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**California Department of  
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GAVIN NEWSOM  
Governor

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AFL 24-16

**TO:** All Health Facilities

**SUBJECT:** Health Care Facility License Fee Notifications and the Annual Budget Act Process

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

**All Facilities Letter (AFL) Summary**

This AFL informs licensees of the timing of license renewal fees for licenses that annually expire between June 30th and August 31st.

Healthcare facility licensing fee amounts are approved during the annual Budget Act Process. If there are delays and the Budget Act is not signed by the start of the State Fiscal Year on July 1st, the applicable licensing fees will not be finalized for licenses expiring on June 30th until the date the Budget Act is signed.

The Center for Health Care Quality (CHCQ) generally sends renewal notices and applications to the facility's licensee 45-120 days prior to the license expiration date. To offset any consequences of a potential delay in the Budget Act process, CDPH will allow forty-five (45) days from the postmark of the license renewal notice to pay the licensing fee without being assessed late payment penalties.

**Example**

License Expiration Date	Budget Act Signed Into Law	Renewal Notice Generation Date	Payment Due Date
06/30/2024	07/15/2024	07/16/2024	8/31/2024
07/20/2024	08/01/2024	08/03/2024	9/17/2024

Your current license will be honored by the California Department of Public Health as valid during this payment extension process.

For additional questions regarding the license renewal notification process, please contact CHCQ, Revenue Collection Unit at [RCollection@cdph.ca.gov](mailto:RCollection@cdph.ca.gov).

Please forward a copy of this AFL to the person or company that normally remits payment for renewal of your health care facility license.

Sincerely,

**Original signed by Cassie Dunham**

Cassie Dunham

Deputy Director

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