



The State of Mississippi
Governor Tate Reeves
Commissioner Andrea A. Sanders
www.mdcps.ms.gov

Renewal Application for a Congregate Care License
Please check box for the type of license

Therapeutic Foster Care (Private Child Placing Home)	Therapeutic Group Home	Emergency Shelter
Regular Group Home	Maternity Home	Adoption

Applicant
Name of Organization/Agency

Name of Director/Administrator

Title

Mailing Address
Street or Box No. City State Zip

Location if different
Street Address City State Zip

Telephone No.

I/We certify that all information submitted for this application is true and correct to the best of my/our knowledge.
I/We understand that any misrepresentation of information shall be grounds for denial of this application.

If granted a License, I/We agree to abide by the provisions therein as set forth by the Mississippi Department of Child Protection Services.

Signed
Chairman of Board or Authorized Agent*

Date

Title

Telephone No.

Street Address City State Zip

*Attach statement verifying that Authorized Agent has authority to submit application.



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	1. At least two (2) months before the license expires, the Department shall notify the agency and request completion of a license renewal application. <i>(Rule 3.5A At least sixty (60) days before a congregate care license is set to expire, MDCPS should notify the provider and request completion of a license renewal application)</i>
	2. When the agency submits a timely application for renewal, the current license shall remain in effect until the review is completed and the Department issues a license or denies the application. However, renewal must be accomplished prior to the expiration date of the current license. If the renewal application and all the required documents have not been received prior to the current license expiration date, the renewal license shall be denied. <i>(Rule 3.5B When the provider submits a timely application for renewal, the current license will remain in effect until the review is completed and MDCPS either issues a congregate care license or denies the application. Renewal must be accomplished prior to the expiration date of the current license. If the renewal application and all the required documents have not been received prior to the current license expiration date, the renewal license will be denied.)</i>
	3. A renewal application shall be sent with the following materials: Rule 3.5 C
	a. A copy of the annual report published since the last license was issued; : Rule 3.5 C1
	b. A list of names, addresses, occupations, and term expiration of all Board Members; and specify the officers of the Board; Rule 3.5 C2
	c. The budget for the current fiscal year, which shows capital necessary for a twelve (12) month period of operation. The agency should provide proof that twenty-five percent (25%) of the current operating budget is available in the name of the agency, which shall not include the Department board payment; Rule 3.5 C3
	d. The most recent financial audit review by a Certified Public Accountant (CPA) and IRS Form 990; Rule 3.5 C4
	e. The names, classifications and qualifications of current staff and work schedule; Rule 3.5 C5
	f. A copy of the current staff organizational table, if changed since the last license was issued; Rule 3.5 C6
	g. A description of any program review and evaluation, and changes in program content and purpose which have occurred since the last license was issued; Rule 3.5 C7
	h. A copy of any revisions in personnel policies that have been made since the last license was issued; Rule 3.5 C8
	i. A copy of the current staff development and in-service training plan (see Section III. Personnel: Staff Development and In-Service Training); Rule 3.5 C9



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	j. A copy of program accreditations, license with other states, and the licensure certificate; Rule 3.5 C10
	k. For-profit agencies must detail any changes in corporate structure, ownership or proprietary interest since the last license was issued; Rule 3.5 C11
	l. A current copy of the required fire and health inspections performed in the last three (3) months; Rule 3.5 C12
	m. Any changes in the diagram or designated use of any structure or room or locations on the campus/grounds of each agency; Rule 3.5 C13
	n. A copy of current insurance policy coverage including, but not limited to, auto insurance for staff that transports children, comprehensive general liability, and owner property insurance on the facility; Rule 3.5 C14
	o. A copy of policies regarding fees and charges for services to prospective adoptive parents (for adoption agencies only). (MS Code 43-15-117 – See Appendix). Rule 3.5 C15
	4. Please submit all of the above required documents to the Licensure Unit along with the Application for Licensure and the Questions for Executive Director.



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QUESTIONS FOR EXECUTIVE DIRECTOR

Facility

Date

Executive Director/Person Completing Form

Complete and return to:

MDCPS
Department of Licensure
P.O. Box352
Jackson, MS 39205-0352

1. Which, if any rooms have less square footage than required?
2. Which, if any rooms are occupied by more than 2 residents?
3. Is there at least one window to the outside in each room?
4. What are the procedures to ensure water is available to essential areas when there is a loss of normal supply?



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5. Which, if any, bedrooms are not at/or above ground level?

6. Do all bedrooms have any access to an exit corridor?

7. Number of licensed beds _____ Number of beds set up _____

8. What is the source of the facility's water supply? (i.e. public; private; well; etc.)

9. What is the source/type of sewage system at the facility? (i.e. public, individual onsite system, etc.)

10. Please give the number of toilet facilities in your facility:
Toilets
Lavatories
Tubs/showers

11. How does your facility dispose of garbage? How often is garbage picked up?

12. What type of insect/rodent extermination program does your facility practice?
How often?