

# FAMILY FEE PROCESS

## What Is a Family Fee?

In providing subsidized child care, there is an expectation that families share in the cost of child care. Family fees help to expand services to other families in need of subsidized child care assistance. A family fee schedule is prepared by the Department of Education/Early Education and Support Division, and it is based on the family's adjusted gross monthly income and family size. Family fees are on a sliding scale and are applied when a family reaches 50% of the state median income.

As changes occur in either the family's adjusted gross monthly income, family size, or the certified hours of care, the family fee may change. Therefore, it is imperative that families report changes within five (5) days of the occurrence.

Regardless of the number of children a family may have in care; a monthly fee is assessed based on the schedule of the child who is in care the longest. The monthly fee is assessed and collected based on the certified child care hours; no fee reduction is made in consideration of any absences.

## How Does the Child Care Provider Collect the Family Fee?

The Family Services Specialist will verify the monthly fee and send a Notice of Action (NOA) to the parent, and a copy to the child care provider. This notice will state the effective date of the fee and the amount to be collected each month. The amount to be collected each month will be the same, month after month. When a new amount is assessed, both the parent & provider will be notified in writing, through a new NOA.

**Full-time fee** = will be assessed when the certified care is for **130 hours or more per month**;

**Part-time fee** = will be assessed when the certified care is for **less than 130 hours per month**.

Parents must pay their family fee monthly, IN ADVANCE, directly to the child care provider.

**For example**, the family fee must be collected at the end of September for child care services to be used in October.

The total amount of fees owed by the parent to the provider will be deducted from the provider's reimbursement for that month – **whether the provider collected the fee or not**.

As soon as the fee is paid, the provider must sign the "Family Fee Statement" on the back of the monthly Child Care Attendance Form (CCAF) certifying receipt of the family fee, the amount collected and the date it was collected.

**For families with a child using two or more providers**, the licensed provider (or the exempt provider who provides the most care) will be considered the primary provider. The primary provider will receive the notice, and he/she will be responsible for collecting the full monthly family fee.

## What Happens If a Parent Does Not Pay the Family Fee?

Family Fees will be considered delinquent when the Family Fee Statement (on the back of the CCAF) is NOT completed and signed by the child care provider, or when the full fee is not collected by the provider (as stated on the back of the CCAF).

If the provider does not collect the family fee for the month, the provider must write an explanation in the Family Fee Statement, as to why the fee was not collected. In this situation SFCS will reimburse the provider (minus the family fee) and start the delinquent fee process.

Upon determination of delinquent fees, a **Delinquent Family Fee Notice** will be mailed to the provider. The provider is given ten (10) calendar days from the date the Delinquent Notice was issued, to collect the delinquent amount, or to make a payment arrangement with the parent. On the 11<sup>th</sup> day, if no Family Fee Statement or Payment Arrangement has been received by SFCS, the parent's services will be terminated. A Notice of Action (NOA) terminating services will be mailed to the parent, as well as a Notice to the Provider (NTP).

If the parent pays the family fee before the termination date, the child care provider must sign and submit a "**Family Fee Statement**" certifying receipt of the family fee, the amount collected and the date it was collected. This receipt must be in our office on or before the termination date.

Families will be given an opportunity to make a family fee payment arrangement to pay delinquent fees to their provider. The "**Delinquent Family Fee Payment Arrangement**" must be agreed upon, completed and signed both by the parent and the child care provider. Verification of the payment arrangement must be received by our office on or before the termination date in order for services to continue. The parent must continue to pay their current monthly family fee in addition to their Delinquent Family Fee Payment Arrangement obligation in order for services to continue.★

If the completed Family Fee Statement or Delinquent Family Fee Payment Arrangement is received in our office on or before the termination date, the Family Services Specialist will issue a NOA and NTP notifying the parent and the provider that child care services will continue. Therefore, the NOA and NTP terminating services will be rescinded.

- ★ If the parent is delinquent on his/her Family Fee Payment Arrangement, or their current monthly fee, a NOA and NTP terminating services will be issued. In order to continue child care services without interruption, the parent **MUST** pay the delinquent balance and current fees, **IN FULL**, prior to the termination date.

**If you have any questions regarding this process, please call your assigned worker.**