Date

Name

Address

City, State, Zip Code

re: 1-2 Bed Adult Family Home Certification set to Expire

Dear Recipient’s Name,

The certification for your 1-2 bed adult family home is scheduled to expire on Date. As such, your adult family home will need to be recertified in order to continue providing services for adult(s) receiving long-term care services.

Enclosed please find a copy of the Wisconsin 1-2 Bed Adult Family Home Certification Application. Instructions for submitting your completed application are included on the final page. Please ensure that you complete and remit your application for recertification as soon as possible to begin the process.

Applicants must be fully aware of the requirements in the Wisconsin Medicaid Standards for Certified 1-2 Bed Adult Family Homes ([P-00638](https://www.dhs.wisconsin.gov/publications/P0/P00638.pdf)) before submitting a completed application. Applicants will also need to complete and submit the Home and Community-Based Settings Adult Residential Provider Assessment ([F-02117](https://www.dhs.wisconsin.gov/forms/f02117.docx)) with their completed adult family home application.

If you have already initiated or completed recertification through another agency or managed care organization, please notify the department using the below contact information at your earliest convenience.

If you have any questions, please contact the State Reviewers by email, [DHSIRISAFH@dhs.wisconsin.gov](mailto:DHSIRISAFH@dhs.wisconsin.gov) or by phone, 844-910-3658.

Sincerely,



Amy Chartier, IRIS Section Chief

Bureau of Adult Programs and Policies

IRIS Management Section