

Application Procedure for Adding or Changing a Management Company

Although the relationship between an applicant/licensee and a management company is not the same as a partnership, the management company is still required to be included on the license and the application. A copy of the contract between the licensee/applicant and the management company must be submitted with the application form (LIC200) **prior** to the effective date of the contract. *Authority cited: HSC 1569.10, CCR Title 22 Section 87155*

For existing licensees a modified application and application fee is usually all that is required. However, it is important to contact the Centralized Application Unit at (916) 657-2600 to clarify or if there are other issues to consider. It is important to include a cover letter with the application documents indicating the facility is already licensed providing the facility name and license number and that the purpose of the application is to add/change the management company.

For new applicants a full application and application fee is required. It is necessary to list both the applicant and the management company on the application form (LIC200).

Failure to disclose and add the management company to the facility licensee as co-licensee may result in a civil penalty assessment and administrative action by the Department.

When an existing RCFE licensee who is in substantial compliance plans to enter into contract with a management company, the management company must be added to the license as a co-licensee.

Prior to the effective date of the management agreement, the application documents must be submitted to the Centralized Application Unit and approved prior to the actual effective date of the management company having a presence in the facility or having any operational control. The existing facility license number will not change.

At minimum, the following application documents along with a full application fee are required to be submitted. Other documents may be requested if there is found to be a change in the admission agreement, monthly operating budget, personnel policies or program statement, for example.

- Application ([LIC200](#)) with additional information per HSC 1569.15
- Applicant Information ([LIC215](#))
- Residential Care Facility for the Elderly Disclosure Worksheet (RCFE only) ([LIC606](#))
- Designation of Administrative Authority ([LIC308](#))
- Administrative Organization ([LIC309](#)) and Organizational Chart
- Administrator Qualifications and certificate (if different)
 - Surety Bond ([LIC402](#)) (if applicable)
- Proof of Liability Insurance
 - Supplemental Financial Information ([LIC401a](#))
 - Balance Sheet ([LIC403](#))
 - Balance Sheet Supplemental ([LIC403a](#))
 - Financial Information Release and Verification ([LIC404](#))
 - Personnel Report ([LIC500](#))
 - Health Screening Report ([LIC503](#)) (if applicable)

- Criminal Background Clearance Transfer Request ([LIC 9182](#)) for any transfer of criminal record clearance
- Criminal Record Statement ([LIC508](#)) (if applicable) Emergency Disaster Plan ([LIC610E](#))
- Articles of Organization/Articles of Incorporation/Operating Agreement
- Management Contract or Agreement