



**CERTIFIED MAIL – RETURN RECEIPT REQUESTED**  
**MAILING DATE: JUN 13 2013**

Mr. Frank Minelli, Owner  
Ms. Kimberly Santora, Personal Care Home Administrator  
West Side Kozy Comfort Personal Care Home, Inc.  
West Side Kozy Comfort Personal Care Home  
906 South Main Avenue  
Scranton, Pennsylvania 18504

Dear Mr. Minelli and Ms. Santora:

By letters dated December 31, 2012, January 31, 2013, and May 21, 2013, the Department of Public Welfare (Department) requested submission of the annual application for licensure in accordance with 62 P.S. § 1003 and 55 Pa.Code § 20.22 (relating to application for license). The license to operate a personal care home at the above address expired on May 9, 2013. As of the date of this letter, no application for licensure has been submitted.

As a result, your current license # 204490 effective May 9, 2012 to May 9, 2013 is NON-RENEWED. This decision is made pursuant to 62 P.S. 1026(b)(1) and 55 Pa.Code §§ 20.71(a)(1) and (2) (relating to conditions for denial, nonrenewal or revocation.)

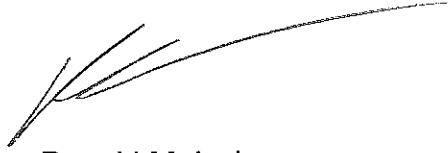
If you disagree with the decision NON-RENEW your license, you have the right to appeal through hearing before the Bureau of Hearings and Appeals, Department of Public Welfare in accordance with 1 Pa.Code Part II, Chs. 31-35. If you decide to appeal the NON-RENEWAL of your license, a written request for an appeal must be received within 10 days of the date of this letter by:

Jacob Herzing, Enforcement Manager  
Human Services Licensing  
Department of Public Welfare  
Room 631 Health and Welfare Building  
625 Forster Street  
Harrisburg, Pennsylvania 17120

Mr. Frank Minelli and Ms. Kimberly Santora

This decision is final 11 days from the date of this letter, or if you decide to appeal, upon issuance of a decision by the Bureau of Hearings and Appeals.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping, sweeping lines that form the name 'Ronald Melusky'.

Ronald Melusky  
Director