

Iowa – Notification Letter to Residents

Notification to Residents/Tenants Template¹

(Date)

Dear (name of resident/tenant):

This letter is written pursuant to officially notify you that (NAME OF FACILITY) has made the very difficult decision to cease operations and will close the facility no later than (DATE OF CLOSURE-MUST BE AT LEAST 30 DAYS FROM THE DATE OF THIS LETTER).

We want you to know that we will be contacting each of you within the next few days regarding your relocation options. Please understand you have the right to seek placement at the facility of your choosing and we will assist you in finding a new home.

To assist you in that process, attached to this letter is a list of health facilities in (NAME OF COUNTY) County and surrounding counties with phone numbers and contact information. In addition, representatives from the Iowa Department of Inspections & Appeals, the Iowa Office of the State Long-Term Care Ombudsman, Iowa Department of Human Services and Disability Rights Iowa (see addresses and phone numbers below) will also be available to answer questions regarding the discharge procedure and alternative placement.

Iowa Department of Inspections & Appeals

Health Facilities Division
Lucas State Office Building
Des Moines, Iowa 50319-0083
515-281-4115

Office of the State Long-Term Care Ombudsman

Iowa Department on Aging
Jessie M. Parker Building
510 E. 12th Street, Suite 2
Des Moines, Iowa 50319-9025
1-866-236-1430 (toll free)

Iowa Department of Human Services

Medicaid Enterprise-Bureau of Long-Term Care
100 Army Post Road
Des Moines, Iowa 50315-6241
515-256-4600

Disability Rights Iowa

400 E. Court Avenue, Suite 300
Des Moines, Iowa 50309
1-800-779-2502 (toll free)

¹ From “Iowa Long-Term Care Facility Closure/Crisis Team Procedures Manual” by Office of the State Long-Term Care Ombudsman (2016).