Rio Grande/Mineral County

Department of Social Services

Policy

Policy Title Delinquent Parental Fee	**Reference** Vol. III 3.911(g), 3.922 (a)
Policy No. CCCAP-2	**Effective Date** **September 1st 2013**
	County Director Approval

Purpose

Parental fees are the care takers portion of the child care payment to providers. Providers rely on timely payment to continue providing services to families.

Policy

Care takers must pay their portion of the child care cost known as parental fees. Providers are responsible for collecting parental fees and for reporting non-payment of parental fees as directed in the procedure below. Per the Client Responsibilities Agreement, parental fees are due the first day of every month. Payment of the parental fees should be made no later than the first day of care for the month. Should the provider and care taker agree to a different payment schedule, it shall be submitted in writing, with both parties' signatures to the Child Care Worker within 10 days of signing the agreement. Providers shall record payment of parental fees and furnish receipts to care takers for the payments.

Procedure

Providers shall report non-payment of the parental fee to the Child Care Worker within 15days from the date payment is due. The Child Care Worker shall make verbal contact with the caretaker within 10 days of notification and obtain a written payment agreement to pay the delinquent parental fee. The delinquent amount must be paid within 60 days of the date the payment agreement is signed. The delinquent funds will be paid to the provider who will then issue a detailed receipt to the caretaker. Payment of funds will be reported by the caretaker with a copy of the receipt submitted to the Child Care Worker. The Child Care Worker will verbally confirm payment with the provider. Should the Child Care Worker be unable to make verbal contact or obtain a written agreement within 10 days of the date of report, the case will be closed for failure to cooperate. The child care case will be closed if the caretaker does not repay the

delinquent parental fee within the 60 days or if the caretaker becomes delinquent as well for the month immediately following the first month of delinquency. The caretaker shall remain ineligible for childcare services until the delinquent parental fee has been paid.

Should the provider fail to report the delinquent parental fee or fail to report it as outlined above, the fee then becomes forfeited by the provider. An exchange of any type in lieu of cash payment for the parental fee results in fraud and all parties of the exchange (provider & client) will be referred for Intentional Program Violations or for criminal prosecution.

Signed by:

Kale L. Shriver 8-28-2013

Chair, Rio Grande County Board of Commissioners Date