

Dear Child Care Provider:

We are writing to request your participation in the 2009 Market Rate Survey. This year, for the convenience of providers who participate in the subsidized child care program, we are again combining the Market Rate Survey with the annual Subsidized Provider Rate Survey (Provider Agreement Appendix C-1). **The Market Rate Survey is very important and we need all providers to complete it.** Please mail, fax or hand-deliver the survey to the CCIS agency listed below. Submit only one survey for every provider location even if you receive more than one survey from multiple CCIS agencies.

Purpose of the Survey:

The purpose of the Market Rate Survey is to collect information on charges (i.e. rates and tuition charges) as of July 1, 2009. For those providers participating in the state's subsidized child care program, please note that the information you provide for the Market Rate Survey will be used to calculate your payment rates for 2009-2010. Providers who do not participate in the subsidized child care program should note that this information may also be used to plan for future rate increases.

Getting More Information about Completing the Survey:

Please answer all of the questions on this two-page survey. Assistance is available to you as listed below:

- Call 717-783-9977 or send an e-mail to ra-ocdelmrs@state.pa.us to get individualized help from the Office of Child Development and Early Learning (OCDEL) on how to complete the survey or
- Use the information in the Definitions and Examples document that is attached.

Providers Participating in the Subsidized Child Care Program:

Please note that in addition to completing the Market Rate Survey for every provider location, you must complete the Provider Agreement Appendix B, Provider's Closed Days, and provide a copy of your discount and/or scholarship policy along with your July 2009 published private rates.

If you have already responded to your CCIS with a completed Appendix B, you DO NOT need to send it to the CCIS again.

Due Date:

All Market Rate Survey information must be returned to the CCIS by Friday, April 17, 2009. You may mail, fax or hand-deliver the Market Rate Survey and the subsidy Provider's Closed Days to the address in the box below. You must include a copy of your discount and/or scholarship policy along with your July 2009 rates with the survey. *If you do not submit a copy of your July 2009 published rates, your information will not be included in the Market Rate Survey nor will your new rates for 2009-10 be considered for data entry into PELICAN Child Care Works.*

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| CCIS for XXX Address City, state zip Fax number <i>Please include office hours for those who want to hand deliver it.</i> |
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Thank you for your cooperation and participation in this very important survey. If you have questions about any part of this survey, please feel free to call OCDEL at 717-783-9977 or send an e-mail to ra-ocdelmrs@state.pa.us .

Sincerely,

CCIS of _____