

- Area:** Fiscal Systems
- Subject:** FS30 – State Family Fees Determination, Invoicing, and Collecting
- Reference:** Title 5 Section 18109-18115, Funding Terms and Conditions IV
- Policy:** A family whose income exceeds the State Income Guidelines is required to pay a fee. Fees are charged and collected in accordance with the California Department of Education, Child Development Division regulations. At risk and Child Protective Services families may be exempt from paying a family fee if the referral specifies that it is necessary.

**Procedure:**

1. Child Care Specialist I determines if the parent/guardian is required to pay a family fee based upon the adjusted monthly family income. The fee shall be assessed and collected based on the family's child who is enrolled for the longest period.
2. Parent/guardian signs a Declaration of Parent Fee Responsibility form.
3. Child Care Specialist I distributes the original Declaration of Parent Fee Responsibility form to the Data Technician I, copy mailed to parent/guardian and copy placed in family file.
4. Data Technician I produces a family fee invoice in KinderTrack and mails to parent/guardian within two (2) weeks prior to fee due date. Copy of invoice in placed fee file.
5. Fees are accrued monthly and are to be paid in advance. They are due prior to the first day of services in any payment period. Parent/guardians are to make payments to Stanislaus County Office of Education in the form of a check, cashier's check, or money order. (Cash will not be accepted.)
6. Data Technician I will process all family fee payments within one (1) business day. A white receipt shall be mailed to the parent/guardian and pink for the family file.
7. Data Technician I will complete a Stanislaus County of Education Deposit Form per program and include a yellow copy of all receipts. Deposits shall be placed in a money bag and delivered to the Accounting Technician III via the 11:00 am daily Hot Box.
8. Deposits shall be recorded in the master spreadsheet by program by the Data Technician I.
9. Payments shall be recorded in the family fee spreadsheet by family.
10. If the fees are still unpaid by the 12<sup>th</sup> working day of each month, the Data Technician I shall issue a Notice of Action (NOA) for delinquent fees. The NOA shall include name and address of the recipient, name and address of Stanislaus County Office of Education, name and telephone number of the Data Technician I who is taking the action, date the notice is mailed or given to the recipient, method of distribution to the recipient, a description of the action which includes the amount of unpaid fees, the daily fee rate, and period of delinquency. Page two (2) of the NOA must be included to instruct parent(s)/guardian(s) on how to request a hearing.
11. The Notice of Action (CD7617) must be issued within fourteen (14) calendar days of the date the Notice of Action (NOA) was given, or (19) calendar days of the date the NOA was mailed to parent/guardian prior to effective date of an adverse action. Adverse actions shall be mailed to the parent using both certified and regular mail.
12. NOA copies of both page one (1) and two (2) shall be placed in the fee file.

13. A family terminated for non-payment of family fees shall 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.

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

**Performed by:** Child Care Specialist I, Data Technician I

**Forms needed:** Declaration of Parent Fee Responsibility, Stanislaus County of Education Fee Deposit Form, Fee Invoice, Fee Receipt

**Frequency:** Ongoing