



DEPARTMENT: Family Services and Customer Services	SUBJECT: Parent Copayment and Copayment Waiver Policy
EFFECTIVE: 7/1/2025 REVISED: 12/10/2025	AUTHORIZATION APPROVAL: Senior Director Family Services and Customer Services

## PURPOSE

This policy outlines the procedure that the Early Learning Coalition of Broward (“ELC”) uses to assess a copayment for families receiving subsidized childcare Assistance through a School Readiness program

## Policy

The purpose of this policy is to provide guidance on assessing SR parent copayments effective July 1, 2025, and reflects only the components of the rule that have changed. View Rule 6M-4.400, Florida Administrative Code (F.A.C.), [here](#).

## PROCEDURES

1. Families who newly enroll or who redetermine on or after July 1, 2025, will be assessed a copayment not to exceed 6% of household income for the **School Readiness program**. The coalition portal system EFSM will calculate the copayment.
2. The Division of Early Learning (DEL) advises coalitions not to reassign the single copayment during a family's active authorization period. Therefore, families who established services prior to July 1, 2025 copayment rule changes will remain subject to the previous dollar-based copayment rules until a redetermination occurring after July 1, 2025.
3. Household income, household size, and authorized hours of care are used for assessing copayments.
4. A single copayment will be assessed and affixed to only one child in the household.
5. If more than one child within the household receives subsidized childcare services, only one single copayment will be affixed to the youngest child in the household.
6. If a child who the copayment is affixed to has multiple enrollments with different childcare providers, only one co-payment will be assessed to a single childcare provider the child attends most often. Subsequent childcare providers will have a copayment amount assessed at \$0.00.

- 8.** The provider that accepts the child's enrollment with the affixed copayment will be responsible for collecting the assessed copayment. Any required copayment will be reflected on the payment certificate.
- 9.** Co-payments may be waived for At-Risk Children when the referring agency documents the request and reason on the childcare authorization form. Eligible referrals must come from the Department of Children and Families (DCF), the local Community-Based Care (CBC) organization, or a DCF/CBC subcontractor.
- 10.** Co-payments will also be waived for At-Risk Children referred to subsidized childcare services by a DCF-designated lead agency when the parent or guardian is verified as homeless and actively participating in the agency's continuum of care services plan for homeless families (BG1-Home).
- 11.** A coalition may also waive or temporarily waive the co-payment for a child whose family's income is at or below the federal poverty level or whose family experiences a natural disaster or an event that limits the parent's ability to pay, such as incarceration, placement in residential treatment, or becoming homeless, or an emergency situation such as a household fire or burglary, or while the parent is participating in parenting classes or participating in an Early Head Start program or Head Start Program.
- 12.** For families receiving childcare for At-Risk Children who do not provide income documentation at the time of eligibility determination, the co-payment will be initially set at 85% of the State Median Income (SMI). This allows for an updated co-payment to be assessed once the parent submits proof of income or at redetermination.
- 13.** Whether or not a co-payment is affixed to a child's enrollment, childcare providers may assess additional fees for children to whom they provide childcare services.