

# Office of Faith-Based and Community Initiatives



Mitchell E. Daniels, Jr., *Governor* • Isaac E. Randolph Jr., *Executive Director*  
June 23, 2010

Mr. John Nash  
Adult Life Training Inc.  
3301 East Coliseum Blvd. RM 136  
Fort Wayne, IN 46805

Dear Mr. Nash:

Congratulations! This letter is written notification that the Office of Faith-Based and Community Initiatives (OFBCI) has completed the review of your Indiana Access to Recovery (ATR) Application. We are pleased to inform you that all required service provider criteria have been satisfied and your organization will be formally added to the ATR Provider List for Allen County. Your organization will be listed as providing service in the following ATR Category: Employment Services.

Included with this letter is the "ATR Provider Agreement". Please review that document, sign it and return a copy as soon as possible, via fax, to this office for our files. Please address the fax to DeAnna Hoskins and send it to (317) 233-5660. As an ATR Provider, you will be expected to comply with the scope of work statement included in the ATR Provider Agreement and further outlined in the ATR Policies and Procedures Manual. The Policies of Procedures Manual is available on the ATR Provider Sharepoint site. As an ATR Service Provider, you will be required to regularly access the Indiana ATR Provider Website.

To finalize this certification you or a representative of Adult Life Training Inc. must attend a WITS Reimbursement system training, before you will be able to start serving clients. If you need information about the next training, please contact Eric Scott at 317-234-5555 or [eric.scott@fssa.in.gov](mailto:eric.scott@fssa.in.gov). Should you have further questions about ATR policies and procedures or how to use the WITS system, Mr. Scott will be your contact.

The W-9/Tax Identification and Direct Deposit forms you sent us were submitted to Division of Mental Health and Addictions who then set up your Peoplesoft account. This account will be utilized for all ATR reimbursement payments.

If you have any questions regarding this letter, please contact DeAnna Hoskins, ATR Provider Services Manager, by phone at (317) 234-4290 or email at [dhoskins@ofbci.in.gov](mailto:dhoskins@ofbci.in.gov).

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We look forward to working with you on the Access to Recovery project.

Sincerely,

Isaac Randolph  
Executive Director

Enclosure

cc: Eric Scott, ATR Project Manager, DMHA  
DeAnna Hoskins, ATR Provider Services Manager, OFBCI