



# Arkansas Community Correction

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## **ADMINISTRATIVE DIRECTIVE: 18-14 Reentry Facilities**

**TO:** Arkansas Community Correction Employees

**FROM:** Sheila Sharp, Director

**SUPERSEDED:** AD 17-05

**APPROVED:** Signature on File

**EFFECTIVE:** July 31, 2018

### **I. APPLICABILITY.**

This policy applies to Arkansas Community Correction (ACC) employees, applicants for and recipients of a Reentry Facility License, owners, operators, volunteers, and staff members of licensed Reentry Facilities.

### **II. POLICY STATEMENT.**

Reentry Facilities must meet or exceed the minimum standards and requirements established in this policy to ensure a structured, positive, and safe environment for residents; reduce recidivism; provide employment assistance and treatment; promote public safety; maintain the principles of evidence based practices; and establish a seamless transition back to the community.

### **III. DEFINITIONS.**

- A. Applicant.** Any individual, group, business or organization that has applied to receive an Arkansas Community Correction Reentry Facility License.
- B. Reentry Facility.** A facility providing housing and programming that will address identified criminogenic and other needs for one or more residents transferred to ACC from ADC. A resident's home or the residence of a resident's family member will not be considered a Reentry Facility for purposes of this directive.
- C. Licensing Authority.** ACC is the authority for licensing Reentry Facilities. Facilities are licensed for one year with provisions for renewal as specified in this policy and in the Request for Qualifications (RFQ) from the Arkansas Office of State Procurement (OSP).

- D. Reentry Officer.** The liaison between a licensed Reentry Facility and ACC.
- E. Assistant Area Manager of Reentry.** The individual assigned to supervise the functions of the Reentry Officer and program requirements of residents.
- F. Housing Manager.** The individual assigned to monitor Reentry Facilities, to serve as the liaison between the facility and ACC for compliance issues, and to supervise the billing process.
- G. Housing Coordinator.** The individual assigned to inspect facilities.
- H. Reentry Screening Coordinator.** The individual responsible for the screening inmates for placement in a Reentry Facility.
- I. Licensure Requirements.** The information referred to in this Administrative Directive given to applicants of a facility license listing the minimum items and areas that will be inspected during the application process.

#### **IV. PROCEDURES.**

**A. Application:** Applicants may contact the Housing Manager for a Reentry Facility license packet. The application packet will also be posted on the ACC website. Applications, documents, and fees submitted for licensure consideration will not be returned. The completed application packet will be sent to the Housing Coordinator at the Central Office of ACC. The non-refundable fee for the initial Reentry Facility license is \$250. The non-refundable fee for the annual renewal of the Reentry Facility license is \$100. ACC reserves the right to waive licensing fees.

1. For initial licensure or a proposed new location, the applicant must comply with all applicable laws including AR Code section 12-25-101 (2012):
  - (a) (1) “No state agency, board, commission, or governing body of any municipality or county shall approve the location or construction of any community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other offense that would constitute a Class C felony or higher, even if the facility otherwise conforms to applicable zoning ordinances, until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.”
  - (2) “No community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other criminal offense that would constitute a Class C felony or higher shall be located or constructed within any municipality or county of this state until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the

contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.”

(b) “All residents within one thousand feet (1000') of the proposed location of the facility shall be notified by mail at least ten (10) days prior to the day of the hearing.”

2. The ACC Housing Coordinator will review the application packet for completion and conduct the background checks on individuals submitted as staff (paid and volunteer) by the owner/operator. If all submitted paperwork is approved, the Housing Coordinator will arrange for the physical inspection of the property and buildings.
3. Individuals currently on supervision with ACC cannot be employed in positions of authority over another offender on supervision
4. To ensure compliance with Arkansas law, applicants must provide the following items to ACC:
  - a. Copy of the notification letter prior to being mailed to residents informing them of the date and time of the meeting and the proposed purpose of the facility. The letter must include a return address and must be approved prior to mailing.
  - b. List of all residents who were mailed the notification letter.
  - c. Notify ACC Housing Manager of date, time, and location of the meeting. ACC staff must be present at the public meeting

**B. Licensure:** The Reentry Facility Review Team for the licensure and annual inspections of facilities will be determined by the Housing Manager.

A Stage 1 Reentry Facility License will be granted for the applicant to be placed on the Office of State Procurement qualified vendor list. Qualifications to be granted a Stage 1 Reentry Facility License include:

- Proof of the physical location for the Reentry Facility.
- Proof of a person, group, or organization is capable of operating a Reentry Facility.
- Proof of a financial plan capable of sustaining an ongoing Reentry Facility operation.
- If the applicant is a current or former vendor for the State of Arkansas, proof of having been a viable operation with no corrective action taken.

If placed on the qualified vendor list with a Stage 1 Reentry Facility License, the vendor will have six (6) months from the date of that initial license to meet the

requirements to obtain a Stage 2 Reentry Facility License. The Stage 2 license is the actual and final Reentry Facility License. No facility may admit residents without a Stage 2 Reentry Facility License. The requirements to obtain a Stage 2 license are included on the Minimum Requirements check list. The proposed facility must pass an ACC inspection prior to the license being granted.

Once a Stage 2 Reentry License has been obtained, the vendor must provide the Office of State Procurement with a copy of the license issued by Arkansas Community Correction.

Licenses will be issued only for the premises and persons specified in the application and are not transferable. Separate licenses are required for Reentry Facilities maintained on separate premises, even though they are operated under the same management.

The Housing Manager, for due cause, may recommend to the Assistant Director of Reentry that a facility license be suspended or revoked. The Assistant Director may assign ACC staff or any other local, state, or federal agency to assist in a facility investigation. In the event of a recommendation for denial of an application or the suspension or revocation of license, the applicant may appeal the denial to the Chief Deputy Director or Director of the agency within 30 days of the written recommendation for denial/suspension/revocation. Applicants may appeal that decision in writing within 30 days of the decision to the Board of Corrections whose decision is final.

When a license is renewed, it will be from the previous license expiration date, not any possible extended inspection date. A facility that wishes to renew its license must have all required paperwork and fees submitted to the Housing Manager no later than 30 days prior to the license's expiration.

All areas of the licensed facility and all records related to the care and protection of residents, including resident and employee records, must be open for inspection and search by ACC for the purpose of enforcing policy and regulations at any time, regardless of prior notification.

- C. Past Performance:** In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a vendors past performance with the state may be used to determine if the vendor is "responsible." Proposals submitted by vendors determined to be non-responsible will be disqualified.
  
- D. Request for Qualifications:** In addition to obtaining a Reentry Facility license, the Reentry Facility is responsible for completing all requirements to be placed on the Qualified Vendor List by properly responding to the Arkansas Community Correction RFQ for a Reentry Facility.
  
- E. Billing:** When a facility has met the conditions of licensure and has been approved by the OSP to be placed on the Qualified Vendor list, ACC will reimburse the facility monthly for resident housing at the approved reimbursement rate for up to

the length of time stated in the RFQ. The billing process will follow the instructions stated on the RFQ and may include the use of electronic monitoring for housing verification. During a period of license suspension, resident placement may be suspended or reduced pending satisfactory implementation of an approved corrective action plan. The payment schedule for ACC and for residents is as follows:

- Phase I (Day 1-45) \$30.62/day, paid from ACC to Reentry Facility.
- Phase II and III (Day 46-150):\$26.12/day paid from ACC to Reentry Facility and up to \$14.00/day paid from the resident to the Reentry Facility.
- Phase IV (151-180): \$60.00 (one time reimbursement) from ACC to Reentry Facility responsible for the resident during Phase IV.
  - If a resident returns to an area without a Reentry Facility, no reimbursement will be made during Phase IV.
  - Residents who remain at a Reentry Facility between 151-179 days, will continue to pay up to \$14.00 a day per diem.
  - Residents who remain at a Reentry Facility after 180 days may be required to pay an increased per diem, up to \$30.00.
  - Residents awaiting ICOTS transfer are exempt from this provision. Shall continue to pay up to \$14.00 per day.

**F. Operation of a Reentry Facility:** Reentry Facility must provide supervision, housing, and evidence based programs (EBP) and services that address criminogenic risk factors in an effort to reduce recidivism among the target population. At a minimum, the programs must be in compliance with ACC Reentry Minimum Requirements (Attachment A) included at the time the contract agreement begins. The programs **must** include:

- Employment skills
- Job placement
- Reentry planning
- Criminal thinking and lifestyle
- Family reunification
- Pro-social support systems
- Education (GED or higher education)
- Substance abuse treatment
- Housing planning and placement

## V. MINIMUM QUALIFICATIONS

Reentry Facility **must** be licensed as an ACC Reentry Facility, prior to receiving residents.

## **VI. REENTRY FACILITY REQUIREMENTS.**

- A.** Reentry Facility must utilize evidence-based programs or services directed at addressing the criminogenic risk factors and stabilizing needs of the resident, which, if left unaddressed, could lead to community supervision violations and/or criminal reoffending
- B.** Reentry Facilities are subject to the residential conditions of the Prison Rape Elimination Act and must make measurable efforts to obtain compliance with PREA.
- C.** The Reentry Facility will provide all residents with toothpaste, toothbrush, laundry detergent, soap, razors, and feminine hygiene products (if applicable).
- D.** Reentry Facility must provide all personnel, management, security, equipment supplies, and services necessary for performance of all aspects of the contract.
- E.** Reentry Facility must comply with all applicable federal, state, and local land use, building, and zoning codes and applicable ACC policies and procedures, including the ACC Administrative Directive titled Personal Cleanliness & Grooming of Residents.
- F.** Reentry Facility must accept all resident placements from ACC if allowable by city, county, and state laws
- G.** Reentry Facility must meet or exceed the minimum standards and requirements established in this policy.
- H.** Reentry Facility must maintain a resident account for management of all resident funds. This account must be established with a financial institution recognized by the Federal Deposit Insurance Corporation (FDIC). The account system must be kept secure, and a resident cannot have direct access to his/her funds. Residents are allowed to spend up to \$30 per week. Residents must not have individual bank accounts. Their paychecks must include both the Reentry Facility's name and the resident's name.

If the resident is returned to ADC prior to program completion, the balance in the resident's account must be transferred to a money order with the resident's name and ADC number on it and mailed to the following address within 30 days. Funds owed to the Reentry Facility may be deducted prior to returning the remaining funds.

ARKANSAS DEPARTMENT OF CORRECTION  
TRUST FUND CENTRALIZED BANKING  
P.O. BOX 8908  
PINE BLUFF, AR 71611

- I.** Reentry Facility staff must conduct drug test at least twice weekly of all residents. Reentry Facility staff must notify the ACC Reentry Officer of any resident's positive drug/alcohol test results immediately by phone. Reentry Facilities must utilize at least an 8-panel drug test to include K2 and alcohol.

- J.** Reentry Facility staff must respond to, comply with, provide transportation to, and notify the ACC Reentry Officer of subpoenas, court orders, and search and/or arrest warrants.
- K.** Reentry Facility staff must notify the ACC Reentry Officer immediately of any resident's violent or threatening behavior, endangerment of others, or awareness of a resident's attempted or actual escape from the facility. Reference the ACC Administrative Directive titled "Escapes."
- L.** The Reentry Facility must possess an established chain-of-command. The chain-of-command must be shown on an organization chart that includes a description of each position and outlines the management structure, responsibility, and contact information of each paid staff member. The organization chart must be provided to ACC upon licensure.
- M.** The Reentry Facility must have trained staff on duty on the premises to provide coverage 24 hours a day, seven (7) days a week. Trained staff refers to staff that have completed a training block developed by ACC within 10 days of hire or assignment. The facility must maintain a resident to staff ratio of at least 25:1. This coverage is to ensure the safety of all staff and residents and the secure supervision of all residents.
- N.** Reentry Facility staff must complete and document daily scheduled and unscheduled counts. Residents not present during count must be accounted for through sign-out logs and/or approved employment schedules. Counts must be conducted at least twice per shift and at every shift change.
- O.** The Reentry Facility must ensure residents do not supervise, manage, or have authority over other residents. This does not restrict the hiring of staff with criminal convictions; however, staff that are on supervision may not supervise, manage, or have authority over residents.
- P.** Reentry Facility must pass an annual Health Department inspection if meals are prepared for all residents in a central kitchen and an annual inspection by the fire department. Documentation of all inspections must be provided to ACC upon receipt.
- Q.** For any resulting contracts, all facilities must comply with local state fire regulations and applicable planning and zoning ordinances.

## **VII. PROHIBITED STAFF BEHAVIOR.**

Reentry Facility staff must not under any circumstance:

- A.** Exchange personal gifts or favors with residents, their family, or their friends.
- B.** Accept any form of bribe or unlawful inducement.
- C.** Discriminate against any resident on the basis of race, religion, gender, national origin, creed, physical disability, charge/offense, sexual orientation, age.
- D.** Employ corporal punishment, unnecessary physical force, or physical punishments such as sitting on a brick or standing against the wall for an extended period of time.
- E.** Subject residents to any form of physical or mental abuse.
- F.** Withhold information from ACC including threats to the security of the facility, its staff, visitors, or community. This can lead to termination of contract.
- G.** Engage in unprofessional or sexual relationships with any resident of the Reentry Facility program.
- H.** Permit residents to leave the Reentry Facility for any reason other than employment, treatment, mentor sessions, or education without prior approval of the reentry officer.
- I.** Knowingly allow residents to violate any ACC policy or guideline.

## **VIII. FACILITY POLICY AND PROCEDURE.**

- A.** Reentry Facility must develop and implement written policies and procedures, staff schedules, and security related practices that meet or exceed the requirements of the RFQ, the ACC Reentry Facility Program Schedule, Administrative Directive, and state and federal statutes. ACC has final approval of facility policies and procedures.
  - 1. Facility policies and procedures must be reviewed and updated at least annually and reviewed by ACC upon renewal of the license.
  - 2. A copy of all policy and procedures must be provided to ACC Reentry Division. Updates and changes must be provided to ACC thirty (30) days prior to incorporation.
- B.** Reentry Facility must have a written policy and procedures manual that includes, but is not limited to, the following policies:
  - 1. Resident Case Management
  - 2. Resident Discipline
  - 3. Resident Passes
  - 4. Resident Grooming
  - 5. Release Processing
  - 6. Escape
  - 7. Zero Tolerance for Sexual Harassment or Abuse (PREA)



8. No Smoking or Tobacco Use
9. Hostage Situations
10. Any other policies pertaining to the operation and oversight of the Reentry Facility deemed necessary
11. Medical Emergencies
12. Housing Contingency Plan
13. Emergency preparedness plan that includes planning sessions at held least quarterly for staff and residents
14. Evacuation Plan

**IX. RESIDENT GRIEVANCE PROCEDURE.**

Residents are encouraged and expected to attempt to solve issues and/or problems through informal procedures, such as verbal communication with staff and other residents, prior to submitting a formal grievance. A formal grievance must follow established procedure and timelines in accordance with Administrative Directive titled “Resident Grievance and Appeal Process.”

**X. HEALTHCARE AND MEDICAL INSURANCE.**

All residents will be screened and submitted for enrollment in health insurance prior to transfer to a Reentry Facility.

**XI. REENTRY FACILITY INFORMATION.**

- A. Electronic Monitoring.** All reentry residents must submit to and comply with electronic monitoring. ACC has the right to extend the conditions of electronic monitoring for any resident placement in the Reentry Facility.
- B. Program failure.** A resident may be removed from the program and returned to ADC for continued failures, acts or threats of violence, a positive drug test, or for any reason that disrupts the security or good order of the facility.
- C. Security Issues.** In the event of a walk away, potential violence, or other issues of a security nature, the Reentry Facility must immediately call the ACC Reentry Officer who will follow ACC notification and emergency policies and procedures. For issues of active violence, the Reentry Facility should immediately call local law enforcement authorities and then contact the ACC Reentry Officer.
- D. Offender Movement:** Reentry facility staff must monitor movement of offenders to ensure travel is restricted to authorized areas only. Offenders are restricted from traveling without supervision unless approved by the ACC Reentry Officer. Offenders will be permitted to travel to work, school, and religious services. Travel to outside AA/NA, Celebrate Recovery, etc. will be permitted under facility staff supervision. Facilities may allow residents to utilize local public transportation to and from employment, to be paid for by the Reentry Facility. Residents will not be permitted to travel to retail establishments without prior approval from Reentry Officer.

- E. Resident Employment:** Residents are required to maintain full-time employment throughout the reentry program. Should a resident change employment, the Reentry Facility must notify the Reentry Officer within 24 hours. The reason for the resident's employment change must be documented in the resident file and provided to the Reentry Officer.
- F. Failure to Return.** Should a resident not arrive within thirty (30) minutes of a designated return time, the Reentry Facility will immediately notify the Reentry Officer.
- G. Electronic Devices.** Residents will be permitted to use specific electronic devices for the purposes of education, employment, programming and treatment. Under the supervision of Reentry Facility staff, residents may access the internet for these purposes only. Residents will become familiar with the Good Grid and other resources to aid in their programming.
- H. Injurious Behavior.** Residents are prohibited from engaging in injurious behavior. Marking, rubbing, burning, piercing, scratching, or cutting themselves or the body of another person for the purpose of producing a tattoo, mark, friction burn, brand, or injury or for any other purpose.
- I. Sexual Misconduct.** Residents must not engage in sexual misconduct. Sexual misconduct includes consensual sex between residents. Sexual misconduct includes kissing, visible displays of affection, love letters to another resident or staff, and other sexually-oriented activity that is generally considered inappropriate in a residential center. Residents are prohibited from having any sexual contact while in the reentry program.
- J. Staff Background Checks.** The Reentry Facility will notify the ACC Housing Manager of any staff additions with information needed to complete a criminal background check prior to their employment at the Reentry Facility.

## **XII. PERFORMANCE STANDARDS.**

Reentry Facilities must meet or exceed the following performance standards to remain in compliance with the Reentry Facility license.

- A.** Maintain a 90% employment rate for residents at completion of the six month program.
- B.** Maintain a 90% stable housing rate for residents at completion of the six month program.
- C.** Maintain a recidivism rate not less than 20% lower than the statewide recidivism rate.

Failure to meet or exceed these performance standards may result in sanctions placed on the Reentry Facility.

### **XIII. COLLABORATION.**

The following is established to gain continuity and coordination in the management of reentry housing and programing for residents:

- A.** The Reentry Facility must provide the names and numbers of those residents in the facility when requested by an ACC staff member.
- B.** The ACC Reentry Officer assigned to a facility will investigate and report findings of any complaints, observed or suspected non-compliance with rules, policies, laws and regulations to the Housing Manager and/or Assistant Area Manager of Reentry for possible further referral or action.
- C.** Facility staff will immediately communicate to the ACC Reentry Officer each positive drug/alcohol test results.
- D.** Facility staff will respond to and notify the ACC Reentry Officer of such requests as subpoenas, court orders, search and/or arrest warrants.
- E.** Facility staff will notify the ACC Reentry Officer immediately of any offender's violent or threatening behavior, endangerment of others, and awareness of a walk away from the facility.
- F.** The ACC Housing Manager and/or Coordinator will arrange onsite visits and inspections (initial and periodic, announced and unannounced), review reports of critical incidents involving or concerning residents, and make objective recommendations.
- G.** The Reentry Facility will post office staffing hours and will comply with posted staffing hours. There must be a staff member or volunteer present 24 hours per day.

### **XIV. CONTRACT COMPLIANCE.**

The owner/operator/manager of the facility must comply with all requirements/agreements of the RFQ/Contract as stated in the agreement as well as all requirements of this AD.

### **XV. ATTACHMENTS/FORMS.**

- AD 18-14 Form 1 Minimum Requirements Checklist
- AD 18-14 Form 2 Stage 1 Application
- AD 18-14 Form 3 Stage 2 Application



17. Is the facility ADA compliant?	
18. Are resident records confidential, uniform in format and content, and properly secured?	
19. Copy of policy that passes / furloughs for offenders are approved by the Reentry Officer.	
20. Copy of staff listing and staffing hours.	
21. Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant)	
22. Inspection team proof of individual storage space for offenders clothing and personal items	
23. Inspection team proof of minimum ratio of bathrooms (meaning sink, toilet, shower) to offenders ( 1 to 8)	
24. Adequate laundry facilities at the Reentry Housing Facility	
25. Inspection team proof of signs posted at all entrances banning weapons except for law enforcement officials/officers	
26. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection	
27. Proof of vendors contacts for employment.	
28. Dining room with tables and chairs.	
29. Adequate Kitchen facilities.	
30. Facilities for programs.	
31. Facilities for break room / day room.	
32. Smoke alarms in Kitchen and all sleeping areas.	
33. Bulletin board prominently displaying in the facility with postings of rules, fire evacuation plans, emergency protocols, PREA information, emergency staff contact information.	
34. Copy of facility policy concerning equal opportunity for employees.	
35. Copy of facility policy concerning equal opportunity for residents.	
36. Copy of certification with that facility does not employ illegal aliens.	
37. Inspection Team proof that all medication is behind double locks.	
38. Inspection Team proof of facility designee to accept medications.	
39. Check or Money Order attached to application.	



**Arkansas Community Correction**  
**STAGE 2**  
**REENTRY FACILITY LICENSE APPLICATION**

Check one:     New Application     Renewal    Application Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street                      City                      State                      Zip

Owner/Operator: \_\_\_\_\_                      County of Facility: \_\_\_\_\_  
Name( Type or Print)

Telephone: \_\_\_\_\_                      Cell# \_\_\_\_\_

Facility Email Address: \_\_\_\_\_

Housing Capacity:                      # of Males \_\_\_\_\_                      # of Females \_\_\_\_\_

Is the facility accessible to individuals with physical disabilities?     Yes                       No

Meals Served:                       Breakfast                       Lunch                       Dinner

<b>Programs Provided</b>	Yes	No	<b>Services Provided</b>	Yes	No
Employment Skills	<input type="checkbox"/>	<input type="checkbox"/>	Employment Assistance	<input type="checkbox"/>	<input type="checkbox"/>
Job Placement	<input type="checkbox"/>	<input type="checkbox"/>	Mental Health Services	<input type="checkbox"/>	<input type="checkbox"/>
Reentry Planning	<input type="checkbox"/>	<input type="checkbox"/>	Public Transportation	<input type="checkbox"/>	<input type="checkbox"/>
Criminal Thinking	<input type="checkbox"/>	<input type="checkbox"/>	Private Transportation	<input type="checkbox"/>	<input type="checkbox"/>
Family Reunification	<input type="checkbox"/>	<input type="checkbox"/>	Resident Parking	<input type="checkbox"/>	<input type="checkbox"/>
Pro-Social Support	<input type="checkbox"/>	<input type="checkbox"/>	Laundry Services	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>			
Substance Abuse Treatment	<input type="checkbox"/>	<input type="checkbox"/>			
Housing Planning	<input type="checkbox"/>	<input type="checkbox"/>			
Other Programs:					

Please list the name, position, date of birth, social security number, race and gender (F-Female) (M-Male) for each person who will provide services at the Reentry Facility.

Name(Print or type)	Position	DOB	SS#	Race	Gender
Name(Print or type)	Position	DOB	SS#	Race	Gender
Name(Print or type)	Position	DOB	SS#	Race	Gender
Name(Print or type)	Position	DOB	SS#	Race	Gender
Name(Print or type)	Position	DOB	SS#	Race	Gender
Name(Print or type)	Position	DOB	SS#	Race	Gender
Name(Print or type)	Position	DOB	SS#	Race	Gender
Name(Print or type)	Position	DOB	SS#	Race	Gender

Signature of Applicant/Title: _____	Date: _____
<p><b>Signature means agreement by owner/operator of the facility to comply with all policy rules, regulations and laws concerning ACC Reentry Facilities. Failure to comply may result in sanctions up to and including withdrawal of license be ACC and/or civil penalties for violation of state law. Owner/Operator is responsible for obtaining consent to release information for background checks for staff and volunteers.</b></p>	
Date received by ACC: _____	Application Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what action was taken? _____	
Reentry Facility Coordinator Signature: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Approval of ACC Director _____	Date: _____