



Pat Quinn, Governor

Illinois Department of Human Services

Michelle R.B. Saddler, Secretary

100 South Grand Avenue, East • Springfield, Illinois 62762  
401 South Clinton Street • Chicago, Illinois 60607

June 9, 2014

Dear DHS Partner:

The Department of Healthcare and Family Services (HFS) has updated its Provider Agreement. As a result, certain service Providers must execute the revised Agreement. Your agency provides community mental health services that meet the definitions and requirements set forth at 59 Ill. Admin. Code Part 132, and therefore must complete the new Agreement.

The new Agreement is available online at [www.hfs.illinois.gov/enrollment](http://www.hfs.illinois.gov/enrollment). The link to the document is named: "Agreement for Participation - HFS 1413 (pdf)." Please complete the Agreement online and then print it for the signature of an authorized representative of your agency. Once the Agreement has been signed, please create a PDF of the document and email it to the Department of Human Services (DHS) at [dhs.mh@illinois.gov](mailto:dhs.mh@illinois.gov). Please note that only one completed form is required for each unique taxpayer identification (ID) number, regardless of the number of sites enrolled under that ID. DHS will record completion and then forward it to HFS for execution and processing.

Please complete and return the Provider Agreement as soon as possible to ensure continued payment. Should you have questions, please contact Richard E. Jones with the Division of Mental Health at 217-785-3298 or [richard.e.jones@illinois.gov](mailto:richard.e.jones@illinois.gov).

Sincerely,

Michelle R.B. Saddler  
Secretary