



CALIFORNIA DEPARTMENT OF AGING (CDA)

FAX Cover

TO: All Community-Based Adult Services (CBAS) Providers
FROM: CBAS Branch
DATE: June 22, 2012
SUBJECT: Requests to Reduce Days and/or Hours of Center Operation

Attached is a letter informing CBAS providers of the process and requirements for reducing days and/or hours of center operation.

Questions

If you have questions, or need additional information, please contact the CBAS Branch at (916) 419-7545.

Number of pages (including this page): 3

DEPARTMENT OF AGING

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Date: June 22, 2012

To: Community-Based Adult Services (CBAS) Center Administrators and Program Directors

From: California Department of Aging (CDA) CBAS Branch

Subject: Requests to Reduce Days and/or Hours of Operation

Purpose With the implementation of CBAS and related changes, some CBAS providers have raised questions about the ability of CBAS centers to temporarily reduce days and hours of service. This letter is being sent to provide information on the process and requirements for reducing either days or hours of service, or both.

Overview of Requirements Section 54221, Title 22, California Code Regulations (CCR), outlines requirements for the minimum days and/or hours that CBAS centers must operate. It includes provisions for centers operating less than the minimum days and/or hours. Specifically, in response to special circumstances, CBAS centers may submit a written request to CDA for approval to reduce their days and/or hours of operation to less than five days per week and six hours per day. At a minimum, CBAS centers must provide services three days per week and four hours per day.

Process To reduce center days and/or hours of operation per Section 54221, Title 22, CCR, the provider must:

- Submit a written request to CDA. The request must specify proposed:
 - Days and hours of operation (business hours)
 - Hours of service (program hours)
 - Date center anticipates returning to regular days/hours of operation
- Obtain written approval from CDA prior to reducing days and/or hours of operation.
- Post the CDA approval letter next to the center's license.
- Not exceed the center's licensed capacity.
- Continue to meet all other CBAS program requirements during the time of reduced days and/or hours of service.

CDA will expedite the approval of such requests within five business days, will fax a response to the center, and will notify the California Department of Public Health, Licensing and Certification Program, of the status of each request.

Inquiries

If you have questions or need additional information, please contact the CDA CBAS Branch at:

- (916) 419-7545
- cbascda@aging.ca.gov