



Wes Moore | Governor

Aruna Miller | Lt. Governor

Carmel Roques | Secretary

MEMORANDUM

To: Continuing Care Executive Directors/Administrators

From: De'Ara Graves, Program Manager, Continuing Care

Date: February 2024

Subject: Procedures for Annual Renewal Applications for FYE 12-31 Communities

Every continuing care provider must annually file an application for a Renewal Certificate of Registration, pursuant to Human Services Article § 10-413, Maryland Annotated Code, and COMAR 32.02.01.13. The Maryland Department of Aging (“Department”) has moved to **electronic only** application submissions, and fee payments via USPS, UPS, or FedEx. These are both due to the Department within 120 days after the close of your community’s fiscal year end, December 31, 2023.

Your application for a Renewal Certificate of Registration and accompanying fee are due on or before **Tuesday, April 30, 2024**.

Extensions to file an application pursuant to COMAR 32.02.01.13F will be subject to the payment of **late fees of \$10/registered unit, in addition to the renewal fee of \$25/registered unit** and will be approved only in extreme circumstances with sufficient cause shown.

Please carefully review this memorandum and the enclosed application for the Renewal Certificate of Registration.

Application and Fees:

- Email your *notarized* renewal application and accompanying attachments in PDF format (Excel for financials) to ccrchousingervices.mdoa@maryland.gov by the close of business on April 30, 2024. Please use the renewal application form included in this email. The form is also available on the [Department’s continuing care website](#), listed beneath the “For Providers” tab.

- **Mail in the renewal fee via USPS, UPS, or FedEx, so that it is received by the close of business on April 30, 2024.** Send payment to the attention of De'Ara Graves, Program Manager, Continuing Care, Maryland Department of Aging, 301 West Preston Street, Suite 1007, Baltimore, MD 21201.
- The renewal fee is **\$25/registered unit**. Units include all independent living units, assisted living beds, and comprehensive care beds that are registered with the Department. Note that providers must notify the Department of any minor changes in unit counts due to combinations or other modifications. **Applications submitted without renewal fees by the deadline are subject to late fees of \$10/registered unit in addition to the renewal fee of \$25/registered unit if the Department has not approved an extension.**

Special Reminders:

- **Assisted Living and Comprehensive Care.** Include in your renewal application the most recent licenses and/or certificate of need documentation regarding comprehensive care and assisted living beds. See items 5 and 6 of the renewal application for additional information.
- **Actuarial Study.** COMAR 32.02.01.13D- E requires a provider to submit an actuarial study every three years unless exemption applies. Email ccrchousingservices.mdoa@maryland.gov if you have questions about whether an actuarial study is due this cycle.

Financials:

- **Basis for Financial Ratios.** Note that Exhibit G(5) of the renewal application requires that you include the formula calculations of **all provided financial ratios** and an explanation if any of the ratios are below the median.
- **Debt Covenant and Bond Rating Changes.** In the event of a debtor covenant violation and/or downgrading of a bond rating during the fiscal year ending December 31, 2023, the Department requires the submission of a statement related to such violation(s), including a summary of such violation(s), any waiver given, any measures taken to address or correct the violation(s), and the current status.

The Department is providing you with this information now to give you time to prepare ahead of the **application submission deadline on Tuesday, April 30, 2024**. We appreciate your cooperation and assistance in this matter. Please feel free to contact De'Ara Graves at Deara.Graves@maryland.gov or Isabella Shycoff at Isabella.Shycoff@maryland.gov if you have any questions or need additional information.