**Department of**

**Health and Social Services**

SENIOR AND DISABILITIES SERVICES

Director’s Office

550 W 8th 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 extendedto **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 8th 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