

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 11, 2004

Regulation Package #0303-06

CDSS MANUAL LETTER NO. CCL-04-04

TO: HOLDERS OF THE COMMUNITY CARE LICENSING MANUAL, TITLE 22, DIVISION 6,
CHAPTER 8.5, RESIDENTIAL CARE FACILITIES FOR THE CHRONICALLY ILL

Regulation Package #0303-06**Effective 1/9/04****Section 87817**

This manual letter has been posted on the Office of Regulations Development website at http://www.dss.cahwnet.gov/ord/Residentia_634.htm.

Current regulations that govern community care facilities are inconsistent in providing anti-discrimination protections for applicants seeking licensure or certification. These amended regulations provide consistent anti-discrimination policy for applicants by conforming to existing anti-discrimination laws.

These regulations were considered at the Department's public hearing held on July 16, 2003.

FILING INSTRUCTIONS

Revisions to all manuals are indicated by a vertical line in the left margin. The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing Community Care Licensing changes was Manual Letter No. CCL-04-03. The latest prior manual letter containing Residential Care Facilities for the Chronically Ill regulation changes was Manual Letter No. CCL-03-08.

Page(s)Replace(s)

20

Page 20

Attachments

RG

This page is intentionally left blank.

Article 3. APPLICATION PROCEDURES**87817 APPLICANT QUALIFICATIONS****87817**

- (a) Any adult shall be permitted to apply for a license regardless of age, sex, race, religion, color, political affiliation, national origin, disability, marital status, actual or perceived sexual orientation or ancestry.
- (b) Prior to filing an application, the applicant shall attend an orientation program provided by the Department.
 - (1) The orientation shall cover, but not be limited to, the following areas:
 - (A) Completion of the application for license.
 - (B) Scope of responsibility for operation of a Residential Care Facility for the Chronically Ill.
 - (C) Information pertaining to community services and resources.
 - (D) Applicable laws and regulations.
 - (2) If the applicant is a partnership, the orientation shall be attended by a general partner.
 - (3) If the applicant is a firm, corporation, county, city, public agency or other governmental entity, the orientation shall be attended by a chief executive officer or authorized representative.

NOTE: Authority cited: Section 1568.072, Health and Safety Code. Reference: Sections 1568.06 and 1568.072, Health and Safety Code; and Section 51, Civil Code.

87818 APPLICATION FOR LICENSE**87818**

- (a) Any adult, firm, partnership, association, corporation, county, city, public agency or other governmental entity desiring to obtain a license shall file with the Department a verified application on forms specified below and furnished by the Department:
 - (1) Application -- LIC 200 (9/87)
 - (2) Applicant Information -- LIC 215 (8/87)
 - (3) Designation of Administrative Responsibility -- LIC 308 (3/87)
 - (4) Administrative Organization -- LIC 309 (8/86)

87818 APPLICATION FOR LICENSE (Continued)**87818**

- (5) Affidavit Regarding Client Cash Resources -- LIC 400 (9/86)
 - (6) Estimated Operating Budget -- LIC 401 (11/82)
 - (7) Surety Bond -- LIC 402 (1/87)
 - (8) Financial Statement -- LIC 403 (3/83)
 - (9) Financial Information Release and Verification -- LIC 404 (10/86)
 - (10) Personnel Report -- LIC 500 (10/86)
 - (11) Personnel Record -- LIC 501 (8/87)
 - (12) Health Screening Report - Facility Personnel -- LIC 503 (9/86)
 - (13) Disaster and Mass Casualty Plan -- LIC 610 (10/88)
- (b) The applicant/licensee shall cooperate with the Department in providing verification and/or documentation as requested by the Department.
- (c) The application and supporting documents shall contain the following:
- (1) Name or proposed name and address of facility.
 - (2) Name, and residence and mailing addresses of applicant.
 - (A) If the applicant is a partnership, the name, and principal business address of each partner.
 - (B) If the applicant is a corporation or association, the name, title and principal business address of each officer, executive director and member of the governing board.
 - (C) If the applicant is a corporation, each member of the board of directors, executive director, and any officer shall list the name of all facilities which they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer.
 - (D) If the applicant is a corporation which issues stock, the name and address of each person owning more than 10 percent of stock in such corporation.