Licensed Program Licensing Process

Initial Inquiry

Licensing worker shares information with individual by phone or in person. The interested party is given an application packet, which includes a copy of applicable rules, financial planning guide, floorplan review booklet, and other information pertinent to the licensing process.

Floor Plan Review Process

Interested person submits a complete set of building floor plans for review to the licensing specialist, as specified in floor plan review book.

Department of Health

CCS sends floor plans to the Department of Health for review.

Department of Public Safety

CCS sends floor plans to the State Fire Marshal office for review.

Floor Plan Findings

Plan review results are sent to applicant. If necessary, corrections to floor plans are made and plans are resubmitted. When the floor plans meet requirements, the applicant moves on to next step.

Application

Interested party submits completed application form, names of references, and central registry screening forms.

Policies & Procedures

A final version of center's policies and procedures, orientation plan and annual staff training plan are submitted.

Liability Insurance

Applicant can either send a copy of the insurance policy for the file, or have a copy ready for viewing at inspection.

Menus

Menus featuring balanced meals are posted in the facility.

Personnel

Program planner meets educational requirements; hiring practices are documented and staff clear central registry and Sex Offender Registry before hire. A criminal record check is required within 14 days after hire.

Program Plans

A copy of the program schedule and written program of activities are reviewed.

Inspection

Once all paperwork has been submitted and approved, and all plan review items are completed, the licensing specialist and a DPS Inspector conduct an on-site inspection.

License is issued after the inspection is completed and all requirements are met.

05/2015