

To change the office hours of your agency submit the following information and/or documentation:

1. A letter on your agency's letterhead and include the following:
 - a. The agency's license number. The number is located on agency's license.
 - b. The new days and hours of operation. Example: *Monday through Friday 8:00 a.m. to 4:00 p.m.*
 - c. Effective date of the change.
 - d. Signature of manager or owner on the letter (the name must be on record with the Department).

Once the documents are submitted and approved, the Department will update our database to reflect the changes and send a confirmation letter to the agency.

Submit change request to:

Bobbie Nelson
Program Director, PSA
Division of Home and Community Based Care
2 N Meridian St., Section 4A 07
Indianapolis, IN 46204