

Dear Subsidized Child Care Provider:

The rates you provide on the 2009 Market Rate Survey/Provider Agreement Appendix C-1 will be used to calculate your maximum reimbursement for the subsidized child care program. Complete response to the Survey/Appendix C-1 includes the completed Survey, a copy of your July 2009 published rates and, if applicable, your Discount and/or Scholarship Policy.

NOTE: Your new rates will only be considered for data entry into PELICAN Child Care Works when the completed Market Rate Survey/Provider Agreement Appendix C-1 is accompanied by your July 2009 published rates and any applicable discount and/or scholarship policy. Please note that the Department will not pay reported part day rates if they are greater than full day rates.

Contact the Office of Child Development and Early Learning for individualized assistance with the Market Rate Survey by calling 717-783-9977 or sending an e-mail to ra-ocdelmrs@state.pa.us.

SUBSIDIZED CHILD CARE PAYMENTS – KINDERGARTEN CHILDREN

To remain consistent with the changes made to the Child Care Certification Regulations (i.e. Kindergarten children are now part of the School Age care level), the subsidized child care program will calculate and process payments for Kindergarten children using the School Age payment rates beginning in the 2009-10 fiscal year.

APPENDIX B - CLOSURES

In addition to your rates, we also need to gather information about your 2009-2010 closed days. If you have not already done so, 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, 2009 to June 30, 2010 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, 2009 through June 30, 2010.

Please complete one Market Rate Survey/Appendix C-1 and Appendix B, Closures for each provider location. Also, attach your published rates and Discount/Scholarship Policy for July 2009 and return to your CCIS agency by **April 17, 2009**. Thank you for participating in the subsidized child care program. If you have questions regarding Appendix B, please contact your CCIS agency at ____ (phone #) ____.

Sincerely,

CCIS of _____