

**Area:** Fiscal Systems

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

**Reference:** Title 5

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

**Procedure:**

1. The repayment plan shall not exceed three (3) consecutive months, and the plan must include an arrangement to bring the past due 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 Data Technician I shall issue a Notice of Action to terminate services.
4. A family terminated for nonpayment 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 of Early Childhood Programs

**Performed by:** Data Technician I

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

**Frequency:** Ongoing