

NEW YORK
state department of
HEALTH

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

May 17, 2011

Dear Operator:

In an effort for the NYS Department of Health to go “green” the application for Adult Care Facility (ACF) Renewal of Operating Certificates (OC) and Assisted Living Residence (ALR) Biennial Fee Form will be posted on the Health Commerce System (HCS). You can find the form under Topics – select “Long Term Care” as your group and then please select the following folders in order: “Guidelines”, “ACF”, and “Renewal OC Form”. Please note each facility will be responsible for timely submission of the application in coordination with the regulation stated below. Please complete the form and return it along with any required documents including a check payable to the New York State Department of Health, if renewing an ALR Operating Certificate.

Correspondence should be mailed to Guy Warner, Deputy Director, Division of Assisted Living, 875 Central Avenue, Albany, New York 12206. If you have any questions or require assistance regarding the HCS, please contact Valerie Ridgeway at (518) 408-1624.

“Regulations for Adult Care Facilities” 18NYCRR 485.7 (a) – (f):

Please note the following timelines –

- 485.7 (a) The operator of a facility shall be required to submit an application for renewal, on the forms in the manner prescribed by the Department, no more than 90 or less than 45 days prior to expiration of said certificate. Such application shall include appropriate financial data, any new contracts, leases or rental agreements and documentation that the facility is in compliance with applicable regulations, codes and ordinances.
- 485.7 (b) Failure to submit an application for the renewal of an operating certificate within the time limit established by subdivision (a) of this section may constitute grounds for the imposition of civil penalties or the denial of that or any subsequent application for renewal.

Please be advised that issuance of your operating certificate is also dependent upon the facility being in compliance with Department ACF Regulations. If you have any questions or require assistance, please contact April Middleton at (518) 486-1460.

Sincerely,



Guy Warner
Deputy Director
Division of Assisted Living