

Frequently Asked Questions (FAQs) for Civil Rights Compliance Forms

1. Where can I obtain the Civil Rights Compliance/Attestation application?

Please click the link below

[HS2125 and HS2126 Forms](#)

2. Where should I send my Civil Rights Compliance/Attestation Form once completed?

Please see the chart below

Entities seeking a **new** license should utilize a Civil Rights Compliance (CRC) form (HS 2126). The **new** application, supporting documents and CRC form must be emailed to the DHS office that issues your license.

For licensing **renewals**, a licensee should submit a CRC Renewal form (HS 2125). The **renewal** application and Renewal Form must be emailed to the DHS office that issues your license.

| If your license is issued by... | Submit your application AND your CRC form (if new license) or CRC Attestation (if license renewal) to: |
|---|---|
| The Bureau of Adult Residential Licensing (OLTL) | RA-PWLICADBHSLPRO@pa.gov |
| The Office of Children, Youth, and Families (OCYF) | RA-PWLICADOCYFPRO@pa.gov |
| The Office of Mental Health and Substance Abuse Services (OHMSAS) | RA-PWLICADOMHSASPRO@pa.gov |
| The Office of Developmental Programs* (ODP) | RA-odplicensing@pa.gov |
| The Office of Child Development and Early Learning* (OCDEL) | <p><i>Child care providers should include their MPI number in the subject line and email the appropriate regional office:</i></p> <p><i>Northeast Region:</i> RA-ocdelcertncscreant@pa.gov</p> <p><i>Central Region:</i> RA-ocdelcertnchbg@pa.gov Counties: Dauphin, Cumberland, Lancaster, York, Adams, Lebanon and York RA-ocdelcertncsel@pa.gov Counties: Snyder, Perry, Juniata, Centre, Mifflin, Tioga, Lycoming, Northumberland, Union and Clinton</p> <p><i>South Region:</i> RA-ocdelcertse@pa.gov <i>Western Region:</i> RA-ocdelcertwpittsbu@pa.gov Counties: Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington and Westmoreland RA-ocdelcdertwhollid@pa.gov Counties: Bedford, Blair, Cambria, Franklin, Fulton, Huntingdon and Somerset</p> |

3. Within the past 12 months our facility has had complaint(s) filed. What should I submit with my annual attestation?

Current Non-Discrimination in Employment policy statement
Current Non-Discrimination in Services policy statement
of violations within the past 12 months
Date the violation(s) was filed
Agency filed with (PHRC, EEOC, etc.)
Alleged act of harm and protected class
Current status (open or closed – if closed, include finding/outcome)
Copies of complaint(s) filing/notices from the investigating entity(ies)
Facility response(s) to the complaint filings
Copies of your policies and procedures (to include any employee or client handbooks) regarding discrimination, sexual harassment and providing accommodations
Copies of your advertisement including the facility non-discrimination clause
***All submitted documents are confidential.**

4. How do I know if I am ADA compliant? Where can I find information on ADA?

ADA.GOV

[ADA.Gov's Checklist for Readily Achievable Barrier Removal](#)

5. How long will it take for BEO to review my CRC application?

2-3 business days from the date BEO receives your application or attestation from your Licensing Office.

If additional information is not required, BEO will review your application and supporting documents and send a determination of approval or denial of civil rights compliance to your licensing office.

Note:

A BEO approval is not an approval of licensure but an approval that your policies and practices meet that standard for civil rights compliance.

A BEO denial does not allow an applicant or provider to move forward with the licensure process until the corrective action is taken place to meet the standard for civil rights compliance as instructed by BEO.

If additional information is required, BEO will request additional information from the facility.

A 10 day follow up email will be sent to the applicant or provider if the requested additional information is not received.

If BEO does not receive a response from the applicant or provider within 30 days

from the initial request for additional information, BEO will send the application or attestation form and all supporting documents back to the DHS licensing office as denied until the requested information is received.

- 6. I have further questions about my Civil Rights Compliance/Attestation form. Who can I reach for technical assistance?**

Answer:

**Department of Human Services
Bureau of Equal Opportunity
Main (717) 787-1127
RA-PWDHSCIVILRIGHTS@PA.GOV**