



December 14, 2012

Dear Community Home or Family Living Provider Agency:

I am pleased to announce the implementation of a major innovation that will expedite the licensing process for new community home and family living sites under existing agency licenses.

As you know, a Department of Public Welfare (Department) physical site inspection is currently required before a new site can be licensed or occupied. Beginning in January 2013 the *Department will permit most licensed agencies to conduct a physical site self-inspection and certification in lieu of an onsite inspection by licensing representatives from the Department.*

Within the next few weeks, you will receive more information about the process, self-inspection tools, criteria for agency eligibility, and other details. The Department's Bureau of Human Services Licensing will also provide free training for providers as necessary.

We have developed this initiative to speed the licensing process and permit individuals who are awaiting living arrangements to move into their new homes faster and with fewer administrative delays. As always, we appreciate your continued partnership in protecting the health, safety and well-being of the individuals we serve. Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to be "RM", with a long horizontal flourish extending to the right.

Ronald Melusky
Director