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GAVIN NEWSOM
GOVERNOR

March 3, 2025

PIN 25-04-CCLD

TO: ADULT AND SENIOR CARE PROGRAM LICENSEES
CHILD CARE LICENSEES AND PROVIDERS
CHILDREN'S RESIDENTIAL LICENSEES

FROM: *Original signed by Kevin Gaines*
KEVIN GAINES, Deputy Director
Community Care Licensing Division

SUBJECT: **FEE WAIVERS IN RESPONSE TO THE JANUARY 2025 FIRES AND
WINDSTORM CONDITIONS IN LOS ANGELES AND VENTURA
COUNTIES**

Provider Information Notice (PIN) Summary

PIN 25-04-CCLD notifies Adult and Senior Care (ASC), Child Care Program (CCP), and Children's Residential (CRP) Program licensees and providers that the Director of the California Department of Social Services will be using the authority provided in the Governor's Proclamation and State of Emergency Executive Orders N-2-25 and N-3-25 to waive licensing fees for those impacted by the January 2025 fires in Los Angeles and Ventura Counties.

The California Department of Social Services (CDSS), Community Care Licensing Division (CCLD) extends its heartfelt sympathy to licensees and providers, and to all those in the community affected by the recent fires in Los Angeles and Ventura Counties. CCLD is working diligently to provide licensing flexibilities and resources to those impacted by the recent fires.

State of Emergency and Executive Orders

On January 7, 2025, the Governor issued a [Proclamation of a State of Emergency](#) (Proclamation) for Los Angeles and Ventura Counties due to the Palisades Fire and windstorm conditions that ignited additional fires including the Eaton, Hurst, Lidia, Sunset, and Woodley Fires. Following the issuance of the Proclamation, the Governor

issued [Executive Order N-2-25](#) on January 8, 2025 (EO N-2-25) and [Executive Order N-3-25](#) on January 10, 2025 (EO N-3-25).

In addition to EO N-2-25 and EO N-3-25, the CCLD has authority pursuant to Government Code section 11009.5 to reduce or waive license fees, on a case-by-case basis. This authority includes, but is not limited to, certificate or registration fees and fees for individuals or businesses displaced or experiencing economic hardship as a result of a proclaimed or declared emergency.

Pursuant to Government Code section 11009.5, “displaced” means a condition in which the person or business is unable to return to the address of record or other address associated with the license before experiencing economic hardship. “Economic hardship” means the inability to pay living or business expenses. Under the provisions of this law, licensees or individuals seeking a reduction or waiver of fees may submit a written request within one year of the proclaimed or declared emergency to the licensing agency. One year from the date of the current emergency in Los Angeles and Ventura Counties is January 7, 2026.

Fee Waiver Request Procedures

Pursuant to the above authority, CCLD is accepting fee waiver requests from licensees and providers for **application fees, annual fees, relocation fees, and capacity change fees** as specified in [HSC 1523.1](#), [HSC 1568.05](#), [HSC 1569.185](#) and [HSC 1596.803](#), and accompanying regulations and written directives for CCLD licensed facilities damaged or destroyed by the fire disasters located in Los Angeles and Ventura Counties.

If a licensee or provider whose facility was damaged or destroyed by the fire disasters described above has paid its annual fees to CDSS on or after January 7, 2025, the licensee or provider may use the fee waiver request procedures below to request a refund.

To request a fee waiver, please submit a written request that includes all of the following information to the applicable CCLD office email inbox noted at the end of this PIN:

1. Name of applicant or licensee
2. Requestor’s name and contact information
3. Facility number
4. Which fee you are requesting be waived, the fee amount, and due date for the fee, if any
5. Brief statement describing how the facility has been “displaced” or is experiencing “economic hardship,” as defined above, as a result of the proclaimed emergency
6. Supporting documentation that supports the statement of displacement or economic hardship
7. If known, projected reopening start date for damaged facilities/operation

8. The following statement: “I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct,” followed by the date and signature of the applicant or licensee who is certifying the request.

All fee waiver requests will be considered on a case-by-case basis. Waiver requests that are incomplete shall not be considered and shall be returned to the requestor. If the waiver request is granted, CCLD will notify the requestor, and the waiver will be posted on the CDSS website. If the waiver request is denied, the requestor shall be notified in writing of the reasons for denial.

Financial information provided by the requestor shall be kept confidential by CCLD to the extent required by law.

Please submit your fee waiver request to the CCLD office listed below. You may contact your regional office if you have any questions about this PIN:

- [Adult and Senior Care Regional Offices](#)
- [Child Care Regional Offices](#)
- [Children’s Residential Regional Offices](#)