



# Department of Health

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Executive Deputy Commissioner

January 8, 2026

DAL: DAL# 26-12  
Subject: Revision to Adult Care Facility Common  
Application Schedule 6

Dear Adult Care Facility Administrator:

This Dear Administrator Letter (DAL) informs adult care facilities (ACFs) of a revision to the Adult Care Facility Common Application Schedule 6 (DOH-5098). This change clarifies requirements previously set forth in DAL# DACF 23-15, which addressed regulatory changes made to the admission and retention standards that made clear that individuals with mobility impairments have the right to access adult care facility programs, and that accommodations can and should be made where reasonable.

The previous version of the Schedule 6 required submission of the non-discrimination statement and reasonable accommodation policies where applicable. Schedule 6 has been revised to clarify that any entity applying to operate an adult care facility or certify additional beds in an adult care facility must develop and submit admission procedures and policies, including a non-discrimination statement and reasonable accommodation policy, consistent with DAL# DACF 23-15.

A copy of DAL# DACF 23-15 that includes the Settlement Outreach Materials is attached for reference in ensuring that the requirements are met. Use of the revised Schedule 6 goes into effect for all adult care facility applications submitted or revised after January 11, 2026. Failure to submit the required documents may result in delays in application review or the application may be withdrawn at the discretion of the Department of Health.

This DAL should not be construed as legal advice. If you have legal questions on any of these topics, we suggest that you seek the advice of counsel.

Questions regarding this DAL may be emailed to [ACFCON@health.ny.gov](mailto:ACFCON@health.ny.gov).

Sincerely,

Andrew Lebwohl, Director  
Center for Long-Term Care Licensure,  
Planning and Finance

## Enclosures

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