

## IMPORTANT NOTICE REGARDING CO-PAYMENTS

- 1) As indicated in the Child Care Fact Sheet (Item #7), you are required to pay a co-payment. The monthly co-payment is your share of the total monthly amount to be paid to the provider. Job and Family Services pay the balance due. The co-pay is based upon projected gross income and family size.
- 2) You must pay your co-payment to the child care provider/center, not to the agency. If you are using more than one provider, you will need to contact your Child Care case manager to indicate to whom you will pay the monthly co-payment.
- 3) The co-payment is a monthly amount and does not depend on how many days during the month you use child care, nor when you first begin or stop using child care. The co-payment depends only upon projected gross monthly income and family size. A month is one of the 12 calendar months (January, February, etc.), not a 30-day period starting when you first use child care assistance.
- 4) I understand that my co-payment is due each month that my child/children receive child care. The co-payment begins the day child care services begin. I owe the whole co-pay no matter when during the month my child/children begin care.

### Example:

- A) The child starts care 11-5: The whole co-pay is owed to the center/Type B provider.
- B) The child starts care 11-25: The whole co-pay is owed to the center/Type B provider.

If the actual cost of care is less than the co-pay, only the actual cost of care is owed that month.

Example: Co-pay is \$50. You use one day of care in the month, and the actual cost is \$21.25. You would only owe the amount of \$21.25, not the whole monthly co-pay of \$50.

Co-payments are not pro-rated based upon the number of days that care is provided. The co-payment is based upon your family size and projected gross income.

- 5) With each month's bill, your provider is required to submit to the agency a statement indicating whether you have paid your co-payment for the previous month. If you do not pay your co-payment, we can propose to terminate your child care benefits. You will receive a notice proposing to terminate benefits in 15 days. If you provide a written, 'signed and dated statement from the provider/center that you have paid the delinquent co-payment or that arrangements have been made to pay the delinquent co-payment, before the termination date, we will not terminate your benefits. If you arrange to make payments, you must verify that these payments continue to be made in addition to your ongoing co-payment, until the balance is paid.

If your benefits end and you have delinquent co-payments, the Department of Job and Family Services will not be able to approve a new application in any county, until those delinquent co-payments have been paid or written arrangements made with the provider/center.

I have read and understand the above regulations regarding co-payments.

Parent/Caretaker Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_