



COMMONWEALTH of VIRGINIA

Department of Health

Office of Licensure and Certification

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STATE HEALTH COMMISSIONER

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March 31, 2021

INFORMATIONAL MEMORANDUM

TO: All Home Care Organizations licensed by the Virginia Department of Health

FROM: Kimberly F. Beazley
Director, Office of Licensure and Certification

SUBJECT: Licensure Renewal Notice

All current Home Care Organization (HCO) licenses will expire on July 31, 2021. To renew your existing HCO license, download the renewal application from the Office of Licensure and Certification (OLC) website at <https://www.vdh.virginia.gov/licensure-and-certification/applications-and-forms/>. Instructions for completion are provided on the application. Applications must be submitted on the current version of the application, located on the OLC website. **OLC must receive the completed application and renewal fee (\$500.00) no later than 5:00 pm on June 1, 2021. An additional \$50.00 late fee will be assessed for:**

- applications received after 5:00 pm on June 1, 2021; and
- incomplete applications received that have not been completed by 5:00 pm on June 1, 2021.

The OLC is currently closed to the public due to the public health emergency. Therefore the OLC is only accepting mailed applications.

Renewal application will not be accepted after July 31, 2021. Failure to renew on or before July 31, 2021 will result in a terminated license. Once a license is terminated, the HCO must reapply for an *initial* license. Any person or entity owning or operating an HCO without a license is guilty of a Class 6 felony pursuant to Va. Code § 32.1-162.15, and the OLC may refer the matter for criminal prosecution and any other penalties allowed under the law.

All HCOs must correctly report any operator, ownership, office location (including new or existing branch office locations) or business name changes since its last license was issued. Each change requires a \$250 fee, which is in addition to any renewal fee or late fee. OLC will issue the renewed license based on the information provided on the renewal application. **Any license that must be reissued because of inaccurate information will be assessed an additional \$250.00 reissuance fee.**

ACUTE CARE
(804) 367-2104

LONG TERM CARE
(804) 367-2100

VDH VIRGINIA
DEPARTMENT
OF HEALTH
*To protect the health and promote the
well-being of all people in Virginia.*

COPN/MCHIP/PRA
(804) 367-2126

COMPLAINTS
1-800-955-1819

An HCO renewal license will not be issued until a complete and accurate renewal application and appropriate fee(s) have been received and the OLC has reviewed and approved the renewal application. Renewal applications will be processed chronologically, according to the final date of receipt of all requisite information.

If you can demonstrate that your HCO qualifies for an exemption from licensure under Va. Code § 32.1-162.8, you may file an Application for Licensure Exemption. An exemption, once granted, exempts the HCO from submitting renewal applications and biennial compliance inspections. HCOs previously approved for payment for the Personal Care & Respite waiver services by the Department of Medical Assistance Services will no longer qualify for exemption from licensure.

All HCOs must maintain compliance with 12VAC5-381-150(F) by posting their current license for public inspection. It is every HCO licensee's responsibility to know and abide by Article 7.1 (§ 32.1-162.7 *et seq.*) of Chapter 5 of the Code of Virginia, 12VAC5-381-10 *et seq.*, and any other laws, regulations, orders, and guidance that pertain to HCOs owned or operated in the Commonwealth of Virginia. Links to Article 7.1 (§ 32.1-162.7 *et seq.*) of Chapter 5 of the Code of Virginia and 12VAC5-381-10 *et seq.* are available at <https://www.vdh.virginia.gov/licensure-and-certification/statutes-regulations-and-guidance/>.

If you have any questions or concerns regarding renewal of HCO licensure, please contact OLC at (804) 367-2132. Thank you for your cooperation and assistance during the licensure renewal period.

THIS INFORMATIONAL MEMORANDUM EXPIRES AT 11:59 P.M. ON JULY 31, 2021.