



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Licensure and Regulatory Services
255 Rockville Pike Suite 100
Rockville, Maryland 20850
240-777-3986 Fax 240-777-3088

Group Homes (Non-Elderly) Licensure Application Instructions

*Group Homes in Montgomery County with 3 to 16 residents require **BOTH** a Montgomery County and a State of Maryland license. According to Montgomery County Code, Chapter 23A-8(a) "A building must not be advertised or used as a group home until the Director issues an annual license. A building must not be advertised or used as a group home after a license has expired or has been revoked or suspended."*

Step 1-To obtain a State license:

- For information on obtaining a Developmental Disabilities Administration license, call the Maryland Department of Health and Mental Hygiene, Office of Health Care Quality Unit at 410-402-8100 (toll free 1-877-402-8257) or refer to their website: www.dhmh.state.md.us/ohcq and link DD.
- For information on obtaining a Group Home for Individuals with Mental Illness license, call the Montgomery County CORE Service Agency at 240-777-1400 or call the Maryland office, Health Care Quality at 410-402-8060 or (toll free 1-877-402-8220 or go online at www.dhmh.state.md.us/ohcq and link Mental Health.
- For information on obtaining a license to care for Minor Children, you must first attend an informational session by registering online at the Maryland Governor's Office for Children at www.goc.state.md.us and click group homes or single point of entry. You will only be able to register if the State has determined there is a current need for such homes.

Step 2-To obtain a County Group Home license: **Montgomery County Code, Chapter 23A**

- ❖ Contact the Licensure and Regulatory Office (240-777-3986) for a Group Home application and written information about the licensing process.
- ❖ **Submit ALL the following documents with your application:**
(NOTE: **Renewals Only** Applicants may eliminate the Use and Occupancy Permit and Program Statement unless changes occur.)
 - A completed Group Home licensure application
 - \$50.00 per bed licensure fee
 - A Use and Occupancy Permit **-if the group home has 9 or more occupants residing in the home** Chapter 23A-9(a) (240-777-6240)
 - Complaint Procedures (read attached Guidelines)
 - Program Statement which includes- Chapter 23A-9(d)
 - (You can substitute equivalent forms sent to State agency for this requirement)
 - The program purpose, goals, and objectives
 - The means to accomplish the goals and objectives
 - The needs and capabilities of the population served
 - The proposed budget, resources, and procedures to meet those needs
 - The proposed operating methods and procedures for medication management, transportation, social and recreational services, 24 hour supervision, personal care services, and food service
 - Client admission and retention criteria
 - Qualifications and experience of the applicant and the personnel operating the group home
 - A copy of the Fire Approval. Applicant must arrange a fire inspection after County group home application is accepted. www.montgomerycountymd.gov/firemarshal or call 240-777-2457
 - A completed Emergency Contact Form (see attached form)
 - Once you receive your **State license**, send a **copy** to Susan Cohen at the above address.