



# Practice Alert

## Closing a Resource Home in FACES

When a resource home license or a specific vendor approval type for a resource home is closed, the date of the closure is entered on the Vendor License/ Approval/Renewal screen in FACES. The existing End Date field will be replaced with the closure date.

If the DVN has multiple vendor types (i.g. RS, CF, LA, etc.), the same closure date is to be entered for all the vendor types replacing the end date in FACES.

Contact the FACES contract unit and request the Cooperative Agreement for each of the vendor types closed to also be closed effective on the date of closure.

Detailed information regarding the closing of the home or a specific vendor type should be entered in the comments section for future reference.

Program Development Specialist Contact:  
Elizabeth Tattershall  
[Elizabeth.Tattershall@dss.mo.gov](mailto:Elizabeth.Tattershall@dss.mo.gov)