

	<p style="text-align: center;"><b>Department of Human Services Online Directives Information System</b></p>	<p style="text-align: center;"><b>Index: Revised: Next Review:</b></p>	<p style="text-align: center;"><b>POL1701 4/01/2021 4/01/2024</b></p>
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**SUBJECT: CHANGE OF OWNERSHIP**

**POLICY:**

It is the policy of the Residential Child Care Licensing (RCCL) Unit to maintain the most current ownership information for each licensed facility. All licensed Child Caring Institutions (CCI), Child-Placing Agencies (CPA), Outdoor Child Caring Programs (OCCP), Maternity Homes (MH), and Children’s Transition Care Centers (CTCC) are required to complete a Change Request Form and submit the form and all required documentation regarding the ownership change to the assigned RCCL Specialist Surveyor. The completed form and related documentation must be submitted via electronic mail, fax, or U.S. mail within 10 calendar days of the legal effective date or 30 days prior to the planned effective date. Ownership information includes, but is not limited to, the name(s) of the owner(s) of the facility, articles of incorporation (corporations) or organization (limited liability corporations), bylaws, board members, and notarized letter of acceptance. The following conditions may constitute a change of ownership:

1. The owner identified on the license no longer legally owns the facility;
2. The board members identified in the approved application no longer have the ultimate authority over the facility;
3. There is a change in the legal name and/or the organizational structure of the facility; or
4. The entity approved to operate is sold to another entity.

Current licenses issued by RCCL are non-transferable. Any licensed CCI, OCCP, MH, or CTCC that relocates due to a change of ownership, or any other determinant, must submit a new application for RCCL approval to operate. The new physical plant must meet all requirements stated in the applicable Rules of the Department of Human Services and it must be inspected and approved by RCCL prior to providing care to children.

**A. Authority**

- [O.C.G.A. §§ 49-5-8](#)
- [O.C.G.A. §§ 49-5-12](#)

## **B. References**

RCCL Change Request Form

## **C. Applicability**

This policy applies to all RCCL Unit Staff, Licensed Child Caring Institutions, Child Placing Agencies, Outdoor Child Caring Programs, Maternity Homes, and Children's Transitional Care Centers.

## **D. Definitions**

1. Articles of Incorporation: A legal document that creates a corporation; it is filed with the state by the founders of a corporation and is governed by the laws of the state.
2. Articles of Organization: A legal document that creates a limited liability corporation (LLC); it is filed with the state by the organizers of the LLC and is governed by the laws of the state.
3. Bylaws: An organization's internal operating rules.

## **E. Responsibilities**

1. The RCCL Director is responsible for monitoring requirements for updating this policy.
2. The RCCL Training and Policy Specialist will update this policy according to state requirements.

## **F. History**

Replaces Change of Ownership POL1701, last reviewed on 4/01/2021.

## **G. Evaluation**

RCCL Surveyor Specialists and RCCL Surveyor Supervisors evaluates this policy when:

1. Conducting annual relicensure inspections and complaint investigations of licensed Child Welfare Agencies.
2. Conducting random monthly quality assurance audits of survey reports.