

GROUP HOME RATE ACTIONS
REQUIRED FORMS:

***A COVER LETTER SHOULD BE INCLUDED WITH EACH
RATE APPLICATION PACKET***

**Biennial (Ongoing) Rate Application (MPP 11-402.3) (due according to filing schedule:
<http://www.childsworld.ca.gov/res/pdf/ProviderTimelines.pdf>)**

- SR Forms: 1, 2 & 5 for two prior fiscal years using actual data
- CCL License, if not previously submitted
- Group Home Administrator Certificate
- Tax exempt status from either IRS or Franchise Tax
- Endorsed copy of Articles of Incorporation
- A Non-Profit declaration signed by the Board of Directors
- Copy current facility lease(s)/rental agreement(s)
- FCR 16 (Group Home Shelter Costs...Declaration and Survey)
- RCL 13/14 – Mental Health Certification (only if an RCL 13 or 14)
- Training Plan (projected...see Notes)
- List of names, titles, addresses & phone #'s of current Board of Directors
- Secretary of State (SOS) Statement of Information (SI 100)

New Provider (MPP 11-402.42) *

- SR Forms: 1, 2, 3 & 5 using 12 mos. of projected data
- SR 2A, 2B & 2C (component worksheets/projected data)
- FCR 16 (Group Home Shelter Costs...Declaration and Survey)
- A Non-Profit declaration signed by the Board of Directors
- Program Statement (must come from CCL)
- Approved Exception letter to the rates Moratorium from the county
- Administrator Certificate
- Articles of Incorporation (Secretary of State)
- IRS Tax Exempt Letter
- List of Board members
- Group Home Organization Chart
- RCL 13/14 – Mental Health Certification (if applies)
- Training Plan (projected-see Notes)
- CCL License
- Current copy of facility Lease(s)/rental agreement(s)
- Verification of Work Experience/Education
- Secretary of State (SOS) Statement of Information (SI 100)

Discontinue one prog. for another w/higher RCL (MPP 11-402.432(d)) *

- SR 1 & SR 2 (using 12 mos. of projected data)
- SR 2, 3 & 5 (actual data of discontinued program)
- Approved Exception letter to the rates Moratorium from the county
- CCL License and copy of current facility Lease(s)/rental agreement(s)

New Program (MPP 11-402.41)*

- SR Forms: 1, 2, 3 & 5 using 12 mos. of projected data
- SR 2A, 2B & 2C (component worksheets/projected data)
- FCR 16 (Group Home Shelter Cost...Declaration and Survey)
- Program Statement
- Administrator Certificate
- IRS Tax Exempt Letter (if different from the one in file)
- Any changes to Articles of Incorporation
- Approved Exception to the Moratorium from the county
- CCL License
- Facility Lease(s)
- RCL 13/14 – Mental Health Certification (if applies)

Licensed Capacity Increase (MPP 11-402.431)*

- SR 1 & SR 2 (using 12 mos. of projected data)
- CCL License
- Current copy of facility Lease(s)/rental agreement(s)
- FCR 16 (Group Home Shelter Costs...Declaration and Survey)
- Approved Exception to the Moratorium from the county

Licensed Capacity Decrease (MPP 11-402.431(a)(2)&(b))

- SR 1 & SR 2 (using 12 months of projected data)
- CCL License

Facility Relocation (MPP 11-402.431(a)(2)&(b))

- SR 1
- FCR 16 (Group Home Shelter Costs...Declaration and Survey)
- CCL License
- Facility Lease(s)/rental agreement(s)
- County Letter of Recommendation

RCL Increase (MPP 11-402.432 & 433)*

- SR 1 & SR 2 (using 12 mos. of projected data)
- SR 2A, SR 2B and SR 2C (component worksheets/projected data)
- Revised Program Statement
- Approved Exception Letter to the Rates Moratorium from the county

RCL Decrease (MPP 11-402.432)

- SR 1 & SR 2 (using 12 mos. of projected data)
- Revised Program Statement

Program Closure (MPP 11-402.432(d))

- SR 1, SR 2 & SR 5 (actual data from the latest reporting period thru date of closure)
- Cover letter detailing effective date of closure

Corporation Name Change

- SR 1
- Articles of Incorporation (Secretary of State)
- SI-100 Statement of Information
- CCL License and Facility Lease(s)
- Board Minutes

Corporation Change – Board Members

- Articles of Incorporation (Secretary of State)
- List of Board members and Board Minutes

Corporation Change–Merger/Separation (11-402.431(a)(2)(1) (Surviving Corp)

- SR 1, SR 2, & SR 5 (using projected data)
- County Support letter
- Articles of Incorporation (Secretary of State)
- List of Board members and Board Minutes

Revision to By Laws or Articles of Incorporation

- Revised Articles of Incorporation (Secretary of State)

NOTES:

Training Plan:

- Submit only if claiming the additional .10 weighting for child care and supervision. If not, submit a brief statement that you will not be providing training for the current fiscal year.

**For more information, see websites below to access the required forms.
If you have questions contact your Rates Consultant at (916) 651-2752.**

* An Exception letter from the county is required and must be granted by the FCRB prior to submitting an application.

Websites:

GH/FFA provider list- <http://www.childsworld.ca.gov/PG1343.htm#Lists>

SR and FCR forms- <http://www.childsworld.ca.gov/PG1359.htm>

FCRB webpage- <http://www.childsworld.ca.gov/PG1343.htm>

FCRB Regulations- <http://www.childsworld.ca.gov/PG1343.htm#Regs>



**California Department of Social Services (CDSS)
Children & Family Services Division (CFSD)**

Revised 9/12/12

Foster Care Rates

Bureau

(FCRB)



Group Home

Rate Application Actions