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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 90 LCM-179

Date: November 2, 1990

Division: Adult Services

TO: Local District Commissioners

SUBJECT: Family-type Homes for Adults: Changes to Certification and  
Waiver Review Processes

ATTACHMENTS: None

This is to advise you that, effective immediately, local districts should send all new and renewal applications for Family-type Homes for Adults, as well as information pertaining to Family-type Home closings and changes in operating certificates directly to the central office of the Division of Adult Services, instead of to our Regional Offices. In addition, all waiver requests which require Department, rather than local district approval, also should be sent to the Division's central office at the following address:

New York State Department of Social Services  
Division of Adult Services  
Bureau of Community Services  
40 No. Pearl Street  
Albany, NY 12243

This change is intended to expedite the Family-type Home for Adults certification and waiver processes by eliminating a duplicative step in the Division's review process. This change in the review process does not affect the substantive requirements for either the certification of Family-type Homes for Adults or the approval of waiver requests as set forth in Part 489 of the Department's regulations, 85 ADM-36 and 89 ADM-22.

Although the Division's regional office staff will no longer be involved in the review of Family-type Home applications and waiver requests, they will still be involved in the enforcement process for both certified and uncertified Family-type Homes. The role of the Division's regional office staff in the Family-type Home enforcement process and their relationship with local district staff is explained in detail in Section IV.A.2.c(1) and (2) of 89 ADM-22. In addition, in some instances, the Division's regional office staff will conduct an inspection of a home which is being considered for certification as a Family-type Home for Adults if the application and supporting information raise serious concerns about the safety of the home, the applicant's ability to provide adequate care and/or to comply with applicable standards.

Please circulate this memorandum to your Director of Services and appropriate services staff. If you or your staff have any questions about this release, please contact your district's adult services representative at 1-800-342-3715 as follows:

Kathleen Crowe, ext. 432-2996  
Marsha R. Meyers, ext. 432-2997  
Janet Morrissey, ext. 432-2864  
Irv Abelman, ext. 432-2980 or (212) 804-1247

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Judith Berek  
Deputy Commissioner  
Division of Adult Services