

## **Co-Pay Procedure In Full Day Programs**

The State of Oregon administers various programs which provides child care subsidies to eligible families with young children. Parents are expected to apply for child care assistance at their local DHS office prior to selection. The amount of the subsidy is based on a number of factors, including the family's income, type of child care, and how many hours of care are needed. Depending upon the program, families are expected to contribute financially. This portion of the cost is their co-pay. The family's co-pay amount is based on a variety of factors also.

In compliance with Federal Performance Standards, Umatilla Morrow Head Start will collect a co-pay amount from families enrolled in full-day programs.

- Families eligible for Employment Related Day Care (ERDC), JOBS or the Student Child Care Program (SCCP), will need to pay at least one-half of their DHS assessed copay but not less than \$25 per month. The total family co-pay will not exceed the total amount of co-pay assessed through these programs.
- Families eligible for ERDC may also be eligible to participate in the DHS/Head Start Enhanced child care program. This program requires the family to need a minimum of 136 hours of child care during the operational hours of UMCHS. With this program there is no co-pay required by the family.
- Families enrolled in High School or GED programs may be eligible to participate in the Child Care Development Fund (CCDF) program. For families that meet income guidelines, there is no co-pay.
- Families that are migrant or involved in seasonal work may be eligible to participate in the Migrant and Seasonal Child Care Program. For families that meet the program guidelines, there will be a copay assessed.
- Families enrolled in higher education programs on scholarships or grants that assist with child care will be required to declare UMCHS as the provider. The families co-pay will be determined by the amount of subsidy received.

Families not eligible for any child care subsidies will be informed at recruitment of the cost of care. These families will work with their Family Advocate to develop a plan to assess their ability to pay the minimum co-pay of \$270 for children enrolled in Early Head Start, and \$195 for children enrolled in Head Start.

The co-pay is a fixed monthly amount. Newly enrolled families must pay the full co-pay amount if they are enrolled before the 20<sup>th</sup> of the month. Co-pays will not be pro-rated.

The co-pay amount is due by the 7<sup>th</sup> of each month. Teachers and Family Advocates will accept payment at the centers and will issue receipts for all monies received. A copy of the receipt will be given to the parent/person paying the co-pay.

After the 7<sup>th</sup> of the month, Family Advocates will provide a written reminder to all families who have not yet made their co-payment.

Failure to pay the co-pay for two months or non-payment for one month and not making it up the next month may directly affect a family's participation in the full day services. The results may be:

- Discontinued participation in the full day program (transferring children to part-day programs).
- Reporting to DHS/DPU the failure to pay co-pay which results in ineligibility for ERDC and other DHS self-sufficiency services until back co-pays are paid in full.

Family Advocates, Teachers and the Child Care Director will discuss which actions will be taken with each family who do not pay their co-pay. **No child will be dropped from Head Start due to their inability to pay their co-pay.**

Rvs Aug 13, 2009