

RESIDENTIAL CARE OR ASSISTED LIVING FACILITY LICENSE APPLICATION

In order to operate a Residential Care or Assisted Living Facility in the State of Idaho, the facility must be licensed by the Department of Health and Welfare. Licenses are issued based upon a fully completed and approved application. This document contains links to all information and forms pertaining to the application process.

Applications, supporting documents, and fees should be mailed to the following address:

Division of Medicaid – DHW
Residential Community Care Program
P.O. Box 83720
Boise, ID 83720-0036

The application process is time-limited. Applicants have 180 days to complete the application process from the date the Department receives Application Part A and the building evaluation fee.

This application packet contains the following sections:

- [Application Cover Letter](#) – general information and instructions
- [Application Checklist](#) – tool to insure application process is completed
- [Application Part A](#) – facility information, licensure information, disclosure of ownership, demographics, building plans, request for building evaluation, acknowledgements and verifications
- [Application Part B](#) – facility information, administrator information, fire/safety information, local code verification, request for final building evaluation, business operation information, facility policies and procedures, application verification

All regulatory and application requirements must be met, and fees paid, before a facility will be issued a license to operate a Residential Care or Assisted Living Facility in Idaho.

ADDITIONAL DOCUMENTS – the following documents pertain to the operation of Residential Care or Assisted Living Facilities:

- ❖ [Idaho Code, Title 39, Chapter 33](#), “Idaho Residential Care or Assisted Living Act” – Idaho statute governing Residential Care or Assisted Living Facilities
- ❖ [IDAPA 16.03.22](#), “Residential Care or Assisted Living Facilities in Idaho” – Rules adopted by the Board of Health and Welfare for regulating Residential Care or Assisted Living Facilities
- ❖ [Informational Letters](#) – Letters released by the Department of Health and Welfare related to the operation of Residential Care or Assisted Living Facilities