



pennsylvania
DEPARTMENT OF HUMAN SERVICES

Ms. Kelly Davis, Administrator
Melody Manor PCH, LLC
413 North McKean Street
Kittanning, Pennsylvania 16201

OCT 08 2015

RE: Melody Manor PCH
License #: 446761

Dear Ms. Davis:

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). However, the Department of Human Services 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 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 and competency test in which [REDACTED] will attend.

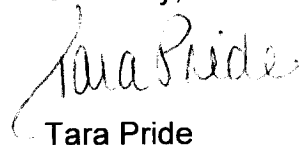
Upon receipt of the supporting documentation, a full and careful review of all documentation will occur. Please return the requested documentation to Ms. Tara Pride, Director of Regulatory Implementation, Bureau of Human Services Licensing, 631 Health and Welfare Building, 625 Forster Street, Harrisburg,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

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

Ms. Kelly Davis

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Sincerely,

A handwritten signature in cursive script that reads "Tara Pride". The signature is written in black ink and is positioned above the printed name.

Tara Pride

Director of Regulatory Implementation