



RCMA POLICIES & PROCEDURES

Title: Sliding Fee Scale, Parent Copayment, and Fee Waiver

Revision Date: 7/1/23

Reference(s): 6M-4.400, F.A.C., 1002.84, F.S. 1002.85, F.S.

Related Documents: RCMA School Readiness Guide

Policy:

RCMA shall base its sliding fee scale on the income thresholds from the most current DEL release of the federal poverty level (FPL).

RCMA shall provide justification of how the sliding fee scale meets the federal requirement that the copayment be affordable if the proposed sliding fee scale does exceed 10 percent (10%) of the family income.

RCMA may only waive family copayments in a case-by-case basis.

RCMA shall establish special circumstances for which it will waive family copayments that are consistent with the examples from 1002.84(9), F.S., and Rule 6M-4.400, F.A.C.

Special circumstances or fee waiver include, but are not limited to:

- an at-risk child

Temporarily waive the copayment for a child whose family experiences:

- a natural disaster
- an event that limits the parent's ability to pay
- family becoming homeless
- an emergency situation such as a household fire or burglary
- while the parent participates in parenting classes
- child participating in and Early Head Start or Head Start Program

RCMA shall submit the sliding fee scale in the format prescribed by DEL.

Procedures:

Following receipt of the most recent federal poverty levels from DEL, RCMA will update the sliding fee scale and make it effective July 1st of that year. Staff will verify that the copayment on the sliding fee scale is less than or equal to 10 percent of the family's income, regardless of the number of children in care during the 12-months eligibility. If the proposed sliding fee scale does exceed 10 percent of the family income, RCMA will provide justification of how the sliding fee scale meets the federal requirement that the copayment be affordable.

Each family that participates in the School Readiness Program will be assessed a parent copayment, even those that receive a fee waiver. The total amount assessed is according to the established and approved Sliding Fee Scale for that year. Therefore, during the initial eligibility determination and redetermination, RCMA will assign a parent fee based on family size and household income. For new enrollments, staff will make the parent fee effective beginning the first day of reimbursable care. When a parent's fee changes, the new fee will be effective immediately. Reasons for fee changes are listed in the Rule 6M-4.400 and the *RCMA School Readiness Guide*.