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PIN 22-03-HCS

TO: HOME CARE ORGANIZATION LICENSEES

FROM: *Original signed by Kevin Gaines*
KEVIN GAINES
Deputy Director
Community Care Licensing Division

SUBJECT: **HOME CARE ORGANIZATION LICENSE RENEWAL PROCESS
REMINDERS**

Provider Information Notice (PIN) Summary

PIN 22-03-HCS provides reminders to Home Care Organization (HCO) licensees regarding best practices for renewal of HCO licensure.

Per Health and Safety Code section 1796.37(b), HCO licensees are required to renew their license with the California Department of Social Services (CDSS) every two years.

In order to apply for license renewal, a HCO licensee must provide:

- The current application fee of \$5,603, paid via check, money order, or the [CDSS website](#),
- Application for Home Care Organization License ([HCS 200](#)), and
- Verification of general and professional liability insurance, workers compensation policy, and proof of employee dishonesty bond.

Note that per [PIN 21-06-HCS](#), the Home Care Organization Personnel Report ([HCS 600](#)) is no longer required as part of the renewal application. However, the HCO licensee may continue to utilize the HCS 600 as part of their employee records. The form has been updated to reflect that it is no longer a mandatory form.

Home Care Aide (HCA) training hours, proof of registration, and tuberculosis (TB) clearances records remain subject to inspection and licensees must continue to maintain updated and complete personnel records.

As a reminder, it is a best practice to associate all employees and HCAs to their HCO prior to contact with clients, prospective clients, or confidential client information of the HCO. HCOs can associate HCAs and employees either through [Guardian](#), the Department's electronic background check system, or through submission of the Home Care Organization Association Request ([HCS 9183](#)) or Criminal Record Exemption Transfer Request ([LIC 9188](#)), if applicable.

Additionally, as stated in [PIN 22-02-HCS](#), HCOs must maintain current records tracking the vaccination or exemption status of all Affiliated HCAs. HCOs must provide such records to the local or state Public Health Officer, the California Department of Social Services, or their designee promptly upon request, and in any event no later than the next business day after receiving the request.

To avoid a lapse in licensure, the renewal application and fee must be postmarked on or before the expiration date of the current license. **It is recommended that the renewal application and renewal fee be paid and postmarked no later than ten (10) working days prior to the expiration date of the current license.** If the license expires the HCO must cease operation or a civil penalty of \$900 per day shall be assessed for operation as an unlicensed HCO.

If you have questions regarding this PIN, please contact the [Home Care Services Bureau](#).