



**Early Learning  
Coalition**  
OF PINELLAS COUNTY

DEPARTMENT: <b>Eligibility</b>	SUBJECT: Procedures for “ <b>How to Correct Co-payments</b> ”
REVISED: 10-21	AUTHORIZATION APPROVAL: Manager, Family Services

For any reason, if the copays or family size is not pulling correctly, first check all fields to ensure that data is correct. If there is still an issue that cannot be corrected due to MOD issues, then co-pays can be corrected through the Full Time/Part Time Co-payment is Waived or Reduced sections. DEL has recommended that you put detail history notes in. Please alter co-pays according to the instructions below:

### CO-PAYS PULLING TOO HIGH

Complete both the Full Time and Part Time Co-payment sections:

- ✓ **Reduction Amount:** Enter the amount to be deducted in order to result in correct fees. (Similar to Sibling Discount instructions)
  - ✓ **Co-Payment Reduction or Waiver Reason:** Negotiated Lower Fee
  - ✓ **Additional Waiver or Reduction Details:** Include detailed explanation. (Ex. MOD pulling incorrectly due to \_\_\_\_\_)
- In the below example, the FT fco-pay is pulling \$5.80 but the correct co-pay is actually \$4.80. In order to determine the Reduction Amount:  $\$5.80 - \$4.80 = \$1.00$  and  $\$2.90 - \$0.50 = \$2.40$ .

Co-Payment

Total Household Members	Full time Co-payment Amount	Part time Co-payment Amount
<input type="text" value="2"/>	<input type="text" value="\$ 5.80"/>	<input type="text" value="\$ 2.90"/>

**Full Time Co-payment Waiver or Reduction**

Full Time Co-payment is Waived or Reduced

Reduction Amount*	Co-payment Reduction or Waiver Reason*
<input type="text" value="\$ 1.00"/>	<input type="text" value="NEGOTIATED LOWER FEE"/>
Additional Waiver or Reduction Details	
<input type="text" value="OEL system not working correctly"/>	

**Part Time Co-payment Waiver or Reduction**

Part Time Co-payment is Waived or Reduced

Reduction Amount*	Co-payment Reduction or Waiver Reason*
<input type="text" value="\$ 0.50"/>	<input type="text" value="NEGOTIATED LOWER FEE"/>
Additional Waiver or Reduction Details	
<input type="text" value="OEL system not working correctly"/>	

- The system should then update the Resulting Full Time Co-Payment Amount accordingly.
- **BEST PRACTICE:** Compare the section below to the Income Calculator and Sliding Fee Scale to make sure EFS MOD has calculated correctly:

Resulting Full Time Co-payment Amount	Resulting Part Time Co-payment Amount
\$ 4.80	\$ 2.40

### CO-PAYS PULLING TOO LOW

A *negative number* will be entered in order for the co-pays to increase by that amount.

- ✓ **Reduction Amount:** Enter the *negative* amount in order to result in correct fees.
  - ✓ **Co-Payment Reduction or Waiver Reason:** Negotiated Lower Fee
  - ✓ **Additional Waiver or Reduction Details:** Include detailed explanation. (Ex. MOD pulling incorrectly due to \_\_\_\_\_)
- In the below example, the FT co-pay is pulling \$5.80 but the correct co-pay is actually \$6.90. In order to determine the Reduction Amount:  $\$5.80 - \$6.90 = (-\$1.10)$  and  $\$2.90 - \$3.45 = (-.55)$ .

**Co-Payment** Recalculate

Total Household Members	Full time Co-payment Amount	Part time Co-payment Amount
2	\$ 5.80	\$ 2.90

**Full Time Co-payment Waiver or Reduction**

Full Time Co-payment is Waived or Reduced

Reduction Amount*	Co-payment Reduction or Waiver Reason*
\$ -1.10	NEGOTIATED LOWER FEE
Additional Waiver or Reduction Details	
OEL system not working correctly	

**Part Time Co-payment Waiver or Reduction**

Part Time Co-payment is Waived or Reduced

Reduction Amount*	Co-payment Reduction or Waiver Reason*
\$ -0.55	NEGOTIATED LOWER FEE
Additional Waiver or Reduction Details	
OEL system not working correctly	

- The system should then update the Resulting Full Time Co-Payment Amount accordingly.
- **BEST PRACTICE:** Compare the section below to the Income Calculator and Sliding Fee Scale to make sure EFS MOD has calculated correctly:

Resulting Full Time Co-payment Amount	Resulting Part Time Co-payment Amount
\$ 6.90	\$ 3.45

**Note:** The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.