Attachment D - Service Application Form
DHHS91172

PROVIDER NAME:_____

IMPORTANT! PLEASE READ! Prior to submitting an application, the Provider must have: (1) successfully completed all DHHS Office of Service Review (OSR) Pre-Solicitation requirements; OR (2) had a previous contract under DHS90743. To request an invitation to a Pre-Solicitation meeting, contact OSR via email at dhhsnewprovider@utah.gov. Please state "DHHS91172 Pre-Solicitation Meeting Request" in the email subject line.

Some of the service categories below contain multiple services and service codes. With the exception of Behavior Consultation, Providers will be awarded all service codes within the service category applied for, if successful. **Check all the service categories for which the provider is applying for:**

Select ✅	SERVICE CATEGORY	QUALIFICATIONS
	Respite Camp Session	By applying for Respite Camp Session, Provider is certifying their program is a respite camp designed to meet the recreational interests and medical needs of Persons. ****THIS SERVICE CANNOT BE FOR FULL SUMMER OR DAY PROGRAMS. IF IT IS A FULL SUMMER OR DAY PROGRAM, DAY SUPPORTS - GROUP MUST BE USED.**
	Supported Employment in a Group *(includes Motor Transportation Payment)*	Individuals providing this service must have: ● Successfully completed ACRE training; OR ● Successfully completed Basic Employment Specialist Training *(this training is no longer offered, but will be accepted in place of ACRE training)*; OR ● Successfully completed Workplace Supports training; OR ● Effective Job Coaching training; OR ● Registered for the next available Workplace Supports or Effective Job Coaching training. Provider MUST SUBMIT proof of training completion or receipt of training registration for each staff member who will be providing this service on its behalf.
	Supported Employment Enterprise *(includes Supported Job Retention Milestone Payment)*	Individuals providing this service must have successfully completed: ● Customized Employment training; AND ● ACRE training; or Basic Employment Specialist Training *(this training is no longer offered, but will be accepted in place of ACRE training)*. Provider MUST SUBMIT proof of training completion for each staff member who will be providing this service on its behalf.
	Supported Employment for an Individual *(includes Supported Job Retention Milestone Payment)*	1. Provider must have at least one Staff with ACRE training. Provider MUST SUBMIT proof of ACRE training completion for at least one Staff who will be providing this service on its behalf; AND 2. Provider must be a current vendor with Utah State Office of Rehabilitation (USOR) to provide job coaching. If awarded SEI services on or after July 1, 2026, Provider has six months from the award date to become a vendor with USOR and submit supporting documentation to OSR via osrprovider@utah.gov. Provider MUST SUBMIT proof of being a current vendor with USOR, or by selecting this service category, Provider is certifying it will become a vendor with USOR within six months of the award date and will submit supporting documentation of becoming one to ORS.

	Supported Job Development *(includes Supported Initial Job Placement Milestone Payment)*	1. Individuals providing this service must have successfully completed: ● ACRE training; AND ● Customized Employment Training. Provider MUST SUBMIT proof of training completion for each staff member who will be providing this service on its behalf. AND 2. Provider must be a current vendor with USOR to provide job coaching. If awarded SJD services on or after July 1, 2026, Provider has six months from the award date to become a vendor with USOR and submit supporting documentation to OSR via osrprovider@utah.gov. Provider MUST SUBMIT proof of being a current vendor with USOR, or by selecting this service category, Provider is certifying it will become a vendor with USOR within six months of the award date and will submit supporting documentation of becoming one to ORS.
	Supported Employment with a Co-worker	N/A
	Supported Living Services	N/A
	Respite	N/A