

	<p align="center">Department of Human Services Online Directives Information System</p>	<p align="center">Index: Revised: Next Review:</p>	<p align="center">POL1716 4/01/2024 4/01/2026</p>
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SUBJECT: VOLUNTARY CLOSURE

POLICY:

The Rules and Regulations of the Department of Human Services require that the current license to operate be returned to Residential Child Care Licensing (RCCL) upon the revocation of the license or termination of operation. The policy of RCCL is to ensure that any facility that closes voluntarily returns the original license issued to operate.

A. Authority

[O.C.G.A. §§ 49-5-8](#)

B. References

- OIG-RCCU-AA-POL-Adverse Actions
- RCCL Form - Facility Closure Memo
- RCCL Form - Vacant Facility Letter

C. Applicability

This policy applies to all RCCL staff and all currently licensed Child Welfare Agencies.

D. Definition

1. Child Welfare Agencies: Licensed Child-Caring Institutions (CCI), Child-Placing Agencies (CPA), Outdoor Child Caring Programs (OCCP), Children’s Transition Care Centers (CTCC), and Maternity Homes (MH).
2. Substantial Compliance: Citations for rule non-compliance that cause no actual harm and minimal potential for negative impact on the physical health or safety of residents. All citations are scoped as an “A”, “B”, or “C”. Refer to the RCCL Enforcement Matrix for detailed rating guidelines.

E. Responsibilities

1. The RCCL Director is responsible for monitoring requirements for updating this policy.
2. The RCCL Publisher and the Training and Development Supervisor will update this policy according to state requirements.

F. History

Replaces Voluntary Closure POL1716, last reviewed on 4/01/2024.

G. Evaluation

The RCCL Director, Program Director and Surveyor Manager will evaluate this policy when conducting monthly data analysis of RCCL reports.