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 A building must not be advertised or used as a group home after a license has expired or has been revoked or suspended.”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 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:
  - 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)) (240-777-0311)
  - 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 State license
  - A copy of the Fire Approval/Permit. Applicant must arrange a fire inspection from their local jurisdiction. Please see attachment form B.
  - A completed Emergency Contact Form (see attached form)
  - Once you receive your State license, send a copy to the above address.

Step 2-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
- 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