

Adult Day Care Renewal Application Checklist

Additional forms can be obtained on the Department's website at: <http://hfs.health.ok.gov>.

- ❑ **Fee.** Renewals are for three years at \$75 per year, totaling \$225. Applications are not considered filed until the fee is received. Make checks payable to the Oklahoma State Department of Health.
- ❑ **ODH Form 712, *Adult Day Care License Application*.** Review and complete the preprinted ODH Form 712.
 - ❑ Make corrections to all pre-filled information that is **not** accurate or complete.
 - ❑ If director information has changed, provide the name of the current director, a letter indicating their first date of employment with the facility, and the previous director's date of termination.
- ❑ **ODH Form 613, *Alzheimer's Disease or Related Disorders Special Care Disclosure*.** If the facility advertises a specialized unit or program for Alzheimer's patients, submit an ODH Form 613 as an attachment to the application.
- ❑ All forms must be signed by the "applicant," (owner, lessor/lessee, or court appointed receiver).
- ❑ **ODH Form 953-B, *Disclosure Statement Disclosure Statement of Owner, Lessee and Manager for a Long-Term Care Facility*.** The ODH Form 953-B must be submitted as an attachment to the application.
- ❑ Please review the pre-printed ownership page, if this does not reflect the current ownership an ODH Form 953-B and/or an ODH Form 953-C, *Detail Attachment to the Disclosure Statement*, needs to be completed and submitted with application.
- ❑ Is the applicant (licensee) in good standing with the Secretary of State?
- ❑ Submit a copy of the applicant's most recent financial statement. Provide an audited statement if possible.