

ATTACHMENTS TO APPLICATION

Note: the following attachments to this application are required. Failure to include attachments may delay the issuance of a license.

1. All applicants shall submit verification of insurance, including liability, fire and theft, vehicle and vehicle insurance, worker's compensation and unemployment compensation.
2. All applicants shall submit copy of most recent Fire Marshal report.
3. All applicants shall submit copies of most recent Environmental Health Inspections.
4. If applicable, applicants shall submit copies of any other agency accreditations or licenses, such as COA.
5. All applicants shall submit a copy of the written information (handbook) provided to residents and their parents or guardians relating to their rights and responsibilities.
6. All initial applicants shall submit verification of Life Safety Inspection done by the Office of Health Facilities Licensure and Certification (OHFLAC).
7. All initial applicants shall provide a list of the names of five references. The references should include character, financial and qualification assessment.
8. All initial applicants or applicants seeking to expand services shall demonstrate sufficient operating funds for at least six months. The demonstration may include reserves, lines of credit or history of adequate cash flow from an existing program to support a new program for six months.
9. All initial applicants shall submit a copy of the W-9.
10. All initial applicants shall attach administrative policies, continuous quality improvement policies, financial management policies, program descriptions, operating procedures, personnel policies, job descriptions, staffing schedules and grievance procedures. Renewal applicants shall attach these if major changes have been made.
11. All initial applicants shall attach a Charter of Incorporation, if applicable, or other business license. Renewal applicants shall submit any major changes that have been made.
12. All applicants for Residential Child Care and Treatment Facilities with an on-grounds school shall attach approval of their pest management plan from the WV Department of Agriculture.
13. All applicants for Residential Child Care and Treatment Facilities shall attach a floor plan that shows room dimensions, permanent fixtures, toilets and sinks, storage areas, playground equipment, fire exits and utility shut-offs.
14. Initial applicants shall attach the Certificate of Need approval or determination of non-reviewability.
15. Initial applicants for Residential Child Care and Treatment Facilities shall attach evacuation and emergency response procedures.
16. All renewal applicants shall submit copies of annual audit and site specific budget.
17. All renewal and amended applicants shall attach any materials relevant to changes that have been made since the last application submission.