
EVALUATOR MANUAL TRANSMITTAL SHEET

<p><u>Distribution:</u></p> <p><input type="checkbox"/> All Child Care Evaluator Manual Holders</p> <p><input type="checkbox"/> All Residential Care Evaluator Manual Holders</p> <p><input checked="" type="checkbox"/> All Evaluator Manual Holders</p>	<p><u>Transmittal No.</u></p> <p>13RM-01</p> <hr/> <p><u>Date Issued</u></p> <p>January 2013</p>
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Subject:

Social Rehabilitation Facilities
 Reference Material- Application Follow-up Activities

Reason for Change:

Add language to section 3-0295

Filing Instructions:

REMOVE: Page 86

INSERT: Page 86

Approved:

*Original signed by Seton Bunker for
 Fernando Sandoval*

01/29/13

Fernando Sandoval Chief
 Policy Development Bureau
 Community Care Licensing Division

Date

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3-0295 APPLICATION FOLLOW UP ACTIVITIES (Continued)

3-0295

- **Child Abuse Index Check** – The form and instructions are sent to the applicant upon receipt of a completed application and the assignment of a facility number. These checks are required only for facilities that serve children.
- **Fire Clearance** – The request for a fire inspection and clearance is generated in the Regional Office, upon receipt of a completed application. Fire clearances are required for all categories except Family Child Care Homes with a capacity of six or fewer ambulatory children and Foster Family Homes who do not provide care to disabled or nonambulatory children. Refer to category specific regulations for more detail on exceptions.
- **Overconcentration** – An overconcentration letter, generated at the Regional Office, upon receipt of a completed application is sent to the local planning department to verify there is not another licensed facility within 300 feet of the proposed facility site. This requirement only applies to Adult Residential Facilities, **Social Rehabilitation Facilities**, Group Homes, and Small Family Homes.
- **Letter to Board Members** – This letter, which is generated at the Regional Office, is sent to all Board Members upon receipt of a Corporate application.
- **Notification to Special Education Local Plan Area** – This notification, which is generated at the Regional Office, upon receipt of a Group Home or Small Family Home application, is sent to the administrator of Special Education Local Plan Area along with a copy of the LIC 200. Upon licensure, the Regional Office must also send to the Special Education Local Plan Area a copy of the facility license. These procedures must also be followed when an increase in capacity is requested by a group home or a small family home.
- **Residential Care Facilities for the Elderly** – All Residential Care Facilities for the Elderly applicants must obtain a Department issued certificate of completion of the 40-hour Residential Care Facilities for the Elderly Certification Program prior to licensure. Determine if any disciplinary actions were or are being taken. CCLD, check the LIS-Personnel History report. County licensing, check the County Licensing Administrative Action Personnel Flagging Attachment website. You may obtain the complete web address from your county liaison.