



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Guide to Independent Services

December 2023 Version

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Overview	3
IEE Guidance for Families	5
Independent Services Guidance for Families	7
Billing Information for Independent Vendors	10
Additional Billing Guidance: Independent Educational Evaluations (IEEs).....	14
DCPS Requirements for Independent Educational Evaluations (IEEs)	14
IEE Billing Information and Invoicing Process	14
Required Documentation for Independent Educational Evaluations (IEE)	15
Provider Credential Requirements	15
DCPS Maximum Evaluation Rates	16
Additional Billing Guidance: Independent Services.....	18
Required Documentation for Independent Service Invoice Submissions	18
Provider Credential Requirements for Independent Services	19
DCPS Division of Specialized Instruction Invoice Submission Cover Sheet	20
Invoice Service Log for Independent Services – In-Person Services.....	22
APPENDIX A: List of DC Area Independent Evaluators	26
APPENDIX B: List of DC Area Independent Service Providers	35

Overview

Dear Parent or Guardian,

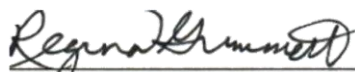
This guide was sent to you because you received an authorization letter for independent educational evaluation (IEE) or independent education services from District of Columbia Public Schools (DCPS). The time, amount, and highest cost of any evaluations, services, or repayment allowed are listed in the letter(s) given to you with this guide.

The guide includes steps for getting an IEE or independent services. It includes a list of types of evaluations and some possible providers to contact. This guide also includes directions for vendors on how to receive payment. **The service(s) on your authorization letter will be paid for by DCPS at no cost to you. Any providers picked by you will submit bills and other needed information to DCPS for payment.** Send this guide to the provider(s) you choose.

You may choose any provider even if they are not listed in this guide, as long as they: (1) don't work for the Government of the District of Columbia, (2) have the correct license needed for the given service, and (3) accept the cost and other rules written in the letter. DCPS does not suggest any independent evaluators, service providers, or tutors. This guide is just to assist you in looking for a provider. You can also change providers if you are unhappy with their services.

Our team will help in any way we can and answer any questions you have. If you have any concerns or need any help in this process, you may contact the DCPS point of contact listed on your authorization letter. If a vendor or provider has a question, they should email comped.dcps@k12.dc.gov.

Regards,

A handwritten signature in black ink, appearing to read "Regina Grimm", written over a horizontal line.

Regina Grimm
Senior Deputy Chief, Specialized Instruction

Information for Parent or Guardian

IEE Guidance for Families

What is an Independent Educational Evaluation (IEE)?

An Independent Educational Evaluation (IEE) is a private report paid for at public expense. The IEE is done by someone who does not work for the district (DCPS). An IEE should meet the same standards that are required of a school evaluation. For example, the credentials of the evaluator must be comparable to the school's evaluator. The report quality is not guaranteed. Please note, the district is not responsible for IEEs, or any harm caused by the IEE provider.

If you have questions about IEEs or billing, contact the DCPS staff listed on your letter.

How do I use my IEE authorization letter?

The steps below outline how to use the IEE(s) allowed for your student. Review all steps before calling a provider. Reach out to the DCPS staff listed on your authorization letter with any questions.

Step 1 – Review the type of evaluation(s) and covered cost(s)

The authorization letter you received shows the type of evaluation(s) that have been approved and the total that DCPS will pay for the evaluation(s). Choose someone qualified who does not charge higher than the maximum rate to perform the evaluation.

DCPS Maximum rates can be found [HERE](#). Before starting any evaluations, check that the provider accepts these rates and agrees to bill DCPS directly for payment. Email or call DCPS directly if there is a reason an evaluator cannot bill DCPS directly.

In rare cases, a provider may want to charge a rate more than the highest total cost allowed. Contact DCPS as soon as you know and tell the provider to submit a written description to explain the higher cost. DCPS must review requests for higher evaluation costs on a case-by-case basis.

Step 2 – Select a provider

After you review the type(s) of evaluation recommended for your student, select a provider. [APPENDIX A](#) includes a list of *some* providers in the DC area. **You are not required to select anyone from this list. This list is only meant as a starting point for your search.** You may select any provider who meets all three conditions listed below:

1. The provider is qualified to conduct the assessment. See [HERE](#) for certification requirements.
2. The provider accepts the evaluation rate included on your authorization letter.
3. The provider is not a DC Government employee.

Consider the following when choosing a provider:

- **Ability:** Is the provider licensed to do the evaluation?
- **Location:** Is the address somewhere that you can get to?
- **Convenience:** Are testing dates available when you want to go or close to when you want to go?
- **Approval:** Will the provider bill DCPS at the rate shown on your authorization letter?

Step 3—Schedule the evaluation(s)

After choosing a provider, schedule the date(s) needed for your student's evaluation(s). When scheduling the appointment, be sure to:

- Explain that you have an authorization letter from DCPS for an IEE.
- Send the provider a copy of the letter and this guide. (The provider will need the letter to be paid. Billing information for providers can be found [HERE](#)).
- Confirm the evaluation the provider will conduct.
- Double check the location, date, and time of the evaluation.
- Inform your student's school of the scheduled evaluation date and when you expect to receive the completed evaluation.

NOTE: Testing for independent evaluations cannot occur on DCPS school property or during the regular DCPS school day. The same limits apply to independent services.

Step 4 – Attend the evaluation(s)

Be sure to arrive on time for your scheduled evaluation. Your provider will meet with you and your student, which may include testing and interviews. Many evaluations take a full day to complete and require your participation. Your provider may also ask you to complete assessments virtually.

Step 5 – Review the evaluation with your student's school.

The provider must send a completed and signed evaluation report to the DCPS contact(s) on your authorization letter. If you receive a copy of the report, send it to the DCPS contact(s) on your letter immediately. If you are not sure who to send the completed evaluation to, contact your student's school. Once the school receives the evaluation, meeting dates will be offered to you. At that meeting, your student's team will talk about the results as well as next steps for your student.

Independent Services Guidance for Families

What are independent education services?

Independent education services are private educational services paid for at public expense. These services are given to students after the school day. They are provided by non-DCPS employees. The authorization letter you received names the type, total number and highest hourly rate for the services that DCPS is agreeing to directly fund. The letter is not an agreement for DCPS to repay (reimburse) parents for services, evaluations, or other fees charged by a provider. The letter does not have a cash value.

Types of independent education services and provider requirements

Independent education services include many types of services. Service providers must hold qualifications to provide services to students. The chart below shows the requirements for DC providers. If the services your student is authorized to receive are not on the list below, contact the DCPS staff who is on your authorization letter.

Service Type	CREDENTIAL REQUIREMENT
Adaptive Physical Education	Provider resume + DC Department of Health Physical Education License
Applied Behavioral Analysis	Provider resume
Behavior Support Services	Provider resume + DC Department of Health Psychology License, DC Department of Health Social Work License, OR DC Department of Health Professional Counseling License
Counseling	Provider resume + DC Department of Health Professional Counseling License, DC Department of Health Social Work License, OR DC Department of Health Psychology License
Mentoring	Provider resume
Occupational Therapy	Provider resume + DC Department of Health Occupational Therapy License
Physical Therapy	Provider resume + DC Department of Health Physical Therapy License
Speech-Language Pathology	Provider resume + DC Department of Health Speech-Language Pathology License
Tutoring	Provider resume

How do I use my service authorization letter?

Step 1 –Review the authorization letter

The authorization letter includes the type of independent services as well as the hourly rate that DCPS will pay the provider for these services. Keep a copy of the letter for your records. Check the expiration date. If the letter is expired, refer to your letter for instructions.

Step 2—Select service provider(s)

There is a list of some known service providers in [APPENDIX B](#). **You are not required to select anyone from this list. This list is only meant as a starting point for your search.** The provider you select must meet the licensure or certification requirements for the service they are providing to your student. The [chart above](#) lists these requirements. Additionally, the provider may not bill above the maximum hourly rate included on your authorization letter. Rates for services are set by the OSSE and are updated yearly.

Give the authorization letter and guide to any providers you choose to work with your student. Keep a copy of the authorization letter for your records.

Step 3—Notify DCPS of service provider(s)

Tell the DCPS staff member in your letter who you picked and an email address or phone number to reach them.

Step 4—Schedule and participate in service sessions

Independent services must occur when school is out including after school, on weekends, or on holidays. They MAY NOT occur on school property or during school hours (8:30am-3:30pm Monday-Friday). Your student MAY NOT receive independent services during school hours if absent from school.

Step 5—Track your student's hours

Keep track of the date(s) and time(s) when the student receives services. This may be helpful if you decide to change your provider or use more than one provider. Additionally, a DCPS representative may reach out to verify the dates and times submitted by the service provider.

Step 6—Verify services

At the end of each service session, you must sign a service log verifying the date and time in which services occurred. You should not sign the service log prior to any service sessions. If your student is at least 16 years old at the time of service, your student may sign the log at the end of each service session.

Step 7—Notify DCPS of any changes.

You may change providers at any time. Tell the new provider(s) the number of hours already used and give them a copy of the authorization letter. Additionally, inform the DCPS staff member of any changes.

Information for Vendors

Billing Information for Independent Vendors

You have received this document because a DCPS family has asked you to complete an independent educational evaluation (IEE) or provide independent services for a DCPS student. Review the guidance below regarding the invoice submission process, and see the following applicable sections for additional requirements specific to the type of service you provide:

- [Independent Education Evaluations \(IEE\)](#)
- [Independent Services](#)

Nothing in this Family Guide or in the accompanying Independent Services Authorization Letter shall be deemed to constitute a partnership or joint venture between you and DCPS or constitute either you or DCPS to be agent of one another for any purpose. Neither you nor DCPS shall have any authority to act for or bind the other in any way, or to represent that such authority is held.

Before Starting Services

1. Determine whether the student attends a Nonpublic school or DCPS/St. Coletta PCS.¹

DCPS processes invoices for students attending DCPS schools or St. Coletta Public Charter School. The Office of the State Superintendent of Education (OSSE) processes invoices for DCPS students attending Nonpublic schools.

For students attending DCPS schools and DCPS-LEA charter schools

Submit your complete invoice packet to dcps.invoices@dc.gov and comped.dcps@k12.dc.gov for payment. If you need to submit additional documentation shortly after submitting your complete invoice packet, please **only** follow-up with comped.dcps@k12.dc.gov and reference the invoice number and submission date.

For students attending Nonpublic schools

Submit invoices to OSSE using this link: <https://dcgov.app.box.com/f/a9413becd0ed4a9184ca8d7c8b99f7b5> If you have any questions prior to submitting your completed invoice packet, contact Tessa Haiden via email: (tessa.haiden@dc.gov) or phone: (202) 654 6125.

2. Register as a vendor in the District Integrated Financial System (DIFS).

The District of Columbia has implemented a new financial system, DIFS – District Integrated Financial System, effective October 3, 2022. This requires registration of suppliers into the system. Once registered, suppliers will have the option to make updates to contact, address, banking, and business classification information as needed.

There are two reasons why you should log into the [DIFS Supplier Portal](#):

1. If this is your first time billing DCPS and you are not an existing vendor, the Supplier Portal Self Service Job Aid linked below provides step-by-step instructions that you must follow in order to register as a supplier.
2. If you are an existing vendor and you would like to update your information or enroll in direct deposit, you must follow the steps outlined in the DIFS Existing Supplier Portal Self-Service Job Aid linked below.

To access the supplier portal, an email address must be added to the supplier record by emailing suppliers@dc.gov

¹ Details about this distinction may be found at the OSSE website <http://osse.dc.gov> under the section “Special Education.”

or calling (202) 442-6870 (Monday through Friday, 8:00am to 5:00pm EST). Once the email address has been added to the supplier record, the supplier portal will be accessible.

Below are the resources to assist you with the Supplier Portal:

- [Supplier Portal Self Service Job Aid](#)
- [DIFS Existing Supplier Portal Self Service Job Aid](#)
- [Frequently Asked Questions](#)

IMPORTANT: You may notice that the resources linked above mention that invoices can be submitted via the existing vendor portal. However, this does not apply to the type of invoices that you submit for independent services. Continue to submit invoices to dcps.invoices@dc.gov and comped.dcps@k12.dc.gov as required for payment processing.

If you have any questions about creating a new supplier profile, updating an existing supplier profile, or direct deposit enrollment via the Supplier Portal, please send an email to suppliers@dc.gov or call (202) 442-6870 (Monday through Friday, 8:00am to 5:00pm EST).

3. Discuss any extenuating circumstances that may affect your ability to provide services or bill DCPS directly for services.

If an extenuating circumstance prevents you from billing DCPS directly, notify the family *before* beginning services. They will need to discuss this with their DCPS point of contact before proceeding.

Submitting Invoices to DCPS

Independent service providers bill DCPS directly and must submit all required information in order to request payment from the District of Columbia Public Schools (DCPS) Office of Teaching and Learning.

Submit one complete invoice packet per student, on single-sided, standard sized (8.5x11") paper. See [here](#) (for IEEs) and [here](#) (for independent services) for a table outlining the information and documents required for each invoice packet.

Submit all completed invoice packets to dcps.invoices@dc.gov and comped.dcps@k12.dc.gov.

Billing Reminders

Below are reminders and tips related to submitting invoice packets. Please note, failing to abide by the guidelines included in this section may result in a delay or refusal of payment.

DO submit invoices in a timely manner. Invoices submitted more than six (6) months after the date the services were provided shall not be accepted unless specifically approved by, and at the discretion of, DCPS Cf. (5A DCMR 2901.9).

DO provide a copy of all credentials for independent service providers. Copies of the current license/certification of all providers who provided services to or evaluated the student during the period covered by the invoice. An individual's specific credentials may impact the rate at which DCPS is authorized to pay for services. By submitting

an invoice for payment, all providers represent and acknowledge that they meet the established qualifications to provide independent services in your related discipline. See the table below for a list of the qualifications required for each independent service type. If you do not see the authorized service type listed, please reach out to the DCPS point of contact on the authorization letter to confirm the credential requirement for the authorized service type.

DO submit all invoice packets via email. Email completed invoice packets to dcps.invoices@dc.gov and comped.dcps@k12.dc.gov. DCPS cannot confirm receipt of invoice packets sent by mail, courier, or hand delivery.

DO NOT provide independent services during school hours. Independent services are not intended to replace school-based services. Services provided on DCPS school property or during normal school hours on days in which a student is absent will not be approved for payment unless otherwise specified in the DCPS authorization letter.

If services are provided during normal school hours (8:30am – 3:30pm), the following documentation is required:

- A copy of the school's calendar if services were provided on a weekday that was not a federal holiday OR
- An email from the school regarding school hours if services were provided prior to 3:30PM to confirm that the school had an early dismissal.

DO NOT ask the parent, guardian, or adult student to sign the service log prior to providing services. The verification signature must be provided after the completion of each session.

DO NOT send the same invoice more than once unless it was previously disputed and you have been advised to resubmit a complete invoice packet for the disputed charges. By submitting an invoice more than once, you can potentially create a duplicate submission in the system which can cause a delay in payment.

DO NOT submit an invoice that includes more than one service. Individual invoice packets may only include one type of provided service. For example, a company that provides BOTH occupational therapy and speech- language services to the same student would need to submit one invoice packet for the occupational therapy services and a separate invoice packet for the speech-language services.

DO NOT submit a copy of your W-9 form with every invoice submission. You only need to submit your W-9 form to DCPS with your first invoice to DCPS or when there is any change to the information contained therein (ex. address, telephone number).

Processing Status Updates

Once your invoice has been processed, you will receive a processing status update from comped.dcps@k12.dc.gov. This email will let you know that your invoice has been reviewed by the Compensatory Education Billing Team and routed to Accounts Payable for payment processing. Please keep in mind that Accounts Payable (AP) must also review and approve your invoice documentation before issuing payment.

- If there is a partial/full dispute of your invoice, the processing status update will include a detailed dispute letter specifying the approved amount, disputed amount, and resubmission instructions (if applicable).

Note: It is recommended that you use the processing status update to track which invoices are included in your lump sum payment if you submitted more than one invoice on (or around) the same day.

Payments of undisputed amounts shall be made on the 5th or 15th day in the month following the corresponding invoice processing date of the prior month. When the 5th or 15th is not a business day, the due date shall be the first business day thereafter. Payments shall be made by automated clearing house (ACH) electronic transfer and, to the extent practicable, shall include identifying payment information.

Source: [Final Rulemaking published at 59 DCR 7495, 7499 \(June 22, 2012\).](#)

Additional Billing Guidance: Independent Educational Evaluations (IEEs)

DCPS Requirements for Independent Educational Evaluations (IEEs)

All DCPS-funded IEEs must meet these requirements.

1. Written report on vendor letterhead, including:
 - a. Evaluator's written signature
 - b. Evaluator's credentials
 - c. Evaluator's email address
 - d. Evaluation date(s)
 - e. Procedures used (including any student observations),
 - f. Assessment instruments used,
 - g. Results,
 - h. Diagnostic impressions,
 - i. Relevant recommendations for meeting identified needs of student, and
2. Evaluation completed by qualified professional who meets the licensure, certification, and credentialing criteria for his or her discipline in Washington, D.C., or the locality of practice, or is appropriately supervised by a clinician who meets these criteria. See [here](#) for licensure requirements for the District of Columbia.

IEE Billing Information and Invoicing Process

- Send copies of completed evaluations to families, the DCPS staff member identified in the authorization letter as well as including it as part of any invoice packet submitted to DCPS or OSSE for payment.
- By submitting your invoice, you represent and acknowledge that you meet the licensure, certification, and credentialing criteria for your evaluation discipline [outlined here](#).
- Notify the family ***before beginning any evaluations*** if an extenuating circumstance will prevent you from billing DC Government (DCPS or OSSE) directly. The family will need to discuss this with their DCPS point of contact before proceeding.
- Notify the family ***before beginning any evaluations*** if you cannot complete the evaluation for the rate or maximum total specified in the authorization letter. Maximum hourly rates and totals can be found [here](#).
- Contact the DCPS staff member identified in the authorization letter if you have any questions prior to submitting your completed packet.

Required Documentation for Independent Educational Evaluations (IEE)

All invoices **must** include the documents and information outlined in the table below:

Type of Document	Document MUST Include
DCPS Invoice Submission Cover Sheet (See here for template.)	
Detailed invoice for services on company letterhead	<ul style="list-style-type: none"> • Student's name • Student's date of birth • Student's attending school • Student's DCPS ID number • Invoice number
A copy of the entire DCPS IEE authorization letter/HOD/SA	
A copy of the evaluation report on company letterhead	<ul style="list-style-type: none"> • Evaluator's signature • Evaluator's credentials • Evaluator's email address • Evaluation date(s)
A copy of the evaluator's license/credentials that was active at the time of service ²	<ul style="list-style-type: none"> • Issue date • Expiration date (see footnote)
Completed W-9 tax form ³	<ul style="list-style-type: none"> • The W-9 form must be submitted with the first invoice to DCPS <u>and</u> when there is any change to the information contained therein (ex. address, telephone number). • Must include a valid, current telephone number • Must include a physical address (even if the business uses a P.O. Box) • Must be signed and dated

Provider Credential Requirements

Providers working in Washington, DC must meet the following requirements. Providers working in other jurisdictions must meet the equivalent license requirements for the area in which they practice. A copy of the evaluator's valid credentials as of the time of the evaluation must be included with each invoice submission.

Independent Educational Evaluation Requirements

DISCIPLINE	EVALUATION TYPE	CREDENTIAL REQUIREMENT
Psychology	Psychological Assessment and Functional Behavior Assessment	Resume + DC Department of Health Psychology License
Social Work	Social History Assessment and Functional Behavior Assessment	Resume + DC Board of Social Work licensure as a social worker
Audiology	Audiological Assessment and Auditory Processing Disorder Assessment	Resume + DC Department of Health Audiology License

² If the license/credential does not include the issue and expiration date, a copy of the license verification lookup results must be obtained from the licensing board's website and included with the invoice submission.

³ This form only needs to be submitted with your first invoice and when there is any change to the information contained therein (ex. address, telephone number).

DISCIPLINE	EVALUATION TYPE	CREDENTIAL REQUIREMENT
Speech Language Pathology	Speech Language Assessment and Assistive Technology Assessment (depending on referral questions)	Resume + DC Department of Health Speech Language Pathology License
Occupational Therapy	Occupational Therapy Assessment and Assistive Technology Assessment (depending on referral questions)	Resume + DC Department of Health Occupational Therapy License
Physical Therapy	Physical Therapy Assessment and Assistive Technology Assessment (depending on referral questions)	Resume + DC Department of Health Physical Therapy License
Behavioral Analysis	Functional Behavior Assessment	Resume + Licensed by Behavior Analyst Certification Board (Master's degree + passing of BCBA exam), Department of Health Psychology License, or Board of Social Work licensure as a social worker
Adaptive Physical Education	Adaptive Physical Education Assessment	Resume + DC Department of Health Physical Education License

DCPS Maximum Evaluation Rates

The table below includes the maximum hourly rates and maximum total rates DCPS will pay for any assessment. These rates are set by the OSSE and are updated yearly.⁴ The specific rate cap for an assessment may also be stipulated on the IEE authorization letter for an assessment type not included on the below list. For assessments not on this list, DCPS will pay reasonable costs.⁵

Evaluation Type	Maximum Hourly Rate	Maximum Total Rate
Comprehensive Psychological (cognitive, achievement, social-emotional, possible depression/anxiety, educational component)	\$147.98	\$2,500.00
Neuropsychological (cognitive, achievement and comprehensive neuropsychological battery)	\$147.98	\$2,958.20
Educational	N/A	\$1,000.00
Occupational Therapy	\$130.38	\$782.28
Physical Therapy	\$123.80	\$495.20
Speech and Language	\$124.73	\$997.84
Audiological	\$125.73	\$502.92
Social History	\$80.00	\$160.00
Functional Behavior Assessment	N/A	\$1,200.00

⁴ <https://osse.dc.gov/publication/nonpublic-services-rate-chart>

⁵ DCPS utilizes rates that are applicable to personnel utilized by public agencies pursuant to the District of Columbia Municipal Regulations. Reasonable and documented fees that exceed these rates may be allowed on a case-by-case basis at the discretion of the District of Columbia, when the evaluator can justify that excess costs were essential for educational and/or diagnostic purposes. **Evaluators should immediately reach out to the DCPS point of contact listed on the authorization letter to provide justification if they believe a higher rate is required to complete the evaluation.**

Evaluation Type	Maximum Hourly Rate	Maximum Total Rate
Adaptive Physical Education	N/A	\$460.20
Assistive Technology	N/A	\$1,550.00
Vocational I	N/A	\$1,200.00
Vocational II	N/A	\$2,000.00

Additional Billing Guidance: Independent Services

Required Documentation for Independent Service Invoice Submissions

All invoices **must** include the documents and information outlined in the table below:

Required Document	Template Link	Information Document MUST Include
DCPS Invoice Submission Cover Sheet	Cover Sheet	
Detailed Invoice for services on company letter head		<ul style="list-style-type: none"> • Student's full name, date of birth (DOB), and DCPS ID number • Invoice number and date • The total cost and time period covered (time period may not exceed one month) • The total number of hours billed • The authorized hourly rate • Vendor email address
Signed Invoice Service Log	Service Log	<ul style="list-style-type: none"> • Student's full name • Student's date of birth (DOB) • Student's DCPS ID number • Student's attending school • Type of service – only one type of service per service log • Date(s), day(s), and time(s) when the service was provided • Signature of the parent, guardian, or student (if at least 16 years old at the time of service), for each occurrence of the service <p>IMPORTANT: The invoice service log may not be signed until <u>after</u> services have been completed.</p> <ul style="list-style-type: none"> • First and last name of the service provider • Parent, guardian, or adult student's printed name and email address • Vendor's printed name and email address
DCPS Authorization Letter		<ul style="list-style-type: none"> • Must include the name, contact information, and signature of the DCPS staff who authorized the services
Credentials of the service provider		<ul style="list-style-type: none"> • Copy of the license/certification that was active when the service was provided. • See the table below for the credentials required for each service type. • Please contact the DCPS point of contact on the authorization letter if the authorized service provided is not included on the list below.

Required Document	Template Link	Information Document MUST Include
W-9 Form	W-9 Form	<p>The W-9 form must be submitted with the first invoice to DCPS <u>and</u> when there is any change to the information contained therein (ex. address, telephone number).</p> <ul style="list-style-type: none"> • Must include a valid, current telephone number • Must include a physical address (even if the business uses a P.O. Box) • Must be signed and dated

Provider Credential Requirements for Independent Services

Providers working in Washington, DC must meet the following requirements. Providers working in other jurisdictions must meet the equivalent license requirements for the area in which they practice. A copy of the service provider's valid credentials as of the time of service must be included with each invoice submission.

Service Type	CREDENTIAL REQUIREMENT
Adapted Physical Education	Provider resume + DC Department of Health Physical Education License
Applied Behavioral Analysis	Provider resume
Behavior Support Services	Provider resume + DC Department of Health Psychology License, DC Department of Health Social Work License, OR DC Department of Health Professional Counseling License
Counseling	Provider resume + DC Department of Health Professional Counseling License, DC Department of Health Social Work License, OR DC Department of Health Psychology License
Mentoring	Provider resume
Occupational Therapy	Provider resume + DC Department of Health Occupational Therapy License
Physical Therapy	Provider resume + DC Department of Health Physical Therapy License
Speech-Language Pathology	Provider resume + DC Department of Health Speech-Language Pathology License
Tutoring	Provider resume

Rates for independent services are available by clicking this [link](#).

DCPS Division of Specialized Instruction Invoice Submission Cover Sheet

(To be completed by the service provider)

DIRECTIONS: Complete the coversheet below and confirm that all required documents are included in your invoice submission. Invoice submissions that do not include all required documentation are incomplete and cannot be processed.

Vendor Name (as shown on your income tax return):		Invoice Number:
Invoice Date:	Invoice Amount:	Period of Service:
Vendor Email Address:		Vendor Phone Number:

Check the box below to indicate the type of service covered by your invoice and ensure all required supporting documentation is included in your invoice packet prior to submission.

☐ **Independent Educational Evaluation**

- Detailed invoice for services on company letterhead
- Copy of the evaluation report on company letterhead that includes the evaluator's written signature, evaluator's credentials, evaluation date, and evaluator's email address
- Copy of the evaluator's license/credentials (must be active at the time of service)
- DCPS IEE authorization letter/HOD/SA for the completion of the evaluation
- W-9 tax form (only for the first invoice to DCPS or when there is any change to the information contained therein (ex. address, telephone number))

☐ **Independent Services**

- Detailed invoice for services on company letterhead
- Signed invoice service log verifying the completion of services
 - For services delivered in person:
 - Include the 'Invoice Service Log' signed by the parent/guardian/adult student
 - For services delivered virtually:
 - Include the 'Virtual Services Verification Log'
 - IMPORTANT: The parent or adult student must complete the 'Parent/Adult Student Verification Log' (or send an email listing service dates and times) and send directly to comped.dcps@k12.dc.gov (cc: your company)
- DCPS authorization letter for the completion of services
- Credentials of the provider(s) who provided services to the student (must be active at the time of service)
- W-9 tax form (only for the first invoice to DCPS or when there is any change to the information contained therein (ex. address, telephone number))

Submit your complete invoice packet to dcps.invoices@dc.gov and comped.dcps@k12.dc.gov for payment. If you need to submit additional documentation shortly after submitting your complete invoice packet, please only follow-up with comped.dcps@k12.dc.gov and reference the invoice number and submission date.

Invoice Service Log for Independent Services – In-Person Services

(To be completed by the service provider)

DIRECTIONS: Complete all table fields below. This document must be completed fully and signed to be reviewed and/or processed for payment.

Student's Name:	Attending School:
Student's DOB/DCPS ID:	Type of Service:

[illegible]

Parent/Guardian's Name: _____ Email Address: _____

Vendor's Name: _____ Email Address: _____

Service Provider's Name: _____ Service Provider's Signature: _____

Virtual Services Verification Log – Part 1

(To be completed by the service provider)

DIRECTIONS: The service provider must complete all table fields below and the verification log found [HERE](#). The parent/guardian must also complete Part 2 of this document (or send an email to comped.dcps@k12.dc.gov with the same information) and both documents must be signed to be reviewed for payment.

Student's Name:	Attending School:
Student's DOB/DCPS ID:	Type of Service:

Day of the Week	Service Date	Provider location (DC, MD, or VA?)	Mode of Delivery (FaceTime, Microsoft Teams, Zoom, etc.)?	Time In	Time Out	Total Hours

Initial the appropriate statement below (required):

☐ I certify that parent was present and the above information is true to the best of my knowledge and belief.

☐ I certify that parent was NOT present the above information is true to the best of my knowledge and belief.

I further understand that any false statements or representations may result in a criminal penalty [DC Code 22-2405](#)⁶.

The requirement for a parent/legal guardian to be present when services are completed if the student is under the age of 18 years old depends upon the type of service.

Parent/Guardian's Name: _____ Email Address: _____

Vendor's Name: _____ Email Address: _____

Service Provider's Name: _____ Service Provider's Signature: _____

⁶ Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly to any instrumentality of the District of Columbia government, under circumstance in which the statement could reasonably be expected to be relied upon as true. (DC Code 22-2405).

Virtual Services Verification Log – Part 2

(To be completed by the parent/guardian/adult student)

If the vendor provided services virtually, the parent/guardian or adult student must complete this form and send it to comped.dcps@k12.dc.gov and copy the vendor. Information in this form must match the vendor's [Invoice Service Log for Independent Services – Virtual Services](#). The email must include the subject line "Verification of Virtual Services," and the email identifies the sender, sender's relationship to student and student's name and date of birth.

Student's Name:	Attending School:
Student's DOB/DCPS ID:	Type of Service:
Vendor Name:	Provider Name:

Day of the Week	Service Date	Student location when services were provided (DC, MD, or VA?)	Mode of Delivery (FaceTime, Microsoft Teams, Zoom, etc.)?	Time In	Time Out	Total Hours

Initial the appropriate statement below (required):

☐ I certify that I WAS present the above information is true to the best of my knowledge and belief.

☐ I certify that I WAS NOT present the above information is true to the best of my knowledge and belief.

I further understand that any false statements or representations may result in a criminal penalty [DC Code 22-2405](#)⁷.

The requirement for a parent/legal guardian to be present when services are completed if the student is under the age of 18 years old depends upon the type of service.

Parent/Guardian/Adult Student's Name: _____ Email: _____

Parent/Guardian/Adult Student's Signature: _____ Date: _____

⁷ Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly to any instrumentality of the District of Columbia government, under circumstance in which the statement could reasonably be expected to be relied upon as true. (DC Code 22-2405).

Appendix A

APPENDIX A: List of DC Area Independent Evaluators

Evaluation Type	PROVIDER NAME AND CONTACT
Psychological	Acumen Behavioral Consulting Inc., David Cranford www.acumenbehavioral.com 1800 Town Center Dr. Ste. 420, Reston, VA 20190 P: 240.303.2141 E: david@acumenbehavioral.com
Psychological	Alina Assessment Services, Joette James 639 Keefer Pl NW, Washington, DC 20010 P: 240.381.6617 E: joettedj@aol.com
Psychological	Anthony Henley, Psy.D. www.anthonysenlepsyd.com 2327 40th St. NW #1, Washington, DC 20007 P: 202.248.2487 E: ahenlepsyd@gmail.com
Psychological	Behavioral and Educational Solutions 8609 2 nd Ave #506B, Silver Spring, MD 20910 P: 240.398.3514 E: info@besdc.com
Psychological	Campbell Psychological Services www.camppsychserv.com 8607 2 nd Ave. Ste 506-A, Silver Spring, MD 20910 P: 301.589.5533 E: kcampbell@CampPsychServ.com
Psychological	COMPASS Mental Health Consultants, LLC 11140 Rockville Pike, Ste. 400, Rockville, MD 20852 P: 240.630.4048 E: pojevwe@gmail.com
Psychological	Crawford Consulting and Mental Health Services Inc. 1775 I Street NW Suite 1150 Washington, DC 20006 P: 202-587-5784 E: kiarac@crawfordconsultingmhs.org
Psychological	Education Due Process Solutions 1296 Cronson Blvd. #4071 Crofton, MD 21114 P: 240.294.6047 E: jessica@educationdps.com
Psychological	Educational Resources, LLC 5104 Aldershot Drive. Suite: 1B, Lanham, MD. 20706 P: 301.661.2348 E: support@educationalresources1.com
Psychological	Ekdome Neuropsychology Group 3040 Williams Dr. Suite 402 Fairfax, VA 22031 P: 703.573.3573 E: ekdomgroup@braintc.com
Psychological	Gallaudet University Hearing and Speech Center Sorenson Language and Communication Center 800 Florida Ave. NE, NLCC Bldg #2200, Washington, DC 20002 P: 202.651.5328 Video Phone: 202-251-2119 E: anthony.duvall@gallaudet.edu or guhsc@gallaudet.edu
Psychological	Gallaudet University Allied Health Services 800 Florida Avenue NE, Washington, D.C. 20002 P: 202.651.5328 Video Phone: 202-251-2119 E: florence.espiritu@gallaudet.edu
Psychological	George Washington Meltzer Center 2013 H St. NW 4 th floor, Washington, DC, 20006 P: 202.994.9072 E: meltzercenter@gwu.edu

Evaluation Type	PROVIDER NAME AND CONTACT
Psychological	Interdynamics Inc., Joan Branch 8181 Professional Place, Ste 200, Hyattsville, MD 20785 P: 301.306.4590 E: jbranch@interdynamicsinc.com www.interdynamicsinc.com
Psychological	Kingston Psychological Services, PLLC (www.kingston-health.com) 10 G St. NE Suite 600 Washington, DC 20002 P: 202.810.2198 E: faithsproul@kingstonps.com
Psychological	Lifelong Wellness 8121 Georgia Ave Ste. 450, Silver Spring, MD 20910 P: 301.367.4827 E: drsanders@lifelongwellnessdc.com
Psychological	Morgan Holdings Group, LLC POC: (Dr. Kendel M. Wylie-Pugh) 4309 Travancore Court Randallstown, MD 21133 P: 443-413-9484 E: kwp@morganholdings.org
Psychological	The Mecca Group, LLC (www.themeccagroupllc.com) 1001 Connecticut Ave NW, Suite 1235 Washington, DC 20036 P: 202.529.3117 E: administrator@themeccagroupllc.com
Psychological	Quince Orchard Psychotherapy 60 Market St. Ste. 207, Gaithersburg, MD 20878 P: 240.750.6467 E: contact@qopsych.com
Psychological	The Child and Family Practice 4800 Hampden Ln. Ste. 200 Bethesda, MD 20814 P: 703.647.4197 E: info@childandfamilypractice.com
Psychological	Young & Well, LLC 932 Hungerford Drive, Suite 18A, Rockville, Maryland 20850 P: 301.327.4434 E: Hello@TheYoungandWell.com www.theyoungandwell.com
Speech and Language	Acumen Behavioral Consulting Inc., David Cranford www.acumenbehavioral.com 1800 Town Center Dr. Ste. 420, Reston, VA 20190 P: 240.303.2141 E: david@acumenbehavioral.com
Speech and Language	Behavior and Education Solutions 8609 2 nd Ave., Suite 404B, Silver Spring, MD 20910 P: 240.398.3514 E: info@besdc.com
Speech and Language	Capitol Kids Therapy 201 Massachusetts Ave. NE #C-9, Washington, DC 20002 P: 202.907.4824 leslie.humes@capitolkidstherapy.com
Speech and Language	District Speech and Language Therapy 2604 Connecticut Ave. NW, Suite 202, Washington, DC 20017 P: 202.417.6676 E: info@districtspeech.com
Speech and Language	Education Due Process Solutions 1296 Cronson Blvd. #4071 Crofton, MD 21114 P: 301-661-2348 E: support@educationalresources1.com
Speech and Language	Educational Resources, LLC 5104 Aldershot Drive. Suite: 1B, Lanham, MD. 20706 P: 301.661.2348 E: support@educationalresources1.com

Evaluation Type	PROVIDER NAME AND CONTACT
Speech and Language	Gallaudet University Hearing and Speech Center Sorenson Language and Communication Center 800 Florida Ave. NE, NLCC Bldg #2200, Washington, DC 20002 P: 202.651.5328 Video Phone: 202-250-2119 E: guhsc@gallaudet.edu
Speech and Language	Gallaudet University Allied Health Services 800 Florida Avenue NE, Washington, D.C. 20002 P: 202.651.5328 Video Phone: 202-2510-2119 E: florence.espiritu@gallaudet.edu
Speech and Language	Impressions Pediatric Therapy, Monica Titus https://www.impressionstherapy.com 7500 Marlboro Pike Suite A. Forestville, MD 20747 P: 301.233.2268 E: mtitus@impressionstherapy.com
Speech and Language	The Mecca Group, LLC (www.themeccagroupllc.com) 1001 Connecticut Ave NW, Suite 1235 Washington, DC 20036 P: 202.529.3117 E: administrator@themeccagroupllc.com
Speech and Language	The Speech Therapy Company www.speechtherapycompany.com 1200 Pennsylvania Ave NW #253 Washington, DC 20004 P: 202.716.3650 E: dharris@speechtherapycompany.com
Speech and Language	My Brother's Keeper Transitional Living Service (www.MBKDC.org) 2616 Georgia Avenue NW, Washington, DC 20001 P: 202-386-6311 E: awashington@mbkdc.org
Speech and Language	Professional Academic Tutoring Services 10100 Cudby Court, Lanham, Maryland 20706 P: 301.919.9782 E: p.a.t.s@comcast.net
Speech and Language	Skills on the Hill, LLC 1301 Pennsylvania Ave SE, BSMT - Washington, DC 20003 P: 202-544-5439 E: sothdc@skillsonthehill.com
Speech and Language	Something 2 Talk About 4200 Forbes Blvd Suite 112, Lanham, MD 20706 P: 301.661.4729 E: admin@s2talkabout.net
Speech and Language	The Reading and Language Learning Center 8229 Boone Blvd., Suite 660, Vienna, VA 22182 P: 703.821.1363 E: info@readingllcenter.com
Speech and Language	Unlimited Expressions 3414 Summit Ct. NE, Washington, DC 20018 P: 202.744.8158 E: jbspeechtx@gmail.com
Speech and Language	MZ Therapeutic Consultants, Inc. 4500 New Hampshire Ave. NW, Washington, DC 20011 P: 917.574.2755 E: mzapataslp@gmail.com
Speech and Language	Optimum Pathway LLC www.optimumpathway.com 4038 Caribon St Bowie, MD 20721 P: 301.523.3444 E: info@optimumpathway.com

Evaluation Type	PROVIDER NAME AND CONTACT
Speech and Language	TECHnically Speaking, LLC www.technicallyslp.com PO Box 6026 Capitol Heights, MD 20791 P: 609.568.0358 E: technicallyslp@gmail.com
Speech and Language	Therapy Associates LLC www.therapyassociatellc.com 5625 Allentown Road Suite 200, Suitland MD 20746 P: 301.241.0285 E: Info@therapyassociatellc.com
Speech and Language	Triumph Therapeutics About (triumphtherapeutics.com) 4900 Massachusetts Avenue NW Suite 340, Washington, DC 20016 P: 202-621-9793 E: care@triumphtherapeutics.com
Speech and Language	Young & Well, LLC 932 Hungerford Drive, Suite 18A, Rockville, Maryland 20850 P: 301.327.4434 E: Hello@TheYoungandWell.com www.theyoungandwell.com
Speech and Language	Cole Pediatric Therapy (DC) 507 Capitol Court NE, Suite 100, Washington, DC 20002 P: 202.544.2320 E: therese.forbes@colehealth.com www.colehealth.com
Physical Therapy	Skills on the Hill, LLC 1301 Pennsylvania Ave SE, BSMT - Washington, DC 20003 P:202-544-5439 E: sothdc@skillsonthehill.com
Physical Therapy	Impressions Pediatric Therapy, Monica Titus https://www.impressionstherapy.com 7500 Marlboro Pike Suite A. Forestville, MD 20747 P: 301.233.2268 E: mtitus@impressionstherapy.com
Physical Therapy	My Brother's Keeper Transitional Living Service (www.MBKDC.org) 2616 Georgia Avenue NW, Washington, DC 20001 P: 202-386-6311 E: awashington@mbkdc.org
Physical Therapy	Supporting Families, Inc. Yolanda Lusane 4415 3rd Street NW WDC 20011 P:202.423.3939 E: Ylusane@gmail.com
Physical Therapy	Triumph Therapeutics About (triumphtherapeutics.com) 4900 Massachusetts Avenue NW Suite 340, Washington, DC 20016 P: 202-621-9793 E: care@triumphtherapeutics.com
Physical Therapy	Weinfeld Education Group 104 Northwood Avenue, Silver Spring, MD 20901 P: 301.681.6233 E: admin@weinfeldeducationgroup.com
Physical Therapy	Cole Pediatric Therapy (DC) 507 Capitol Court NE, Suite 100, Washington, DC 20002 P: 202.544.2320 E: therese.forbes@colehealth.com www.colehealth.com
Occupational Therapy	Acumen Behavioral Consulting Inc., David Cranford www.acumenbehavioral.com 1800 Town Center Dr. Ste. 420, Reston, VA 20190 P: 240.303.2141 E: david@acumenbehavioral.com
Occupational Therapy	Impressions Pediatric Therapy, Monica Titus https://www.impressionstherapy.com

Evaluation Type	PROVIDER NAME AND CONTACT
	7500 Marlboro Pike Suite A. Forestville, MD 20747 P: 301.233.2268 E: mtitus@impressionstherapy.com
Occupational Therapy	Therapy Associates LLC www.therapyassociatellc.com 5625 Allentown Road Suite 200, Suitland MD 20746 P: 301.241.0285 E: Info@therapyassociatellc.com
Occupational Therapy	TLC - The Treatment and Learning Centers (www.ttlc.org) 1390 Piccard Drive, Suite 210, Rockville, MD 20850 P: 301.454.5200 E: ltorvik@ttl.org
Occupational Therapy	Unlimited Expressions www.unlimitedexpressionsllc.com 3414 Summit Ct. NE Washington, DC 20018 P: 202.744.8158 E: jbspeechtx@gmail.com
Occupational Therapy	Skills on the Hill, LLC 1301 Pennsylvania Ave SE, BSMT - Washington, DC 20003 P: 202-544-5439 E: sothdc@skillsonthehill.com
Occupational Therapy	The Mecca Group, LLC (www.themeccagroupllc.com) 1001 Connecticut Ave NW, Suite 1235 Washington, DC 20036 P: 202.529.3117 E: administrator@themeccagroupllc.com
Occupational Therapy	Something 2 Talk About 9470 Annapolis Road Suite 409 Lanham, MD 20706 P: 301.661.4769 E: admin@s2talkabout.net
Occupational Therapy	Triumph Therapeutics About (triumphtherapeutics.com) 4900 Massachusetts Avenue NW Suite 340, Washington, DC 20016 P: 202-621-9793 E: care@triumphtherapeutics.com
Occupational Therapy	Weinfeld Education Group 104 Northwood Avenue, Silver Spring, MD 20901 P: 301.681.6233 E: admin@weinfeldeducationgroup.com
Occupational Therapy	My Brother's Keeper Transitional Living Service (www.MBKDC.org) 2616 Georgia Avenue NW, Washington, DC 20001 P: 202-386-6311 E: awashington@mbkdc.org
Occupational Therapy	Rise DC LLC 2121 Decatur Place NW STE 10, Washington DC 20008 P: 412.965.5538 E: Morgan@risewithusdc.com
Occupational Therapy	Young & Well, LLC 932 Hungerford Drive, Suite 18A, Rockville, Maryland 20850 P: 301.327.4434 E: Hello@TheYoungandWell.com www.theyoungandwell.com
Occupational Therapy	Cole Pediatric Therapy (DC) 507 Capitol Court NE, Suite 100, Washington, DC 20002 P: 202.544.2320 E: therese.forbes@colehealth.com www.colehealth.com
Social History	My Brother's Keeper Transitional Living Service (www.MBKDC.org) 2616 Georgia Avenue NW, Washington, DC 20001 P: 202-386-6311 E: awashington@mbkdc.org
Social History & Functional Behavioral Assessment (FBA)	Acumen Behavioral Consulting Inc., David Cranford www.acumenbehavioral.com 1800 Town Center Dr. Ste. 420, Reston, VA 20190

Evaluation Type	PROVIDER NAME AND CONTACT
	P: 240.303.2141 E: david@acumenbehavioral.com
Functional Behavioral Assessment (FBA)	Continuum Behavioral Health, Rachel Voigt 8230 Leesburg Pike Suite 740 Vienna, VA 22182 P: 877.504.4141 E: Contact@autismspectrumalliance.com www.autismspectrumalliance.com
Functional Behavioral Assessment (FBA)	Interdynamics Inc., Joan Branch 8181 Professional Place, Ste 200, Hyattsville, MD 20785 P: 301.306.4590 E: jbranch@interdynamicsinc.com www.interdynamicsinc.com
Social History Functional Behavioral Assessment (FBA)	Young & Well, LLC 932 Hungerford Drive, Suite 18A, Rockville, Maryland 20850 P: 301.327.4434 E: Hello@TheYoungandWell.com www.theyoungandwell.com
Social History Functional Behavioral Assessment (FBA)	Educational Resources, LLC 5104 Aldershot Drive. Suite: 1B, Lanham, MD. 20706 P: 301.661.2348 E: support@educationalresources1.com
Social History Functional Behavioral Assessment (FBA)	The Mecca Group, LLC (www.themeccagroupllc.com) 1001 Connecticut Ave NW, Suite 1235 Washington, DC 20036 P: 202.529.3117 E: administrator@themeccagroupllc.com
Social History Functional Behavioral Assessment (FBA)	Weinfeld Education Group 104 Northwood Avenue, Silver Spring, MD 20901 P: 301.681.6233 E: admin@weinfeldeducationgroup.com
Assistive Technology	Acumen Behavioral Consulting Inc., David Cranford www.acumenbehavioral.com 1800 Town Center Dr. Ste. 420, Reston, VA 20190 P: 240.303.2141 E: david@acumenbehavioral.com
Assistive Technology	Cole Pediatric Therapy (DC) 507 Capitol Court NE, Suite 100, Washington, DC 20002 P: 202.544.2320 E: therese.forbes@colehealth.com www.colehealth.com
Assistive Technology	My Brother's Keeper Transitional Living Service (www.MBKDC.org) 2616 Georgia Avenue NW, Washington, DC 20001 P: 202-386-6311 E: awashington@mbkdc.org
Assistive Technology	Professional Academic Tutoring Services 10100 Cudby Court, Lanham, Maryland 20706 P: 301.919.9782 E: p.a.t.s@comcast.net
Assistive Technology	Skills on the Hill, LLC 1301 Pennsylvania Ave SE, BSMT - Washington, DC 20003 P: 202-544-5439 E: sothdc@skillsonthehill.com
Assistive Technology	TECHnically Speaking, LLC www.technicallyslp.com PO Box 6026 Capitol Heights, MD 20791 P: 609.568.0358 E: technicallyslp@gmail.com
Assistive Technology	Therapy Associates LLC www.therapyassociatellc.com 5625 Allentown Road Suite 200, Suitland MD 20746 P: 301.241.0285 E: Info@therapyassociatellc.com

Evaluation Type	PROVIDER NAME AND CONTACT
Assistive Technology	The Speech Therapy Company www.speechtherapycompany.com 1200 Pennsylvania Ave NW #253 Washington, DC 20004 P: 202.716.3650 E: dharris@speechtherapycompany.com
Assistive Technology	Weinfeld Education Group 104 Northwood Avenue, Silver Spring, MD 20901 P: 301.681.6233 E: admin@weinfeldeducationgroup.com
Assistive Technology	Young & Well, LLC 932 Hungerford Drive, Suite 18A, Rockville, Maryland 20850 P: 301.327.4434 E: Hello@TheYoungandWell.com www.theyoungandwell.com
Adaptive Physical Education (APE)	My Brother's Keeper Transitional Living Service (www.MBKDC.org) 2616 Georgia Avenue NW, Washington, DC 20001 P: 202-386-6311 E: awashington@mbkdc.org
Adaptive Physical Education (APE)	Young & Well, LLC 932 Hungerford Drive, Suite 18A, Rockville, Maryland 20850 P: 301.327.4434 E: Hello@TheYoungandWell.com www.theyoungandwell.com
Audiological	Unlimited Expressions www.unlimitedexpressionsllc.com 3414 Summit Ct. NE Washington, DC 20018 P: 202.744.8158 jbspeechtx@gmail.com
Audiological	Gallaudet University Hearing and Speech Center Sorenson Language and Communication Center 800 Florida Ave. NE, NLCC Bldg #2200, Washington, DC 20002 P: 202.651.5328 Video Phone: 202-250-2119 E: guhsc@gallaudet.edu
Audiological	Gallaudet University Allied Health Services 800 Florida Avenue NE, Washington, D.C. 20002 P: 202.651.5328 Video Phone: 202-2510-2119 E: florence.espiritu@gallaudet.edu
Vocational	Educational Resources, LLC 5104 Aldershot Drive. Suite: 1B, Lanham, MD. 20706 P: 301.661.2348 E: support@educationalresources1.com
Vocational	Professional Academic Tutoring Services 10100 Cudby Court, Lanham, Maryland 20706 P: 301.919.9782 E: p.a.t.s@comcast.net
Vocational	Acumen Behavioral Consulting Inc., David Cranford www.acumenbehavioral.com 1800 Town Center Dr. Ste. 420, Reston, VA 20190 P: 240.303.2141 E: david@acumenbehavioral.com
Vocational	Cole Pediatric Therapy (DC) 507 Capitol Court NE, Suite 100, Washington, DC 20002 P: 202.544.2320 E: therese.forbes@colehealth.com www.colehealth.com
Vocational	Young & Well, LLC 932 Hungerford Drive, Suite 18A, Rockville, Maryland 20850

Evaluation Type	PROVIDER NAME AND CONTACT
	P: 301.327.4434 E: Hello@TheYoungandWell.com www.theyoungandwell.com

Appendix B

APPENDIX B: List of DC Area Independent Service Providers

This list includes *some* known service providers in the Washington, D.C. area. DCPS does not endorse any providers or companies, and this list is merely meant to help you start your search. **You are not required to select anyone from this list.** You may select any provider you prefer as long as they are qualified to provide the services and will bill DCPS directly for services at the rate included on your authorization letter.

Tutoring – Maximum Hourly Rate: \$78.30

Name	Contact Information	Notes
Academic K-12 Solutions	Amber Campbell P: 240.621.2129 E: info@acadamick12.com W: www.acadamick12.com	<ul style="list-style-type: none"> Contact for more information
Capitol Teachers	Elisabeth Kraemer P: 703.489.4190 E: tutors@capitolteachers.com	<ul style="list-style-type: none"> Contact for more information
Crawford Consulting and Mental Health Services Inc.	Kiara Crawford P: 202-587-5784 E: kiarac@crawfordconsultingmhs.org	Hours of Operation: <ul style="list-style-type: none"> Monday – Friday (9:00 am – 5:00 pm) Saturday and Sunday (by appointment)
The Brainery	Ana Gutierrez P: 301.719.5494 E: thebraineryllc@gmail.com W: www.thebraineryexperience.com	Hours of Operation: <ul style="list-style-type: none"> Virtual: Monday-Friday (3pm – 8pm) In-person: Monday-Thursday (4PM-7PM) Language(s): English, Spanish and French (virtual only)
Advent Educational Specialists, Inc	Ron Mills P: 202.787.0036	Hours of Operation: <ul style="list-style-type: none"> Sunday - Friday (8:30am - 6:30pm) Language(s): English Services can be provided at the student's home
Club Z Tutoring	Ron Joiner P: 202.269.2718 E: rvjoiner@comcast.net W: www.clubztutoring.com	<ul style="list-style-type: none"> Hours of Operation: Monday - Friday (9:00am - 5:00pm) Language(s): English, Spanish, French, and Services can be provided at the students home or online
Pathway to Success	Terrance Jackson P: 202.469.0944 E: pathwaytosuccess09@yahoo.com W: www.pathwaytosuccess.net	<ul style="list-style-type: none"> Hours of Operation: Monday – Saturday (flexible hours) Language(s): English and Spanish Services can be provided at the student's home

Name	Contact Information	Notes
Professional Academic Tutoring Services	Patricia Newby P: 301-919-9782 E: p.a.t.s@comcast.net	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (4:00 pm – 9:00 pm) Saturday and Sunday (9:00 am – 3:00 pm) Language: English
Ravizee Education Consulting	Charmaine Ravizee P: 202.497.5003 E: charrav@gmail.com W: www.charmaineravizee.com	<ul style="list-style-type: none"> Hours of Operation: Flexible hours Language(s): English and Spanish Virtual and in-person services available
Educational Resources	Derek Marryshow P: 301.661.2348 E: support@educationalresources1.com W: www.educationalresources1.com/	<ul style="list-style-type: none"> Hours of Operation: Flexible hours Language(s): English
Education Due Process Solutions	Jessica Williams P: 240.294.6047 E: jessica@educationdps.com	<ul style="list-style-type: none"> Hours of Operation: Monday - Friday (8:00am - 8:00pm) Language(s): English
Fit Learning DC	Marc D'Antin P: 202.595.7089 E: marc@fitlearningdc.com W: https://fitlearners.com/centers/washington-dc/	<ul style="list-style-type: none"> Contact for more information
Limitless Possibilities	Thomas Davis P: 240.200.4066 E: thomasdavis@limitlessp.org W: www.limitlessp.org	<ul style="list-style-type: none"> Hours of Operation: Monday-Friday (9am-7pm) Saturday (10am-2pm) Language(s): English
New Explorer's Camp	Aman Abdelkadir P: 973.518.3119 E: aman12aman12@yahoo.com	<ul style="list-style-type: none"> Contact for more information
The Marcus Garvey/Harriet Tubman Youth Initiative Foundation	Timothy Whitt P: 301.213.3218 E: Timothywhitt6@gmail.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (after 3:00 pm) Saturday and Sunday (by arrangement) Language(s): English
African American Tutors for Society, LLC	Timothy Whitt P: 301-213-3218 E: aatfs2022@gmail.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (after 3:00 pm) Saturday and Sunday (by arrangement) Language(s): English
R&J Consulting Group, LLC Club Z! In-Home Tutoring Services	Ronald Joiner P: 202.269.2718 E: rjoiner@clubztutoring.com W: www.clubztutoring.com	<ul style="list-style-type: none"> Hours of Operation: Monday - Saturday Language(s): English, Spanish

Name	Contact Information	Notes
Professional Academic Tutoring Services	Patricia Newby P: 301.919.9782 E: p.a.t.s@comcast.net	<ul style="list-style-type: none"> • Contact for more information
My Brother's Keeper Transitional Living Services, LLC	Antwan Washington P: 202.386.6311 E: awashington@mbkdc.org W: www.mbkdc.org	<ul style="list-style-type: none"> • Contact for more information
TLC - The Treatment and Learning Centers	Lisa Torvik P: 301.454.5200 E: ltorvik@ttlc.org W: www.ttlc.org	<ul style="list-style-type: none"> • Contact for more information
Resilient Path Education Solutions	Natasha Metts P: 202.630.3650 E: resilientpathed@gmail.com W: www.resilientpathed.org	<ul style="list-style-type: none"> • Contact for more information

Counseling & Behavior Support Services—Hourly Rate Depends on Provider Qualifications

Rates for counseling and behavior support services (BSS) depend on the provider's qualifications. See [HERE](#) for the current OSSE rate chart.

Name	Contact Information	Notes
Pathways to Success:	Terrance Jackson P: 202.469.0944 E: pathwaytosuccess09@yahoo.com W: www.pathwaytosuccess.net	<ul style="list-style-type: none"> Hours of Operation: Monday - Saturday (flexible hours) Language(s): English and Spanish
The Mecca Group, LLC	P: 202.529.3117 E: administrator@themeccagrouppllc.com W: www.themeccagrouppllc.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (8am – 5pm) Language(s): English and Spanish Virtual services available
Continuum Behavioral Health	Rachel Voigt P: 877-504-4141 E: Contact@autismspectrumalliance.com W: www.autismspectrumalliance.com	<ul style="list-style-type: none"> Contact for more information
Crawford Consulting and Mental Health Services Inc.	Kiara Crawford P: 202-587-5784 E: kiarac@crawfordconsultingmhs.org	Hours of Operation: <ul style="list-style-type: none"> Monday – Friday (9:00 am – 5:00 pm) Saturday and Sunday (by appointment)
Interdynamics Inc.	Joan Branch P: 301.306.4590 E: jbranch@interdynamicsinc.com W: www.interdynamicsinc.com	<ul style="list-style-type: none"> Contact for more information
My Brother's Keeper Transitional Living Services, LLC	Antwan Washington P: 202.386.6311 E: awashington@mbkdc.org W: www.mbkdc.org	<ul style="list-style-type: none"> Contact for more information
Life Enhancement Services	Cortney Stewart P: 202.269.2401 E: cstewart@LESDC.org W: www.lifeenhancementservices.org/dc	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (9am – 6pm) Language(s): English, Spanish
Limitless Possibilities	Thomas Davis P: 240.200.4066 E: thomasdavis@limitlessp.org W: www.limitlessp.org	<ul style="list-style-type: none"> Hours of Operation: Monday-Friday (9am-7pm) Saturday (10am-2pm) Language(s): English
George Washington University Meltzer Center	P: 202.994.9072 E: meltzercenter@gwu.edu	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (flexible hours) Language(s): English
AAC Counseling Associates	Patricia Webbink P: 301.229.0044	<ul style="list-style-type: none"> Hours of Operation: Monday - Friday (flexible hours) Language(s): English

Advent Educational Specialists, Inc	Ron Mills P: 202.787.0036	<ul style="list-style-type: none"> Hours of Operation: Sunday - Friday (8:30am - 6:30pm) Language(s): English Services can be provided at the student's home
Resilient Path Education Solutions	Natasha Metts, P: 202.630.3650 E: resilientpathed@gmail.com W: www.resilientpathed.org	<ul style="list-style-type: none"> Contact for more information
Lifelong Wellness	Dr. Lesley K. Sanders P: 301.367.4827 W: www.lifelongwellnessdc.com	<ul style="list-style-type: none"> Contact for more information
Educational Resources	Derek Marryshow P: 301.661.2348 E: support@educationalresources1.com W: www.educationalresources1.com/	<ul style="list-style-type: none"> Hours of Operation: Flexible Language(s): English
Professional Academic Tutoring Services	Patricia Newby P: 301.919.9782 E: p.a.t.s@comcast.net	<ul style="list-style-type: none"> Contact for more information
Young & Well, LLC	Heather Jackson-Pena P: 301.327.4434 E: Hello@TheYoungandWell.com">Hello@TheYoungandWell.com W: www.theyoungandwell.com	<ul style="list-style-type: none"> Hours of Operation: Monday-Friday (8AM -8PM) Language(s): English, Spanish
Ekdome Neuropsychology Group	Nicole Hashemian P: 703-573-3573 E: ekdomgroup@braindtc.com W: ekdomneuropsychology.com	<ul style="list-style-type: none"> Phone Hours MON-FRI 9:30AM - 1:30PM Appointment Hours MON-FRI 9:30AM - 4:30PM
Gallaudet University Allied Health Services	Florence Espiritu P: 202.651.5328 Video Phone: 202-2510-2119 E: florence.espiritu@gallaudet.edu	<ul style="list-style-type: none"> Hours of Operation: Monday-Friday (9am – 4:30pm) Language(s): English, Spanish, ASL

Mentoring Services—Maximum Hourly Rate: \$78.30

Name	Contact Information	Notes
Crawford Consulting and Mental Health Services Inc.	Kiara Crawford P: 202-587-5784 E: kiarac@crawfordconsultingmhs.org	Hours of Operation: <ul style="list-style-type: none"> Monday – Friday (9:00 am – 5:00 pm) Saturday and Sunday (by appointment)
Educational Resources	Derek Marryshow P: 301.661.2348 E: support@educationalresources1.com W: www.educationalresources1.com/	<ul style="list-style-type: none"> Hours of Operation: Flexible hours Language(s): English
Education Due Process Solutions, LLC	Jessica Williams P: 240-294-6047 E: jessica@educationdps.com W: www.educationdps.com	<ul style="list-style-type: none"> Hours of Operation: Monday - Friday (8:00am - 8:00pm) Language(s): English
Gallaudet University Allied Health Services	Florence Espiritu P: 202.651.5328 Video Phone: 202-2510-2119 E: florence.espiritu@gallaudet.edu	<ul style="list-style-type: none"> Hours of Operation: Monday-Friday (9am – 4:30pm) Language(s): English, Spanish, ASL
Principle Lead Solutions, LLC (MEL Center)	Melissa Patterson-Latson P: 240.504.2791 E: Info@principleleadsolutions.com W: www.principleleadsolutions.com	<ul style="list-style-type: none"> Hours of Operation: Flexible hours Language(s): English For youth girls 8-15
Professional Academic Tutoring Services	Patricia Newby P: 301-919-9782 E: p.a.t.s@comcast.net	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (4:00 pm – 9:00 pm) Saturday & Sunday (9:00 am – 3:00 pm) Language: English
Life Enhancement Services	P: 202.269.2401 W: www.lifeenhancementservices.org/ dc	<ul style="list-style-type: none"> Hours of Operation: Monday - Friday Language(s): English

Limitless Possibilities	Thomas Davis P: 240.200.4066 E: thomasdavis@limitlessp.org W: www.limitlessp.org	<ul style="list-style-type: none"> Hours of Operation: Monday-Friday (9am-7pm) Saturday (10am-2pm) Language(s): English
My Brother's Keeper Transitional Living Services, LLC	Antwan Washington P: 202.386.6311 E: awashington@mbkdc.org W: www.mbkdc.org	<ul style="list-style-type: none"> Contact for more information
Pathways to Success	Terrance Jackson P: 202.469.0944 E: pathwaytosuccess09@yahoo.com W: www.pathwaytosuccess.net	<ul style="list-style-type: none"> Hours of Operation: Monday – Saturday (flexible hours) Language(s): English and Spanish
Ravizee Education Consulting	Charmaine Ravizee P: 202.497.5003 E: charrav@gmail.com	<ul style="list-style-type: none"> Hours of Operation: Flexible hours Language(s): English and Spanish Virtual and in-person services available
Resilient Path Education Solutions	Natasha Metts P: 202.630.3650 E: resilientpathed@gmail.com W: www.resilientpathed.org	<ul style="list-style-type: none"> Contact for more information
Professional Academic Tutoring Services	Patricia Newby P: 301.919.9782 E: p.a.t.s@comcast.net	<ul style="list-style-type: none"> Contact for more information

Occupational Therapy (including Orientation and Mobility Services)—Maximum Hourly Rate: \$130.38

Orientation and mobility services can include services provided by the following qualified individuals: Low Vision Therapist, Orientation & Mobility Specialist, Vision Rehab Therapist. Orientation and mobility services are authorized at the same hourly rate as occupational therapy. If your student has been authorized to receive orientation and mobility services, please ensure your selected vendor can provide these services.

Name	Contact Information	Notes
Impressions Pediatric Therapy	Monica Titus P: 301.233.2268 E: mtitus@impressionstherapy.com W: https://www.impressionstherapy.com	<ul style="list-style-type: none"> Contact for more information
Cole Pediatric Therapy (DC)	Therese Forbes P: 202.544.2320 E: therese.forbes@colehealth.com W: www.colehealth.com	<ul style="list-style-type: none"> Hours of Operation: Monday - Friday (9:00am-6:00pm) Language(s): English
The Mecca Group, LLC	P: 202.529.3117 W: www.themeccagroupllc.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (8am – 5pm) Language(s): English and Spanish Virtual services available
My Brother’s Keeper Transitional Living Services, LLC	Antwan Washington P: 202.386.6311 E: awashington@mbkdc.org W: www.mbkdc.org	<ul style="list-style-type: none"> Contact for more information
Skills on the Hill	Kristen Masci P: 202.544.5439 E: sothdc@skillsonthehill.com (DC) E: sothva@skillsonthehill.com (Arlington) W: https://skillsonthehill.com/	<ul style="list-style-type: none"> Hours of Operation: Based on student’s availability Language(s): English
Something 2 Talk About	P: 301.661.4729 E: admin@s2talkabout.net W: https://s2talkabout.net/	<ul style="list-style-type: none"> Hours of Operation: Monday - Friday Language(s): English and Spanish
Therapy Associates, LLC	P: 301.520.9376 W: https://therapyassociatellc.com/children/services- children/	<ul style="list-style-type: none"> Contact for more information
TLC - The Treatment and Learning Centers	Lisa Torvik P: 301.454.5200 E: ltorvik@ttlc.org W: www.ttlc.org	<ul style="list-style-type: none"> Contact for more information
Triumph Therapeutics	Kendra Fields P: 202-621-9793 E: care@triumphtherapeutics.com W: www.triumphtherapeutics.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (9:00 am – 5:00 pm) Saturday (9:00 am – 2:00 pm) Language: English

Name	Contact Information	Notes
Rise DC LLC	Morgan Smith P: 412.965.5538 E: Morgan@risewithusdc.com W: www.risewithusdc.com	<ul style="list-style-type: none"> • Contact for more information
Educational Resources	Derek Marryshow P: 301.661.2348 E: support@educationalresources1.com W: www.educationalresources1.com/	<ul style="list-style-type: none"> • Hours of Operation: Flexible hours • Language(s): English
Young & Well, LLC	Heather Jackson-Pena P: 301.327.4434 E: Hello@TheYoungandWell.com">Hello@TheYoungandWell.com W: www.theyoungandwell.com	<ul style="list-style-type: none"> • Hours of Operation: Monday-Friday (8AM -8PM) • Language(s): English, Spanish

Physical Therapy –Maximum Hourly Rate: \$123.80

Name	Contact Information	Notes
Impressions Pediatric Therapy	Monica Titus P: 301.233.2268 W: https://www.impressionstherapy.com mtitus@impressionstherapy.com	<ul style="list-style-type: none"> • Contact for more information
Educational Resources	Derek Marryshow P: 301.661.2348 E: support@educationalresources1.com W: www.educationalresources1.com/	<ul style="list-style-type: none"> • Hours of Operation: Flexible hours • Language(s): English
Cole Pediatric Therapy (DC)	Therese Forbes P: 202.544.2320 E: therese.forbes@colehealth.com W: www.colehealth.com	<ul style="list-style-type: none"> • Hours of Operation: Monday - Friday (9:00am-6:00pm) • Language(s): English
My Brother's Keeper Transitional Living Services, LLC	Antwan Washington P: 202.386.6311 E: awashington@mbkdc.org W: www.mbkdc.org	<ul style="list-style-type: none"> • Contact for more information
Supporting Families, Inc.	Yolanda Lusane P: 202-423-3939 E: Ylusane@gmail.com	<ul style="list-style-type: none"> • Contact for more information
Skills on the Hill	Kristen Masci P: 202.544.5439 E: sothdc@skillsonthehill.com (DC) E: sothva@skillsonthehill.com (Arlington) W: https://skillsonthehill.com/	<ul style="list-style-type: none"> • Hours of Operation: Based on student's availability • Language(s): English
Triumph Therapeutics	Kendra Fields P: 202-621-9793 E: care@triumphtherapeutics.com W: www.triumphtherapeutics.com	<ul style="list-style-type: none"> • Hours of Operation: Monday – Friday (9:00 am – 5:00 pm) Saturday (9:00 am – 2:00 pm) • Language: English
Young & Well, LLC	Heather Jackson-Pena P: 301.327.4434 E: Hello@TheYoungandWell.com">Hello@TheYoungandWell.com W: www.theyoungandwell.com	<ul style="list-style-type: none"> • Hours of Operation: Monday-Friday (8AM -8PM) • Language(s): English, Spanish

Applied Behavioral Analysis (ABA)—Hourly Rate Aligned to Counseling & Behavior Support Services

Name	Contact Information	Notes
Gallaudet University Allied Health Services	Florence Espiritu P: 202.651.5328 Video Phone: 202-2510-2119 E: florence.espiritu@gallaudet.edu	<ul style="list-style-type: none"> Hours of Operation: Monday-Friday (9am – 4:30pm) Language(s): English, Spanish, ASL
Continuum Behavioral Health	Rachel Voigt, P: 877.504.4141 E: Contact@autismspectrumalliance.com W: www.autismspectrumalliance.com	<ul style="list-style-type: none"> Contact for more information
The Mecca Group, LLC	P: 202.529.3117 W: www.themeccagroupllc.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (8am – 5pm) Language(s): English and Spanish Virtual services available
My Brother’s Keeper Transitional Living Services, LLC	Antwan Washington P: 202.386.6311 E: awashington@mbkdc.org W: www.mbkdc.org	<ul style="list-style-type: none"> Contact for more information
My Brother’s Keeper Transitional Living Service	P: 202.386.6311 E: awashington@mbkdc.org	<ul style="list-style-type: none"> Contact for more information
Pediatric Speech Lab LLC.	Dominique Loving or Quintina Briscoe P: 301.885.0033 or 301.512.4041 E: Info@pediatricsspeechlab.com	<ul style="list-style-type: none"> Contact for more information
Children Matter 1 st	Crimea Baker P: 240.756.4888 E: Baker@Childrenmatter1st.com W: Childrenmatter1st.com	<ul style="list-style-type: none"> Contact for more information
Educational Resources	Derek Marryshow P: 301.661.2348 E: support@educationalresources1.com W: www.educationalresources1.com/	<ul style="list-style-type: none"> Hours of Operation: Flexible hours Language(s): English

Speech Pathology Services—Maximum Hourly Rate \$124.73

Name	Contact Information	Notes
Cole Pediatric Therapy (DC)	Therese Forbes P: 202.544.2320 E: therese.forbes@colehealth.com W: www.colehealth.com	<ul style="list-style-type: none"> Hours of Operation: Monday - Friday (9:00am-6:00pm) Language(s): English
The Mecca Group, LLC	P: 202.529.3117 W: www.themeccagroupllc.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (8am – 5pm) Language(s): English and Spanish Virtual services available
My Brother’s Keeper Transitional Living Services, LLC	Antwan Washington P: 202.386.6311 E: awashington@mbkdc.org W: www.mbkdc.org	<ul style="list-style-type: none"> Contact for more information
Optimum Pathway LLC	Angela Smart P: 301.523.3444 E: info@optimumpathway.com W: www.optimumpathway.com	<ul style="list-style-type: none"> Contact for more information
The Speech Therapy Company	Dorian Harris, CCC-SLP P: 202.716.3650 E: dharris@speechtherapycompany.com W: www.speechtherapycompany.com	<ul style="list-style-type: none"> Contact for more information
Unlimited Expressions	Jennifer Brooks P: 202.744.8158 E: jbspechtx@gmail.com W: www.unlimitedexpressionsllc.com	<ul style="list-style-type: none"> Hours of Operation: Monday - Friday (8:00am - 6:00pm) Language(s): English Services can be provided at the student’s home or closest library
Behavior and Education Solutions	P: 240.398.3514 E: info@besdc.gov	<ul style="list-style-type: none"> Contact for more information
Pathways to Success	Terrance Jackson P: 202.469.0944 E: pathwaytosuccess09@yahoo.com W: www.pathwaytosuccess.net	<ul style="list-style-type: none"> Hours of Operation: Monday - Saturday (flexible hours) Language(s): English and Spanish
Capitol Kids Therapy	201 Massachusetts Ave. NE #C-9, Washington, DC 20002 P: 202.907.4824 E: leslie.humes@capitolkidstherapy.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday Language(s): English Virtual and in-person services available
Pediatric Speech Lab LLC.	Dominique Loving or Quintina Briscoe P: 301.885.0033 or 301.512.4041 E: Info@pediatricsspeechlab.com	<ul style="list-style-type: none"> Contact for more information
Skills on the Hill	Kristen Masci P: 202.544.5439	<ul style="list-style-type: none"> Hours of Operation: Based on student’s availability

Name	Contact Information	Notes
	E: sothdc@skillsonthehill.com (DC) E: sothva@skillsonthehill.com (Arlington) W: https://skillsonthehill.com/	<ul style="list-style-type: none"> Language(s): English
Education Due Process Solutions, LLC	Jessica Williams P: 240-294-6067 E: jessica@educationdps.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (8:00AM – 8:00PM) Language(s): English
Educational Resources	Derek Marryshow P: 301.661.2348 E: support@educationalresources1.com W: www.educationalresources1.com/	<ul style="list-style-type: none"> Hours of Operation: Flexible hours Language(s): English
TECHnically Speaking LLC	Shameka Stewart P: 609.568.0358 W: www.technicallyslp.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Saturday (9:00AM – 6:00PM) Language(s): English
Young & Well, LLC	Heather Jackson-Pena P: 301.327.4434 E: Hello@TheYoungandWell.com">Hello@TheYoungandWell.com W: www.theyoungandwell.com	<ul style="list-style-type: none"> Hours of Operation: Monday-Friday (8:00 AM – 8:00 PM) Language(s): English, Spanish
Impressions Pediatric Therapy	Monica Titus P: 301.233.2268 E: mtitus@impressionstherapy.com W: https://www.impressionstherapy.com	<ul style="list-style-type: none"> Contact for more information
The Reading and Language Center	Lori Imeish, P: 703.821.1363 E: info@readingllcenter.com W: https://www.readingllcenter.com/	<ul style="list-style-type: none"> Contact for more information
Triumph Therapeutics	Kendra Fields P: 202-621-9793 E: care@triumphtherapeutics.com W: www.triumphtherapeutics.com	<ul style="list-style-type: none"> Hours of Operation: Monday – Friday (9:00 am – 5:00 pm) Saturday (9:00 am – 2:00 pm) Language: English