

**RECERTIFICATION REMINDER CHECKLIST\***

**REQUIRED ITEMS TO BE SUBMITTED IF PROGRAM HAS HAD NO CHANGES SINCE LAST RECERTIFICATION:**

- Completed and signed DAAS- 1500 for adult day care programs or DAAS-6205 Part A & B for adult day health or combination programs
- 732a-ADS or Equivalent\*\*
- Fire Inspection Report (DOA-1498) or Equivalent
- Sanitation Evaluation Report (DENR-4054) or Equivalent
- Copies of Current CPR and First Aid Certification for Staff (if cards are submitted, copies of the front and backs of the cards are required)

**For Staff Hired Since Program's Last Recertification\*\*\***

- Certified Employee Medical Statement signed by a physician, nurse practitioner or physician's assistant dated within the past 12 months certifying absence of a health condition that would pose a risk to others and that the employee can perform the duties normally assigned on the job.
- Evidence of the completion of a statewide criminal history records search for the past five (5) years conducted by an agency approved by the North Carolina Administrative Offices of the Courts\*\*\*\*

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**\* This checklist is a guide and is not all-inclusive. Programs may need to provide and/or submit additional information to complete the recertification.**

**\*\* If the program submits an equivalent for the budget requirement, DAAS' fiscal section will have to approve it. There is not a guarantee about how long this approval process may take.**

**\*\*\* If the program uses trained volunteers in order to maintain the required staff to participant ratio and said trained volunteers began volunteering since the program's last recertification, these trained volunteers are to be treated like newly hired employees and the same documentation requirements apply.**

**\*\*\*\* The list of approved companies changes periodically. Therefore, DAAS staff recommends that the program review the list on the web site before ordering a criminal background check. If the company that completes the criminal background check is not approved, the program will have to re-do the criminal background check by an approved company and re-submit the information to DAAS.**

**REQUIRED ITEMS TO BE SUBMITTED ONLY IF PROGRAM HAS HAD CHANGES SINCE LAST RECERTIFICATION:**

- Program Policies
- Organizational Diagram
- Job Descriptions
- Personnel Policies
- Floor Plan
- Building Inspection Report, DOA-1499 (if a structural change is made) or the equivalent
- Articles of Incorporation Bylaws, names and addresses of board members

**\*\*NOTE\*\* When in doubt about what items are needed for the recertification, contact your adult day care coordinator at the county department of social services where the program is located, your adult day health specialist at the local department of health covering the county where your program is located or one of the Adult Day Care Consultants at DAAS.**