

Dear Child Care Provider:

We are writing to request your participation in the 2006 Market Rate Survey. This year, for the convenience of providers who participate in the subsidized child care program, we combined 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. Please report your rates that will be *effective on July 1, 2006*.

**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, 2006. 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 2006/2007. 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 one-page survey. Assistance is available to you. Your local CCIS agency may notify you of provider meetings or you can:

- Call the toll free number below to get individualized help from the CCIS on how to complete the survey;
- Call toll-free 1-888-296-1917 to receive assistance from another child care provider through the peer assistance program sponsored by the Pennsylvania Child Care Association (PACCA); or
- Use the information in the Frequently Asked Questions and Scenarios that are attached.

**Provider Profile Update:**

In addition to the Market Rate Survey, we have also attached your Provider Profile Update for your review. The information you supply is used to provide resource and referral services to parents. Please review the information about your facility and make any corrections directly on the survey. Return your corrected Provider Profile Update along with your Market Rate Survey to the CCIS listed below. If there are no corrections indicate "no change" and return the Provider Profile Update along with your Market Rate Survey.

**Providers Participating in the Subsidized Child Care Program:**

Please note that in addition to completing the Market Rate Survey and the Provider Profile Update, you must complete the Provider's Closed Days (Provider Agreement - Appendix B) located in Attachment 1, which is contained in this packet and provide a copy of your published private rates. In addition, please review the revised payment policies contained in Attachment 1.

**Due Date:**

All information must be returned to the CCIS by May 5, 2006. You may mail, fax or hand deliver the Market Rate Survey along with the Provider Profile Update and the subsidy Provider's Closed Days to the address in the box below. You must include a copy of your published rates along with the survey.

CCIS for XXX Address City, state zip Fax number Please include office hours for those who want to hand deliver it.
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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 me at 800-XXX-XXXX.

Sincerely,

Local CCIS Staff

Your full-time and part-time service may be based on more or less hours than the survey is requesting. The following scenarios may be helpful as you respond to the Department of Public Welfare's request for 10 hour and 4 hour 59 minutes (not 5 hours) rates.

*Scenario 1*

ABC Child Care's full-time charge is based on a 12 hour period. The survey asks for the weekly rate of a child attending 10 hours a day, 5 days a week, Monday through Friday. If the charge for 12 hours is the same for 10 hours of care, the provider should write down its published rate for 12 hours. Otherwise, ABC Child Care needs to determine how much to charge a parent whose child needs care for 10 hours (anytime between 6am-6pm), 5 days a week, Monday through Friday.

*Scenario 2*

DEF Child Care's full-time charge is based on an 8 hour period. The survey asks for the weekly rate of a child attending 10 hours a day, 5 days a week, Monday through Friday. If the charge for 8 hours is the same for 10 hours of care, the provider should write down its published rate for 8 hours. Otherwise, DEF Child Care needs to determine how much it will charge a parent whose child needs care for 10 hours (anytime between 6am-6pm), 5 days a week, Monday through Friday.

*Scenario 3*

GHI Child Care's full-time charge is based on a 10 hour period. The survey asks for the weekly rate of a child attending 10 hours a day, 5 days a week, Monday through Friday. The provider should write down its published rate for 10 hours, because the provider's full-time 10 hour rate answers the question accurately.

*Scenario 4*

JKL Child Care's part-time charge is based on attendance for any 2 days a week, Monday through Friday. The survey asks for the weekly rate of a child attending 4 hours 59 minutes a day, 5 days a week, Monday through Friday. If JKL Child Care's charge for 2 days a week for 4 hours 59 minutes a day, is the same as it is for 5 days a week, the provider should write down its published rate for 2 days a week. Otherwise JKL needs to determine how much it will charge a parent whose child needs care for 4 hours and 59 minutes (anytime between 6am -6pm), 5 days per week, Monday through Friday.

## **Market Rate Survey Frequently Asked Questions**

**Question:** What is a rate? Is this the same or different from my costs?

**Answer:** A rate is not the same as your costs. The rates are the amounts that you set for your customers. For the purpose of this survey, use your published rates or the rate that you would charge to respond to the survey question.

**Question:** The survey asks us to state what we would charge for a ten hour day and for up to four hours and 59 minutes. What if our facility does not have a rate for that period?

**Response:** If you do not have an established charge, then you indicate what you would charge if a parent sought to enroll a child for those time periods. For example, if your current rates for full-time assume a 9 hour day but not a 10 hour day, you would look at factors such as late fees, or hourly charges or costs, to determine what the total charge would be for a 10 hour day.

**Question:** The survey asks what the provider charges for a certain time period during a day. These charges do not cover the cost of providing service. Should I be providing you what it costs?

**Response:** We recognize that some providers' costs for offering services are more than what they charge parents. This is because parents cannot afford the costs. At this time the Department of Public Welfare through the CCIS is required by the Federal Government to collect information on provider charges to the parents. The Department is exploring ways to review information on providers' costs at a later time.

**Question:** The survey asks questions about charges. Does that mean that providers who participate in the subsidized child care program will see a rate increase?

**Response:** The Department must gather the information for the survey as prescribed by the Federal government. It does not mean that the Department will establish new reimbursement ceilings.