

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 office

Note: 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.