

	<input type="checkbox"/> Program Information <input type="checkbox"/> Procedure <input checked="" type="checkbox"/> Policy
	Document Title: <u>Child Care Payment Policy / Client Agreements</u>
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Related Documents:	

Child Care Payment Policy / Client Agreements

Section I: Agreements

Any applicant requesting childcare services from KVCAP Child & Family Services must agree to the following terms and conditions *prior* to service delivery and sign the appropriate agreement:

1. Adhere to the terms and conditions stated herein, as applicable based on state subsidy, private subsidy /scholarship or private pay, and as outlined below.
2. Agree to provide a two-week written notice when KVCAP’s childcare service is no longer needed. In the event that notice is not received, the applicant agrees to pay the full fee for service for the two-week period.
3. **Fees:**
 - The full fee for service is due the Friday before the week of service regardless of attendance, even for weeks containing a holiday, staff development day or center closing.
 - KVCAP employees who receive child care must agree to automatic payroll deduction based on payroll deduction schedule and complete appropriate KVCAP Employee Payroll Deduction Form. Employees will be provided the appropriate forms for completion at the time of enrollment. Of note: KVCAP’s Payroll Department will NOT process payroll deductions for the shut-down Christmas week in December.
 - Parents are **NOT** assessed a parent fee during the shut-down week in December. This is the only week that parents are not assessed a parent fee.
 - Parent fees will be pro-rated if there is unexpected closure of 3 or more days in the week.
 - Returned checks – Applicants will be assessed a \$20 processing fee for returned checks. After the second occurrence (within a 12-month period), cash or money order is required for all payments.
 - Private pay clients will receive a 25% discount for a second child and any additional subsequent children receiving child care services. Full-day service is only available to families who need/want full-year service.
4. **Program Closures:**
 - Programs are closed one full week per year. As stated above, no parent fee will be assessed in December during the closure week.

- To accommodate staff professional development, programs will close up to 7 days during the calendar year. A list of dates can be found on the site calendar provided to families.
- KVCAP observes 13 holidays each year.
- KVCAP C&FS may delay or close during extreme weather conditions, facility issues (i.e., no heat). Announcement of center closure or delay will be made via text or email messages (if opted in), Facebook, and phone recording.

5. **Hours of Care/Attendance:**

- Normal hours of operation are between 10-12 hours Monday through Friday at Educare Central Maine and Skowhegan Early Head Start.
- The program offers full-day/full-year services to families who are working or attending school.
- Vacation – Parents may use up to two (2) vacation weeks in a calendar year. A parent fee is assessed for both vacation weeks.
- Attendance - Regular child attendance is required. If you receive a child care voucher through the State of Maine, the maximum number of hours for excused absences is 200 hours per award year. Excused absences include holidays, vacation days, illness of child or other immediate family member, transportation, family emergencies, or catastrophic events. Once the maximum number of excused hours is reached, State subsidy payment will only be made for hours of actual attendance throughout the remainder of the award period. The parent will be responsible for the unpaid subsidized child care payment.

6. **Loss of Subsidy/Ineligibility** - Clients who lose their child care subsidy or have their award reduced through the State of Maine and no longer meet the site specific enrollment criteria will be offered continuity of Early Head Start or Head Start services that best suit the needs of the family. The Family Services Coordinator will review available options with parents/guardians. Options may include:

- Part-day/part-year programming
- HomeBased services
- Reduction of access from full-day child care to:
 - i. Infants/toddlers: 6 hours per day, 5 days per week;
 - ii. Preschoolers: 3-1/2 hours per day, 4 days per week Tuesday-Friday (follows school schedule for part-day/part-year programming)
- Private subsidy/scholarship funding may be available for continuation of full-day/full-year child care through an application process.

NOTE: If a child/family is enrolled in the 3-5 full-day/full-year program and there is a loss of subsidy AFTER the part-day program has ended for the program year, (i.e. after 5/31), the child's full-day programming will end. The child will be offered the opportunity to transition to Head Start part-day services that will begin in the fall if the child will not be attending kindergarten. In this case, the child's enrollment status remains "enrolled and returning." If the parent/guardian does not choose this option, then the child's enrollment will be terminated based on parent choice.

Children enrolled in one of our private slots will not be bumped from their slot, unless childcare payments are in arrears or there are other extenuating circumstances such as the closure of the location in which the child attends.

7. **Meals** - The program provides healthy meals and snacks for all children.

Private clients only: Parents/guardians must complete the USDA form and staff are responsible to document meal attendance for program reimbursement. The standard formulas that C&FS provides are those identified by the WIC Program as their standard formulas, or the parent may choose to provide a different formula that meets compliance. Breast milk and specifically requested formulas will be provided by the parent.

7. **Key Cards** - All Educare clients are provided a key card for access to the hallways at Educare. A \$5.00 fee will be assessed for any replacement card. Upon termination of services, key cards should be returned to the receptionist or teacher at Educare.
8. **Diapers:** The program provides diapers for children who receive a state subsidy. Private pay families must provide diapers for their child(ren).

Section II: Subsidized Childcare

Transitional/ASPIRE/Vouchers. Applicants receiving a childcare subsidy from Transitional, ASPIRE or Vouchers must agree to the following conditions, and complete the necessary paperwork, prior to service.

1. Complete an authorization form that requires the State of Maine payments to be paid directly to our program, as well as complete a release of information form that authorizes the program and the State of Maine to communicate regarding client eligibility for service, childcare payments, and service delivery timeframes.
2. Parents will be required to provide the program with a copy of the signed contract or agreement from the appropriate agency identifying who the services are for, beginning date of service, amount of child care benefit to be paid to the program, assessed parent fee, etc. During a transition period from one subsidized funding source to another, or at the beginning of service, there may be a period of time when the State of Maine releases the State Subsidy amount directly to the applicant. In this event, the applicant is responsible for the full fee for service no later than the Friday prior to the week of service.

Section III: Request for Parent Fee Waiver

Parent fee waivers are considered on a case-by-case basis when requested by the applicant and are not categorically waived.

A family may request a parent fee waiver or reduction of their assessed parent fee. All applicant parent fee waiver requests must be delivered in writing to the appropriate center staff. The center staff will review each request with the Program Director of Business & Information. The Program Director of Business & Information will then review with respective Program Director for final decision. . In addition, all KVCAP employees requesting a fee waiver must obtain approval through KVCAP's CEO.

Applicant parent fee waivers or reductions may be granted for the following reasons:

Loss of Subsidy/Transition to Private Pay: A short-term fee waiver will be considered on a case-by-case basis when requested by the applicant in cases where families lose their subsidy and must transition

from subsidized child care to private pay status (including employees) and a emergency/financial hardship occurs. A waiver cannot be more than the increase in the parent fee.

Emergency Situation/Financial Hardship: This reduction or waiver may be granted in case of special circumstances (e.g. temporary loss of job or transportation, extended illness, fire, exceptional and non-reimbursable medical, dental or household expenses). In these situations, co-payment waivers will be granted when it is expected that the family is not able to meet their financial obligations.

“Undue financial hardship” is defined as a situation in which the discrepancy between income and expenses is such that the welfare of the child and family unit is severely strained and placed in jeopardy.

All requests and approvals must be documented and time limited. but can be reviewed and renewed. If the request for a reduction or waiver is denied, the family then has one week from the date of decision to appeal the decision in writing to the C&FS Chief Operating Officer.

Action taken on all requests for parent fee reductions or waivers, whether approved or denied, shall be documented in writing and kept in the child’s electronic file.

Section IV: Definitions

State Subsidy: The portion of the childcare rate paid by the State of Maine.

Applicant Parent fee: The amount of the childcare provider’s rate that the applicant is responsible to pay.

Full fee for service: The combination of the State Subsidy and applicant co-payment.

Private pay: The applicant is not accessing subsidized care and is responsible for the full amount in accordance with rates published by the provider.

Educare Private Clients ONLY



Based upon the generosity of
The Harold Alfond Foundation
 you have been awarded a weekly scholarship
 that will support your child's enrollment at Educare Central Maine.

Scholarship and FEE Information

Child's Name: _____ **Child's Age** _____

Annual Family Income: _____

Weekly Published Rate: _____

Weekly Parent Fee: _____

Weekly Scholarship Amount: _____

Effective Date: _____

I have read, or have had read to me the **Child Care Payment Policy / Client Agreement**. I understand and accept the terms and have received a copy of all forms on this date.

Client

Date

Educare Central Maine Eligibility Specialist

Date



Client Fee Information

Child's Name: _____ **Child's Age** _____

Market Rate: _____

Subsidy Award: (Voucher, Aspire, etc) _____ **Amount:** _____

Weekly Parent Fee: _____

Harold Alfond Foundation Scholarship Amount: _____

Other Payor: (KVCC, DHHS, etc) _____ **Amount:** _____

Effective Date: _____

I have read, or have had read to me the **Child Care Payment Policy/Client Fee Agreement**. I understand and accept the terms and have received a copy of all forms on this date.

Client

Date

Educare Central Maine Eligibility Specialist

Date



Client Fee Information

Child's Name: _____ **Child's Age** _____

Market Rate: _____

Subsidy Award: (Voucher, Aspire, etc) _____ **Amount:** _____

Weekly Parent Fee: _____

Scholarship Amount: _____

Other Payor: (DHHS, etc) _____ **Amount:** _____

Effective Date: _____

I have read, or have had read to me the **Child Care Payment Policy/Client Fee Agreement**. I understand and accept the terms and have received a copy of all forms on this date.

Client Date

Eligibility Specialist Date

KVCAP EMPLOYEE PAYROLL DEDUCTION FORM

I _____, understand that payroll deduction for employee childcare services has the following conditions:

1. The Payroll Department must be notified at least three weeks in advance of the deduction going into effect or being terminated.
2. If childcare began prior to the week(s) of payroll deduction commenced, I am responsible for prepayment of childcare.
3. In the event I leave my employment with KVCAP, I understand that any outstanding childcare fees will be deducted from my last paycheck.

Effective _____ my weekly child care fee is \$_____ resulting in a bi-weekly deduction of \$_____ beginning on _____.

OR

Effective _____ my weekly child care fee payroll deduction is ending due to:

Center/Location of Child Care Services being received: _____

My signature below indicates that I am aware of these conditions and that I understand and agree to them.

Employee Signature: _____ Date: _____

Office Use Only: Account Number to be credited:

- ___ 20-54024-0180-000-40437 EDUCARE **Private** Client Fee for children ages 0-5
- ___ 20-54024-0171-000-40435 EDUCARE **Subsidized** Client Fee for children ages 0-3
- ___ 20-54024-0180-000-40435 EDUCARE **Subsidized** Client Fee for children ages 3-5
- ___ 20-54024-0148-000-40435 EDUCARE **Subsidized** Client Fee for EHS-CC ages 0-3
- ___ 20-54024-6028-000-40435 SKOWHEGAN EHS **Subsidized** Client Fee for children ages 0-3
- ___ 20-54024-6092-000-40437 NORTH ELMENTARY **Private** Client Fee for children ages 3-5
- ___ 20-54024-6092-000-40435 NORTH ELMENTARY **Subsidized** Client Fee for children ages 3-5

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(Detach and return to employee)

Employee: _____

A payroll deduction in the amount of \$ _____ for child care services will begin on pay date _____

Andrea Williams, Payroll Accountant

Date