



Erica Pan, MD, MPH
State Public Health Officer & Director

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



Gavin Newsom
Governor

June 26, 2025

AFL 25-19

TO: All Facilities

SUBJECT: Changes to the Application Review Process

All Facilities Letter (AFL) Summary

This AFL notifies facilities of a change to the application review process for all applications submitted to the California Department of Public Health's (CDPH) Centralized Applications Branch (CAB), effective July 1, 2025:

- All licensing applications and written notifications will require an application fee.
- Incomplete applications will be denied.

Effective July 1, 2025, all licensing applications and written notifications (including but not limited to Initial, Change of Ownership, and Report of Change) will require an application fee pursuant to Health and Safety Code section 1266. The amount of the fee associated with each transaction will be published once the Budget Act is signed. Applications will no longer be "Deemed Incomplete." Incomplete applications will be denied.

Prescreen Process

The Application Review Process includes a prescreen process. CAB will prescreen incoming application packets to ensure all required forms/supporting documents and application fees are received. CAB will issue a one-time prescreen letter requesting missing forms/supporting documents and the required application fee. If all required forms/supporting documents and application fee are not received within the allotted prescreen timeframe indicated on the prescreen letter, the application will be denied and closed. The applicant will be required to submit a new complete application packet and application fee to report the changes.

Application Review

If all required forms/supporting documents and application fee are received in the allotted prescreen timeframe, CAB will conduct a full review of the contents in the application packet. During the full review, if it is identified that additional information and/or corrections are needed, CAB will send a one-time correction letter requesting information that the applicant will need to provide in the allotted correction timeframe indicated on the correction

letter. CAB will continue to process the application packet if additional information and/or corrections are received by CAB timely. If the applicant does not submit the additional information and/or corrections to CAB within the allotted correction timeframe, CAB will deny the application.

Application Appeal

Local district offices will be notified of application/notification approvals and denials to help ensure all changes align with approval decisions. Applicants may submit an appeal regarding a denied application and complete the appeal process or applicants may submit a new complete application packet to begin the application review process.

Resources and Questions

CAB reviews applications in the date order received. To prevent delays, providers are encouraged to submit application packets that include all required forms/supporting documents, in addition to the required application fee when notified of the amount due.

To assist providers in submitting complete and correct application packets, visit the CDPH License and Certification Approval webpage. The webpage includes licensing and certification forms, provider instructions, provider checklists, and other helpful resources.

For additional information regarding the application review process, please contact CAB by phone at (916) 552-8632 or by email at CAB@cdph.ca.gov.

Sincerely,

Original signed by Mandi Posner

Mandi Posner

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)

