



## INSTRUCTIONS FOR COMPLETING PRIVATE PAYING RATES AND OTHER FEES FORM

*For initial and annual enrollment, the completed Application for Enrollment to Be a Provider of Subsidized Child Care (Form DCD-0451) must be provided to the child care coordinator in each county that you conduct business or attached to this form before your rates can be processed for subsidy payments.*

1. Enter the name of the child care facility where care is being provided and for which rates are being submitted. ***If you are submitting rates for more than one facility then a separate form must be completed for each.*** The facility name should be the same name that is on your license or Notice of Compliance (G.S. 110-106). If the name is different, please notify your child care consultant in the Regulatory Section of the Division of Child Development (DCD).
2. If the facility is enrolled in subsidy, enter the **Subsidized Child Care (SCC) Facility ID number found on the Subsidized Child Care Reimbursement Summary.** This number begins with a “letter” of the alphabet, such as **J**, for example: **J9210000**. You may enter the facility license or GS. 110-106 number if you do not yet have a SCC ID number.
3. Enter the name of the county in which your facility is located.
4. Enter the mailing address to which the approved rates on the **Application for Enrollment to Be a Provider of Subsidized Child Care (Form DCD-0451)** and other reports should be sent. This address should be the same as the facility mailing address in your licensing file in the Regulatory Section of the Division. You need to notify your child care consultant or staff in the Regulatory Section of the Division if your mailing address has changed. The address in the Subsidized Child Care Reimbursement System for your facility **cannot** be changed until the child care consultant in the Regulatory Section submits this change to the Subsidy Services Section of the Division.
5. Enter the location where the child care is being provided if it is different than the mailing address. The location address must be the same address as on your license, Letter of Intent, or Notice of Compliance. If not, contact your child care consultant of the Division of Child Development. You cannot serve a subsidy child if the location is not licensed or G.S. 110-106 approved. **NOTE: Children receiving subsidy services cannot be served in an unregulated program or area.**
6. Enter the name of the facility director or other person who has on-site administrative responsibility for the child care facility.
7. Enter the area code and telephone number for the child care facility.
8. Enter the name of the person who is responsible for completing this form or who has responsibility for the rate setting process, if different from the facility director.
9. Enter the area code and telephone number for the contact person listed in # 8 of this form.
10. **Enter the date these rates become effective for your private-paying parents.** The LPA must receive this rate form and the Application for Enrollment (DCD-0451) before your initial rates may be processed for Subsidized Child Care. Your child care coordinator of the LPA will send you a copy of your approved subsidy rates. In order for this date to be the effective date for subsidy, these rates must be effective the first day of the month and the local purchasing agency (LPA) **must have received these rates 30 days before your requested effective date. Rates cannot be backdated.** **Example:** For a rate to become effective on May 1<sup>st</sup> for all parents, private paying and subsidized, this rate must be received by your local purchasing agency no later than the end of March. Providers may submit changes in their private paying child care rates, but rate increases will be processed **once per year only**. However, a provider who receives a higher star license may request an additional change in his/her child care rates as a result of achieving a higher star rated license. **NOTE:** Any decreases in your private paying rates must also be reported when the decrease in rates occurs. Include the effective date of the rate decrease.
11. Check () the YES box if you provide transportation to and from school or home at an additional charge to parents and if it is not already included in your child care rates.
12. **You may attach a copy of your private paying child care rates (fee schedule) instead of completing the rate portion of the form.** Your rate schedule should reflect **all charges** including early payment discounts, transportation, registration fees, sliding fee scales and policies and scholarship program requirements. If you charge a registration fee, indicate if it is charged **each year** the child is enrolled **or** charged **only** at the **time of initial registration** **or both**. The maximum reimbursement for initial/annual registration fee is \$25.00. When reporting rates **do not** include late fees. Report rates as weekly or monthly rates, **check** () one box only. **DO NOT** report or include hourly rates! **NOTE:** Some counties **do not** pay registration and/or transportation fees. Family child care homes **are not** paid registration fees. Contact your local purchasing agency if you have questions about fees that are payable through the SCC Program.

**NOTE:** *This form must be dated and signed by the person legally responsible for the operation of the facility or provider's designee.*

**IMPORTANT:** *Mail the white-signed original to the child care coordinator of the local purchasing agency in each county that you conduct business. Be sure you retain the yellow copy of this signed form in your child care files, including a copy of the facility's private paying rates, sliding fee scale(s) and policies and scholarship program requirements.*