

	Early Learning Coalition of St. Lucie County, Inc.	
	Policy: ELCSLC-ELIG-05	Effective Date: February 4, 2015 Revised Date: July 8, 2025
	Title: Fee Waiver Policy	

Purpose: Guidelines of criteria for parent fee reduction/waiver.

Objective: To establish a policy to outline and establish criteria and authorization procedures which define when a coalition may waive a parent fee compliant with s.1002.84, F.S.; Rules 6M-4.400 (6), FAC.

The Coalition may, on a case-by-case basis, waive the co-payment for an at-risk child. The Coalition may temporarily waive the copayment for a child whose family's income does not exceed the federal poverty level or whose family experiences an event that limits the parent's ability to pay such as:

- a. Child's parents/guardians are in incarcerated
- b. Child's parents/guardians are in residential treatment;
- c. Becoming homeless;
- d. Child's parents/guardians experience a natural disaster (storm, earthquake, etc.);
- e. Child's parents/guardians experience an emergency situation such as a fire or robbery;
- f. Parent's participation in parenting classes or in an Early Head Start program or Head Start Program

A request to the coalition for a temporary fee reduction/waiver must be made in writing by a referring agency, an early learning program or parent/guardian accompanied by documentation verifying the fee reduction or waiver as appropriate. The CEO shall render decision concerning the fee reduction/waiver based upon documentation provided and the individual case. Duration of the fee reduction/waiver shall coincide with duration of the special circumstances.

If a referring agency, early learning program or parent/guardian is not satisfied with the decision of the CEO, they may appeal the decision in writing delivered to the coalition address.