



Kentucky Alliance of Recovery Residences

Phase One Guide

Verification Documents

Revised March 2025

Verification Documents

The documents requested during this initial phase of the certification process serve to demonstrate the legal business status of your organization and confirm adherence to both the KYARR Code of Ethics and Grievance Policy. The required documents are based on the Kentucky Administrative Regulations, the NARR standard and additional KYARR requirements.

Document Checklist

- KYARR Code of Ethics
- KYARR Attestations
- Proof of Adequate Liability Insurance
- Articles of Incorporation / Certificate of Good Standing
- Permission from Homeowner
- KYARR Grievance Policy

Required Documents

with references from the Kentucky Administrative Regulations (KAR), Kentucky Revised Statute (KRS), NARR 3.0 Standards, & Additional KYARR Requirements

KYARR Code of Ethics – *NARR (1, A, 2. i.), 908 KAR 1:410, and Additional KYARR Requirements*

NARR (1, A, 2. i.) – A policy and practice that provider has a code of ethics that is aligned with the NARR code of ethics. There is evidence that this document is read and signed by all those associated with the operation of the residence, to include owners, operators, staff and volunteers.

908 KAR 1:410: Entities required by KRS 222.502 to obtain certification as a recovery residence shall submit...a signed Recovery Housing Code of Ethics.

Additional KYARR Requirements: KYARR has incorporated additional ethical requirements found in adjacent professional fields and relevant legal issues inherent to our state.

Adopt the KYARR Code of Ethics. All staff and formal volunteers must sign this document. The Code of Ethics should be reviewed and signed during new hire training. It should also be reviewed with new residents at orientation. This document will be provided by KYARR staff.

KYARR Attestations – NARR (2, F, 17. a. & b.) and 908 KAR 1:410

NARR (2, F, 17. a.): Operator will attest that electrical, mechanical, and structural components of the property are functional and free of fire and safety hazards.

NARR (2, F, 17. b.): Operator will attest that the residence meets local health and safety codes appropriate to the type of occupancy (e.g. single family or other) OR provide documentation from a government agency or credentialed inspector attesting to the property meeting health and safety standards.

908 KAR 1:410: Entities required by KRS 222.502 to obtain certification as a recovery residence shall submit...a completed Recovery Housing Attestations for each residence.

This document will be provided by KYARR staff. It must be signed and notarized by an appropriate representative of your organization.

Provide Proof of Adequate Liability Insurance -- NARR (1, A, 2. b.) and 908 KAR 1:410

NARR (1, A, 2. b.): Documentation that the owner/operator has current liability coverage and other insurance appropriate to the level of support.

908 KAR 1:410: Entities required by KRS 222.502 to obtain certification as a recovery residence shall submit...proof of adequate commercial general liability insurance on the building in which the residence is located.

Organization must verify commercial general liability insurance for all recovery residences operated by the organization. Accepted form of verification is the Certificate of Insurance (also known as an ACORD Statement). Mere renter's or homeowner's insurance is not adequate. Your organization must maintain general liability insurance as well. KYARR must be listed on the Certificate of Insurance statement as an interested party. For listing, please talk to your insurance agent or provider. It should specify KYARR, 8911 Greenway Commons Place, Suite 101, Louisville, KY 40220.

Articles of Incorporation / Certificate of Good Standing – NARR (1, A, 2. a.) and 908 KAR 1:410

NARR (1, A, 2. a.): Documentation of legal business entity (e.g. incorporation, LLC documents or business license).

908 KAR 1:410: Entities required by KRS 222.502 to obtain certification as a recovery residence shall submit... proof of current registration and good standing with the Kentucky Secretary of State.

Confirmation of good standing can be demonstrated by a print out from the Kentucky Secretary of State Website linked here: <https://sosbes.sos.ky.gov/BusSearchNProfile/search.aspx>

Permission from Homeowner – *NARR (2, A, 2. c.) and 908 KAR 1:410*

NARR (2, A, 2. c.): Written permission from the property owner of record (if the owner is other than the recovery residence operator) to operate a recovery residence on the property.

908 KAR 1:410, Entities required by KRS 222.502 to obtain certification as a recovery residence shall submit...a signed, notarized statement granting permission by the property owner of record, if other than the applicant, to operate a recovery residence on the owner's property.

The Kentucky Administrative Regulations require that this letter be notarized. A template for this letter can be provided by KYARR staff.

KYARR Grievance Policy – *NARR (1, C, 7. b.) and Additional KYARR Requirements*

NARR (1, C, 7. b.): Grievance policy and procedures, including the right to take unresolved grievances to the operator's oversight organization.

Additional KYARR Requirements: KYARR requires that organizations adopt the KYARR Grievance Policy at the initiation of the certification process.

Recovery programs should have their own internal grievance policy in addition to the KYARR Grievance Policy. Your internal grievance policy will not be required at this time in the certification process.

The KYARR Grievance Policy will be provided by KYARR staff for signature.

After all six documents have been received and confirmed to meet requirements, your organization can proceed to Phase Two of the certification process.