

20.0. KIDS COUNSELING REIMBURSEMENT PROGRAM – COUNSELING CHILDREN AND YOUTH (C.O.P.S.) KIDS

20.1. SCOPE:

This Standard Operating Procedure (SOP establishes guidelines for the Concerns of Police Survivors (C.O.P.S.) Counseling for Children and Youth (C.O.P.S. Kids).

20.2. OBJECTIVE:

To provide guidelines for submitting an application for assistance of fees associated with “out-of-pocket” costs to the parent/legal guardian for the counseling services provided for the dependent child as defined in paragraph 20.3 A or adult child as defined in paragraph 20.3 C.

20.3. ELIGIBILITY:

- A. Any dependent child of a law enforcement officer who died in the line of duty according to C.O.P.S. membership guidelines is eligible for this program.
- B. Eligibility for financial assistance with counseling expenses ceases with the child’s 22nd birthday.
- C. Age Waiver Request: Adult Children may request an age waiver in writing to the C.O.P.S. National Board, to support the providing of, or the continuation of counseling services past the current SOP restriction of the 22nd birthday. The C.O.P.S. National Board’s decision is final.
- D. The surviving parent may also be eligible for counseling reimbursement if the counseling received is in direct relation to a prescribed treatment plan for the child or is a family counseling treatment session held in conjunction with the child.

20.4. PROCESS:

- A. An application (see attached form) must be completed and submitted to the C.O.P.S. National Office for each dependent aged child to which financial assistance is being requested, along with a copy of the child’s birth certificate, proof of health insurance, or no insurance.
- B. Deadlines: Application must be submitted within 180 days of last appointment.
- C. If the officer’s death is pending approval by PSOB, FOP, FBI, or NLEOMF as a LODD, the Executive Director can determine eligibility.
- D. C.O.P.S. Staff will determine eligibility of all related documents.
- E. The C.O.P.S. Staff will notify the licensed counselor/practitioner listed on the application of the possible out of pocket financial assistance provided by C.O.P.S. and request the following information:

1. Copy of state license, certification of degree in field of practice.
 2. Proof of malpractice insurance, if applicable.
 3. Completed and signed IRS Form W-9.
 4. Payment process and documentation of billing.
- F. The C.O.P.S. Staff will determine the amount owed for payment or for reimbursement for the out-of-pocket expenses with an Explanation of Benefits from the insurance provider or a receipt from the mental health provider showing the amount paid.
- G. C.O.P.S. Staff will issue payment.
- H. The C.O.P.S. Staff will record the payment amount only in the database under the ES101 tab on the child's record. All other records regarding the counseling will be maintained in strict confidence in accordance with SOP 15.0.
- I. Appeal Process: If C.O.P.S. Staff determines the request does not fit within the scope of the counseling program, the applicant will be notified. The applicant may appeal the decision to the C.O.P.S. National Board. The C.O.P.S. National Board's decision is final.

20.5. MONETARY LIMITATIONS PER CHILD:

- A. There is a \$6,000 lifetime limit on counseling assistance per each eligible child.
- B. There is a \$500 per year limit on prescribed psychological medication. Medication payments per year count towards the \$6,000 lifetime limit for the child.
- C. There is a \$4,000 lifetime limit on family/group/parenting classes.

20.6. REAPPLYING FOR ADDITIONAL ASSISTANCE:

- A. The parent/legal guardian for the depending child as defined in paragraph 20.3 A above or adult child as defined in paragraph 20.3 C above may apply for additional assistance by writing a letter to the C.O.P.S. National Board asking for additional "C.O.P.S. Kids" counseling assistance.
- B. Additional financial assistance will be given consideration by the C.O.P.S. National Board on a case-by-case basis if surplus funds exist in the "C.O.P.S. Kids" account.

20.7. CONFIDENTIAL, PRIVILEGED INFORMATION:

All information submitted to C.O.P.S. in conjunction with the "C.O.P.S. Kids" program will be treated as confidential and privileged information. Family surnames and names of children will never be included in any printed report that leaves the C.O.P.S. National Office.

Approved by the National Board on January 31, 2021