

Kids Central, Inc. System of Care Policy & Procedure

Series:	Master Trust Accounts	
Policy Name:	Fee Waiver Requests	
Policy Number:	1206	
Origination Date:	07/01/10	Revision Date: 01/05/12
Authority:	65C-17 F.A.C., 402 F.S., 737 F.S., 39 F.S., 415 F.S.	
Attachments:	Form CF 0285D - Notice of Fee Assessment and Rights of Foster Child Regarding Government Benefits	

Purpose

To establish a consistent manner in which Fee Waiver requests are handled and to ensure that procedures are in place to follow the law as set forth in Florida Administrative Code, 65C-17.004 and 65C-17.005.

Policy

It is the policy of the organization to establish a consistent and efficient process in which Fee Waiver Requests are handled. Fees will be waived, reduced or deferred according to procedures established in 65C-17.004 and 65C-17.005, Florida Administrative Code. A Fee Waiver is a reduction or deferment of the fees that the Department collects for the cost of care. It is a means to grant parents, or children/ youth an exemption from the cost of care to allow them to meet a time-limited need. Any client who is in the custody, care and control of the Department in foster care pursuant to Chapter 39, F.S., is eligible to apply for a fee waiver, and must be noticed about the fee waiver.

Procedure

Notification to Client regarding the right to request a Fee Waiver

- A. The Family Care Manager will provide notification of the right to request a waiver of the fees collected for the child's cost of care or a change in personal allowance on behalf of the child at the following times:
 - Within 30 days of the Master Trust being established
 - **At each Judicial Review**, accompanied by an accounting of income and expenditures

- B. The "Notice of Fee Assessment and Rights of Foster Child Regarding Government Benefits" (form CF 0285D) **should be provided to:**
 - Child
 - Guardian ad Litem
 - Child's parents (unless TPR)
 - Child's foster parents

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- Child's caseworker
 - The Court
- C. A Fee Waiver may be requested by:
- The child might initiate
 - By asking Family Care Manager
 - By asking CLS attorney or child's own attorney
 - By asking GAL
 - GAL or parent might initiate
 - Family Care Manager based on conversations with child/family
 - Court might order Family Care Manager to initiate.
 - Court sees unmet needs of the child, and understands Master Trust enough to know that there is money that could be accessed to help the child
 - Court may order someone to make a fee waiver request, but court has no subject matter jurisdiction to entertain such a request, or to order a fee waiver

Administration of Fee Waiver Notification and Request

- A. At the time a new Master Trust account is established the Master Trust Client Representative will email Form 0285D to the Family Care Manager. The Family Care Manager is responsible to administer the notice as described above.
- B. The Master Trust Client Representative will coordinate with the Family Care Manager and facilitate the approval process when there is a Fee Waiver request.
- C. The Family Care Manager should submit a completed Form 0285D & Form 284 along with necessary documentation to the KCI Master Trust Client Representative.
- D. The Master Trust Client Representative will review Form 0285D and initiate the "Fee Waiver Review Criteria Form".
- E. The Master Trust Client Representative will ensure that Form 0285, all supporting documentation, and the Fee Waiver Review Criteria Form as compiled and submitted to the Master Trust Supervisor for submission.
- F. The Fee Waiver Review Committee is made up of at least 3 people from the fiscal, program, and operations areas that will review the request and supporting documentation. The request will be approved or denied based on the interests of the child and the availability of funding. The decision will be communicated to the Master Trust Client Representative.
- G. The Master Trust Client Representative will notify the Family Care Manager of the outcome of the Review Committee.
- H. The Family Care Manager should notify the child/parent/child advocate of the decision. Each child has the right to appeal the decision of the fee waiver review committee.
- I. The Family Care Manager would contact the Master Trust Client Representative regarding the child/parent/child advocate's request for an appeal and the process would start over from steps B through G.

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Approval of a Fee Waiver Request

If a request for a Fee Waiver is granted the following accounting procedures would occur:

- A. The client's account in QuickBooks and FAST should be notated that a Fee Waiver request has been granted.
 - In QuickBooks: place a memo in the Customer List account set up
 - In FAST: access the client's account and insert a memo

- B. At month end:
 - Run a report from QuickBooks showing memos associated with Customers
 - When preparing month end transactions do not deduct the Cost of Care from the Client's account. Place a comment on the Bank Statement Worksheet stating "Fee Waiver".

- C. Restrictions
 - Cannot use the child's money to pay for items ordinarily to be paid from another source
 - Foster Care Board Rate
 - Medicaid

- D. Ensure funds are spent in accordance to the Fee Waiver request and that the account does not exceed the SSI asset limit of \$2,000.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date