

Change of Information Form

Name of Facility \_\_\_\_\_ License # \_\_\_\_\_

Address: \_\_\_\_\_

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

service being removed: \_\_\_\_\_ new reduced capacity: \_\_\_\_\_

**Capacity increase.** 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:

- \$25 non-refundable change fee; an additional fee may be required based on capacity;
- current Office of the State Fire Marshal approval for new space;
- current Office of Public Health approval for new space;
- 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:

- new name requested: \_\_\_\_\_; and
- \$25 non-refundable change fee.

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

- new age range requested: \_\_\_\_\_;
- \$25 non-refundable change fee; and
- inspection by Licensing noting compliance with regulations regarding the age of children to be served.

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

- \$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:

- new program director: \_\_\_\_\_ -date of hire with agency: \_\_\_\_\_
- documentation of program director's qualifications; -date of hire as program director: \_\_\_\_\_
- three signed letters of reference dated within three months prior to hire attesting affirmatively to his/her character, qualifications, and suitability to manage the program;
- satisfactory SCR-1 form dated no earlier than 30 days of the individual being present in the facility; and
- satisfactory criminal background check dated no earlier than 30 days prior to date of hire.

**Change to add a service in a child placing agency.** Change is effective when the following are received and approved by the licensing section:

- requesting to add:  adoption services  foster care services  transitional placing
- \$25 non-refundable change fee;
- inspection by Licensing noting compliance with regulations for the service requesting to be added; and
- if adding transitional placing include physical location(s) of housing units below:

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

Signature

Date

Phone