



IDAHO DEPARTMENT OF
HEALTH & WELFARE

C.L. "BUTCH" OTTER – Governor
RICHARD M. ARMSTRONG – Director

LESLIE M. CLEMENT - Administrator
DIVISION OF MEDICAID
Post Office Box 83720
Boise, Idaho 83720-0036
PHONE: (208) 334-6626
FAX: (208) 364-1888

June 18, 2008

Sir or Madam:

Thank you for your interest in applying for a Residential Care or Assisted Living Facility (RALF) license. Enclosed are the materials you will need for licensing a facility:

1. Residential Care or Assisted Living Facility Application for Facility License in Idaho [Part A](#) and [Part B](#).
2. [Checklist for a Residential Care or Assisted Living Facility License](#)
3. [Policy and Procedure Worksheet](#)
4. [Survey and Technical Assistance Guide](#)

You will also need the rules for Residential Care or Assisted Living Facilities in Idaho (IDAPA 16.03.22) and Idaho Code Title 39, Chapter 33, Idaho Residential Care or Assisted Living Act. The statutes and rules may be accessed online at www.assistedliving.dhw.idaho.gov.

Upon submission of all application materials, release of the building and approval of your policies and procedures, a residential assisted living facility license will be issued for the facility. **Residents may be admitted only after the facility has been issued a license.**

If changing ownership of an existing licensed facility, be aware that licenses are non-transferable. Should you assume ownership before a new license is issued to you, the facility would be operating without a license. Operating an unlicensed residential assisted living facility is a violation of Idaho code, punishable by fine or jail time (see Idaho Code, Section 39-3352). **DO NOT** sign the lease/closing documents until the day the Department issues a new license for the facility.

Please frequently visit the Residential Assisted Living Facility web site at www.assistedliving.dhw.idaho.gov. To obtain information on program updates and to download tools that may assist you with the operation of your facility.

If you have questions or concerns, please contact this office at (208) 334-6626.

Sincerely,

JAMIE SIMPSON, MBA, QMRP
Program Supervisor
Residential Assisted Living Facilities Program