

## License Applications

Obtaining a facility license starts with completing an application that is divided into *Part A* and *Part B* sections.

The *Part A Application* consists of about 19 forms and various attachments, some easy and others more challenging.

The *Part B Application*, also known as the Plan of Operation, consists of a narrative description of the program and services you will provide divided into 18 separate sections, along with various attachments. This document averages about 50-60 pages in length and should be typed, page numbered, and include a Table of Contents.

We offer both à la carte and “bundled” options for completing your *License Application*. Bundled options offer the best value.

**The prices listed below are for up to 2 people. An extra \$100 will be added to your down payment for every additional person in your application.**



### ARF Bundle

The ARF Bundle includes a complete Part A and B license application, plus *your choice* of 1 plan of operation listed below.

Price: \$1,400

- ① Bedridden Plan
- ② Video Surveillance Plan
- ③ Hospice Waiver Request
- ④ Incontinence Plan of Operation
- ⑤ “Total Care” Plan of Operation

BUNDLE and SAVE

A discount of \$350 will be applied to the total cost if you chose both a Part A and Part B license application.

Part A Application	\$850
Part B Application	\$900
Bundled Discount	<u>\$350</u>

**\$1,400**

Choose the ARF Bundle and, in addition to your complimentary add-on, you may choose any of the others at a **20%** discount.

### RCFE Bundle

The RCFE Bundle includes a complete Part A and B license application, plus *your choice* of 2 plans of operation listed below.

Price: \$1,600

- ① Bedridden Plan
- ② Video Surveillance Plan
- ③ Dementia Plan
- ④ Hospice Waiver Request

BUNDLE and SAVE

A discount of \$350 will be applied to the total cost if you chose both a Part A and Part B license application.

Part A Application	\$850
Part B Application	\$1,100
Bundled Discount	<u>\$350</u>

**\$1,600**

Choose the RCFE Bundle and, in addition to your 2 complimentary add-ons, you may choose any of the others at a **20%** discount.

**SFH Bundle**

The SFH Bundle includes a complete Part A and B license application.

Price: \$1,200

BUNDLE and SAVE

A discount of \$350 will be applied to the total cost if you chose both a Part A and Part B license application.

Part A Application	\$650
Part B Application	\$900
Bundled Discount	<u>\$350</u>

**\$1,200**

Choose a SFH Bundle and include the following add-on at a 20% discount.

**SFH's**

Video Surveillance Plan  
(Reg. \$150 – 20% = **\$120**)

**Bundled Add-Ons**

Choose an ARF, RCFE, or SFH Bundle and include any of the following add-ons at a 20% discount.

**ARF's**

Bedridden Plan

(Reg. \$275 – 20% = **\$220**)

Video Surveillance Plan

(Reg. \$150 – 20% = **\$120**)

Hospice Waiver Request

(Reg. \$150 – 20% = **\$120**)

Incontinence Plan

(Reg. \$75 – 20% = **\$60**)

“Total Care” Plan

(Reg. \$275 – 20% = **\$220**)

**RCFE's**

Bedridden Plan

(Reg. \$275 – 20% = **\$220**)

Video Surveillance Plan

(Reg. \$150 – 20% = **\$120**)

Dementia Plan

(Reg. \$275 – 20% = **\$220**)

Hospice Waiver Request

(Reg. \$150 – 20% = **\$120**)

**SFH's**

Camera Monitoring Plan

(Reg. \$150 – 20% = **\$120**)

## À la Carte License Applications

If you prefer to complete either the Part A or Part B license application yourself, we offer the following stand-alone products:

### Basic Part A Application

We will complete 80% of the *Part A Application*, using your answers to our questionnaire, including: LIC 200, 308, 309, 400, 401, 403, 404, 500, 508, 610, and 9054.

About 20% of the forms can only be completed by you. To assist you in doing so, we will guide you through several *Part A Assignments*, which include providing you completed samples of these forms, answering any questions you have, and reviewing your work before you submit to CCLD. Completed samples include the LIC 215, 401a, 403A, 501, 999 (floor/yard plans), Board Resolutions (for corporations), and Operating Agreement Attachments (for LLC's).

Price: \$850

### Part A Application Review

If you completed the Part A application yourself, we could complete a Part A Application Review. We will suggestion corrections and revisions to make before you submit to CCLD.

Price: \$175

### Miscellaneous Completed Part A Forms

We can provide the following, completed, Part A forms. You will modify the form details (e.g., name of licensee, name of facility, etc.) yourself. If you need assistance personalizing the forms, the prices in red will apply.

LIC 401 - \$50 (~~\$55~~)

LIC 500 - \$50 (~~\$55~~)

LIC 610D, LIC 610E, LIC 610C - \$40 (~~\$65~~)

LIC 9282 - \$50 (~~\$55~~)

Some companies will package forms that are free and want to charge you for them. Per the [Department of Industrial Relations](#) website “In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency.” DO NOT PAY for items that are free, but that may be hard to find. Here are links to some forms your facility will need:

[Wage Order 5](#)

[Personal Rights ARF](#)    [Personal Rights RCFE](#)    [Personal Rights SFH](#)

[Let-US-Know](#) (See something, Say something licensing poster)

[California State and Federal Labor Law Posters 2025](#)

[Cal/OSHA Postings](#)

## À la Carte License Applications (continued)

Some companies offer all the free labor law postings condensed into a single, large, laminated poster, but the prices vary wildly. We have found them for as little as [\\$13.99](#) simply by Googling [2025 Federal and California Employment Posters](#). If you use a payroll service, such as Paychex or ADP, these posters will typically be mailed to you as part of their service every year.

### Basic Part B Application

A *Basic Part B Application* includes everything required by licensing, such as job descriptions, personnel policies, sample staff schedule and staff in-service training schedule, program description, Admission Agreement, sample menu, etc. The completed document is delivered to you with convenient “marker pages” indicating where to place your attachments (e.g., Articles of Incorporation/Organization, Component I Orientation certificates, etc.).

SFH Price: \$900

ARF Price: \$900

RCFE Price: \$1,100

Choose a *Basic Part B Application* and include any of the following add-ons at a **20%** discount.

Please note the ARF Bundle includes one complimentary add-on, and the RCFE Bundle includes two.

#### ARF's

##### Bedridden Plan

(Reg. \$275 – 20% = **\$220**)

##### Camera Monitoring Plan

(Reg. \$150 – 20% = **\$120**)

##### Hospice Waiver Request

(Reg. \$150 – 20% = **\$120**)

##### Incontinence Plan

(Reg. \$75 – 20% = **\$60**)

##### “Total Care” Plan

(Reg. \$275 – 20% = **\$220**)

#### RCFE's

##### Bedridden Plan

(Reg. \$275 – 20% = **\$220**)

##### Camera Monitoring Plan

(Reg. \$150 – 20% = **\$120**)

##### Dementia Plan

(Reg. \$275 – 20% = **\$220**)

##### Hospice Waiver Request

#### SFH's

##### Camera Monitoring Plan

(Reg. \$150 – 20% = **\$120**)

Download our questionnaire to get started



[Bundled License Application Questionnaire](#)

[Basic License Application Questionnaire](#)

### Payment Terms

The *ARF Bundle*, *RCFE Bundle*, and *SFH Bundle* license applications, and à la carte *Basic Part B Application* require a down payment of half the total cost to begin. The other half is due when the job is complete and ready for delivery.

<i>Facility Type</i>	<i>Down Payment</i>	<i>Balance Payment</i>
ARF	\$700	\$700
RCFE	\$800	\$800
SFH	\$700	\$700

The *Part A Application* and *Part A Application Review* are **paid in full** in advance.

The cost of any additional bundled add-ons will be included in your balance due payment and will be reflected on your invoice.

You may call (619) 249-8671 *cell* or (619) 460-1143 *office* to make your down payment by credit card over the phone. Either Robert or Don can help. If you prefer, you can send payment by mail using the details on our [Contact](#) page.

**Notes:** See our [Products & Services Price List](#) and [Policies](#) for full details. You are accountable for knowing the contents of your *License Application* and for providing the services therein. To this end, RA Mears Consulting can provide an overview of any documentation provided to you, as needed.

We cannot review any portion of a *Part B Application* that you have prepared yourself. The document is too long and complex, usually taking licensing personnel many weeks to review.

**The completed *License Application* can be emailed or mailed, as agreed on. An emailed *License Application* is sent in pdf format and *will not* be provided in a modifiable format (e.g., DOC, TXT). RA Mears Consulting will make any revisions to *our work* required by CCLD for *initial* licensure without additional charge to you.**

A mailed *License Application* will require a \$25 processing fee.

**Guarantee:** Our products are guaranteed. We will make any changes to our work required by Community Care Licensing Division (CCLD) or Regional Center (RC) without additional charge. This guarantee is for the *initial* CCLD or RC approval. If you resubmit our product later, such as for an additional facility, relocation, etc., please request a price quote to update your product. RA Mears Consulting reserves the right to see written requests for changes from CCLD or the Regional Center.