

Recovery House Application Process

If you are opening or running a recovery house that requires a license, you must apply online.

Before you apply, you will need:

- Articles of incorporation, or other articles, certificates, statements or documents establishing the legal existence of the facility, including applicable Pennsylvania Department of State filings and approvals to conduct business in Pennsylvania.
- By-laws, operating agreement, partnership agreement, or other rules adopted for the regulation or management of the facility for the license.
- Documentation of the organizational structure, including written job descriptions.
- Ownership and Business Management form** and all supporting documentation.
- Photo identification for individuals who own 5% or more of the corporation.
- Signed **Certificate of Occupancy Attestation of Compliance** only.
- Signed **Proof of Zoning approval Attestation of Compliance** only.
- Floor plans. See the **Recovery House Floor Plan Checklist** for additional information.
- Proof of fire-retardant mattresses.
- Consent to Residency form**, including emergency contact information fields, and acknowledgement of resident rights.
- Orientation Handbook, which includes the House Rules and Fee Schedule.
- Signed **House Manager Information form**.
- Pennsylvania State Police Criminal History Background Check for staff, as appropriate.
- Written policies and procedures regarding the following:
 - ✓ Personnel Management and
 - ✓ Training
 - ✓ Resident Rights
 - ✓ Beginning of Residency
 - ✓ Medication Control and Self-Administration
 - ✓ Financial Transactions
 - ✓ Complaint Management
 - ✓ Notification to Family Member or Emergency Contact
 - ✓ Resident Requirements
 - ✓ Safety and Emergency Procedures
 - ✓ Unusual Incidents
- A valid credit card to complete payment.

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You may only upload/attach one file for each item requested above. This means you may have to save several supporting documents in one combined file.

To apply online using the Initial Provider Application (IPA), please click the link on the Department of Drug and Alcohol Programs *Recovery House* page. Once you navigate to the IPA webpage, you will be required to create an account. Please follow the steps below to create your account and submit your application:

1. Click the “Create Account” button.
2. Enter a valid email address and click “Send.”
3. Check for an email from RA-saispsaalerts@pa.gov.
4. Open the email to access your User ID and temporary password for your IPA account.
5. Click the IPA link in your email and log in using your User ID and temporary password.
6. Change your password, note your new password and your User ID for future reference.
7. Complete your online application, remembering to save your data frequently.
8. Submit your application, with payment of \$250, upon completion of all required fields.

To further assist you in the application process, the Bureau of Program Licensure offers a free workshop entitled *Recovery House Application Workshop*, designed to answer the various questions associated with the application process. If you want to register for this workshop please email your request to RA-licensureapps@pa.gov. If you have any questions, please feel free to call the Bureau of Program Licensure, Division of Licensing Operations at 717-783-8675.