

Notice To Applicants and Currently Licensed Facilities And Providers :

Effective August 3, 2010, the Rules and Regulations for General Licensing and Enforcement Requirements, Chapter 111-8-25 require all licensed or registered programs regulated through the Division of Healthcare Facility Regulation (HFR), Department of Community Health to pay licensure activity fees annually beginning with 2010. Fees for currently licensed or registered programs with licenses or registrations that do not expire annually must be paid by October 31, 2010.

Currently licensed or registered facilities will be notified in writing by HFR in September, 2010 regarding the licensure activity fees that they must pay by October 31, 2010. At that time, specific instructions will be provided on how these licensure activity fees for currently licensed or registered program are to be paid. To ensure that your payment is properly credited to your account, do not send in your fee until you receive the specific instructions on how to submit your payment.

Licensed programs currently paying annual license fees (clinical laboratories and their directors, end stage renal disease centers, home health agencies and private home care providers) will continue to pay their annual licensure fees according to the expiration dates that appear on their licenses. Effective January 31, 2011, the department may revoke the license of any license if the facility has failed to pay the annually recurring licensing activity fees.

SEE THE SCHEDULE OF FEES LISTED BELOW TO DETERMINE THE LICENSURE ACTIVITY FEE YOU WILL BE REQUIRED TO PAY EITHER BY OCTOBER 31 OR YOUR ANNUAL LICENSURE EXPIRATION DATE.

NOTICE TO APPLICANTS FOR LICENSURE OR REGISTRATION:

Any applicants submitting voluntary applications for licensure or registration on or after August 3, 2010 are obligated by the Rules and Regulations for General Licensing and Enforcement Requirements, Chapter 111-8-25 to pay an application processing fee of \$300 in addition to the initial licensure activity fee for the particular program.

Recognizing that new applicants who have not had to pay fees before may not be aware of the change in the rules, the Department will continue to accept new applications for processing until September 1, 2010 without requiring these fees to be paid at the time the application is filed. However, before the Department will finish processing the application and issue the new license or registration, the application processing fee of \$300 along with the initial licensure activity fee for that particular program must be paid in full.

You must download your licensure application from our website and follow the instructions in the application packet.

http://dch.georgia.gov/00/channel_title/0,2094,31446711_144157549,00.html

SEE THE SCHEDULE OF FEES LISTED BELOW TO DETERMINE WHAT LICENSING FEES YOU WILL BE RESPONSIBLE FOR PAYING BEFORE BECOMING LICENSED TO OPERATE YOUR PROGRAM.

SCHEDULE OF LICENSURE ACTIVITY FEES

Licensure Activity	Fee	Fee Frequency
Application Processing Fee, Change in Ownership, Change in Service Level (requiring on site visit), Name Change – Any Program	\$300	Upon submission
Initial Provisional or Regular License (Same as annual licensure activity fee for each program type)	Varies by program	Submitted with application processing fee
Involuntary Application Processing Fee subsequent to unlicensed complaint investigation	\$550	
Follow-up Visit to Periodic Inspection – Any Program	\$250	License renewal date
Licenses		
Adult Day Centers (rules to be developed)**	\$250 (social) \$350 (medical)	Annually
Ambulatory Surgical Treatment Centers**	\$750	Annually
Birthing Centers**	\$250	Annually
Clinical Laboratories**	\$500	Annually
Community Living Arrangements**	\$350	Annually
Drug Abuse Treatment Programs**	\$500	Annually
End Stage Renal Disease Centers**		Annually
1-12 stations	\$600	Annually
13-24 stations	\$1,000	Annually
25 or more	\$1,100	Annually
Stand Alone ESRD Facilities Offering Peritoneal Dialysis Only:	\$800	Annually
Eye Banks	\$250	Annually
HMOs (if subject to licensure)	\$2,000	Annually
Home Health Agencies**	\$1,000	Annually
Hospices**	\$1,000	Annually
Hospitals**		Annually
CAHS < 25 beds	\$250	Annually
25 ≤ 50 beds	\$750	Annually
> 50 beds	\$1,500	Annually
Imaging Centers (rules to be developed)**	\$3,000	Annually
Infirmaries	\$250	Annually
Intermediate Care Facilities/MR (private)**	\$250	Annually

Narcotic Treatment Programs**	\$1,500	Annually
Nursing Homes**		Annually
1 ≤ 99	\$500	Annually
> 99	\$750	Annually
Personal Care Homes**		Annually
< 25 beds	\$350	Annually
25 ≤ 50 beds	\$750	Annually
> 50 beds	\$1,500	Annually
Private Home Care Providers**		Annually
Companion Sitter or Personal Care	\$200 < 50 FTEs *** \$400 > 49 FTEs	Annually
Nursing Services Only	\$500 < 50 FTEs \$750 > 49 FTEs	Annually
Nursing Services and Personal Care and/or Companion Sitter	\$750 < 50 FTEs \$1,000 > 49 FTEs	Annually
Traumatic Brain Injury Facilities	\$250	Annually
X-Ray Facilities (per machine)	\$300	Annually
Miscellaneous Fees:		
Civil monetary penalties as finally determined		Case-by-case basis
Late Fee: 60 days past due	\$150	Per instance
Lists of Facilities by license type (electronic only)	\$25	Per request
Replacement of Lost Permit	\$50	Per request
Returned check charge – as assessed by bank	< \$50	Per instance
Special handling charges when required (special courier/ mailing costs)	Cost	Per instance
Training materials – cost to reproduce for participant	\$.25 per page, \$5 per disk	Per participant
<p>**Eligible for a 25% discount if currently accredited by a nationally recognized accreditation organization approved by the department as having standards comparable to specific state licensure requirements, and complete copy of current decision is submitted to the department at the time of renewal or is already on file with the department.</p> <p>***FTEs Full-time equivalent (40 hours/week) employees/contract workers rules, so a provider with less than 50 FTEs could utilize up to 99 half-time (20 hours/week) employees/contract workers.</p>		

Source Document: [Rules and Regulations for General Licensing and Enforcement Requirements, Chapter 111-8-25](#) as amended.

MORE QUESTIONS:

Please see Frequently Asked Questions (FAQs) below or email your questions to Ms. Jamia Everson at jjeverson@dhr.state.ga.us. Ms. Everson may also be reached by phone at 404-651-8155.

FREQUENTLY ASKED QUESTIONS:

Q: HOW CAN I GET MORE INFORMATION ABOUT THE FEES I AM REQUIRED TO PAY?

A: First, check the frequently asked questions and answers here. These FAQs will be updated as necessary. If you don't see your specific question answered, then send your question to this email address jjeverson@dhr.state.ga.us and your question will be answered.

Q: MAY I PAY THE APPLICATION FEE AT THE TIME I FILE THE APPLICATION TO BECOME LICENSED AND PAY THE INITIAL LICENSURE FEE WHEN YOU GET READY TO ISSUE MY LICENSE?

A: No, the rules require you to submit the application fee and the initial licensure fee at the same time.

Q: IF I OPERATE A LICENSED FACILITY AND I AM INSPECTED BECAUSE OF A COMPLAINT THAT IS FILED, DO I HAVE TO PAY \$250 FOR THE INSPECTION?

A: No. We do not charge for routine complaint inspection visits. You would be charged \$250 if we had to do a follow-up visit on a periodic or full inspection visit and more serious rule violations were found. The purpose of that follow-up would be to check to make sure that you corrected the more serious violation that was identified during the periodic survey.

Q: WHAT IF I CAN'T PAY THE LICENSURE FEES THAT ARE DUE BY OCTOBER 31ST?

A: If you do not pay the fees within 60 days of the due date, October 31, 2010, a late fee of \$150 is added to the amount you owe. If you have not paid the full amount that is due by January 31, 2011, the Department may take an action to revoke your license for non-payment of licensure fees. You would have the right to appeal the revocation through an administrative hearing.

Q: I WANT TO OPEN A SMALL PERSONAL CARE HOME. HOW MUCH WILL THE LICENSING FEES BE THE FIRST YEAR?

A: Assuming that you will be caring for no more than 24 residents, you will have to pay an application fee of \$300 and an initial licensure fee of \$350, for a total of \$650 the first year.