

	<b>Department of Human Services</b> <b>Division: Benefits and Community Support</b>		
<b>Policy Title:</b>	Reduced Parental Fee (Hardship) Policy		
<b>Program:</b>	Colorado Child Care Assistance Program (CCCAP)		
<b>Approved by:</b>	Division Manager BCSD		
<b>Effective Date:</b>	06/18/2003	<b>Revision Cycle:</b>	Annually
<b>Revision Date:</b>	03/26/2019		
<b>Owner:</b>	CCAP Deputy Division Manager		
<b>References:</b>	Request for Reduced Parental Fee (form #4227) Volume 3 Regulation 3.910 Parent Fees		

A reduced parental fee is not an entitlement. The decision is based on circumstances that led to the household's request for reduced parental fee(s). Requests for reduced parental fee(s) will be considered for the month following the month the reduced parental fee was requested and/or up to three (3) months per hardship award. The CCAP manager will review all requests for reduced parental fee(s) based on the following criteria:

1. The client must complete the Request for Reduced Parental Fee (form # 4227) and return it to the county office or the request will not be considered.
2. The client must demonstrate that they have experienced a financial emergency due to extenuating circumstances beyond their control. The following examples will be used in determining what constitutes a financial emergency:
  - Vehicle repair/transportation expenses;
  - Job related expenses (uniform, tools, license and equipment);
  - Other reasonable job-related expenses;
  - Unforeseen medical expenses that are not covered by Medicaid or private medical insurance;
  - Change in household composition;
  - Change in residence/housing/relocation costs;
  - Change in employment income;
  - Change in unearned income; and
  - Discretionary: determined on a case by case basis.

If the client is unable to demonstrate that they have experienced a financial emergency due to extenuating circumstances beyond their control, the request for reduced parental fee(s) will be denied and written notice of the denial will be sent to the client.