

**Maternity Home  
Documentation Required at Application**

<b>Documentation that must be Submitted to DFPS to Apply for a License</b>	
<b>DOCUMENT</b>	<b>FORM</b>
Application for a License to Operate a Residential Child-Care Facility, Child-Placing Agency or Maternity Home	2960
Floor Plan of the building and surrounding space to be used, showing the dimensions and the purpose of all rooms and specifying where residents and caregivers, if applicable, will sleep	NA
Request for Criminal History and Central Registry Check	2971
Controlling Person Form	2970
Personal History Statement for each applicant that is sole proprietor or partner	2982
Proof the for-profit corporation or limited liability company is not delinquent in paying the franchise tax. For information on the franchise tax, see §745.245.	NA
Verification of liability insurance or documentation that you are unable to obtain liability insurance and a copy of the written notice informing the parents that there is no insurance, see §745.249 and §745.251.	2962
Licensing Fee Schedule and Fee (with payment sent to Austin & a copy submitted with the application)	2988
Policies, procedures, and documentation required by the minimum standards that are listed in this table, as applicable:	
Documentation of the legal basis for operation	1100.2
Names, addresses, and titles of the officers or executive committee of the governing body	1200.2 (The information required by this standard is now included in the Controlling Person Form. No additional documentation is necessary.)
Policy stating the governing body's responsibilities	1200.5
Fee policies	1410.3
Fiscal requirements	1420.1; 1420.2; 1420.3
Operational services	1500.2
Policies and procedures for handling absence without permission	1600.3
Organization chart; job descriptions	2100.1; 2100.2
Volunteer policies	2100.3; 2100.4
Training plan	2400.1
Admissions policies	3100.1
Rules and guidelines for group living	3120.6.a
Services plan policies	3200.6
Approved fire, health, gas pipe, and liquefied petroleum gas systems inspections	4210.3
Disaster and emergency plans	4210.4
Health care policies and procedures	4300.1
Drug testing policies	§745.4151