Alaska Department of Health New Application

Division of Behavioral Health Renewal \* see page 2

 Modification of license

**APPLICATION FOR A LICENSE RESIDENTIAL CHILD CARE FACILITY**

**AS 47.32.040 and 7 AAC 50.030**

|  |
| --- |
| 1. **IDENTIFYING INFORMATION**
 |
| Facility Name: | Phone: |
| Facility Physical Address: | e-mail: |
| Facility Mailing Address: | Fax: |
| Administrator’s Name: | Phone:e-mail: |
| Individual or legal entity responsible for operation of the facility: | Phone: |
| Mailing Address: | e-mail: |
| Type of Business (Check one): |
|  Sole Proprietor For-Profit Corporation Unit or Sub-Unit of Government Partnership Non-Profit Corporation Tribal |
| If applicant is a unit or sub-unit of government, please provide the following information for the Chief Executive Officer. |
| Name: | Title: |
| Address: | Phone: | e-mail: |
| Type of Facility: \_\_\_\_\_ Residential Child Care Facility \_\_\_\_\_ Maternity Home  |
| 1. **ADMISSION AND PROGRAM INFORMATION**
 |
| SPECIALIZATIONS: (Check any and all that apply) |
|  Emergency Shelter Care \_\_\_\_\_ Short Term Prematernal Emergency Shelter Runaway Children \_\_\_\_\_ Substance Use Treatment Care for Pregnant and Parenting Adolescents \_\_\_\_\_ Supervised Transitional Living Wilderness and Adventure Experience Program |
| **Age Range**: from age \_\_ to the age of \_\_\_\_ **Bed Capacity**: \_\_\_\_\_ **Sex**: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Both |
| 1. **REQUIRED ATTACHMENTS TO APPLICATION**
 |
|  Copy of enabling legislation, charter, partnership agreement, constitution or articles of incorporation if applicant is a legal entity.\_\_\_\_\_ List of phone numbers and electronic address of each person who has ownership and management interest.  Administrator references \_\_\_\_\_ Administrator education, experience summary Proof Administrator fingerprints submitted.\_\_\_\_\_ Proof of provisional background authorization on the Administrator and all individuals living in the facility age 16 and older, excluding residents. \_\_\_\_\_ Variance request if applicable Water test results, unless on city water Copies of information for parents or referral and placement agenciesOperations manual including:\_\_\_\_\_ Organizational chart\_\_\_\_\_ Staffing Plan\_\_\_\_\_ Complete description of the program All written policies, handbooks and procedures required to operate the facility Personnel policies (to include job descriptions and evaluations) Any resident rules and activity schedules All facility forms Floor plan diagram including dimensions of bedrooms |
| IV. DOCUMENTS REQUIRED PRIOR TO LICENSURE Disaster preparedness and Evacuation plan meeting the requirements of 7 AAC 10.1010 Life and fire safety Copy of most recent food service permit required by DEC, for license capacity 13 and over Copy of the most recent fire inspection report, for license capacity 6 and over |
| *I certify that I am the applicant or am authorized to submit this application on behalf of the applicant that is not an individual, and that the contents of the application and the information provided with it are true, accurate and complete.* |
| Signature | Title |
| Printed Name | Date |

**NOTE: If this is a renewal application, please provide copies only of those documents that have changed since the last review.**

|  |  |
| --- | --- |
| **DBH USE ONLY**Application initially received on (date)It was accepted as complete with all documentation on: Date Licensing Worker Signature | RETURN TO:**Division of Behavioral Health****RCCF and AMHR Licensing Unit****3601 C Street Suite 878****Anchorage, AK 99503** |