



STATE OF MARYLAND

DHMH

---

**Maryland Department of Health and Mental Hygiene**

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

**Developmental Disabilities Administration**

Michael S. Chapman, Executive Director

**MEMORANDUM**

TO: DDA Licensed Service Providers  
All Concerned

FROM: Michael S. Chapman, Executive Director, Developmental Disabilities Administration

DATE: December 14, 2009

RE: **LICENSE RENEWAL**

---

COMAR10.22.02.02B provides that: *An applicant shall file an application for a license or license renewal on a form provided by the Administration. An existing licensee shall file an application for renewal at least 60 days before expiration of its existing license.*

It has come to my attention that some providers are not in compliance with the above COMAR regulations as they are not submitting their application for license re-newal in a timely fashion. I am urging that all service providers licensed by the Developmental Disabilities Administration (DDA) comply with the regulations and submit a complete application for renewal of their DDA license within the required time frame. A complete application is one in which the licensee submits all current and relevant information, as required, from which the DDA can base its decision to re-new the license. All service providers should submit the renewal application to the Office of Health Care Quality (OHCQ) 60 days prior to the expiration date printed on the current license, as indicated on the DDA License Renewal Application form.

The DDA License Renewal Application is available on the DDA website at [www.ddamaryland.org](http://www.ddamaryland.org). Click Forms & Resources for Providers on the left, and then go to Misc. Forms and Documents for Providers.

COMAR10.22.17.04 Licensure Requirements states that: *To receive reimbursement under this chapter, a provider shall: A. Be licensed in accordance with Health-General Article, Title 7, Annotated Code of Maryland, and COMAR10.22.08 or 10.22.07;*

Effective February 1, 2010, failure to submit to OHCQ an application and all required information for license renewal within 2 weeks prior to the expiration date listed on the license may affect your agency's payment from the DDA. That is, the DDA may not pay for services delivered by providers who do not have a current license from the Administration. This is in accordance with Maryland Code State Gov't Article ("SG") §10-226 which provides that: *If, at least 2 calendar weeks before a license expires, the licensee makes **sufficient application** for renewal of the license, the license does not expire until the unit takes final action on the application; and either the time for seeking judicial review of the action expires or any judicial stay of the unit's final action expires.*

Thank you for your attention to this very important issue and your commitment to supporting people with developmental disabilities. If you have questions, please contact Amy Daugherty, Statewide Quality Assurance Chief of DDA, at 410-767-5630.

cc by email: Audrey Cassidy  
Jennifer Baker  
Amy Daugherty  
Barbara Hull Francis  
Bette Ann Mobley  
Carrie Phillips  
Jane Wessely  
Rhonda Workman  
Regional Directors