



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:** January 2025

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

### **Important Notice**

The Maryland Department of Aging (“Department”) launched a web-based application portal for Continuing Care Retirement Community providers to submit their annual Applications for Renewal Certificate of Registration. Applications may now be completed on the [Maryland OneStop Platform](#). The portal contains secure, online payment and application submission. Providers may still opt to send check payments via mail; however, the Department strongly encourages use of the online payment function.

The Department will also host live Q&A drop-in sessions every Thursday during the months of February, March, and April. Providers with fiscal year end dates of December 31, 2024, will receive a link to RSVP for the webinar series. Once submitted, the RSVP'd providers will receive video conferencing details by email.

Every continuing care provider must annually 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, December 31, 2024. Your application for a Renewal Certificate of Registration and accompanying fee are due on or before **Wednesday, April 30, 2025**.

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 by following the link below and selecting “Register” at the top right corner of the page or “Renew Now”.
  - [Maryland OneStop Continuing Care Application \(Link\)](#)
- The portal contains automatic application of late fees of \$10/per unit if providers fail to submit a request and receive approval for an extension, so please be sure to send extension requests to [ccrhoussingservices.mdoa@maryland.gov](mailto:ccrhoussingservices.mdoa@maryland.gov).
- **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. Please note that initial submission of online payment does not guarantee successful payment. In cases where payment is unsuccessful, the Department will contact providers to remedy failed payment. **Please thoroughly review correct entry of payment details to avoid delays in application processing.**
- **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 Wednesday, April 30, 2025.** Send payment to the attention of De’Ara Graves, Program Manager, Continuing Care, Maryland Department of Aging, 36 South Charles Street 12<sup>th</sup> floor, Baltimore, MD 21201. Department receipt of payment constitutes a completed application. **The Department may not accept confirmation that payment was sent, only 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.
- Department comments, questions, and requests for application revision will be communicated through the portal. Please routinely check the status of your application after submission to view Department responses.
- Once approved, providers will receive a OneStop platform approval email, a copy of their 2025-2026 compliance letter, and renewal certificate of registration valid from July 1, 2025 through June 30, 2025. Provider compliance letters and certificates will be sent by [ccrhoussingservices.mdoa@maryland.gov](mailto:ccrhoussingservices.mdoa@maryland.gov).

**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, 2024, the application process now includes a reporting area to describe 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 newly added bond and loan information section also includes an area for uploading supporting documentation.

The Department is providing you with this information now to give you time to prepare ahead of the **application submission deadline on Wednesday, April 30, 2025**. 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.