



RCMA POLICIES & PROCEDURES

Title:	Sliding Fee Scale, Parent Copayment, and Fee Waiver	
Revision Date(s):	5/18/26, 7/8/24, 7/1/23	Effective Date (for last revision): 7/1/25
Reference(s):	6M-4.400, F.A.C., 1002.84 F.S., 1002.85 F.S.	
Related Documents:	RCMA School Readiness Guide	

Purpose

RCMA aims to provide School Readiness (SR) services according to the rules and statutes outlined in section 6M-4.400, and other related sections of the School Readiness Rule (6M-4). Emphasis within this document is placed on parent copayment fee assessment to families receiving subsidized care through the School Readiness Program; and justification for fee waiver or reduction.

Policy:

RCMA shall implement the sliding fee scale issued by the Division of Early Learning (DEL), and copayment fee waiver policies. Upon review by RCMA authorized staff, family copayments may be waived on 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 for a fee waiver include:

- 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
- parent is incarcerated
- parent in residential treatment or extended hospital stay
- an emergency situation such as a household fire or burglary
- while the parent participates in parenting classes
- child participating in an Early Head Start or Head Start Program
- family with income at or below the federal poverty level



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Procedures:

RCMA will implement the most recent sliding fee scale issued by DEL and applicable copayment waiver policies for families receiving School Readiness services. Parent copayment fees are set by DEL not to exceed 7 percent of the family's income, regardless of the number of children in care during the authorized 12-month eligibility period. Each family that participates in the School Readiness Program will be assessed a parent copayment, based on the family size, hours of care needed and income, according to DEL established fee scale. This also applies to families that receive a fee waiver.

A parent fee will be in effect for the family's eligibility period unless:

- a redetermination is conducted
- parent or referring family case manager submits documentation and is granted a copayment waiver or reduction
- parent fee was assessed incorrectly due to error or program participant fraud, resulting in corrective action to reduce or increase fee
- change in parent's employment status, income or family size, resulting in fee reduction
- change in authorized hours of care
- change in income or size for family in graduated phase out, resulting in fee reduction or increase

RCMA Eligibility and Enrollment staff will assess applicable copayment according to 6M-4.400. They will also ensure that a payment certificate is issued to parents and assigned provider. Each certificate will include the amount parent is required to pay. If a family has more than one child enrolled, the family will make one copayment to one authorized provider. The required family's copayment will be deducted from the provider's reimbursement prior to payment. Providers are required to collect the family's copayment, provide a receipt and written notice of outstanding balances.

A parent cannot transfer their child to another provider unless SR copayment fees are paid or a repayment plan is established.

All requests for a family copayment waiver or reduction must be submitted to the RCMA Eligibility and Enrollment staff for consideration.

Additional description related to DEL sliding fee scale, family copayment and waivers are listed in the Rule 6M-4.400 and the *RCMA School Readiness Guide*.