



823 East Monroe ● Springfield, Illinois 62701  
401 S. Clinton Avenue ● Chicago, IL 60607

## Memorandum to Families who Participate in Family Participation Fees – March 1, 2021

On May 7, 2020, the Bureau of Early Intervention (EI) released information included in the updated [Frequently Asked Questions and Answers - Early Intervention COVID-19 - R05/07/20](#) or go to [www.wiu.edu/providerconnections](http://www.wiu.edu/providerconnections) under COVID-19/FAQ addressing Family Participation Fees. This information indicated that families would receive credits to their monthly Family Participation Fee installments beginning with the March 2020 installment until in-person services are no longer prohibited during the COVID-19 public health emergency. The process of issuing credits of the monthly installment has continued even as limited in-person services were resumed. The Bureau recognizes that many families had significant changes in income change in priorities that were a direct result of the COVID-19 public health emergency.

The information below outlines the practice for Family Participation Fees that will continue throughout the COVID-19 public health emergency:

- Credits of monthly installments will be indicated on the Family Participation Fee invoice with the amount located in the *Total Adjustments/Credits for current IFSP* (see arrow on example on reverse side of this document)
- This credit balance will impact the maximum out-of-pocket amount originally calculated and not the specific services received or not received beginning March 2020.
- Any balances due prior to March 2020 will remain due.
- If a family's income/household size has changed during the COVID-19 pandemic, the family should inform their Service Coordinator who can make the necessary adjustments to the calculation of their Family Participation Fee which may also impact the maximum out-of-pocket calculation.

Please note that the Bureau has also suspended discontinuing EI services for accounts that are 90-days or more past due. This policy will resume once COVID-19 pandemic restrictions have been lifted. Families are encouraged to review their Family Participation Fee Invoices carefully and, on a regular basis, to ensure that there are no outstanding balances due that might disrupt EI services in the future.

Once the COVID-19 pandemic restrictions have been lifted, the Bureau will make the determination of when to resume Family Participation Fee installments. The Bureau will provide at least a 30-day prior written notice to families to allow families to discuss their options moving forward with their Service Coordinator.

Most common questions and answers...

1. If I owed a family participation fee prior to March 2020, am I still responsible for that amount?  
**Yes, any fees due prior to March 2020 are still due and should show on your invoice.**
2. If I didn't have any services during a given month, does that lessen my maximum out-of-pocket amount?  
**No, the maximum out-of-pocket amount is an annual amount. The monthly installment is to make the fee more affordable. The only way the annual maximum out-of-pocket amount is reduced is due to a shortened fee period, a household size or income change or any credits to monthly installments.**
3. If my insurance has paid for all of my services so far, should I anticipate having to pay a fee?  
**This depends on many things, including annual deductibles, changes in coverage, or a change in plans all together. It is also wise to keep in mind that some services are not billed or are not covered by insurance, i.e. Developmental Therapy, some Assistive Technology Devices, etc. The family should make an informed decision based on all information regarding their plan coverage and related costs.**
4. Are my services that are eligible for family participation fees still being counted towards my maximum out-of-pocket amount?  
**Yes, only monthly installments are being credited. Direct services, as outlined within the *\*Notice of System Payments and Fees* you received at Intake, are still being counted towards the maximum out-of-pocket and could cause a balance due if the fee period began prior to the COVID-19 pandemic in March 2020 or if your services continue after the monthly installments resume after the COVID-19 pandemic restrictions have been lifted.**

*\*Contact your Service Coordinator if you unable to locate this document.*



**Early Intervention  
Central Billing Office**  
PO Box 3725  
Springfield, IL 62708-3725  
Phone #: 1-800-634-8540

## Family Participation Fee Invoice

Invoice Date: 01/01/21

**Payment Due Date:** 01/25/21

Please allow 7 to 10 business days for the payment to be credited to your

PARENT TESTCASE  
123 ANYSTREET  
ANYTOWN, IL 99999

**EI Child's Name:** Johnny Testcase  
**EI Number:** 111111  
**EI Account Number:** 000111111/01  
**IFSP Dates:** 09/08/20 - 09/07/21  
**Invoice Number:** CC220168  
**Sibling(s):**

- > It is your responsibility to contact your Service Coordinator if you have any change in name/address or questions.
- > Acceptable payment methods include check or money order made payable to the **Illinois Department of Human Services. Do Not Send Cash.**
- > Keep the top portion of this invoice for your records. Please carefully detach the remittance stub form below and return it with your payment in the enclosed envelope.
- > Please refer to the back of this document for important information regarding Family Participation Fee policy.
- > If your family begins a second or third IFSP, you may receive multiple statements simultaneously, indicated by different suffix on account number.

### SUMMARY OF ACCOUNT ACTIVITY

<b>Monthly Level Payment</b>	\$ 20.00
CBO Payments to Date for Services Subject to Fees	\$117.92
Family Payments to Date towards Maximum Out Of Pocket	\$ 0.00
Total Adjustments/Credits for current IFSP	\$ 60.00
Amount and Date of most recent payment	\$ 0.00
<b>Minimum Due</b>	<b>\$ 0.00</b>

#### Key Term Definitions:

**Monthly Level Payment:** Amount calculated by taking Maximum and dividing by number of months in IFSP for easier budgeting purposes.

**CBO Payments to Date for Services Subject to Fees:** Total amount EI has paid since beginning of IFSP.

**Family Payments to Date towards Maximum Out of Pocket:** Total amount you have paid towards the Maximum for the current IFSP.

**Total Adjustments/Credits for current IFSP:** Amount of any credits approved based on policy.

**Minimum Due:** Amount calculated your family must pay immediately to avoid delinquency and potential lapse in services. This amount is calculated using the Monthly Level Payment multiplied by the number of months that have passed within the current IFSP.



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<b>EI Child Name</b>	JOHNNY TESTCASE
<b>EI Child Number</b>	111111
<b>Account Number</b>	000111111/01
<b>Invoice Number</b>	CC202645
<b>Due Date</b>	01/25/21
<b>Minimum Due</b>	<b>\$ 0.00</b>
<b>Enter Amount Paid</b>	\$

PARENT TESTCASE  
123 ANYSTREET  
ANYTOWN, IL 99999

\*Please allow 7 to 10 business days for the payment to be credited to your account.

\*If your family begins a second or third IFSP, you may receive multiple statements simultaneously. Please note the different suffix on the account number for proper credit to your accounts.