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State Public Health Officer & Director

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



Gavin Newsom
Governor

April 4, 2025

AFL 25-14

TO: All Facilities

SUBJECT: Change to Health Care Facility License Late Penalty Fee Notifications

AUTHORITY: Health & Safety Code section 1266

All Facilities Letter (AFL) Summary

This AFL notifies all facilities the California Department of Public Health (CDPH), Fiscal Services Branch, will change the way it sends the Late Payment Penalty Notices to health care facilities.

To increase efficiency and reduce the carbon footprint, the Revenue Collection Unit (RCU) is implementing a paperless process for communicating Center for Health Care Quality (CHCQ) health care facility licensing fee Late Payment Penalty Notices.

Beginning May 15th, 2025, RCU will be replacing CDPH's current practice of mailing a paper copy of the Late Payment Penalty Notice to the licensee and will begin issuing the notices to health care facilities as a Portable Document Format (PDF). The notice will be sent to the facility via email using the licensee email address reported to CDPH. If there is no licensee email address on file, the notice will be emailed to the facility's general contact email address reported to CDPH.

Facilities must continue to pay all licensing fees according to the annual requirements, regardless of receipt of notification. If you have questions about this AFL, please contact RCU at RCollection@cdph.ca.gov.

Sincerely,

Original signed by Chelsea Driscoll

Chelsea Driscoll

Acting Deputy Director

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