

Policy Name:	<b>IFSC Annual Fee Policy</b>
Applicable to:	Programs; Program Specialist
Effective Date:	January 2022
Date(s) of revision:	April 2022; May 2022
Other References:	Tool FF; IFSC Annual Update Form
Location:	Program Guide; IFSC Staff Guide

### **Policy:**

Starting in July 2022, all programs that have earned the Iowa Family Support Credential (IFSC) or that are accepted into the Iowa Family Support Credential process for the program's first credential will incur a fee in July of each year for continued participation in the credential. This fee will be based each year on the planned family service capacity of the program. The planned family service capacity is determined based on the funded capacity of the program by all funding sources. IFSC will determine the fee based on information reported to the IFSC on the IFSC Annual Update Form each year.

The fee for continued participation in the Iowa Family Support Credential will give programs access to the following opportunities:

- 5 hours of individual TA per year, this includes years when the program is not actively participating in renewal of the Iowa Family Support Credential;
- Monthly webinars highlighting topics relating to the Iowa Family Support Standards or best practices;
- Quarterly newsletters highlighting changes to the Iowa Family Support Standards, new IFSC policies, updates on best practices, or new IFSC resources and tools;
- Trainings and Professional Development as offered by IFSC.

### **Procedure:**

The Iowa Family Support Credential will require each program to fill out an IFSC Annual Update Form due by July 31<sup>st</sup> of each year. Programs will submit the form to the [IFSC Coordinator](#) via email. Programs that do not complete an annual form will be assigned in the same tier as the previous year. The IFSC will invoice each program by September 30<sup>th</sup> each year. Programs must have their invoice paid by December 31<sup>st</sup>. Invoices not paid by January 1<sup>st</sup> each year will incur a late fee and programs may have their Iowa Family Support Credential rescinded until the fee is brought current.

The IFSC annual fee will be based on the following matrix:

Tier	Capacity	Fee
1	25 families or less	\$ 350.00
2	26 – 99 families	\$ 450.00
3	100 families or more	\$ 550.00

#### **Multiple Programs Operated by One Organization:**

If an organization has two or more different programs credentialed, each program will be assigned to the appropriate tier based on the planned family service capacity of the program and the appropriate annual fee will apply.

Each program will receive a 10% discount on the annual fee. To be eligible for this discount, programs must submit the IFSC Annual Fee Update Form together and indicate each program's status as "Multiple Programs Operated by One Organization." This discount will be reflected on the invoice.

#### **One Program Operated by Multiple Organizations:**

If there is one program implemented in multiple organizations, each organization's program will be assigned to the appropriate tier based on each organization's planned family service capacity. The peer review for both options will consist of a review of the organizational standards for each organization and a review of the program standards as implemented by each organization.

##### Option 1: Combined Peer Review for All

One peer review will be conducted for the program and all organizations. Each organization is assigned the appropriate tier based on each organization's planned family service capacity.

##### Option 2: Individual Peer Reviews

One peer review will be conducted for each organization in the program as an individual peer review. Each organization is assigned the appropriate tier based on each organization's planned family service capacity.

Each organization will receive a 10% discount on the annual fee. To be eligible for this discount, organizations must submit the IFSC Annual Fee Update Form together and indicate the peer review type under "One Program Operated by Multiple Organizations." This discount will be reflected on the invoice.

Questions about tier assignments should be sent to the [IFSC Coordinator](#).