

86518 Application for a License

(a)

Prior to filing an application, the applicant shall attend a crisis nursery orientation provided by the Department. (1) The orientation shall cover, but not be limited to, the following areas: (A) Completion of the application for license. (B) Scope of operation subject to regulation by the Department. (2) An applicant who is already licensed for a crisis nursery shall not be required to attend an orientation if the last orientation attended was for a crisis nursery and was within two (2) years of the next scheduled orientation. (3) An applicant applying for more than one crisis nursery license shall be required to attend only one orientation.

(1)

The orientation shall cover, but not be limited to, the following areas: (A) Completion of the application for license. (B) Scope of operation subject to regulation by the Department.

(A)

Completion of the application for license.

(B)

Scope of operation subject to regulation by the Department.

(2)

An applicant who is already licensed for a crisis nursery shall not be required to attend an orientation if the last orientation attended was for a crisis nursery and was within

two (2) years of the next scheduled orientation.

(3)

An applicant applying for more than one crisis nursery license shall be required to attend only one orientation.

(b)

An applicant desiring to obtain a license shall file with the Department a verified application on form LIC 200.

(c)

Additional documents supporting the application shall contain the following: (1) A copy of the articles of incorporation, constitution and bylaws. (2) The name, title and principal business address of each officer, executive director and member of the governing board. (3) A signed form, LIC 165 from each member of the board of directors. (4) Each member of the board of directors, executive director, and any officer shall list the name of facilities that they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer. (5) Information required by Health and Safety Code Section 1520(e). (6) Procedures for responding to incidents and complaints, as follows: (A) The crisis nursery shall provide a procedure approved by the Department for immediate response to incidents and complaints. This procedure shall include a method of assuring that the person designated by the proposed licensee is notified of the incident, has personally investigated the matter, and notifies the person making the complaint or reporting the incident of action taken or a reason why no action needs to be taken. (B) In order to assure the opportunity for complaints to be made directly to the person designated by the proposed licensee, and available to meet residents and learn of problems in the neighborhood, the crisis nursery shall establish a fixed time on a weekly basis when the person designated by the

proposed licensee will be present. (7) Name, address and telephone number of the city or county fire department, the district providing fire protection services, or the State Fire Marshal's Office having jurisdiction in the area where the crisis nursery is located. (8) A plan of operation as specified in Section 86522(b). (A) The description of the children served shall include categories including, but not limited to, children with developmental disabilities, mental disorders, or physical handicaps. (9) A financial plan of operation on forms LIC 401, LIC 403, LIC 403A, and LIC 404 or a financial statement that contains the same information as on these forms. (A) Start-up funds shall be available and shall include funds for the first three months of operation. 1. The Department shall have the authority to require written verification of the availability of the funds. (B) Start-up funds shall be independent of prospective fees. In cases of a change of ownership, expected income from current placements shall be considered. (C) Start-up funds shall not include funds designated for or used for construction costs. (10) A written plan for training of staff and volunteers, as specified in Section 86565. (11) A written plan for activities as specified in Section 86579, Planned Activities. (12) The name and residence and mailing addresses of the crisis nursery administrator, a description of the administrator's background and qualifications, and documentation verifying required education and experience requirements. (13) Fingerprint images as specified in Section 86519, Criminal Record Clearance. (14) Information required by Health and Safety Code Section 1522.1. (15) The fee for processing the application, as specified in Section 86536(a). (16) Other information required pursuant to Health and Safety Code Section 1520(g).

(1)

A copy of the articles of incorporation, constitution and bylaws.

(2)

The name, title and principal business address of each officer, executive director and member of the governing board.

(3)

A signed form, LIC 165 from each member of the board of directors.

(4)

Each member of the board of directors, executive director, and any officer shall list the name of facilities that they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer.

(5)

Information required by Health and Safety Code Section 1520(e).

(6)

Procedures for responding to incidents and complaints, as follows: (A) The crisis nursery shall provide a procedure approved by the Department for immediate response to incidents and complaints. This procedure shall include a method of assuring that the person designated by the proposed licensee is notified of the incident, has personally investigated the matter, and notifies the person making the complaint or reporting the incident of action taken or a reason why no action needs to be taken. (B) In order to assure the opportunity for complaints to be made directly to the person designated by the proposed licensee, and available to meet residents and learn of problems in the neighborhood, the crisis nursery shall establish a fixed time on a weekly basis when the person designated by the proposed licensee will be present.

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incident of action taken or a reason why no action needs to be taken.

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(7)

Name, address and telephone number of the city or county fire department, the district providing fire protection services, or the State Fire Marshal's Office having jurisdiction in the area where the crisis nursery is located.

(8)

A plan of operation as specified in Section 86522(b). (A) The description of the children served shall include categories including, but not limited to, children with developmental disabilities, mental disorders, or physical handicaps.

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(C)

Start-up funds shall not include funds designated for or used for construction costs.

(10)

A written plan for training of staff and volunteers, as specified in Section 86565.

(11)

A written plan for activities as specified in Section 86579, Planned Activities.

(12)

The name and residence and mailing addresses of the crisis nursery administrator, a description of the administrator's background and qualifications, and documentation verifying required education and experience requirements.

(13)

Fingerprint images as specified in Section 86519, Criminal Record Clearance.

(14)

Information required by Health and Safety Code Section 1522.1.

(15)

The fee for processing the application, as specified in Section 86536(a).

(16)

Other information required pursuant to Health and Safety Code Section 1520(g).

(d)

The applicant shall cooperate in providing verification or documentation requested by the Department.

(e)

The application shall be signed by the chief executive officer or authorized representative.

(f)

The application shall be filed with the Department's Children's Residential Program licensing office that serves the geographical area where the crisis nursery is located.