



Current Assisted Living Waiver Contracts with Council on Aging (COA) set to expire 6/30/25.

The Ohio Department of Aging (ODA) regulates the contract cycle for the PASSPORT and Assisted Living Waivers. The current contract cycle ends on 6/30/25 so this means it is time for contract renewals for PASSPORT and Assisted Living Medicaid Waiver certified entities. The new contracts are effective from 7/1/25 through 6/30/27. Starting 6/9/25, agreements will begin to be sent out for electronic signatures via DocuSign. You will find more information regarding steps on how to renew your Assisted Living Waiver Services Agreement below.

Assisted Living Waiver Renewal Contract Steps

- 1) Complete a [COA/PSA-1 Contract Renewal Notice-PASSPORT Agency Assisted Living Waiver form](#) to Provider_Services@help4seniors.org **no later than 6/30/25**. This form can be found on the COA website [here](#).

*Be advised that if COA does not have evidence of current insurance, Bureau of Workers Compensation (BWC), and/or a current ODH Residential Care Facility license you will be required to supply this documentation before your agreement will be sent via DocuSign for electronic signatures.

- 2) Contracts will be sent for electronic signature via DocuSign starting the week of 6/9/25. These agreements will be sent in the order the Contract Renewal Notices are received. **You must submit a completed COA/PSA-1 Contract Renewal Notice-PASSPORT Agency_Assisted Living Waiver form before your Assisted Living Waiver Service Agreement will be sent for signatures.**

*As long as a provider submits the Contract Renewal Notice no later than 6/30/25 then there will be no lapse in the Assisted Living Waiver Service Agreement. Any provider who has not responded by June 30th will be up for further review and may be subject to disciplinary action which can include, but is not limited to, termination of the Assisted Living Waiver contract and certification.