

**Area:** Fiscal Systems

**Subject:** FS32 – State Family Fee Repayment Plan

**Reference:** Title 5, 18115; Funding Terms and Conditions, Fee Schedule

**Policy:** A family may establish a reasonable repayment plan for delinquent fees.

**Procedure:**

1. The repayment plan should not exceed three (3) consecutive months, and the plan must include an arrangement to bring the delinquent fees current and to stay current with each future month's fees.
2. A family may only be on one repayment plan at a time.
3. If the provisions of the repayment plan are not met, the Child Care Specialist I shall issue a Notice of Action to terminate services.
4. A family terminated for nonpayment of family fees may be ineligible for enrollment for a period of one (1) year from the effective date of the termination and all past fees must be paid in full. A letter will be mailed to any family that is terminated and has an outstanding fee balance. Also, a note shall be added to the family tab in the electronic database to flag the family for potential future enrollment.

**Supervised by:** Coordinator of Early Childhood Programs

**Performed by:** Child Care Specialist I

**Forms needed:** Family Fee Repayment Plan Form

**Frequency:** Ongoing