

# RATE GUIDE INSTRUCTIONS

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

The screenshot shows an Excel spreadsheet titled "Microsoft Excel - Rate Guides 042805.xls". The spreadsheet is divided into several sections. The top section is for provider information, with labels for "PROVIDER TYPE:", "PROVIDER:", "CCMIS ID:", and "COUNTY:". Below this is a table with the following columns: Care Level, Unit of Care, Reported Weekly Rate Appendix C-1, Converted Payment (per week), Maximum Child Care Allowance (MCCA), Standard Payment Rates, Non-Traditional Rates, and Blended Rates. The data rows show rates for various care levels (Infant, Young Toddler, Older Toddler, Preschool, School-Age) and units of care (FT, PT). All rates are currently listed as "#N/A". At the bottom of the spreadsheet, there are four tabs: "MCCA 7-1-05", "APP. C-2", "APP. C-3", and "NON-SUBSIDY". The "APP. C-2" tab is selected and circled in red. The status bar at the bottom indicates "Ready" and "NLM".

Care Level	Unit of Care	Reported Weekly Rate Appendix C-1	Converted Payment (per week)	Maximum Child Care Allowance (MCCA)	Standard Payment Rates	Non-Traditional Rates	Blended Rates
Infant	FT		\$0.00	#N/A	#N/A	#N/A	
Infant	PT		\$0.00	#N/A	#N/A	#N/A	
Young Toddler	FT		\$0.00	#N/A	#N/A	#N/A	
Young Toddler	PT		\$0.00	#N/A	#N/A	#N/A	
Older Toddler	FT		\$0.00	#N/A	#N/A	#N/A	
Older Toddler	PT		\$0.00	#N/A	#N/A	#N/A	
Preschool	FT		\$0.00	#N/A	#N/A	#N/A	#N/A
Preschool	PT		\$0.00	#N/A	#N/A	#N/A	#N/A
School-Age	FT		\$0.00	#N/A	#N/A	#N/A	#N/A
School-Age	PT		\$0.00	#N/A	#N/A	#N/A	#N/A

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

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



The screenshot shows a spreadsheet interface. A dropdown menu is open under the heading "COUNTY:". The menu lists the following counties: Adams, Allegheny, Armstrong, Beaver, Bedford, and Berks. A red arrow points to the dropdown menu. Below the dropdown menu, there are several columns with headers: "Care Level", "Standard Payment", "Non-Traditional", and "Blended Rates".

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

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

OBSOLETE

## Regulated Non-Subsidy Providers

Before entering information, the provider must complete the Market Rate Survey.

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

PROVIDER:	<input type="text"/>
CCMIS ID:	<input type="text"/>

3. In the column “Reported Weekly Rate”, enter the weekly rates from the Market 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.

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