



Report Form to Add Vacancy in

Community Care Foster Family Home (CCFFH)

All CCFFHs who wish to voluntarily report a vacant bed must use this form. Use this form ONLY to report a vacant (empty) bed or to update how many vacant beds are now available. Use the separate Remove Vacancy Report form to report when all beds are filled. CTA will report this information to OHCA on a monthly basis to post on their website. The state makes no guarantees of referrals.

This form should be faxed to Community Ties of America (CTA) at 808-234-5470 within 24 hours of any vacant bed or any updates as to how many vacant beds a CCFFH has available.

CCFFH Name as listed on Certificate:

Physical Street Address of home including city and zip:

Phone Number:

Email Address:

How many beds is the CCFFH certified for:

How many vacant beds do you currently have:

How many vacant beds have a private room:

How many vacant beds in a shared room:

How many vacant beds are for a Medicaid individual:

How many vacant beds are for a Private Pay individual:

How many vacant beds are for a male:

How many vacant beds are for a female:

If no preference on whether the vacant bed is filled by a male or female check here:

What languages are spoken in the home:

Are there pets in the home: Yes No

Are there children in the home: Yes No

Is this a non-smoking property: Yes No

Date Report Faxed to CTA: