10A NCAC 13G .0204 APPLYING FOR A LICENSE TO OPERATE A HOME NOT CURRENTLY LICENSED

(a) An application for a license to operate a family care home for adults in an existing building where no alterations are necessary as determined by the Construction Section of the Division of Health Service Regulation or a family care home that is to be constructed, added to, or renovated shall be made at the county department of social services in the county where the licensed family care home will be located.

(b) The applicant shall submit the following material to the county department of social services for submission to the Division of Health Service Regulation within 10 business days of receipt by the county department of social services:

(1) the Initial Licensure Application that is available online at https://info.ncdhhs.gov/dhsr/acls/pdf/acchgapp.pdf at no cost and includes the following:
  (A) contact person, facility site and mailing addresses, and administrator;
  (B) operation disclosure including names and contact information of licensee, management company, and building owner;
  (C) ownership disclosure including names and contact information of owners, principals, affiliates, shareholders, and members; and
  (D) bed capacity;

(2) an approval letter from the local zoning jurisdiction for the proposed location;

(3) a photograph of each side of the existing structure and at least one of each of the interior spaces if an existing structure;

(4) a set of blueprints or a floor plan of each level indicating the following:
  (A) the layout of all rooms;
  (B) the room dimensions (including closets);
  (C) the door widths (exterior, bedroom, bathroom, and kitchen doors);
  (D) the window sizes and window sill heights;
  (E) the type of construction;
  (F) the use of the basement and attic; and
  (G) the proposed resident bedroom locations including the number of occupants and the bedroom and number (including the ages) of any non-resident who will be residing within the home;

(5) a cover letter prepared by the adult home specialist of the county department of social services stating the following:
  (A) the prospective home site address;
  (B) the name of the contact person (including address, telephone numbers, email address); and
  (C) the name and address of the applicant (if different from the contact person); and

(6) a non-refundable license fee as required by G.S. 131E-272.

(c) Issuance of a family care home license shall be based on the following:

(1) completion of and approval in accordance with Subparagraphs (b)(1) through (b)(6) of this Rule;

(2) the Division of Health Service Regulation's Construction Section's recommendation of licensure based on compliance with rules in Section .0300 of this Subchapter;

(3) a compliance history review of the facility and its principals and affiliates according to G.S. 131D-2.4;

(4) approval by the Adult Care Licensure Section of the facility's operational policies and procedures based on compliance with the rules of this Subchapter; and

(5) the facility's demonstration of compliance with Adult Care Home statutes and rules of this Subchapter as determined by a pre-licensing survey of the facility by the Adult Care Licensure Section.

(d) The Adult Care Licensure Section shall notify in writing the applicant licensee and the county department of social services of the decision to license or not to license the adult care home based on compliance with adult care home statutes and the rules of this Subchapter within 14 days from the decision to license or not to license the facility.

History Note: *Authority G.S. 131D-2.4; 131D-2.5; 131D-2.16; 143B-165;*
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