



Family Fee Information Quick Sheet

WHAT IS A FAMILY FEE?

A family fee is a fee charged to families that are eligible for child care services and enrolled in an Alternative Payment Program (APP). The fee is charged to some families as a portion of cost of their child care services. The portion of cost is not directly correlated with the amount of reimbursement for child care services as requested by the child care provider.

WHO IS REQUIRED TO PAY FAMILY FEES?

Families that are enrolled in an APP program like PACEAPP and have a family income level that falls between forty (40) percent and seventy-five (75) percent of the State Median Income (SMI).

HOW ARE FAMILY FEES PAID?

Family fees are paid directly to the child care provider.

WHEN ARE FAMILY FEES PAID?

Family fees are paid by the family to the child care provider within the first five days of a month for the month in which child care services are rendered. For example, the family fee for child care service given in October shall be paid within the first five days of October.

The provider shall submit a one-of-a-kind numbered receipt to PACEAPP with the child's attendance report each month. If the family fee receipt is not attached, reimbursement will not be processed.

HOW ARE FAMILY FEES CHARGED?

Family fees are charged as a portion of cost of child care services that are contracted. The family fee is assessed based on the child in the family that uses the most amount of child care services.

The fees are charged on a daily basis and are assessed on a part time and full time basis according to the days and hours which are contracted.

Part time care is care contracted for less than six (6) hours in a day.

Full time care is care that is contracted for six (6) or more hours in a day.

Family fees are not charged for licensed provider non-operational days (also known as provider closures and holidays). Family fees shall be paid for all other days of child care that are contracted, including absences.

Family fees shall only be adjusted for families that use care on an attendance basis. Families that use attendance based care are those that have flexible schedules due to their need activity and those that use license exempt providers. No other adjustments to the family fee shall be made.

Family fees charged and collected by providers will be cross-checked by a PACEAPP representative for accuracy. If a fee is miscalculated, the representative will notify both the parent and provider that an adjustment must be made, which could require an additional payment to be made by the family or a reimbursement to the family by the provider.

DELINQUENT FEES

If a family fee is delinquent or has not been paid in full, an agency representative will begin a formal request process over a period of roughly thirty (30) days. If after this period, the situation has not been resolved, PACEAPP shall issue a Notice of Action (NOA) of Termination of services due to Delinquency of Fees.