

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON**

**RESOLUTION NO. \_\_\_\_\_**

Authorizing The Department Of Community Justice - Family Court Services: Safety First Supervised Parenting Time Program To Establish And Charge Fees For Visitation Services

**The Multnomah County Board of Commissioners Finds:**

- a. Family Court Services has received grant funding from the Office on Violence Against Women to develop and provide supervised parenting time and safe exchange services to families in the tri-county area impacted by domestic violence.
- b. The Office on Violence Against Women Safe Havens: Supervised Parenting Time and Safe Exchange Grant Program authorizes grantees to charge fees for visitation services provided that they are equitable and do not create barriers to services for victims of domestic violence. Fee revenue offsets costs not covered by the grant, specifically, program supplies, language services and additional program staff costs.
- c. The county program, called Safety First, proposes to charge a fee for supervised visits and safe exchanges. The fee will be assessed according to the attached sliding scale, which is based on federal poverty guidelines and updated annually. The primary purpose of the fee is to create incentives for participants to comply with policies and procedures surrounding attendance, timely arrival and appropriate cancelation of visits/exchanges.

**The Multnomah County Board of Commissioners Resolves:**

1. The Department Of Community Justice - Family Court Services may collect the Safety First Program Fees attached as Exhibit A, in accordance with the attached sliding fee schedules based on federal poverty guidelines and adjusted annually accordingly.
2. Visitation fee policies and procedures will comply with requirements of the Office on Violence Against Women and Multnomah County treasury and finance protocols.

**ADOPTED this 3<sup>rd</sup> day of May, 2012.**

**BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON**

\_\_\_\_\_  
**Jeff Cogen, Chair**

**REVIEWED:  
JENNY M. MORF, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON**

**By** \_\_\_\_\_  
**Jacqueline A. Weber, Deputy County Attorney**

**SUBMITTED BY: Scott Taylor, Director, Department of Community Justice**

## **SAFETY FIRST PROGRAM FEES**

### **Program Fees**

- Safety First collects fees for services from the visiting parent, unless the Court has specifically assigned the residential parent responsibility for payment of the fee.
- Fees are charged on a sliding scale based on federal poverty guidelines
- The fee for a visit is between \$2.00 and \$60.00
- The fee for a parenting time exchange is between \$2.00 and \$30.00
- Payment is tracked through a QuickBooks accounting program managed by the program coordinator and Family Court Services support staff.
- Fee revenue is deposited directly into the Safe Havens grant fund. Revenue is managed in keeping with Multnomah County and OVW budget, finance and treasury protocols.
- Fee revenue is used solely for the purpose of offsetting the cost of providing supervised parenting time services. Fee revenue may be applied to program expenses not covered by or budgeted for in the grant, such as, facility maintenance, snacks, materials, interpretation and translation services and other program expenses.

### **Fee Payment**

- Responsible participants complete a Fee Agreement Form during orientation in order to establish a fee.
- The Fee Agreement Form establishes the fee for services and the Handbook for Parents informs participants of fee payment protocols.
- Participants may pay with cash or money orders. The program coordinator must approve acceptance of personal checks. No checks for amounts less than \$25.00 will be accepted.
- Visitation/exchange fees are collected at least forty-eight hours prior to a scheduled visit/exchange. However, parents are encouraged to pay the fee for an upcoming visit prior to the preceding visit.
- If payment for a visit/exchange is not received by forty-eight hours prior to a visit, the visit may be cancelled.
- Parents that routinely do not pay program fees may have to make alternative payment arrangements with program staff.

### **Late and Missed Visit Fees**

- The visiting parent may be charged a full visit fee if they cancel a visit/exchange less than 24 hours in advance or do not show for a visit/exchange.
- Visiting parents may be charged \$1.00 for each minute they are late beginning ten minutes after their scheduled arrival time.
- Late cancellation/no-show fees should be paid prior to the next scheduled visit/exchange.

### **Fee Policy Information**

- Participants are informed in person and in the Handbook for Parents of the fee policy at the time of orientation.
- Participants must demonstrate proof of income during orientation and sign a Fee Agreement if they have been assessed a fee for parenting time services.
- Fees are reviewed annually or at the specific request of participants if their circumstances change.

### **Fee Policy Adjustments**

Safety First recognizes that participants face financial difficulties and changes in circumstances. Safety First will have conversations with participants when appropriate to make adjustments in

fee payment when circumstances warrant an exception. These decisions are made in consultation with participants and with the final approval of the Safety First Program Coordinator. Visiting parents that are victims of domestic violence may have their fees waived.

**Supervised Visit Fee Schedule**  
Based on 2012 Federal Poverty Guidelines

|                    | <b>\$2.00 Fee</b>       |         | <b>\$5.00 Fee</b>     |         | <b>\$10.00 Fee</b>    |         | <b>\$15.00 Fee</b>    |         | <b>\$25.00 Fee</b>    |         | <b>\$45.00 Fee</b>    |          |
|--------------------|-------------------------|---------|-----------------------|---------|-----------------------|---------|-----------------------|---------|-----------------------|---------|-----------------------|----------|
|                    | <b>(Up to 133% FPL)</b> |         | <b>(133-167% FPL)</b> |         | <b>(167-200% FPL)</b> |         | <b>(200-233% FPL)</b> |         | <b>(233-300% FPL)</b> |         | <b>(300-400% FPL)</b> |          |
|                    | <b>Monthly</b>          |         | <b>Monthly</b>        |         | <b>Monthly</b>        |         | <b>Monthly</b>        |         | <b>Monthly</b>        |         | <b>Monthly</b>        |          |
| <b>Family Size</b> | <b>1</b>                | \$1,237 |                       | \$1,553 |                       | \$1,860 |                       | \$2,167 |                       | \$2,790 |                       | \$3,720  |
|                    | <b>2</b>                | \$1,676 |                       | \$2,104 |                       | \$2,520 |                       | \$2,936 |                       | \$3,780 |                       | \$5,040  |
|                    | <b>3</b>                | \$2,115 |                       | \$2,655 |                       | \$3,180 |                       | \$3,705 |                       | \$4,770 |                       | \$6,360  |
|                    | <b>4</b>                | \$2,554 |                       | \$3,206 |                       | \$3,840 |                       | \$4,474 |                       | \$5,760 |                       | \$7,680  |
|                    | <b>5</b>                | \$2,993 |                       | \$3,758 |                       | \$4,500 |                       | \$5,243 |                       | \$6,750 |                       | \$9,000  |
|                    | <b>6</b>                | \$3,431 |                       | \$4,309 |                       | \$5,160 |                       | \$6,011 |                       | \$7,740 |                       | \$10,320 |
|                    | <b>7</b>                | \$3,870 |                       | \$4,860 |                       | \$5,820 |                       | \$6,780 |                       | \$8,730 |                       | \$11,640 |
|                    | <b>8</b>                | \$4,309 |                       | \$5,411 |                       | \$6,480 |                       | \$7,549 |                       | \$9,720 |                       | \$12,960 |

**Supervised Visit Fee Schedule**  
Based on 2012 Federal Poverty Guidelines

|                            |
|----------------------------|
| <b>\$60.00 Fee</b>         |
| <b>(Over 400% FPL)</b>     |
| <b>Monthly</b>             |
| <b>\$3,721 &amp; Over</b>  |
| <b>\$5,041 &amp; Over</b>  |
| <b>\$6,361 &amp; Over</b>  |
| <b>\$7,681 &amp; Over</b>  |
| <b>\$9,001 &amp; Over</b>  |
| <b>\$10,321 &amp; Over</b> |
| <b>\$11,641 &amp; Over</b> |
| <b>\$12,961 &amp; Over</b> |

**Exchange Fee Schedule**  
Based on 2012 Federal Poverty Guidelines

|                    |          | <b>\$2.00 Fee</b>       |   | <b>\$5.00 Fee</b>     |   | <b>\$10.00 Fee</b>    |   | <b>\$15.00 Fee</b>    |   | <b>\$20.00 Fee</b>    |   | <b>\$25.00 Fee</b>    |   | <b>\$30.00 Fee</b>     |
|--------------------|----------|-------------------------|---|-----------------------|---|-----------------------|---|-----------------------|---|-----------------------|---|-----------------------|---|------------------------|
|                    |          | <b>(Up to 133% FPL)</b> |   | <b>(133-167% FPL)</b> |   | <b>(167-200% FPL)</b> |   | <b>(200-233% FPL)</b> |   | <b>(233-300% FPL)</b> |   | <b>(300-400% FPL)</b> |   | <b>(Over 400% FPL)</b> |
|                    |          | <b>Monthly</b>          |   | <b>Monthly</b>        |   | <b>Monthly</b>        |   | <b>Monthly</b>        |   | <b>Monthly</b>        |   | <b>Monthly</b>        |   | <b>Monthly</b>         |
| <b>Family Size</b> | <b>1</b> | \$1,237                 | ⇒ | \$1,553               | ⇒ | \$1,860               | ⇒ | \$2,167               | ⇒ | \$2,790               | ⇒ | \$3,720               | ⇒ | \$3,721 & Over         |
|                    | <b>2</b> | \$1,676                 | ⇒ | \$2,104               | ⇒ | \$2,520               | ⇒ | \$2,936               | ⇒ | \$3,780               | ⇒ | \$5,040               | ⇒ | \$5,041 & Over         |
|                    | <b>3</b> | \$2,115                 | ⇒ | \$2,655               | ⇒ | \$3,180               | ⇒ | \$3,705               | ⇒ | \$4,770               | ⇒ | \$6,360               | ⇒ | \$6,361 & Over         |
|                    | <b>4</b> | \$2,554                 | ⇒ | \$3,206               | ⇒ | \$3,840               | ⇒ | \$4,474               | ⇒ | \$5,760               | ⇒ | \$7,680               | ⇒ | \$7,681 & Over         |
|                    | <b>5</b> | \$2,993                 | ⇒ | \$3,758               | ⇒ | \$4,500               | ⇒ | \$5,243               | ⇒ | \$6,750               | ⇒ | \$9,000               | ⇒ | \$9,001 & Over         |
|                    | <b>6</b> | \$3,431                 | ⇒ | \$4,309               | ⇒ | \$5,160               | ⇒ | \$6,011               | ⇒ | \$7,740               | ⇒ | \$10,320              | ⇒ | \$10,321 & Over        |
|                    | <b>7</b> | \$3,870                 | ⇒ | \$4,860               | ⇒ | \$5,820               | ⇒ | \$6,780               | ⇒ | \$8,730               | ⇒ | \$11,640              | ⇒ | \$11,641 & Over        |
|                    | <b>8</b> | \$4,309                 | ⇒ | \$5,411               | ⇒ | \$6,480               | ⇒ | \$7,549               | ⇒ | \$9,720               | ⇒ | \$12,960              | ⇒ | \$12,961 & Over        |