

Orange County

Adult Alcohol and Drug Sober Living Facilities Certification

Items Required with Facility Application

The following items will be required to accompany your completed Application Form(s) (Section 112 of the Certification Guidelines):

1. Copy of the facility's Policy and Procedures Manual.
2. The facility's rules for residents, including:
 - The facility's policy prohibiting alcohol or non-prescribed drugs on the premises (Section 166).
 - The facility's prescription drug policy (Section 167).
 - The facility's smoking policy (Section 168).
 - The facility's rules and procedures regarding co-ed interaction if applicable (Section 177).
 - The facility's visitation policy (Section 180).
3. Copies of all forms provided to residents and potential residents, including blank copies of all forms that residents or potential residents are required to complete and/or sign.
4. The facility's staff information / applications (Section 132).
5. The facility's resident selection criteria (Section 153).
6. The facility's policy for alternative referral (Section 153).
7. The facility's intake procedures (Section 155).
8. The facility's relapse policy (Section 165).
9. The facility's fee schedule (Section 187).
10. The facility's policy regarding delinquent payments and payment plans (Section 188).
11. The facility's policy regarding refunds for advance payment of fees and repayment of fees (Section 189).

12. The facility's food services and preparation schedule and policy, if applicable (Section 195).
13. A Section 200 Review from the applicable local jurisdiction, or proof that the facility has applied to the local jurisdiction for a Section 200 Review. The application will not be deemed complete until the Section 200 Review is submitted. Fees for this inspection will be paid by the facility. All pending inspections must be completed and the Section 200 Review must be submitted to the Certification Coordinator within thirty (30) days of the original application.
14. Written consent, on the form provided with the application and executed by both the director and the house manager of the facility, to inspections of the facility by appropriate local jurisdiction or County of Orange personnel for the purposes of determining initial compliance with the Certification Guidelines, monitoring continued compliance with the Certification Guidelines, and investigating complaints of violation of the Certification Guidelines.
15. Proof that the facility has obtained insurance coverage at least as extensive in both coverage and amount as is required by County's CEO/ Risk Management Services, from an insurer that is acceptable to County's CEO/ Risk Management Services. The Certification Coordinator will notify the facility when it appears that all other aspects of the application are in order and the application for certification will be granted, so that the applicant may obtain amendments of its insurance policies to include Orange County as an additional insured and to include such additional policy language as is specified by CEO/ Risk Management Services.

Mail application and all required material to:

Orange County Sheriff's Department / Certification Coordinator
Adult Alcohol and Drug Sober Living Facilities Certification Program
North Justice Center
1275 N. Berkeley Ave., Room 360
Fullerton, CA 92832-1267

Or

Drop off at any Sheriff's Department office located at any Superior Court Justice Center in Orange County.