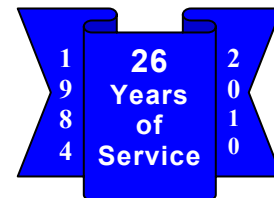




Building 3, Sunnyview Home Complex - 111 Sunnyview Circle  
Suite 101 – Butler, PA 16001-3547

## *Butler County* *Area Agency on Aging*

Phone (724) 282-3008 Fax (724) 282-1466 Toll Free 1-888-367-2434  
Protective Service (724) 283-6955  
[aaainfo@co.butler.pa.us](mailto:aaainfo@co.butler.pa.us)



### **Information for Service Providers Wanting to become subcontract providers For BCAAoA-funded Consumers**

All providers of services who desire to serve agency consumers (under any of the funding programs available through PA Department of Aging) are encouraged to complete a **Request for Proposal**. To obtain Proposal Information, send a letter to **Lisa M. Monday, Administrator**, at the above address. **The letter must be on letterhead and indicate:**

- Full name and title of person(s) responsible for Agency contracts.
- Complete contact information including USPS address, physical location of corporate office, email addresses, direct dial telephone numbers and facsimile numbers.
- The type(s) of services the company seeks to provide to consumers funded by BCAAoA

This initial request for proposal is made a part of the contract in the event the company completes all proposal documents and the Board of Commissioners approves a contract. Service providers are required to obtain an MA Promise Number prior to providing any PDA Waiver Services. **A service provider having this identification number is not automatically approved to provide services in Butler County.** All providers must go through the proposal process and execute a contract with the Board of Commissioners prior to providing services to consumers served by BCAAoA.

All potential subcontractors should carefully read the current guidelines from PA Department of Aging which are detailed in APD #09-01-03. In addition to the state requirements and guidelines for service providers, BCAAoA has the following local eligibility requirements in all related contracts:

In Home and Personal Care Services: All service providers must maintain an office in the county. Hands-on services may only be provided by Medicare-certified providers.

BCAAoA requires all service providers of Telecare Services (Emergency, Medication and/or Health monitoring) to maintain offices within 75 miles of the government center located in downtown Butler. Providers must also provide professional installation, trouble-shooting of malfunctions, and education of the consumers and caregivers in the consumers' home by a trained employee of the company.