Item 7821.2 is deleted.

#### 7822 Closing an Operation After an Automatic Revocation

LPPH ~~December 2011~~ DRAFT 9227-CCL

Procedure

If the permit has been automatically revoked, Licensing staff follow the procedures below to close the operation:

1. An inspector conducts an inspection at the operation to verify that the operation is not caring for children. If the operation is caring for children, Licensing staff follow procedures in [6560](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6560) Investigations of Illegal Operations.

2. Licensing staff close the operation in CLASS by entering the current date into the *Closure Date* field and using the appropriate closure reason, as outlined in the procedures below.

Closure Reasons for Automatic Revocations

Licensing staff select one of the following reasons on the *Application/Closure* page in CLASS to close an operation if the permit is automatically revoked:

a. *Auto-Revocation, Fees*, if the automatic revocation is due to the operation’s failure to pay the annual fee;

b. *Auto-Revocation, Background Checks – LH*, if the automatic revocation is due to a listed family home’s failure to submit the information required for a subsequent background check; or

c. *Auto-Revocation, BGCs/Fees – LH*, if the automatic revocation is due to a listed family home’s failure to:

 • submit information required for subsequent background checks; and

 • pay the annual listing fee.