

## APPLICATION AND ASSESSMENT FEES FOR CERTIFIED FAMILY HOMES

### FREQUENTLY ASKED QUESTIONS

Questions	Answers
<p><b>1. Why is the department implementing fees for certified family home (CFH) providers?</b></p>	<p><a href="#">House Bill 260</a>, passed by the 2011 Idaho Legislature, directed the department to implement fees for CFHs in order to address the \$34.5 million shortfall in state general funds allocated to the Medicaid Program. The approach was to preserve as many Medicaid benefits as possible. While no cuts were made to the CFH program, fees were implemented to shift funding from state general funds to CFH providers.</p>
<p><b>2. What new fees will the department implement?</b></p>	<p>The department will implement two new, permanent fees related to CFHs:</p> <ul style="list-style-type: none"> <li>• A new one-time CFH application fee of \$150 to cover orientation, training, consulting, and on-site survey of the CFH. The application fee should cover all department expenses up to moving a resident into the home.</li> <li>• A monthly assessment fee of \$25 per CFH to cover personnel, operating, and recertification costs. This amount will be invoiced and collected by the department on a quarterly basis.</li> </ul>
<p><b>3. Is the department implementing fees for other types of providers?</b></p>	<p>No. House Bill 260 only requires fees for the CHF Program, but the department might use this approach for other programs in the future.</p>
<p><b>4. Do existing CFHs have to do orientation again, or pay the \$150 application fee?</b></p>	<p>No. All CFH providers who are currently certified will <b>not</b> have to pay the \$150 application fee or go through orientation training again.</p>
<p><b>5. If a CFH moves, will the provider have to pay the \$150 application fee to be certified at the new residence?</b></p>	<p>No. The application fee only applies to new CFH providers.</p>

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<p><b>6. Can CFH providers pay the assessment fee yearly instead of quarterly?</b></p>	<p>Yes, providers can pay the assessment fee yearly with a single \$300 payment. Providers who pay for the entire year will not receive quarterly invoices for the remainder of that year.</p>
<p><b>7. When are assessment fees due?</b></p>	<p>The assessment fees are due 30 days from the billing date listed on the invoice. If payment has not been received when the Revenue Unit invoices for the next quarter, the names of those providers will be sent to the CFH Program and processed for further action.</p>
<p><b>8. Will the monthly fee come out of the provider's pay?</b></p>	<p>No. The department will send invoices for assessment fees on a quarterly basis.</p>
<p><b>9. What happens if providers don't pay the assessment fee?</b></p>	<p>The department can revoke a CFH provider's certificate if the fees aren't paid. The department might use an outside agency to collect unpaid fees or bounced checks.</p>
<p><b>10. Will the department refund the assessment fee if the provider stops operating a CFH?</b></p>	<p>Yes, depending on the date the provider stops. The department will consider the fee refundable if the home operates for 15 days or fewer during the month. Thus, if a provider pays \$75 for the quarter, covering the months of July, August, and September, and ceases operation on August 16, the provider will be refunded \$25 for September. Providers should send requests for refunds to the CFH Program Manager.</p>
<p><b>11. Where should providers send the assessment fee?</b></p>	<p>Providers should send payments to:  The Central Revenue Unit  PO Box 5579  Twin Falls, ID 83303-5579</p>
<p><b>12. If providers have questions about their invoices, who should they contact?</b></p>	<p>The Central Revenue Unit is available to answer questions about invoices. They can be reached toll free at 1 (800) 726-2952.</p>