



Supported Employment Training & Certification Pre-Approval Form

Provider Contact Information *(complete all sections that apply)*

Agency/Organization
Legal Name:

Doing Business As (DBA) Name:

Provider Contact Name:

Today's Date:

Phone:

Email:

Division of Vocational Rehabilitation Vendor: Yes No

If yes, enter approved vendor #:

Health First Colorado (Colorado's Medicaid Program) and/or waiver service provider: Yes No

If yes, enter EIN #:

Training or Certification

Name of training:

Anticipated
Completion Date:

If Other, please specify*:

Name of certification:

Anticipated
Completion Date:

If Other, please specify*:

- Attach current provider W-9**
- *Attach supporting documents** *(only if seeking pre-approval for other training not listed – include detailed documentation that all competencies are covered for required skills and knowledge)*

Submit completed form and documentation to: HCPF_Supported.Employment@state.co.us

Terms and Conditions

To ensure statewide access to training funds, the Colorado Department of Health Care Policy & Financing and the Colorado Department of Labor and Employment - Division of Vocational Rehabilitation (DVR) is currently allowing **only one training and/or certification** per Home and Community Based Services (HCBS) Medicaid Waiver Service Provider or DVR Vendor.

Within 30 days of date of submission, you will receive an approval letter with a date the approval will expire or a denial letter including a reason (not active in billing system, not an approved training, issue with allocation available, etc.)

If approved, you must **email evidence of completion of the training and/or certification** to the Department **before the approval expiration date** found in the approval letter. If your training/certification occurs in June, you must submit your completion documents by June 30 to be reimbursed within the state fiscal year.

If you need an extension to complete the training or to submit completion documents, you must get approval of the extension **BEFORE** the deadline. **If you miss the deadline and do not have an extension, you will not be reimbursed.**

Once we have evidence of successful completion, you will receive reimbursement within 30 days.

Questions? View www.colorado.gov/hcpf/supported-employment-program or contact HCPF_Supported.Employment@state.co.us

Internal Use Only – Completed by Department Staff

Tracking Number:

Approved

Denied

Comments: