2017-2018 Annex B w/Operational Guidance
Fee Policy Requirements for the Operation of
Army Child & Youth Programs

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Part 1

Army Child & Youth Fee Policy Background:

1. The Military Child Care Act of 1989, codified in Section 568 of the National Defense Authorization Act for 1996, requires the Department of Defense (DoD) to establish DoD-wide Child Care Fees based on Total Family Income (TFI). The Congressional intent is for Families to pay a share of their child care expenses.

2. DoDI 6060.02, *Child Development Programs (CDP)*, requires DoD to annually review and adjust the Total Family Income Range and parent fees for each TFI category. Standard DoD fee ranges/fees are established for each TFI category.

3. All fees will be implemented in accordance with the approved annual Execute Order (EXORD). **The SY 17-18 Fee Policy changes or operational guidance is identified by the bold print contained in this document.**

4. By law, military child care fees are based on TFI, not military rank or civilian grade. The Military Services subsidize fees on a sliding scale for every Family regardless of rank/grade.

5. The Army Child & Youth Fee Policy addresses Child, Youth, & School (CYS) Services Child Development Centers (CDCs), School Age Care (SAC), Part Day Programs, Hourly Child Care, Family Child Care (FCC), Outreach Services (OS) Programs, Youth Programs (YP), SKIESUnlimited Instructional Programs, Youth Sports & Fitness (YS&F), and Army Community Based Child Care Programs.

6. Based on DoD's annual review of child care fees, it was determined that fee subsidies for DoD contractors and specified space available patrons are not authorized. The term "specified space available patron" does not include active duty Military Service members with non-working spouses or DoD civilian employees paid from APF and NAF with non-working spouses. Patrons employed by other federal agencies other than DoD, retirees, and other non-eligible users will pay the non-subsidized fee. For SY 17-18, contractor employees in Total Family Income (TFI) Category 9 will pay the fee outlined as TFI CAT 9A and child care fees for current DoD contractors and specified space available patrons in TFI CATs 1-8 will continue to pay the fee based on their TFI similar to the other child and youth patrons. **All new DoD contractors, and/or specified space available patrons enrolling on/or after February 1, 2018 will pay the unsubsidized fee listed under TFI Category 9A.** Beginning in School Year 2018-2019, all contractor employees and specified space available patrons in TFI Categories 1-9 will no longer receive fee assistance and will pay the fee provided by DoD.

7. Headquarters, Installation Management Command (HQ IMCOM) will issue annual operational fee policy guidance. **Documents are located on SharePoint:**

https://army.deps.mil/army/cmds/imcom_G9/G9/CYS/Pages/Parent%20and%20Outreach.aspx

Part 2

Army Child & Youth Fee Policy General Business Practices for Installation-operated Child and Youth Programs.

1. The Army Child & Youth Fee Policy ensures that:

a. Child & youth fees are executed in a consistent manner Army-wide.

b. Families pay a share of the cost of child & youth programs.

c. Installations meet the CYS Services *Availability, Affordability, Accountability and Quality* standards and metrics.

d. Child and youth **management and clerical** staff receive training to ensure the ability to appropriately respond to parents' questions about fees.

e. Program eligibility is contingent on the sponsor status. **For a family wth a military member, the military member will be the sponsor. In a dual military family, the senior military member will be the sponsor.**

(a) Eligible patrons include: Active duty military personnel; DoD civilian employees paid from either appropriated funds (APF) or non-appropriated funds (NAF); Reserve Component military personnel on active duty or inactive duty training status; **active – duty** combat-related wounded warriors; surviving spouses of military members who died from a combat-related incident; those acting in loco parentis for the dependent child of an otherwise eligible patron; eligible employees of DoD contractors; and others authorized on a space available basis. In the case of unmarried, legally separated parents with joint custody, or divorced parents with joint custody, children are eligible for child care only when they reside with the military service member or eligible civilian sponsor at least 25 percent of the time in a month that a child receives child care through an Army program. The preceding list is not in order of priority for care.

(b) The National Defense Authorization Act (NDAA) of 2000, Title 10 U.S.C, section 1799, states that children and youth under the age of 19 who are not dependents of members of the Armed Forces or of employees of DoD, and not otherwise eligible for participation (i.e. dependents of employees of other federal entities, etc.), may participate in child and youth services if participation promotes attainment of the following objectives:

(a) Supports the integration of children and youth of military Families into the civilian community,

(b) Makes more efficient use of DoD facilities and resources, or

(c) Establishes or supports a partnership or consortium arrangement with schools and other youth services organizations serving children of members of the Armed Forces.

f. Approval to accept ineligible users must be granted in writing by HQ IMCOM. **Federal entities may include but not limited to: Federal Credit Unions, Non DODEA Schools and Post Offices.**

2. Service Payment Requirements:

a. Regularly scheduled Full Day, Part Day/Part Time and Before/After School Care fees must be paid within established semi-monthly payment periods and are due by the 5th business day of the payment cycle.

b. Vacation camp fees must be paid weekly by the **Monday** prior to the start of camp.

c. SKIESUnlimited instructional classes, youth sports, and camp fees must be paid in full prior to attendance.

d. Hourly Care must be paid in full on the day service is provided.

e. Families will not be charged for validated Army mission-related extended hours care.

3. Initial Fee Payment Requirements:

a. Full Day, Part Day/Part Time Programs and Before/After School Programs must be made at the time they accept/enroll for the child care space offered by the CYS Services Parent Central Services Office to reserve the offered space.

b. Fees must be paid in advance of the child's start date and will be based on 10 percent of the monthly payment that is credited to the first month's payment.

c. The initial fee payment is only refundable for Families who withdraw prior to the start date due to deployment, PCS, have TDY or a family emergency.

4. Late Payment Fee Requirements:

a. For services billed twice a month (1st and 15th), a one-time $10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle.

b. For any regularly scheduled activities billed on a monthly basis, a one-time late payment fee of $20.00 per child will be assessed on the 6th business day after the 1st of the month billing.

c. Families will receive a late payment notice outlining the procedures for payment and possible termination if fees are not paid.

d. SKIESUnlimited instructional classes, youth sports and weekly summer camp program fees **must be paid in full prior to attendance and** are not subject to late payment fees.

5. Late Pickup Fees:

a. CDC and SAC programs are authorized to charge a late pickup fee of $1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. After 15 minutes, the charge is $5.00 per child/per site for the next 45 minutes. CYS Services emergency procedures will be followed when the child(ren) is (are) left at the program one hour after closing the program.

b. Late pickup fees are not charged for approved mission-related circumstances or when specific arrangements to extend child care are made prior to pick up.

6. Miscellaneous Fees:

a. Parents may be charged fees to cover the cost of occasional program enhancing special events. Events may include optional trips to amusement parks, water parks, carnivals, concerts and other activities determined to be outside the program operating budget.

b. Parents are not charged fees for lost key fobs or ID cards, routine field trips, and food, supplies, materials/activities related to daily program participation.

c. Only the fees stated in this policy are authorized.

7. Suspension/Denial/Termination of Services:

a. At the end of every payment cycle, outstanding balances must be reviewed using the CYMS Global Trial Balance, Activity Trial Balance, Pass Trial Balance, and Household Balance Aging Reports.

b. Late payments for full- or part-time care will result in a notice of suspension of services when fees are not paid in full by the 2nd billing date of the month. Services will be suspended on the last day of the month until the fees are paid in full or a hardship waiver/payment plan is approved by the Garrison Commander. Services may be terminated when fees are not paid in full or a financial hardship waiver is not approved.

c. All other program fees must be paid in advance of participation. **Hourly care patrons with outstanding late pick up and/or no show fees will not be allowed to use ore reserve a space for care until the fee is paid in full.**

d. When a waiting list exists, Garrison Commanders have the authority to terminate services or grant Spouses looking for employment a one-time 90 day extension to remain in care after the initial 90-day period has passed. Patrons can loose their space with a 30 day notice.

8. Multiple Child Reductions (MCR):

a. A 15 percent MCR is applied when more than one child is enrolled in regularly scheduled child care programs (CDC, FCC, SAC, and YP before school/camp or youth sports). MCR's for child care and Youth Sports are calculated separately and may not be combined.

b. MCRs are not applied to contractor employees and specified space available patrons, Hourly Care Services, SKIES*Unlimited* fees or School Age Care occasional user fees.

9. Mission-Related Extended Hours (AR 608-10, 5-11.f.4):

a. Families are not charged for approved Army mission-related extended hours care.

b. Soldiers **(any patron)** must provide written validation confirming the need for mission-related extended hours care.

10. Refunds:

a. Refunds are not authorized for:

(1) Child absences two weeks or less.

(2) CYS Services short term program closures due to inclement weather (3 days or less), staff training (no more than 2 days per year provided patrons are provided with

advanced notification and alternate options for child care when needed), or special installation circumstances as determined by the Garrison Commander.

(3) Withdrawal from a SKIES*Unlimited* Instructional class.

(4) Unused leave/vacation.

b. Refunds are authorized for:

(1) Program closures for repair or renovation when an alternate care setting is not provided.

(2) Unexpected prolonged **(over 2 weeks with Garrison Commander's approval)** child absence due to Family emergency or extended illnesses.

(3) Other extenuating circumstances (Garrison Commander's decision).

(4) Withdrawal from a Youth Sport (occurring before mid-season of the sport).

NOTE: Garrison Commander may refund or credit fees on a case by case basis for individual Families with special circumstances when the child will not be in the program for a period of time and the fee has already been paid or when a program is closed for special circumstances. The refund must not have a significant financial impact on the program.

11. Leave/Vacation Fee Options (in CDC).

a. During the enrollment/re-registration process, Families must select either a two (2) or four (4) week leave/vacation fee option for each child.

b. Vacation must be taken in a minimum increment of five consecutive work days.

12. Fee adjustments for a Family's financial hardship waiver may be approved when a Family can demonstrate a severe hardship resulting from, but not limited to: sudden and unexpected illness or accident of the spouse or the same-sex domestic partner of an eligible DoD civilian employee; loss of the spouse's or eligible DoD civilian's same-sex domestic partner's employment or wages; property damage not covered by insurance; or extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the patron.

a. Garrison Commander may temporarily adjust fees for individual Families based on financial hardship or other special circumstances on a case-by-case basis. **Approved fees must be within the fee categories established by DoD**. Financial hardship waivers must be validated at least every 6 months.

b. Fee adjustments for financial hardships do not apply to DoD contractors, specified space available patrons, Hourly Care, Youth Sports or SKIESUnlimited Instructional Classes.

c. Families whose child care fees are 25 percent or more of their TFI must be informed they are eligible to request a financial hardship waiver.

d. The number of fee adjustments for financial hardship waivers must be reported on the Army Annual Fee Report.

13. Fee reductions for operational hardships for CYS Services direct care when staffing shortages severely impact the program's ability to operate at full capacity because of documented staffing shortages resulting from recruitment and retention issues.

a. **Operational hardships may be requested by installations that can document significant staff shortages resulting from recruitment and retention issues. Garrison Commanders must submit requests for approval of an operational hardship through their IMCOM Directorate to HQ IMCOM no-later-than (NLT) 2 March 2018.** Operational hardships must be requested and approved annually.

b. The request must include a business case citing, at a minimum, personnel recruitment and retention issues, turnover statistics, number of unfilled staff vacancies, unfilled child space vacancies and program adjustments, and other factors such as staff mission fatigue, facility openings, and competition with local labor pools.

c. Staff (direct care) fee reductions for operational hardship will not exceed 20 percent. The operational hardship reduction is calculated after the MCR and/or deployment support services reduction are applied.

d. Staff (direct care) receiving the operational hardship reductions are eligible to receive the 15 percent MCR when more than one child is enrolled in regularly scheduled child care.

e. Only one operational hardship reduction will be applied per child when more than one Family member is employed in CYS Services.

f. Operational hardships will be reported to OACSIM on the Annual Fee Review Report listing the reason, the amount of the fee reduction provided, and the type and number of staff receiving the reduction.

14. Parent Participation Fee Reduction:

a. A ten percent reduction on one month's fee for one child may be awarded for each ten hours of parent participation. Reductions are limited to 10 percent per child per month.

b. A one-time ten percent reduction may be applied to the final payment for full day, and before/after school care programs when a 30-day notification for withdrawal/disenrollment from a program is provided. This reduction is not applied to Families transitioning to other on post CYS Services programs (e.g. transitioning from CDC to SAC, etc.).

c. Parent participation points may only be used for regularly scheduled programs (e.g., full-day care, part-time care, part-day toddler/preschool, before/after school age care, and school break camps). Parent participation points will not be used to reduce hourly care fees.

d. Parent participation must be tracked in CYMS.

15. Notification to Defense civilian sponsors of potential tax liability related to on post child care subsidy:

a. The Internal Revenue Service (IRS Code Section 61) considers the fee assistance the Army provides for child care as cash income in addition to normal earnings.

b. There is no differentiation between DoD civilian employees and Military service members in regard to the fee schedule or quality of child care services provided, but there is a distinction in the treatment of this subsidy under the tax code.

c. Each year DoD determines the value of the child care subsidy. A Third Party Administrator performs this equation on behalf of DoD. Guidance is provided by DoD prior to the tax year (see Attachment 6 of Annex A). **Notification for Civilian Sponsors utilizing Department of Defense Subsidized Child Development Programs must be provided to patrons annually. Documents are located on SharePoint:**

https://army.deps.mil/army/cmds/imcom_G9/G9/CYS/Pages/Parent%20and%20Outreach.aspx

16. Army fees are used at Joint Base locations where the Army is the supporting Service.

17. Total Army Strong benefits (Deployment Support):

a. Deployment Support benefits are only authorized for eligible Army Families.

b. A Memorandum of Agreement (MOA) must be established with other Military Service Installations to ensure that Total Army Strong benefits are available to eligible Army Families assigned to that Installation.

c. Other Services located on Army Installations are NOT authorized Total Army Strong benefits.

18. DoD Contractors:

a. Fee assistance was eliminated for DoD Contractors assigned to TFI Fee Category 9 whose children receive care in military Child Development Centers, Family Child Care, School Age Care, and Youth programs.

b. Contractor employees in TFI Category 9 are not eligible to receive fee reductions (e.g., MCR, Family financial hardship waivers, etc.).

19. Training: Child and youth **management and clerical** staff must receive training on the fee policy to ensure they have the ability to respond to parent questions about the fees.

20. Standing Operating Procedures (SOP) must be established for:

a. Non-payment of child care fees, collection of delinquent fees, and denial of services.

b. Non-mission related late pick-ups.

c. Patron refund procedures.

d. Parent participation program.

e. Community based program referrals and waiting list management.

f. Financial hardship waiver request and approval.

g. FCC parent fee assistance and FCC provider support procedures for validating and approving FCC provider requests for payment.

h. Denial/termination of services.

i. Verification for spouses seeking employment or enrolled in school.

Part 3

Army Child & Youth Fee Policy Total Family Income (TFI) Guidance

1. The Secretary of Defense prescribes policy that requires the Military Services to establish child care fees based on TFI for children regularly attending Military Child Development Programs.

2. Parent fees are determined during the CYS Services **enrollment process** for regularly scheduled CDC, SAC or YPs before school or camp programs and during annual registration/re-registration thereafter. Note: Garrisons must upload new fee information into the Army Child and Youth Management System (CYMS) before the new Army Child and Youth Fee Policy is implemented. **Since fees are updated in CYMS during the beginning of the new fee year, parent fees are re-verify during the re-registration process for Families.**

3. CYS Services Parent Central Services staff:

a. Reviews TFI documentation to determine the Family's TFI Fee Category.

(1) Families that fail to show proof of TFI are charged Category 9 parent fees. If the required documents are provided at a later date, the TFI Category is adjusted accordingly and new fees are effective from that date.

(2) Fees for Families utilizing Family Care Plans or other temporary guardianships are calculated based on sponsor's TFI.

b. Calculates the TFI.

c. Identifies TFI Fee Category.

d. Informs Family of their program fee/s.

e. Inputs Family income data into the CYMS.

f. Maintains a copy of TFI documentation at Parent Central Services through the end of the applicable annual registration period **and documentation for applicable year's fee audit.**

4. Total Family Income:

a. TFI is all earned income including wages, salaries, tips, special duty pay (flight pay, Active Duty demo pay, sea pay), and Active Duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income including SSI paid to the spouse and VA benefits paid to the surviving spouse before deductions for taxes.

b. TFI calculations must include quarter's subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind.

(1) For dual military living in government quarters include Basic Allowance for Housing with Dependents Rate (BAH RC/T) of the senior member only; for Defense civilian OCONUS include either the housing allowance or the value of the in-kind housing provided.

(2) Rather than use the Basic Allowance for Housing (BAH) listed on the Leave and Earning Statement (LES), installations must use the Non-Locality Basic Allowance for Housing with Dependents Rate (BAH RC/T) for all members, regardless of whether they live in government housing or off the installation.

(3) The local BAH rate is used in locations where the military members receive less than the BAH RC/T allowance. The local BAH rate is located at: http://www.defensetravel.dod.mil/site/bah.cfm.

c. Family Subsistence Supplemental Allowance (FSSA) is not included in the TFI calculation. Families receiving the FSSA will be reported as financial hardship waiver cases on the DoD Fee Review Report.

d. TFI calculation should not include alimony, and child support received by the custodial parent, SSI received on behalf of the dependent child, reimbursement for educational expenses or health and wellness benefits, Cost of Living Allowance (COLA) received in high cost areas, temporary duty allowances, or re-enlistment bonuses. Refer to DoD Form 2652 (DD Form 2652, May 2014) Application for Department of Defense Fees or electronic equivalent.

e. Record TFI on DD Form 2652, Application for DoD Child Care Fees or electronic equivalent.

f. Refer to Annex E – Total Family Income Tip Sheet. **Documents are located on SharePoint:**

https://army.deps.mil/army/cmds/imcom_G9/G9/CYS/Pages/Parent%20and%20Outreach.aspx

5. The TFI Documentation for Fee purposes will be based on **a full month of income**:

a. Military sponsor's current LES.

b. Civilian sponsor's current LES.

c. Spouse's/partner's LES, W-2 forms, and/or other income documentation.

d. Schedule C (IRS return) from previous year to demonstrate wages from self-employment.

e. Letter from employer if spouse has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours in order to calculate an annual pay estimate. Pay stub must be submitted following the first month of employment.

6. Non-Locality Basic Allowance for Housing:

a. TFI includes the Non-Locality Basic Allowance for Housing with Dependents Rate (BAH RC/T) for all military members regardless of whether they live in government housing or off the installation.

b. The BAH RC/T chart is located at http://www.defensetravel.dod.mil/site/bah.cfm. Open the website. On right side of the screen under "Quick Links and Resources" click on "Non-Locality Rates." To locate the BAH RC/T chart, find the appropriate calendar year.

7. Fees for Legally Separated Families are contingent on a legal separation document, a signed separation agreement, or a notarized statement explaining that the parents are separated and unable to reconcile their marital relationship, civil union, or domestic partnership. **See Annex E – Total Family Income Tip Sheet for additional information. Documents are located on SharePoint:**

https://army.deps.mil/army/cmds/imcom_G9/G9/CYS/Pages/Parent%20and%20Outreach.aspx

8. Fees for Blended Married Families will be based on the TFI of the household.

9. Maintenance and Security of Documents:

a. Parent Central Services will retain current financial pay information and previous years' documentation. Parent Central Services must destroy previous years' financial documentation following completion of the annual fee audit.

b. Social Security Numbers (SSNs) except for the last four digits are redacted on all printed documents after Sponsor LES information is entered into CYMS.

c. The full sponsor SSN should be entered into the encrypted CYMS Family Member #1 field. The SSN should not be visible to any user logged in under the regular user ID. SSN will not be displayed on CYMS reports except on a limited controlled access basis.

d. LES or similar paperwork must remain in the Parent Central Services Offices and *will not* be forwarded or visible on Profile Print to the CYS Services programs, i.e., CDC, SAC, YP, etc.

e. Access to Family financial files in CYMS will be limited to "need to know personnel," (i.e., Outreach Services Director, Parent Central Services Registration staff). All "need to know" personnel must be advised of the Privacy Act requirements as well as their responsibilities for ensuring the security of all financial and personnel information.

f. LES documentation will not be transmitted to a gaining Installation during the CYMS Global Data Transfer.

10. TFI category is adjusted when:

a. The unemployed spouse finds paid employment.

b. There is a documented reduction in TFI (e.g. change from full time to part time, furlough, loss of or new employment of unemployed spouse, etc.).

c. A financial hardship waiver is granted to change the TFI Category.

d. A TFI calculation error places Families in a higher TFI Category. Retroactive credit (from the date of the error) will be applied to the Family household. When TFI calculation errors result in underpayment, Families are notified that fees will be adjusted during the next re-registration, unless the mistake is determined to be fraudulent.

11. Parent Fees are adjusted when:

a. The Family moves to a new TFI Category (e.g. during re-registration or when an unemployed spouse looking for work finds employment).

b. Children transition between programs with different fees, (e.g., full-day care to Kindergarten, full-day to part-day, after school to summer camp, child development center to family child care, etc.). NOTE: Parent fees are not recalculated; CYMS will adjust the fees once the child is enrolled into the applicable program.

c. Army fee policy directs a fee change.

d. A financial hardship waiver is approved.

12. Annual Fee Audit: Request the supporting internal review office conduct an annual audit to ensure Families are placed in the correct TFI category. Completion of the annual fee audit must be verified during the Army Higher Headquarters Inspection (AHHI).

Part 4

Army Child, & Youth Fee Policy Child Development Centers (CDCs) Fee Guidance

1. Annual Army Fee Guidance applies to the following regularly scheduled programs in CDCs and Child Development Homes:

a. Full-day child care (6-12 hours per day)

b. Part-time child care (less than six hours per day)

c. Part-day preschool/toddler child care operates:

(1) Three hours/five days per week (15 hours per week)

(2) Three and a half hours/four days per week (only for Installations operating on a four-day work week).

(3) Three hours/three days per week (nine hours per week)

(4) Three hours/two days per week (six hours per week)

d. Part day pre-K *Strong Beginnings* operates:

(1) Three hours/five days per week (15 hours per week)

(2) Three and a half hours/four days per week (only for Installations operating on a four-day work week).

(3) Strong Beginnings summer program **(3 hour program**s) will follow part-day pre-school fees.

(4) Children attending a school system's preschool wrap-around care will follow the Kindergarten fees.

e. Installations are not authorized to operate "non-standard" child and youth programs.

2. Kindergarten before and after fees are based on the number of child care hours required to supplement the kindergarten school schedule.

a. Children enrolled in Full Day kindergarten program will be charged the SAC before and after school fees.

b. Children enrolled in a morning or afternoon kindergarten program will be charged the Part Time Kindergarten Fees.

c. Kindergarten children advance to the School-Age Care program at the beginning of the next new school year. Kindergarten summer camp serves children who have completed Kindergarten and follows the SAC camp weekly fees.

3. Hourly care is $4.00 per hour, per child. Hourly care may be reserved/charged in 30-minute or one-hour increments.

Part 5

Army Child, & Youth Fee Policy School Age Care (SAC) Fee Guidance

1. SAC Fees:

a. Parent fees for regularly scheduled Before School, After School, and Before & After School Programs include care at no additional cost for regularly scheduled children during the following out of school time periods:

(1) Full days on School Out Days.

(2) Spring/Fall/Winter school breaks, teacher in-service.

(3) School cancellations due to snow days/inclement weather.

(4) Other school delays/early dismissals.

(5) Partial vacation weeks between full summer camp weeks and the beginning or end of school ("gap days") are treated as school out days and are included in the before and after school fees.

b. Children enrolled in 5th grade pay the SAC fees regardless of the school configuration or location of program.

2. Kindergarten before and after fees are based on the number of child care hours required to supplement the kindergarten school schedule.

a. Children enrolled in a full-day kindergarten program will be charged the SAC before and after school fees.

b. Children enrolled in a morning or afternoon kindergarten program will be charged the part-time Kindergarten fees.

3. Summer camp rates apply to children who have completed kindergarten through 5th grade.

4. Occasional users (those not regularly enrolled **in scheduled programs**)/hourly care for school age children:

a. Four free hours per month, per child of open recreation/hourly care are authorized for occasional users in one hour increments.

b. Four free open recreation hours are included in the fees established for before, after and before, and after-school programs for regularly scheduled users.

c. Up to ten additional free hours of open recreation are authorized for participation in scheduled 4-H Club and Boys and Girls Club of America (BGCA) meetings or 4-H and BGCA events.

d. Open recreation hours may not be accumulated from month to month or used in lieu of parent fees for children enrolled in regularly scheduled before and after school or summer camp programs.

e. An hourly care fee of $4.00 per hour is charged for occasional users attending SAC five or fewer hours per week. Hourly care may be reserved/charged in 30-minute or one-hour increments and may not exceed five hours in any week.

f. A daily fee of $30.00 is charged for occasional users attending SAC more than four hours per day. A daily fee of $16 is charged for occasional users attending SAC four or fewer hours per day.

g. Occasional users must pay weekly camp fees for all seasonal school break camp weeks.

h. Occasional users may be charged separate fees for field trips, special activities and extended hours that would ordinarily be included in the regularly scheduled monthly/semi-monthly fees. Occasional users are charged for seasonal and summer camp programs.

i. The MCR does not apply to occasional users.

5. SAC summer/seasonal camps take place during school breaks of one week or more.

a. Summer camp fees are charged weekly. Payment is due **Monday** prior to the beginning of camp week.

b. Occasional users will pay camp fees for all seasonal school break camp weeks. Regular scheduled users who have paid the monthly SAC fee for before, after, or before and after school do not pay additional fees for these school break periods.

c. Summer or seasonal camp fees may be prorated based on the number hours children attend. **Days will not be prorated for Federal Holidays (e.g. July 4th, etc.).**

d. Fees for before or after camp are not authorized. Camp fees include full-day hours of operation.

e. SAC camp fees must be reduced by 20 percent when meals/snacks are not provided during the full-day summer/seasonal camps.

Part 6

Army Child & Youth Fee Policy Youth Programs (YP) Fee Guidance

1. Programs and services are offered at no cost to eligible Middle school youth in grades 6-8 and teens in grades 9-12, with the exception of weekday supervision before 1300 hours, occasional special events, and occasional optional field trips.

a. Children in 5th grade are not eligible for enrollment in Youth Program regardless of school configuration or program location.

b. Youth in 6th grade and above are not charged a fee for after school programs operating 1300-1800 hours, regardless of the program location.

c. For mutual benefit and program enhancement, Commanders may allow non-military connected youth to participate in youth center programs to fill a ratio group to promote community partnerships or on a space available basis.

d. TFI calculation and financial data will only be collected for youth enrolled in before school supervision or summer camp options at Parent Central Services.

2. Before School Supervision Fees: Fees for accountable youth supervision programs follow the SAC before school fees.

a. Regularly Scheduled Before School Fees include extended supervision hours until 1300 on school out days, Spring/Fall/Winter break, snow days, school delays and early dismissals at no additional cost to Families.

b. Occasional user hourly fees ($4.00) apply to youth needing five or fewer hours/week of accountable supervision before 1300 hours. Youth hourly fees may not exceed five hours per week. Hours may be reserved/charged in 30 minute increments or one hour increments.

c. Occasional user daily fees ($16.00) applies to occasional users needing supervised programming before 1300 on school out days.

3. School out days (1300-1800 hours): Supervised programming is offered at no cost for youth registered with CYS Services.

4. Open Recreation: Fees are not charged for participation in youth open recreation after 1300 hours.

5. Youth Program Camps/Programs/Activities:

a. Youth in grades 6 through 12 are eligible to participate in youth camps. They will not be charged for camp program fees after 1300 hours.

b. Payment of the weekly before camp supervision fee is required when youth camps operate before 1300. Payment is due **Monday** prior to the beginning of camp week.

c. Youth camps operating after 1300 hours are offered at no cost for enrolled youth.

d. Occasional users may attend routine youth camp outings on a space available basis, and may be charged fees to cover expenses.

e. Youth camp fees must be reduced by 20 percent when meals/snacks are not provided during before camp summer programs.

6. Locally-determined fees may be charged when NAF expenses are incurred for optional special events (e.g., dances, lock-ins, etc.) and optional field trips (e.g., theme parks). **This is not applicable to TFI categorized patrons, when part of normal programming.**

Part 7

Army Child & Youth Fee Policy Youth Sports & Fitness Program Fees Fee Guidance

1. Youth Sports fees are charged for:

a. Developmental Sports – Introduction/orientation for baseline youth sports (soccer, basketball and baseball) for children age three to four years not offered as part of Start Smart. Developmental Sports fees are charged for developmental youth sports for children age three to four years.

b. The required fee is charged for children participating in Category A-B team sports regardless of the age of the child.

c. Category A Sports – soccer, baseball, softball, flag football, cheerleading, basketball, volleyball, track and field, dodge ball, wrestling, kickball, capture the flag, double dutch, team handball, inline skating, power lifting, table tennis, racquetball, badminton, cycling.

d. Category B Sports – hockey, lacrosse, field hockey, water polo, tennis, boxing, gymnastics, football, skiing, snowboarding, bowling, archery, specialized team, and individual sports programs.

(1) Fees will be based on a cost analysis for operating the sport. Documents are located on SharePoint:

https://army.deps.mil/army/cmds/imcom_G9/G9/CYS/Pages/Parent%20and%20Outreach.aspx

(2) HQ IMCOM will provide additional guidance regarding how to calculate the fees for these sports activities and sports not identified to ensure a cost analysis is developed for determining the sports fee.

2. Standard and high cost fees are charged for youth sports programs unless the city/county where the installation is located offers a similar program during the same sport season at a lower fee than the Army. In this case, the installation may choose to charge the same amount as the county or city but may not charge less. Fees for Youth Sports not listed must be authorized by HQ IMCOM on a case by case basis.

3. Staff operated youth fitness and nutrition activities are offered at no cost as part of child development baseline programming unless conducted as a SKIES*Unlimited* class.

4. Youth Sports Fees:

a. Are not subject to TFI Categories.

b. Are not charged for Youth Sports and Fitness outreach programs provided to enhance other CYS Services programs including:

(1) Youth Sports Fitness and Health programs/classes/events.

(2) *Start Smart* provided in child development programs.

c. Locally determined fees are authorized to reimburse NAF expenses incurred for Youth Sports Clinics, Parent & Child *Start Smart* Kits/Classes and sports camps and must be paid in full before the start of the program. Documents are located on SharePoint:

https://army.deps.mil/army/cmds/imcom_G9/G9/CYS/Pages/Parent%20and%20Outreach.aspx

5. Multiple Child Reductions (MCR): MCR is applied when more than one child is enrolled in any youth sport during the same sport season.

a. The full fee is paid for the most expensive sport when children are enrolled concurrently. All other children receive the MCR.

b. The full fee is paid for the first child enrolled when children are not enrolled concurrently due to the varying registration periods. All other children receive the MCR.

c. MCRs do not apply to SKIES*Unlimited* instructional sports classes.

6. Youth Sports coach fee reductions apply only to the coach's own children during the same season they volunteer to coach:

a. Volunteer head coaches may enroll all of their children at no cost in any Category A or B sport.

b. Assistant volunteer coaches may enroll one child at no cost in any Category A or B sport. Subsequent children receive a 15 percent reduction in any Category A or B sport.

7. League fees are the responsibility of the installation and will not be assessed to parents.

Part 8

Army Child & Youth Fee Policy SKIES*Unlimited* Instructional Program Fee Guidance

1. SKIES*Unlimited* Instructional Program Fees are determined by the Installation:

a. Costs incurred by CYS Services to operate the class include contract instructors, expendable supplies and supplemental NAF staff such as lifeguards, facility costs, etc.

b. Generate overall "enterprise" revenue for CYS Services.

c. Provide no cost or reduced fee instructional classes to support CYS Services programming in:

(1) Child Development Centers

(2) School-Age Care Programs.

(3) Sports and Fitness Programs.

(4) Youth Programs.

(5) Special Events

d. Must be paid in full in advance of services.

2. Introductory demonstration classes are offered at low or no cost to enhance other CYS Services Programs and to encourage follow up enrollment in fee-based SKIES*Unlimited* Instructional Classes.

3. Contracts are established between CYS Services and the SKIES*Unlimited* instructor for each SKIES*Unlimited* instructional class. Instructor contracts generally reflect the following metrics:

a. 65 percent – 70 percent: instructors/class materials cost.

b. 30 percent – 35 percent: revenue returned to CYS Services.

4. A higher percentage may be awarded to instructors for "hard to fill" specialty areas or as an incentive to retain strong instructors if overall "enterprise" SKIES*Unlimited* Net Income Before Depreciation (NIBD) goal is maintained.

5. SKIES*Unlimited* instructional classes must be paid in full prior to attendance.

6. Multiple Child Reduction (MCR): The CYS Services MCR is not authorized for SKIES*Unlimited* classes.

7. SKIESUnlimited program delivering sports, fitness and nutrition fall under the auspices of the Sports Director.

Part 9

Army Child & Youth Fee Policy: Family Child Care (FCC) Parent Fee Assistance and FCC Provider Support Incentives

1. Overview:

a. Army Family Child Care will be subsidized at levels defined by this policy. FCC subsidies and parent Fee Assistance are executed Army-wide at the enterprise level. Based on the availability of funds HQ IMCOM will determine the FCC direct subsidies offered. Centrally funded subsidies include parent fee reductions and provider incentives and are provided into two categories; indirect and direct.

b. Parent fee reductions provide Families an "affordability incentive" to enroll children in regularly scheduled child care in FCC Homes.

c. Centrally funded indirect and direct support incentives for Army FCC providers provide stable monthly support incentives for FCC provider. Financial incentives encourage providers to enhance their care giving skills through professional development, provide needed specialty or after hours care, increase child spaces, and continue with the Army FCC Program as their career path. FCC providers are permitted to negotiate the fees charged for Families in Categories 7-9A, but may not charge more than 15 percent below installation parent fees. **The fees may also not exceed the max amount on the fee chart for that fee category. No additional subsidies are authorized to be paid to FCC Providers without prior approval from IMCOM G9.**

2. Business Policies:

a. New FCC providers are required to participate in the FCC Fee Assistance and Support Incentive Program. Existing FCC providers who are not receiving subsidies may continue not to participate. They will continue to receive Risk Insurance Management Program and training support.

b. Families using FCC must enroll their children at Parent Central Services.

c. FCC providers may not receive subsidies for their own children.

d. Leave/vacation: FCC parent fees are annualized to include a leave/vacation option during which time the parent pays no fee to hold the space. Providers may only receive fee assistance during the vacation period when children are not in care. The FCCD will keep records of Family's use of vacation/leave. The FCCD will monitor providers claims to ensure that providers are not paid subsidy for more than four weeks

of vacation/leave for any enrolled child in a year, and that Families are not claiming more than four weeks of leave by using multiple providers or facilities.

3. Parent Fee

a. Parent fees are established 15 percent below installation fees and based on the availability of funds. **This fee reduction will be applied and calculated on the FCC Payment Calculation Record.**

b. Multiple Child Reduction (MCR): A 15 percent standard Army-wide MCR applies when multiple children in the same Family enroll in regularly scheduled child care programs offered/sponsored by CYS Services. **The reduction is applied to the child with the lower fees. The MCR will be applied in CYMS to a CDC or SAC child when multiple children are enrolled in both FCC and CDC or SAC.**

Note: The MCR for child care and Youth Sports are calculated separately and may not be combined. The MCR does not apply to DoD contractors assigned to TFI Category 9, hourly/daily or daily child care fees.

c. Hourly Care:

(1) Non-Duty Related Hourly Care Parent Fees: $4.00 per child, per hour between 0600-2400 hours and $5.00 per child, per hour between 0001-0600 hours. **Patrons will contact parent Central Services for hourly care providers. Hourly care fees are paid by the patrons directly to the FCC Provider. There is no subsidy for Non-Duty Related Hourly Care.**

(2) MCR does not apply to hourly or occasional child care fees.

d. Late Pick-Up: $1.00 per minute up to 15 minutes per Family per site, regardless of the number of children in care in the FCC home. After 15 minutes, the charge is $5.00 per child/per site for the next 45 minutes. CYS Services emergency procedures are followed when child(ren) is (are) left at the program one hour after closing. Late pick-up fees are not charged for verified mission related circumstances or when prior agreements are made to extend child care prior to pick-up or in other extenuating circumstances. Patrons pay the Provider any Late Pick-Up fees directly.

e. Supplemental Fees for CYS Services Special Events/Activities: Parents may be charged additional “one-time event” fees to cover costs of special field trips, day outings, etc. **Providers wishing to charge this fee must seek pre-approval from the FCCD. The FCCD will raise the request to the next person in their chain of command before any charges are made. If a patron chooses not to participate in a “one-time event”, the initiating FCC Provider will provide backup child care at no additional cost to the family which is not reimbursed by subsidy.**

f. Back-Up Care for Children Enrolled in FCC Homes: FCC providers will place children with an authorized FCC back-up care provider or in a CDC/SAC program at no cost to the Family. **Back-up Providers will be arranged with/by the FCCD in emergencies. Providers may make their own arrangements for Back-Up care as needed during absences or day of non-operation**.

g. Parent Participation Program Fee Reduction: Parents utilizing FCC full day (includes before and after programs) and part time programs may qualify for Parent Participation Program fee reductions by participating in authorized volunteer activities in accordance with Parent Participation Program operating guidelines.

h. Financial Hardships/Extenuating Circumstances: Families utilizing FCC may request a temporary fee reduction for financial hardship or extenuating circumstance to be approved by the Garrison Commander.

4. Mission Related Extended Hours Fee Assistance:

(1) Mission-Related Extended Duty Child Care is provided at no cost to Families for short term child care (generally up to 3 hours/day) beyond regularly scheduled hours of care (based on the Sponsor's typical duty day/care requirement). A written validation statement is required from the Soldier's unit/sponsor's supervisor to qualify. **The FCCD will verify that the hours of care match the hours authorized on the written validation statement.**

(2) Mission-Related Extended Duty 24/7 Child Care Fee Assistance: Provided at no cost to Families for care longer than three additional hours per day. Individual Families are authorized up to 15 calendar days per child for Extended Duty 24/7 Child Care per year. **A written validation statement is required from the Soldier's unit to qualify.**

(3) Parents are not charged for placement of children with back-up care providers.

5. FCC Provider Direct and Indirect Support Incentives:

a. Indirect Support Incentives:

(1) Child Development Associate (CDA) Credential: HQ IMCOM will centrally fund CDA training, application, and renewal fees for FCC providers.

(2) National Accreditation: HQ IMCOM will fund National Association for Family Child Care (NAFCC) Accreditation training, application, and renewal fees. **The FCCD is the POC for providers to pursue both of the above opportunities. Providers should be informed of these opportunities during Provider orientation and as part of their training plan.**

(3) Army Risk Management Program: Provisionally and fully certified on post FCC providers in good standing are authorized coverage in the Army Risk Management Program. Homes Off Post Providers are not eligible for this program and must carry personal liability insurance. **Requests to add a provider to the RIMP program shall be made directly to the G9 RIMP POC prior to the home opening using the official RIMP request form (Annex H in Operations Manual). The FCCD should also encourage Providers to supplement the RIMP with their own business insurance policy.**

(4) CYS Services Lending Library. **The FCCD will notify Providers using the Lending Library that they may be charged for damaged items if there is deliberate misuse of an item. The FCCD will determine on a case-by case basis if an item loaned from the lending library was deliberately misused/damaged and, if so, may charge for damages to the item up to the full cost for replacement. Providers must sign a statement of understanding acknowledging this change in policy.**

(5) Army Required Professional Development: FCC providers are authorized required professional development during the duty day.

(6) Child Care will be provided at no cost to FCC providers for their own children under the age of 12 during required professional development and when completing annual background check requirements with the security office.

(7) Back-Up Child Care for a Primary FCC provider using a Provider personal day. **Full and part time children who are regularly enrolled with a Provider taking a PPD will be placed in Back-Up care by the FCCD.**

b. Mandatory Direct Support Incentives:

(1) Family Fee Assistance Supplement: Reimburses FCC providers the difference between the parent fee and the Installation Cat 6 - 9 FCC Fee determined by HQ IMCOM. DoD contractor employees assigned to TFI Category 9 are not eligible for fee assistance. **Providers may only claim subsidy for fee assistance provided to the equivalent of six (6) full time children, regardless of the number of children enrolled.**

(2) FCC Provider Personal Days: Allows primary FCC providers time off (1 full day per quarter) for personal purposes without a loss of income. **Providers will notify the FCCD at least two weeks in advance when they intend to use a PPD. PPD may be used in an emergency or when a Provider is sick without the two week notice. PPD must be taken Monday through Friday and cannot be used on Federal holidays unless in an emergency. PPD may be taken on the final day of the previous quarter and the first day of the new quarter to allow two consecutive**

days off. Providers will be paid for any PPD not taken. Providers may claim $25 for each full-time child and $17 for each part-time child. The Provider may claim up to the greatest number of children in care on any one day of the month preceding the claim. The Provider cannot claim or count their own children.

(3) Professional Development Incentives:

(a) Initial Achievement of national CDA Credential: A one-time award, not to exceed $300, for FCC providers who earn the CDA Credential. **The FCCD should maintain copies of the credential certificate to verify completion and monitor renewals.**

(b) Sustainment of the national CDA Credential: An ongoing $50 monthly award for sustaining the standards of the CDA Credential, as validated by a current CDA Credential.

(c) Initial Achievement of NAFCC Home Accreditation: A one-time award, not to exceed $300, for FCC providers who achieve NAFCC Accreditation. **The FCCD should maintain copies of the credential certificate to verify completion and monitor renewals.**

(d) Sustainment of NAFCC Home Accreditation: An ongoing $50 monthly award for sustaining the standards of NAFCC Accreditation as validated by a current NAFCC Accreditation Certificate.

(e) FCC Star Provider Status: An ongoing $125 monthly award for FCC providers who achieve a CDA Credential or Child Development/Education-related AA Degree or higher and NAFCC Home Accreditation. This incentive replaces, and cannot be received in conjunction with, the CDA Credential or NAFCC Home Accreditation incentives.

(f) Conditions for FCC Provider Sustainment Professional Development Support Incentives: Monthly awards for ongoing sustainment cease if FCC providers' CDA and/or NAFCC Home Accreditation Status lapses or if program quality is found to be lacking during regular Home Visits.

(4) Provider Subsidies for Parent Fees:

(a) Parent Fees will be subsidized for income categories 1-6.

(b) FCC Providers supporting Families of deployed Soldiers will be subsidized to the income category level of those Families.

(5) "School Out" Days: **Refers to days when the local school(s) are closed due to unforeseen circumstances (snow days, school repairs, weather events, emergencies, etc.) or short term (one day or less) days off (non-reoccurring teacher in-service days, teacher training half days, Parent-Teacher conferences, early release, etc.). "School Out" days do not include regularly scheduled and occurring holidays (winter break, spring break, summer, etc.) or normal early closing of school (such as every Wednesday at noon) The FCCD may request supporting documentation to verify a "School Out" day claims. If a "School Out" day is a half day, providers may claim half the subsidy on the Provider Claim Worksheet.**

(a) On official "school out days" FCC providers receive $20 per day/per child for the extra hours of care for those enrolled in either the Before School only or the After School only programs.

(b) On official "school out days" FCC providers receive $12 per child for the extra hours of care for those children enrolled in the Before & After School Program.

(6) Extended Absence and Early Withdrawal: Reimburses FCC providers for up to two weeks of lost income due to child absence of more than two weeks due to Family emergency, child illness, or Family's early withdrawal from the FCC Home with less than a two week notice. Provider must agree to accept Parent Central Services referrals for respite child care, back-up care, and hourly child care during the Family's unused hours. **Providers must immediately notify the FCCD following any parent notification of absence/withdrawal or after 2 days of unexplained absence. Providers must submit written documentation that the parent was informed of the two week notice requirement at the commencement of services and documentation of at least three attempts to recoup the payment from the parent. FCCD will annotate this information in CYMS to preclude parents from enrolling in any other CYS program unless the lack of payment was directly due to the patron accepting a space in another CYS Program.**

(7) Back-Up Care FCC Providers: Pays for FCC providers to provide backup care for other providers during an authorized absence (e.g. while the provider attends training, attends to the administrative requirements to complete background checks, etc.). Back-Up FCC providers receive $5.00 per hour per child. Primary FCC providers are not responsible to pay Back-Up Care Providers. **This also covers when a provider is taking a PPD.**

(8) Longevity Incentive: Rewards providers who are active for more than 12 months and who have at least two children in care, who are unrelated to the FCC provider, for

nine of the 12 months. The amount of the incentive is based on the availability of funds but should not be less than $125/year but will not exceed $250/year. **Only one longevity incentive may be claimed per household. Provider "Service Comp" time will be calculated beginning from the date they were initially fully certified combined with the number of months they cared for at least two unrelated children (i.e., if a Provider received full certification in January 2011 and provided care from January to September (9 months) and then PCSd and was reinstated at a new installation in October 2012, she will be eligible for annual subsidy at the end of December 2012 (3 months).**

The date for the annual reimbursement may fluctuate yearly based on provider status. Former CYS Services employees may count their time beginning on the date they completed Skill Level Training. The longevity incentives are as follows:

- **$125 for years 1 and 2 of active service**
- **$200 for years 3 and 4 of active service**
- **$250 for year 5 and above of active service**

(9) Mission-Related Extended Duty Child Care: Providers are subsidized $4.00 per child, per hour between 0600-2400 hours and $5.00 per child per hour for extended duty related care provided between 0001-0600 hours for providing this car

(10) Mission-Related Hourly Care: Providers are subsidized $5.00 per hour for providing mission-related hourly care.

6. FCC Provider Support Incentives for Additional Services:

a. Nutritious Meals for Enrolled Children in the Continental United States (CONUS):

(1) Meals are partially reimbursed by the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) when both the FCC provider and the FCC child(ren) are enrolled.

(2) Participating CONUS FCC providers receive a partial reimbursement by the USDA CACFP for qualifying meals served to enrolled children. Providers' own children may or may not be permitted, per USDA regulatory requirements. **Providers may claim partial reimbursement for meals served in their home to children enrolled in the FCC Program that are not covered by USDA CACFP. This reimbursement does NOT apply to the Providers own children.**

b. Nutritious Meals for Enrolled Children OCONUS:

(1) Meals are partially reimbursed by OCONUS Self-Sufficiency Exemption funding for qualifying meals. Participating OCONUS FCC providers receive partial

reimbursement from the Army for qualifying meals served to enrolled children (not including the FCC provider's own children). Reimbursement rates are comparable to CONUS locations USDA CACFP rates. Reimbursement follows current USDA CACFP rate for Tier 1 Families in the contiguous states.

c. Special Needs Care Support Incentive: Applies to FCC providers who agree to care for a child with special needs when an individualized child assessment process determines the child requires substantially more individualized care and support than is offered in a typical FCC child care setting. The amount of the Special Needs Care Support Incentive payment (Not to exceed $600 per child per month) will be determined on a case by case basis and approved by the Director, Morale, Welfare and Recreation. It considers the complexity of services and/or severity of the condition required for the health, safety and well-being of the special needs child, other enrolled children in the FCC Home, and funding support received from other sources. **When the MIAT Team determines that the most appropriate placement for a child/youth with special needs is within an FCC program and the child's care requires substantially individualized care which can only be accommodated via a reduction of one child care space, then this incentive may be offered to the Provider. If the child participates in the home in a full-time basis, the subsidy will be $600. If the child only participates on a part-time (less than six hours per day) basis, the subsidy is $300. Providers may enroll no more than two (2) children/youth with special needs for whom this incentive is recommended. Recommendation for this subsidy shall be documented on the child/youth's MIAT Care Plan. It should be submitted to the CYS Services Coordinator for approval. The approval will be routed back through the FCCD and Parent Central Services to the Provider. Special Needs Care Support Incentives will be reviewed at least annually as part of the MIAT Care Plan review to determine the ongoing need of the subsidy.**

d. FCC Provider Mentor Incentive: Applies to fully certified FCC providers who have CDA certification and/or NAFCC accreditation, serve as an approved mentor to other FCC providers, and host CDC staff observations and VIP visits in their homes. Installations with 11-30 active providers (caring for children) may have one mentor. Installations with 31 or more active providers may have two mentors. FCC providers assigned as mentors by the FCC Director are authorized to receive a financial incentive of $15.00 per hour and can mentor up to 30 hours per quarter per local SOP.

e. FCC Homes Off Post (HOP) Offset: FCC providers off post are authorized to receive an initial and annual offset for community FCC home certification/licensing requirements (based on actual costs not to exceed $300) including liability insurance for FCC providers operating off post as part of the installation CYS Services HOP Program. **Providers must submit copies of receipts to the FCCD to claim this subsidy. Missing, incomplete or items claimed that are not directly related to certification/licensing requirements will not be reimbursed**

f. Infant/Toddler Home Incentive: FCC providers who provide care only for infants and toddlers, ages 4 weeks through 3 years, may receive a subsidy not to exceed $400 per month. The group size, including the provider's own children under 8 years, will count in this ratio. At least one child must be mobile for safety and emergency evacuation purposes.

7. Parent Fee Refunds:

a. FCC providers must refund/adjust parent fees when:

(1) A CYS Services alternative care setting is not provided when a FCC home is closed due to a provider's personal circumstances. **Should a provider be unable to care for children on any day other than a PPD, and Back-Up care is not provided/paid for by the Provider, the Provider's Patron Fee Supplement will be reduced on the FCC Provider Incentive Worksheet by reducing the number of days of service.**

(2) Children have a documented absence of more than two weeks due to unexpected/prolonged Family emergency or child illness.

(3) Child has an early withdrawal from FCC home due to documented extenuating and/or emergency Family circumstances.

b. FCC providers must notify CYS Services Parent Central Services in advance of Family fee adjustments/refunds.

c. Parent Fee Refunds are NOT authorized for:

(1) The first two weeks of any child absence.

(2) FCC home closures due to inclement weather or special installation circumstances determined by Garrison Commander.

(3) Unused Family leave/vacation plan.

8. Standing Operating Procedures (SOP) for fees will be established by Garrisons for:

a. Procedures and documentation required for mission-related fee assistance to include extended hours fee reductions. **The SOP shall include how a patron will notify CYS Services when Mission Related Care is required and what will constitute acceptable documentation and how/where that documentation will be organized.**

b. Responsibilities of mentors, if applicable. **The SOP shall include the role/expectations of Mentor Providers and the process for approving/verifying hours.**

c. Procedures for back-up care and back-up FCC providers. **This SOP shall include the establishment of a Back-Up Care/Provider list including contact information that is updated as needed, the procedures for a Provider to request Back-Up Care, including timeframes for expected and unexpected needs, and the procedures for payment to Back-Up Providers and reporting these payments on the subsidy report.**

9.Additional information may be found in the Question and Answer.

Documents are located on Share Point:

https://army.deps.mil/army/cmds/imcom_G9/G9/CYS/Pages/Parent%20and%20Outreach.aspx

Subsidies at a Glance- Please refer back to operational guidance for full details.

<table>
<tr><th>Subsidy</th><th colspan="4">Dollar Amount</th><th>Additional Information</th></tr>
<tr><td rowspan="12">Family Fee Assistance</td><td colspan="4">Full Day</td><td rowspan="12">The provider is subsidized for patrons in Categories 1-5. The $ amount includes the fee assistance and the 15% discount.

Categories 6-9 is jus the 15% discount.

The difference in the fee assistance is for the High, Standard and Low Cost Fees.</td></tr>
<tr><td></td><td>High</td><td>Stand</td><td>Low</td></tr>
<tr><td>Cat 1</td><td>375</td><td>380</td><td>349</td></tr>
<tr><td>Cat 2</td><td>319</td><td>322</td><td>295</td></tr>
<tr><td>Cat 3</td><td>253</td><td>254</td><td>229</td></tr>
<tr><td>Cat 4</td><td>199</td><td>197</td><td>173</td></tr>
<tr><td>Cat 5</td><td>135</td><td>134</td><td>129</td></tr>
<tr><td>Cat 6</td><td>95</td><td>91</td><td>81</td></tr>
<tr><td>Cat 7</td><td>97</td><td>94</td><td>83</td></tr>
<tr><td>Cat 8</td><td>101</td><td>92</td><td>87</td></tr>
<tr><td>Cat 9</td><td>104</td><td>101</td><td>90</td></tr>
<tr><td>Cat 9A</td><td>0</td><td>0</td><td>0</td></tr>
<tr><td>Provider Personal Day (PPD)</td><td colspan="4">1 Personal Day Off per quarter</td><td>If the provider does not take her PPD, she may be paid $25 for each full day and $17 for each part-time child.</td></tr>
<tr><td>Back Up Care</td><td colspan="4">$5.00 per hour per child</td><td>One provider provides care for another providers enrolled children and is reimbursed by subsidy.</td></tr>
<tr><td>CDA</td><td colspan="4">$300 one time and additional $50 per month</td><td>A one-time award given upon initial receipt of the CDA is paid as well as a monthly incentive each month thereafter.</td></tr>
<tr><td>NAFCC Accreditation</td><td colspan="4">$300 one time and additional $50 per month</td><td>A one-time award given upon initially becoming accredited by NAFCC as well as a monthly incentive each month thereafter.</td></tr>
<tr><td>Star Provider</td><td colspan="4">$125 per month</td><td>Providers who have both a CDA and NAFCC accreditation may claim this subsidy in lieu of the two separate monthly payments.</td></tr>
<tr><td>School Out Days</td><td colspan="4">$20 for each child enrolled either Before OR After school care.</td><td>If a school out day is a half day, the provider may claim half of the subsidy.</td></tr>
</table>

	$12 for each child enrolled in Before AND After school care.	
Longevity Incentive	$125 for years 1 and 2 $200 for years 3 and 4 $250 for years 5 and above	Provider must have cared for at least 2 children who are unrelated for 9 of the past 12 months.
Meals	Breakfast = $1.31 Lunch = $2.46 Snack = $.75 Dinner = $2.46	Providers may be reimbursed for meals served that are NOT reimbursed by USDA.
Special Needs	$300 or $600 per month	As determined by the MIAT team and approved by CYSC.
Vacation/Leave Option	Varies based on income category = 2 weeks of fees	Parents may use 2 weeks per year of vacation/leave without paying the provider. The provider will be reimbursed for those two weeks by subsidy.
Lost Supplemental Income	Varies based on income category = 2 weeks of fees	Providers may claim this if a family leaves with less than 2 weeks' notice.
Mentor Incentive	$15 per hour	Up to 30 hours a quarter as approved by FCC Director
Home Off Post (HOP)	$300 once a year	For HOPS homes only. May be used for certification/licensing requirements and insurance.
Infant/Toddler Subsidy	Up to $400 a month	For providers that care for only infants and toddlers, ages 4 weeks through 3 years.
Mission Related Extended Duty Care	$4.00 per child, per hour between 0600-2400 $5.00 per child, per hour between 0001-0600	Provided at no extra cost to families for short term (up to 3 hours) a day beyond regular hours
Mission Related Extended Duty 24/7	$5.00 per child, per hour	Provided at no extra cost to families up to 15 calendar days

Part 10
Army Child & Youth Fee Policy
Community Based Programs (Army Fee Assistance): School Year 2017-2018

1. Community Based Programs serve Army Families that cannot access installation child care due to waiting lists that exceed an estimated 90 day waiting period for placement.

2. Installations that cannot accommodate Families due to a waiting list that exceeds **30 days must provide Families with a letter of non-availability and refer them to Child Care Aware of America (CCAoA) for an enhanced child care referral. Parent Central Services will track the referrals in CYMS.**

3. Parent fees are determined by CCAOA based on the current Army Fee Charts.

a. Child Care Aware of America must update parent fees to the new SY17-18 fees, 90 days from issuance of the fee policy, for new child enrollees and during annual recertification for children already enrolled in Army Fee Assistance.

4. Assistance pays the difference in the installation child care fee and the civilian child care fee up to the established civilian child care provider rate cap. Parents are responsible to pay the installation child care fee and any civilian child care provider fees exceeding the established civilian child care provider rate caps.