



Copayment Waiver Policy & Procedure	
Department: Family Services	Original Effective Date: 7-1-2025
Approved by Chief Program & Policy Officer	Subsequent Revision Date(s): N/A
SR Plan Reference: Section II. E. 4.	Date approved by DEL: 6-13-2025

Copayment Waiver Policy

Purpose

All families receiving School Readiness services are responsible for paying a copayment based on program rules and regulations. This policy establishes the Early Learning Coalition of Palm Beach County's process for temporarily waiving copayments for families receiving School Readiness services.

Policy

The Coalition will consider requests for a family's copayment to be temporarily waived on a case-by-case basis. The Coalition will consider temporary copayment waivers for families experiencing one of the qualifying events listed below.

1. A family's ability to pay is limited due to:
 - a. Income below 100% of federal poverty level
 - b. Natural disaster
 - c. Incarceration
 - d. Placement in a residential treatment center
 - e. Homelessness,
 - f. An emergency (fire, burglary, etc.)
 - g. Parents are participating in parenting class
2. A child is enrolled in an Early Head Start or Head Start Program
3. Written request received from case manager explaining why the temporary waiver is needed

To be considered, the parent/guardian or referring agency must submit a request to the Coalition with supporting documentation. Coalition staff will review the circumstances of each request and notify the family of the outcome.

When a copayment waiver is in place, the Coalition will authorize provider reimbursement to cover the cost of the copayment on behalf of the family. Any copayment waiver granted will be for a limited amount of time.

References & Related Documents

School Readiness Sliding Fee Scale

1002.84, F.S.; 1002.85, F.S; and Rule 6M-4.400