

Family Cost Share Practices Checklist



This checklist has been developed to help you organize and complete all Part C requirements for the family cost share process. This checklist is intended to be used as a companion tool after you have read the *Infant & Toddler Connection of Virginia Practice Manual*. For complete information about the Family Cost Share, please refer to the *Infant and Toddler Connection of Virginia Practice Manual, Ch. 11 – Finance and Billing*.

Steps

- Explain to the family the Facts about Family Cost Share section of the *Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share* during intake for children who currently have Medicaid or FAMIS coverage or at the same time they receive the *Notice and Consent for Assessment for Service Planning* form for children not currently covered by Medicaid or FAMIS.
- Explain to the family that intake, eligibility determination, assessment for service planning, service coordination, and transition planning are provided at no cost to the family.
- Explain that there are costs for services other than those listed above. Share the full EI rates with the family.
- Explain that the family's private insurance or TRICARE will be billed for therapy services (and Medicaid or FAMIS for therapy and developmental services) if the family gives permission to do so.
- Explain that the *Ability to Pay* scale is available to reduce charges and is based on family size and income.
- Conduct the financial intake and complete the *Family Cost Share Agreement* form following eligibility determination and prior to the initial IFSP meeting unless the child has Medicaid/FAMIS (in which case the *Family Cost Share Agreement* form must be completed at intake).
- Obtain parent consent for release of information to DMAS in order to bill Medicaid, using either the "Information Release and Assignment of Benefits" section of the *Family Cost Share Agreement* or an agency form.
- Request to view the family's taxable income as documented on their most recent federal 1040 tax return if the family wants to access the *Ability to Pay* scale. If a tax return is not available or is not representative of the family's current income, see Chapter 11 of the *Practice Manual* for alternative forms of documentation.
- Complete the *Temporary Family Cost Share Agreement* form if the family is unable to provide income documentation.
- Explain the fee appeal process if the family feels the monthly cap based on the *Ability to Pay* scale is a financial burden.
- Complete the *Fee Appeal* Form if requested by the family.
- If a family refuses to sign the *Family Cost Share Agreement* form and/or refuses to pay the monthly cap, provide the family with the *Parental Prior Notice* form stating that services for which there is a fee either will not start or will end due to parent refusal to pay.

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- Offer a copy of the *Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share*. Explain the parts that are relevant to this step. (This form must be offered, but the family may decline to receive another copy of this form. Document the family's choice to decline in a contact note.)
- Notify all service providers of the delay or suspension of services.
- Obtain parent consent (on the IFSP Review Record in *IFSP*) for continued use of private insurance if services increase. If the family declines continued use of their private insurance, revise the *Family Cost Share Agreement* form to reflect this change and obtain parent signature on revised form.
- Explain to the family that they need to contact their service coordinator immediately if there is a change in income or insurance.
- If there is a change in family income, revise the *Family Cost Share Agreement* form to reflect this change and obtain parent signature on revised form.
- Notify the local lead agency if a child loses his Medicaid/FAMIS and assist the family with re-application unless the child/family is no longer financially eligible. Collaborate with the family's eligibility worker at the Dept. of Social Services as needed.
- If the child is no longer eligible for Medicaid or FAMIS, revise the *Family Cost Share Agreement* form to reflect this change and obtain parent signature on revised form.
- Delete the Medicaid or FAMIS information from ITOTS if a child's Medicaid or FAMIS coverage is lost. If Medicaid or FAMIS coverage is later restored, re-enter the information into ITOTS.
- Update the *Family Cost Share Agreement* form annually (prior to each annual IFSP) to reflect a family's current financial situation and determine the family cost share
- Explain family's right to access administrative complaint, mediation and/or due process procedures if they disagree with assigned fees or other decisions related to family cost share.

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