

Dear Subsidized Child Care Provider:

The rates you provide on the 2008 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 2008 published rates and, if applicable, your Discount and/or Scholarship Policy.

**NOTE: Your new rates will only be updated in PELICAN Child Care Works when the completed Market Rate Survey/Provider Agreement Appendix C-1 is accompanied by your July 2008 published rates and any applicable discount and/or scholarship policy. Please note that the Department may 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-cdelmrs@state.pa.us](mailto:ra-cdelmrs@state.pa.us).

#### **APPENDIX B - CLOSURES**

In addition to your rates, we also need to gather information about your 2008-2009 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, 2008 to June 30, 2009 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, 2008 through June 30, 2009.

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 2008 and return to your CCIS agency by **April 7, 2008**. 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 \_\_\_\_\_