Clyde L. Reese, Esq. Commissioner

Georgia Department of Human Services ▪Office of Residential Child Care ▪ LaMarva E. Ivory, Director
Two Peachtree Street, NW ▪ Suite 28-234 ▪ Atlanta, GA 30303 ▪ 404-657-9651 ▪ 404-657-9637

Provider Licensure Packet

The Residential Child Care Section of the Office of Residential Child Care is responsible for licensing Child Caring Institutions, Child Placing Agencies, Children Transition Care Centers, Maternity Homes and Outdoor Child Caring Programs under Georgia State Law. O.C.G.A. Secs.49-5 requires agencies to obtain a Georgia State license prior to providing services to children.

To begin the application process, you must first submit an application for license to operate a Child Welfare Agency with all the required documents. The application must be signed and dated by the administrator or the Executive Officer of the governing body. ORCC will review your application upon receipt to determine if all documents were included. If all essential documents were included, your application will be considered complete and the initial administrative review process will begin. Failure to submit a completed application may result in your application being returned.

Submit the application Packet to: Office of Residential Child Care
Application Unit
2 Peachtree St., NW Suite 28-234
Atlanta, GA 30303

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Steps to Licensure as a Child Caring Institution

- Plan to attend a Licensure Orientation Meeting. For information: http://www.gahsc.org/nm/2011/npoindex2011.html

- http://www.ors.dhr.georgia.gov/portal/site/DHR-ORS/ (Click on Provider Tools… Forms and Applications). Familiarize yourself with the Rules and Regulations. Make sure you fully understand all the Rules and Regulations you are responsible for meeting as a licensed Residential Child Caring Institution. To review rules: http://www.ors.dhr.georgia.gov/portal/site/DHR-ORS/ (Click on Services… Residential Child Care… Child Caring Institutions).

- Contact the Agency from whom you plan to receive referrals. State level DFCS (Department of Family and Children Services) 404-657-3572 and DJJ (Department of Juvenile Justice) 404-508-6546 are two of the major sources of referral. A license to operate does not ensure that your facility will be approved as a resource by the agency you apply to get your referrals from. You should be communicating with your intended referral source from the onset in order that you may develop a program around the needs of your intended referral source.

- Locate the physical plant that you will be requesting licensure as a Child Caring Institution and contact the Office of Planning and Zoning as well as the Local Fire Department to determine if the home is properly zoned to operate as a Child Caring Institution and to determine if any repairs or additions will be needed to meet the fire code for operation as a Child Caring Institution.

- Prepare your facility for compliance with regulations and submit to the Office of Residential Child Care the following information as part of your complete application packet:

  - Application with floor plans, site plans and a description of the services you plan to provide
  - Verifiable Letters of Approval from local and state agencies such as fire, zoning, Certificate of occupancy, and health department, if applicable
  - Operation Plans including a completed Operation and site plan checklist which is included in the application packet
  - Conduct a Self Study and submit a Statement of Readiness form for opening and any other approvals

- Once your Application Packet including Policies and Procedures has been reviewed and approved as being complete, you will be assigned a surveyor to schedule a site visit.

- Site visit will be scheduled

- Once the physical plant has been approved, you will be issued a Temporary License to operate

- Once licensed, you can follow procedures of your intended referral agency to seek approval

NOTICE ABOUT COMPLETING APPLICATION PACKETS FOR SUBMISSION:

ALTHOUGH YOU MAY PUT YOUR INFORMATION IN A BINDER OR NOTEBOOK, IT IS NOT NECESSARY TO DO SO. THE SUBMITTED INFORMATION WILL BE REMOVED AND THE BINDER OR NOTEBOOK WILL BE DISCARDED, AS OUT FILES CANNOT HOLD THESE BOOKS.

PLEASE DO NOT PLACE PAGES OF YOUR PACKET IN PLASTIC PROTECTOR SHEETS. THEY WILL HAVE TO BE REMOVED WHICH IS TIME-CONSUMING AND THE PLASTIC SHEETS WILL BE DISCARDED.

PLEASE BE SURE TO PUT THE INFORMATION YOU ARE SUBMITTING IN THE ORDER REQUESTED IN THE “OPERATION AND SITE PLAN CHECKLIST”.

PLEASE SEND ALL CRIMINAL RECORDS INFORMATION TO:

OFFICE OF INSPECTOR GENERAL
BACKGROUND INVESTIGATIONS UNIT
2 PEACHTREE STREET, SUITE 30-483
ATLANTA, GA 30303-3142