



## Ohio Early Intervention System of Payments POLR Provider Contract Process

In order to provide an early intervention service, a provider must first have a provider agreement with the Department of Developmental Disabilities. The following steps will enable a provider to initiate a provider contract:

### 1. Apply for a National Provider Identifier (NPI):

- Applying online is the preferred method: <https://nppes.cms.hhs.gov>
- If unable to complete the process online, the application can be found at <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/CMS10114.pdf>  
Mail the completed application to: NPI Enumerator, P.O. Box 6059, Fargo, ND 58108-6059
- Any questions regarding this process should be directed to 1-800-465-3202

### 2. Register as a vendor with the state of Ohio:

- IRS Form W-9 Request for Taxpayer Identification Number & Certification  
<https://supplier.ohio.gov>
- Authorization Direct Deposit of EFT Payments (not required)  
Bank Verification Letter or Voided Check
- Self-registration is available online at:  
<https://supplier.ohio.gov>

### 3. Complete the following documents available from the EI Resource Coordinator:

- Early Intervention Services Provider Enrollment Form
- Provider Contract
- Completed forms may be submitted by
  - **Fax:** (614) 728-7072
  - **Email:** [polr@dodd.ohio.gov](mailto:polr@dodd.ohio.gov)
  - **Mail:** Ohio Department of Developmental Disabilities/POLR  
30 East Broad Street, 12<sup>th</sup> Floor  
Columbus, Ohio 43215