

## ORIGINAL APPLICATION ATTACHMENTS FOR A HOMELESS YOUTH SHELTER

In order to license your Homeless Youth Shelter, all of the following documents **must** be submitted to the Provider Services Unit:

- **A completed and signed original application and affidavit.**
- **A check or money order for the licensing fee payable to the Department of Human Services.**
- **All of the attachments listed below:**

Attachment 1: Governing body: names and addresses of individuals who hold primary financial control, demonstrate financial support to operate and maintain facility according to 7.701 per 7.701.51

If the governing body is under a board of directors, list each member's name, address, length of term, and title per 7.715.21 A

If there is not a board of directors, list the name, address, title and role of each member of the advisory committee per 7.715.21 B

Attachment 2: Statement of purpose per 7.715.43 A

Attachment 3: Submit the amount and type (public liability, workman's compensation and/or transportation) of insurance, and the name and address of the insurance agency providing the insurance per 7.715.23.

Attachment 4: Budget and balance sheet per 7.715.22.

Attachment 5: Verification of education and experience for the Administrator, Acting Administrator, and case management staff and the written job descriptions for all other staff working with youth, including minimum qualifications per 7.715.31-36

Attachment 6: Written policies regarding the screening procedures for hiring of staff per 7.715.37

Attachment 7: Written policies regarding the plan for the recruitment, hiring, orientation, ongoing training, and personal development of staff per 7.715.38.

Attachment 8: Written description of the overall program per 7.715.41.

Attachment 9: Written admission policy per 7.715.43

Attachment 10: The child's rights and grievance policies per 7.715.44-45.

Attachment 11: The type of discipline to be used at the facility per 7.715.46.

## **Original Application Attachments For A Homeless Youth Shelter Cont**

Attachment 12:Written policies regarding religion and culture per 7.715.48.

Attachment 13: Policy regarding maintenance of confidentiality of children's and personnel records per 7.715.91.

Attachment 14: Plan of buildings and site, including dimensions of rooms and areas per 7.715.71.

Attachment 15: Statement of approval from local department of health or the CO Department of Public Health and Environment and from the local fire department. Approval from local zoning department, approving operation of the facility per 7.701.34

Attachment 16:Emergency and disaster procedures per 7.715.85.

Attachment 17:Transportation procedures per 7.715.87.

**If your application package is incomplete, all documents will be returned to you.**