



New Information for Private Home Care Providers (PHCP)

Effective October 3, 2016 all initial applications for licensure, renewals and change requests such as (change of ownership, business name change, address change, administrator name change and change in governing body) for PHCP will be completed online by submitting an HFRD application via the public Web Portal.

STOP!!!!

Before you get started the first step in the process is to review and follow the instructions in the applicable documents listed below:

Title	File Type	Category
Private Home Care Application Packet	PDF	Initial Application
Schedule of Licensure Activity Fees	PDF	All Categories
Licensing Fee Payment Coupon	PDF	All Categories
COGENT / GAPS Instructions COGENT / GAPS Instructions 2 COGENT / GAPS Instructions 3	PDF	Initial Application
HFRD Web Portal Application Training	PDF	All Categories
Military Time Chart	PDF	All Categories

After reviewing all of the above documents if you have questions you may contact HFRD (404) 657-5850.