



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228**

December 1, 2023

**Ryan K. Workman
Installation Management Command
Headquarters, United States Army Garrison Humphreys
Unit 15228
APO AP 96271-5228**

Dear Parents:

I am writing to notify you that on 1 January 2024, the Army will implement the School Year (SY) 2023-2024 Army Child and Youth Fee Policy as required by the SY 2023-2024 Department of Defense (DoD) Child Development Program Fee Policy.

Each year, DoD Child Development Fee Policy prescribes uniform fee regulations for military child development programs based on family income (Title 10 U.S.C. 1793).

Pursuant to Department of Defense Instruction 6060.02, Child Development Programs, the Assistant Secretary of Defense for Manpower and Reserve Affairs annually reviews and issues a childcare fee policy based on Total Family Income (TFI).

For SY 2023-2024, child care fees are adjusted to make fees more equitable and more affordable for families with the greatest economic need by reducing the percentages of income that lower income families devote to their child care needs. These adjustments align with Executive Order 14095, "Increasing Access to high quality care in supporting caregivers", which directs DoD to improve the affordability of child care on military installations.

The DoD Child Development fees for SY 2023-2024 are intended to provide a balanced approach to reducing childcare fees for families in lower income categories while maintaining the parent fee income necessary to sustain the Military Services childcare operations.

The SY 2023-2024 Child and Youth Fee Policy reduces the number of fee categories from 14 to 11, modifies each TFI range, and increase the highest TFI category to \$160,001 and above.

AMIM-HMW-WC

SUBJECT: New Child and Youth Fee Policy for School Year 2023-2024

Please contact Parent Central Services at 757-2242/2251 if you have any questions or to address any issues or concerns. My point of contact is Tiffany M. Harris, CYS Coordinator at 755-2693 or via email at tiffany.m.harris14.naf@army.mil.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Workman', with a long horizontal stroke extending to the right.

Ryan K. Workman
Colonel, U.S. Army
Commanding

STANDARD COST FEE STRUCTURE - SCHOOL YEAR 2023-2024

SY 23-24 CHILD DEVELOPMENT CENTERS (CDC) MONTHLY FEE CHART (2 Week Vacation Option)

Total Family Income Categories		Full Day	Part Time*	Part Day Toddler/Part Day Pre-School "Enrichment"***		
				5 Day 3 Hr	3 Day 3 Hr	2 Day 3 Hr
CAT 1	\$1 - \$45,000	\$235	\$164	108	65	43
CAT 2	\$45,001 - \$55,000	\$265	\$186	122	73	49
CAT 3	\$55,001 - \$65,000	\$322	\$225	148	89	59
CAT 4	\$65,001 - \$77,500	\$382	\$268	176	105	71
CAT 5	\$77,501 - \$90,000	\$452	\$316	208	124	84
CAT 6	\$90,001 - \$102,500	\$526	\$368	242	145	97
CAT 7	\$102,501 - \$115,000	\$600	\$420	276	165	111
CAT 8	\$115,001 - \$130,000	\$674	\$471	310	185	125
CAT 9	\$130,001 - \$145,000	\$760	\$532	350	209	141
CAT 10	\$145,001 - \$160,000	\$847	\$593	390	233	157
CAT 11	\$160,001+	\$934	\$654	430	257	173
DoD Contractors and Specifed Space Available	Not Applicable	\$1,477	\$1,034	680	407	273

STANDARD HOURLY RATE: \$8.00

Multiple Child Reductions and Total Family Income Categories do not apply to Hourly Care.

ADDITIONAL INFORMATION

FINANCIAL DISCLOSURE: All patrons must disclose their total Family Income. Failure to disclose the Total Family Income will result in the denial of care.

MULTIPLE CHILD REDUCTION (MCR): 15% MCR is offered to the 2nd and subsequent children in regularly scheduled programs. Full fee is charged for the child in the most expensive care option, e.g., Full Day CDC care vs. SAC. 15% MCR is offered to 2nd and subsequent children in Youth Sports programs occurring during the same season. CAT 9 DoD Contractors and all approved Not Otherwise Authorized Patrons are not eligible for the MCR.

LATE PICK-UP FEES: Family fee of \$1.00 per minute for first 15 minutes then \$8.00 for next 45 mins. per child/site. If Family has children at different sites, late pick-up fees are assessed per site. Fee is payable before the child is readmitted to care.

LATE PAYMENT FEES: Payment for regularly scheduled Full Day, Part Day/Part Time and Before/After School Care is due by the 5th business day of the payment cycle. For services billed twice a month (1st and 15th), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle. For any regularly scheduled activities billed on a monthly basis, a one-time late payment fee of \$20.00 per child will be assessed on the 6th business day after the 1st of the month billing.

***PART TIME CARE:** Applies to specialized Part Time programs; includes Part Time Kindergarten care (for children attending a part day [AM or PM] Kindergarten program).

****PART DAY ENRICHMENT:** Also applies to Installations that operate on a 4 day a week schedule (e.g. 4 Day 3.5 Hrs.)

STANDARD COST FEE STRUCTURE - SCHOOL YEAR 2023-2024

SY 23-24 CHILD DEVELOPMENT CENTERS (CDC) MONTHLY FEE CHART (4 Week Vacation Option)

Total Family Income Categories		Full Day	Part Time*	Part Day Toddler/Part Day Pre-School "Enrichment"***		
				5 Day 3 Hr	3 Day 3 Hr	2 Day 3 Hr
CAT 1	\$1 - \$45,000	\$245	\$171	\$110	\$66	\$44
CAT 2	\$45,001 - \$55,000	\$277	\$194	\$124	\$74	\$50
CAT 3	\$55,001 - \$65,000	\$336	\$235	\$151	\$91	\$60
CAT 4	\$65,001 - \$77,500	\$399	\$279	\$180	\$108	\$72
CAT 5	\$77,501 - \$90,000	\$472	\$330	\$212	\$127	\$85
CAT 6	\$90,001 - \$102,500	\$549	\$384	\$247	\$148	\$99
CAT 7	\$102,501 - \$115,000	\$626	\$438	\$282	\$169	\$113
CAT 8	\$115,001 - \$130,000	\$703	\$492	\$316	\$190	\$126
CAT 9	\$130,001 - \$145,000	\$793	\$555	\$357	\$214	\$143
CAT 10	\$145,001 - \$160,000	\$884	\$619	\$398	\$239	\$159
CAT 11	\$160,001+	\$975	\$682	\$438	\$263	\$175
DoD Contractors and Specified Space Available	Not Applicable	\$1,542	\$1,079	\$694	\$417	\$277

STANDARD HOURLY RATE: \$8.00

Multiple Child Reductions and Total Family Income Categories do not apply to Hourly Care.

ADDITIONAL INFORMATION

FINANCIAL DISCLOSURE: All patrons must disclose their total Family Income. Failure to disclose the Total Family Income will result in the denial of care.

MULTIPLE CHILD REDUCTION (MCR): 15% MCR is offered to the 2nd and subsequent children in regularly scheduled programs. Full fee is charged for the child in the most expensive care option, e.g., Full Day CDC care vs. SAC. 15% MCR is offered to 2nd and subsequent children in Youth Sports programs occurring during the same season. DoD Contractors and Specified Space Available Patrons are not eligible for the MCR.

LATE PICK-UP FEES: Family fee of \$1.00 per minute for first 15 minutes, then \$8.00 for next 45 mins. per child/site. If Family has children at different sites, late pick-up fees are assessed per site. Fee is payable before the child is readmitted to care.

LATE PAYMENT FEES: Payment for regularly scheduled Full Day, Part Day/Part Time and Before/After School Care is due by the 5th business day of the payment cycle. For services billed twice a month (1st and 15th), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle. For any regularly scheduled activities billed on a monthly basis, a one-time late payment fee of \$20.00 per child will be assessed on the 6th business day after the 1st of the month billing.

***PART TIME CARE:** Applies to specialized Part Time programs; includes Part Time Kindergarten care (for children attending a part day [AM or PM] Kindergarten program).

****PART DAY ENRICHMENT:** Also applies to Installations that operate on a 4 day a week schedule (e.g. 4 Day 3.5 Hrs.)

STANDARD COST FEE STRUCTURE - SCHOOL YEAR 2023-2024

SY 23-24 SCHOOL-AGE CARE (SAC) and KINDERGARTEN (K) Middle School/Teen (MS/T) MONTHLY FEE CHART

Total Family Income Categories		Before & After	Before Only	After Only	Part Time* (i.e. Kindergarten)	SAC/K Camp (Weekly)	MS/T Before Camp (Wkly)
CAT 1	\$1 - \$45,000	\$129	\$53	\$76	\$164	\$54	\$27
CAT 2	\$45,001 - \$55,000	\$146	\$60	\$86	\$186	\$61	\$31
CAT 3	\$55,001 - \$65,000	\$177	\$72	\$105	\$225	\$74	\$37
CAT 4	\$65,001 - \$77,500	\$210	\$86	\$124	\$268	\$88	\$44
CAT 5	\$77,501 - \$90,000	\$249	\$102	\$147	\$316	\$104	\$52
CAT 6	\$90,001 - \$102,500	\$289	\$118	\$171	\$368	\$121	\$61
CAT 7	\$102,501 - \$115,000	\$330	\$135	\$195	\$420	\$138	\$69
CAT 8	\$115,001 - \$130,000	\$370	\$151	\$219	\$471	\$155	\$78
CAT 9	\$130,001 - \$145,000	\$418	\$171	\$247	\$532	\$175	\$88
CAT 10	\$145,001 - \$160,000	\$466	\$191	\$275	\$593	\$195	\$98
CAT 11	\$160,001+	\$514	\$210	\$304	\$654	\$215	\$108
DoD Contractors and Specified Space Available	Not Applicable	\$813	\$332	\$481	\$1,034	\$340	\$170

OCCASIONAL USER RATES: Hourly Rate: \$8.00, limited to 5 hrs./week.

DAILY RATES: Up to 4 hrs./day: \$34.00; More than 4 hrs./day: \$54.00

MIDDLE SCHOOL/TEEN OCCASIONAL USER DAILY RATE: \$34.00; Hourly Rate: \$8.00, limited to 5 hrs./week.

Multiple Child Reductions and Total Income Family Categories do not apply to Occasional User Hourly or Daily Rates.

YOUTH SPORTS (YS) SEASON FEE CHART

Additional Information

Category	Sports	Season Fee	FINANCIAL DISCLOSURE: All patrons must disclose their total Family Income. Failure to disclose the Total Family Income will result in the denial of care.
Developmental Sports	Developmental Sport Activities Ages 3 - 4	\$30	MULTIPLE CHILD REDUCTION (MCR): 15% MCR is offered to the 2nd and subsequent children in regularly scheduled programs. Full fee is charged for the child in the most expensive care option, e.g., Full Day CDC care vs. SAC. 15% MCR is offered to 2nd and subsequent children in Youth Sports programs occurring during the same season. DoD Contractors Specified Space Available Patrons are not eligible for the MCR.
Category A	Soccer, Baseball, Softball, Flag Football, Cheerleading, Basketball, Volleyball, Track & Field, Dodge Ball, Kickball, Capture the Flag, Double Dutch, Team Handball, Inline Skating, Power Lifting, Table Tennis, Racquetball Badminton, Cycling.	\$50-\$70	LATE PICK-UP FEES: Family fee of \$1.00 per minute for first 15 minutes, then \$8.00 for next 45 mins. per child/site. If Family has children at different sites, late pick-up fees are assessed per site. Fee is payable before the child is readmitted to care.
Category B	Bowling, Archery, Football Hockey, Lacrosse, field Hockey, Water Polo, Tennis, Boxing, Gymnastics, Skiing, Snow Boarding, Specialized Team and Individual Sports Programs, Wrestling.	\$75+	LATE PAYMENT FEES: Payment for regularly scheduled Full Day, Part Day/Part Time and Before/After School Care is due by the 5th business day of the payment cycle. For services billed twice a month (1st and 15th), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle. For any regularly scheduled activities billed on a monthly basis, a one-time late payment fee of \$20.00 per child will be assessed on the 6th business day after the 1st of the month billing.
* Category B Fees are locally determined but must be equal to or greater than amount shown. FOR SPORTS NOT LISTED: Contact IMCOM Sports POC for appropriate Category.			YOUTH PROGRAM: Before School Supervision Monthly Fee = SAC "Before" Rate. *PART TIME CARE: Applies to specialized Part Time programs; includes Part Time Kindergarten care (for children attending a part day [AM or PM] Kindergarten program). *****Full Time Care - Will follow the CDC Full time rates

School Year 23-24
Fee Implementation Requirements Operation
Army Child and Youth Services Programs

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Part 1

Army Child and Youth Services Fee Implementation Guidance - Background:

1. The Military Child Care Act of 1989, codified in Section 568 of the National Defense Authorization Act for 1996, requires the Department of Defense (DoD) to establish DoD-wide Child Care Fees based on Total Family Income (TFI). The Congressional intent is for Families to pay a share of their child care expenses.
2. DoDI 6060.02, *Child Development Programs (CDP)*, requires DoD to annually review and adjust the Total Family Income Range and parent fees for each TFI Category. Standard DoD fee ranges/fees are established for each TFI Category.
3. All fees will be implemented in accordance with the approved annual Execute Order (EXORD). **The SY 23-24 Fee Policy changes are highlighted in yellow, and the Operational Guidance is identified by the bold print contained in this document.**
4. By law, military child care fees are based on TFI, not military rank or civilian grade. The Military Services subsidize fees on a sliding scale for every Family regardless of rank/grade. Regardless of their TFI Category, patrons must provide income documentation.
5. The Army Child and Youth Fee Implementation Guidance addresses Child and Youth Services (CYS) Child Development Centers (CDCs), School Age Care (SAC), Part Day Programs, Hourly Child Care, Family Child Care (FCC), Outreach Services (OS) Programs, Youth Programs (YP), SKIES*Unlimited* Instructional Programs, Youth Sports & Fitness (YS&F), and Army Community Based Child Care Programs.
6. Based on DoD's SY 2020-2021 review of child care fees, fee subsidies for all DoD contractors and specified space available patrons are not authorized. The term "specified space available patron" includes patrons employed by federal agencies other than DoD, retirees, and other non-eligible users. All DoD contractors, and/or specified space available patrons pay the unsubsidized fee listed under TFI Category DoD Contractors and Specified Space Available. The term "specified space available" patron does not include active-duty military service members with non-working spouses, DoD civilian employees paid from APF and NAF with non- working spouses, Gold Star or Surviving Spouses.
7. Installation Management Command (IMCOM) is the executing element and will issue annual operational fee guidance under the oversight of the Army Materiel Command (AMC). **Fee Policy documents are located on SharePoint:**
[HQ IMCOM G9 - SY 23-24 Fee Policy - All Documents \(sharepoint-mil.us\)](https://sharepoint-mil.us)
8. **Annual Fee Report due to IMCOM CYS 7 February 2024. Date of Record is 31**

January 2024.

Part 2

Army Child and Youth Services Fee Implementation Guidance for General Business Practices for Installation-operated Child and Youth Programs.

1. The Army Child & Youth Fee Implementation Guidance ensures that:

- a) Child & youth fees are executed in a consistent manner Army-wide.
- b) Families pay a share of the cost of child & youth programs.
- c) Installations meet the *CYS Availability, Affordability, Accountability and Quality* standards and metrics.
- d) Child and youth **management and clerical** staff receive training to ensure the ability to appropriately respond to parents' questions about fees.
- e) **Sponsor status dictates the patron's eligibility.** In a dual Military Family, the senior military member will be the sponsor. For a Family with a Reserve/National Guard member, they must be on an active duty set of orders to be considered the sponsor. If the Reserve/Guard member is not on an active duty set of orders, the sponsor status is identified by determining how the Family supports the mission.

2. Payment Requirements:

- a) Regularly scheduled Full Day, Part Day/Part Time and Before/After School Care fees must be paid within established semi-monthly payment periods and are due by the 5th business day of the payment cycle.
- b) Vacation camp fees must be paid weekly by the Monday prior to the start of the week of vacation camp. **Patrons who have not paid by the Monday prior will lose their space for the summer camp week and must reapply via MilitaryChild care.com and risk losing the week of camp.**
- c) SKIES*Unlimited* instructional classes, youth sports, and camp fees must be paid in full prior to attendance.
- d) Hourly Care must be paid in full on the day service is provided. The garrison may implement a 2-hour no-show fee for Hourly Care. Reservations/care will not be taken/provided if there is a balance.

- e) Families will not be charged for validated Army mission-related extended hours.

3. Initial Fee Payment Requirements:

- a) Initial fee payment for Full Day, Part Day/Part Time Programs and Before/After School Programs must be made at the time a child is accepted/enrolled for the child care space offered by the CYS Parent Central Services Office in order to reserve the offered space.
- b) Fees must be paid in advance of the child's start date and will be based on 10 percent of the monthly payment that is credited to the first month's payment.
- c) The initial fee payment is only refundable for Families who withdraw prior to the start date due to deployment, PCS, TDY or a family emergency.

4. Late Payment Fee Requirements:

- a) For services billed twice a month (1st and 15th), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle.
- b) For any regularly scheduled activities billed monthly, a one-time late payment fee of \$20.00 per child will be assessed on the 6th business day after the 1st of the month billing.
- c) Families will receive a late payment notice outlining the procedures for payment and possible termination if fees are not paid.
- d) SKIES*Unlimited* instructional classes, youth sports, and weekly summer camp program fees must be paid in full prior to attendance and are not subject to late payment fees.

5. Late Pickup Fees:

- a) CDC, FCC, and SAC. programs are authorized to charge a late pickup fee of \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. After 15 minutes, the charge is \$8 per child/per site for the next 45 minutes. CYS emergency procedures will be followed when the child(ren) is (are) left at the program one hour after closing the program.
- b) Late pickup fees are not charged for approved mission-related circumstances or when specific arrangements to extend childcare are made prior to pick up.

6. Miscellaneous Fees:

a) Parents may be charged fees to cover the cost of occasional program enhancing special events. Events may include optional trips to amusement parks, water parks, carnivals, concerts, and other activities determined to be outside the program-operating budget. **This is applicable to all programs.**

b) Parents are not charged fees for lost key fobs or ID cards, routine field trips, food, supplies, and materials/activities related to daily program participation.

c) Only the fees stated in this implementation guidance are authorized.

7. Suspension/Denial/Termination of Services:

a) At the end of every payment cycle, outstanding balances must be reviewed using the CYMS Global Trial Balance, Activity Trial Balance, Pass Trial Balance, and Household Balance Aging Reports.

b) Late payments for full or part-time care will result in a notice of suspension of services when fees are not paid in full by the 2nd billing date of the month. Services will be suspended on the last day of the month until the fees are paid in full, or a hardship waiver/payment plan is approved by the Garrison Commander. Services may be terminated when fees are not paid in full, or a financial hardship waiver is not approved.

c) All other program fees must be paid in advance of participation.

8. Multiple Child Reductions (MCR):

a) A 15 percent MCR is applied when **additional children of the same family** are enrolled in regularly scheduled childcare programs (CDC, FCC, SAC, and YP before school/camp or youth sports. MCRs for childcare and youth sports are calculated separately and may not be combined.

b) MCRs are not applied to contractors and specified space available patrons, Hourly Care Services, SKIES*Unlimited* fees, or School Age Care occasional user fees.

9. Mission-Related Extended Hours for active duty Soldiers (AR 608-10, 5-11.f.4):

a) Families are not charged for approved mission-related extended hours care.

b) Active-duty service members must provide written validation confirming the need for mission-related extended hours care.

10. Refunds:

a) Refunds are not authorized for:

1. Child absences two weeks or less.

2. CYS Services short term program closures due to inclement weather (3 days or less), staff training (no more than 2 days per year provided patrons are provided with advanced notification and alternate options for childcare when needed), or **extenuating installation circumstances as determined by the Garrison Commander.**

3. **NOTE: Military Training Holidays/Wellness days are not considered extenuating circumstances, recommend survey patrons to determine the childcare demand, appropriate staff levels or alternate locations for care.**

4. Withdrawal from a SKIES*Unlimited* Instructional class.

5. Unused leave/vacation.

6. Enrichment program on school out days.

b) Refunds are authorized for:

1. Program closures for repair or renovation when an alternate care setting is not provided.

2. Unexpected, prolonged child absences over 2 weeks, with Garrison Commander approval, due to Family emergency or extended illnesses.

3. Other extenuating circumstances (Garrison Commander's decision).

4. Withdrawal from a Youth Sport (occurring before mid-season of the sport).

NOTE: Garrison Commanders may refund or credit fees on a case-by-case basis for individual Families with special circumstances when the child will not be in the program for a period of time and the fee has already been paid or when a program is closed for extenuating circumstances. The refund must not have a significant financial impact on the program. Families provided with a 45-day supplanting notice that have paid beyond their departure date, will receive a full refund for any time not used. This includes time not used when the Family leaves prior to their 45-day supplanting notification time frame.

11. Leave/Vacation Fee Options (in CDC Full-day Programs only):

- a. During the enrollment/re-registration process, Families must select either a two (2) or four (4) week leave/vacation fee option for each child.
- b. Vacation must be taken in a minimum increment of five consecutive workdays.

12. Fee adjustments for a Family's financial hardship waiver may be approved when a Family can demonstrate a severe hardship resulting from, but not limited to: sudden and unexpected illness or accident of the spouse or the same-sex domestic partner of an eligible DoD civilian employee; loss of the spouse's or eligible DoD civilian's same-sex domestic partner's employment or wages; property damage not covered by insurance; or extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the patron. The waiver request must be supported by an Army Community Services recommendation or Civilian equivalent recommendation documentation. This is not applicable to legal separation agreements.

- a. The Garrison Commander **or designee (no lower than DFMWR)** may temporarily adjust fees for individual Families based on financial hardship or other special circumstances on a case-by-case basis. Approved fees must be within the fee Categories established by DoD. Financial hardship waivers must be validated at least every 6 months **and tracked in CYMS. Follow CYMS guidance for setting up installment billing to pay a financial hardship with the applicable pay code.**

- b. Fee adjustments for financial hardships do not apply to DoD contractors, specified space available patrons, Hourly Care, Youth Sports, or SKIES *Unlimited* Instructional Classes.

- c. Individual family fees, excluding CDP staff, may not be adjusted below the Category 1 fee except when discounts for multiple children of Category 1 families are authorized and when fees are reduced to cover meal costs.

- d. The number of patrons receiving fee adjustments for financial hardship waivers must be reported on the Army Annual Fee Report.

13. Employee Discounts: Implement a 50% fee reduction for the most expensive child of CDP staff. Additional children may not receive this reduction but are authorized the Army standard multiple child reduction.

- a. Staff receiving the employee discounts are eligible to receive the 15 percent MCR when **additional children of the same family** is enrolled in regularly scheduled childcare **(full and part day programs).**

- b. Flexible Child and Youth Staff work 15 hours or more per week, regular part time, or regular full-time positions are eligible for this discount. Averages are based on previous quarter hours.

c. **CYS separated staff members priority and discount will be updated immediately. The separated staff member must provide proof of employment within ten (10) business days to avoid an automatic priority change to non-working spouse or space available, priority 3 and be subject to supplanting.**

d. Only one employee discount will be applied per child when more than one Family member is employed in CYS.

e. Employee discounts will be reported to DCS, G-9 on the Annual Fee Review Report listing the reason, the amount of the fee reduction provided, and the type and number of staff receiving the reduction.

f. The following Installations USAG Alaska, USAG Fort Carson, USAG Rheinland Pfalz-Kaiserslautern/Baumholder, USAG JBM-HH, USAG Fort Belvoir, USAG Fort Irwin and, USAG Fort Detrick-Forest Glenn are authorized to match higher staff reductions for CYS staff offered by adjacent Installations programs operated by the other Departments. IMCOM is the approving authority. Initial business case is not required for these installations; however, installations must submit business cases annually for the IMCOM Commanding General approval to match other military departments in the same area.

g. All other requests for discounts outside this directive must be submitted through HQ IMCOM G9 for approval".

14. Parent Participation Fee Reduction:

a. A ten percent reduction on one month's fee for one child may be awarded for each ten hours of parent participation. Reductions are limited to 10 percent per child per month.

b. Parent participation points may only be used for regularly scheduled programs (e.g., full-day care, part-time care, part-day toddler/preschool, before/after school age care, school break camps and MST Before care and MST camps). Parent participation points will not be used to reduce hourly care fees.

c. Parent participation must be tracked in CYMS.

15. Withdrawal discount: Parents are required to provide a 30-day termination/disenrollment notice to withdraw from full day or before/after school care program. Patrons who fail to provide a 30-day termination/disenrollment notice will be charged the applicable fees. Patrons who provide more than a 30-day termination/disenrollment notice are eligible to receive a withdrawal discount of ten percent. The one-time reduction may be applied to the final **(last full**

billing cycle) payment for full day and before/after school care program. This reduction is not applied to Families transitioning to other on post CYS Services programs (e.g., transitioning from CDC to SAC, etc.), Families being supplanted, and DoD contractors and specified space available patrons.

16. Notification to DoD civilian employees of potential tax liability related to on post childcare subsidy:

- a. The Internal Revenue Service (IRS Code Section 61) considers the fee assistance the Army provides for childcare as cash income in addition to normal earnings.
- b. There is no differentiation between DoD civilian employees and Military service members regarding the fee schedule or quality of childcare services provided, but there is a distinction in the treatment of this subsidy under the tax code
- c. Each year DoD determines the value of the child care subsidy. A Third Party administrator performs this equation on behalf of DoD. Guidance is provided by DoD prior to the tax year (see Attachment 4 of Annex A). **Notification for Civilian Sponsors utilizing Department of Defense Subsidized Child Development Programs must be provided to patrons annually.**

17. Army fees are used at Joint Base locations where the Army is the supporting Service.

18. Deployment Support Services:

Deployment Support Services are only authorized for eligible Army Families.

A Memorandum of Agreement (MOA) must be established with another Military Service Installations to ensure that Deployment Support Services are available to eligible Army Families assigned to that Installation. The MOA may outline eligibility, reimbursement of costs, funding, etc.

Other Services located on Army Installations are NOT authorized to receive the Army Deployment Support Services unless an MOA is established.

Benefits are not retroactive. Benefits will only be given from the date the orders or commander memo is received by Parent Central Services.

19. DoD Contractors and Specified Space Available Patrons:

- a. Fee assistance is eliminated for DoD contractors and specified space available

patrons whose children receive care in military Child Development Centers, Family Child Care, School Age Care, and Youth programs.

b. Specified space available patrons include, but are not limited to, patrons employed by other federal agencies other than DoD, retirees, and other non-eligible users. The term “specified space available patron” does not include active-duty military service members with non-working spouses, DoD civilian employees paid from APF and NAF with non-working spouses, and Gold Star or Surviving Spouses.

c. DoD Contractors and specified space available patrons are not eligible to receive fee reductions (e.g., MCR, Family financial hardship waivers, etc.).

20. Training: Child and youth **management and administrative** staff must receive training on the fee implementation guidance to ensure they can respond to parent questions about the fees.

21. Transportation between Public Schools and CYS facilities:

a. Installations may negotiate with the local school system to provide transportation to/from CYS facilities. When the local school system determines transportation cannot be provided, the installation may provide transportation from CYS facilities to the local school system and back. IMCOM will provide operational guidance for implementing the transportation services.

b. Child care fees may not be used to cover the cost of transporting children between public schools and CYS facilities.

c. Parents who elect to use these optional transportation services may be charged a miscellaneous transportation fee to cover the costs associated with the transportation services. **Priority is not considered when a request for transportation is the only service being offered.**

d. The use of government-owned buses for transporting school children between local school systems and CYS facilities is permitted. Miscellaneous transportation fees may be charged to parents if government-owned buses are used, to pay for other transportation-related costs (e.g., gas, contracted bus driver support, etc.). Reimbursement of appropriated funds for the use of government-owned buses should be determined by the installation, on a case-by-case basis, in accordance with AR 215- 1, Appendix D, Table D-1, para. 7 and AR 58-1, Chapter 7.

22. Standing Operating Procedures (SOP) must be established for:

a. Payment **process for** child care fees, collection of delinquent fees, and

denial of services. **Social Security numbers are no longer collected. Garrisons work with their local Financial Management Office in instances of non-payments.**

- b. Non-mission related late pick-ups.
- c. Patron refund procedures.
- d. Parent participation program.
- e. Community based program referrals and waiting list management.
- f. Financial hardship waiver request and approval.
- g. FCC parent fee assistance and FCC provider support procedures for validating and approving FCC provider requests for payment.
- h. Denial/termination of services.
- i. Verification for spouses seeking employment or enrolled in school.

Part 3

Army Child and Youth Services Fee Implementation Guidance for Total Family Income (TFI)

1. The Secretary of Defense prescribes policy that requires the Military Services to establish child care fees based on TFI for children regularly attending Military Child Development Programs.
2. Parent fees are determined during the CYS Services enrollment process for regularly scheduled CDC, FCC, SAC or YPs before school or camp programs and during annual registration/re-registration thereafter. Note: Garrisons must upload new fee information into the Army Child and Youth Management System (CYMS) before the new Army Child and Youth Fee guidance is implemented. Since fees are updated in CYMS during the beginning of the new fee year, parent fees are re-verified during the re-registration process for Families. **TFI is not applicable to Sports, SKIES, or hourly care programs.**
3. Each family, regardless of income Category, must provide income documentation. Families are not permitted to automatically elect to enroll in the highest fee Category. Failure to provide the required information will delay the processing and approval of child care services as well as will result in denial of child care. OSD requires a summary of TFI information be reported on the Annual Fee Review Report.
4. **CYS Services Parent Central Services staff:**
 - a. Reviews TFI documentation to determine the Family's TFI Fee Category.

(1) Families, regardless of their Total Family Income Category, must provide income documentation. Failure to provide the required information will delay the processing and approval of child care services and will result in denial of child care services.

(2) Fees for Families utilizing Family Care Plans or other temporary guardianships are calculated based on sponsor's TFI.
 - b. Calculates the TFI.
 - c. Identifies TFI Fee Category.
 - d. Informs Family of their program fees.
 - e. Inputs Family income data into the CYMS.

f. Maintains a copy of TFI documentation in a secure location at Parent Central Services through the end of the applicable annual registration period.

5. Total Family Income (TFI):

a. TFI includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, basic allowance for housing Reserve Component/Transit (BAH RC/T) and subsistence allowances and in-kind quarters and subsistence received by a Military Service member, civilian employee, a spouse, or, in the case of an eligible DoD civilian employee, anything else of value, even if not taxable, that was received for providing services. For households in which unmarried couples or pairs are living as a family, the income for both adults is used to determine TFI, as well as any other adult contributing to the welfare of the child. TFI is verified using the most recent W-2 or current Leave and Earning Statement (LES) of the Military Service member, or DoD civilian employee and, if applicable, their spouse and/or all adults who financially contribute to the welfare of the child.

b. TFI calculations must include quarters subsistence and other allowances appropriate for the rank and status of military or civilian personnel, whether received in cash or in-kind. Rather than use the BAH listed on an LES, installations must use the non-locality BAH RC/T with Dependents rate for all active-duty Service members, regardless of whether they live in military housing or off the installation. In locations where active-duty Service members receive less than the BAH RC/T allowance, use the local BAH rate. In assignment locations outside the continental U.S., TFI includes BAH RC/T but does not include Overseas Housing Allowance (OHA) or Living Quarters Allowance (LQA) to ensure that overseas assignments do not result in disproportionately higher child care fee rates. For DoD civilians who receive a housing allowance, use the BAH RC/T with Dependents rate of the lowest grade military equivalent from the Civilian Geneva Categories and Equivalent Grades chart in the Department of Defense (DoDI) Instruction, 1000.01, "Identification (ID) Cards Required by the Geneva Convention,". Basic Needs Allowance (BNA), if received, is included in TFI calculations. For military and DoD civilian families receiving more than one housing allowance, such as dual military families, military and DoD civilian families, or dual DoD civilian families, include the BAH RC/T with Dependents rate of the senior member only.

c. Family Subsistence Supplemental Allowance (FSSA) is not included in the TFI calculation. Families receiving the FSSA will be reported as financial hardship waiver cases on the DoD Fee Review Report.

d. TFI calculations do not include alimony, child support received by the custodial parent, Supplemental Security Income benefits received on behalf of the dependent child, reimbursements for educational expenses or health and wellness

benefits, Cost of Living Allowance (COLA), temporary duty allowances, reenlistment bonuses, cash awards, bonuses, or overtime pay. Basic Needs Allowance, if received, is included in TFI calculations.

e. To support TFI calculations, individuals who have no employment income history and whose income fluctuates throughout the year must provide an employer estimate of the anticipated annual earnings. Individuals who are self-employed will be required to provide an estimate of annual earnings. For individuals who own their own business, TFI will be calculated using the business net income.

f. In the case of unmarried parents, legally separated parents with joint custody, parents living separately with a legal custody agreement, or divorced parents with joint custody, children are eligible for child care only when they reside with the active-duty Service member or eligible civilian sponsor at least 25 percent of the time in a month that the child receives child care through a DoD program. As eligibility and enrollment is based on the sponsor's need for child care to accomplish the DoD mission, TFI is based on the sponsor's household income. If both parents are eligible sponsors, TFI is based on the primary custodial parent's household income.

g. Record TFI on DD Form 2652, Application for DoD Child Care Fees or electronic equivalent.

h. Refer to Annex E – Total Family Income Tip Sheet.

6. TFI Documentation for Fee purposes will be based on current:

- a. Military sponsor's current LES.
- b. Civilian sponsor's current LES.
- c. Spouse's/partner's and/or all adults who financially contribute to the welfare of the child, LES, W-2 forms, and/or other current income documentation.
- d. Schedule C (IRS return) from previous year to demonstrate wages from self-employment.
- e. Letter from employer if spouse has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours to calculate an annual pay estimate. Pay stub must be submitted following the first month of employment.

7. Non-Locality Basic Allowance for Housing and BAS:

a. TFI includes the Non-Locality Basic Allowance for Housing with Dependents Rate (BAH RC/T) for all military members regardless of whether they live in government housing or off the installation.

b. The BAH RC/T chart is located at <http://www.defensetravel.dod.mil/site/bah.cfm>. Open the website. On right side of the screen under “Quick Links and Resources” click on “Non-Locality Rates.” To location the BAH RC/T chart, find the appropriate calendar year.

c. **Since the BAH RC/T chart is based on the calendar year, programs will use the current year BAH RC/T chart for those enrolling on or after January 1 of the calendar year. More information can be obtained on BAH at:** <http://www.defensetravel.dod.mil/perdiem/>.

d. **The current year Basic Substance Allowance (BAS) is based on the calendar year, program will use the current year BAS rate for those enrolling on or after January 1 of the calendar year.**

8. **Fees for Legally Separated Families** are contingent on a legal separation document, a signed separation agreement, or a notarized statement explaining that the parents are separated and unable to reconcile their marital relationship, civil union, or domestic partnership. Military must have the Battalion Commander co-sign the document.

Fees for geographically separated patrons will include both incomes and any other adult contributing to the welfare of the child, unless the Commander approves a financial hardship request. Failure to provide can result in loss of child care.

Fees for Blended Married Families will be based on the TFI of the household.

9. **Maintenance and Security of Documents:**

a. Parent Central Services will retain current financial pay information and previous years' documentation. Parent Central Services must destroy previous years' financial documentation following completion of the annual fee audit.

b. There is no longer a requirement to collect Social Security numbers for the purpose of calculating Total Family Income.

c. LES or similar paperwork must remain in the Parent Central Services Offices and will not be forwarded or visible on Profile Print to the CYS Services programs, i.e., CDC, SAC, YP, FCC, etc.

d. Access to Family financial files in CYMS will be limited to “need to know personnel,”

(i.e., Outreach Services Director, Parent Central Services Registration staff). All “need to know” personnel must be advised of the Privacy Act requirements as well as their responsibilities for ensuring the security of all financial and personal information.

e. LES documentation will not be transmitted to a gaining Installation during the CYMS Global Data Transfer.

10. TFI Category is adjusted when:

a. The unemployed spouse/domestic partner finds paid employment.

b. There is a documented reduction in TFI (e.g., change from full time to part time, furlough, loss of employment or new employment of spouse, etc.).

c. A financial hardship waiver is granted to change the TFI Category.

d. A TFI calculation error places Families in a higher TFI Category. Retroactive credit (from the date of the error) will be applied to the Family household. When TFI calculation errors result in underpayment, Families are notified that fees will be adjusted to the correct rate. **Patron will be notified their TFI was incorrectly calculated and provided an explanation regarding the miscalculation error. Parent Central Services will then adjust the fees in CYMS accordingly.**

e. A CYS employee terminates employment with CYS and provides new employment documentation.

11. Parent Fees are adjusted when:

a. The Family moves to a new TFI Category (e.g., during re-registration or when an unemployed spouse/domestic partner looking for work finds employment).

b. Children transition among programs with different fees, (e.g., full-day care to Kindergarten, full-day to part-day, after school to summer camp, child development center to family child care, etc.). NOTE: Parent fees are not recalculated; CYMS will adjust the fees once the child is enrolled into the applicable program.

c. Army fee implementation guidance directs a fee change.

d. A financial hardship waiver is approved. **The adjustment is set up in Installment billing with the financial hardship pay code.**

e. A CYS employee terminates employment with CYS.

12. Annual Fee Audit: Garrison Commander designates via appointment letter an

outside entity from CYS to conduct an annual audit to ensure Families are placed in the correct TFI Category. Completion of the annual fee audit must be verified during the Army Higher Headquarters Inspection (AHHI).

Part 4

Army Child and Youth Services Child Development Centers (CDC) Fee Guidance

1. Annual Army Fee Guidance applies to the following regularly scheduled programs in CDCs and Child Development Homes:

- a. Full day child care (6-12 hours per day)
- b. Part-time child care (less than six hours per day)
- c. Enrichment/Part-day preschool/toddler child care operate in accordance with current school year calendar:
 - (1) Three hours/five days per week (15 hours per week)
 - (2) Three and a half hours/four days per week (only for Installations operating on a four-day work week).
 - (3) Three hours/three days per week (nine hours per week)
 - (4) Three hours/two days per week (six hours per week)

Note: Enrichment/Part Day Care meets the needs of parents working outside the home who require child care services on a seasonal or regularly scheduled part day basis for fewer than 6 hours per day, usually fewer than 4 days per week. Enrichment Programs are designed for recreational, educational, or social programming for eligible children. Patrons using enrichment programs must be eligible for services but do not need to be employed. **School out days are factored into fees. Refunding or prorating fees is not authorized. For garrisons establishing a Part-day program outside of the normal school year, an Exception to Policy (ETP) must be submitted through ID to IMCOM G9.**

- d. Part-day pre-K *Strong Beginnings* operates:
 - (1) Three hours/five days per week (15 hours per week)
 - (2) Three and a half hours/four days per week (only for Installations operating on a four-day work week).
 - (3) Strong Beginnings summer program (3-hour programs) will follow part-day pre- school fees.
 - (4) Children attending a school system's preschool wrap-around care will follow the

kindergarten fees.

e. Installations are not authorized to operate “non-standard” child and youth programs.

2. **Kindergarten** before and after fees are based on the number of child care hours required to supplement the kindergarten school schedule.

a. Children enrolled in Full Day kindergarten program will be charged the SAC before and after school fees.

b. Children enrolled in a morning or afternoon kindergarten program will be charged the Part Time Kindergarten Fees.

c. Kindergarten children advance to the School-Age Care program at the beginning of the next new school year. Kindergarten summer camp serves children who have completed Kindergarten and follows the SAC camp weekly fees.

3. Hourly care is \$8 per hour, per child. Hourly care may be reserved/charged in 30-minute or one-hour increments. **A 2-hour no-show fee for Hourly Care may be assessed for patrons who fail to show or cancel their reservation at least 24 hours in advance of the reservation. Hourly care may not exceed 15 hours per week for facility-based programs. Reservations will not be accepted for families with a balance.**

Part 5

Army Child and Youth Services School Age Care (SAC) Fee Guidance

1. SAC Fees:

a. Parent fees for regularly scheduled Before School, After School, and Before & After School Programs, full-day care, and virtual learning include care at no additional cost for regularly scheduled children during the following out of school time periods:

(1) Full days on School Out Days.

(2) Spring/Fall/Winter school breaks, teacher in-service.

(3) School cancellations due to snow days/inclement weather.

(4) Other school delays/early dismissals.

(5) Periods between full summer camp weeks and the beginning or end of school (gap days) are treated as school out days and are included in the before and after school fees. Gap days longer than three (3) days would be assessed camp fees.

(6) Children enrolled in the Before school option that requires full day hours longer than 3 days will be charged the Before/After rate.

b. Children enrolled in 5th grade pay the SAC fees regardless of the school configuration or location of program.

c. **In the event of school closures**, Kindergarten and SAC Children attending full-day Kindergarten/SAC programming to meet virtual learning requirements will pay the full-day, part-day or an occasional user fee established for the time in care due to the school schedule. **Vacation option is not applicable to SAC children regardless of school sessions.**

d. Patrons may be charged fees to cover the cost of occasional program enhancing special events. Events may include optional trips to amusement parks, water parks, carnivals, concerts, and other activities determined to be outside the program-operating budget.

2. **Kindergarten** before and after fees are based on the number of child care hours required to supplement the kindergarten school schedule.

a. Children enrolled in a full-day kindergarten program will be charged the SAC

before and after school fees.

b. Children enrolled in a morning or afternoon kindergarten program will be charged the part-time Kindergarten fees.

3. **Summer camp rates** apply to children who have completed kindergarten through 5th grade.

4. **Occasional users** (those not regularly enrolled in Before, After, or Before/After care) /hourly care for school age children:

a. Four free hours per month, per child, of open recreation/hourly care are authorized for occasional users in one-hour increments if staffing and space is available.

b. Four free open recreation hours are included in the fees established for before, after, and before and after school programs for regularly scheduled users.

c. Open recreation hours may not be accumulated from month to month or used in lieu of parent fees for children enrolled in regularly scheduled before and after school or summer camp programs.

5. An **hourly care** fee of \$8 per hour is charged for occasional users attending SAC five or fewer hours per week. Hourly care may be reserved/charged in 30-minute or one-hour increments and may not exceed five hours in any week. **A 2-hour no-show fee for Hourly Care may be assessed for patrons who fail to show or cancel their reservation at least 24 hours in advance of the reservation. Reservations will not be accepted for families with a balance.**

a. A daily fee of \$54 is charged for occasional users attending SAC more than four hours per day. A daily fee of \$34 is charged for occasional users attending SAC four or fewer hours per day.

b. Occasional users must pay weekly camp fees for all seasonal school break camp weeks.

c. Occasional users may be charged separate fees for field trips, special activities and extended hours that would ordinarily be included in the regularly scheduled monthly/semi-monthly fees. Occasional users are charged for seasonal and summer camp programs.

d. The MCR does not apply to occasional users.

6. **SAC summer/seasonal camps take place during school breaks of one week or**

more.

a. Camp fees are charged weekly. Payment is due Monday prior to the beginning of camp week. **Patrons who have not paid by the Monday prior will lose their space for the summer camp week and must reapply via MilitaryChild care.com or risk losing the week of camp.**

b. Occasional users will pay camp fees for all seasonal school break camp weeks. Regular scheduled users who have paid the monthly SAC fee for before, after, or before and after school do not pay additional fees for these school break periods.

c. **Occasional users needing care three (3) or more days in a week will be assessed camp fees.**

d. Fees for before or after camp are not authorized. Camp fees include full-day hours of operation.

e. For families with children enrolled full-time in SAC full-day winter break, spring break, or summer programs, wherein meals are not provided **by the program**, and a family provides all meals for their child, as a pilot initiative, child care fees for full-time full-day care will be reduced by \$100 per month (or prorated to \$23/week).

f. **Fees for children enrolled in Summer School may be prorated based on the number hours children attend.** Days will not be prorated for federal holidays (e.g., July 4th, etc.).

7. Fifth graders advancing to the sixth-grade advance to the MST program at the beginning of the next school year regardless of the school configuration.

Part 6

Army Child and Youth Services Youth Programs (YP) Fee Guidance

1. **Programs and services** are offered at no cost to eligible middle school youth in grades 6-8 and teens in grades 9-12, except for weekday supervision before 1300 hours, virtual learning school time, occasional special events, and occasional optional field trips.

a. Children in 5th grade are not eligible for enrollment in Youth Program regardless of school configuration or program location.

b. Youth in 6th grade and above are not charged a fee for after school programs operating 1300-1800 hours, regardless of the program location.

2. **Before School Supervision Fees:** Fees for accountable youth supervision programs follow the SAC before school fees.

a. Regularly Scheduled Before School Fees include extended supervision hours until 1300 on school out days, Spring/Fall/Winter break, snow days, school delays and early dismissals at no additional cost to Families.

b. Occasional user hourly fees \$8 apply to youth needing five or fewer hours/week of accountable supervision before 1300 hours. Youth hourly fees may not exceed five hours per week. Hours may be reserved/charged in 30-minute increments or one-hour increments.

c. Occasional user daily fees \$35 applies to occasional users needing supervised programming before 1300 on school out days.

3. **School out days** (1300-1800 hours): Supervised programming is offered at no cost for youth registered with CYS Services.

4. **Open Recreation:** Fees are not charged for participation in youth open recreation after 1300 hours.

5. Youth Program Camps/Programs/Activities:

a. Youth in grades 6 through 12 are eligible to participate in youth camps. They will not be charged for camp program fees after 1300 hours.

b. Payment of the weekly before camp supervision fee is required when youth camps operate before 1300. Payment is due Monday prior to the beginning of camp week.

c. Youth camps operating after 1300 hours are offered at no cost for enrolled youth.

d. Occasional users may attend routine youth camp outings on a space available basis and may be charged fees to cover expenses.

6. **Miscellaneous Fees:** Parents may be charged fees to cover the cost of occasional program enhancing special events. Events may include optional trips to amusement parks, water parks, carnivals, concerts, dances, lock-ins and other activities determined to be outside the program-operating budget.

Part 7

Army Child & Youth Services Sports and Fitness Program Fee Guidance

1. Youth Sports and Fitness Fees are charged for:

a. Developmental Sports – Introduction/orientation for baseline youth sports (soccer, basketball, and baseball) for children aged three to four years not offered as part of Start Smart. Developmental Sports fees are charged for developmental youth sports for children aged three to four years.

b. Children participating in Category A-B team sports regardless of the child's age.

c. Category A Sports – cheerleading, soccer, baseball, softball, flag football, basketball, volleyball, track and field, dodge ball, kickball, capture the flag, double-Dutch, team handball, inline skating, power lifting, table tennis, racquetball, badminton, cycling.

d. Category B Sports – hockey, lacrosse, field hockey, water polo, tennis, boxing, gymnastics, football, skiing, snowboarding, bowling, archery, specialized team, **wrestling**, and individual sports programs.

(1) Fees will be based on a cost analysis for operating the sport.

(2) **IMCOM G9 CYS** will provide additional guidance regarding how to calculate the fees for these sports activities and sports not identified to ensure a cost analysis is developed for determining the sports fee.

2. **Standard and high-cost fees** are charged for youth sports programs unless the city/county where the installation is located offers a similar program during the same sport season at a lower fee than the Army. In this case, the installation may choose to charge the same amount as the county or city but may not charge less. Fees for youth sports not listed must be authorized by **IMCOM G9 CYS** on a case-by-case basis.

3. **Staff-operated** youth fitness and nutrition activities are offered at no cost as part of child development baseline programming unless conducted as a *SKIESUnlimited* class.

4. Youth Sports and Fitness Fees:

a. Are not subject to TFI Category.

b. Are not charged for Youth Sports and Fitness outreach programs provided to enhance other CYS Services programs (ie. SAC, CDC, FCC) including

(1) Youth Sports, Fitness and Health programs/classes/events.

(2) *Start Smart* provided in child development programs.

c. Locally determined fees are authorized to reimburse NAF expenses incurred for Youth Sports and Fitness Clinics, Parent & Child *Start Smart* Kits/Classes. Sports camps must be paid in full before the start of the program.

5. Multiple Child Reductions (MCR): MCR is applied when additional children of the same family is enrolled in any youth sport during the same sport season.

a. The full fee is paid for the most expensive sport when children are enrolled concurrently. Any additional children of the same family will receive the MCR.

b. The full fee is paid for the first child enrolled when children are not enrolled concurrently due to the varying registration periods. Any additional children of the same family will receive the MCR.

c. MCRs do not apply to SKIESUnlimited instructional sports classes.

6. Youth sports coach fee reductions apply only to the coach's own children during the same season they volunteer to coach:

a. Volunteer head coaches may enroll all of their children at no cost in any Category A or B sport.

b. Assistant volunteer coaches may enroll one child at no cost in any Category A or B sport. Any additional children of the same family will receive a 15 percent reduction in any Category A or B sport.

7. League fees are the responsibility of the installation and will not be assessed to parents.

Part 8

Army Child and Youth Services *SKIESUnlimited* Instructional Program Fee Guidance

1. *SKIESUnlimited* Instructional Program Fees are determined by the Installation:

a. Costs incurred by CYS to operate the class include contract instructors, expendable supplies, and supplemental NAF staff such as lifeguards, facility costs, etc.

b. Generate overall “enterprise” revenue for CYS.

c. Provide no cost or reduced fee instructional classes to support CYS programming in:

(1) Child Development Centers.

(2) School-Age Care Programs.

(3) Sports and Fitness Programs.

(4) Youth Programs.

(5) Special Events.

d. Must be paid in full in advance of services.

2. **Introductory demonstration classes** are offered at low or no cost to enhance other CYS Programs and to encourage follow up enrollment in fee based *SKIESUnlimited* Instructional Classes.

3. **Contracts** are established between CYS and the *SKIESUnlimited* instructor for each *SKIESUnlimited* instructional class. Instructor contracts generally reflect the following metrics:

a. 65 percent – 70 percent: instructors/class materials cost.

b. 30 percent – 35 percent: revenue returned to CYS.

4. A higher percentage may be awarded to instructors for “hard to fill” specialty areas or as an incentive to retain strong instructors if overall “enterprise” *SKIESUnlimited* Net Income before Depreciation (NIBD) goal is maintained.

5. *SKIESUnlimited* instructional classes must be paid in full prior to attendance.

6. Multiple Child Reduction (MCR): The CYS Services MCR is not authorized for SKIES*Unlimited* classes.

Part 9

Army Child and Youth Services Family Child Care (FCC) Parent Fee Assistance and FCC Provider Support Incentives

1. Overview:

a. The HQDA EXORD 061-24 School Year (SY) 2023-2024 Child Care fee policy provides regulatory guidance and assigns responsibilities for the implementation of DoD fees and FCC Provider rate caps for school year 2023-2024. Programs will be subsidized at levels defined by this fee guidance.

b. Centrally funded direct and indirect subsidy incentives for Army FCC Providers provide monthly support for FCC Providers. These incentives encourage Providers to enhance their care giving skills through professional development and accreditation, provide specialty or after-hours care, increase child spaces, and continue with the Army FCC Program as their career path (longevity).

c. Fees are established at 15 percent below installation fees for full day and part day child enrollment. These fee reductions provide Families with an “affordability incentive” to enroll children in regularly scheduled child care in FCC homes.

d. Full day is defined as 30 hours or more per week and part day is 16 – 29 hours per week. Hourly fees are charged for 1-15 hours per week and not subject to the 15 percent reduction. Contractors and specified space available patrons may not receive the 15 percent FCC fee reduction.

e. IMCOM G9 is required to submit a quarterly FCC subsidy incentive usage summary to HQDA DCS-G9 outlining the subsidies provided, the number of FCC Providers claiming FCC subsidies, and the total amount paid for each subsidy/incentive by installation and Army-wide.

2. Business Policies:

a. FCC Providers are required to charge established Army Family Fees, IAW HQ EXORD 061-24, and fill vacancies from the installation waitlist.

b. Families using FCC must enroll their children at Parent Central Services.

c. FCC Providers will receive the same staff fee reductions as listed on pages 7-8 on the most expensive child to be applied after multiple child and deployment discounts if the Provider decides to utilize the CDC and/or the SAC for child care.

d. Family leave/vacation: FCC family fees are annualized to include a two week leave/vacation during which time the family member pays no fee to hold the space. Providers may only receive fee assistance during the 2-week vacation

period when children are not in care.

e. Subsidies are not authorized in months Families do not pay fees, except for the annualized two-week leave-vacation.

f. Multiple Child Reduction (MCR): A 15 percent MCR is applied when additional children of the same family is enrolled in regularly scheduled child care programs (CDC, FCC, SAC, and YP before school/camp or youth sports). MCRs for child care and Youth Sports and Fitness are calculated separately and may not be combined. The MCR is applied towards the facility-based programs first.

(1) Multiple Child Reduction (MCR): A 15 percent standard Army-wide MCR applies when additional children in the same Family enroll in regularly scheduled child care programs offered/sponsored by CYS.

(2) MCRs are not applied to DoD Contractors and specified space available patrons, hourly care services, SKIESUnlimited fees or School Age Care occasional user fees. Families will pay the full fee for care in these instances.

g. Miscellaneous Reimbursements may include fees for annual health assessments, etc.

3. FCC Provider Direct Subsidy Incentives

a. Mandatory Direct Subsidy Incentives are determined by IMCOM G9 CYS and based on available funding.

(1) Family Fee Assistance Supplement: Reimburses FCC Providers the difference between the assigned parent fee and the specified Provider rate cap. DoD contractors and specified space available patrons are not approved to receive fee assistance and fee discounts. Families in TFI Category DoD contractors or specified space available patrons will pay the full fee for care listed on the Army Fee Charts.

b. FCC Providers offering full day care are subsidized to the following full day Provider rate caps based on an average attendance of 30 hours per week or more. Children attending on a part-time basis are subsidized 70 percent of the full day Provider rate cap.

c. Providers must be up to date on training and have completed the Child Abuse Risk Assessment Tool (CARAT) towards the end of the Provisional Certification process and prior to Full Certification and every three years thereafter. The Family Child Care Environmental Rating Scale (FCCERS) must be completed within the first 12 months of the FCC Provisional Certification prior to issuing Full Certification. CARAT ratings above 1 must have completed corrective actions and FCCERS ratings under 5 must have completed corrective actions to receive the following direct subsidy payments.

(1) \$1,200 rate cap per full-time child / \$840 rate cap per part-time child per month for provisional certification.

(2) \$1,400 rate cap per full-time child / \$980 rate cap per part-time child per month for full certification.

(3) \$1,600 rate cap per full-time child / \$1,120 rate cap per part-time child per month for 18 months for operating under full FCC certification at any military-operated installation. Time served as a certified FCC Provider at a previous military-operated installation is credited toward the 18-month longevity requirement if the Provider opens their home within six-months of arrival at a new installation. Garrisons may request an extension where the delay to opening the home within six-months is not due to the Provider's action/inaction.

(4) \$1,800 rate cap per full-time child / \$1,260 rate cap per part-time child per month for National Association for Family Child Care (NAFCC) accredited Providers. Providers who lose their accreditation for any reason will immediately lose their NAFCC status and \$1,800/ \$1,260 per child per month rate. FCC Providers who lose their NAFCC accreditation must become re-accredited to begin receiving the NAFCC FCC home payment rate.

4. FCC Provider Indirect Subsidy Incentives

a. The following indirect support incentives were determined by IMCOM G9 CYS and are based on available funding. IMCOM G9 CYS will provide the subsidy management.

(1) Army Risk Management Program: Provisionally and fully certified on post FCC Providers in good standing are authorized insurance coverage in the Army Risk Management Program.

(2) Access to the CYS Lending Library

(3) Child care will be provided at no cost to FCC Providers for their own children under the age of 12 when completing required professional development training and annual background check requirements with the security office.

Other subsidies subject to availability of funding (provider health assessment fees, etc).

5. Hourly Care

a. Patrons utilizing FCC programs for hourly care services during the hours of 0600-2400 will pay the Provider \$8 per child, per hour. Army will subsidize the Provider an additional \$2 per child/per hour.

b. Patrons utilizing FCC hourly care services for mission related care between the hours of 2400-0600 will pay the Provider \$8 per hour/per child. Army will subsidize the Provider an additional \$7 per child/per hour.

c. FCC Hourly Care Spaces in a regularly scheduled home may be authorized to meet the Installation hourly care demand. The hourly care Family fee and Army subsidy contribution will follow the same guidance outlined above, based on the time of day/night care is provided and whether the care is mission related.

6. Additional Fees

a. Late Pick-Up: Providers are authorized to charge a Late Pick-up fee of \$1 per minute up to 15 minutes per Family/per site, regardless of the number of children in care in the FCC home. After 15 minutes, the charge is \$8 per child/per site for the next 45 minutes. CYS emergency procedures are followed when child(ren) is/(are) left at the program one hour after closing. Late pick-up fees are not charged for verified mission-related circumstances or when prior agreements are made to extend child care prior to pick-up or in other extenuating circumstances.

b. Supplemental Fees for CYS Special Events/Activities: Patrons may be charged additional "one-time event" fees to cover costs of special field trips, day outings, etc. FCC Providers will keep patrons informed of these additional activities/costs.

7. Back-Up Child Care and Substitute Child Care

a. FCC Providers will place children with an authorized FCC back-up care Provider or in a CDC/SAC program at no cost to the Family.

(1) The FCC Provider and the backup care Provider will negotiate the backup care rates between themselves.

(2) When back-up care is not available in FCC and care must be provided at the Child Development Center (CDC), the hourly care rate of \$8 per hour/child will be charged and reimbursed only if conducting FCC business. IMCOM G9 CYS, will develop implementation guidelines to support this subsidy.

(3) When back up care is required for personal reasons, the Provider will pay \$8.00 per hour/child to the CDC but will not receive the subsidy reimbursement.

b. Substitute Child Care occurs when a substitute Provider offers back-up Care. When a Substitute Provider provides back up care, the Provider will negotiate payment with the substitute Provider per local SOP.

8. Parent Participation Program Fee Reduction: Patrons utilizing FCC

Full day (includes before and after programs) and part time programs may qualify for Parent Participation Program fee reductions by participating in authorized volunteer activities in accordance with Parent Participation Program operating guidelines.

9. Financial Hardships/Extenuating Circumstances: Patrons utilizing FCC may request a temporary fee reduction for financial hardship or extenuating circumstance to be approved by the Garrison Commander. The Provider will receive the fee difference through the FCC subsidy program. Financial hardship reductions will be inline with current financial hardship guidance from IMCOM G9 CYS. Individual family fees, excluding CDP staff, may not be adjusted below the Category 1 fee except when discounts for multiple children of Category 1 families are authorized and when fees are reduced to cover meal costs.

10. Mission-Related Extended Hours Fee Assistance

a. Mission-Related Extended Hourly Care: Child care is provided at no-cost to Families for short term child care (up to 3 hours/day) beyond regularly scheduled hours of care (based on the Sponsor's typical duty day and care requirement). A written validation statement is required from the Service member's unit/sponsor's supervisor to qualify and provide to the CYS management (e.g., FCC Director) for approval. The Provider will receive \$10 per hour for the child care provided. (Refer to page 72 of the FCC 101 Guide).

b. Mission-Related Long-Term Extended Duty 24/7 Child Care Fee Assistance is Provided at no cost to Families for care that often requires overnight care. Individual Families are authorized up to 30 calendar days per child for Extended Duty 24/7 Child Care per year. (See additional information below).

c. Mission-Related Extended Duty Child Care for Single/Dual Military Families: Families will pay their monthly rate to the FCC Provider. To help cover the additional incurred expenses, the Provider will be subsidized \$50 per day, not to exceed 30 days per child. Only 30 calendar days are authorized per year. When additional days are required by a Family due to special circumstances, an exception to policy may be submitted to the Commander for approval. IMCOM G9 CYS will establish standardized guidelines for Mission Related Long Term Extended Duty Child Care.

11. School Out Days: On official "school out days" FCC Providers will receive 70 percent of the full-day Provider rate cap for those enrolled in either the Before School only or the After School only programs.

12. Extended Absence and Early Withdrawal: Reimburses FCC Providers for up to two weeks of lost income due to child absence of more than two weeks due to Family emergency, child illness, or Family's early withdrawal from the FCC Home with less than a two-week notice. Provider must agree to accept Parent Central Services referrals for respite child care, back-up care, and hourly child care during

the Family's unused hours.

13. FCC Provider Support Incentives:

a. Nutritious Meals for Enrolled Children in the Continental United States (CONUS):

(1) Meals are partially reimbursed by the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) when both the FCC Provider and the FCC child(ren) are enrolled.

(2) Participating CONUS FCC Providers receive a partial reimbursement by the USDA CACFP for qualifying meals served to enrolled children. Providers' own children may or may not be permitted, per USDA regulatory requirements.

b. Nutritious Meals for Enrolled Children OCONUS: Meals are partially reimbursed by OCONUS Self-Sufficiency Exemption funding for qualifying meals/infant formula. Participating OCONUS FCC Providers receive partial reimbursement from the Army for qualifying meals served to enrolled children (not including the FCC Provider's own children). Reimbursement rates are comparable to CONUS locations USDA CACFP rates. Reimbursement follows current USDA CACFP rate for Tier 1 Families in the contiguous states.

c. Special Needs Care Support Incentive is determined by **IMCOM G9 CYS** and based on available funding. FCC Providers must complete the Kids Included Together (KIT) Inclusive Practice in Family Child Care Course and agree to care for a child with special needs (as determined by a MIAT) to receive the Special Needs Care Support Incentive. The amount of the Special Needs Care Support Incentive payment is \$600.00 per child per month and must be approved by **Commander or designee (no lower than DFMWR)** on a case-by case basis.

d. **Infant/Toddler Home Incentive is determined by IMCOM G9 CYS, based on available funding: FCC Providers who provide care only for infants and toddlers, ages 4 weeks through 3 years, may receive a subsidy of \$400 per month. The group size, including the Provider's own children under 8 years, will count in this ratio. At least one child must be mobile for safety and emergency evacuation purposes.**

e. FCC Provider Mentor Incentive: Applies to fully certified FCC Providers who have CDA certification and/or NAFCC accreditation, serve as an approved mentor to other FCC Providers, and host CDC staff observations and VIP visits in their homes.

(1) Installations with active Providers (caring for children) may have a mentor program. FCC Providers assigned as mentors by the FCC Director are authorized to receive a financial incentive of \$15 per hour and can mentor up to 30 hours per quarter per local SOP.

(2) Installations with 31 or more active Providers may have two mentors. FCC Providers assigned as mentors by the FCC Director are authorized to receive a financial incentive of \$15 per hour and can mentor up to 30 hours per quarter per local SOP.

f. Relocation Bonus: A \$1,000 relocation bonus will be provided to FCC Providers who successfully relocation their homes to a gaining installation and provide care for children.

g. Recruitment Bonus: A \$1,000 recruitment bonus will be provided to FCC Providers who successfully open their homes and provide care for children.

14. Parent Fee Refunds

a. FCC Providers must refund/adjust parent fees when:

(1) A CYS alternative care setting is not provided when a FCC home is closed due to a Provider's personal circumstances.

(2) Children have a documented absence of more than two weeks due to unexpected/prolonged Family emergency or child illness.

(3) Child has an early withdrawal from FCC home due to documented extenuating and/or emergency Family circumstances.

b. FCC Providers must notify CYS Parent Central Services in advance of Family fee adjustments/refunds.

c. Parent Fee Refunds are NOT authorized for:

(1) The first two weeks of any child absence.

(2) FCC home closures due to inclement weather or **extenuating** Installation circumstances determined by Garrison Commander.

(3) Unused Family leave/vacation plan.

15. Standing Operating Procedures (SOP) for fees will be established by Garrisons for:

(1) Procedures and documentation required for mission-related fee assistance to include extended hours fee reductions.

(2) Responsibilities of mentors, if applicable.

(3) Procedures for back-up care and back-up FCC Providers.

Part 10

Army Child and Youth Services Community Based Programs (Army Fee Assistance)

1. Army Fee Assistance pays the difference in the installation child care fee and the civilian child care fee up to the established civilian child care provider rate cap. Parents are responsible to pay the installation child care fee and any civilian child care provider fees exceeding the established civilian child care provider rate caps. The third party administrator shall implement new SY 23-24 fees NLT 90 days from issuance of the fee policy. Fees for children already enrolled in the Fee Assistance program shall be updated to the new parent rates during annual recertification or when a change is made to the application that results in recalculation. Patrons must request care for Fee Assistance at [MilitaryChild care.com](https://militarychildcare.com).

2. Installations that cannot accommodate an Army Family within 45 days of the date care needed, will refer patrons to the CCAoA website to download the SNA. Parent Central Services will sign the Statement of Non-Availability (SNA) from the third party administrator who will determine eligibility for Army Fee Assistance. Patrons should submit the signed SNA with the application to CCAoA website.

SNA are not required for the following:

- a. Army Family resides outside the installation Catchment area (currently defined as 15 miles/20 minutes)
 - b. Joint base installations where Army is not the primary Service
 - c. Army Recruiters
 - d. School age children
 - e. Army Active-duty combat-related wounded warriors and combat-related surviving spouses.
 - f. Army Families supplanted from child care on the installation can provide a copy of the supplanting notice in lieu of a SNA. Supplanting notices in lieu of SNA are only authorized for 60 days from the date the supplanting notice is signed.
3. Parent fees and fee assistance is calculated using the applicable SY 23-24 CDC Monthly Fee charts (2-week vacation option) and SY 23-24 SAC Monthly Fee Charts (2-week vacation option) for Standard Cost Areas or High-Cost Areas.
4. Parents pay high-cost fees for providers near installations defined as high-

cost installations in EXORD 061-24. Parents pay standard cost fees in all other areas.