

Family Fee Training

June, 2003

Family Fee Policies

- Income and family size are documented for all families.
- One fee is assessed per family.
- Families are assessed fees based on their ability to pay.

FY 2004 Fee Calculation

FY 2004 FEE CALCULATION (Effective July 1, 2003)									
<i>Find column where family size and gross income meet to determine child's monthly fee installment:</i>									
Family Size	\$0 Fee/ Month	\$10 Fee/ Month	\$20 Fee/ Month	\$30 Fee/ Month	\$50 Fee/ Month	\$70 Fee/ Month	\$100 Fee/ Month	\$150 Fee/ Month	\$200 Fee/ Month
	0-185% FPL	186-200% FPL	201-250% FPL	251-300% FPL	301-350% FPL	351-400% FPL	401-500% FPL	501-600% FPL	above 600% FPL
2	\$0- 22,422	\$22,423- 24,240	\$24,241- 30,300	\$30,301- 36,360	\$36,361- 42,420	\$42,421- 48,480	\$48,481- 60,600	\$60,601- 72,720	Above \$72,720
3	\$0- 28,231	\$28,232- 30,520	\$30,521- 38,150	\$38,151- 45,780	\$45,781- 53,410	\$53,411- 61,040	\$61,041- 76,300	\$76,301- 91,560	Above \$91,560
4	\$0- 34,040	\$34,041- 36,800	\$36,801- 46,000	\$46,001- 55,200	\$55,201- 64,400	\$64,401- 73,600	\$73,601- 92,000	\$92,001- 110,400	Above \$110,400
5	\$0- 39,849	\$39,850- 43,080	\$43,081- 53,850	\$53,851- 64,620	\$64,620- 75,390	\$75,391- 86,160	\$86,161- 107,700	\$107,701- 129,240	Above \$129,240
For family sizes above 5, add the following to above income ranges for each additional family member:									
+1	\$0- 5,809	\$5,810- 6,280	\$6,281- 7,850	\$7,851- 9,420	\$9,421- 10,990	\$10,991- 12,560	\$12,561- 15,700	\$15,701- 18,840	\$18,840

**** Based on FFY 2003 Federal Poverty Level Guidelines. This table is updated annually.****

Policies (cont'd)

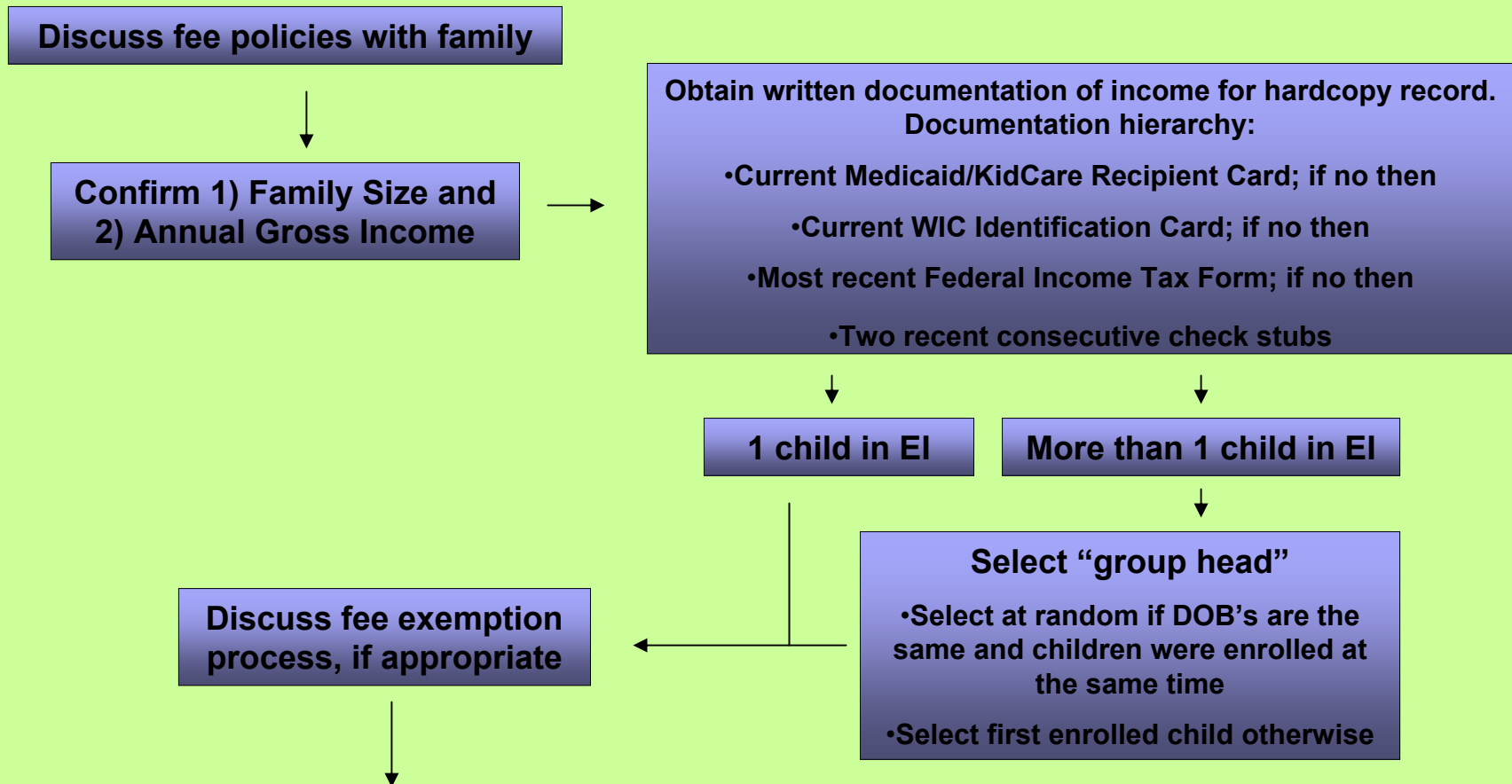
- Families may request exemption from fees
- Families will not pay more in fees than services subject to fees paid by the State.
- Fees begin to accrue as of the earliest begin date for services subject to fees.
- A level monthly payment plan is provided.

Policies (cont'd)

- Fee amounts may change prospectively if family fee information changes.
- Fees are adjusted for partial months.

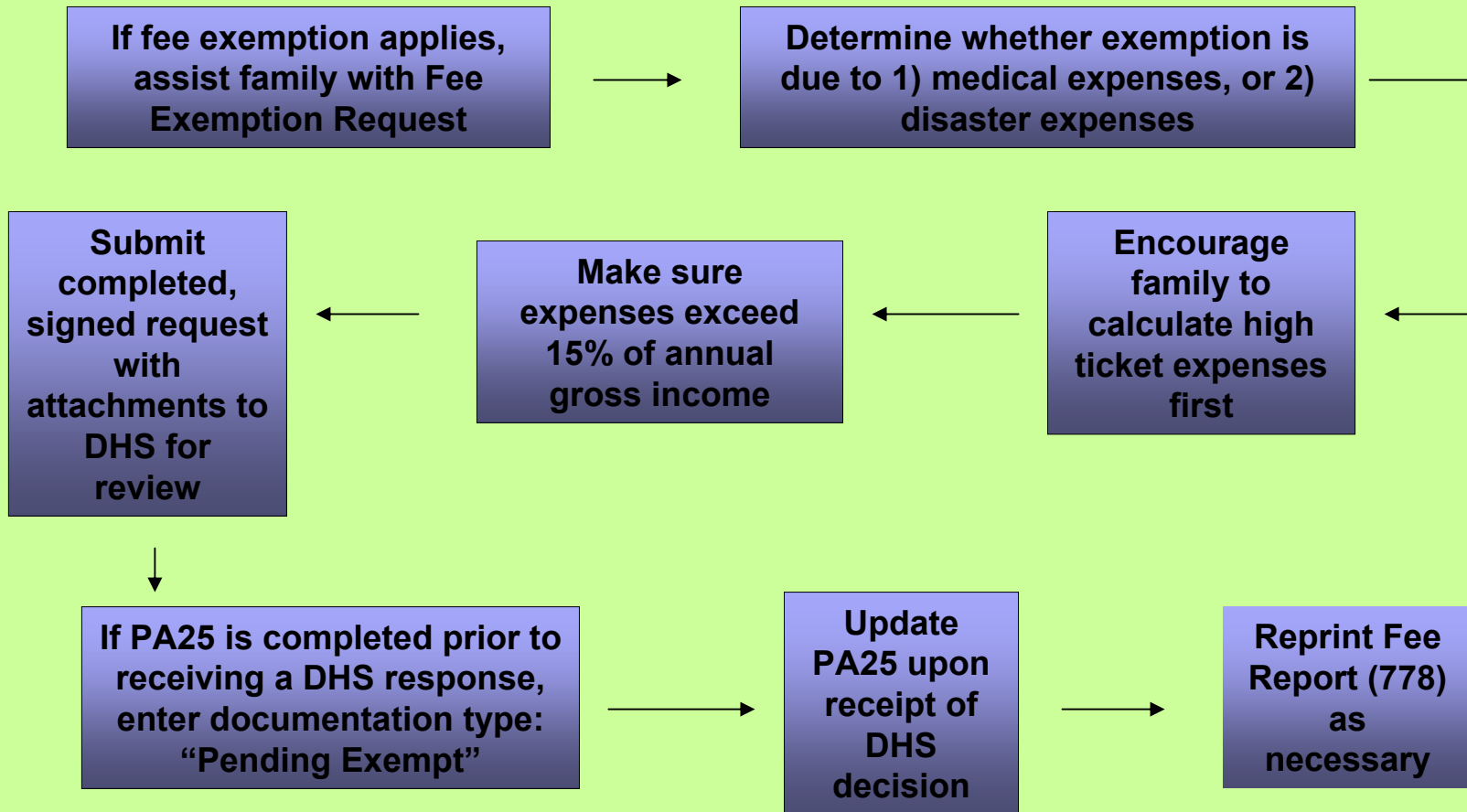
Family Fee Flow Chart

Initial/Annual Fee Assessment



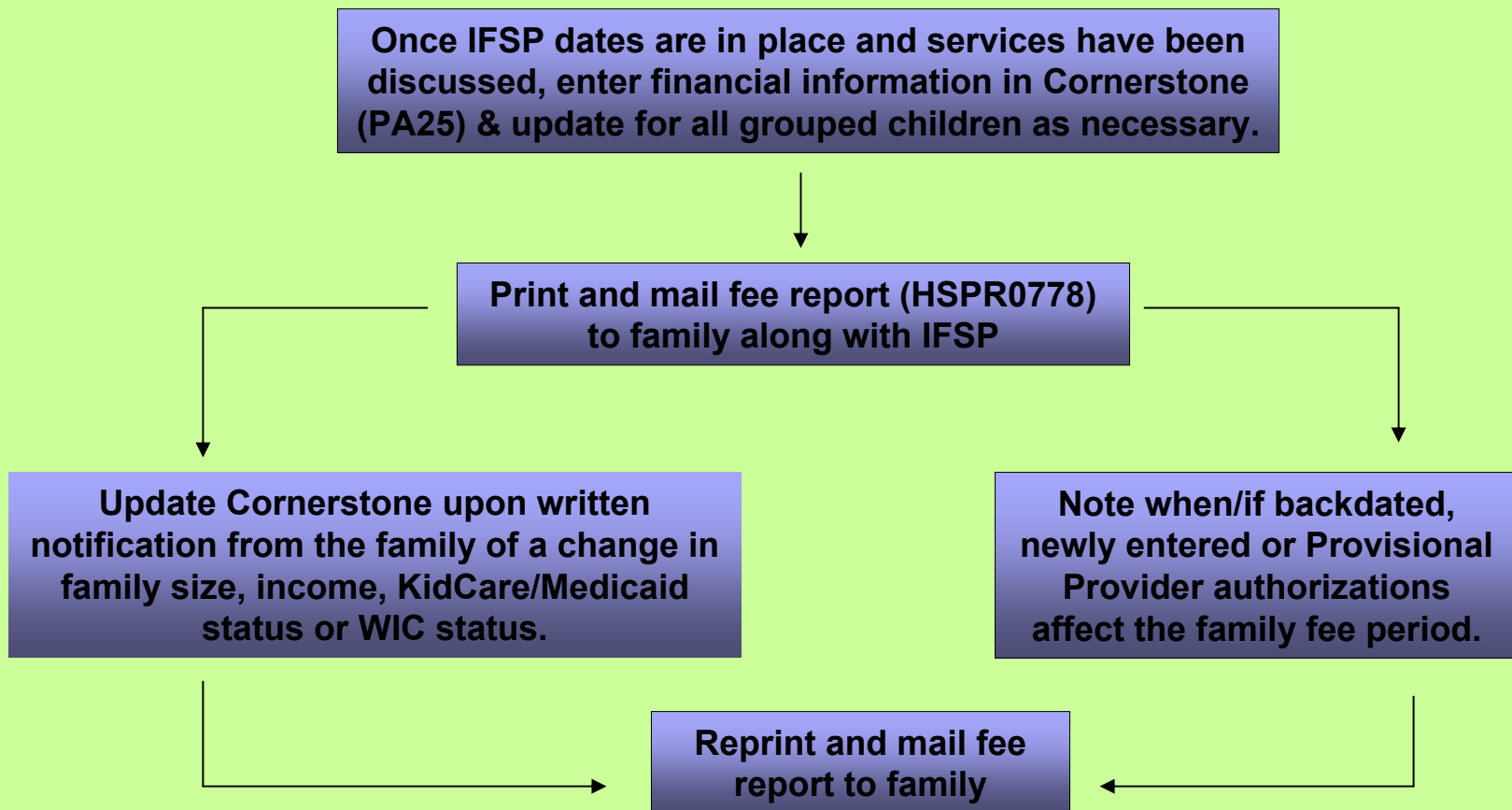
Family Fee Flow Chart

Initial/Annual Fee Assessment (cont'd)



Family Fee Flow Chart

Initial/Annual Fee Assessment (cont'd)



Example A

- Family Size = 4
- Income = \$78,500.00
- Documentation Type = Federal Income Tax Return
- IFSP Period = 07/01/03 – 06/30/04
- No auths for services subject to fees

Example B

- Services subject to fees scheduled to begin 08/01/03

Example C

- Family has twins (income has not changed).
 - ID Group Head
 - Group children in Cornerstone
 - Edit Fee information

Fee Payment Policies

- Families must pay at least the Minimum Due amount on the monthly statement, but are encouraged to pay the level payment amount.
- Payments are applied to the oldest Minimum Due amount and are account specific.
- Overpayments are credited to the next IFSP period, or refunded, if applicable.
- Families receive monthly statements on old accounts until they are closed.
- DHS initiates collection procedures against families based on unpaid Minimum Due amounts.

Sample Monthly Fee Statement

Sample Invoice

STATEMENT DATE: 06/01/03

MR AND/OR MRS TESTCASE
712 SOME DRIVE
ANYTOWN, IL 60002

Eligible Children:
Terry Testcase
Megan Testcase

Child's Name:	TERRY TESTCASE			
Child's EI #	Account #	Invoice #	Billing Month	Payment Due Date
960746	960746/01	CB900965	May 2003	06/25/03
IFSP Period		Current Charges	Minimum Payment	Account Balance
01/04/03 – 01/03/04		100.00	.00	100.00

SUMMARY OF ACCOUNT ACTIVITY	<u>Amount</u>	<u>Date</u>	<u>Description</u>
Total Due From Last Statement	100.00		
Payment:	-100.00	05/21/03	
Charges This Month:	100.00		
Account Balance:	100.00		
MINIMUM PAYMENT CALCULATION			
1. Total CBO Services Paid To Date:	253.00		
2. Total Family Payments to Date:	400.00		
3. Difference if line 2 less than line 1:	.00		
Minimum due:	.00		
(lesser of line 3 or Account Balance)			

Monthly Fee Statements

- Monthly fee statements are mailed on the first working day of each month.
- Invoices are mailed to the Financially Responsible Adult (as identified in Cornerstone on the Secondary Address screen)

Sample Delinquency Report

REPORT NUMBER: RSR95A
 SORT: CFC/NAME

EARLY INTERVENTION CBO

PAGE: 1
 DATE: 05/01/2003
 TIME: 09:47

DELINQUENCY REPORT BY CFC (DEBIT ACCOUNTS)

As Of: 04/30/2003

CFC: 00 CHILD AND FAMILY CONNECTIONS

CHILD/ADULT/ADDRESS	EI #	IFSP	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	90+ DAYS	TOTAL
TEST, JAMES MOTHER TEST 100 MAIN STREET MAKE UP A TOWN, IL 60000	111111	11/01/01-10/29/02	.00	.00	.00	.00	30.00	30.00
SAMPLE, PARKER V MOTHER SAMPLE 10 EAST SOUTH ST ANYTOWN, IL 60000	222222	09/30/01-09/29/02	.00	.00	.00	.00	70.00	70.00

- DHS sends monthly delinquency notices to families and reports to the CFC.
- Service Coordinator follows-up, as needed, in writing and/or by phone.
- Service Coordinator discontinues services subject to fees if account becomes 90 days or more delinquent.
- CFC Manager completes Delinquency Report Follow-Up form and submits to DHS on or before the 28th of the month.
- DHS sends accounts to the Bureau of Collections when a total liability is calculated.

Fee Credit Requests

- Request credit only if family has been billed in error ... NOT if services didn't start when they were supposed to.
- Required documentation:
 - Service Coordinator's name;
 - CFC #, phone # and fax #;
 - Child name and EI #;
 - Month for which credit is requested;
 - Reason credit is requested; and
 - What has already been done to correct the problem.

Fee Dispute Policies

- Families may dispute the findings of their financial assessment.
- Fee disputes must be submitted to DHS within 30 days of the family's initial receipt of the Family Fee Report.