



STATE OF MARYLAND

DHMH

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Maryland Department of Health and Mental Hygiene

Office of Health Care Quality

Spring Grove Center • Bland Bryant Building

55 Wade Avenue • Catonsville, Maryland 21228-4663

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

TO: Interested Applicants  
FROM: Darlene Bedford, Applicant Specialist  
DATE: January 1, 2014 (**REVISED**)  
RE: Application Process for Programs seeking to serve Individuals with  
Developmental Disabilities

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Dear Applicant, thank you for your interest in becoming a licensed provider for individuals with developmental disabilities.

The first step in the application process is to submit to a “Letter of Interest” to Darlene Bedford at the Office of Health Care Quality (OHCQ) along with a copy of your Articles of Incorporation. Once this information is received, OHCQ will schedule your designee to attend the “Applicant Interest Session” at which you will receive an application for licensing.

- State your “request to initiate the application process” in the subject line of the email.
- Include the name of your designee, your company name, email address, contact name and phone number in the body of your email, and a **brief explanation of the types of services you would like to provide.**

You may obtain additional information on the process at the Developmental Disabilities Administration website at <http://dda.dhmh.maryland.gov>, and the Office of Health Care Quality’s website at <http://dhmh.maryland.gov/ohcq/DD>. I also recommend that you go to [www.dsd.state.md.us/comar](http://www.dsd.state.md.us/comar), and review the (COMAR) regulations which set forth the requirements for providing services to individuals with developmental disabilities in the State of Maryland.

In order to be licensed by the State of Maryland your agency **must** be incorporated with the Maryland State Department of Assessment and Taxation and considered in “good standing”.

DDA **does not** accept Limited Liability Corporations (LLC), Limited Liability Partnerships (LLP), or Sole Proprietorships (SP) as corporations with which to do business as these types of corporations do not have governing bodies that provide oversight. The business that DDA contracts with agencies to perform is to assist vulnerable individuals in managing and living their lives. An agency with limited liability could either inadvertently or purposefully harm individuals and there would be no recourse.

For additional questions or to submit your information you may contact Darlene Bedford at [darlene.bedford@maryland.gov](mailto:darlene.bedford@maryland.gov) or by telephone at (410) 402-8048.

Thank you for your cooperation in this matter.