

Health Care Funds for Families Procedure

Early Learning



Purpose:

This explains how families enrolled in the PSESD Early Learning Program can access funds to assist with meeting health care costs.

These funds are used as a last resort and only for related health costs, such as medical and dental bills, vision and hearing services, and other services not covered by the child/family's health plan.

Note: all requests for these funds are filled out by PSESD Early Learning center staff and sent to their Health or Nutrition Coordinator for processing and final approval by the Health or Nutrition Services Director.

Procedure

1. Assess the need for the funds. Check to see what other resources are available to assist the family. (e.g., medical insurance or resources in the community). If the family does not have medical insurance, refer them to their local community service office.
2. Complete the *Health Care Funds for Families Application Form*. The form must be completely filled out. You must include:
 - Child's name, date of birth and PSESD Early Learning Center
 - Expected date of service
 - Name, telephone number and fax number of the provider
 - The amount you are requesting (Use an approximate amount if necessary)
 - Reason for the request (include family circumstances and services needed)
 - Note other resources you contacted to obtain the funds (e.g., Lions club, churches, multi-service centers, DSHS, etc.)
3. Submit the form to the PSESD Health or Nutrition Coordinator for processing and final approval by the Health or Nutrition Services Director.
4. Health or Nutrition Coordinator will inform the staff person submitting request of the decision.
5. The staff person then informs the family and provider so that arrangements and/or appointments can be made.
6. The parent must obtain the services, goods or equipment before any payments will be made. Advise providers that PSESD Early Learning reimburses at the DSHS payment schedule. Contact the Puget Sound ESD Health or Nutrition Services Director if a letter confirming payment by PSESD is desired by the provider or if assistance is needed in negotiating with providers.
7. Original invoices are sent to:
Puget Sound ESD Early Learning Program
Attention: Cheryl Polasek
800 Oakesdale Ave SW
Renton, WA 98057

The invoice must identify the Early Learning child's name, the type of services provided and the dates services were given. It must be an original bill and not a duplicate copy.

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8. Payments can only be made directly to the provider of the health service.
9. Retain a copy of the request for the file and attach it to any referral.
10. Follow up with the family to make sure appointments were kept and that there weren't any problems.

NOTE: All services must be completed and bills submitted prior to June 30 of the school year. PSESD Early Learning funds can be used to pay for services to the child enrolled in Early Learning but not the entire family. A child is not considered enrolled until after the first day of class, with the enrollment process complete and the enrollment form submitted to the PSESD office (HS/EHS) or entered into ELMS (ECEAP).

Negotiate with the healthcare provider to accept payment at the DSHS rate of reimbursement or a sliding scale fee for payment based on family's income. Require that prior authorization for any charges not included in the initial referral, or any amount greater than \$150 be submitted prior to performing service.

Related Documents

Health Care Funds for Families Application Form