



Did you remember to:

- Review the Fairfax-Falls Church CSA Parental Contribution General Information document with the parent(s)/guardian(s)?

- Complete each area of the Parental Contribution Agreement?
 - Complete the case manager name & email contact info;
 - Provide & *initial* the Private Insurance Provider area;
 - Provide *current* pay stubs; and
 - Parent(s)/Guardian(s) date & signature.

- Double check accuracy on the Parental Contribution Worksheet?
 - Double check the frequency of the parent/guardian pay periods- this makes a difference in the calculation of annual gross income:
 - Bi-weekly?? Bi-monthly? Monthly?
 - Include recent pay stubs- within the past 3 months?
 - Include documentation for the Other Sources of Income section?
 - Include this worksheet with your Assessment form?

- Write legibly!!

Download forms at

<http://fairfaxnet.fairfaxcounty.gov/Dept/DFS/csa/Pages/Forms.aspx> or
<https://www.fairfaxcounty.gov/healthymindsfairfax/childrens-services-act/forms>

If you are requesting a Reduction or a Waiver:

- A Parental Contribution Agreement must accompany a Reduction or Waiver request.

- Did you include the supporting information/documentation as described on the Parental Contribution Reduction or Full Waiver Request Agreement?
 - “copies of bills showing **debts** for health treatment and **payment** on the debt, bankruptcy filings, and termination of employment letters”

- If requesting a Sibling Waiver don't forget to write the name and DOB of the sibling, and Harmony # (if you know it).

- Remember to obtain parent/guardian's signatures and dates on documents.

