

LivingChoices Assisted Living Waiver Provider Information

The Office of Long Term Care (OLTC) licenses long-term care facilities in Arkansas including assisted living facilities. Each assisted living facility must have a license issued by OLTC, which is renewed annually. License renewals and fees are due each year on March 1st. Late renewals are subject to penalties.

NOTE: Living Choices Assisted Living Waiver Providers are NOT required to be re-certified by the Division of Aging and Adult Services.

Provider Certification Renewal Application Process

1. For information about the documents you must submit with a renewal application, PLEASE READ **LTC-A-2015-01** at the following link–
<http://humanservices.arkansas.gov/dms/Pages/oltcMemos.aspx>
2. To renew your ALF License, click the following renewal application link:
http://humanservices.arkansas.gov/dms/oltcDocuments/dms_803.doc
3. Once your license is renewed, you must go to the Medicaid Provider Enrollment website. The following documents are required by the Medicaid Provider Enrollment Unit. You must upload each required document during the application process.
 - **copy of the license or certification**
 - **voided check or bank letter** if you prefer direct deposit
 - **IRS-SS4 approval letter, IRS LTR 147C letter, or tax coupon**
 - **501C3** (non-profit only)
4. Click on the following link to start the Medicaid Provider Enrollment Application -
<https://www.medicaid.state.ar.us/ProviderEnrollment/ReEnroll.aspx>

New Provider Application Resources

New facilities require a permit from the Arkansas Health Services Permit Agency -

<http://www.arhspa.org/>

Office of Long-Term Care Providers Informational Page -

<http://humanservices.arkansas.gov/dms/Pages/oltcProviders.aspx>

ALF II Facility Regulations - <http://humanservices.arkansas.gov/dms/oltcDocuments/alfii.pdf>

Office of Long-Term Care ALF Licensure Application -

http://humanservices.arkansas.gov/dms/oltcDocuments/dms_803.doc

OLTC Contact Information-ALF/RCF/ADC/ADHC/PAHI Licensure & Survey

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