

Change of Information Form for Residential Home Providers

Name of Facility: _____ License # _____

Address: _____

☐ **Removal of a service or reduction in capacity.**

- Signed, dated change of information form with description of the service being removed: _____ or new reduced capacity: _____

☐ **Capacity increase for Residential Homes.** Increase is effective when the following are received and approved by the Licensing Section and the new space shall not be utilized until approval has been granted by the Licensing Section:

- Signed, dated change of information form indicating description of changes made in order for capacity to be increased _____;
- \$25 non-refundable change fee; an additional fee may be required based on capacity increase;
- current Office of the State Fire Marshal approval for new space;
- current Office of Public Health approval for new space;
- copy of property insurance showing additional space/building is covered;
- copy of commercial general liability insurance;
- current city fire approval for new space (if applicable); and
- measurement of the additional space by Licensing Section staff.

☐ **Name change.** Change is effective when the following are received by the Licensing Section:

- Signed, dated change of information form with new name requested: _____ and
- \$25 non-refundable change fee.

☐ **Age range change for residents/youth.** Change is effective when the following are received and approved by the Licensing Section:

- Signed, dated change of information form indicating the new age range requested: _____ ;
- \$25 non-refundable change fee; and
- inspection by Licensing noting compliance with regulations regarding the age of residents/youth to be served.

☐ **Change to add the service of acceptance of minor children of residents in a residential home program.** Change is effective when the following are received and approved by the Licensing Section:

- Signed, dated change of information form indicating your request to accept minor children of residents;
- \$25 non-refundable change fee;
- current Office of the State Fire Marshal approval noting acceptance of infants or children of residents;
- current Office of Public Health approval noting acceptance of infants or children of residents; and
- inspection by Licensing noting compliance with regulations regarding the infants or children of residents.

☐ **Change in program director.** Change is effective when the following are received and approved by the Licensing Section:

- Signed, dated change of information form indicating your request to change program directors;
 - New program director name: _____
 - New program director address: _____
 - New program director phone number: _____
 - New program director email address: _____
 - date of hire as program director: _____
 - date of hire with agency: _____
 - Exit date of current Director: _____
- documentation of program director's qualifications (copy of degree and/or transcript and written documentation of number of years of previous experience working in social services from a previous employer)
- three signed letters of reference dated within twelve months prior to hire attesting affirmatively to his/her character, qualifications, and suitability to manage the program (if newly hired by provider). Reference letters shall also include the printed/typed name of the reference along with their address and phone number.
- satisfactory CANS clearance form:

- if you currently reside in Louisiana and are newly hired, a clearance from Louisiana's DCFS-Child Welfare Section dated no earlier than 45 days of the individual being present in the facility/hired.
- if you currently reside in Louisiana now but have also lived in one or more states in the past 5 years and are newly hired, a clearance from the Child Welfare Sections of all other states in which you have resided in the past 5 years dated no earlier than 120 days of the individual being present in the facility/hired.
- if you currently reside in another state but work in Louisiana and are newly hired, a clearance from that state's Child Welfare Section dated no earlier than 45 days of the individual being present in the facility/hired.

Note: If you request an out-of-state state central registry check and that state advises that they are unable to process the request due to statutory limitations, documentation of such shall be submitted and kept on file.

- satisfactory fingerprint based criminal background check if newly hired through the Federal Bureau of Investigation (FBI) dated no earlier than 45 days of the individual being present in the facility/hired if hired effective June 1, 2020 or later. If hired prior to June 1, 2020, a previously obtained fingerprint based criminal background check through the FBI or documentation of submission of a fingerprint based criminal background check through the FBI no later than June 12, 2020.

Note: a currently hired staff, who will now assume the Program Director position, will need to submit their current CANS/satisfactory FBI criminal background clearance which is on file.

☐ **Change in service plan manager.** Change is effective when the following are received and approved by the Licensing Section:

- Signed, dated change of information form indicating your request to change service plan managers;
 - New service plan manager name: _____
 - New service plan manager address: _____
 - New service plan manager phone number: _____
 - New service plan manager email address: _____
 - date of hire as service plan manager: _____
 - date of hire with agency: _____
 - Exit date of current service plan manager: _____
- documentation of service plan manager's qualifications (copy of transcript or bachelor's degree in a human service field plus a minimum of one year of experience with the relevant population. Documentation of experience shall be verified in writing by current/previous employer.
- three signed letters of reference dated within three months prior to hire attesting affirmatively to his/her character, qualifications, and suitability to serve in this role the program (if newly hired by provider). Reference letters shall also include the printed/typed name of the reference along with their address and phone number.
- satisfactory CANS clearance form:
 - if you currently reside in Louisiana and are newly hired, a clearance from Louisiana's DCFS-Child Welfare Section dated no earlier than 45 days of the individual being present in the facility/hired.
 - if you currently reside in Louisiana now but have also lived in one or more states in the past 5 years and are newly hired, a clearance from the Child Welfare Sections of all other states in which you have resided in the past 5 years dated no earlier than 120 days of the individual being present in the facility/hired.
 - if you currently reside in another state but work in Louisiana and are newly hired, a clearance from that state's Child Welfare Section dated no earlier than 45 days of the individual being present in the facility/hired.

Note: If you request an out-of-state state central registry check and that state advises that they are unable to process the request due to statutory limitations, documentation of such shall be submitted and kept on file.

- satisfactory fingerprint based criminal background check if newly hired through the Federal Bureau of Investigation (FBI) dated no earlier than 45 days of the individual being present in the facility/hired if hired effective June 1, 2020 or later.

Note: a currently hired staff, who will now assume the Service plan manager position, will need to submit their current CANS/satisfactory FBI criminal background clearance which is on file.

☐ **Change to remove an individual from the existing ownership structure.** Change is effective when the following are received and approved by the licensing section:

- Signed, dated change of information form indicating your request to remove an individual from the existing ownership structure;
- Name of the individual(s) being removed

- Effective date of removal: _____

☐ **Change to add a new individual to the existing ownership structure.** Change is effective when the following are received and approved by the licensing section:

- Signed, dated change of information form indicating your request to add an individual to the existing ownership structure;
- Name of the individual(s) being added _____
- Address of the individual(s) being added _____
- Phone number of the individual(s) being added _____
- Effective date of addition: _____
- satisfactory CANS clearance form:
 - if you currently reside in Louisiana, a clearance from Louisiana's DCFS-Child Welfare Section dated no earlier than 45 days of the individual being present in the facility/hired.
 - if you currently reside in Louisiana now but have also lived in one or more states in the past 5 years, a clearance from the Child Welfare Sections of all other states in which you have resided in the past 5 years dated no earlier than 120 days of the individual being present in the facility/hired.
 - if you currently reside in another state but work in Louisiana, a clearance from that state's Child Welfare Section dated no earlier than 45 days of the individual being present in the facility/hired.

Note: If you request an out-of-state state central registry check and that state advises that they are unable to process the request due to statutory limitations, documentation of such shall be submitted and kept on file.

- satisfactory fingerprint based criminal background check through the FBI dated no earlier than 45 days prior to the initial change request received by the Licensing section, and the individual being present on the premises and/or having access to children/youth

Note: When an individual is being added to the existing ownership structure and does not have access to children/youth in care or who receive services from the provider and/or is not present at any time on the facility premises when children/youth are present, a DCFS approved attestation form signed and dated by the individual is acceptable in lieu of a satisfactory fingerprint based CBC and CANS clearance. The attestation form shall be accepted for a period of one year from the date individual signed attestation form.

☐ **Change to mailing address, telephone number or email address.** Change is effective when the following is received by the Licensing Section:

- Signed, dated change of information form with new information: _____

Signature: _____ Date: _____ Phone: _____