

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."

Full Day Program

Child Care Financial Procedures - Child Care Subsidies

Policy

Full-day full-year services will be available for Head Start families using a collaborative subsidy and/or parent pay. The full day Head Start 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
- Head Start must have documentation that a parent receives a child care subsidy prior to child's enrollment in the Full Day Program.
- Parent is responsible for monthly co-pay 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 the 15th of each month. If the 15th falls on a Saturday the payment should be paid on the Friday before. If the 15th falls on a Sunday the payment should be paid on the following Monday.

Subsidies

- Families eligible for a child care subsidy are expected to meet paperwork requirements to maintain the subsidy.
- If a family eligible for a subsidy fails to meet these requirements, the steps regarding late payment will apply.
- If Head Start receives notification from Department of Human Services (DHS) that there is no child care subsidy for that current month, the parent will be notified immediately to develop a plan. Parents are expected to partner with Head Start and DHS to resolve any billing issues.

Late Payments

- If payment is not received by the 15th of the month, the billing clerk will contact the family concerning the past due account and will notify the Regional Manager and ERSEA Manager. The Family Advocate will work to support the family and 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, 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

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250 to Finance-CC Billing