



## Licensed Child Care Fee Schedule

State Law requires the Texas Health and Human Services Commission (HHSC) to collect fees for issuing licenses, registrations and listings and for conducting background checks. HHSC deposits the checks it receives in the state's general revenue fund.

**Directions:** Please send only **ONE Check or MONEY ORDER** for the entire amount (including background check fees).  
**Please DO NOT SEND CASH.**

**Make check or money order payable to:** Texas Health and Human Services Commission  
**Mail this completed form and your check or money order to:**  
Texas Health and Human Services Commission Accounts Receivable  
P.O. Box 149055  
Austin, TX 78714-9055

**Keep a copy of your canceled check or money order for your records. NO RECEIPT WILL BE SENT.**

**This form and your payment will be returned to you if:** the form is blank or incomplete, you do not send the correct fee amount, or you send cash.

**FEE DEFINITIONS:** 40 TAC §745.509 establishes the following fee schedule:

**Application Fee:** A nonrefundable fee of \$35 for an initial application for a license. The fee is paid when the application is submitted.

**Initial License Fee:** A \$35 fee for a child care operation. This fee is paid when the application is submitted.

**Initial Renewal:** A \$35 fee for a child care operation. The fee is paid when the initial license is renewed.

**Full License Fee and Annual Fee:** A \$35 fee for a child care operation, plus \$1 for each child the operation is licensed to serve. This fee is paid before the full license is issued and by the anniversary date that the full license was issued.

**Amendment License Fee (for increased in licensed capacity only):** A \$1 fee for each child added to the current capacity.

**Background Check Fee:** A \$2 fee per person, paid each time a Criminal History and Central Registry background check is requested.

The law requires that if an operation fails to pay the annual license fee when due, the license will be suspended until the fee is paid. This means children must not be in care at the operation until the suspension is lifted. If you do not pay the fee within 6 months of your license being automatically suspended, your license will be automatically revoked. If you receive a payment from a child care subsidy program, you will not receive a subsidy payment if your license is suspended or revoked.

Please check if this is a change of address			
Operation Name:		Operation Number (on your permit): If this is a new operation, check the box	
Telephone Number:			
Street Address:		City:	County: ZIP Code:
Email Address:			

Service Code	Operation Type (check one)	Fee Type (check all that apply)	Amount
529200990	Licensed Care Center Licensed Care Home	Application - \$35 Initial Permit - \$35 Initial Renewal - \$35 Full license fee - \$35 Annual Fee - \$35	\$
529200990	Capacity: Number of children for which you are licensed: (Only paid with a full license fee or annual renewal)	x \$1	\$
529200990	Amendment License Fee - increased capacity only; \$1 for each additional child:	x \$1	\$
529200988	Background Check Fee	Number of Persons being checked: x \$2	\$
TOTAL AMOUNT OF FEES PAID:			\$