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| Child and Family Services PROGRAM STANDARDS MANUAL | Section: 261 | Effective: Oct 1/88 Revised: Sep 20/99 | Page: 1 |
| Subject: FAMILY CONTRIBUTIONS CALCULATIONS | | | |

Section 15 of the Act states that a person who enters into an agreement under sections 12, 13 or 14 must provide financial information and to pay maintenance according to the regulations. Subsection 15(3) of the Act allows for a reduction in contribution due to special circumstances.

Subsection 7(1) of the *Child and Family Services Regulation* (Regulation 16/99) requires applicants, at the request of the agency, to complete and sign the Declaration of Family Income form (Form CFS-10). Subsection 7(2) states that, subject to subsection 15(3) of the Act, the contribution fee is the lesser of the actual cost and the amount determined in accordance with Schedule B of the regulation.

The Placement Revenue policy issued in June 1994, requires agencies to obtain a family income statement and income test on every child admitted into care through voluntary placement agreement or temporary order.

STANDARDS

261.3 Contributions reduced or waived

Recommendations to a executive director or regional manager to reduce or waive family contributions toward the cost of services, are documented in writing and are justified on the basis of provincial procedures for reduction or waiver (see Procedures).

PROCEDURES

Criteria for reduction or waiver

1. **Day care and family support services**

In approving a reduction in or waiver of family contributions, the agency should consider whether:

- payment of the full contribution would result in undue hardship on the family;
- the applicant is heavily in debt for essential items such as shelter and health needs;
- there are extenuating circumstances such as maintenance or alimony obligations;
- the applicant is self-employed and has incurred unusual and unavoidable expenditures; or
- the applicant is exempt from contributing through established policy relating to voluntary placements and temporary orders (see below).

2. **Voluntary placements and temporary orders**

Approval of a reduction or waiver of parental contributions for VPA's and for making recommendations to the court are limited to the following criteria:

- the child is mentally challenged;
- the applicant or, in the case of a court order, the parent or guardian, is in receipt of social assistance;
- the applicant or parent or guardian incurs extraordinary expenses which relate directly to the care and support of the child, e.g., high travel costs relating to visiting the child in care or attending to the needs of the child in care; or
- the applicant or parent or guardian has extraordinary expenses related to his or her own health condition or that of a dependent.

Note: For the present, applicants entering into a VPA for the placement of mentally challenged child are not income tested.