The Code of Virginia (*§2.2-5206.3* and *§2.2-5208)* requires each locality to establish and implement policies to have parents/guardians of children receiving CSA funded services contribute financially to the cost of such services, except when prohibited by law or regulation (e.g., for special education services per an Individualized Education Plan (IEP)). This requirement is to be accomplished through the use of a sliding fee scale based on ability to pay. All other funding options such as private insurance and Medicaid must be explored and utilized or shown to be unavailable before accessing CSA.

**Adoption Subsidy**

The adoption subsidy payment for the child receiving CSA funded services must be included in the gross household income. The income of other foster or adoptive children in the home is not assessed in the gross household income. Educational costs may not be paid by CSA for adoption subsidy youth placed in a residential program for non-educational purposes.

**Copayment Waivers or Reductions**

If you are unable to pay the amount assessed on the Parental Contribution Scale due to a financial hardship, you may request a parental contribution reduction or waiver. You will need to provide an explanation of your circumstances and documentation to support your request. A request for financial hardship may be documented with *proof of payments* towards outstanding debt for medical and/or behavioral health care expenses, or with an estimate and documentation of current and ongoing out of pocket expenses for services for a household member. For example, monthly out of pocket expenses for outpatient therapy may be considered to reduce the parental contribution amount. Waivers and reductions are approved for six months.

**Gross Household Income**

Two recent consecutive paystubs for adult household members should be provided to determine the gross annual household income. Additional forms of income including alimony, child support, rental property, social security and disability benefits, as well as unemployment compensation must be reported and documentation provided on the Parental Contribution Agreement Worksheet.

**Guardians and Custodians**

For non-parent guardians (e.g. aunt, sibling, grandparent), their income is **not** considered in assessing the ***community-based*** parental contribution. However, the entire household’s income is required to assess the *residential* monthly contribution amount.

**Household Members**

The CSA program assesses the **gross** income of the entire household living together as a family unit. A household is defined as a group of related or unrelated individuals who are living as one economic unit sharing housing and all significant income and expenses.

**Military Subsidies**

The housing allowance is not included in the gross annual household income of active US military families.

**Private Health Coverage/Flexible Spending Accounts**

Check with your insurance provider to find out if CSA parental contributions are reimbursable expenses for behavioral health care through your flexible spending account. For proof of payments to CSA, keep copies of your CSA contribution statements or cancelled checks. **CSA does not pay insurance deductibles or provide additional documentation for health coverage submission.**

**Siblings**

If more than one child in a household is receiving CSA services, only one copayment fee is charged per household for each month that services are received. The child receiving the more expensive service is billed the copay fee, and his or her sibling’s copay fee is waived.

***For additional information or with questions, contact the CSA Program at (703) 324-7938***

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