

Dear Subsidized Child Care Provider:

As a participant in the subsidize child care program you must submit the follow two items:

MARKET RATE SURVEY/PROVIDER AGREEMENT APPENDIX C-1

The rates you provide on the 2010 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 2010 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 2010 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 email to oca-ocelmrs@state.pa.us.

APPENDIX B – PROVIDER’S CLOSED DAYS

In addition to your rates, we also need to gather information about your 2010-2011 closed days. 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, 2010 to June 30, 2011 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, 2010 through June 30, 2011.

Since you cannot change your closed days once submitted, you may want to limit the number of closed days you declare at the beginning of the year. This will allow a couple of days that could be added in case you need to declare unplanned or emergency closures later in the year.

Please complete one Market Rate Survey/Appendix C-1 and Appendix B - Provider’s Closed Days for each provider location. Also, attach your published rates and Discount/Scholarship Policy for July 2010 and return to your CCIS agency by **April 9, 2010**. 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 _____