

Applicant Master Checklist Initial Submission

Agency Name: _____

Date of Submission: _____ **Application Code:** _____

DUE 30 DAYS AFTER BUSINESS PLAN HAS BEEN APPROVED. YOU WILL RECEIVE A LETTER BY MAIL WITH THE BUSINESS PLAN APPROVAL MEMO INDICATING THE DATE BY WHICH EACH ITEM BELOW MUST BE SUBMITTED.

Document	√ if included	OHCQ Use Only
Articles of Incorporation		
Table of Organization		
Corporation By-laws		
Criminal background check capability		
Proof of required insurances		
Documentation demonstrating experience in the field of developmental disabilities		
Quality Assurance Plan (include Standing Committee membership)		
Program Service Plan (one for each service model for which corporation is applying)		
Policy and Procedure manual		
Prior Licensing reports, if applicable		
Master Checklist		