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## EVALUATOR MANUAL TRANSMITTAL SHEET

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<p><b><u>Distribution:</u></b></p> <p><input type="checkbox"/> All Child Care Evaluator Manual Holders</p> <p><input type="checkbox"/> All Residential Care Evaluator Manual Holders</p> <p><input checked="" type="checkbox"/> All Evaluator Manual Holders</p>	<p><b><u>Transmittal No.</u></b> 08RM-07</p> <hr/> <p><b><u>Date Issued</u></b> November 2008</p>
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**Subject:**

Reference Material  
 Annual License Fees – Correction of California Code of Regulations, Title 22, citations and Regulation Interpretations and Procedures for Residential Care Facilities for the Elderly citations.

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**Reason for Change:**

Amend Section 3-1050

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**Filing Instructions:**

REMOVE – Page 4

INSERT – Page 4

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**Approved:**

*Original signed by Thomas Stahl*

*11/20/08*

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**THOMAS STAHL** Chief  
 Policy Development Bureau  
 Community Care Licensing Division

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Date

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Contact Person: Seton Bunker

Phone Number: (916) 322-1192

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## 3-1050 ANNUAL LICENSE FEE PROCESS (Continued)

3-1050

**C. Annual Fee Notice Received From Licensee - Facility No Longer In Operation**

Upon receipt of an *Annual License Fee Notice* or other written notification from the licensee indicating they are no longer in business, the Licensing Program Analyst should review the facility file to see that there is no pending or anticipated legal action against the licensee.

If there is evidence that may support an administrative action, or an administrative action has been initiated, the licensing staff must acknowledge receipt of the surrendered license as follows: “We acknowledge receipt of your license and/or your statement that you no longer wish to be licensed for a community care/child care/residential care facility. This acknowledgement does not deprive the Department of its authority to institute or continue an administrative action against your license. If the administrative action results in the revocation of your license, you cannot apply for a new license until two years have elapsed from the date of the revocation.”

For further instructions, refer to the [Regulation Interpretations](#) and Procedures Sections 80035, 101186, and [87112](#), Conditions for Forfeiture of a License, and Section 102402 Application/Annual Fee. For further instructions on Conditions for Revocation of a License for Residential Care Facilities for the Chronically Ill, see [California Code of Regulations](#), Title 22, Section 87842. Also refer to [Reference Material](#) Enforcement Actions Section 1-1000.

For the purpose of closing the facility, the *No Longer in Business Notification* or other written notification to close the facility, can only be signed by the licensee. The regional office must close the facility on the licensing information system whether or not there is pending or anticipated legal action against the licensee. The regional office staff must input Closure Code 3 (Closed-Licensee Initiated) into the *Facility Closure* screen of the licensing information system. County licensing offices must close the facility on their licensing data base or manual system.

*(Note: The Licensing Program Analyst must be informed of the closure).*

**D. Regional Office Receives Proof of Payment From Licensee**

If the regional office receives proof of payment from the licensee, the regional office must place a copy into the facility file and forward the original documentation to the Accounting Unit, MS B-67, for entering into the licensing information system. If the facility is a residential care facility for the chronically ill which has already been referred to the Legal Division for revocation, any activity on the account number must be routed through the Legal Division.