Arlington County Government Child and Family Services Division (CFSD)

Children Services Act (CSA) Parental Contribution Hardship

The Arlington County CPMT is required to assess the ability of parents or legal guardians to contribute financially to the cost of services to be provided, when not prohibited by federal or state law or regulation, utilizing a standard sliding fee scale. Families may complete the Financial Hardship Request Form (see attached) if any of the following hardship criteria reduces their ability to the fees established by the existing Parental Contribution.

* Bankruptcy (court approved judgement)
* Medical bills
* Legal bills
* Catastrophic situation created by death, disability or divorce
* Loss of income in the family
* Catastrophic situation created by outside factors; such as pandemic (COVID-19 and others), and/or natural disasters.

Proof of hardship/related expenses (copies of bills, current statements, court judgement, etc.) must be attached to the Financial Hardship Request Form.

The Financial Hardship Request Form will be effective the first day of the month approved, not approved for longer than a period of six (6) months.

**Review Process**

1. The family will complete the financial hardship form with the help of their case manager.
2. The CFSD Finance team will review hardship form against the initial financial assessment to ensure no updates are needed that will impact the current parental contribution amount.
3. Finance staff will review page 1 of the financial hardship form for completeness and accuracy.
4. Finance staff will complete page 2 of the hardship form with services currently being received by the family.
5. Using the new adjusted gross income (income minus expenses) finance staff will determine the new parental contribution amount for the family using the Sliding Fee Subsidy Scale (attached). Based on the percentage shown on the scale, staff will calculate the new assessed parental contribution. (percentage x monthly fee for services)
6. Finance staff will update page 2 of the hardship form with the new amount.
7. The Management and Budget Analyst/Administrative Officer for CFSD is designated by the CPMT to approve or deny the hardship request based on the hardship criteria on behalf of the CPMT.
8. The Family and Case Manager must sign the form accepting the new assessed amount.
9. Families may appeal the new fee determined by the Financial Hardship process. A written appeal request from the family through their case manager must be submitted to the CPMT.
10. Failure to pay assessed fee will result in the account being referred to the collection process.