

STATE OF NEW YORK
OFFICE OF CHILDREN AND FAMILY SERVICES

APPLICATION TO OPERATE A DETENTION FACILITY

NOTE: To be completed for all requests to establish and operate a detention facility EXCEPT Family Boarding Care. For Family Boarding Care, use Form OCFS- 0290

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: _____

TYPE OF FACILITY (Check one):

- Agency Operated Boarding Care Group Care
 Non-Secure Institutional Secure Institutional Secure Holdover

RATES – Per Diem: \$ _____

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 _____

SUPPORTING DOCUMENTATION
(All facility types except Family Boarding Care)

CERTIFICATION CHECKLIST

The following items should be completed and/or attached at the time an application is completed for INITIAL CERTIFICATION:

- Application—Front of this form
- Certificate of Incorporation
- Contract/Agreement between the administrative agency and the operating agency.
- Program Statement—brief overview
- Budget (OCFS-2651, 2652, 2654, & 2668)
- Agency Organization Chart
- Policy and Procedures Manual
- Physical plant description, including floor plans with room dimensions and sleeping arrangements. Locations of smoke detectors, fire extinguishers and alternate emergency exits.
- Staff Schedule
- Education Plan
- Recreation Plan
- Staff Training Schedule
- State Central Register clearance for all staff (obtained and on file)
- HIV/AIDS Plan
- Staff Physicals (on file)
- Child Abuse Prevention Plan
- Certificate of Occupancy
- Evacuation plan, including emergency exits and procedures in case of fire or natural disaster
- Fire Inspection Report
- OCFS Regulation Self-Compliance Checklist

RECERTIFICATION CHECKLIST

The following items should be completed and/or attached at the time an application is completed for RECERTIFICATION of the facility:

- Application—Front of this form
- Contract/Agreement between the administrative agency and the operating agency.
- Budget (OCFS-2651, 2652, 2654, & 2668)
- Statement of significant changes in program operation.
- OCFS Regulations Self-Compliance Checklist
- Fire Inspection