

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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DATE: September 3, 2008

DUIPB Letter No. 08-01

TO: DUI PROGRAM SERVICE PROVIDERS
CALIFORNIA COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS
DUI COUNTY COORDINATORS

SUBJECT: APPLYING LATE FEE CHARGES

This letter is to clarify the Department's policy on assessing late fees. Title 9 Section 9878(a) states, "The licensee shall charge only the program fee and any additional fees that have been approved by the Department..."

An approved late fee must only be assessed when a participant has not made a monthly payment according to their scheduled payment agreement, as specified on the participant contract. A late fee must not be applied to any other fees that the participant has accrued over the course of participation i.e., missed activity fee, reinstatement fee, etc.

Should you have any questions, need further information, or need technical assistance in this area, please contact your DUI program analyst.

A handwritten signature in cursive script, appearing to read "Millicent Gomes".

MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration



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