
Early Start CT Family Fees & the Sliding Fee Scale

June 10 & 11, 2025



Office of Early Childhood

Agenda

- Introduction
- Early Start CT Overview
- Grants & Contracts Reminders
- Where We Are
- General Policies
 - Family Fees & the Sliding Fee Scale
- Next Steps
- Questions?

Please put questions in the [Q&A box](#) and use the [Chat](#) feature for conversation with participants and hosts.

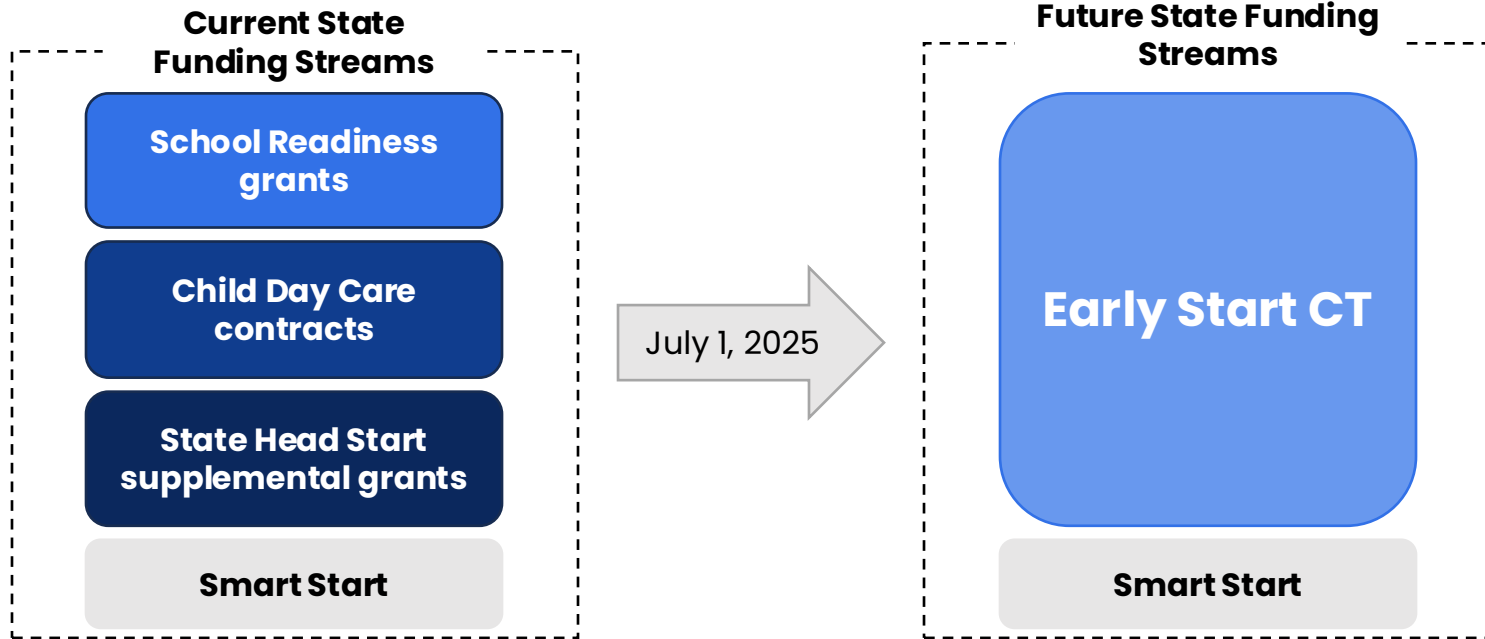
Goals for Today's Session

- 1) Have a clear understanding of the family fees and the sliding fee scale process for Early Start CT families
- 2) Know how to access and use available resources related to family fees and the sliding fee scale



What is Early Start CT?

Early Start CT is the new state funding stream that combines the current School Readiness grants, Child Day Care Contracts, and State Head Start supplemental grants; it goes into effect **July 1, 2025**



Early Start CT Goals



Empower families and amplify parent voice to better meet the needs of Connecticut children.



Strengthen system collaboration and a shared vision to build lasting partnerships between community stakeholders.



Improve equitable access to affordable, high-quality care and early childhood services and supports that meet a range of family needs.



Promote best practices to enhance provider's ability to support children's learning and development.



Pre-Contracting Reminders

- **ALL Vendors** (new and existing) must submit the [Agency Vendor Form](#) to: erica.previti@ct.gov
- **Delay** in submission of the Agency Vendor form = **delay** in contract processing = **delay** in payment
- For a complete list of [precontracting resources](#), forms and the frequently updated Q&A document visit Early Start Resources at: <https://www.ctoec.org/early-start-ct-resources/>

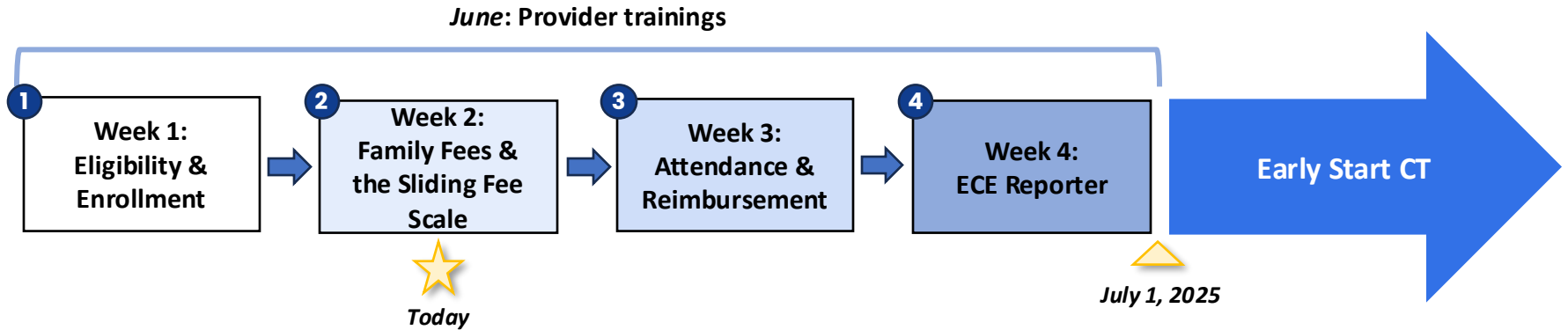


Early Start Contract Overview

- To **expedite** contract execution, the OEC has worked with the Office of Attorney General on an **approved** ESCT contract template.
- Individual contracts **do not need** to go to the OAG for final approval.
- OAG approved templates **do not allow** for individual contract language change requests.
- The Early Start CT contract template **follows the same structure** as previously executed Child Day Care contracts **BUT is more condensed** and does not contain the content that is covered in General Policies.
- This week, OEC will begin **processing and sending contracts** to Vendors who have submitted the necessary forms and for which OEC has verified the business name in all systems.



Timeline: ESCT training and launch



The Early Start CT Team will be offering additional trainings this fall.



General Policies



General Policy: Determining Family Fee

General policy language

Who determines the Family Fee?

- **ESCT Programs are responsible** for calculating and documenting the per-child fee for all ESCT families.

When is the Family Fee Determined?

- **First**, at the time of **initial enrollment**.
- **Then, annual** basis.

What is needed to determine the family fee?

Programs must verify and determine:

- Family's Size
- Family's Gross Annual Income

Relevant Guidance

Notification of Family Fees

- Families must be **notified in writing**, what their weekly family fee will be.
- Families must be given **30 days' notice**, in writing, before their family fee is changed.

Determination Timeline

- Annual redetermination = **1 time per year**
 - Based on initial enrollment date or
 - Done the same time every year for ALL ESCT families
- Families may request to have their family fee redetermined at any time there is a **change to family size or decrease in annual income**.
 - Give 30 days' notice of any fee change.



General Policy: Determining Family Size

General policy language

Family Size

- Programs shall use family's tax return.
- OEC allows families to self-identify current family size.

Family of One is a child who:

- Receives Temporary Family Assistance (TFA) & lives with relative who does not receive TFA.
- In foster care, placed by DCF.
- Adopted from DCF (12 months date of adoption)
- For families sharing living quarters, consult community [McKinney-Vento liaison](#) or Early Start CT liaison.

Relevant Guidance

Documentation

- **Most recently completed tax return** is preferred to determine family size.
- Provide families with flexibility to self-identify current family size in a **legally documentable form**.
 - Ex: Programs' Enrollment Form



General Policy: Determining Family Income

Must always
calculate
ANNUAL
income!

General policy language

Family Income

Program is responsible for determining **Gross Annual Income** of family.

1. Gather required documents to verify income.
2. Calculate gross annual income.
3. Document everything.

Income Included = Compensation for employment, self-employment or contractual agreements. *See full list in General Policy.

Income Excluded = Examples include: TFA, child support payments, SNAP benefits, and tax refund.
*See full list in General Policy.

Relevant Guidance

Documentation

- **Most recently completed state or federal tax return** to determine gross annual income.
- A **month's worth** of recent payroll statements.
 - Paid weekly = 4 paystubs
 - Paid bi-weekly = 2 paystubs
- Other: Notarized letter from employer or employment contract.
- Self-employed use Individual or State Income Tax Return or current business records.
- Families claiming to have zero (0) income may be required to complete program form, attesting to no income.



General Policy: Determining Family Income

Must always
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Tax Return

Form 1040 U.S. Individual Income Tax Return 2024. The form includes sections for Filing Status, Digital Assets, Standard Deduction, Dependents, Income, and Tax. Key lines highlighted include Line 8 (Additional income from Schedule 1), Line 9 (Total income), Line 10 (Adjusted gross income), Line 11 (Standard deduction or itemized deductions), Line 12 (Qualified business income deduction), and Line 15 (Taxable income).

Who
filed tax
return

of
Dependents

Gross Annual
Income = Line 9

Paystubs

Parent/Guardian

Paid weekly = **4 paystubs**

Gross Total Earnings (tips, overtime, bonuses, etc.)

Paystub 1 = \$800 Gross
Paystub 2 = \$920 Gross
Paystub 3 = \$780 Gross
Paystub 4 = \$800 Gross

STEP 1: $\$800 + \$920 + \$780 + \$800 = \$3,300$

STEP 2: $\$3,300 / 4 \text{ weeks} = \$825 \text{ weekly average}$

STEP 3: $\$825 \times 52 \text{ weeks} = \$42,900 \text{ annual income}$



General Policy: OEC Family Fee Schedule

General policy language

OEC General Policy B-01: Fee Schedule used to determine **per-child fees** for families **enrolled in Early Start CT spaces**.

- Programs required to **calculate and document per-child fee for all ESCT families**.



Relevant Guidance

When OEC publishes NEW fee schedule

- Any **new families** enrolled after issue date = use newly issued fee schedule
- **Families currently** enrolled =
 - Use new fee schedule at next redetermination **or**
 - Redetermine family fees sooner with thirty days' notice before fee change.

General Policy: Practice Family

Family

Heeler Family



Family Information

Parent: Bandit

\$42,000 Gross Annual Income

Parent: Chilli

\$50,000 Gross Annual Income

Child: Bluey

4 Years Old
Full-Time Preschool
12 Months

Child: Bingo

2 Years Old
Half-Time Infant/Toddler
12 Months

Family of 4
\$92,000 Income



General Policy: OEC Family Fee Schedule

State Median Income (SMI)

1. Find column with correct family size. (Family 4)
2. Find family's gross annual income (within range) shown in column below correct family size. (\$92,00 gross annual income)
3. Family is in **61-64% SMI** level.

OEC Fee Schedule for OEC-Funded Early Care and Education Programs
see instructions GP B-01

	% SMI	FAMILY SIZE									
		1 - 3	4	5	6	7	8	9	10		
From 0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
To (<) 12%	\$ 14,701	\$ 17,501	\$ 20,302	\$ 23,102	\$ 23,627	\$ 24,152	\$ 24,677	\$ 25,203			
From 12%	\$ 14,702	\$ 17,502	\$ 20,303	\$ 23,103	\$ 23,628	\$ 24,153	\$ 24,678	\$ 25,203			
To (<) 15%	\$ 18,376	\$ 21,877	\$ 25,377	\$ 28,878	\$ 29,534	\$ 30,191	\$ 30,847	\$ 31,503			
From 15%	\$ 18,377	\$ 21,878	\$ 25,378	\$ 28,879	\$ 29,535	\$ 30,192	\$ 30,848	\$ 31,504			
To (<) 17%	\$ 20,827	\$ 24,794	\$ 28,761	\$ 32,728	\$ 33,472	\$ 34,216	\$ 34,960	\$ 35,704			
From 17%	\$ 20,828	\$ 24,795	\$ 28,762	\$ 32,729	\$ 33,473	\$ 34,217	\$ 34,961	\$ 35,705			
To (<) 20%	\$ 24,502	\$ 29,170	\$ 33,837	\$ 38,504	\$ 39,379	\$ 40,254	\$ 41,129	\$ 42,005			
From 20%	\$ 24,503	\$ 29,171	\$ 33,838	\$ 38,505	\$ 39,380	\$ 40,255	\$ 41,130	\$ 42,006			
To (<) 23%	\$ 28,178	\$ 33,545	\$ 38,912	\$ 44,280	\$ 45,286	\$ 46,293	\$ 47,299	\$ 48,305			
From 23%	\$ 28,179	\$ 33,546	\$ 38,913	\$ 44,281	\$ 45,287	\$ 46,294	\$ 47,300	\$ 48,306			
To (<) 26%	\$ 31,853	\$ 37,921	\$ 43,988	\$ 50,056	\$ 51,193	\$ 52,331	\$ 53,469	\$ 54,606			
From 26%	\$ 31,854	\$ 37,922	\$ 43,989	\$ 50,057	\$ 51,194	\$ 52,332	\$ 53,470	\$ 54,607			
To (<) 29%	\$ 35,529	\$ 42,296	\$ 49,064	\$ 55,831	\$ 57,100	\$ 58,369	\$ 59,638	\$ 60,907			
From 29%	\$ 35,530	\$ 42,297	\$ 49,065	\$ 55,832	\$ 57,101	\$ 58,370	\$ 59,639	\$ 60,908			
To (<) 32%	\$ 39,204	\$ 46,672	\$ 54,139	\$ 61,607	\$ 63,007	\$ 64,408	\$ 65,809	\$ 67,209			
From 32%	\$ 39,205	\$ 46,673	\$ 54,140	\$ 61,608	\$ 63,008	\$ 64,409	\$ 65,809	\$ 67,209			
To (<) 35%	\$ 42,880	\$ 51,048	\$ 59,215	\$ 67,383	\$ 68,914	\$ 70,446	\$ 71,977	\$ 73,509			
From 35%	\$ 42,881	\$ 51,049	\$ 59,216	\$ 67,384	\$ 68,915	\$ 70,447	\$ 71,978	\$ 73,510			
To (<) 38%	\$ 46,555	\$ 55,423	\$ 64,291	\$ 73,159	\$ 74,821	\$ 76,484	\$ 78,147	\$ 79,810			
From 38%	\$ 46,556	\$ 55,424	\$ 64,292	\$ 73,160	\$ 74,822	\$ 76,485	\$ 78,148	\$ 79,811			
To (<) 41%	\$ 50,231	\$ 59,799	\$ 69,366	\$ 78,934	\$ 80,728	\$ 82,523	\$ 84,316	\$ 86,110			
From 41%	\$ 50,232	\$ 59,800	\$ 69,367	\$ 78,935	\$ 80,729	\$ 82,524	\$ 84,317	\$ 86,111			
To (<) 44%	\$ 53,906	\$ 64,174	\$ 74,442	\$ 84,710	\$ 86,635	\$ 88,561	\$ 90,486	\$ 92,411			
From 44%	\$ 53,907	\$ 64,175	\$ 74,443	\$ 84,711	\$ 86,636	\$ 88,562	\$ 90,487	\$ 92,412			
To (<) 47%	\$ 57,582	\$ 68,550	\$ 79,518	\$ 90,486	\$ 92,542	\$ 94,598	\$ 96,655	\$ 98,712			
From 47%	\$ 57,583	\$ 68,551	\$ 79,519	\$ 90,487	\$ 92,543	\$ 94,600	\$ 96,656	\$ 98,713			
To (<) 50%	\$ 61,257	\$ 72,926	\$ 84,594	\$ 96,262	\$ 98,450	\$ 100,638	\$ 102,825	\$ 105,013			
From 50%	\$ 61,258	\$ 72,927	\$ 84,595	\$ 96,263	\$ 98,451	\$ 100,639	\$ 102,826	\$ 105,014			
To (<) 53%	\$ 64,932	\$ 77,301	\$ 89,669	\$ 102,037	\$ 104,357	\$ 106,676	\$ 108,995	\$ 111,314			
From 53%	\$ 64,933	\$ 77,302	\$ 89,670	\$ 102,038	\$ 104,358	\$ 106,677	\$ 108,996	\$ 111,315			
To (<) 56%	\$ 68,608	\$ 81,677	\$ 94,745	\$ 107,813	\$ 110,264	\$ 112,714	\$ 115,164	\$ 117,615			
From 56%	\$ 68,609	\$ 81,678	\$ 94,746	\$ 107,814	\$ 110,265	\$ 112,715	\$ 115,165	\$ 117,616			
To (<) 59%	\$ 72,283	\$ 86,052	\$ 99,821	\$ 113,589	\$ 116,171	\$ 118,752	\$ 121,334	\$ 123,916			
From 59%	\$ 72,284	\$ 86,053	\$ 99,822	\$ 113,590	\$ 116,172	\$ 118,753	\$ 121,335	\$ 123,917			
To (<) 61%	\$ 74,734	\$ 88,969	\$ 103,204	\$ 117,439	\$ 120,109	\$ 122,779	\$ 125,448	\$ 128,116			
From 61%	\$ 74,735	\$ 88,970	\$ 103,205	\$ 117,440	\$ 120,110	\$ 122,780	\$ 125,449	\$ 128,117			
To (<) 64%	\$ 78,409	\$ 93,345	\$ 108,280	\$ 123,215	\$ 126,016	\$ 128,816	\$ 131,616	\$ 134,417			
From 64%	\$ 78,410	\$ 93,346	\$ 108,281	\$ 123,216	\$ 126,017	\$ 128,817	\$ 131,617	\$ 134,418			
To (<) 67%	\$ 82,085	\$ 97,721	\$ 113,356	\$ 128,991	\$ 131,923	\$ 134,855	\$ 137,786	\$ 140,718			
From 67%	\$ 82,086	\$ 97,722	\$ 113,357	\$ 128,992	\$ 131,924	\$ 134,856	\$ 137,787	\$ 140,719			



General Policy: OEC Family Fee Schedule

Weekly Family Fee (percentage of income)

- Look to **right of the SMI** to find the **percentage of annual income** to be used to calculate the family fee, **according to space type**.

(Bingo = Infant/Toddler Half-Time)
(Bluey = Preschool Full-Time)

Bluey (PS FT) = **8%**

Bingo (I/T HT) = **5.7%**

FAMILY ANNUAL INCOME	% SMI	FAMILY SIZE												WEEKLY FAMILY FEE expressed as a percentage of annual income					
		1	2	3	4	5	6	7	8	9	10	11	12	Infant/Toddler			Preschool		
		Full-Time (E/C/T)	Half-Time (E/C/T)	Quarter-Time (E/C/T)	Full-Time (E/C/T)	Half-Time (E/C/T)	Quarter-Time (E/C/T)	Full-Time (E/C/T)	Half-Time (E/C/T)	Quarter-Time (E/C/T)	Full-Time (E/C/T)	Half-Time (E/C/T)	Quarter-Time (E/C/T)	Full-Time (E/C/T)	Half-Time (E/C/T)	Quarter-Time (E/C/T)	Full-Time (E/C/T)	Half-Time (E/C/T)	Quarter-Time (E/C/T)
From 0%	0%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	4.00%	2.40%	1.60%	4.00%	2.40%	1.60%
To (<) 12%	12%	14,701	17,501	20,302	23,102	25,903	28,703	31,504	34,304	37,105	39,905	42,706	45,506	7.00%	4.20%	2.80%	7.00%	4.20%	2.80%
From 12%	12%	14,702	17,502	20,303	23,103	25,904	28,704	31,505	34,305	37,106	39,906	42,707	45,507	8.00%	4.80%	3.20%	8.00%	4.80%	3.20%
To (<) 13%	13%	18,376	21,876	25,377	28,878	32,379	35,880	39,381	42,882	46,383	49,884	53,385	56,886	8.50%	5.10%	3.40%	8.50%	5.10%	3.40%
From 13%	13%	18,377	21,877	25,378	28,879	32,380	35,881	39,382	42,883	46,384	49,885	53,386	56,887	9.00%	5.40%	3.60%	9.00%	5.40%	3.60%
To (<) 14%	14%	20,827	24,794	28,761	32,728	36,695	40,662	44,629	48,596	52,563	56,530	60,497	64,464	9.50%	5.70%	3.80%	9.50%	5.70%	3.80%
From 14%	14%	20,828	24,795	28,762	32,729	36,696	40,663	44,630	48,597	52,564	56,531	60,498	64,465	10.00%	6.00%	4.00%	10.00%	6.00%	4.00%
To (<) 15%	15%	24,502	28,170	31,837	35,505	39,172	42,840	46,507	50,175	53,842	57,509	61,176	64,843	10.50%	6.30%	4.20%	10.50%	6.30%	4.20%
From 15%	15%	24,503	28,171	31,838	35,506	39,173	42,841	46,508	50,176	53,843	57,510	61,177	64,844	11.00%	6.60%	4.40%	11.00%	6.60%	4.40%
To (<) 16%	16%	28,176	31,844	35,512	39,180	42,848	46,516	50,184	53,852	57,520	61,188	64,856	68,524	11.50%	6.90%	4.60%	11.50%	6.90%	4.60%
From 16%	16%	28,177	31,845	35,513	39,181	42,849	46,517	50,185	53,853	57,521	61,189	64,857	68,525	12.00%	7.20%	4.80%	12.00%	7.20%	4.80%
To (<) 17%	17%	31,851	35,519	39,183	42,847	46,511	50,175	53,839	57,503	61,167	64,831	68,495	72,159	12.50%	7.50%	5.00%	12.50%	7.50%	5.00%
From 17%	17%	31,852	35,520	39,184	42,848	46,512	50,176	53,840	57,504	61,168	64,832	68,496	72,160	13.00%	7.80%	5.20%	13.00%	7.80%	5.20%
To (<) 18%	18%	35,525	39,187	42,851	46,515	50,179	53,843	57,507	61,171	64,835	68,499	72,163	75,827	13.50%	8.10%	5.40%	13.50%	8.10%	5.40%
From 18%	18%	35,526	39,188	42,852	46,516	50,180	53,844	57,508	61,172	64,836	68,500	72,164	75,828	14.00%	8.40%	5.60%	14.00%	8.40%	5.60%
To (<) 19%	19%	39,199	42,862	46,526	50,190	53,854	57,518	61,182	64,846	68,510	72,174	75,838	79,502	14.50%	8.70%	5.80%	14.50%	8.70%	5.80%
From 19%	19%	39,200	42,863	46,527	50,191	53,855	57,519	61,183	64,847	68,511	72,175	75,839	79,503	15.00%	9.00%	6.00%	15.00%	9.00%	6.00%
To (<) 20%	20%	42,880	46,546	50,220	53,900	57,580	61,260	64,940	68,620	72,300	75,980	79,660	83,340	15.50%	9.30%	6.20%	15.50%	9.30%	6.20%
From 20%	20%	42,881	46,547	50,221	53,901	57,581	61,261	64,941	68,621	72,301	75,981	79,661	83,341	16.00%	9.60%	6.40%	16.00%	9.60%	6.40%
To (<) 21%	21%	46,555	50,235	53,915	57,595	61,275	64,955	68,635	72,315	75,995	79,675	83,355	87,035	16.50%	9.90%	6.60%	16.50%	9.90%	6.60%
From 21%	21%	46,556	50,236	53,916	57,596	61,276	64,956	68,636	72,316	75,996	79,676	83,356	87,036	17.00%	10.20%	6.80%	17.00%	10.20%	6.80%
To (<) 22%	22%	50,230	53,910	57,590	61,270	64,950	68,630	72,310	75,990	79,670	83,350	87,030	90,710	17.50%	10.50%	7.00%	17.50%	10.50%	7.00%
From 22%	22%	50,231	53,911	57,591	61,271	64,951	68,631	72,311	75,991	79,671	83,351	87,031	90,711	18.00%	10.80%	7.20%	18.00%	10.80%	7.20%
To (<) 23%	23%	53,904	57,584	61,264	64,944	68,624	72,304	75,984	79,664	83,344	87,024	90,704	94,384	18.50%	11.10%	7.40%	18.50%	11.10%	7.40%
From 23%	23%	53,905	57,585	61,265	64,945	68,625	72,305	75,985	79,665	83,345	87,025	90,705	94,385	19.00%	11.40%	7.60%	19.00%	11.40%	7.60%
To (<) 24%	24%	57,558	61,238	64,918	68,598	72,278	75,958	79,638	83,318	86,998	90,678	94,358	98,038	19.50%	11.70%	7.80%	19.50%	11.70%	7.80%
From 24%	24%	57,559	61,239	64,919	68,599	72,279	75,959	79,639	83,319	86,999	90,679	94,359	98,039	20.00%	12.00%	8.00%	20.00%	12.00%	8.00%
To (<) 25%	25%	61,211	64,891	68,571	72,251	75,931	79,611	83,291	86,971	90,651	94,331	98,011	101,691	20.50%	12.30%	8.20%	20.50%	12.30%	8.20%
From 25%	25%	61,212	64,892	68,572	72,252	75,932	79,612	83,292	86,972	90,652	94,332	98,012	101,692	21.00%	12.60%	8.40%	21.00%	12.60%	8.40%
To (<) 26%	26%	64,864	68,544	72,224	75,904	79,584	83,264	86,944	90,624	94,304	97,984	101,664	105,344	21.50%	12.90%	8.60%	21.50%	12.90%	8.60%
From 26%	26%	64,865	68,545	72,225	75,905	79,585	83,265	86,945	90,625	94,305	97,985	101,665	105,345	22.00%	13.20%	8.80%	22.00%	13.20%	8.80%
To (<) 27%	27%	68,517	72,197	75,877	79,557	83,237	86,917	90,597	94,277	97,957	101,637	105,317	108,997	22.50%	13.50%	9.00%	22.50%	13.50%	9.00%
From 27%	27%	68,518	72,198	75,878	79,558	83,238	86,918	90,598	94,278	97,958	101,638	105,318	108,998	23.00%	13.80%	9.20%	23.00%	13.80%	9.20%
To (<) 28%	28%	72,169	75,849	79,529	83,209	86,889	90,569	94,249	97,929	101,609	105,289	108,969	112,649	23.50%	14.10%	9.40%	23.50%	14.10%	9.40%
From 28%	28%	72,170	75,850	79,530	83,210	86,890	90,570	94,250	97,930	101,610	105,290	108,970	112,650	24.00%	14.40%	9.60%	24.00%	14.40%	9.60%
To (<) 29%	29%	75,821	79,501	83,181	86,861	90,541	94,221	97,901	101,581	105,261	108,941	112,621	116,301	24.50%	14.70%	9.80%	24.50%	14.70%	9.80%
From 29%	29%	75,822	79,502	83,182	86,862	90,542	94,222	97,902	101,582	105,262	108,942	112,622	116,302	25.00%	15.00%	10.00%	25.00%	15.00%	10.00%
To (<) 30%	30%	79,473	83,153	86,833	90,513	94,193	97,873	101,553	105,233	108,913	112,593	116,273	119,953	25.50%	15.30%	10.20%	25.50%	15.30%	10.20%
From 30%	30%	79,474	83,154	86,834	90,514	94,194	97,874	101,554	105,234	108,914	112,594	116,274	119,954	26.00%	15.60%	10.40%	26.00%	15.60%	10.40%
To (<) 31%	31%	83,125	86,805	90,485	94,165	97,845	101,525	105,205	108,885	112,565	116,245	119,925	123,605	26.50%	15.90%	10.60%	26.50%	15.90%	10.60%
From 31%	31%	83,126	86,806	90,486	94,166	97,846	101,526	105,206	108,886	112,566	116,246	119,926	123,606	27.00%	16.20%	10.80%	27.00%	16.20%	10.80%
To (<) 32%	32%	86,776	90,456	94,136	97,816	101,496	105,176	108,856	112,536	116,216	119,896	123,576	127,256	27.50%	16.50%	11.00%	27.50%	16.50%	11.00%
From 32%	32%	86,777	90,457	94,137	97,817	101,497	105,177	108,857	112,537	116,217	119,897	123,577	127,257	28.00%	16.80%	11.20%	28.00%	16.80%	11.20%
To (<) 33%	33%	90,427	94,107	97,787	101,467	105,147	108,827	112,507	116,187	119,867	123,547	127,227	130,907	28.50%	17.10%	11.40%	28.50%	17.10%	11.40%
From 33%	33%	90,428	94,108	97,788	101,468	105,148	108,828	112,508	116,188	119,868	123,548	127,228	130,908	29.00%	17.40%	11.60%	29.00%	17.40%	11.60%
To (<) 34%	34%	94,078	97,758	101,438	105,118	108,798	112,478	116,158	119,838	123,518	127,198	130,878	134,558	29.50%	17.70%	11.80%	29.50%	17.70%	11.80%
From 34%	34%	94,079	97,759	101,439	105,119	108,799	112,479	116,159	119,839	123,519	127,199	130,879	134,559	30.00%	18.00%	12.00%	30.00%	18.00%	12.00%
To (<) 35%	35%	97,729	101,409	105,089	108,769	112,449	116,129	119,809	123,489	127,169	130,849	134,529	138,209	30.50%	18.30%	12.20%	30.50%	18.30%	12.20%
From 35%	35%	97,730	101,410	105,090	108,770	112,450	116,130	119,810	123,490	127,170	130,850	134,530	138,210	31.00%	18.60%	12.40%	31.00%	18.60%	12.40%
To (<) 36%	36%	101,380	105,060	108,740	112,420	116,100	119,780	123,460	127,140	130,820	134,500	138,180	141,860	31.50%	18.90%	12.60%	31.50%	18.90%	12.60%
From 36%	36%	101,381	105,061	108,741	112,421	116,101	119,781	123,461	127,141	130,821	134,501	138,181	141,861	32.00%	19.20%	12.80%	32.00%	19.20%	12.80%
To (<) 37%	37%	105,031	108,711	112,391	116,071	119,751	123,431	127,111	130,791	134,471	138,151	141,831	145,511	32.50%	19.50%	13.00%	32.50%	19.50%	13.00%
From 37%	37%	105,032	108,712	112,392	116,072	119,752	123,432	127,112	130,792	134,472	138,152	141,832	145,512	33.00%	19.80%	13.20%	33.00%	19.80%	13.20%

General Policy: Calculating Family Fee

Bluey Weekly Family Fee

Family Gross Annual Income = **\$92,000**

% Annual Income = **8%**

1. $\$92,000 \times .08 = \$7,360$ Annual Family Fee
2. $\$7,360 / 52 \text{ weeks} = \$141.54/\text{week}$
3. Round up to nearest whole dollar
4. Weekly **Family Fee Bluey** = **\$142/week**



Bingo Weekly Family Fee

Family Gross Annual Income = **\$92,000**

% Annual Income = **5.7%**

1. $\$92,000 \times .057 = \$5,244$ Annual Family Fee
2. $\$5,244 / 52 \text{ weeks} = \$100.85/\text{week}$
3. Round up to nearest whole dollar
4. Weekly **Family Fee Bingo** = **\$101/week**



General Policy: Calculating Family Fee – Share Space

General policy language

Programs may utilize a full-time space to serve one or two children. If a full-time space is split between two children, a minimum of 35 hours of care must be utilized between the two children weekly.

If two children are sharing a full-time, OEC-funded space, the program must **first calculate the child's full-time fee** for the correct age group.

Then, based on the percentage of the space the child utilizes, **prorate the fee proportionally**.

Relevant Guidance

EXAMPLE

1. Calculate the **child's full-fee weekly rate**, based on family size, income, and appropriate age group.
2. Determine **percentage of full-time space** each child is utilizing.
3. **Full-Time Weekly Family Fee** x % of utilization of Full-Time space = **Child's Weekly Family Fee**

	PRESCHOOL		INFANT/TODDLER	
	Kiddo 1	Kiddo 2	Kiddo 1	Kiddo 2
Family Size	4	6	4	2
Income	\$ 24,000	\$ 42,000	\$ 95,000	\$ 50,000
SMI	15-17%	20-23%	64-67%	38-41%
% Full-Time PS	7%	7.5%	9.5%	9.5%
FT Weekly Family Fee	\$ 32	\$ 61	\$ 174	\$ 91
Approx. Hours/Week	27	16	30	10
~% utilizing FT space	63%	37%	75%	25%
Final Weekly Family Fee	\$ 20	\$ 23	\$ 130	\$ 23



General Policy: Family Fee & Care 4 Kids

General policy language

Early Start CT programs **are eligible** to participate in [Care4Kids](#) (C4K).

Programs should **encourage and assist families to apply** to the C4K program.

*Starting July 1, 2027, children participating in an Early Start CT space will not be eligible for the C4K subsidy.

Relevant Guidance

If a child has an active C4K certificate the **family fee on the C4K certificate** will be the family fee for the child enrolled in Early Start CT space.

Start Date	End Date	Age Group	Care Level	Base Approved Payment Amount per Week	Special Needs	Monthly Provider Incentive (+)	Monthly Family Fee (for child) (-)	Total Monthly C4K Payment Amount
07/01/2018	08/31/2018	Pre-School Age	FT	\$150.00	No	NA	\$0.00	\$645.00
09/01/2018	07/31/2019	School Age	FT	\$146.00	No	NA	\$120.00	\$508.00

If a C4K certificate is no longer active, the program shall charge the family fee based on the OEC Family Fee Schedule.



General Policy: Family Fee (misc.)

General policy language

Families reporting to be **without income** are considered to be in the **0% SMI bracket** of the OEC Fee Schedule.

No Early Start CT family **can be charged a family fee that is greater than the program's full-fee** for non-subsidized families.

No Early Start CT family, regardless of number of children enrolled in ESCT, **can be charged more than the calculated family fee for each child.**

Relevant Guidance

Families without income will be charged a **\$0 weekly family fee.**

Program **cannot charge** more than their published full-fee:

- Example:
 - Program's Full-Time Preschool Rate = \$300/week
 - ESCT Family Fee = \$350/week
 - **Family can only be charged \$300/week**

If a child has a \$0 family fee per their C4K certificate, their weekly fee is \$0.



General Policy: Fee Policies

General policy language

All Early Start CT programs must have **written fee policies** and **share these policies with families**:

- At time of enrollment; and
- Thirty (30) days prior to any changes.

Programs are required to charge family's a weekly per-child fee; however, they may **enact their hardship policy to provide families a reduction in fees collected** due to financial need.

Relevant Guidance

Written fee policy should include:

- How and when fees are determined and redetermined.
- How fees are charged and collected.
- How income, family size, and other eligibility factors are determined and verified.
- How confidentiality of family information is maintained.
- How a family hardship will be considered – outlining procedures for requesting:
 - Documentation/information families need to provide to possibly reduce fees collected.
 - Timeline and approval/denial process.



General Policy: **Additional Fees**

General policy language

Early Start CT programs **may charge additional fees**, related to the cost of doing business.

- Industry-wide, customary, best practices.

Additional fees shall **not deny participation** because of lack of ability to pay.

Relevant Guidance

Allowable Fees:

- ✓ Registration fee – initial & annual enrollment
- ✓ Deposit for services as long as it is applied to the last week tuition
- ✓ Late pick-up fees as long as fees are used to pay staff
- ✓ Field trip fees as long as non-payment does not exclude child from attending

Non-Allowable Fees:

- ✗ Bank fees (ex: insufficient funds)
- ✗ Late payment fees
- ✗ Required – participation fundraisers/curriculum



General Policy: Records & Reporting

General policy language

Documentation to keep on File

- All used to verify and calculate the per-child fee
- Fees charged and collected
- Discounts and/or fee reductions

Report to OEC via monthly reports

- Family fees collected
- Income received from C4K

Relevant Guidance

Documentation

- **Keep on site**, available for review upon request by:
 - Early Start CT Liaison
 - Early Start CT Contractor (as applicable)
 - OEC
- Keep and preserves all records until **three (3) years** after final payment or termination/expiration of contract.

Reporting

- Family Fees and C4K income shall be **reported in month it is collected**, even if it was for a previous or future month(s).
- Only report on fees/income collected for children enrolled in Early Start CT spaces.



Next Steps



Provider Training Schedule

JUNE				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Overview of ESCT 12-1pm on Zoom	4 *Overview of ESCT 6-7pm on Zoom	5 OEC Office Hours 9-10am on Zoom	6
9	10 Family fees & sliding scale 12-1pm on Zoom	11 *Family fees & sliding scale 6-7pm on Zoom	12 OEC Office Hours 9-10am on Zoom Register here *	13
16	17 Attendance & reimbursement 12-1pm on Zoom Register here *	18 *Attendance & reimbursement 6-7pm on Zoom Register here *	19 <i>OEC closed for Juneteenth holiday</i>	20
23 OEC Office Hours 9-10am on Zoom Register here *	24 ECE Reporter 12-1pm on Zoom Register here *	25 *ECE Reporter 6-7pm on Zoom Register here *	26 OEC Office Hours 9-10am on Zoom Register here *	27
30	31	July 1 ★ <i>Early Start CT officially launches!</i> ★	* Spanish translation services offered All events will be recorded, and materials will be shared with programs. All recordings will be available on the Early Start CT website.	



Check out these resources!

- Early Start CT website - <https://www.ctoec.org/early-start-ct/>
- Current State-Funded General Policies - <https://www.ctoec.org/general-policies/>
- ECE Reporter-<https://ece-reporter.oec.ct.gov>
- Family Fee Calculator - <https://ece-reporter.oec.ct.gov/#InstructionTab>
- OEC Professional Registry-<https://oecregistry.org>

Reminder!

This presentation will be emailed to all participants following the last session and posted to the Early Start CT website, along with this recording.



Thank you!

