

# FRA Billing Policies & Guidelines For Registration of Classes and Programs 2015-2016

These policies address the following classes and programs of FRA and the TECHConnection: Real Life Connections, Independent Living Connections, Dance with Jay, Karate, Yoga, LEAP, STEP Program, and Saturday LIFE.

## 1. REGISTRATION PROCESS

- A. The following paperwork is necessary for registration:
- FRA registration form (2pages); with Emergency information and Photo Release
  - Class registration form for *each class* you wish to participate, (i.e., ILC, Dance, Summer, etc.)
  - Any required deposit
  - These FRA Policy & Guidelines, last page **SIGNED**.
- B. Submit all COMPLETED forms noted above with any required deposit, *either by mail, online or in person*, to the FRA registration representative.
- **NO PHONE REGISTRATION WILL BE ACCEPTED.**
  - Online Registration is available
  - Your Support Coordinator or Case Manager can not register you for a class,
  - Do not register personally with any FRA staff, teacher, or Administrator
  - You will only be contacted by FRA after your registration is received if there is no room in a class and you are being put on a waiting list.
- C. All registration forms must be submitted to FRA at least two weeks prior to the start of each and every class or session.
- Most classes are set for 10 - 12 week sessions
  - Classes are on a *first come first serve basis*.
  - No spot will be held or automatically carried over into the next set of classes for any student.
  - There is a \$25.00 late fee charged for submitting your registration within 7 days prior to the start of any class.
- D. New class registration and emergency forms must be in the office prior to the start of each class AND each new session during the year, depending on how the class is scheduled (for 8, 10 or 12 weeks). No student will be allowed to attend the session until all paperwork is received by the FRA registration representative.

## 2. CANCELLATION & FEES

- A. There will be a \$25.00 fee for all registration after the deadline, 7 days prior to the start of class. This does not include students waiting on their Budget Approval.
- B. Students waiting on their Self-Directed Budget Approval will be required to pay for any class taken prior to the Authorization Start Date.
- C. FRA allows for **one missed session** without any charge. The following fees will be applied for any missed sessions after the first absence:
  - \$20.00 for each RLC class missed (AM and/ or PM); not to exceed \$40.00 per missed class daily for RLC.
  - 1. \$25.00 for each ILC class missed (AM and /or PM); not to exceed \$50.00 per missed class daily for ILC.
  - 2. \$15.00 for a missed class of Dance with Jay.
  - 3. \$20.00 for a missed class of Karate with Jay.
  - 4. \$34.00 for a missed class of Saturday LIFE.
  - 5. \$40.00 for a missed summer LEAP class.
- D. All balances for missed classes must be paid in full prior to enrolling in the next 12 week session unless prior approval received by the FRA Executive Director.
- E. All balances denied or not paid by Easter Seals will be the full responsibility of the client/guardian. These balances are required to be paid in full prior to the next registration, unless prior approval received by the FRA Executive Director.
- F. FRA expects all students to be picked up within 15 minutes of the end of all scheduled class times. FRA expects to be notified of any delay in pick up of the student. FRA will impose a \$10.00 charge for each additional 15 minutes that the student remains in our care. FRA does not provide an aftercare program and has an expectation that all clients will adhere to the proper pick up times.

## For Individuals Using DDD Self-Directed Day Service Budgets

### 3. GUIDELINES FOR DDD PAPERWORK

- A. FRA recommends that students submit as much of their yearly schedule as possible at their annual budget meeting with their Support Coordinator to reduce paperwork confusion, budget issues and problems with time constraints.
  - FRA must have written confirmation of the authorization of your budget for the specific class, PRIOR to the student attending the first day of class from your Support Coordinator.

- Authorization alone through your Support Coordinator **does not guarantee a place in the class** of your choice.
  - Any classes attended prior to the receipt of the Budget Authorization paperwork with the approved start date, will become the client's full financial responsibility.
  - Submitting your full year's classes will not change FRA's policy of registering with each new session. This will just eliminate the need for a new budget approval for each new session.
- B. The Budget Approval and Date of Authorization from Easter Seals should be received by FRA prior to the start of class. However, FRA understand there can be delays beyond your control and these will be dealt with in a case by case manner AND **written confirmation from your Support Coordinator will be accepted** when there is a delay in paperwork.
- C. Any delays in gaining an Authorization from Easter Seals as a result of late filing by the student/family will require the session to be paid in full prior to attending the class that day, as it is unlikely the your Self-Directed Budget will be back dated.

#### 4. BILLING for DDD

- A. FRA can only be paid AFTER services/classes are provided. This is a cumbersome process that is most dependent on getting your signed and dated paperwork back to FRA as quickly as possible.
- B. FRA must submit to Easter Seals documentation of attendance and a Billing Authorization form complete with dates and cost for each session attended.
- A billing form will be GIVEN to each client/family, as required by Easter Seals
  - SIGN and RETURN this form to FRA within **5 days**
  - FRA must attach and complete additional information to be submitted to Easter Seals.
  - **DO NOT FORWARD THE SIGNED BILLING AUTHORIZATION DIRECTLY TO EASTER SEALS OR YOUR SUPPORT COORDINATOR!!!**  
This can further delay the process and result in denial due to billing inaccuracies.
- C. Failure to comply with the billing policy in a timely manner **will** result in the student not being allowed to attend class until the signed paperwork is received.

**PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS**  
**SIGN AND RETURN PAGE 4**



## FRA Billing Policies & Guidelines For Registration of ALL Classes and Programs 2015- 2016

**PLEASE SIGN AND RETURN THIS WITH YOUR REGISTRATION**

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I have read the FRA Billing Policies and Guidelines for Registration of All Classes and Programs 2015-2016.

FRA requires that you agree to the conditions of our online Policy & Guidelines by submitting your electronic signature. By completing the section below, I agree that my name and initials will serve as the electronic representation of my signature for the certification of this document. I fully understand the Registration Process, the Cancellation and Fees section in addition to the DDD Billing section (if applicable) and agree to all terms and conditions, as set forth in.

Your full name: \_\_\_\_\_ Your Initials: \_\_\_\_\_

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

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