



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
PO BOX 2675
HARRISBURG, PENNSYLVANIA 17105-2675

ADULT RESIDENTIAL LICENSING

PHONE: (717) 783-3670
FAX: (717) 783-5662

JUL 15 2011

Judy Paul
Charles P. and Margaret E. Polk Foundation
301 North Street
Millersburg, Pennsylvania 17061

RE: Polk Personal Care Center
301 North Street
Millersburg, Pennsylvania 17061

Dear Ms. Paul:

Thank you for your request for a waiver of 55 Pa.Code Ch. 2600 (relating to personal care homes). You have requested a waiver of 55 Pa.Code § 2600.53(a) (relating to qualifications and responsibilities of administrators).

Your request for waiver is being returned for additional information. The following details must be included in the waiver request:

- Current resume
- A transcript which lists the specific courses taken to date to satisfy the 60 credit hours from an accredited college or university.
- Acknowledgement of current enrollment in the specific courses to be completed by the end of 2011 to complete the 60 credit hours from an accredited college or university.
- The current Administrator's proposed retirement date.

The regulation at 55 Pa.Code § 2600.64(a)(2) (related to administrator training and orientation) states that prior to initial employment as an administrator, a candidate shall successfully complete a 100-hour standardized Department-approved administrator training course. The regulations do not prohibit taking this course simultaneously with completing courses to satisfy 55 Pa.Code § 2600.53(a)(2). Therefore, an individual can complete his/her college credits while taking the Department's 100-hour course. If you have any questions regarding the 100-hour course requirements, please contact Ms. Michele Strauser, Training and Provider Support Services Manager, at telephone number (717) 783-3670.

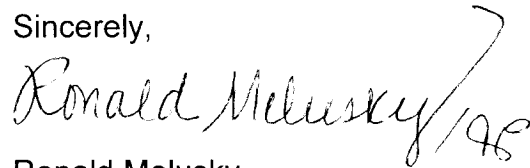
Ms. Paul

Upon receipt of a completed request for a waiver, a full and careful review of all documentation will occur. Please return the completed waiver request to:

Ms. Tara Pride, Director of Policy and Training
Adult Residential Licensing
423 Health and Welfare Building
Seventh and Forster Streets
Harrisburg, Pennsylvania 17120.

If you have any questions regarding the waiver process, please contact Ms. Tara Pride, Director of Policy and Training, at telephone number (717) 783-3670.

Sincerely,

A handwritten signature in cursive script that reads "Ronald Melusky" followed by a large flourish and the number "198".

Ronald Melusky
Acting Director

Enclosures