



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF PUBLIC WELFARE  
PO BOX 2675  
HARRISBURG, PENNSYLVANIA 17105-2675

ADULT RESIDENTIAL LICENSING

PHONE: (717) 783-3670  
FAX: (717) 783-5662

April 12, 2010

Dear Personal Care Home Provider:

I am pleased to announce that the Pennsylvania Department of Public Welfare's Adult Residential Licensing program is offering Personal Care Home Administrator scholarships in 2010. The scholarship allows eligible homes to send an individual to the administrator training required in § 2600.64(a)(2) (relating to administrator training and orientation) free of charge.

In accordance with § 2600.64(a)(2), prior to initial employment as an administrator, a candidate shall successfully complete a 100-hour standardized Department-approved administrator training course. In order to be eligible for the scholarship, the following criteria must be met:

- The personal care home applying for the scholarship must be serving one or more residents who receive Supplemental Security Income (SSI).
- The personal care home applying for the scholarship must be licensed under 55 Pa.Code Chapter 2600.
- The candidate must be hired as the primary administrator for a licensed personal care home (not a back-up administrator).
- The candidate must be hired as an administrator after the mailing date of this letter.
- The candidate must meet the requirements in § 2600.53 (relating to qualifications and responsibilities of administrators).
- The candidate must be registered to attend the 100-hour training at one of the approved training institutions listed at the personal care home website: [www.dpw.state.pa.us/Disable/PersonalCareAssitedLiving](http://www.dpw.state.pa.us/Disable/PersonalCareAssitedLiving).
- The candidate must have attended or be registered to attend the orientation program for Chapter 2600 approved and administered by the Department required in § 2600.64(a)(1).
- The attached application must be completed by the licensed personal care home and returned with attachments within 15 days prior to the first date of the 100-hour training course to:

Department of Public Welfare  
Adult Residential Licensing  
Director of Training and Policy  
423 Health and Welfare Building  
Harrisburg, Pennsylvania 17120

The Personal Care Home Administrator scholarships are not an entitlement and are available on a limited basis. Funds are limited. Applications will be reviewed on an individual basis. If a candidate is granted a scholarship, the Department will send a letter of approval to the personal care home and will send payment for the 100-hour course directly to the Department-approved training institution.

If you have questions on the regulatory requirements at 55 Pa.Code Ch. 2600, contact your Regional Licensing Administrator. If you have questions on the Personal Care Home Administrator scholarship, you may contact Ms. Kimberly Black, Director of Training, at telephone number (717) 772-4139.

Sincerely,

*Karen E. Kroh*

Karen E. Kroh  
Director

Bcc: Karen Kroh  
Sheila Page  
Duane Valence  
Cybil Bomberger  
Katherine Young  
Kim Black  
Ms. Judith Rex, Northampton Community College  
Ms. Susan Biggs, Harrisburg Area Community College  
Ms. Marian Vendemia, Penn State Beaver  
Mr. Scott Campbell, Butler County Community College  
Ms. Sherry Hill, PEPP Unlimited  
Ms. JeanMarie Jacob, Penn State Greater Allegheny

Commonwealth of Pennsylvania  
Department of Public Welfare  
Adult Residential Licensing  
Personal Care Home Administrator Scholarship  
**Application Form**

1. **Full Name of Applicant** (print): \_\_\_\_\_

2. **Qualifications of Applicant\*** (check one):

\*Written proof of eligibility must be attached to this application

- \_\_\_\_\_ A license as a registered nurse from the Department of State.  
*(copy of valid PA RN license must be attached)*
- \_\_\_\_\_ An associate's degree or 60 credit hours from an accredited college or university.  
*(copy of valid transcript and written proof of accreditation must be attached)*
- \_\_\_\_\_ A license as a licensed practical nurse from the Department of State and 1 year of work experience in a related field.  
*(copy of PA LPN license and resume must be attached)*
- \_\_\_\_\_ A license as a nursing home administrator from the Department of State.  
*(copy of PA NHA license must be attached)*
- \_\_\_\_\_ For a home serving 8 or fewer residents, a general education development diploma or high school diploma and 2 years direct care or administrative experience in the human services field. *(copy of high school diploma/GED and resume must be attached)*

3. **Legal Entity Name:** \_\_\_\_\_

4. **Legal Entity Address:** \_\_\_\_\_

5. **Legal Entity Phone Number:** \_\_\_\_\_

6. **Personal Care Home Name:** \_\_\_\_\_

7. **Personal Care Home Address:** \_\_\_\_\_

8. **Personal Care Home Phone Number:** \_\_\_\_\_

9. **Personal Care Home License Number:** \_\_\_\_\_

10. **Personal Care Home Administrator:** \_\_\_\_\_

11. **100-Hour Training Institution** (check one):

- \_\_\_\_\_ Butler County Community College
- \_\_\_\_\_ Harrisburg Area Community College
- \_\_\_\_\_ Northampton Community College
- \_\_\_\_\_ The Pennsylvania State University - Penn State Beaver
- \_\_\_\_\_ P.E.P.P. Unlimited
- \_\_\_\_\_ Penn State Greater Allegheny
- \_\_\_\_\_ Penn State DuBois

**Individual MUST be registered to attend the 100-hour course PRIOR to applying for a scholarship**

12. **Date(s) of 100-Hour training** (list all course dates): \_\_\_\_\_

13. **Cost of 100-Hour training as advertised by training institution:** \_\_\_\_\_

14. **Licensed capacity of personal care home:** \_\_\_\_\_

15. **Number of residents currently served by the personal care home:** \_\_\_\_\_

16. **Number of residents who currently receive Supplemental Security Income (SSI):** \_\_\_\_\_

**Additional information to support the need for the scholarship** (optional):

\_\_\_\_\_  
\_\_\_\_\_