Group Home (Elderly) Licensure Application Instructions

**Group Homes in Montgomery County with 3 to 16 residents require BOTH a Montgomery County and a State of Maryland license.** According to Montgomery County Code, Chapter 23A-8(a) “A building must not be advertised or used as a group home until the Director issues an annual license. A building must not be advertised or used as a group home after a license has expired or has been revoked or suspended.”

**Step 1-To obtain a State Assisted Living license:**
- Call the Maryland Department of Health and Mental Hygiene, Office of Health Care Quality, at **410-402-8217** to request an application or go online at the website below and link AL.
- A person may not operate an Assisted Living Program in the State of Maryland for **1 or more residents** without first obtaining a State license. Their website is: [www.dhmh.state.md.us/ohcq](http://www.dhmh.state.md.us/ohcq)
- **Mail the original State Assisted Living application and documentation to:**
  - Maryland Department of Health and Mental Hygiene
  - Office of Health Care Quality
  - Bland Bryant Building-Spring Grove Hospital Center
  - 55 Wade Avenue
  - Catonsville, MD 21228

**Step 2-To obtain a County Group Home license:** **Montgomery County Code, Chapter 23A**
- Contact the Licensure and Regulatory office at **240-777-3986** for an application packet ($5.00 charge per packet).
- **Submit ALL the following documents with your application:**
  - (NOTE: **Renewals Only** Applicants may eliminate the Use and Occupancy Permit and Program Statement unless changes occur).
  - A completed Group Home licensure application
  - $60.00 per bed licensure fee
  - A Use and Occupancy Permit - *if the group home has 9 or more occupants residing in the home* (Chapter 23A-9(a)) (240-777-6240)
  - Complaint Procedures (read attached Guidelines)
  - Program Statement which includes- (Chapter 23A-9(d))
    - The program purpose, goals, and objectives
    - The means to accomplish the goals and objectives
    - The needs and capabilities of the population served
    - The proposed budget, resources, and procedures to meet those needs
    - The proposed operating methods and procedures for medication management, transportation, social and recreational services, 24 hour supervision, personal care services, and food service
    - Client admission and retention criteria
    - Qualifications and experience of the applicant and personnel operating the group home
- **A copy of the completed State Assisted Living application**
- **A copy of the Fire Approval.** Applicant must arrange a fire inspection after County group home application is accepted. [www.montgomerycountymd.gov/firemarshal](http://www.montgomerycountymd.gov/firemarshal) or 240-777-2457
- **A completed Emergency Contact Form (see attached form)**
- **Once you receive your State license, send a copy** to Susan Cohen at the above address.

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Licensure and Regulatory Services
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