and federal law.

Mail Merge Recert Letter special for Aug 31 2013 providers only.docx