

# Early Learning Coalition of Florida's Heartland, Inc.

## Eligibility Management Policy/Procedure

Subject: Right to Waive Parent Fees of a Case by Case Basis		Procedure # EM-1	
Page: 1 of 1		Adoption Date: 8-17-05	Revision Date:
Approved by: ELCFH		Title: Erica Scheipsmeier, Chair	
Distribution: All Eligibility Management Policy/Procedure Manuals			
Authority References: Associate Director: Client Services; Client Services Coordinators			


### I. POLICY

To create a process that allows for specialist, with the approval of the Client Services Coordinator, to waive parent fees on a case by case basis. Due to the new rules released 12/04 coalitions are required to “adopt policy that establishes criteria and authorization procedures for fee reductions on a case by case basis.” This policy would affect all billing groups not otherwise covered by another rule or policy.


### II. PROCEDURE

1. The specialist will review the parent fees that are to be assessed to all clients.
2. The parent requests a temporary fee reduction/waiver in writing and explains the qualifying event with appropriate documentation.
3. The specialist obtains approval from the Client Services Coordinator for reduced temporary parent fee with specific begin and end date, based on attached documentation.
4. The specialist updates the EFS and client file with history notes providing reason for reduced parent fee and period covered.
5. The specialist sets the next redetermination date to coincide when the parent fee reduction period ends.

*(updated to reflect approved ELCFH staff positions 2.14.08- AB)*

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