

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;">CHILD CARE Fee Subsidy</p>
<p style="text-align: center;">UNDERCHARGED SUBSIDIES</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-6.22</p>

Preamble

As part of the responsibility for managing the delivery of Child Care services, the Rainy River District Social Services Administration Board (RRDSSAB) must administer the Fee Subsidy Program.

Situations may arise whereby it is identified that parents have been receiving a higher level of fee subsidy than they are entitled to receive, i.e. they are undercharged.

Policy

Should it be determined that a parent has been undercharged and therefore the RRDSSAB has been paying a higher fee than required, the parent will be notified in writing that he/she must reimburse the RRDSSAB for the overpayment.

The amount to be reimbursed is calculated retroactively to the date upon which the financial circumstances of the parent changed, or as determined by the Children’s Services Manager.

The reimbursement payments may be prorated, at the discretion of the Children’s Services Manager, to allow parents to repay the overpayment over a specified period of time. The actual method of overpayment recovery will be established by the Children’s Services Manager, for example, at a rate of 10% monthly until the overpayment is recovered.

Administrative errors of the RRDSSAB are not charged back to the parent but the allowable fee subsidy is recalculated and implemented at the time of discovery of the error.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #118/01 on November 15, 2001

Reviewed/Revised by Administrative Approval: 08 April, 2004

Administrative Approval: 30 Dec, 2010 Signature of D. Dittaro, CAO: Donna Dittaro

Approximate date of next review: February, 2015

REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	<i>Child Care</i>	<i>CC-6.16 Fee Subsidy Review</i>
	<i>Child Care</i>	<i>CC-6.24 Internal Review & Appeal Process</i>