

**Department of Human Services
Checklist for the Initial Application for a
Certificate of Compliance for a Human Service Setting**

This checklist is designed to assist you in completing the initial application for a Certificate of Compliance to operate a human service setting.

Items necessary to be considered as a **complete** application are as follows:

- ☐ **Application for Certificate of Compliance** – Please log into **The Home and Community Services Information System (HCSIS)**. Please locate the **Certification and Licensing System (CLS)** to submit the CLS *Open/Operate a New Location Application*. Please contact the HCSIS Help Desk at 1-866-444-1264 for assistance with CLS applications or errors.
- ☐ **Articles of Incorporation** – If the facility or agency is operated by a Corporation, LLC, LP, etc, a copy of the Department of State's *approved* papers must be included.
- ☐ **RS/Internal Revenue** – Please provide a copy of the Employer Identification Number (EIN).
- ☐ **Fictitious Name Approval** - If the legal entity is for profit and wishes to name the home something other than the owner's or corporations, LLC's name, or other legal entity's name, then a copy of the Department of State's *approved* fictitious name papers must be included.
- ☐ **Foreign Business** - If the legal entity is a Corporation, LLC, LP, etc formed in a state other than Pennsylvania, then a copy of the Department of State's ***approved*** authorization to do business in Pennsylvania must be included.
- ☐ **Occupancy Permit** – A copy of the ***final or approved*** Occupancy Permit issued from the Department of Health, Department of Labor and Industry, or the local municipality must be included. The Occupancy Permit must obtain the Uniform Construction Code (UCC). The UCC identifies the type of site services are being provided at. The address on the Occupancy Permit ***MUST*** match the home's address on the CLS application in box 8 (Location Information). *(An Occupancy Permit is not required for a Family Living Home. 55Pa. Code Chapter 6500)*
- ☐ Proof of non-profit status, if applicable, in the form of a copy of The Department of Treasury's approval of non-profit, § 501(c)(3), status.

***Please email a copy of the above documents to csemick@pa.gov.**

- ☐ **Department of Human Services, Bureau of Equal Opportunity** – Please submit the Civil Rights Compliance Questionnaire (CRCQ) online through HCSIS. The Civil Rights approval is required **prior** to the issuance of a Certificate of Compliance. A copy of the approval is required but not needed to start the initial licensing process.

Please contact the regional BEO office with questions regarding the CRCQ.

Department of Human Services
Bureau of Equal Opportunity
Central/Northeast Regional Office
717-705-8204

Department of Human Services
Bureau of Equal Opportunity
Southeastern Regional Office
215-560-2230

Department of Human Services
Bureau of Equal Opportunity
Western Regional Office
412-565-7607