

2024 Provider Application Directions

As part of DCCSCD's efforts to provide quality and effective treatment and education options for clients under community supervision, DCCSCD maintains a list of service providers who have agreed to uphold state and departmental standards **in consideration of referrals by DCCSCD Officers**. This process applies exclusively to **client-paid services and DCCSCD in no way guarantees payment or assistance in collecting payment from any of the persons referred as part of this process**.

Participation in this process is completely voluntary and referrals are in no way guaranteed. Courts, Judges and Attorneys can and shall continue to refer and utilize service providers at their discretion; however, when referrals are made as part of a DCCSCD Officer's duties, the Officer shall make referrals to service providers with whom the department has written agreements.

All of the RASP agreements and application forms are available on the [dallascounty.org](https://www.dallascounty.org) website under '**Community Supervision and Corrections Department**'. Look for a tab on the left-hand side labeled '**Provider Services**', with all 2024 forms available under '**RASP Forms**'.

- Applications for referral eligibility from DCCSCD officers will be accepted beginning April 1, 2024, at 8 a.m. through May 15, 2024, at 5 p.m. Absolutely no applications will be considered after this deadline and DCCSCD does not anticipate any other application opportunities for these services until next year. Partial or incomplete applications will not be considered.
- **All currently listed (APPROVED) providers must re-apply.** As per our RASP agreement, please accept this document as written notice that all signed RASP documents will be terminated effective July 1st, 2024.

APPLICATION PROCESS FOR ALL PROVIDERS (currently listed and prospective) FOR 2024:

1. Review the Requirements of Approved Service Providers (RASP) standards including applicable attachments. Attachment A applies to Outpatient Substance Abuse Treatment, Attachment B applies to Certified Education Classes and Attachment C applies to Non-Certified Education Classes.
2. Print out and sign the RASP and all attachments corresponding to the services you are applying to provide.
3. Print out and complete the application. Please note, the information provided on the application will be used to construct departmental lists and must be completely filled out including an email address, phone number, business address and principal contact. **DCCSCD will only list Dallas County locations for vetted providers. Providers may include contact information (email and/or phone number) for clients and officers to inquire about referring clients to locations outside of Dallas County.**

4. Scan and return the application, signed RASP, signed RASP attachments, and requested documents to: sofia.kamal@dallascounty.org. Only applications sent to this email address will be considered. Please include your business name in the title of your email. DCCSCD will provide a response indicating receipt; however, it will not be possible to confirm completeness prior to review.
5. Complete applications will be forwarded to DCCSCD staff for review. Staff will consider any complaint history or performance concerns which may require further information and/or a meeting with the vendor to ensure all issues have been adequately addressed.
6. Approved providers will be listed upon RASP signature from DCCSCD. The listing process will begin **AFTER** the close of the application period but not before May 16, 2024.
7. Please direct questions and inquiries to: sofia.kamal@dallascounty.org.