

HEAD START of LANE COUNTY

221 B Street · Springfield OR 97477-4522

(541) 747-2425 · FAX (541) 747-6648 · <http://www.head-start.lane.or.us>

"Ensuring that our youngest children have a solid foundation for life."

Parent Pay Amount: _____

Full Day Program Child Care Financial Procedures – Parent Payment

Policy

Full day full year services will be available for Head Start families using parent pay when other child care subsidies are not available. It is understood that the parent pay is voluntary and covers extended hours beyond the regular 3.5 hours per day. The Head Start Full Day program serves families that are working, participating in job search, or attending school.

Guidelines

- Parents must maintain a minimum of 30 hours per week to qualify for Full Day.
- Head Start and parents have explored all possible options for child care subsidies
- Parent is responsible for payment each month

Billing

- Billing statements shall be provided to families and agencies by the 5th of each month. If the 5th falls on a Saturday they will be available on the Friday before. If the 5th falls on a Sunday they will be available on the following Monday
- Payments will be due by the 15th of each month. If the 15th day of the month falls on a Saturday the payment should be paid on the Friday before. If the 15th day of the month falls on a Sunday the payment should be paid on the following Monday.

Late Payments

- If payment is not received by the 15th day of the month, the billing clerk will contact the family concerning their past due account and will notify the Regional Manager and ERSEA Manager.
- The Family Advocate will work together to support the family and to assist them in developing a payment plan.
- When the payment is 30 days overdue (family owes for two months), the billing clerk will send the family a past due notice. The Family Advocate, Regional Manager, and ERSEA Manager will intensify efforts to work in partnership with the family on budgeting to work towards payment of the co-pay.
- When the payment is 60 days overdue (the family owes for three months) the Family Advocate, Regional Manager, and ERSEA Manager will develop an individualized plan for the family.

Payments

- All payments will be mailed or made in person at the Head Start of Lane County main office at 221 B Street, Springfield. Checks and money orders are preferred. Cash payments can only be made in person.
- If a cash payment is received the Finance Office will provide a written receipt.

I have read and agree to the Full Day Child Care Finance Policies.

Parent Name _____

Date _____

Child Name _____

WebCAF# _____

Policy Council approved April 24, 2001

WHITE : Billing Department
YELLOW : Student file
PINK : Parent

(R:10/10-C:1/99) NCR 3
250 to Finance-CC Billing