



**Bureau of Regulatory Operations
Residential Care Facility
Instructions for Capacity Decrease**

General Information and Instructions

Ohio Administrative Code (OAC) rule 3701-16-03(B) or (D)(4) as applicable, requires a residential care facility (RCF) to notify the Director of Health in writing of a bed capacity decrease no later than ten (10) days after the change occurs. If your application is incomplete or is not accompanied by the required documents below, approval may be delayed, your capacity change documents may be returned to you or your request may be denied.

Required Documents:

The following documents must be submitted as a complete packet to the Ohio Department of Health at the address provided below.

1. A letter requesting a capacity decrease on facility letterhead and signed by the administrator or other authorized representative. Your letter must include the following information:
 - a. License number (e.g., 1234R)
 - b. The current capacity; the number of additional beds; and the total proposed capacity, (e.g., facility currently has fifty (50) beds and is requesting an decrease of ten (10) beds, resulting in a total proposed capacity of forty (40) beds)
 - c. Details related to the capacity decrease such as relocation, alteration, construction, renovation or change of use of rooms (if applicable)
 - d. The requested effective date of the capacity decrease
2. An 8 1/2" x 11" schematic drawing (floor plan) of the facility that clearly identifies the location of the resident rooms prior to and after the decrease as well as the room numbers, number of beds in each room and dimensions of the resident rooms
3. A copy of the facility's most recent State Fire Marshal Inspection, if the decrease includes alterations to the building
4. A copy of the facility's Certificate of Occupancy permit, if the decrease includes alterations to the building

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Submit documents to:

Ohio Department of Health
BRO – Licensure Program
246 North High Street
Columbus, Ohio 43215

On-Site Inspection

An on-site inspection to determine compliance with the RCF rules may be required prior to approving the capacity decrease, if the change includes building alterations or relocation of beds.

Contact Information

If you have any questions regarding the process to decrease your capacity, e-mail the Bureau of Regulatory Operations, Licensure Program at liccert@odh.ohio.gov or call (614) 466-7713.