



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Leza Wainwright, Director

February 8, 2010

MEMO:

Thank you for your interest in becoming a DWI Service Provider by participating in the New DWI Service Provider Web Training. To begin the authorization process you will need to submit a **\$250.00 non-refundable fee** in accordance with G.S. 122c-142.1 (a1) (3), "Authorization of a Private Facility Provider". **Your check should be payable to DMH/DD/SAS. Please mail the check and this form** to the following address:

Ms Kristi Hickman
Budget and Finance Team
Division of MH/DD/SAS
3013 Mail Service Center
Raleigh, NC 27699-3013

Once we have received the fee and registration form, you will be given a password to log on to the New DWI Service Provider Web Training Site. The Web Training will further your understanding of the Office of DWI Services. Specific topics to be covered are: walking you through the application process, assisting you in developing your Policy and Procedure Manual in light of the DMH/DD/SAS Administrative Rules, discussion of G.S.122C.142.1 Substance Abuse Services for DWI Offenders, reviewing the process of conducting DWI Assessments, and service levels of client placement.

Again, thank you for your interest in becoming a DWI Service Provider in the State of North Carolina, and we look forward to working with you.

Office of DWI Services
Jason Reynolds
DWI Program Coordinator

Facility Owners Name: _____

Clinical Supervisor: _____

Facility Name: _____

Facility Address: _____

Telephone Number: _____ Email Address: _____

