

Delinquent Copayment Policy

In accordance with 5101:2-16-39 of the OAC, all child care providers/centers shall establish a written agreement for payment of the copayment and fees. This agreement must be signed and dated by both the provider and the caretaker. The Caretaker-Provider Agreement or Copayment Agreement must be completed in order to establish the initial copayment agreement. Collection of the copayment is the responsibility of the child care provider. The client copayments are due by the agreed upon date listed in the caretaker provider agreement or copayment agreement. All child care providers are to remind the clients monthly, in writing approximately 10 days prior to the due date) of the copayment amount and when it is due to be paid. The child care provider is required to give the client a written receipt for all payments made (5101:2-14-24.)

If a client only uses child care for a minimal number of hours in a billing month, the client may not owe the child care provider the full copayment amount. In this situation the client would only owe the provider for the actual cost of child care services rendered.

If the client fails to pay the copayment more than ten calendar days after the due date established in the written copayment agreement, the provider shall submit a "Delinquent Copayment Notice" to the CCDJFS. This form is to be submitted no later than fifteen calendar days from the due date established in the caretaker/provider agreement. Upon receipt, the CCDJFS will send the client a notice (JFS 4065 Prior Notice of Right to a State Hearing) to advise the client that the copayment must be paid to the child care provider within 15 days or the child care services will be terminated. The child care provider/center must call the appropriate child care eligibility worker to verify when payment has been received. This notification must occur on or before the termination date. If the client does not pay the required copayment or make arrangements to pay it by the termination date, the case will be closed. Once the payment/arrangements have been made, the client will have to reapply for child care services.

In situations in which a client's case may have been closed for other reasons, the child care provider should still submit the Delinquent Copayment Notice as the agency will not reopen a child care case until the client pays the past due copayment.

If the child care provider/center makes arrangements for a client to make payments on a past-due copayment, the "Satisfactory Payment Agreement" form must be completed. If the client fails to meet this obligation, the child care provider/center can submit another Delinquent Copayment Notice and the agency will follow the same process.

Effective: _____

Approved: _____

Date: _____