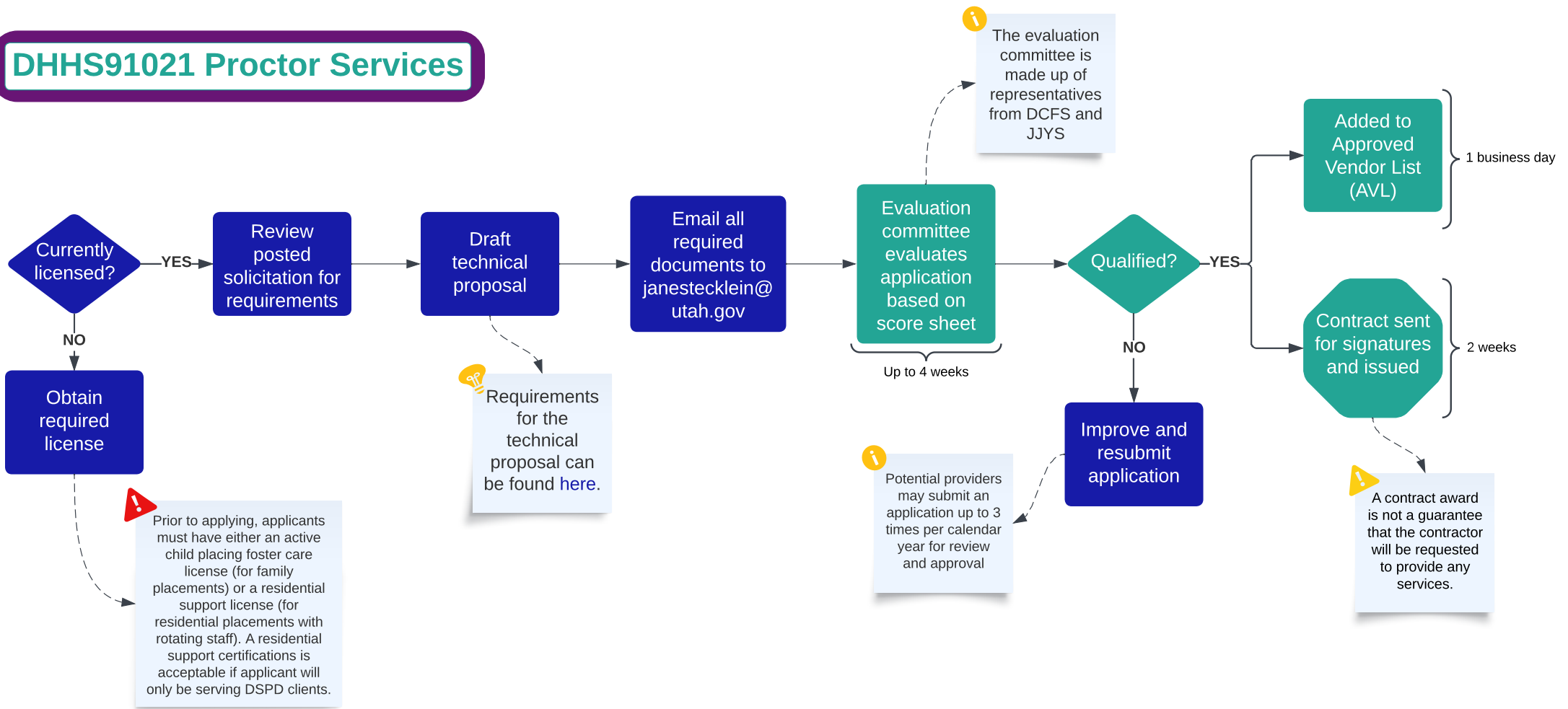


DHHS91021 Proctor Services



Required Documentation

- [DHHS Data Sheet](#)
- [DHHS Substitute Form W-9](#)
- [Conflict of Interest Disclosure Statement](#)
- [Attachments A-E](#)
 - All attachments must be complete

Workflow Tips

- Blue, underlined text has a clickable link
- Blue sticky notes give tips or important information
- Listed time frames are standard for DHHS processes when all requirements have been met, but they are not guaranteed

Do not download this workflow. Workflows are subject to change. Always reference the DHHS91021 site for the most up to date information.

Other Resources

- [Application Instructions](#)
- [Submission Instructions and Checklist](#)
- [Established Rates \(Effective 7/1/24\)](#)
- [Scope of Work \(Effective 12/3/24\) Historical & Redlined versions](#)
- [Service Contract Template](#)
- [Questions and Answers \(UP3\)](#)

Acronyms

- AVL - Approved Vendor List
- DCFS - Division of Child and Family Services
- DSPD - Division of Services for People with Disabilities
- JJYS - Juvenile Justice and Youth Services

Workflow Key

- ◆ Applicant Decision
- Applicant Action
- DHHS Action
- ◆ DHHS Decision
- DHHS Action - End of Workflow
- ⚠ Important Information
- 💡 Tip