Group Home License Application Instruction Checklist

(LICENSES ARE NOT TRANSFERABLE FROM LOCATION TO LOCATION OR PERSON TO PERSON)

NEW Application for Elderly and Non-Elderly Group Homes

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 A building must not be advertised or used as a group home after a license has expired or has been revoked or suspended.”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-Review Montgomery County Code, Chapter 23A or visit our office at the address listed above, to purchase a Group Home packet, which contains Chapter 23A. The cost is $5.00.

Please check ALL appropriate boxes to confirm items submitted with your new application. Any incomplete application packet will delay the licensing process.

❖ Submit ALL the following documents with your new application:

- Montgomery County Group Home License Application
- Fees (per bed): $60.00 (Elderly) or $50.00 (Non-Elderly)
- Emergency Contact Form (Attachment A)
- Complaint Procedure (see Attachment B for guidelines)
- Use and Occupancy Permit, if required by the county or the jurisdiction.
- Fire Approval Report AND Board and Care Fire Permit. All applicants are required to arrange for a fire inspection from their local jurisdiction.
- If you have a well and septic system, provide proof that you have paid Permitting Services for your inspection.
- Program Statement which describes each of the following items from Chapter 23A-9(d). (You may substitute equivalent policies sent to the State agency for this requirement)

  - 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
  - Emergency Preparedness that includes evacuation plans for all disasters, alternative location for continued operations, and a signed letter from the alternative location.

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Step 2- (Elderly)

To obtain a State Assisted Living license (see below):

☐ After completing the Montgomery County application process, 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 to the website below and click link Assisted Living.

☐ A person may not operate an Assisted Living Program in the State of Maryland for **2 or more residents** without 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, Maryland  21228

Step 3- (Non-Elderly)

You must submit applications to the State Agency listed below before submitting your Montgomery County application.

To obtain a State license (see below):

☐ Before submitting your application to Montgomery County Licensing Office for a Group Home license for Individuals with Mental Illness, call the Montgomery County local Behavioral Health Authority at **240-777-1400** or call the Maryland Office of Health Care Quality at **410-402-8060** or (toll free **1-877-402-8220**) or go online at [www.dhmh.state.md.us/ohcq](http://www.dhmh.state.md.us/ohcq) and click link Mental Health.

☐ Before submitting your application to the Montgomery County Licensing Office to obtain a license to care for Minor Children, you must first attend an informational session by registering online at the Maryland Governor’s Office for Children at [www.goc.state.md.us](http://www.goc.state.md.us) and click group homes or single point of entry. You will only be able to register if the State has determined there is a current need for such homes.

Please sign, date, and return completed form along with your application and payment to our office. Failure to submit each applicable item will delay the application process.

Review and Sign Statement below:

I have submitted all of the information as indicated on this checklist, and confirm all items submitted with this Group Home application are accurate and current.

Signature: __________________________________________

Printed Name: __________________________________________

Date: __________________________

Revised 06/18/2019
Group Home License Application (New)

Application is hereby made for a license to operate a Group Home in Montgomery County, Maryland

(LICENSES ARE NOT TRANSFERABLE FROM LOCATION TO LOCATION OR PERSON TO PERSON)

TODAY'S DATE: ______________________

☐ NEW ☐ CHANGE OF OWNERSHIP ☐ CHANGE IN LOCATION

☐ FACILITY NAME CHANGE: ________________________________________________________________

(previous name)

GROUP HOME TYPE: ☐ ELDERLY / $60 per bed ☐ NON-ELDERLY / $50 per bed (select type below)

☐ MINORS or ☐ CHRONICALLY MENTALLY ILL

GROUP HOME/ FACILITY:

NAME: __________________________________________________________

ADDRESS: __________________________________________________________

Street Number and Street Name City State Zip Code

TELEPHONE: ___________________ FAX: __________________________

WATER SOURCE: ☐ WSSC/City ☐ Well

SEWAGE DISPOSAL: ☐ WSSC/City ☐ Septic

OCCUPANCY:

NUMBER OF OCCUPANTS WHO CLAIM THE HOME AS THEIR PLACE OF RESIDENCE:

RESIDENTS (Number of licensed beds): _______ (Add numbers down)

NUMBER OF LIVE IN EMPLOYEES + _______

OTHER (Children, Family, or others residing on the premises) + _______

TOTAL (NUMBER OF ALL OCCUPANTS WHO CLAIM RESIDENCE): = _______ Number of rotating staff (non-occupants): _______

THE STATE LICENSING AGENCY FOR THE GROUP HOME: __________________________

COMPANY/ CORPORATION:

NAME: __________________________________________________________ FEDERAL TAX ID: __________________

ADDRESS: __________________________________________________________

Street Number and Street Name City State Zip Code

TELEPHONE: ___________________ FAX: __________________________

EMAIL: _____________________________________________

PRINT NAME: ___________________________ TITLE: ___________________________

SIGNATURE: ___________________________ DATE: ___________________________

OFFICE USE ONLY

Receipt No.: ______________________ Date Received: ___________ Staff Initial: ______

Amount Paid: ______________ Check/Money Oder No./Credit Card: ______________

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PAYMENT INFORMATION

Payment Method: □ Check □ Money Order □ Visa □ MasterCard

Make checks or money orders payable to “Montgomery County, Maryland”. Cash is not accepted. Credit card payments may be faxed to 240-777-4531 (confidential fax line).

Credit Cardholder’s Name (printed): ______________________________________

Amount Charged: $____________  Credit Card No: ________________________________

Exp. Date: ________________  3 Digit Security Code (required) ____________

I agree to pay the indicated total amount according to card issuer agreement:

CARDHOLDER’S SIGNATURE: _______________________________________________
EMERGENCY CONTACT INFORMATION

GROUP HOME APPLICANTS (NEW)

Completion Date:______________________

Group Home Licensee:

In the event of a county-wide emergency we may need to contact each group home in Montgomery County. *Please provide the group home owners contact information or after hours’ emergency contact.

PRIMARY CONTACT PERSON:
Name: ____________________________________________
Position / Title to the Business: ______________________________
Address: (personal) ____________________________________________
Phone:  home: _______________________________    cell: _______________________________
Email: ________________________________________________

SECONDARY CONTACT PERSON:
Name: ____________________________________________
Position / Title to the Business: ______________________________
Address: (personal) ____________________________________________
Phone:  home: _______________________________    cell: _______________________________
Email: ________________________________________________

Please notify me in writing or contact me directly at 240-777-1063, if any of the information above changes. Thank you in advance for your cooperation

Sincerely,

[Signature]

Kendra Queen
Group Home Licensing Coordinator
CHECKLIST FOR THE PROGRAM STATEMENT REQUIREMENTS FOR NEW HOMES

Montgomery County Code, Chapter 23A-9(d) requires a Program Statement (policies) for new group homes and it must describe the following listed below. Please check each box and return all listed policies with your application.

- program purpose, goals and objectives;
- means to accomplish the goals and objectives;
- needs and capabilities of the population to be served;
- proposed budget (an actual budget), resources, and procedures to meet those needs;
- 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 the personnel operating the group home (a resume); and
- emergency preparedness that includes: evacuation plans for all disasters, the alternative location for continued operations, and a signed letter from the alternative location preferably on their business letterhead.

Signature: ____________________________

Date: ____________________________
Complaint Procedure Guidelines
For Renewals and New Homes

Montgomery County Code, Chapter 23A, requires Group Home licensure applicants to provide the Department of Health and Human Services with “the steps the staff Director will take to receive, investigate, and respond to inquiries and complaints from residents and non-residents”.

A Complaint Procedure must accompany NEW and RENEWAL Group Home licensure applications and is subject to approval by the Licensure & Regulatory Office.

To expedite your license application these guidelines have been created to assist you.

Please include ALL the following in your procedure and return with your application:

▪ How resident and community complaints will be addressed?

▪ Name(s) of staff authorized to receive complaints from residents and non-residents.

▪ Timeframe for the licensee to investigate complaints (no longer than 30 days).

▪ How the licensee will inform the complainant of the investigation results.

▪ How the license will attempt to resolve complaints?

▪ List the County and State licensure agencies, phone numbers and addresses to contact if complaints are not resolved satisfactorily, including the Licensure & Regulatory Office.

▪ Any complaint that has not been resolved to the complainant’s satisfaction should be forwarded in writing to the Licensure & Regulatory Office.