



Wes Moore | Governor

Aruna Miller | Lt. Governor

Carmel Roques | Secretary

## MEMORANDUM

**To:** Continuing Care Executive Directors/Administrators

**From:** De'Ara Graves, Program Manager, Housing Services Division

**Date:** September 2024

**Subject:** Procedures for Annual Renewal Applications for FYE 6-30 Communities

### **Important Notice**

The Maryland Department of Aging (“Department”) will be launching a web-based application portal for Continuing Care Retirement Community Providers to submit their annual Applications for Renewal Certificate of Registration via the Maryland OneStop Platform. The portal contains secure, online payment, and application submission. Providers may still opt to send check payments via mail.

### **Providers may begin submitting applications starting on October 1, 2024.**

The Department will also host live Q&A sessions every Thursday during the month of October. Providers with fiscal year end dates of June 30, 2024, will receive a link to RSVP for the webinar series.

Every continuing care provider must annually to file an application for a Renewal Certificate of Registration pursuant to Section 10-413 of the Human Services Article of the Annotated Code of Maryland and COMAR 32.02.01.13. The Department has moved to **electronic only** application submissions, and fee payments via USPS, UPS, or FedEx. Physical copies of provider applications will not be accepted. These are both due to the Department within 120 days after the close of your community’s fiscal year end, June 30, 2024.

Your application for a Renewal Certificate of Registration and accompanying fee are due on or before **Monday, October 28, 2024**. Late applications will be subject to the payment of a **late fee of \$10/registered unit, in addition to the renewal fee of \$25/registered unit**, unless a written request for an extension is submitted to and approved by the Department within the 120-day period. The Department will approve such an extension with sufficient notice and demonstrated need for an extension. Email requests to [ccrchousingservices.mdoa@maryland.gov](mailto:ccrchousingservices.mdoa@maryland.gov).

**Application and Fees:**

- **The Department recommends designating an authorized member of the organization (e.g., Executive Director, Assistant Executive Director, Business Office Manager, Chief Financial Officer, etc.) to complete and submit applications.** The designated individual may create an account on the [Maryland OneStop platform](https://onestop.md.gov/) by following the link below and selecting “Register” at the top right corner of the page.
  - <https://onestop.md.gov/>
- **Once an account has been created:**
  - Use the following link to access the application landing page – [MDoA CCRC OneStop Application for Renewal Certificate of Registration Form](#)
  - Carefully read the form instructions
  - Click “renew now” once ready to submit application materials
- **The Department also recommends reviewing the attached paper application, as requested information has since changed since the last renewal cycle.**
- **For reference of information that must be reported to the Department, 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 on the right side of the screen.**
- **For providers opting to mail in their renewal fee via USPS, UPS, or FedEx, please ensure that payment is received by the close of business on Monday, October 28, 2024.** Send payment to the attention of De’Ara Graves, Program Manager, Housing Services Division, Maryland Department of Aging, 301 West Preston Street, Suite 1007, Baltimore, MD 21201. Department receipt of payment constitutes a completed application. **The Department may not accept confirmation that payment was sent, only receipt.**
- **New online payment capability allows Providers to submit personal and corporate banking information for ACH money transfer.** Providers will receive payment confirmation in their designee’s email inbox once payment is submitted and received.
- 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, unless the Department has not approved an extension.**
- **Once submitted, Providers may opt to receive a digital copy of their completed applications.**

**Special Reminders:**

- **Rental Units.** The application now includes rental contract reporting and unit count information as of the date of the application submission.
- **Assisted Living and Comprehensive Care.** Include in your renewal application the most recent licenses or certificates 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. Please be sure to include any additional information on discrepancies in unit counts from the previous fiscal year if applicable.
- **Actuarial Study.** COMAR 32.02.01.13D–E requires a provider to submit an actuarial study every three years unless an exemption applies Email [ccrchousingservices.mdoa@maryland.gov](mailto: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 Monday, October 28, 2024**. We appreciate your cooperation and assistance in this matter. Please email [ccrchousingservices.mdoa@maryland.gov](mailto:ccrchousingservices.mdoa@maryland.gov) if you have any questions or need additional information.