

**Department of Human Services**  
**Checklist for the Initial Application for a**  
**Certificate of Compliance for a Human Service Setting**

This checklist is designed to assist you in completing the initial application for a Certificate of Compliance to operate a human service setting. If the application packet is not complete when submitted, it will be returned to you to be completed and resubmitted. Each entry may not be necessary for each applicant. If you have questions about any required document, you may call the Human Services Licensing Administration at 717-705-0383 for clarification. To open a program with the Office of Developmental Programs, please call 1-888-565-9435 as you must submit those applications electronically.

Items necessary to be considered a **complete** application are as follows:

- Application for Certificate of Compliance (HS 633)** - Application must be signed by the owner or if a Corporation, by a Corporate officer.
- Articles of Incorporation\*** – If the facility or agency is operated by a Corporation, LLC, LP, etc, a copy of the Department of State's **approved** papers must be included.
- Fictitious Name Approval\*** - If the legal entity is for profit and wishes to name the home something other than the owner's or corporation's, LLC's name, or other legal entity's name, then a copy of the Department of State's **approved** fictitious name papers must be included.
- Foreign Business\*** - If the legal entity is a Corporation, LLC, LP, etc formed in a state other than Pennsylvania, then a copy of the Department of State's **approved** authorization to do business in Pennsylvania must be included.
- Occupancy Permit\*** – A copy of the **final or approved** Occupancy Permit issued from the Department of Health, Department of Labor and Industry, or the local municipality must be included. The address on the Occupancy Permit **MUST** match the home's address on the application in number 1. *(This is not applicable for Family Living Home, 55Pa. Code Chapter 6500)*
- Application fee** as follows for the number of beds you are requesting to be licensed *(The application fee only applies to Personal Care Homes, 55 Pa.Code Chapter 2600, and Assisted Living Residences, 55 Pa.Code Chapter 2800):*

<u>For Personal Care Homes:</u>	<u>For Assisted Living Residences:</u>
20 beds or less - \$15.00	\$300 License Application Fee (NO Special Care Unit)
21 – 50 beds - \$20.00	\$450 License Application Fee with Special Care Unit
51-100 beds - \$30.00	\$35 per bed Fee (collected when license is issued)
101 beds and over - \$50.00	

Please enclose a check or money order made payable to Department of Human Services.
- Proof of non-profit status\***, if applicable, in the form of a copy of The Department of Treasury's approval of non-profit, 501(c)(3), status.

**\*Please note that a copy of an application is not acceptable. It must be a copy of the approved document. The completed Application Packet should be submitted to:**

**Via First Class Mail:**

Department of Human Services  
Human Services Licensing, Room 623  
P.O. Box 2675  
Harrisburg, PA 17105-2675

**Via Courier:**

Department of Human Services  
Human Services Licensing  
Room 623, Health & Welfare Building  
625 Forster Street  
Harrisburg, PA 17120

- Department of Human Services, Bureau of Equal Opportunity** - Civil Rights Compliance Questionnaire - Civil Rights approval is required **prior** to the issuance of a Certificate of Compliance. The completed **Civil Rights Compliance Questionnaire** should be submitted to the Bureau of Equal Opportunity Office serving your region:

The Bureau of Equal Opportunity is requesting the Civil Rights Compliance Questionnaires be sent via email to the email address for the Region in which the home is located. The email addresses are:

Southeast Region - [RA-PWBEOCRCQSOUTHEAS@pa.gov](mailto:RA-PWBEOCRCQSOUTHEAS@pa.gov)

Phone: (717) 787-1127

Central/Northern Region - [RA-PWBEOCRCQCENTRAL@pa.gov](mailto:RA-PWBEOCRCQCENTRAL@pa.gov)

Phone: (717) 787-1127

Western Region - [RA-PWBEOCRCQWESTERN@pa.gov](mailto:RA-PWBEOCRCQWESTERN@pa.gov)

Phone: (412) 565-7607