

1st STOP CHECKLIST: HOMELESS SHELTER

REQUIREMENTS & REGULATIONS

- [] There are no state-level licenses for homeless shelters for adults. Remember to check with local authorities for information about local regulations. ****Remember to check local government agencies****
- [] Homeless *shelters for runaways who are minors* must be approved by the counties' boards of alcohol, drug addiction, and mental health services. ****Remember to check local government agencies****
- [] Specific laws and information can also be found in **Ohio Revised Code (ORC) Sections 5119.64-5119.68**. The ORC can be found in your local library and on-line at <http://codes.ohio.gov/orc>. ****Remember to check local government agencies****
- [] Counselors and social workers must be licensed by Ohio's **Counselor and Social Worker Board**. Contact the board at **(614) 466-0912**. Information and forms are also available on-line at <http://www.cswmft.ohio.gov> ****Remember to check local government agencies****
- [] Alcohol and drug rehabilitation centers must be certified by the **Ohio Department of Alcohol and Drug Addiction Services (ODADAS)**. Contact the department at **(614) 466-3445**. ODADAS is also on-line at www.odadas.state.oh.us. ****Remember to check local government agencies****
- [] If the shelter will serve food, it may need a food service operation license. Contact the local health department. ****Remember to check local government agencies****
- [] The **Attorney General's Charitable Foundations Section** registers charitable organizations. The section can be reached at **(614) 466-3180**. Information is also on-line at <http://www.ohioattorneygeneral.gov/>. ****Remember to check local government agencies****
- [] Purchases made by charitable organizations and churches are not subject to Ohio sales tax. Charitable organizations should have an exemption certificate. Exemption certificates are available at office supply stores and on-line at <http://tax.ohio.gov>. If you have questions, contact the Ohio Department of Taxation.
- [] Sales made by charitable organizations are also exempt from sales tax.
- [] The **OHIO DEPARTMENT OF TAXATION** can be reached at **(888) 405-4039 for Business Tax Assistance; 888-405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://tax.ohio.gov> ****Remember to check local government agencies****

For more help, contact your local Small Business Development Center (SBDC).

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.

