

Capacity Change Guidelines and Request Form

Capacity changes may be requested for the following situations:

- At time of relicensing
- With a change of premise
- At time of “off-year” paperwork collection
- Long-term changes due to phasing toward closure of the AFC license and or retirement
- Long-term changes due to change in situation (of placed resident or license holder)

All capacity changes will be reviewed by the Regional Licensing Specialist and County. The above list is not exclusive, and the County will determine on a case-by-case basis if criteria has been met to request a capacity change.

***Per the guidance of DHS capacity changes should not be made for short-term vacancies in the licensed capacity of the home and/or to impact compensation received.

Complete the sections below for capacity change requests.

AFC provider name:

AFC license number:

Current capacity:

Requested capacity:

Reason for capacity change:

License Holder signature

Date

For RLS/County Use Only:

Approved

Denied

Comments:

RLS Signature

Date