

Hartford Mayor's Cabinet for Young Children Policies and Guidelines

Income Guidelines and Per-Child Fee Schedules (B-01)

The most recently disseminated Income Guidelines for School Readiness sub-grantees must be utilized when calculating parent fees. These income guidelines are based on the State Median Income (SMI) levels published annually in the Federal Register. In accordance with state requirements, parents must be given a 30-day notice prior to changing a parent fee.

When new Income Guidelines are released, the following procedures must be implemented:

- Use the new fee schedule to determine the calculated fee for all children enrolled after programs receive communication of the new fee schedule.
- For children currently enrolled and transitioning to kindergarten, no new fee calculation is needed. Programs may continue to charge the existing fee until the child/children exits the program to attend kindergarten.
- Re-determination of fees for currently enrolled families is not required with a new fee schedule except for those families due for their annual re-determination. Re-determination should occur annually after the initial determination using the new scale.
- School Readiness families must be informed of the cost of care and the calculated fee using the fee scale.

Programs reserve the right to collect less than the calculated fee but must maintain fiscal responsibility to ensure quality programming. The program may implement a hardship policy based on individual family needs. The policy should be clearly stated to families upon enrollment and outline what the program considers as hardship and the documentation needed to determine hardship.

The Department of Families, Children, Youth, and Recreation under the auspices of the Mayor's Cabinet for Young Children, will work closely with programs to support decisions regarding fee collections and collect data that are useful in identifying community income trends and program policy development.