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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-17

TO: Commissioners of  
 Social Services

DIVISION: Services and  
 Community  
 Development

DATE: April 30, 1993

SUBJECT: Family Type Homes for Adults: Closure Without  
 Surrender of Operating Certificate

SUGGESTED

DISTRIBUTION: Directors of Services  
 Adult Services Staff  
 Family Type Home Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Thomas Burton, Office of Housing and Adult Services,  
 1-800-342-3715, extension 432-2987

ATTACHMENTS: Model Statement/Operator Unable to Surrender  
 Operating Certificate When Closing Voluntarily  
 (Available On-Line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92 INF-25		485	Article 7		
89 ADM-22		489			
85 ADM-36					

Date April 30, 1993

Trans. No. 93 INF-17

Page No. 2

The purpose of this transmittal is to remind the local social services districts of the need to obtain the operating certificates of all Family Type Homes for Adults which are closing voluntarily.

In 92 INF-25, local social services districts were provided with clarification of Department regulations pertaining to the voluntary closing of Family Type Homes. Included in the regulations is the requirement that the Family Type Home operator surrender the operating certificate to the local department of social services. The district must then send the certificate to the Department. However, the Department continues to receive requests to close certified Family Type Homes without the surrender of the certificate.

In the event that operators are unable to locate the operating certificates, the Department will accept a statement signed by the operators and witnessed by a local social services district staff person which includes the following assurances:

the operator(s) is/are no longer interested in being a Family Type Home operator and wish(es) to close the home;

the operator(s) cannot locate the operating certificate;

the operator(s) agree(s) that he/she/they will not admit anyone to the home who requires personal care or supervision; and

the operator(s) acknowledge(s) that knowingly operating an unlicensed adult care facility is a class-a misdemeanor, for which the operator(s) may be criminally prosecuted and that the Department may seek to impose a fine of \$1,000 per day for the unlicensed operation of an adult care facility.

Attached is a model statement which may be used when operators are unable to surrender the operating certificates.

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Frank Puig  
Deputy Commissioner  
Division of Services & Community Development

Model Statement

Closing a Family Type Home for Adults  
When Operators Are Unable To Surrender the Operating Certificate

- I/We am/are no longer interested in being (a) Family Type Home operator(s) and wish to close the home.
- I/We cannot locate the operating certificate.
- I/We agree that I/we will not admit anyone to the home who requires personal care or supervision.
- I/We acknowledge that knowingly operating an unlicensed adult care facility is a class-a misdemeanor, for which I/we may be criminally prosecuted and that the Department may seek to impose a fine of \$1,000 per day for the unlicensed operation of an adult care facility.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Operator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Operator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Local District Staff Person