



**Department of  
Developmental Disabilities**

**Division of Medicaid Development & Administration**

**John R. Kasich**, Governor  
**John L. Martin**, Director

**To:** County Board Superintendents, SSA Directors, Business Managers and Council of Government Directors, OACB, OPRA, ARC, APSI, Faith and Values Association, Providers

**From:** Angel Morgan

**Date:** December 2, 2014

**Subject:** Provider Expiration Dates

---

Time limited certification for providers of DODD waiver services went into effect on 10/01/2009. All providers certified after this date were given time limited certification at the time of initial approval. All providers certified prior to that date were assigned an expiration date. Presently, all existing providers have gone through the renewal of certification process at least once.

During the transition period, for providers who were certified prior to the implementation of time limited certification, DODD had limited authority to change the expiration date that had been assigned to any given provider. At this time, all providers have been exposed to time limited certification process and what is required for renewal of certification. Therefore, if a provider does not apply for renewal prior to the expiration date of their certification, the expiration date is valid and will not be altered.

If a provider applies after their certification expiration date, if approved, the new certification period will be effective on the date that DODD receives the completed application including all required documents. DODD will no longer bridge the gap of certification for the provider. If a provider submits an application prior to the date of expiration of their certification, but the renewal process is not completed until after the expiration date, DODD cannot accept claims for services delivered after the expiration date until the renewal process is completed. If approved, there will not be a gap in certification in those cases, as the new certification period will be made effective the day after the original certification period expired. There will, however, likely be a delay in reimbursement as a result, as claims cannot be accepted until the renewal process has been completed.

DODD is very proactive in its efforts to ensure that providers have ample notice regarding an upcoming expiration of their certification. Each provider is notified via U.S. Postal Service ninety (90) days prior to expiration that their certification will expire and the letter lists what documentation that is required in order to renew their certification. We also add a notification to the website that can be seen by providers when they log in to complete their billing. We strongly urge the provider to submit their completed application at least thirty (30) days prior to their expiration date to ensure that there is adequate time for DODD to review the documentation and renew certification.

30 E. Broad Street  
13th Floor  
Columbus, Ohio 43215

(800) 617-6733 (Phone)  
(614) 752-5303 (Fax)  
[dodd.ohio.gov](http://dodd.ohio.gov)

*The State of Ohio is an Equal Opportunity Employer and Provider of Services*

It is the responsibility of the provider to know their expiration date and to apply within enough time to ensure that they do not have a gap in their certification.

Additionally, DODD makes provider certification information in the Provider Certification Wizard (PCW) available to county board staff, so that they can ensure that only actively certified providers are authorized to deliver services. County Board staff can view certification effective dates, expiration dates, and service certification dates for any provider in their respective counties. It is important to be clear that if a provider does continue to provide services after expiration, even if authorized by the county board, the provider will not receive Medicaid reimbursement for these services.

County board staff should now have access to PCW through their DODD applications. DODD has conducted webinars in the past regarding how county boards can use PCW. We will make these webinars available to county board staff that were not able to attend previous presentations or may simply be interested in a refresher.

If you have additional questions or concerns regarding the issue of not bridging the gap of certification for providers who allowed their certification to expire before applying for renewal, please contact the DODD Support Center at 1-800-617-6733, option 3.

Thank you.