

King George County Policy for Parental Contributions to CSA Services

A guiding principal of the King George Community Policy and management Team (CPMT) is that parents, including biological parents, step-parents, and legal custodians, will be actively involved in the planning and delivery of services to their children. The parent(s) will attend all King George Family Assessment, Planning and Treatment (FAPT) Team staffings, provide input into the planning process, participate actively in the delivery of services, and share in the cost of services at a level consistent with their ability to pay when not specifically prohibited by Federal or State law or regulation (Code of Virginia, Sections 2.1-752 and 2.1-754).

The FAPT Team is to assess the financial situation of the family and address parental support during the staffing process. The verifiable inability to provide parental financial contributions will not prevent the delivery of services to any child. Parental unwillingness to accept co-responsibility for the provision of services, or unwillingness to cooperate in the delivery of services, may be viewed by the CPMT as being detrimental to the effectiveness of services and may disqualify the family from receiving CSA-funded services.

Policies

1. All parents of children receiving CSA-funded services shall be assessed for parental contribution in accordance with policies, procedures and fee schedules adopted by the King George CPMT, except:
 - a. Parents of children receiving educational services included in the Individualized Education Plan (IEP) are exempt from parental contribution requirements for those services per Public Law 94-142. Parents will be assessed for a parental contribution for those services outside of an IEP.
 - b. Parents of children in the Department of Social Services custody, or in non--custodial foster care, will be referred for parental assessment and collection to the Division of Child Support Enforcement pursuant to Department of Social Services procedures and Code of Virginia: 20-108.2.
2. Parents of children who receive Supplemental Security Income (SSI) on behalf of their child will be advised that the Social Security Administration requires immediate notification when the child's residency has changed and must submit the appropriate notifications to the Social Security Administration.
3. When it is determined that a child is eligible for CSA-funded services, the Case Manager is responsible for:
 - a. Ensuring that the family receives a full explanation of the CSA process and that the parents(s) are advised of the expectation that they will assume an active role in the planning and delivery of services for their child(ren), and that this role includes financial participation in the cost of services as determined by their assessed ability to pay, where applicable.

- b. Assessing the parents' ability to participate financially by determining the household's gross monthly income, the number of household members, and the corresponding level of parental contribution based on the CPMT's family contribution schedules
 - c. Informing parents of the results of the financial assessment and the level of parental contribution which will be expected.
 - d. Obtaining signed consent on the Parental Contribution Agreement.
 - e. Reaffirming the parental contribution agreement each time the service plan is reviewed for progress by the FAPT Team or, revising the contribution agreement to reflect changes in the family income or the nature of services.
4. Parents dissatisfied with the level of parental contribution as assessed by the Case Manager may request financial relief from the CPMT by completing the Intent to Request Financial Relief form.
 5. A special welfare account will be established for children who are in the Department of Social Services custody whose contributions exceed the cost of services being provided. All excess funds will be credited to such child's account in accordance with regulations established by the Virginia Board of Social Services.

Procedures for Payments

- The CSA Coordinator will send out a monthly invoice to the parent(s)/legal guardian(s). Payments are due by the 15th of every month.
- Parental contributions checks or money orders will be made out to the King George County Treasurer and indicate to which client the payment is to credited.
- Payments may be mailed to: King George County DSS
Attention: CSA Accounting
P.O. Box 130
King George, VA 22485
- Payments may be paid in person: King George County DSS
10069 Kings Highway
King George, VA 22485
- All payments received will be treated as refunds for services and will be credited to the CSA pool.

Past Due Accounts

- Accounts will be considered past due after 60 days. The CSA Coordinator will send a letter to the parent(s)/legal guardian(s) offering an opportunity for the payment to be made in full or for a payment schedule to be arranged.
- Accounts that are 90 days or more past due will be brought before the CPMT for review and determination of action to be taken. This could include interruption of CSA funded services until payment is made or having the account referred for collections.

Determining Household Income - Definitions

The basis for the determination of the parental financial contribution is the total gross annual income of the household unit.

1. The household unit is defined as one or more adults and dependent children residing in the same home and filing joint tax returns. Dependents include all individuals who are members of the household unit and are solely dependent on the total household unit annual income for subsistence. There may be more than one household unit in a home. Separate units are separate households for the purpose of determining parental contribution levels. Examples of separate households may include, but are not limited to, related adults (other than spouses) living in the same home, an aged parent living with an adult child, a young adult child living with his/her parents and paying room and board expenses.

Household Unit Exception # 1: the biological parent is absent from the home and retains custody rights, his/her income shall also be subject to a parental financial contribution unless that parent is providing monthly child support payments.

Household Unit Exception # 2: If a cohabitating couple consents to being considered a household unit, they and their dependent children shall together be considered a household unit and their combined incomes shall be used in determining household annual income.

2. The total gross annual income includes all income received by all members of the household unit (prior to deductions for taxes, insurance, benefits, etc.). It includes, but is not limited to, salaries (full-time, part-time, primary and secondary employment), TANF, Unemployment, Social Security, Supplemental Security, Alimony, Child Support, Interest/Dividend, Annuity Income, Trust Income, Life Insurance, Disability, Workers Comp, Retirement, Food Stamps, Adoption Subsidy or Rental Income.
3. The total gross annual income will be established by:
 - a. Using the federal tax return (IRS form 1040) for the most recent tax year and pay stubs covering a one month period; **OR** federal tax return (IRS form 1040) and other income documentation.
 - b. Requesting that the parent(s)/guardian(s) complete the Parental Contribution Agreement listing all sources of income (documentation of all household income

sources and amounts will be requested).

4. Monthly co-payments assessed will be based on the following Gross Annual Income scales. Households meeting the Federal Poverty Guidelines for their household size will not be assessed a monthly co-payment. For months in which 15 days or less of service are received, the co-payment for that month will be reduced to ½ of the assessed value.

CSA Ability to Pay Scale	
Gross Annual Income	Monthly Co-pay
\$0 - \$12,500	\$0
\$12,501 - \$20,000	\$20
\$20,001 - \$27,500	\$40
\$27,501 - \$35,000	\$60
\$35,001 - \$42,500	\$80
\$42,501 - \$50,000	\$100
\$50,001 - \$57,500	\$120
\$57,501 - \$65,000	\$140
\$65,001 - \$72,500	\$160
\$72,501 - \$80,000	\$180
\$80,001 - \$87,500	\$200
\$87,501 and above	\$220

Household Persons/Poverty Guideline	Household Persons/Poverty Guideline
1 \$13,590.00	5 \$32,470
2 \$18,310.00	6 \$37,190
3 \$23,030.00	7 \$41,910
4 \$27,750.00	8 \$46,630
For more than 8 persons add \$4,720 for each additional person	

“The parties agree that the Virginia Office of Children’s Services (the “OCS”) shall be a party to the parental contribution agreement. Local debt collection practices may be employed to seek recovery.”