Policy: ELCPC-60.2.3	**Title:** School Readiness Fee Waiver and Reduction Policy	
	Effective: **April 7, 2026**	**Next Review Date:** **April 2027**

References: F.S. 1002.84, and Rule 6M-4.400 Florida Administrative Code.

I. Fee Waiver

A. A family with an at-risk child with no eligibility documentation at the time of eligibility determination will be assigned the maximum parent fee, based on 85% State Median Income. Parent fees may be reduced upon submission of income documentation based on household income.

B. Parent fees are waived for any parent, legal custodian, relative, non-relative or licensed foster parent with children enrolled in the designated at-risk funding categories. Eligibility for the following funding categories shall serve as documented request for a fee waiver. Referring agencies may request a fee waiver for at-risk categories not listed below.

1) BG1 - 11 (At-Risk in Home)
2) BG1 - Out (Protective Investigations Out of Home)
3) BG1 - 13 (Foster Care)
4) BG1 - 14R (At-Risk Out of Home)
5) BG3R - RCG (At-Risk Relative Caregiver)
6) BG3R - GAP (At-Risk Guardianship Assistance Program)
7) BG1- HOME (At-Risk Homeless)
8) BG1- FAM (At-Risk Domestic Violence)

II. Temporary Fee Reduction

A. Parent fess may be temporarily reduced on a case-by-case basis for any parent, legal custodian, relative, non-relative or licensed foster parent under certain conditions.

A temporary reduction of parental fees may be granted under the following documented circumstances:

1) Household income is at or below the federal poverty level
2) Parent(s) are in prison.
3) Parent(s) are in the hospital or residential treatment facility.
4) Parent(s) are unemployed.
5) Parent(s) are unable to work due to illness or incapacitation.

6) Death of a parent.
7) Parent(s) are homeless or living in a shelter.
8) Parent(s) are over-extended or type of financial hardship.
9) Parent(s) experienced an emergency (i.e. natural disaster, fire, etc.)

B. All requests for temporary reduction of fees must be in writing with supporting documentation. The reduction in fee is limited to the period the parent is unable to make the required payment. A beginning and end date will be assigned by the eligibility staff of when the co-payment must be reinstated. A copy of the temporary reduction authorization must be maintained in the respective parent/child file.

III. If the coalition waives or reduces the parent fee during the eligibility period, but later reinstates the initial fee, it is not considered a fee increase.