

Aging, Disability and Veterans Services Division, Adult Care Home Program

REQUEST FOR A CHANGE OF RESIDENT MANAGER

Before a Resident Manager can be approved to work in an Adult Care Home, Operators are required to request a change in Resident Managers and to obtain approval from the ACHP licenser. The proposed new Resident Manager must satisfy the requirements listed in MCAR 023-070-510. The Operator must request modification of the license to identify the change in Resident Managers within seven (7) days from the date of change. Upon a determination by the ACHP that the applicant meets the current requirements of a Resident Manager, a revised license will be issued with the name of the new Resident Manager.

Name of Operator: _____

License #: _____ Class Level of Home: _____

Address of Adult Care Home: _____

Do you currently have any exceptions for residents whose classification level exceeds your license? Yes No

Proposed Resident Manager: _____
(Last name, first name, middle initial)

Resident Manager's Date of Birth: _____

Resident Manager's Planned Start Date: _____

Please attach a copy of the proposed new staffing plan.

Operator's Signature: _____ Date: _____

<i>For ACHP Use Only</i>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Comments: _____	

Licenser's Signature: _____	Date _____

Updated 12-10-2016