

Board of Private Alternative Adolescent Resident or Outdoor Programs
301 South Park
PO Box 200513
Helena MT 59620-0513
(406) 444-6880

RENEWAL STATEMENT

Program Name

Address

City State Zip Code

Email

Programs licensed by the Board are required to annually renew their license by June 30. Please proceed to renew your license by June 30 by following the steps below.

- ❖ Answer the disciplinary question at the bottom of this renewal form.
- ❖ Submit a check or money order in the amount indicated payable to the Board of Private Alternative Adolescent Residential or Outdoor Programs (PAARP).
- ❖ Submit the renewal form with the appropriate fee to the Board office by June 30. **Any renewals received with a U.S. Postal Service postmark after June 30 will be assessed a penalty equal to 100% of the renewal fee.**
- ❖ Incomplete or unsigned renewal applications will not be processed and will be returned. The person in charge, manager or owner must sign the renewal form. **A renewal form returned to a licensee for any reason must be re-postmarked by June 30 in order to avoid paying a late penalty fee.**
- ❖ Please contact the Board Office for address or name changes.

Renewal fees are calculated according to Program average daily census. Average Daily Census is derived by taking the number of service days (all of the youths on the days, multiplied by the number of days) totaling all of the days and dividing by 365.

For example, if a facility has nine youths at its facility on one day, then 10 on the next day, that would be 19 total service days.

The formula would determine the actual number of service days. 50 youths on one day will be 50 service days. A service day is considered all or any portion of a twenty-four hour period in which service is provided to one participant.

According to your application for licensure, your Program falls into the _____ participant category

| | | | |
|---------------------|----------|--------------------|-----------|
| 0 - 10 participants | \$ 1,688 | 26-50 participants | \$ 8,138 |
| 11-25 participants | \$ 4,345 | 51 and more | \$ 13,313 |

Have any legal or disciplinary actions been instituted against this business or the person in charge of this business since initial licensure in Montana or since the license was renewed, whichever occurred latest? If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

Signature of Manager or Owner

Date: _____

Printed Signature and Title