

Dear Subsidized Child Care Provider:

The rates you provide on the 2006 Market Rate Survey/Provider Agreement Appendix C-1 will be used to calculate your maximum reimbursement for the subsidized child care program. In addition to your rates as of July 1, 2006, we also need to gather information about your 2006-2007 closed days.

### **APPENDIX B - CLOSURES**

Please complete the attached Provider Agreement, Appendix B which requests a listing of your closed days. Consider the following policy as you plan your closed days:

- The subsidy program will pay up to 15 closed days per year from July 1, 2006 to June 30, 2007 as long as you also charge your private pay clients for the closed days you have listed.
- Create your listing of closed days beginning in July and ending in June.
- Once you identify those days you may not change them.
- If you initially choose fewer than 15 closed days and need to increase closed days at a future date, you may do so as follows:
  - Notify the CCIS at least two weeks prior to adding closed days.
  - Notify the CCIS within 3 days of reopening your facility following an emergency closure or an unplanned closure such as a snow day.
- In no case will we pay for more than 15 closed days per year beginning July 1, 2006 through June 30, 2007.

### **REVISED POLICY FOR PAYING NONTRADITIONAL RATES**

In the past we paid a 25% add-on for providing care during nontraditional hours. Nontraditional hours are defined as care that occurs between the hours of 6:00 PM to 6:00 AM, Monday through Friday and/or anytime on Saturday or Sunday. As we continue our efforts to serve as many children as possible, we will return to our previous policy for payment of nontraditional rates. Effective July 1, 2006, we will pay the additional 25% add-on for nontraditional hours when care is provided on a Saturday and/or Sunday, or when five or more hours of full-time care or three to less than five hours of part-time care is provided between the hours of 6:00 PM and 6:00 AM, Monday through Friday.

We have attached two revised pages of the Provider Agreement (Appendix A, pages 2 of 7 and 3 of 7), which reflect the new nontraditional payment policy. Please discard the old pages and insert the new pages into your Provider Agreement.

## CARE LEVEL ROLL-OVER

Currently, new care level rates begin to be paid on the first of the month two months after the month in which the child was born. For example, an infant who turns one year old on July 15 advances to the young toddler care level on September 1. Again, in an effort to serve as many children as possible, we will return to our previous policy. We will begin paying the new care level on the first of the month following the month of the child's birthday. In the example above, we will begin to pay the young toddler rate on August 1, not September 1.

Please complete the Market Rate Survey/Appendix C-1 and Appendix B, Closures, and return to your CCIS agency by May, 5, 2006. Thank you for participating in the subsidized child care program. If you have questions, please contact your CCIS agency at \_\_\_\_\_ (phone #) \_\_\_\_\_

Sincerely,

CCIS of \_\_\_\_\_

OBSOLETE