



North Carolina Department of Health and Human Services
Division of Services for the Deaf and the Hard of Hearing

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Claudia B. Horn, M.S.
Senior Director

Jan Withers
Division Director

Hearing Aid Provider RFA Document Checklist
2015 – 2017

- Two Original Sets--Pages 1 – 25 to include the following with original signatures as required:
- Terms and Conditions (Attachment A)
- The Contractor Information Sheet (Attachment B)
- The ADA Compliance Questionnaire (Attachment C)
- The Contractor’s Electronic Payment Form with attached Voided Check (Attachment D)
- The Contractor’s Certifications Required by State Law (Attachment E)
- The Certification of Compliance with G.S. § 133-32 and Executive Order 24 (Attachment F)
- The Audiologist’s or Hearing Instrument Specialist’s Verification Form (Attachment G) initialed and signed by each staff who will certify and/or fit hearing aids for applicants of this program
- A copy of the current license or letter of renewal or verification of licensure from the North Carolina Hearing Aid Dealers & Fitters Board or from the North Carolina Board of Examiners for Speech Language Pathologists and Audiologists attached to Attachment G for each person identified on Attachment B
- A copy of the Contractor’s W-9 Form (the W-9 form can be downloaded from the following web site <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

The above documents must be included at time of application submittal in order to be reviewed for acceptance. **Deadline for acceptance is 5:00 PM, Thursday June 25, 2015.** Incomplete or late applications will be returned.

Mail two original signed applications and all corresponding documents to the following address only as found on Page 1 of the RFA:

Jeff Mobley, Hard of Hearing Services Manager
NC DSDHH
2301 MSC
Raleigh, NC 27699-2301

If you have questions, call (919) 874-2239 or email Jeff.Mobley@dhhs.nc.gov

www.ncdhhs.gov/dsdhh/

Tel 919-874-2212 • 800-851-6099 • Videophone • 919-890-0859 • Fax 919-855-6872

Location: Woodoak Bldg, GL-3, 1100 Navaho Drive • Raleigh, NC 27609

Mailing Address: 2301 Mail Service Center • Raleigh, NC 27699-2301

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