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DQA Memo 09-036

To: Community Based Residential Facilities

CBRF 17

From: Kevin Coughlin, Director
Bureau of Assisted Living

Via: Otis Woods, Administrator
Division of Quality Assurance

Notice of Change in Licensing Fee for Community Based Residential Facilities

This memorandum outlines changes in the licensing fee structure for Community Based Residential Facilities (CBRFs) consistent with the enactment of the state budget bill, Wisconsin Act 28, that became effective June 29, 2009.

Section 1400 of Wisconsin Act 28 renumbered § 50.037(2)(a), Wis. Stats, to §50.037(2)(a)1., Wis. Stats, and amended it to read (in part):

§ 50.037(2)(a)1. "The biennial fee for a community based residential facility is \$389, plus a biennial fee of \$50.25 per resident, based on the number of residents that the facility is licensed to serve."

For example, a CBRF licensed for 8 residents would submit a biennial licensing fee of \$389 plus \$50.25 for each of the 8 residents. **The "per resident" fee is based on licensed capacity, not the actual occupancy.** The additional per resident fee for an 8-bed CBRF would be \$402 ($\$50.25 \times 8 = \402). The total biennial licensing fee in this example would be \$791 (\$389 base licensure fee plus the \$402 per resident capacity fee).

The Department of Health Services will implement the new biennial licensing fees on October 1, 2009. The fees will apply to regularly scheduled license continuations and to new license applications. When continuations are due, CBRFs will receive advance notice from the appropriate Bureau of Assisted Living regional office. This notice will reflect the new license fees.

Wisconsin Act 28 (2009) is available for review at the following website:

<http://www.legis.state.wi.us/2009/data/acts/09Act28.pdf>

If you have any questions regarding licensing fees, please contact the Assisted Living Regional Director for your county: http://dhs.wisconsin.gov/rl_DSL/Contacts/alsreglmap.htm