



Division of Provider Services & Quality Assurance
P.O. Box 8059, Slot S408, Little Rock, AR 72203-8059

MEMORANDUM

TO: Assisted Living Facilities I and Assisted Living Facilities II (ALF I and ALF II)

FROM: Taniesha Richardson-Wiley, MPH, Assistant Director, Office of Community Services

DATE: June 2, 2022

RE: Advisory Memo – Annual Licensure Fees

Act 721 expanded the review of licensure applications for long-term care facilities; eliminated annual renewal for long-term care facility licenses; required notification of changes in long-term care facility management; and made other changes. The Division of Provider Services and Quality Assurance has revised the ALF I & II manuals to incorporate language from this Act.

What do you do differently since you no longer have to submit a renewal application?

Submit your annual licensure fee to: DHS P.O. Box 8059, Slot S408, Little Rock, AR 72203-8059; and make checks payable to: the **Arkansas Department of Human Services**. Please include your facility number on the check. If you have already submitted a renewal application and fees to DPSQA this year, you do not have to take any other action this year.

How much do I owe?

Annual licensure fee of \$10 multiplied by the total licensed resident beds or maximum licensed client population.

When is it due?

The annual licensure fees are payable in one (1) sum. They are due with each application for a new long-term facility license and annually thereafter by the anniversary of the date the department issued the long-term care facility license.

If there is a Change of Ownership or New Provider applicant, do you still have to turn in an application?

Yes. If you are a new applicant or have a change of ownership you must submit an application with the appropriate fee amount.

What will the expiration date be?

The licenses shall be effective without expiration unless the license is revoked, suspended, or terminated by the department.

Here is the link to the Act: [Act 721, SB 568 Annual Licensure Fees](#), and Rules Manuals: [DHS Rules - Arkansas Department of Human Services](#).

For more information or if you have any questions, contact the Licensure & Certification Manager at (501) 396-6153; the Survey and Compliance Manager at (501) 320-6233, or contact by email at: DPSQA.ProviderApplications@dhs.arkansas.gov.