



**NOTICE OF MAINTENANCE FEE TO BE CHARGED  
(THIS IS NOT A BILL)**

Date: \_\_\_\_\_

RE: Client Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Admitted: \_\_\_\_\_

Your Monthly Fee: \$ \_\_\_\_\_

This is to inform you of the monthly maintenance fee that you are responsible to pay to the department. If you sent in a completed financial information form (CF 280), the fee listed above is based upon your ability to pay as required by s. 402.33, Florida Statutes, and Chapter 10-6, Florida Administrative Code.

If the form has not been completed, the fee above may be the full cost of care. Once the financial information form is received by the department, the fee will be charged based on your ability to pay, and will probably be lower than the full cost assessment, if applicable.

You may request a review of the assessed fee. This request must be in writing to the person named below, at the address shown. You must include information on why the fee should be reduced or waived. Please provide documentation of unusual or extraordinary expenses to support your request. The request should be made within 90 days of the date of this notice. If your request is denied, you have the right to appeal the decision, within 30 days of the date of denial, according to Chapter 120, Florida Statutes.

Federal law provides that benefit payments (SSA, SSI, VA, Railroad Retirement) received by clients cannot be subject to attachment, garnishment, execution, levy or other legal process. The department cannot initiate legal proceedings to require payment of these funds. In addition, failure to pay will not result in the loss of services.

To obtain a financial information form and assistance in completing it or if you have questions on the assessed fee or the review process, please contact the person shown below.

Fee Collection Manager: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: Department of Children and Families, District \_\_\_\_\_

Attention: Fee Collection Unit