



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, MD, MPH
Commissioner

JOHANNE E. MORNE, MS
Executive Deputy Commissioner

Date: January 13, 2026

DAL: DHCBS 26-02

Subject: Updated Policy and Procedure for LHCSA
Administrative Approval of Licensure
Amendments

Dear Licensed Home Care Services Agency (LHCSA) Administrator:

The Center for Home and Community-Based Services made some revisions to the Policy and Procedure for the Licensed Home Care Service Agencies (LHCSA) Administrative Approval of Licensure Amendments recently issued in August 2025. The revisions include adding some minor clarifying language, removing the closing of a site/license surrender from this process, and adding some additional documentation to the policy and Attachment A that is required for the regional office review.

The Licensed Home Care Services Agency (LHCSA) closure process is reviewed and approved through a separate process with the regional office so there is no need to send in an additional request for this approval through the amendment process.

Please review the attached revised Policy and Procedure for Licensed Home Care Services Agency (LHCSA) Administrative Approval of Licensure Amendments and Attachment A (*LHCSA Administrative Licensure Amendment Request Checklist*) and use these revised versions effective immediately.

Questions regarding this correspondence should be forwarded to homecareliccert@health.ny.gov or via phone to (518) 408-8784.

Sincerely,

Sincerely,

Michael Chittenden, Director
Center for Home and Community Based Services

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

Attachments: Attachment A: LHCSA Administrative Licensure Amendment Request Checklist
Attachment B: New York State Department of Health Regional Offices and
Central Office Contact Information

cc: D. Fish
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M. Ferriter

C. Squillacioti
DHCBS Regional Program Managers
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