

Consolidated Billing for Delegate Agencies – Guidance

The CHSA works collaboratively with the California Head Start State Collaboration Office (CHSSCO) on various statewide topics, including participating in a California Department of Social Service Community Care Licensing Division (CCLD) work group to address issues and concerns that arise from the field. Recently, the work group was asked to clarify how agencies with one or more facility locations request consolidated billing.

Purpose

Currently, every licensed facility receives its annual child care licensing bill per site. The purpose of this document is to provide agencies with guidance on how to request consolidated billing for multiple sites.

Before you apply for consolidated billing:

- In order to consolidate, there may NOT be a balance due on any facilities.

Step 1: Write a letter to your regional office.

1. “The purpose of this letter is to request a consolidated license number for the facilities listed below.”
2. List the primary facility number first (this number will be the ‘main’ and ‘primary’ facility number).
3. Under the primary facility number, list the facility number for each secondary (delegate) facility to be included in the consolidated billing.
4. Note: If your facilities cross over into other licensing regional offices:
 - a. Organize your list by region.
 - b. Identify the primary facility for each region.

Example:

Region #	1
Primary Facility:	19545852
Secondary Facilities:	195622145 198648514

5. Mail, fax or email your letter to **the local regional office of the primary facility.**

Step 2: The Regional Office

- Your regional office will process your request and forward the changes to Central Operations Branch for processing.
- *Best Practice:* It highly recommended that you **follow up** with your regional office to ensure all facilities have been consolidated appropriately. This is also very important to follow up on if there are any changes.

How billing works after consolidation

- All future bills will follow the primary agency’s anniversary date.
- 120 days prior to the facility’s anniversary date, The NOTICE OF COMMUNITY CARE LICENSING (CCL) FEES (aka, your bill) is automatically generated and mailed to the **primary facility’s mailing address.**
- The primary facility is the **only** facility to receive this notice. So, ensure that the address is correct. If the address is incorrect, contact your regional office as soon as possible to change it.

Best practice for paying annual fees:

- Annual CCL Fees are always due on the anniversary of the license of the primary facility.
- Send all payments to your local Regional Office.
- If you do not receive the bill - it is **your responsibility to ensure you still pay on time.**
 - Call the local regional office and check that the mailing address on the license is in the system correctly.
- **Keep a copy of your payment**, whether it was online or with a check number or a copy of the check before sending it in to the local regional office.
- **Ensure you get a receipt** and keep it in your records with your copy of payment. This will assist you in case you ever need to provide proof of payment.