



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

SEP 15 2015

Ms. Valerie Joan Thomas, Administrator  
Shirley Home for the Aged, Inc.  
17050 Country View Lane  
Shirleysburg, Pennsylvania 17260

RE: Shirley Home for the Aged  
License #: 343970

Dear Ms. Thomas:

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) and 55 Pa.Code § 2600.56 (relating to administrator staffing). However, the Department of Human Services (Department) has determined that you may also require a waiver of 55 Pa.Code § 2600.64(a)(1)-(2) (relating to administrator training and orientation).

Your request for waiver is being returned for additional information. The following details must be included in your next submission of supporting documentation:

- A complete resume listing all jobs [REDACTED] has held, and providing detailed information about job duties she was responsible for for each job listed on the resume.
- A copy of [REDACTED] educational documentation (high school diploma, college degree, nursing license, any other applicable educational transcripts; etc.).
- If [REDACTED] is looking to complete her education, a plan to obtain either a nursing license, college degree, or 60 credit hours from an accredited college or university. This plan shall include the name of the educational institution, enrollment verification, and an estimated graduation date.
- Please provide the date and location of the Department-administered orientation program in which [REDACTED] will attend.
- Please provide the dates, location, and estimated completion date of the 100-hour Department-approved administrator training course in which [REDACTED] will attend.
- Please provide the reason(s) why a waiver of 55 Pa.Code § 2600.56 (relating to administrator staffing) was requested. Please provide details as to how the home will provide administrator staffing in the home an average of 20 hours or more per week.

Upon receipt of the supporting documentation, a full and careful review of all documentation will occur. Please return the requested documentation to Ms. Tara Pride, Director of Regulatory Implementation, Bureau of Human Services Licensing, 631 Health and Welfare Building, 625 Forster Street, Harrisburg, Pennsylvania 17120.

If you have any questions regarding the waiver process, you may contact the Operator Support Hotline at telephone number (866) 503-3926.

Sincerely,

A handwritten signature in cursive script that reads "Tara Pride".

Tara Pride  
Director of Regulatory Implementation