

## **Hartford Mayor's Cabinet for Young Children Policies and Guidelines**

### **Fees, Fee Schedule and Per-Child Contributions (B-02)**

All school readiness programs approved by the Mayor's Cabinet for Young Children shall adhere to requirements established by the CT Office of Early Childhood delineated in General Policy B-02. For school readiness families, proof of income is required, however, families claiming to fall over 75% of the state median income may provide an estimate without documentation but must agree to pay the cost of care. For Child Day Care families, proof of income falling below 75% of the state median income is required upon enrollment in order to determine eligibility.

Programs shall notify parents of any upcoming change to their fees 30 days prior to the date the change is to take place and maintain proof of such notification. In addition, in accordance with the policy of the Mayor's Cabinet for Young Children, programs shall establish written fee policies and disseminate these policies to families and staff, at least in their respective handbooks. At a minimum, these policies shall address:

- How family contribution is calculated;
- How fees are assessed and collected;
- How income, family size, DSS cash assistance status and any other eligibility factors are determined and verified;
- How confidentiality of family information is maintained; and
- Procedures addressing other issues, including but not limited to, fee forgiveness, failure to pay, any process for the temporary reduction in assessed fees and the process for appealing a fee determination.

School readiness funded sub-grantees shall annually publish their cost of care for School Readiness supported spaces and shall file their published rate with the Department of Families, Children, Youth and Recreation under the auspices of the Mayor's Cabinet for Young Children. All fees from families received by school readiness sub-grantees shall be used to support the School Readiness program in the fiscal year they are collected except May and June fees can be used in the next fiscal year.

However, programs may set up a separate non-interest bearing account to hold parent fees collected by the School Readiness program. Requests to carry over additional fees must be submitted to the Department of Families, Children, Youth and Recreation and approved by the Mayor's Cabinet for Young Children. The Cabinet in turn, shall seek approval from the CT Office of Early Childhood. In addition, each school readiness sub-grantee shall submit an expenditure report to the Department of Families, Children, Youth and Recreation at least twice annually on grant award, family fees, and Care 4 Kids revenue as required by the Mayor's Cabinet for Young Children.

The Department of Families, Children, Youth and Recreation under the auspices of the Mayor's Cabinet for Young Children shall ensure that the fee policy is adhered to by sub-

grantees and shall require sub-grantees to submit a report on actual fee income on a monthly basis. The Department of Families, Children, Youth and Recreation shall review monthly submissions to ensure accurate data is submitted to the CT Office of Early Childhood.