

## CO-PAYMENT WAIVER POLICY & APPEAL

A SR Program plan a coalition submits must describe its policy for applying a waiver or reduction of fees based on s. 1002.84(9), F.S. (s. 1002.85(2)(b)5., F.S., and 45 C.F.R. § 98.33(a)(8) and § 98.45(l)(4)).

A coalition may establish special circumstances for which it may waive or temporarily reduce family copayments that are consistent with the examples from s. 1002.84(9), F.S., and Rule 6M-4.400, F.A.C. (s. 1002.85(2)(b)5., F.S., and 45 C.F.R. § 98.45(l)(4) and § 98.33(a)(8))

### 1. Purpose

This policy outlines the conditions under which the Coalition may waive or temporarily suspend co-payments for child care services and establishes the process for requesting and appealing such waivers.

### 2. Waiver Eligibility

The Coalition may waive or temporarily suspend co-payments on a case-by-case basis for:

- At-risk children, or
- Families experiencing circumstances that limit their ability to pay, including:
  - Natural disasters
  - Incarceration
  - Placement in residential treatment
  - Homelessness
  - Emergency situations (e.g., household fire or burglary)
  - Participation in parenting classes
  - Enrollment in Early Head Start or Head Start programs

#### Documentation Requirement:

All waiver requests must be documented in the case file during initial authorization and at each redetermination.

### 3. Request Process

Requests for at-risk or temporary fee waivers may be submitted by:

- A referring agency, or
- A parent/guardian

Requests must be made through:

- Referral
- Written documentation
- Approved ELCIRMO forms with appropriate verification

### 4. Appeals Process

#### 4.1 Initial Appeal

If a referring agency or parent/guardian disagrees with a ruling:

- Submit a written appeal to the Chief Executive Officer within 10 calendar days of the ruling or its expiration.
- The CEO will:
  - Review the appeal and conduct any necessary investigation.
  - Issue a decision within 5 business days of receiving the appeal.

#### **4.2 Secondary Appeal**

If dissatisfied with the CEO's decision:

- Submit a written appeal to ELCIRMO's Finance Committee within 15 calendar days of receiving the CEO's decision.
- Appeals must be:
  - In writing
  - Delivered to ELCIRMO's main officeNote: Untimely appeals will not be processed.

#### **5. Finance Committee Hearing**

- The Finance Committee will:
  - Conduct a hearing to determine a fair resolution.
  - Issue its decision in writing.
- The referring agency or parent/guardian may:
  - Attend the hearing.
  - Present witnesses on their behalf.
- The Committee's decision is final, though parties may pursue legal remedies as appropriate.

#### **6. Compliance**

Failure to comply with appeal requirements constitutes acceptance of the ruling and waives any right to further appeal.