April 12, 2010

Dear Personal Care Home Provider:

I am pleased to announce that the Pennsylvania Department of Public Welfare’s Adult Residential Licensing program is offering Personal Care Home Administrator scholarships in 2010. The scholarship allows eligible homes to send an individual to the administrator training required in § 2600.64(a)(2) (relating to administrator training and orientation) free of charge.

In accordance with § 2600.64(a)(2), prior to initial employment as an administrator, a candidate shall successfully complete a 100-hour standardized Department-approved administrator training course. In order to be eligible for the scholarship, the following criteria must be met:

- The personal care home applying for the scholarship must be serving one or more residents who receive Supplemental Security Income (SSI).
- The personal care home applying for the scholarship must be licensed under 55 Pa.Code Chapter 2600.
- The candidate must be hired as the primary administrator for a licensed personal care home (not a back-up administrator).
- The candidate must be hired as an administrator after the mailing date of this letter.
- The candidate must meet the requirements in § 2600.53 (relating to qualifications and responsibilities of administrators).
- The candidate must be registered to attend the 100-hour training at one of the approved training institutions listed at the personal care home website: [www.dpw.state.pa.us/Disable/PersonalCareAssitedLiving](http://www.dpw.state.pa.us/Disable/PersonalCareAssitedLiving).
- The candidate must have attended or be registered to attend the orientation program for Chapter 2600 approved and administered by the Department required in § 2600.64(a)(1).
- The attached application must be completed by the licensed personal care home and returned with attachments within 15 days prior to the first date of the 100-hour training course to:

  Department of Public Welfare
  Adult Residential Licensing
  Director of Training and Policy
  423 Health and Welfare Building
  Harrisburg, Pennsylvania 17120
The Personal Care Home Administrator scholarships are not an entitlement and are available on a limited basis. Funds are limited. Applications will be reviewed on an individual basis. If a candidate is granted a scholarship, the Department will send a letter of approval to the personal care home and will send payment for the 100-hour course directly to the Department-approved training institution.

If you have questions on the regulatory requirements at 55 Pa.Code Ch. 2600, contact your Regional Licensing Administrator. If you have questions on the Personal Care Home Administrator scholarship, you may contact Ms. Kimberly Black, Director of Training, at telephone number (717) 772-4139.

Sincerely,

Karen E. Kroh

Karen E. Kroh
Director
Bcc: Karen Kroh
Sheila Page
Duane Valence
Cybil Bomberger
Katherine Young
Kim Black
Ms. Judith Rex, Northampton Community College
Ms. Susan Biggs, Harrisburg Area Community College
Ms. Marian Vendemia, Penn State Beaver
Mr. Scott Campbell, Butler County Community College
Ms. Sherry Hill, PEPP Unlimited
Ms. JeanMarie Jacob, Penn State Greater Allegheny
Commonwealth of Pennsylvania  
Department of Public Welfare  
Adult Residential Licensing  
Personal Care Home Administrator Scholarship  
Application Form  

1. Full Name of Applicant (print): ____________________________________________

2. Qualifications of Applicant* (check one):  
*Written proof of eligibility must be attached to this application  

   _____ A license as a registered nurse from the Department of State.  
   (copy of valid PA RN license must be attached)  

   _____ An associate’s degree or 60 credit hours from an accredited college or university.  
   (copy of valid transcript and written proof of accreditation must be attached)  

   _____ A license as a licensed practical nurse from the Department of State and 1 year of work  
   experience in a related field.  
   (copy of PA LPN license and resume must be attached)  

   _____ A license as a nursing home administrator from the Department of State.  
   (copy of PA NHA license must be attached)  

   _____ For a home serving 8 or fewer residents, a general education development diploma or high  
   school diploma and 2 years direct care or administrative experience in the human services  
   field.  (copy of high school diploma/GED and resume must be attached)  

3. Legal Entity Name: ________________________________________________________

4. Legal Entity Address: _____________________________________________________

5. Legal Entity Phone Number: ______________________________________________

6. Personal Care Home Name: ________________________________________________

7. Personal Care Home Address: ______________________________________________

8. Personal Care Home Phone Number: _________________________________________

9. Personal Care Home License Number: ______________________________________

10. Personal Care Home Administrator: ________________________________________

11. 100-Hour Training Institution (check one):  

   _____ Butler County Community College  
   _____ Harrisburg Area Community College  
   _____ Northampton Community College  
   _____ The Pennsylvania State University - Penn State Beaver  
   _____ P.E.P.P. Unlimited  
   _____ Penn State Greater Allegheny  
   _____ Penn State DuBois  

   Individual MUST be registered to attend the 100-hour course PRIOR to applying for a scholarship

12. Date(s) of 100-Hour training (list all course dates): ____________________________

13. Cost of 100-Hour training as advertised by training institution: ________________

14. Licensed capacity of personal care home: _________________________________

15. Number of residents currently served by the personal care home: ______________

16. Number of residents who currently receive Supplemental Security Income (SSI): _____

Additional information to support the need for the scholarship (optional):  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________