# Agency with Choice (AwC) Enrollment Process

1. An Individual/family selects Agency with Choice with their Support Coordinator (SC).
2. The SC will submit a FI Referral (indicating Agency with Choice) in the iRecord to initiate enrollment process.
   1. There must be at least on SDE to be eligible for the Agency with Choice program
3. Agency with Choice will receive the referral electronically **within 2 business days**
4. Once received the Verification Team will send the SDE Rate Form through Adobe Sign to the Managing Employer (ME) **within 1 business day**
5. After the Individual/family completes and submits the SDE Rate Form through Adobe Sign it will automatically be forwarded to the Verification Team
6. Within **1 business day** after the SDE rate form is received the Verification Team will use the information on the SDE Rate Form to identify the necessary enrollment forms, as well as construct and send the Billable Rate information to the Support Coordinator via email
   1. **Enrollment Documents include:**
      1. Managing Employer Agreement
      2. Authorized Units Acknowledgment
      3. Transportation Agreement (if applicable)
      4. WILL Administer Medication (if applicable)
      5. WILL NOT Administer Medication (if applicable)
   2. The enrollment documents will be received by individual/ family and SDE(s) simultaneously via an email from Adobe sign
   3. After the Individual/family and SDE(s) complete and submit the Enrollment Documents Forms through Adobe Sign it will automatically be forwarded to the Verification Team.
   4. The Individual/ family and SDE(s) will also receive a separate adobe sign packet containing the training requirements and training resources. The SDE has **6 months to complete and return**, with the exception of medication administration training which must be completed prior to administering medication.
7. Once enrollment forms are returned the Verification Team will review and confirm completion of the forms. **Within 1 business days** they will notify the SC to send the plan drafts
8. The Support Coordinator will use the Billable Rate acquired from the Agency with Choice Verification Team to add the SDE service to the plan.
   1. If adding transportation, remember transportation is reimbursed in 15-minute increments
   2. There is no longer gas and mileage reimbursement.
   3. There can be a different reasonable and customary billable rate for when the SDE’s provide transportation services.
   4. Transportation rates must meet the minimum wage requirement.
9. The Support Coordinator will submit the service plan draft to AwC Verification Team for approval
10. Once AwC Verification team has approved the plan draft they will send a start date to the SC via email **within 2 business days.** The plan draft will be submitted by the SC for DDD plan review for approval
    1. Total process from SC initiated referral to plan sent for DDD plan review takes approximately **8-10 business days** 
       1. Please note this is contingent on the responsiveness and completion of documents by the Individual/Family, All SDEs, and SC
       2. A request for paper enrollment forms will cause significant delays in processing