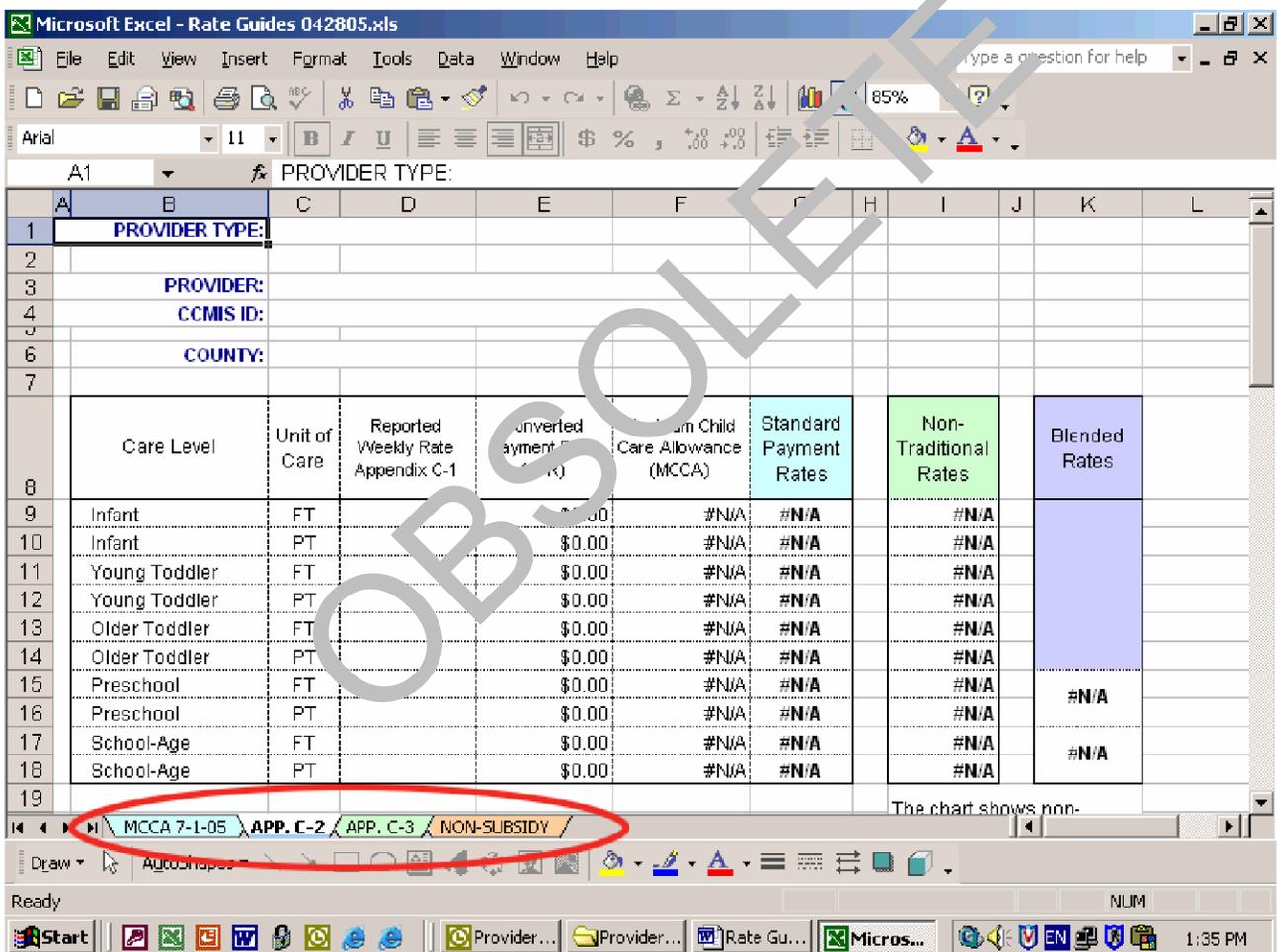


RATE GUIDE INSTRUCTIONS

Rate data entry screens are available for each provider type: Center, Group Child Care Home, Family Child Care Home, Certified Relative/Neighbor (75%), and Non-Certified Relative/Neighbor (65%). A separate data entry screen is also available for those regulated non-subsidy providers who complete the Rate Survey.

Refer to the tabs at the bottom of the screen to move between spreadsheets. The tabs labeled “APP. C-2” and “APP. C-3” are identical to Appendix C-2 (regulated providers) and Appendix C-3 (unregulated providers) in the Provider Agreement.

Initially, the document will open to the “APP. C-2” tab.



Regulated Subsidy Providers

Before entering information, the provider must complete Appendix C-1, "CCIS Subsidized Child Care Provider's Reported Rates" of the provider agreement.

1. Click on the tab labeled "APP. C-2".
2. Select the regulated provider type from the drop down menu following "Provider Type".
3. Enter the provider's name and CCMIS ID.
4. Select the county where the provider is located from the drop down menu following "County".

COUNTY:	Adams	Reported Weekly Rate	Maximum Child Care Allowance (MCCA)	Standard Payment	Non-Traditional	Blended Rates
Care Level	Allegheny					
	Armstrong					
	Beaver					
	Bedford					

NOTE: The Maximum Child Care Allowance rates automatically calculate upon selection of the provider type and provider's county.

5. In the column "Reported Weekly Rate, Appendix C-1", enter the weekly rates from Appendix C-1 for all care levels the provider serves.

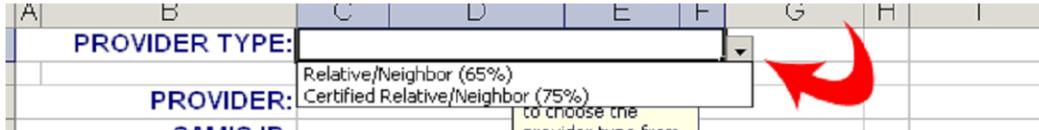
Care Level	Unit of Care	Reported Weekly Rate (Appendix C-1)	Converted Payment Rate (CPR)	Maximum Child Care Allowance (MCCA)	Standard Payment Rates	Non-Traditional Rates	Blended Rates
Infant	FT		\$0.00	\$25.00	\$0.00	\$0.00	
Infant	PT		\$0.00	\$23.00	\$0.00	\$0.00	
Young Toddler	FT		\$0.00	\$24.00	\$0.00	\$0.00	
Young Toddler	PT		\$0.00	\$23.00	\$0.00	\$0.00	
Older Toddler	FT		\$0.00	\$23.00	\$0.00	\$0.00	
Older Toddler	PT		\$0.00	\$23.00	\$0.00	\$0.00	

NOTE: All remaining rate categories (Converted Payment Rate (CPR), Standard Payment, Non-Traditional, and Blended) automatically calculate upon entry of the provider's weekly rates.

6. Print the completed spreadsheet and place in the Provider Agreement as Appendix C-2.
7. Enter the *CPR Rates* into CCMIS for this provider.

Unregulated Subsidy Providers

1. Click on the tab labeled "APP. C-3".
2. Select the unregulated provider type from the drop down menu following "Provider Type".



3. Complete the provider name and CCMIS ID.
4. Select the county where the provider is located from the drop down menu following "County".



NOTE: All rate categories (Maximum Child Care Allowance (MCCA), Standard Payment, Non-Traditional, and Blended) automatically calculate upon selection of the provider type and provider's county.

5. Print the completed spreadsheet and place in the Provider Agreement as Appendix C-3.

Regulated Non-Subsidy Providers

Before entering information, the provider must complete the Rate Survey, “Child Care Provider’s Reported Rates”.

1. Click on the tab labeled “NON-SUBSIDY” for the appropriate spreadsheet.
2. Enter the provider’s name and CCMIS ID.

PROVIDER:	
CCMIS ID:	

3. In the column “Reported Weekly Rate”, enter the weekly rates from the Rate Survey for all care levels the provider serves.

Care Level	Unit of Care	Reported Weekly Rate	Converted Payment Rate (CPR)
Infant			\$0.00
Infant	PT		\$0.00

NOTE: The daily Converted Payment Rate (CPR) automatically calculates upon entry of the provider’s reported weekly rate.

4. Print the completed spreadsheet.
5. Enter the *CPR Rates* into CCMIS for this provider.