

WADENA COUNTY HUMAN SERVICES FEE COLLECTION

A. Adoption of one-time collection fee to be applied to collection accounts which:

1. Are more than 90 days overdue,
And;
2. Are not following a satisfactory repayment agreement
3. Authorized by M.S. §373.41

B. Fee determined to be:

1. \$50.00 fee per account (without expense of court action)
2. \$100.00 fee per account (with expense of court action)

C. Fee would apply to both existing and future accounts

1. Fee would be applied to existing Social Service debts i.e.: Detox, Elderly Waiver / MA Spend down, Child Welfare, CW/Corrections, etc.
2. Fee would be applied to Maxis claims when client has been off the program for 90 days and there have been no payments for 90 days.
3. Fee would be applied to future accounts on a case-by-case basis.
4. Fee is subject to Revenue Recapture and court action.
5. Fee will be paid first before principal.

D. Collections Officer would attempt to contact client regarding the account and the fee prior to authorizing posting of fee

1. Existing accounts would be sent a notice mailer with monthly billing statement.
2. Future accounts would be sent a notice letter upon referral to collections.
3. Clients would be given no more than 30 days to either pay in full or to make and keep satisfactory repayment arrangements to avoid the fee.
4. In payment arrangement situations, one missed or late payment would immediately incur the collection fee.

**Rule of /25 Chemical Dependency
Assessment Fee**

	<u>Adopted Fee</u>	<u>Effective Date</u>
A \$200.00 fee will be assessed to clients who have health Insurance.	\$200.00	1/1/2013

Clients who have private health insurance or no PPHP will be charged a CD assessment fee based on a sliding fee scale. CD assessment fee will be determined by a client's income.

An Assessment fee is due the day of the Assessment Appointment. Payment is made is made directly to the Wadena County Human Services. Payments maybe check or cash. Credit card payment will not be accepted.

"Adam Walsh" background study fee in cases of step-parent adoptions	\$50.00	1/1/2013
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**OUT OF HOME PLACEMENT FEES:
WADENA COUNTY HUMAN SERVICES FEE POLICY
OUT-OF-HOME PLACEMENTS**

Amended to reflect current child support guidelines 10/14

The assessment and collection of parental fees is authorized by MN Statutes 373.41, 260C.331, 260C.188, 260B.331, 393.12, 256M.60, 242.192, 252.27, and Wadena County Human Services Policy.

Part A – Child Fee

1. The child's fee is the full amount of his/her unearned income, such as Social Security benefits, child support, investments, trusts, etc. The clothing and personal needs allowance is allowed to be retained by the child and deducted from the unearned income regardless of the length of placement.
2. Child support paid by a non-custodial parent is considered the child's income and is assigned to Wadena County Human Services.
3. The child's fee cannot exceed the cost of service. The child's fee and parental fee combined cannot exceed the cost of service.

Part B – Parent Fee

1. Individuals or families receiving cash maintenance grants will not be charged a fee. Those receiving Food Support or Medical Assistance will be assessed a fee based on the fee schedule.
2. The Minnesota Child Support Guidelines (MN Statutes, Chapter 518A and its subdivisions) will be applied in determining the parental fee.
3. The assessed fee is only for months that the child is placed outside of the home. Any partial month counts as a whole month. (ex. Monthly fee is \$300 and child is out of the home for 45 days, the fee is \$600).
4. The parent fee is in addition to any child fee.
5. The parent fee cannot exceed the cost of the service. The parent fee combined with the child fee cannot exceed the cost of service.
6. Fees are in addition to insurance collections.
7. If insurance coverage is applied to the out-of-home placement cost, the balance of the uncovered cost is subject to child and parent fees, not to exceed the actual out-of-home cost.
8. If the parent refuses to provide requested information to calculate fees, the parent will be assessed the full cost of the service.
9. In addition to the parent fee, parents are responsible for clothing, not including the initial clothing allowance.
10. In addition to the parent fee, medical and dental expenses are the responsibility of the parents.
11. The parental obligation shall be determined by the current fee schedule prepared by the state

for determination of parental fees for reimbursement of Medical Assistance and MN supplemental Aid. The amount determined under that fee schedule shall be the maximum amount that parents shall be required to pay each month toward the reimbursement of expenditures made by the county under these programs in each given month.

Part C – Parents’ Financial Responsibility and agency responsibility

1. Parents are required to complete and return a financial disclosure form in order to assess a proper and accurate parental fee along with income verification.
2. Step parent income is not used in the calculation nor is the step parent responsible to pay a parental fee.
3. Parents not residing together will each be assessed a monthly parental fee.
4. Parents with more than one child in placement
5. will only be assessed one parental fee.
6. Individuals are exempt from a parental fee while he/she is receiving a public assistance cash grant.
7. The fee will be billed in full each month, regardless of how long the child is in placement during the month. The monthly fee will never be in excess of what was actually paid by the county for the month.
8. A monthly bill will be sent by US Postal mail each
9. month to the responsible parent until the account is paid in full. Parents who fail to make an effort to pay their obligation will be subject to further collection action including tax refund interception, collection fees, and conciliation court.
10. It is the parents responsibility to cooperate with the Human Services agency and to turn over any income of the child they receive that they county has claimed as the child’s fee. Child’s income includes Social Security Benefits, child support, and all unearned income.
11. A parent assessed a fee has the right to appeal the action per MN Statute 256.045. The parent must request an appeal hearing to the MN Department of Human Services in writing within 30 days of receiving their fee determination notice.
12. The parent may request a review of their parental fee at any time due to a household or income change.
13. The parent is responsible for notifying Wadena County Human Services of any changes in income, household size, or address.
14. The county agency will mail the parent a notice once the parental fee is determined and/or modified

in the future.

Part D – Minnesota Child Support Payment Guidelines

1. Minnesota Statute, Chapter 518A and subdivisions within in will be used to calculate monthly parental fees.

Fee for Representative Payee Services:

The monthly fee will be the current monthly fee authorized by the Social Security Administration, which may change annually.

\$39.00

1/1/2014

1. New clients will be given a six-month grace period before they will be charged the payee fee (unless they are transferred from another payee service company like Payee Central or another county and the fee has already been established).
2. The fee is collected from the beneficiary's monthly Social Security and/or Supplemental Security Income (SSI) benefits providing:
 - a. You are authorized in writing by the Social Security Administration to collect a fee as payment for providing representative payee services, AND
 - b. You are the payee of record and the beneficiary receives a Social Security and/or SSI payment, AND you provided payee services for that month.

WADENA COUNTY DETOX POLICY

1. The Social Worker will provide the Collections Department with the detox information which will include: name, address, social security number and wage information of the client, the dates of service, provider of the service, and the total cost of the service.
2. The Collections Department will verify the public assistance status of the client. If the client is a recipient of a cash maintenance grant or SSI, collection will not be pursued. If the client receives Food Stamps or MA, the client will be contacted.
3. The client will be contacted by a letter informing them of an appointment time with the Collections Department and are asked to complete the Family Income Eligibility Form and bring income verification to the appointment.
4. The Collections Department will calculate the reimbursement amount for the detox services

and will notify the client at the time of the appointment or by letter, the fee amount.

The client will be notified that they can receive a discount if they pay their fee timely.

5. The Collections Department will notify the Accounting Department to set up an account for the client and the client will receive a monthly statement.

- * The detox fee will be based upon the fee schedule attached.
- * No fee will be assessed for clients on cash assistance or SSI.
- * Clients have 30 days to appeal the assessed fee from the date of the fee notice.
- * If the client fails to provide the necessary information to apply the fee scale, the client will be charged the full cost of the service.

DETOX FEE DISCOUNTS

Wadena County Social Services will offer discounts to clients who pay their fee timely.

Discounts will be applied as follows:

20% Discount if fee is paid in full within 30 days of the first billing statement.

15% Discount if fee is paid in full within 60 days of the first billing statement.

10% Discount if fee is paid in full within 90 days of the first billing statement