



**TOMÁS J. ARAGÓN, M.D., Dr.P.H.**  
State Public Health Officer & Director

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



**GAVIN NEWSOM**  
Governor

July 7, 2022

AFL 22-17

**TO:** All Health Facilities

**SUBJECT:** Fiscal Year (FY) 2022-23 Health Care Facility License Fee Schedule

**AUTHORITY:** Health & Safety Code (HSC) section 1266

### **All Facilities Letter (AFL) Summary**

This AFL informs licensees of FY 2022-23 license renewal fees as approved by the Governor and effective on July 1, 2022.

The FY 2022-23 fee schedule is available on the California Department of Public Health (CDPH), Center for Health Care Quality (CHCQ), Licensing and Certification Program (L&C) Health Care Facility Licensing Fees webpage. Please forward a copy of this AFL to the person or company that normally remits payment for renewal of your health care facility operating license.

## **Renewal Notices**

CHCQ will send renewal notices and applications to the facility's licensee 45-120 days prior to the license expiration date. It is the responsibility of the facility's licensee to obtain a renewal notice, if not received prior to the license expiration date, contact CHCQ, Revenue Collection Unit (RCU) at [RCollection@cdph.ca.gov](mailto:RCollection@cdph.ca.gov), or by telephone at (800) 236-9747.

## **Late Payment Penalties**

HSC section 1266.5 requires CHCQ to impose late payment penalties for health care facilities and agencies that are delinquent in paying license renewal fees. CHCQ uses the post office or delivery service postmark date to establish assessment of late payment penalty fees. California law does not allow a grace period for payment of license fees.

## **Medi-Cal Offsets**

HSC section 1266.5(c) specifies that the department may, upon written notification to the licensee, offset any moneys owed to the licensee by the Medi-Cal program or any other payment program administered by the department, to recoup the license renewal fees and any associated late payment penalties.

## **How to Complete Your License Renewal**

Please review the License Renewal Application (LRA) in its entirety as it has been updated. Existing health care facility information is automatically populated into the LRA from the CDPH Electronic Licensing Management System (ELMS) regarding the license renewal. Fields that populate with "NO RECORD FOUND" will appear if there is

no record/data in ELMS and/or the particular field may not apply to your facility type. If any changes are needed to the populated information on the LRA, complete and submit the application packet to the Centralized Applications Branch (CAB).

The following resources will assist in obtaining an application packet to report change(s) identified within the LRA:

- CDPH Webpage: Licensing and Certification Application Process
- Phone: (916) 552-8632
- Email: CAB@cdph.ca.gov

CHCQ strongly recommends licensees use a mailing method that includes the ability to track the status of mailed payments. Please allow 4-6 weeks for license processing.

Mail the renewal payment and completed application to RCU at one of the addresses below:

<b>Normal Mailing Address</b>	<b>Delivery Service Mailing Address</b>
California Department of Public Health	California Department of Public Health
Center for Health Care Quality	Center for Health Care Quality
Licensing and Certification Program	Licensing and Certification Program
Revenue Collection Unit	Revenue Collection Unit
MS 3202	MS 3202
P.O. Box 997434	1616 Capitol Avenue, Suite 74.420
Sacramento, CA 95899-7434	Sacramento, CA 95814-7402

Sincerely,

**Original signed by Cassie Dunham**

Cassie Dunham

Deputy Director

Center for Health Care Quality, MS 0512 . P.O. Box 997377 . Sacramento, CA 95899-7377

(916) 324-6630 . (916) 324-4820 FAX  
Department Website (cdph.ca.gov)

