



# Department of Health

KATHY HOCHUL  
Governor

MARY T. BASSETT, M.D., M.P.H.  
Commissioner

KRISTIN M. PROUD  
Acting Executive Deputy Commissioner

March 4, 2022

DAL: DAL #22-20  
Subject: Schedule 6 Acknowledgement  
Policy

Dear Administrator:

The purpose of this Dear Administrator Letter (DAL) is to inform Adult Care Facility (ACF) Operators, Administrators, and interested parties that effective immediately, the Department of Health ("Department") has revised its policy regarding the Schedule 6 review for purposes of streamlining and creating efficiency when reviewing licensure applications.

Applications to establish a new ACF, Change of Operator applications, and applications seeking additional licensure and/or certification(s), require submission of a complete ACF Common Application Schedule 6 – Program Information, including a complete set of new or revised policies and procedures submitted as attachments to the New York State Certificate of Need module of the Health Commerce System. The Schedule 6 reviewer will ensure that each required policy and procedure as outlined in Schedule 6 is submitted and, once the reviewer has ensured that all required documentation is included in the application file, the applicable Regional Office will issue a notification acknowledging receipt of the required documentation. This acknowledgement, coupled with required pre-opening inspection activities, will satisfy the Part Schedule 6 requirements. Accordingly, the Department will no longer approve submitted policies and procedures for the referenced application types unless such approval is otherwise regulatorily required; instead, the reviewer will ensure that the complete set of materials is present, depending on the application type, and acknowledge receipt.

Please be advised that the acknowledgement from the Department of the Schedule 6 required documentation, is not an approval of the submitted policies and procedures. Further, it is the applicant's responsibility to ensure compliance with all applicable laws and regulations. A copy of the facility's policies and procedures must be maintained at the facility and be made available upon request of the Department.

If you have any questions, please outreach the Bureau of Licensure and Certification via email to [acfcon@health.ny.gov](mailto:acfcon@health.ny.gov).

Sincerely,

Heidi L. Hayes, Acting Director  
Division of Adult Care Facility  
and Assisted Living Surveillance

cc: T. Hesse  
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