Pennsylvania
Department of Aging

Aging Technical Assistance Bulletin (ATAB)

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Program Area: Adult Daily Living Centers

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Contact: Div. of Licensing (717) 214-6716

Subject: Interim Licensure Process for Older Adult Daily Living Centers (ADLC)

To: Pennsylvania Department of Aging
Area Agencies on Aging
Pennsylvania Association of Area Agencies on Aging
Pennsylvania Council on Aging

From: Jason Kavulich
Secretary

Purpose: To provide technical assistance with the Interim Licensing process for ADLCs in Pennsylvania.

Background: On January 15, 2026, the PDA launched an internal policy known as the Aging Program Directive Cataloguing Tool & Process to ensure that all APDs and ATABs issued to the AAA network are reviewed on an annual basis. This internal PDA review process, as outlined in APD 26-30-02 Rescinding Department Guidance, will ensure the AAA network is able to easily identify current APDs and ATABs. It is the goal of this review process to ensure that issuance dates of APDs or ATABs do not exceed five (5) years. **This APD/ATAB has been updated with minimal changes in accordance with the internal review process and reflects current PDA policy and procedures.**

The regulation that governs the issuance of an Interim License is found in the Pennsylvania Code, Title 6 Aging, Chapter 11.265.

Directives:

It is the policy of the Pennsylvania Department of Aging, Adult Day Services Licensure & Quality Monitoring Division to issue all newly licensed facilities an interim license.

An interim license will be issued to all applicants seeking to operate an ADLC for the first time at a specified location. The interim license is issued for a specified length of time, not to exceed six months and is not renewable.

On expiration of an interim license, the Department of Aging will issue either a regular license, a provisional license, or no license at all.

An initial licensing survey inspection in conducted to verify that the premises are safe, have a valid Certificate of Occupancy with a code of "I-4", and the applicant is likely to comply with the Older Adult Daily Living Center regulations. An interim license number ends in a "4" (e.g. 21004).

A full inspection survey will be conducted before the expiration of the interim license. The ADLC must have at least one consumer enrolled at the time the interim license expires to qualify for a full inspection.

- When the ADLC is found to be in substantial compliance with the regulations, a 12-month regular license is issued, which is renewable on an annual basis. The interim license number is retained, expect that the last digit changes from a "4" to a "0".

- When the ADLC is found to be substantial but not complete compliance with the regulations, a provisional license is issued for 6-month period. The original interim license number is retained. Only one provisional license can be issued to a specific center following an interim license.

- When an interim license has expired and the Department has denied a subsequent license, if the ADLC wishes to reapply, the interim license process can be reinstated.