



Department of Health

KATHY HOCHUL
Governor

MARY T. BASSETT, M.D., M.P.H.
Commissioner

KRISTIN M. PROUD
Acting Executive Deputy Commissioner

Date: February 8, 2022

DAL: DHCBS 22-02
Subject: Procedure for LHCSA Administrative
Licensure Amendments

Dear Administrator:

The Division of Home and Community Based Services revised its procedure for the processing of administrative licensure amendments requested by Licensed Home Care Services Agencies (LHCSAs). The attached procedure will be effective on February 15, 2022, and covers the following types of requests:

- Deleting or Adding a Service
- Deleting or Adding a County
- Adding an Additional Site
- Closing a Site/License Surrender
- Change of Address of Agency and/or Operator
- Change of Legal Entity (Corporate) Name, Change of Assumed Name (d/b/a) or New Assumed Name (d/b/a)
- License Reprint

Attachment A (*LHCSA Licensure Amendment Request Checklist*) contains the list of required documents by transaction type that must be submitted to receive consideration. An agency must submit a written request by email to the appropriate regional office and to LHCSA@health.ny.gov with the checklist and all required documents as attachments. Incomplete requests cannot be processed.

If you have any questions, please email our office at LHCSA@health.ny.gov or call (518) 408-1638.

Sincerely,

Carol A. Rodat, Director
Division of Home and Community Based Services

Attachment A

cc: M. Hennessey
V. Deetz
DHCBS Regional Program Managers
DHCBS Bureau of Licensure and Certification