

2.2	Child Support and Parent Fees	Page 1 of 1
Authorizing Utah Code: 62a-5-103		Rule: R495-879
Issue date: 1/00		Revision date: 5/04
Form(s): None		

Support Coordinators must ensure that parents who have children under age 18 receiving residential supports funded by the **Division** and who thereby have financial obligations to the State (parent fees), are aware of their financial obligation at all stages of admission to services in accordance with Utah Administrative Rule R495-879.

PROCEDURES

1. The **Support Coordinator** shall notify all families of parent fees and/or hardship exemptions prior to placement of the child in residential supports funded by the **Division**. All families considering out-of-home placement of a child in the **Division's** service system shall be given a copy of the **Department's** brochure titled, "Parents' Financial Obligation for Children in Care."
2. **Support Coordinators** will assist families in requesting hardship exemptions to apply for an exemption by completing and forwarding the following items to the **Division Director**:
 - A. A letter to the **Division Director** requesting a hardship exemption for the family;
 - B. A completed Good Cause Deferral/Exemption; and
 - C. A copy of the family's most recent Financial Statement for Recovery Services. (Also include an itemization of any expenses the family was not permitted to report on their Office of Recovery Services Financial Statement);

Completed requests shall be reviewed by the **Supervisor** and the **Division Director** prior to being sent to the **Division Director**.
3. The **Division Director** may request additional information, if needed. The **Division Director** will provide notice of a decision within 6 weeks of the receipt of all requested materials.
4. The **Support Coordinator** shall advise the family to continue making nominal payments to the Office of Recovery Services during the review period.
5. Parents who are interested in providing community services (in-kind supports), in lieu of payments, must contact the **Division Director** for approval of such service. A memorandum of understanding shall be signed by the **Division Director** with the parent specifying the type, length, and value of service. Parents approved to provide in-kind supports shall submit a Community Services Verification to the **Division Director** each month. The **Division Director** shall approve these "in-kind supports" if there is any benefit to the **Division**. In-kind support may be provided by parents or others they may authorize.