

State Law requires the Texas Department of Family and Protective Services to collect fees for issuing licenses, registrations and listings and for conducting background checks. Fees received by the Department are deposited in the state's general revenue fund.

Your licensing representative will provide you with a fee schedule form #2988 to submit with your fee payment.

Mail the completed form #2988 and your check or money order to this address:

Texas Department of Family and Protective Services
Licensing Fee
Accounting Division **E-672**
P.O. Box 149030
Austin, Texas 78714-9030

No cash accepted

Amount of Fees

The Human Resources Code, Chapter 42, establishes the following fee schedule:

- ◆ A non-refundable \$35 annual fee for registered child care homes must be paid before registration is issued and at the anniversary date of issuance.
- ◆ A non-refundable application fee of \$35 for the initial license to operate a child-care operation or child-placing agency.
- ◆ A \$35 provisional license fee for child-care operation is required before the provisional license is issued. A \$50 provisional license fee is required for child-placing agencies. This does not apply to registered child care homes.
- ◆ A \$35.00 fee for a child care operation. The fee is paid when the provisional license is renewed.
- ◆ A \$35 annual fee for licensed child-care operations, plus \$1 for each child the operation is licensed to service is required. For child-placing agencies the annual license fee is \$100. Fees must be paid before the non expiring license is issued and at the anniversary date of issuance.
- ◆ A \$20 annual fee for listed family homes must be paid before your home is listed and at the anniversary date of issuance.
- ◆ A \$2.00 fee per person should be paid each time a Criminal History and Central Registry background check is requested. (The \$2 Background Check fee(s) must be submitted with form 2988, child Care Fee Schedule, to the address listed above. The actual Request for Criminal History and Central Registry Check form (form 2971), must be submitted separately to your local licensing office.)

Amendment Fee

If a licensed operation wished to increase its capacity, the license must be amended. The amendment fee is \$1 for each additional child.

Supplement

If a licensed operation, agency, registered child care home, or listed family home pays less than the correct amount of the fee, they must pay the remainder.

Exemption

Certified or state-run operations are exempt from application and licensing fees. Licensed foster homes, licensed foster group homes and non-profit 24-hour operation that charge no fees for their services or that provide care for children in the managing conservatorship of the Department are exempt from paying provisional, annual and background check fees. Listed homes are exempt from the background check fee.

The law requires that if an operation, agency, group home, or family home fails to pay the annual license, registration, or listing fee when due, the license, registration, or listing will be suspended until the fee is paid. This means children must not be in care at the operation until the suspension is lifted.