



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



July 2, 2024

AFL 24-18

TO: All Health Facilities

SUBJECT: Fiscal Year (FY) 2024-25 Health Care Facility License Fee Schedule

AUTHORITY: Health & Safety Code (HSC) section 1266

All Facilities Letter (AFL) Summary

This AFL informs licensees of FY 2024-25 license renewal fees as approved by the Governor and effective on July 1, 2024.

The FY 2024–25 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.

**Updates to FY 2024–25 Annual Fee Report Proposed Fee Schedule
Were Made Post the Submission of the Proposed Annual Fee Report**

The fee schedule includes the licensing fees for Correctional Treatment Centers, which were inadvertently omitted from the proposed fee schedule in the Annual Fee Report.

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.

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 CDPH 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:

Normal Mailing Address	Delivery Service Mailing Address
California Department of Public Health Center for Health Care Quality Licensing and Certification Program Revenue Collection Unit MS 3202 P.O. Box 997434 Sacramento, CA 95899-7434	California Department of Public Health Center for Health Care Quality Licensing and Certification Program Revenue Collection Unit MS 3202 1615 Capitol Avenue Sacramento, CA 95814

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)



