

**1) Who is eligible for the Parental Fee Program?**

Parents of Regional Center consumers under 18 years of age who are receiving 24-hour out-of-home care services paid with state funds are eligible for a parental fee assessment.

**2) What information is used to determine the monthly fee?**

- a. Both parent's annual gross income
- b. 50% of step-parent's income
- c. Household size

**3) How is the fee calculated?**

- a. Parents with annual gross income below 201% of the Federal Poverty Level\* (FPL) will be assessed a \$0 fee.
- b. Parents with annual gross income at or above 201% of FPL will be assessed a fee based on a percentage of income as shown in the fee schedule below:

Family Size	2019 Fee Percentages by Household Size and Annual Gross Income				
	0- 200% of FPL * Fee= \$0	201-300% of FPL Fee= 3%	301-400% of FPL Fee= 4%	401-500% of FPL Fee= 5%	At or above 501% of FPL Fee= 6%
2	\$0 - \$33,988	\$33,989 - \$50,898	\$50,899 - \$67,808	\$67,809 - \$84,718	\$84,719 & higher
3	\$0 - \$42,872	\$42,873 - \$64,202	\$64,203 - \$85,532	\$85,533 - \$106,862	\$106,863 & higher
4	\$0 - \$51,757	\$51,758 - \$77,507	\$77,508 - \$103,257	\$103,258 - \$129,007	\$129,008 & higher
5	\$0 - \$60,641	\$60,642 - \$90,811	\$90,812 - \$120,981	\$120,982 - \$151,151	\$151,152 & higher
6	\$0 - \$69,525	\$69,526 - \$104,115	\$104,116 - \$138,705	\$138,706 - \$173,295	\$173,296 & higher
7	\$0 - \$78,409	\$78,410 - \$117,419	\$117,420 - \$156,429	\$156,430 - \$195,439	\$195,440 & higher
8	\$0 - \$87,293	\$87,294 - \$130,723	\$130,724 - \$174,153	\$174,154 - \$217,583	\$217,584 & higher
9	\$0 - \$96,178	\$96,179 - \$144,028	\$144,029 - \$191,878	\$191,879 - \$239,728	\$239,729 & higher
10	\$0 - \$105,062	\$105,063 - \$157,332	\$157,333 - \$209,602	\$209,603 - \$261,872	\$261,873 & higher

\*FPL is updated in April of each year. These figures are current as of 4/1/2019

For example, a family of 4 at different income levels will have their fee set as follows:

- Annual gross income of \$45,000 is below 201% of FPL *Monthly Fee= \$0*
- Annual gross income of \$70,000 is between 201%-300% of FPL. Monthly Fee will be calculated using 3% of annual gross income and dividing this amount by 12 months.  

$$\$70,000 \times 3\% = \$2,100/12 \text{ months} = \text{Monthly Fee of } \$175$$

- Annual gross income of \$95,000 is between 301%-400% of FPL. Monthly Fee will be calculated using 4% of annual gross income and dividing this amount by 12 months.  
 $\$95,000 \times 4\% = \$3,800/12 \text{ months} = \text{Monthly Fee of } \$317$
- Annual gross income of \$115,000 is between 401%-500% of FPL. Monthly Fee will be calculated using 5% of annual gross income and dividing this amount by 12 months.  
 $\$115,000 \times 5\% = \$5,750/12 = \text{Monthly Fee of } \$479$
- Annual gross income of \$150,000 is above 501% of FPL. Monthly Fee will be calculated using 6% of annual gross income and dividing this amount by 12 months.  
 $\$150,000 \times 6\% = \$9,000/12 = \text{Monthly Fee of } \$750$

#### 4) What documents are required for parental fee assessments?

Parents are required to complete a Family Financial Statement (FFS) and provide supporting documentation for all sources of income. Acceptable documentation of income includes a copy of federal tax return for the most current tax year supported by all schedules and W-2 forms. If parents are unable to supply a tax return, alternative documents may include the following:

- Three successive pay stubs for both parents from the last six months
- Employer provided earnings statement issued within the last 60 days
- Unemployment, Social Security, Disability, Workers Compensation, or other Public Aid requires copy of award letter issued within the last 60 days or documented proof of the amount of the monthly award received.
- Child support and alimony income require proof of support amount received.

#### 5) When can parents file an appeal?

Parents who disagree with the Department's decision may appeal it by submitting a written request within 30 days of their notification letter.

Appeals can be filed for the following reasons:

- When you feel the Department made a mistake in calculating your parental fee amount.
- When you feel the Department made a mistake in denying or in calculating the amount of home leave credits.
- When you feel the Department made a mistake in denying your request for temporary fee waiver.

**6) What happens if parents do not send all the information needed to determine the parental fee?**

Parents who do not complete and return the FFS with the income documentation requested within 30 days of the Department's request, will be assessed the maximum fee allowable. Maximum fees are calculated using the most recent data available from the United States Department of Agriculture's survey on the cost of raising a child in the west region. Maximum fees will be calculated based on the consumer's age group.

Maximum Fees	
Age Groups	Maximum Fee
0-2	\$1,722
3-5	\$1,723
6-8	\$1,690
9-11	\$1,797
12-14	\$1,825
15-17	\$2,012

\*Based on most recent USDA Expenditures on Children by Families 2015.

Parents who later provide income and family size information necessary to assess their calculated fee will have their fee adjusted accordingly.

**7) What happens when a parent's income or household size changes after the parental fee was assessed?**

If you want the Department to reassess your fee when your income or family size changes, please contact us as soon as possible. The Department will send you a new Family Financial Statement to complete and return with income documentation. This information will be used to recalculate your parental fee. Your new fee will be set within 60 days of the date on which the Department received your completed information. The Department will send you a redetermination form every 12 months.

**8) What are Home Leave Credits?**

These are daily credits granted by Department to parents who take their child out of the 24-hour care facility for a period of no less than 6 consecutive hours in a 24-hour period. The credits accumulated each month are used to reduce the amount of the monthly fee due from parents. In order to qualify for Home Leave Credits (HLCs), the following requirements must be met:

- a. Parents need to complete DS1214 form. The HLC form is available on DDS website at [www.dds.ca.gov/ParentalFee](http://www.dds.ca.gov/ParentalFee).
- b. The HLC form must be signed by home care facility staff certifying the dates and times of the child is away from the care facility.
- c. The HLC request must be received by DDS within 60 days from the date of parents' visit.

HLC requests received and approved by the 15<sup>th</sup> of each month will be posted in the following month's statement.

#### **9) How can parents pay their Parental Fee?**

- a. Parents can pay their parental fee with check or money order. Payments can be mailed to:  
State of California  
Department of Developmental Services  
Accounting Section, Room 310 MS 3-7  
PO Box 944202  
Sacramento CA 94244-2020
- b. Parents can also make payments using a credit card (Visa/MasterCard only) by contacting us at (800) 862-0007, Monday through Friday from 8:00 a.m. - 5:00 p.m. to make a payment over the phone.

#### **10) Who can parents call for other Parental Fee Program questions?**

Parents can contact the Parental Fee Program staff at 1-800-862-0007, Monday through Friday from 8:00 a.m. – 5:00 p.m. Parents can also email the program at [ddsparentalfee@dds.ca.gov](mailto:ddsparentalfee@dds.ca.gov).