

East Hartford School Readiness
Policies and Guidelines
Fees and Subsidies page 1 of 4
Reference (B-01/B-02/B-03/GP 15-01/14-02)

The East Hartford School Readiness (EHSR) Council requires all sub-grantees to collect parent fees based on the CT Office of Early Childhood (OEC) Sliding Fee Scale and/or Child Care Subsidies to compliment the State's reimbursement for School Readiness. The funds collected by each EHSR sub-grantee are to be utilized in the EHSRS program to enhance the program and/or services for EHSR children and families in order to ensure high quality programs. All EHSR sub-grantees shall collect parent fees based on the guidelines based on the State Median Income (SMI) levels published annually in the Federal Register.

1. For families whose incomes are less than 75% of the state's median income (SMI) guideline, EHSR sub-grantees shall determine fees for School Readiness supported child care slots based solely on the School Readiness Fee Schedule.
2. No family, regardless of the number of children participating in a EHSR program, shall be charged more than the calculated family contribution.
3. For families whose incomes are greater than 75% of the state's median income (SMI) guideline, the ten percent calculation for income over 75% SMI is now calculated for each family size and is noted in the row under the family size for each SMI range over 75%. The EHSR Council will **NOT** determine fees over 75% SMI. Programs will use the calculation provided, not to exceed their School Readiness published cost of care or the Child Day Care maximum rate. No family, regardless of income, shall be charged more than the sub-grantee's established cost of care per child. (Rev 6/12)
4. EHSR sub-grantee's shall annually publish their cost of care for School Readiness supported slots and shall file their published rate with their EHSR Council.
5. EHSR sub-grantee's shall not charge fees to families receiving TFA cash assistance whom have no earned income. In this case, there will be no fee assessed whether for the family or for a child in the family that is using the School Readiness supported slot.
6. EHSR sub-grantee's shall charge fees to families receiving TFA cash assistance who have earned income.
7. All fees from families received by EHSR sub-grantees (this includes school readiness parent share and Care4Kids collections) shall be used to support the School Readiness program in

the year they are collected. Fees from May and June can be used in the next fiscal year.

Requests to carry over additional fees must be approved by the local SRC and in turn the

SRC must seek the permission of the OEC. **EHSR sub-grantees must provide an expenditure report to the EHSR Administrator at least annually on grant award, family fees, and Care4Kids revenue in a manner determined by the EHSR Council.**

8. Care4kids policy states guidelines on how to charge families. School Readiness sub-grantees *may assist* families whose income is at or below 50% SMI and/or who meet other eligibility criteria, in applying for the Child Care Assistance Sub-grantee. **All eligible families are encouraged to, but not required to apply for Care4kids.**
 - a. No family, regardless of the number of children participating in a program, shall be charged more than the fee determined by the Care 4 Kids program.
 - b. Income determinations made by the Care 4 Kids program shall be the income determination for the program.
 - c. Family fee determined by the Care 4 Kids program shall be the family contribution determination for the program.
 - d. The SRC shall require its sub-grantees monthly to submit a report on actual Care 4 Kids income and review submission.
9. Sub-grantees are required to establish written fee policies and disseminate them to families and staff. Such policies shall address:
 - a. how family contribution is determined;
 - b. how fees are assessed and collected;
 - c. how income, family size, DSS cash assistance status, and any other eligibility factors are determined and verified;
 - d. how confidentiality of family information is maintained;
 - e. procedures addressing fee forgiveness, failure to pay, any process for temporary reduction in assessed fees, the process for appealing a fee determination, and non-payment of fees, and must share them with School Readiness families.
 - f. sub-grantees must use the parent share determination form developed by the.
10. School Readiness sub-grantees can require a deposit from all school readiness families so long as the deposit is put towards the child's last week of care. Registration fees may not be charged to School Readiness families.

Determining Family Income, Family Contribution and Fee

A. Family Income and size:

1. Are used to calculate the family contribution; and
2. Must be determined at the time of initial enrollment and minimally one additional time per year. Documentation may include availability of completed family tax return forms in April and/or sub-grantees must use three (3) most recent pay stubs. In the event a parent/guardian has just started a new job, they must obtain a letter from their employer that includes the persons start date, pay rate and hours worked weekly. New documentation is required for any change in family contribution.

B. Family contribution and fee shall be determined by:

1. Taking the computed gross annual family income;
2. Finding where on the most recently published sliding fee scale the income falls under, and,
3. Determining the per child share.

Part-Day Sub-grantee Fee Determination

Part-day EHSR programs are not required to charge fees and, at the discretion of the EHSR Council, the requirement may be waived. If an EHSR Part-day program does charge a fee, fee rates are determined by the DSS Sliding Fee Scale for part time programs. When a parent fee is charged, it cannot exceed the sub-grantees regular fee.

Scholarships

If a program chooses to offer scholarships that would change the published parent fee rate, they must have a system in place outlining steps to recruit scholarship applicants from all their families (open access) and show how the applicant was chosen and how the new fee was determined. Source of the scholarship must also be listed and may not be from the SR funds or other program participant's family share.

Outstanding Parent Balance

If a parent/guardian/family has an outstanding balance at any state and/or federally funded sub-grantee in an East Hartford School Readiness Program and refuses to pay this outstanding balance, then they may not be eligible for any state and/or federally funded slot until the balance is paid in full.

Grievance

All questions concerning families' fees may be brought to the attention of the East Hartford SR Administrator.