**Recertification Process**

Invitation to Recertify

Letter 120 days before recert (start June 1) 30 day deadline (due date 90 days before cert end) (Regular Mail)

App rec’d

No=2nd notice w/10 day deadline (certified) (email copy?)

No after 10 day deadline = 3rd notice “60 day notice” w/ 5 day deadline (certified) (email copy?)

No after 3rd notice/5 day deadline = inform clients & programs w/ e-mail return receipt, DS3 notes & start closure process

Closure = DS3 edits, Xerox work order, notify programs

Yes = screening within 2 weeks

Incomplete = e-mailed list of missing items and moved to evaluation w/ 10 day deadline

Complete = moved to evaluation

Evaluation

Request add’l info = 10 day deadline

Info not rec’d see “No” above

Rec’d

Complete

Recertified

Documents changed in folder

Old sent to offsite storage

