

Parent Guide-Understanding the *RE317* Report

The attached *Enrollment and Associated Payment Report (RE317)* displays a detailed calculation of the amount of child care for which the Child Care Information Services agency paid to one or more child care providers for your child(ren)'s enrollment(s). The report displays the amount of money paid to each provider for each child enrolled in the Subsidized Child Care program by service month.

Amounts indicated within parentheses (i.e., COP \$150.00) are deducted from that specific enrollment amount when determining that enrollment total. "COP" stands for co-payment, which is the amount deducted from the provider's payment. A co-payment is assigned to a family and is usually deducted from the youngest child's enrollment. A co-payment amount may be split among two or more children in the family. A co-payment is usually split among children to offset a particular provider's cost of care because a family may become ineligible when the co-payment exceeds the cost of care for the family.

The payment information related to each child's enrollment(s) is/are separated by a hyphenated line across the page and a "Total for the Child" is displayed just above the hyphenated line.

The "NFEE", which stands for "CareCheck Processing Fee" is deducted from a Relative/Neighbor provider's payment once every two years. The "CareCheck Processing Fee" covers the cost of background clearance checks, which are required in order for the provider to participate in the Subsidized Child Care program.

At the end of the report, a "Total for Co/Record #" is displayed, which indicated the total amount of subsidized child care paid for all of the children in the case.

A listing of the acronyms used on the *Enrollment and Associated Payments Report (RE317)* is listed below.

Acronym	Meaning
<i>COP</i>	Co-payment
<i>FT</i>	Full-Time Rate
<i>FTKS1</i>	Full-Time Keystone Stars 1 Rate
<i>FTKS2</i>	Full-Time Keystone Stars 2 Rate
<i>FTKS3</i>	Full-Time Keystone Stars 3 Rate
<i>FTKS4</i>	Full-Time Keystone Stars 4 Rate
<i>NFEE</i>	CareCheck Processing Fee
<i>NFT</i>	Nontraditional Full-Time
<i>NPT</i>	Nontraditional Part-Time
<i>PT</i>	Part-Time
<i>PTKS1</i>	Part-Time Keystone Stars 1 Rate
<i>PTKS2</i>	Part-Time Keystone Stars 2 Rate
<i>PTKS3</i>	Part-Time Keystone Stars 3 Rate
<i>PTKS4</i>	Part-Time Keystone Stars 4 Rate

The *Enrollment and Associated Payments Report (RE317)* provides a detailed calculation of **the total overpayment amount for which you are required to repay in full**. If you have any questions about the attachments, please contact our office.