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Health and Human Services
Agency
**California Department of
Public Health**



Gavin Newsom
Governor

July 31, 2025

AFL 25-23

TO: All Health Facilities

SUBJECT: Fiscal Year (FY) 2025-26 Report of Change (ROC) Application Fees

AUTHORITY: Health & Safety Code (HSC) section 1266

All Facilities Letter (AFL) Summary

This AFL informs licensees of FY 2025-26 ROC application fees as approved by the Governor and effective on July 1, 2025.

Effective July 1, 2025, licensing applications and written notifications (including but not limited to Initial, Change of Ownership, and Report of Change) require an application fee pursuant to HSC section 1266 . The California Department of Public Health (CDPH), Center for Health Care Quality (CHCQ) Report of Change Fee Schedule webpage hosts the FY 2025-26 ROC fee schedule and includes the amount of the fee associated with each transaction. Please forward a copy of this AFL to the person or company that remits payment for report of change applications and written notifications.

Background

Each year, CHCQ processes over 10,000 application submissions from health facilities for various licensure changes, including changes of ownership, location, name, beds, and various key personnel. Although processing these changes generates a significant workload, previous law limited the types of licensure changes for which CHCQ could charge fees.

CHCQ recently reviewed this workload and developed an updated fee schedule that aligns the fee revenue with workload costs. This allows for a more equitable distribution of cost amongst facilities, addresses stakeholder concerns with the Change of Ownership application fee, and reduces cost pressures on annual licensing fees.

Processing Times

CHCQ's Centralized Applications Branch (CAB) processes applications in the order received. To avoid delays, providers should submit a complete application packet, including all required forms and supporting documents. Once the application is validated as complete, the applicant will be notified to submit the required payment.

Resources and Questions

To assist providers in submitting complete and correct application packets, visit the CDPH License and Certification Application Process webpage. The webpage includes licensing and certification forms, provider instructions, provider checklists, and other helpful resources.

For additional information regarding the application review process, please contact CAB by phone at (916) 552-8632 or by email at CAB@cdph.ca.gov.

Sincerely,

Original signed by Mandi Posner

Mandi Posner
Deputy Director

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