

## *Licensing Administration's FAQ's for OCYF renewal applications*

### **Licensing Administration's Top 10 Frequently Asked Questions of 2023**

#### **Regarding Office of Children, Youth & Families (OCYF) - Renewals**

***This information is only for providers who operate a type of service under the OCYF Regulations. Do not use these FAQ's if your current Certificate of Compliance is not one of these Types of Service:***

<b><u>TYPE OF SERVICE</u></b>	<b><u>REGULATION</u></b>
Private C&Y Agency (Alternative Treatment)	Chapter 3680 – Administration of Private Children and Youth Social Services Agencies
Foster Family Care	CHAPTER 3700
Adoption Services	CHAPTER 3350
Residential Services	Chapter 3800 – Child Residential and Day Treatment Facilities
Professional Foster Care	Chapter 3700
Secure Care	Chapter 3800 – Child Residential and Day Treatment Facilities
Secure Detention	Chapter 3800 - Child Residential and Day Treatment Facilities
Transitional Living	Chapter 3800 – Child Residential and Day Treatment Facilities
Outdoor Program	Chapter 3800 – Child Residential and Day Treatment Facilities
Mobile Program	Chapter 3800 – Child Residential and Day Treatment Facilities
Private C&Y Agency (Supervised Independent Living)	Chapter 3680 – Administration of Private Children and Youth Social Services Agencies
Day Treatment	Chapter 3800 – Child Residential and Day Treatment Facilities
County Children & Youth Agency	Chapter 3130 – Administration of County Children and Youth Services and Other Supplementary Program Regulations
Private Children & Youth Agency	Chapter 3680 – Administration of Private Children and Youth Social Services Agencies

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### **1. What do I need to apply for my renewal Certificate of Compliance/License?**

The following items must be received by Licensing Administration at least 60 days prior to the expiration date of the facility's existing regular or provisional certificate of compliance, 55 Pa. Code § 20.22 Reapplication:

1. The renewal application for an existing certificate of compliance, HS633 or HS633.1,
2. The Civil Rights Compliance Attestation (HS2125).

The renewal application for an existing certificate of compliance (HS633 or HS633.1) and the Civil Rights Compliance Attestation (HS2125) may be submitted via email to:

[RA-PWLICADOCYFPRO@pa.gov](mailto:RA-PWLICADOCYFPRO@pa.gov)

- ❖ ***Please make sure to enter the Certificate of Compliance/license number and the name of the Facility/Agency on the subject line of the email.***

The renewal application for an existing certificate of compliance (HS633 or HS633.1) and the Civil Rights Compliance Attestation (HS2125) may be submitted by mail to the address found in FAQ number 8, page 5.

### **2. What do I do if I did not receive my renewal application packet?**

Renewal application packets are generated 130 days prior to the expiration date of your current Certificate of Compliance/license. The renewal packets are mailed to the legal entity address on record which is entered from the latest application we have on file. If the current Certificate of Compliance will expire in less than 130 days, you can complete a blank application for a Certificate of Compliance (HS633).

The following items must be received by Licensing Administration at least 60 days prior to the expiration date of the facility's existing regular or provisional certificate of compliance, 55 Pa. Code § 20.22 Reapplication.

*Follow the links below to obtain the forms. After completing the forms, save and/or print them to submit. The forms may be submitted via email, to: [RA-PWLICADOCYFPRO@pa.gov](mailto:RA-PWLICADOCYFPRO@pa.gov) or mailed to the address found in FAQ number 8, page 5.*

- ❖ ***Please make sure to enter the Certificate of Compliance/license number and the name of the Facility/Agency on the subject line of the email.***

1. The completed application for an existing certificate of compliance, HS633, found at this link: <https://www.dhs.pa.gov/providers/Clearances-and-Licensing/Documents/App%20HSL/Application%20for%20Certificate%20of%20Compliance.pdf>
2. The Civil Rights Compliance Attestation (HS2125), [https://www.dhs.pa.gov/providers/Clearances-and-Licensing/Documents/App%20HSL/CRC Attestation %20Fillable.pdf](https://www.dhs.pa.gov/providers/Clearances-and-Licensing/Documents/App%20HSL/CRC%20Attestation%20Fillable.pdf)

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### **3. Where can I find the Civil Rights Compliance Attestation (HS2125)?**

The Civil Rights Compliance Attestation (HS2125) is for renewal of your Certificate of Compliance. It must be submitted with your renewal application for an existing certificate of compliance (HS633 or HS633.1). It should be completed and saved as a file to add to your renewal application. Both documents can then be emailed together to: [RA-PWLICADOCYFPRO@pa.gov](mailto:RA-PWLICADOCYFPRO@pa.gov).

- ❖ ***Please make sure to enter the Certificate of Compliance/license number and the name of the Facility/Agency on the subject line of the email.***

**Or** the Civil Rights Compliance Attestation (HS2125) can be completed and printed to send in the mail with your renewal application. The mailing address can be found in FAQ number 8, page 5.

The link for the CRC Attestation (HS2125) is: [https://www.dhs.pa.gov/providers/Clearances-and-Licensing/Documents/App%20HSL/CRC Attestation %20Fillable.pdf](https://www.dhs.pa.gov/providers/Clearances-and-Licensing/Documents/App%20HSL/CRC%20Attestation%20Fillable.pdf)

### **4. May I submit my renewal application electronically?**

The renewal application for an existing certificate of compliance (HS633 or HS633.1) and the Civil Rights Compliance Attestation (HS2125) may be submitted via email to:

[RA-PWLICADOCYFPRO@pa.gov](mailto:RA-PWLICADOCYFPRO@pa.gov)

- ❖ ***Please make sure to enter the Certificate of Compliance/license number and the name of the Facility/Agency on the subject line of the email.***

### **5. When will I get my Civil Rights Compliance approval letter?**

As of August 2022, the Bureau of Equal Opportunity (BEO) streamlined their process. Civil Rights Compliance (CRC) approval letters are no longer issued. The BEO may contact you if they have any questions about the Civil Rights Compliance Attestation (HS2125) you submitted with your renewal application for an existing certificate of compliance (HS633 or HS633.1). If you do not receive contact from a BEO staff member and you receive your renewed Certificate of Compliance/license, then it means the CRC Attestation (HS2125) submitted with the renewal application was accepted and in compliance.

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### **6. When will I receive my renewed Certificate of Compliance/license?**

Renewal Certificates of Compliance/licenses are not issued **until 30 days or less prior to the expiration date of the current Certificate of Compliance**.

If you have completed and submitted all items required for a renewal application to be complete, and if your current Certificate of Compliance is expired and is **not** a Provisional, check to see if it is posted on the DHS Provider Directory under the blue License hyperlink.

The Provider Directory can be found at this link:

[https://www.humanservices.state.pa.us/HUMAN\\_SERVICE\\_PROVIDER\\_DIRECTORY/](https://www.humanservices.state.pa.us/HUMAN_SERVICE_PROVIDER_DIRECTORY/)

If you find the Certificate of Compliance posted on the Provider Directory, you can print it from the Directory for your records and display it as noted in the Regulations.

If the Certificate of Compliance is not posted, please contact 717-787-9763 to find out more information on the status of the renewal.

### **7. Our Provisional license expired, and I sent in our renewal application, when will we receive our Certificate of Compliance/license?**

Provisional Certificates of Compliance/licenses are not automatically renewed. The regional office makes the recommendation to issue the next license based on the findings of the Provisional monitoring inspection(s). The next Certificate of Compliance will be issued when Licensing Administration receives the recommendation from the regional office.

The renewed Certificate of Compliance is sent via email to the email address(es) on the renewal application.

If your Provisional Certificate of Compliance has expired, please contact the regional office that completes your inspections to request a status of the license. The regional office telephone numbers can be found at this link:

<https://www.dhs.pa.gov/Services/Assistance/Pages/Regional-OCYF-Offices.aspx>

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### **8. May I send in my renewal documents through the mail?**

The renewal application for an existing certificate of compliance (HS633 or HS633.1) and the Civil Rights Compliance Attestation (HS2125) may be submitted via email to:

[RA-PWLICADOCYFPRO@pa.gov](mailto:RA-PWLICADOCYFPRO@pa.gov)

- ❖ *Please make sure to enter the Certificate of Compliance/license number and the name of the Facility/Agency on the subject line of the email.*

However, the renewal application (HS633/HS633.1) and the Civil Rights Compliance Attestation (HS2125) can be mailed together and sent to:

Via USPS:

**DHS/BHSL**

**Room 623**

**PO Box 2675**

**Harrisburg, PA 17105-2675**

Or via courier:

**DHS/BHSL**

**Health & Human Services Bldg., Rm 623**

**625 Forster Street**

**Harrisburg, PA 17120**

### **9. How can I get a copy of my renewed Certificate of Compliance/license if I never received it in an email?**

If the current Certificate of Compliance is not a Provisional but has expired, and you have submitted all required documentation, you may check to see if it is posted on the DHS Provider Directory under the blue License hyperlink.

The Provider Directory can be found at this link:

[https://www.humanservices.state.pa.us/HUMAN\\_SERVICE\\_PROVIDER\\_DIRECTORY/](https://www.humanservices.state.pa.us/HUMAN_SERVICE_PROVIDER_DIRECTORY/)

If you find the Certificate of Compliance posted on the Provider Directory, you can print it from the Directory for your records and display it as noted in the Regulations.

If the Certificate of Compliance is not posted, please contact 717-787-9763 to find out more information on the status of the renewal.

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### **10. Why didn't I receive my renewed Certificate of Compliance/license when I have submitted everything needed?**

If the current Certificate of Compliance is not a Provisional but has expired, and you have submitted all required documentation including any applicable payments, you may check to see if it is posted on the DHS Provider Directory under the blue License hyperlink.

The Provider Directory can be found at this link:

[https://www.humanservices.state.pa.us/HUMAN\\_SERVICE\\_PROVIDER\\_DIRECTORY/](https://www.humanservices.state.pa.us/HUMAN_SERVICE_PROVIDER_DIRECTORY/)

If you find the Certificate of Compliance posted on the Provider Directory, you can print it from the Directory for your records and display it as noted in the Regulations.

If the Certificate of Compliance is not posted, please contact 717-787-9763 to find out more information on the status of the renewal.