LCR-1078A FORENG (4-18)

## ARIZONA DEPARTMENT OF ECONOMIC SECURITY Division of Developmental Disabilities Office of Licensing, Certification and Regulation

## DEVELOPMENTAL HOME APPLICATION COVER PAGE

**Instructions:** Complete a separate cover-page for EACH Initial, Renewal, or Amendment packet sent to OLCR. This documentation MUST be received to begin processing your request. Do not send hard copy documents to OLCR unless they are requested. Email packets individually to <a href="mailto:DHLINBOX@azdes.gov">DHLINBOX@azdes.gov</a>. This is the only email that will accept your documents for processing. The subject line must contain QCID and LAST NAME only. Do not place any other text in the subject line.

Quick Connect ID Number:		
Type of Request:	Amendment (including agency transfers) Renewal Application	Initial Application Response to Request for Information
Agency Name		Agency Specialist
Agency Specialist Phone Number		Email
Name of Applicant(s)	):	
to OLCR as part of t		on supporting the information provided by the applicant(s the undersigned, and found to be current and accurate liately upon request for verification purposes.
Documents include	ed in this e-mail: derstanding (LCR-1056A)	
Health Self-Discle	osure / Physician Statement (LCR-1040A) <i>Dat</i> Self-Disclosure (LCR-1034A)	ed within 6 months of application
Statement of Understanding (LCR-1056A) Health Self-Disclosure / Physician Statement (LCR-1040A) Criminal History Self-Disclosure (LCR-1034A) Valid Fingerprint Clearance Cards Cards must be valid in QC prior to submitting application Reference Letters Training Documentation Notice of Inspection Rights and Supplemental Notice Forms Application (Completed in Quick Connect, Initial: LCR-1054A or Renewal: LCR-1053A)		Driver's License Vehicle Insurance Vehicle Registration Emergency Evacuation Plan Vehicle Safety Inspection CPS/APS Central Registry Checks Completed OLCR Life-Safety Inspection Children's Immunization Records Proof of Income Rabies Vaccination (for dogs) Child or Adult Developmental Home Agreement (DDD-289 or DDD-281) Caregiver Assessment Guide (LCR-1031B) Verification of Lawful Presence Interstate Central Registry Check (Adam Walsh) documentation
Comments:		
Licensing Agency Sp	pecialist	
Licensing Agency Su	inervisor	

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at 602-542-0419; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.