

**Department of Public Welfare**  
**Checklist for the Initial Application for a**  
**Certificate of Compliance for a Human Service Setting**

This checklist is designed to assist you in completing the initial application for a Certificate of Compliance to operate a human service setting. If the application packet is not complete when submitted, it will be returned to you to be completed and resubmitted. Each entry may not be necessary for each applicant. If you have questions about any required document, you may call the Bureau of Human Services Licensing at (717) 705-6954 for clarification.

Items necessary to be considered a **complete** application are as follows:

- Application for Certificate of Compliance (PW 633)** - Application must be signed by the owner or if a Corporation, by a Corporate officer.
- Articles of Incorporation\*** – If the facility or agency is operated by a Corporation, a copy of the Department of State’s **approved** corporation papers must be included.
- Fictitious Name Approval\*** - If the legal entity is for profit and wishes to name the home something other than the owner’s or corporation’s name, then a copy of the Department of State’s **approved** fictitious name papers must be included.
- Foreign Business\*** - If the legal entity is a Corporation formed in a state other than Pennsylvania, then a copy of the Department of State’s **approved** authorization to do business in Pennsylvania must be included.
- Occupancy Permit\*** – A copy of the **final or approved** Occupancy Permit issued from the Department of Health, Department of Labor and Industry, or the local municipality must be included. *(This is not applicable for Family Living Homes, 55 Pa.Code Chapter 6500)*
- Application fee** as follows for the number of beds you are requesting to be licensed *(The application fee only applies to Personal Care Homes, 55 Pa.Code Chapter 2600, and Assisted Living Residences, 55 Pa.Code Chapter 2800):*

<u>For Personal Care Homes:</u> (1) 20 beds or less - \$15.00 (2) 21 – 50 beds - \$20.00 (3) 51-100 beds - \$30.00 (4) 101 beds and over - \$50.00	<u>For Assisted Living Residences:</u> - \$300 License Application Fee - \$75 per bed Fee (collected when license is issued) - \$150 Application Fee for Special Care Designation
--	--

Please enclose a check or money order made payable to Department of Public Welfare.

- Proof of non-profit status\***, if applicable, in the form of a copy of The Department of Treasury’s approval of non-profit, § 501(c)(3), status.
- Department of Public Welfare’s Bureau of Equal Opportunity** - Civil Rights Compliance Questionnaire - Civil Rights approval is required prior to the issuance of a Certificate of Compliance. The Civil Rights Compliance Questionnaire must be sent to the BEO regional office which serves the county in which the facility is located.

**\*Please note that a copy of an application is not acceptable. It must be a copy of the approved document. The completed Application Packet should be submitted to:**

**Via First Class Mail:**

Department of Public Welfare  
Bureau of Human Services Licensing  
P.O. Box 2675  
Harrisburg, PA. 17105-2675

**Via Courier:**

Department of Public Welfare  
Bureau of Human Services Licensing  
Room 623, Health & Welfare Building  
625 Forster Street  
Harrisburg, PA. 17120