

Ending a Service Agreement

Occasionally a service provider needs to terminate a service agreement. When this occurs every effort should be made to provide as much advanced notice as possible and to provide a smooth transition for the DVR consumers affected.

Please contact the local WDA Director, Supervisor (or Designee). You will need to discuss your reasons for ending the agreement. The provider should also be prepared to discuss any current authorizations and a plan for a reduction of service interruption to the DVR consumer(s) in question. 90 days notice is required to cancel a service agreement. This may involve interaction with another service provider. All efforts should be made to coordinate the smooth transfer of services with DVR and any other service provider selected by the consumer. Please see the Agreement for Services document for additional detail. The local WDA will notify the DVR Contract Specialist so that your service agreement can reflect the change.

In the event of such termination, the Provider will be compensated for acceptable work performed prior to such termination date and for all reasonable costs and liabilities to which the Provider has, out of necessity, obligated itself as a result of the Agreement, which are applicable to any period after such termination. The Provider shall use its best efforts to minimize the cost to the State.