

**WADENA COUNTY SCHEDULE OF FEES**  
**Final October 2025**

	Current Fee	Effective Date	Proposed Fee
<b><u>AUDITOR/TREASURER FEES:</u></b>			
Confession of Judgment Set Up Fee:	\$25.00	1/1/2008	
Return Check Fee County Wide	\$30.00	11/25/2024	
Research Fee	\$10.00	1/1/2008	
Publication Fee	\$30.00 per parcel	7/7/2015	
Tax Increment District Set-up Fee	\$100.00 per district	7/7/2015	
First Year Special Assessment Set-Up Fee	\$5.00 per parcel	10/7/2014	
Special Assessment Annual Maintenance Fee	\$2.00 per parcel	7/7/2015	
Preparation of an "Auditor's Certificate"	\$150.00	1/1/2013	
Tax Abatement Fee	\$500.00	12/17/2019	
Auditors Affidavit for Tax Forfeited Land	\$100.00	4/19/2022	
Registration of a Dangerous Dog	\$50.00	1/1/2013	
Annual Renewal Fee for Dangerous Dog	\$25.00	1/1/2013	
Dangerous Dog Sign	\$15.00/per sign	11/16/2021	
Dangerous Dog Tag	\$7.00/each	11/16/2021	
Transient Merchant License	\$150.00		
Liquor, Wine or 3.2% License	\$40.00		
On Sale Liquor License	\$800.00		
Off Sale Liquor License	\$300.00		
Sunday Sale Liquor License	\$200.00		
Temporary Event License for Sale of Alcohol	\$300.00		
Tobacco License	\$50.00		
Auctioneer License	\$20.00		
Large Assembly Event License	\$400.00		
Subsequent license for same event and location	\$250.00	11/5/2019	
<b><u>COURT ADMINISTRATION</u></b>			
Non-Contracted Court Appointed Attorney	\$90/per hour	6/20/2023	
Qualifying CHIPS cases:	\$1,000/case	6/7/2016	
Qualifying Permanency cases:			
*In addition to CHIPS payment if same attorney as the CHIPS case	\$1,500/case	6/7/2016	
*If Attorney is newly appointed at time of filing permanency petition and and did not represent a party in underlying CHIPS case	\$2,000/case	6/7/2016	

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**DATA REQUEST FEE SCHEDULE**

**Search, Retrieval, & Data Compiling:** No charge for separating public data from non-public data or for retrieving data when the request is made by the data subject.

**CD**

**USB**

**Fax**

**Mailing Documents**

**Photocopies** - All Sizes/Color & B/W

	<b>Current Fee</b>	<b>Effective Date</b>	<b>Proposed Fee</b>
Minnesota Statute Section 13.03			
	\$1.00/each	11/16/2021	
	\$8.00/each	11/16/2021	
	\$2.50/first page		
	\$0.50/add'l page	11/16/2021	
	Actual Cost	11/16/2021	
	\$.25/page	10/7/2025	

**The right to look at (inspect) all public data that we keep is at no charge.**

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<b><u>GIS DEPARTMENT FEES:</u></b>			
Large Scale Printing Setup Fee	\$30.00 per 1/2 hr.	5/15/2007	
24" Wide Parcel Map (non-aerial)	\$4.00	5/15/2007	
36" Wide Parcel Map (non-aerial)	\$6.00	5/15/2007	
42" Wide Parcel Map (non-aerial)	\$8.00	5/15/2007	
24" Wide Parcel Map (aerial)	\$6.00	5/15/2007	
36" Wide Parcel Map (aerial)	\$8.00	5/15/2007	
42" Wide Parcel Map (aerial)	\$10.00	5/15/2007	
County Offices	Map Charge	5/15/2007	
E-911 Signing	\$125.00	11/1/2022	
Digital Data Requests	\$50.00	11/1/2022	
FEMA Application for Letter of Map Amendment Map	\$50.00	11/1/2022	
E-911 Flag Replacement	\$75.00	11/1/2022	
<b><u>PARKS DEPARTMENT FEES:</u></b>			
Camping Fees per site per night:	\$17.00	10/7/2025	
Reserve Old Wadena Park/Campground with Pavilion	\$200.00/day	1/1/2019	
Reserve Old Wadena Park/Campground without Pavilion	\$150.00/day	1/1/2019	
Reserve Old Wadena Pavilion-day use/must be out by 10pm	\$50.00/day	1/1/2019	
<b><u>ZONING DEPARTMENT FEES:</u></b>			
Land Use Permits for Building	\$100.00	11/1/2022	
Land Use Permits for Septic Systems	\$200.00	12/17/2009	
Pre-construction soil evaluation	\$100.00		
Conditional Use Permit	\$300.00	11/1/2022	
Variance Application	\$300.00	11/1/2022	
Rezoning	\$300.00	11/1/2022	
Preliminary Plats	\$300 + \$150/lot	11/1/2022	
Late Fee (After the Fact Permits)	\$250.00	1/1/2013	
Wadena County Plat Book	\$30.00	1/1/2017	

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**RECORDER'S OFFICE FEES:**

	Current Fee	Effective Date	Proposed Fee
<b>Abstract Department</b>			
Recording Document	\$46.00		
Multiple Satisfactions/Partial	\$46.00		
Releases/Assignments/Modifications:	\$46.00		
With 4 document citations or less	\$46.00	1/1/2006	
Additional for each document cited over first 4	\$10.00	1/1/2006	
Plat	\$56.00	1/1/2006	
	\$.50 cents per		
Amended: Floor Plan (515), Condominium (515A) CIC Plat or Amend (515B)	apartment/unit with a		
	\$56.00 minimum		
<b>Torrens Department</b>			
Original Certificate of Title	\$46.00	June 2008	
Document Transferring Certificate:	\$46.00	June 2008	
For Each Multiple Certificate Issued, thereafter	\$40.00	June 2008	
Entry of Each Memorial on Certificate	\$46.00	June 2008	
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008	
Issuance of Residue Certificate	\$40.00	June 2008	
Issuance of Exchange Certificate:			
For Each Cancelled Certificate	\$20.00	June 2008	
For Each Certificate Issued	\$20.00	June 2008	
Well Disclosure Certificate	\$54.00	10/07/2025	
Plat	\$56.00	June 2008	
Recording Document affecting 2 or more units:		June 2008	
Condo Chapter 515 or CIC (first certificate memorialized)	\$46.00	June 2008	
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008	
Recording Amended Declaration with Related Amended Floor Plan Chapter 515:			
For Each Multiple Certificate Memorialized, thereafter	\$56.00	June 2008	
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008	
Issuance of Common Element Certificate of Title (CECT)	\$40.00	June 2008	
Recording CIC Declaration and a CIC Plat <b>OR</b> Recording Amendment to CIC Declaration and a Related Amendment to CIC Plat <b>OR</b> Recording Supplemental CIC Declaration and a Related Supplemental CIC Plat:			
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008	
Recording Court Certified Copy of a plat of the SURVEY:	\$46.00	June 2008	
For Each Multiple Certificate Memorialized, thereafter	\$20.00	June 2008	
Registered Land Survey	\$56.00	June 2008	
Certified Copy of Registered Land Survey	\$15.00	June 2008	
Condition of Register (Certified)	\$50.00	June 2008	
<b>Copies and Searches</b>			
Certified Copy of Document - per document flat fee	\$10.00	7/1/2005	

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	<b>Current Fee</b>	<b>Effective Date</b>	<b>Proposed Fee</b>
Non-Certified Photocopy of Document	.25/page	6/20/2023	
Copy of Official Plat	\$10.00	7/1/2005	
Add Certification \$5.00 to above - Large plat size only	\$15.00	7/1/2010	
Copy of: Floor Plan (515) Condominium (515A), CIC Plat (515B)	\$1.00 per page \$10.00 minimum	7/1/2005 7/1/2005	
Attested Copy (non-cert copy or duplicate original must be submitted w/recording)	\$2.00	7/1/2005	
Survey Copy	\$5.00	7/1/2007	
Attested Copy	\$2.00	7/1/2007	
Fax or E-mail fee	\$5.00	7/1/2005	
Tract Search	\$10.00 per parcel	7/1/2005	
Federal & State Tax Line Search - per name	\$20.00	7/1/2005	
Certified Birth Certificate	\$26.00/\$19.00 additional	11/1/2022	
Non-Certified Birth Certificate	\$13.00	11/1/2022	
Certified Death Certificate	\$13.00/\$6.00 additional	11/1/2022	
Non-Certified Death Certificate	\$13.00	11/1/2022	
Marriage License Application	\$125.00	10/7/2025	
With 12+ Hours of Marital Education (*Must present Educator Stmt)	\$50.00*	10/7/2025	
Certified Marriage Certificate	\$9.00	11/1/2022	
Amend Vital Record - Birth, Death, Marriage (after filed) - wording change	\$40.00 9/1/22 per statute	1/1/2013	
Affidavit to Amend Marriage Lic/Cert (reissue before marriage)	\$20.00	11/1/2022	
Passport Photos	\$14.00		
Ministerial Credentials	\$40.00	1/1/2024	
Notary Public Commission Filing Fee	\$20.00	11/1/2022	
Certif/Verif of Notary Commission	\$5.00	11/1/2022	
<b>Photocopies/document</b>			
Black and White	0.25/per page	6/7/2021	
Color	\$1.00/per page	6/7/2021	

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**SHERIFF'S DEPARTMENT FEE SCHEDULE:**

	<b>Current Fee</b>	<b>Effective Date</b>	<b>Proposed Fee</b>
<b><u>Civil Process</u></b>			
Paper Service for each Affidavit of Service Needed	\$75.00	10/7/2025	
Posting	\$75.00	10/7/2025	
Collection on execution after levy: Amount collected, seized, stipulated	10%	10/7/2025	
Court Ordered deputy astandby for property retrieval (2 hr minimum)	Deputy Rental Rate	10/7/2025	
Eviction & Changing Locks	\$75.00	10/7/2025	
Evictions-Inventory after lockout (2 hour minimum)	Deputy Rental Rate	10/7/2025	
Conduct Mortgage Foreclosure Sale	\$75.00	10/7/2025	
Filing a recorded copy of a non-Sheriff redemption certificate	\$20.00	10/7/2025	
Sheriff's Certificate of Redemption	\$250.00	10/7/2025	
Notice of Intent to Redeem (MN Statute 580.24)	\$100.00	10/7/2025	
Replevin (MN Statute 548.04) (2 hour minimum)	Deputy Rental Rate	10/7/2025	
Writ of Execution 0 for each Bank Levy, Wage Levy, Personal Demand	\$100.00	10/7/2025	
For services not herein enumerated	\$75.00	10/7/2025	
Mileage shall be computer on a round trip basis per mile	IRS Rate	12/12/2017	
Rental of deputy	\$65.00/hr	11/1/2022	
<b><u>Records</u></b>			
Background checks-in house (each)	\$5.00	6/4/2013	
Copies of Reports (under 10 no charge)	\$2.00/10 pages	10/7/2025	
Certified Copies or Letters	\$5.00	10/7/2025	
Photos on CD (prepayment required)	\$10.00	10/7/2025	
Audio on DVD (prepayment required)	\$15.00	10/7/2025	
Body Worn Camera/Squad Video on DVD (prepayment required)	\$20.00	10/7/2025	
Transcribe 911 calls-1 hr (prepayment required)	\$20.00/hr	10/7/2025	
<b><u>Storage/Towing</u></b>			
Towing	Actual cost of towing	12/12/2017	
Storage @ Sheriff's Impound (cap at \$2,400 plus tow bill)	\$15.00 per day	12/12/2017	
<b><u>Gun Permits</u></b>			
Carry Permit Fee	\$100.00	6/4/2013	
Carry Permit Renewal Fee	\$75.00	6/4/2013	
Carry Permit Late Renewal Fee	\$85.00	10/7/2025	
Carry Permit Replacement Card Fee	\$10.00	10/7/2025	
<b><u>Fingerprinting</u></b>			
Fingerprinting-First 2 Cards	\$20.00	10/7/2025	
Civilian Fingerprinting-Each Additional Card	\$2.00	10/7/2025	

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**FRIENDLY RIDER TRANSIT FEES:**

	<b>Current Fee</b>	<b>Effective Date</b>	<b>Proposed Fee</b>
Single Ride - One Way for 0-5 Miles	\$1.50	10/20/2015	
Single Ride - One Way for over 5-10 Miles	\$3.00	10/20/2015	
Single Ride - One Way for over 10 Miles	\$4.50	10/20/2015	
Book of 12 Tickets	\$15.00	10/20/2015	
Passes-Unlimited 30 Days (One Way for 0-5 miles)	\$35.00	7/9/2019	
Passes-Unlimited 30 days (One Way for 5+-10 miles)	\$70.00	7/9/2019	
Passes-Unlimited 30 days (One Way for over 10 miles)	\$100.00	7/9/2019	
Side Bus Advertisement	\$100/month	1/1/2024	
Back Bus Advertisement	\$100/month	1/1/2024	
TV Bus Advertisement	\$50/month	7/9/2019	

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**HIGHWAY DEPARTMENT FEES:**

	Current Fee	Effective Date	Proposed Fee
Mailbox Supports	\$250.00	11/7/2023	
Commodity Sales to Townships & Local Agencies	Cost+Sales Tax+20%	7/9/2024	
	Handling Fee		
Tandem Truck Rental w/Operator	\$150.00/HR	11/17/2020	
Excavator Rental w/Operator	\$215.00/HR	10/7/2025	
Skid Steer Rental w/Operator	\$120.00/HR	11/7/2023	
Blade/Grader Rental w/Operator	\$200.00/HR	11/17/2020	
Broom Rental w/Operator	\$90.00/HR	10/7/2025	
Craftco Tar Melter(Requires 4 Hwy Maint Empl@\$46/hr ea)	\$184.00/HR	10/7/2025	
1 1/2 Ton Truck Rental	\$2.00/Mile	11/1/2022	
Packer Rental	\$100/Day	7/6/2021	
Sign Truck	\$5.00/Mile	11/1/2022	
Hwy Maintenance Worker III	\$46.00/HR	10/7/2025	
Entrance Permit			
(\$100 Deposit + \$200 Fee Costs)	\$300.00	11/1/2022	
Sand/Salt Mixture	\$80.00/ton	10/7/2025	
Sand/Salt Mixture	\$4.00 bucket	7/7/2015	
Cold Patch Material	\$5/5 gallon bucket	11/16/2021	
	Current cost + sales tax +		
	20% handling fee	7/9/2024	
Culverts and Signs			
Rock Salt	127.60/ton	11/5/2019	
Crack Seal Filler	\$1.00/lb	7/6/2021	
Used Posts	\$5.00 each	4/19/2022	
Used Cutting Edges	\$5.00 each	4/19/2022	
5 Gallon Salt	\$5 per bucket	4/19/2022	
Used/Salvage Materials: cost to dispose	plus 10% Handling	7/7/2015	
Aggregate Gradation (Full)	\$125.00	7/9/2024	
Copies	\$0.25/Page	7/9/2019	
Large Format Printing/Copying	\$0.50/Page	7/9/2019	
Borrow Material	\$2.00/CY	11/25/2024	

Only Wadena County Townships and Cities are allowed to charge to the Highway Department. All others must pay at time of pickup.  
Culverts will be picked up by appointment Monday through Thursday.

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	<b>Current Fee</b>	<b>Effective Date</b>	<b>Proposed Fee</b>
<b><u>PUBLIC HEALTH DEPT. LICENSE FEE SCHEDULE:</u></b>			
Vaccine MNVFC admin cost per dose	\$21.2/vaccine no-cost	10/7/2025	
Private Vaccine (e.g. Hep B and flu)	\$22.00+cost of vaccine	4/19/2022	
Private Vaccine (Hep B) - County First Responders	\$22.00+cost of vaccine	7/9/2024	
Radon Test Kits - Short Term	\$5/test	10/7/2025	

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**SOLID WASTE DEPARTMENT FEES:**

*( Out-of-County Rate is Double the In-County Rate)*

*(Attendant has final determination on weighed loads vs. per cubic yard loads)*

**White Goods:**

All Appliances Non-Freon (stove, microwave, dishwasher, dryer, etc.)

All Appliances Freon (refrigerator, freezer, A/C unit, etc.)

Commercial-type Appliances

**Electronics:**

Flatscreen Computer Monitors & Televisions

Tube Computer Monitors & Televisions up to 26"

Tube Televisions 27" and Larger

Computer Towers/Laptops/Servers

Small Printers/Copiers/Scanners/Fax/DVD/VCR/Cable Box

Large Printers/Copiers/Scanners (floor standing)

Bulk Electronics

**Furniture:**

*(Acceptable Items)*

Hide-a-bed

Mattress/Box springs (twin size)

Mattress/Boxsprings (full/queen)

Mattress/Box springs (king)

Sofas, Loveseats, Sectional Pieces

Stuffed Chair/Recliner

**Tire Fee Schedule:**

*(Acceptable Tires)*

Small Passenger Tire up to 15" ( Minimum)

Small Passenger Tire up to 15" With Rim

Large Passenger Tire up to 16"+

Large Passenger Tire up to 16"+ With Rim

Semi truck/Trailer Tire

Semi truck/Trailer Tire With Rim

Tractor (38 or smaller)

Tractor (larger than 38)

Bulk Tires

Other Sizes Not Listed, Tracks, etc.

**Annual Parcel Service Fee:**

Residential Parcels

Commercial parcels for first ton

	<b>Current Fee</b>	<b>Effective Date</b>	<b>Proposed Fee</b>
<b><u>Wadena County Taxpayer Rates:</u></b>			
	\$5.00	11/17/2020	
	\$10.00	11/17/2020	
	\$5/sq. ft. + \$2 handling fee	1/1/2011	
	\$10.00	1/1/2017	
	\$10.00	11/17/2020	
	\$15.00	11/17/2020	
	\$5.00	11/17/2020	
	\$4.00	11/17/2020	
	\$50.00	11/17/2020	
	\$0.50 per pound	11/1/2022	
	\$25.00	1/1/2024	
	\$15.00	1/1/2024	
	\$15.00	1/1/2024	
	\$15.00	11/17/2020	
	\$15.00	1/1/2024	
	\$8.00	1/1/2024	
	\$6.00	10/7/2025	
	\$10.00	10/7/2025	
	\$8.00	1/1/2024	
	\$10.00	1/1/2024	
	\$15.00	1/1/2024	
	\$25.00	11/16/2021	
	\$40.00	1/1/2024	
	\$50.00	11/16/2021	
	\$350/ton	10/7/2025	
	\$400/ton	11/16/2021	
	\$70.00	11/25/2024	
	\$70.00	11/25/2024	

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	<b>Current Fee</b>	<b>Effective Date</b>	<b>Proposed Fee</b>
and \$70 per ton additional ton thereafter		11/25/2024	
<b><u>Solid Waste Collection and Transportation License:</u></b>			
Annual License Fee (includes one vehicle)	\$100.00	11/5/2019	
Additional Fee (per year for each additional vehicle)	\$10.00	11/5/2019	
Non-cancellable surety bond	\$5,000.00	11/5/2019	
Auto Liability Combined Single Limit \$1,000,000		11/5/2019	
<b>Commercial General Liability:</b>		11/5/2019	
Each Occurrence \$1,000,000		11/5/2019	
General Aggregate \$2,000,000		11/5/2019	
Products and Completed Operations Aggregate \$2,000,000		11/5/2019	
Personal Injury and Advertising Injury \$1,000,000		11/5/2019	
Fire Damage \$100,000		11/5/2019	
<b><u>MSW and Demolition Debris Fee:</u></b>			
			<i>Mixed Municipal Waste/Household Waste</i>
13 Gallon Bag (minimum)	\$5.00	10/7/2025	
Per Bag (30-33 Gallon Bag)	\$6.00	1/1/2024	
Full Garbage Can/35 Gallon bag or larger	\$7.00	1/1/2024	
Bulk garbage (per yard)	\$26.00	1/1/2024	
MSW per ton (without discount or tax)	\$160.00	10/7/2025	
MSW per ton (with discount, w/o tax)	\$151.00	10/7/2025	
Construction Demolition (per yard)	\$24.00	10/7/2025	
Minimum (1/2 yard) demolition	\$12.00	10/7/2025	
Clean Shingles	\$10.00	11/1/2022	
<b><u>Unsorted Waste Loads:</u></b>			
Sorting Cost per hour, per employee	\$100.00	11/17/2020	
Unsorted Waste Load per ton (without discount)	\$270.00	11/17/2020	
Unsorted Waste Load per ton (with discount)	\$252.00	11/17/2020	
<b><u>Compost Loading Fee:</u></b>			
Per Loader Bucket	\$15.00	1/1/2011	
<b><u>Scale Fee:</u></b>			
Per Weight Ticket	\$5.00	1/1/2011	
<b><u>Yard Waste/Brush:</u></b>			
Must be CLEAN and free of contaminates			No Charge to Residential Customers
Commercial per yard	\$5.00	1/1/2013	
<b><u>Fluorescent Bulbs /Batteries:</u></b>			
4' and under fluorescent bulbs-First 10 are no charge to residential customer	\$0.25	10/7/2025	
5' and over fluorescent bulbs-First 10 are no charge to residential customer	\$0.35	10/7/2025	
CFL-First 10 are no charge to residential customer	\$0.30	1/1/2013	
Round/Ubend/Circular Bulbs-First 10 are no charge to residential	\$0.30	10/7/2025	

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HID	\$1.55	1/1/2013	
UV Bulbs	\$3.75	1/1/2013	
Capacitors	\$1.35	1/1/2013	
PCB Ballasts (per pound)	\$0.87	1/1/2024	
Batteries-Large Quantities (per pound)	\$1.50	1/1/2013	
Lead-acid automotive batteries	No Charge to Residential Customers		
<b><u>Recycling</u></b>			
Licensed Hauler Collection of Residential Recycling (REBEATE - PER TON)	\$125.00	1/1/204	
Processing fee for In-County Recycling	No Charge	6/23/2020	
Processing fee for Out-of County Recycling (per ton)	\$115.00	6/23/2020	
Film Plastic (Recyclable) per cubic yard	\$5.00	10/7/2025	
Film Plastic (Non-recyclable) per cubic yard	\$7.00	10/7/2025	
Film Plastic Collection (per collection, per container)	\$75.00	10/7/2025	
<b><u>Credit Card Transaction Fee</u></b>			
Per Transaction minimum fee (\$10-78 transaction)	\$1.95	6/23/2020	
Per Transaction Percentage fee (Transactions over \$78)	2.95%	1/1/2024	
<b><u>Direct Haul Market Price</u></b>			
Current Recovery or Disposal-PLMSWA, Perham, MN	\$139.00/ton	11/1/2022	
Market Price-Dakota Landfill, Gwinner, ND	\$85.62/ton	11/1/2022	
<b><u>Misc Fees</u></b>			
Unsecured Load Fee	\$25.00	6/20/2023	

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	<b>Current Fee</b>	<b>Effective Date</b>	<b>Proposed Fee</b>
<b><u>WADENA COUNTY HUMAN SERVICES FEE COLLECTION</u></b>			
<b>A. Adoption of one-time collection fee to be applied to collection accounts which:</b>			
<ul style="list-style-type: none"> <li>1. Are more than 90 days overdue,</li> <li style="padding-left: 40px;">And;</li> <li>2. Are not following a satisfactory repayment agreement</li> <li>3. Authorized by M.S. §373.41</li> </ul>			
<b>B. Fee determined to be:</b>			
<ul style="list-style-type: none"> <li>1. \$50.00 fee per account (without expense of court action)</li> <li>2. \$100.00 fee per account (with expense of court action)</li> </ul>			
<b>C. Fee would apply to both existing and future accounts</b>			
<ul style="list-style-type: none"> <li>1. Fee would be applied to existing Social Service debts i.e.: Detox, Elderly Waiver / MA Spend down, Child Welfare, CW/Corrections, etc.</li> <li>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.</li> <li>3. Fee would be applied to future accounts on a case-by-case basis.</li> <li>4. Fee is subject to Revenue Recapture and court action.</li> <li>5. Fee will be paid first before principal.</li> </ul>			
<b>D. Collections Officer would attempt to contact client regarding the account and the fee prior to authorizing posting of fee</b>			
<ul style="list-style-type: none"> <li>1. Existing accounts would be sent a notice mailer with monthly billing statement.</li> <li>2. Future accounts would be sent a notice letter upon referral to collections.</li> <li>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.</li> <li>4. In payment arrangement situations, one missed or late payment would immediately incur the collection fee.</li> </ul>			
<b>Chemical Use Assessment Fee</b>			
A \$200.00 fee will be assessed to clients who have health insurance.	\$200.00	11/1/2022	
<p>Clients who have private health insurance or no PPHP will be charged a Chemical Use assessment fee based on a sliding fee scale. Chemical Use assessment fee will be determined by a client's income. An Assessment fee is due the day of the Assessment Appointment. Payment is made directly to the Wadena County Human Services. Payments maybe check or cash. Credit card payment will not be accepted.</p>			
"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  
FOR OUT-OF-HOME PLACEMENTS**

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

**Part A – Child Fee**

1. The child’s fee, is income and resources attributable to the child which may include-but is not limited to as Social Security benefits, child support, investments, and trusts. 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 may be 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. Parent fees shall be determined using the annual MN Department of Human Services social services fee schedule.
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.

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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.

**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 excluded 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 will only be assessed one parental fee.
5. Individuals are exempt from a parental fee while he/she is receiving a public assistance cash grant.
6. 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.
7. A monthly bill will be sent by US Postal mail each 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.
8. It is the parents responsibility to cooperate with the Human Services agency and to turn over any income of the child they receive that the county has claimed as the child’s fee. Child’s income includes Social Security Benefits, child support, and all unearned income.
9. 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.
10. The parent may request a review of their parental fee at any time due to a household or income change.
11. The parent is responsible for notifying Wadena County Human Services of any changes in income,

**WADENA COUNTY SCHEDULE OF FEES**  
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	<b>Current Fee</b>	<b>Effective Date</b>	<b>Proposed Fee</b>
household size, or address.			
12. The county agency will mail the parent a notice once the parental fee is determined and/or modified in the future.			
<b>Fee for Representative Payee Services:</b>			
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.			
<b>Corporate Foster Care Licensing and Background Study Fee</b>			
1. Corporate adult foster care and corporate child foster care providers will be charged \$350 for initial licensing inspections and related services.		1/1/2009	
Corporate adult foster care and child foster care providers will be charged \$500 every 2 years for re-licensing inspections and related services.		11/5/2019	
2. Corporate adult foster care and corporate child foster care providers will be charged \$50 per background study request. In addition, the corporate foster care providers will be billed the cost of any charges due to other states to conduct a background check in another state.		1/1/2009	

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**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.