

Hardship Fee Waiver

As outlined in [Behavioral Health Information Notice, 24-036](#) and pursuant to Health and Safety Code Sections 11833.02(g) and 11833.04, the Department of Health Care Services (DHCS) may grant a one-time hardship fee waiver for a single facility or program. A hardship waiver is not available for a licensed facility applying for an integral license as defined in 9 CCR section 10508. A request for a hardship waiver is not guaranteed to be granted. This request will be reviewed based on the established criteria.

Please provide the following information:

- Written summary describing financial hardship;
- 501(c)(3) status form, if applicable;
- Tax Returns or Income Statements for the previous year;
- Occupancy/enrollment census data for the previous two years, if applicable.

Legal Entity Name:		Provider Number:	
Administrative/Corporate Address:	City:	State:	Zip Code:
Facility Name:			
Facility Address:	City:	State:	Zip Code:
Treatment/Recovery Capacity:	Program Contact:		
Program Contact Email:	Program Contact Phone Number:		

For biennial extension fee waivers, a hardship waiver must be submitted at least 40 days prior to the 120 days required for a renewal or extension application. A fee waiver for a biennial extension fee will be capped at the same amount as an initial application fee for a license or certification. For initial application fee waivers, the fee waiver may be submitted in lieu of the fees; however, the review of the application will not begin until either the fee waiver is approved, or applicable fees are paid.

A hardship waiver will not be granted if the legal entity/applicant:

- (1) Owes outstanding civil penalties; or
- (2) Has uncorrected deficiencies; or
- (3) Provides insufficient, inadequate, and/or false information and/or documentation.

Any licensed and/or certified facility requesting a hardship waiver of renewal fees must demonstrate that the facility served clients throughout the previous two-year licensure period.

CIVIL CODE § 1798.17 AND THE PRIVACY ACT OF 1974, 5 U.S.C. 552A, PROVIDES PROTECTION TO INDIVIDUALS BY ENSURING THAT PERSONAL INFORMATION COLLECTED BY STATE AGENCIES IS LIMITED TO THAT WHICH IS LEGALLY AUTHORIZED AND NECESSARY AND IS MAINTAINED IN A MANNER WHICH PRECLUDES UNWARRANTED INTRUSIONS UPON INDIVIDUAL PRIVACY.

I declare under penalty of perjury under the laws of the State of California that the foregoing information and any attachment is true, accurate, and complete to the best of my knowledge and belief.

Administrator/Director Signature:	Date:
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For Department Use Only	
Approved By:	Date: