

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES

APPLICATION TO OPERATE A FAMILY BOARDING CARE FACILITY

NOTE: Family Boarding Care Facility Applicants must include a Home-study Report and complete the Certification or Recertification Checklist on the reverse of this form.

FACILITY:

NAME _____

ADDRESS _____

COUNTY _____

() -
(Area Code) TELEPHONE NUMBER

CAPACITY: **Male** _____ **Female** _____ **Coed** _____ **Total** _____

OPERATING AGENCY:

NAME _____

ADDRESS _____

COUNTY _____

() -
(Area Code) TELEPHONE NUMBER

PUBLIC AGENCY ADMINISTERING DETENTION (If different from above):

NAME _____

() -
(Area Code) TELEPHONE NUMBER

Contact Person: _____

RATES: **Per Diem:** \$ _____ . _____ **Reserved accommodation (if applicable):** \$ _____ . _____

CERTIFICATION: It is the intent of the operators and administrators of this facility to comply with the requirements of statute and the Juvenile Detention Facilities Regulations.

Completed By:

Signature _____

Title _____

Date _____

Approved By:

Signature _____

Title _____

Date _____

For OCFS Use

SUPPORTING DOCUMENTATION FAMILY BOARDING CARE FACILITY

CERTIFICATION CHECKLIST

The following items should be completed and/or attached at the time an application is completed for INITIAL CERTIFICATION of a Family Boarding Care Facility.

- Application - Front of this form
- Family Boarding Care Facility Home Study (OCFS-0390)
- Executed Contract/Agreement between the operators of the boarding home and the administrative or operating agency.
- State Central Register clearance for all persons over the age of 18 living in the home.
- Current statement of health (physical examination report) for EACH operator of the boarding home.
- Floor plans of the boarding home, showing the dimensions of all rooms and which bedrooms will be utilized by detention youth. The locations of all smoke detectors, fire extinguishers alternate emergency exits, and wood stoves must be indicated.
- OCFS Fire Safety Checklist (OCFS-0293)
- Written evacuation plan, including the emergency exits and procedures to be used in case of fire or natural disaster.
- OCFS Firearms Certification (OCFS-0292)
- OCFS Regulation Self-Compliance Checklist.
- Three letters of personal reference (not from relatives).
- Family Boarding Care Driver Information (OCFS-0295)
- Policy and Procedures Manual, including HIV/AIDS plan.
- Water Report.
- Fire Inspection Report.

RECERTIFICATION CHECKLIST

The following items should be completed and/or attached at the time an application is completed for RECERTIFICATION of a Family Boarding Care Facility.

- Application - Front of this form.
- Updated narrative Home Study, including any changes in the home or family composition and provisions for training.
- Written Agreement between the operators of the boarding home and the administrative or operating agency.
- State Central Register clearance for all persons over the age of 18 living in the home, not previously submitted.
- Current statement of health (physical examination report) for EACH operator of the boarding home.
- Updated floor plans if there are any changes in either the structure or utilization of the boarding home.
- OCFS Fire Safety Checklist.(OCFS-0293)
- An updated evacuation plan, if the plan has changed since the initial certification.
- OCFS Firearms Certification (OCFS-0292)
- OCFS Regulation Self-Compliance Checklist.
- Family Boarding Care Driver Information (OCFS-0295)
- Water Report.
- Fire Inspection Report.