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State Public Health Officer & Director

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



Gavin Newsom
Governor

July 21, 2025

AFL 25-22

TO: All Health Facilities

SUBJECT: Fiscal Year (FY) 2025-26 Health Care Facility License Schedule

AUTHORITY: Health & Safety Code (HSC) section 1266

All Facilities Letter (AFL) Summary

This AFL informs licensees of FY 2025-26 license renewal fees as approved by the Governor and effective on July 1, 2025.

The FY 2025-26 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.

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.

Licenses Expired between June 30 and August 31

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. 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 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. Your current license will be honored by CDPH as valid during this payment extension process.

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 data 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 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)

