

Early Start CT Family Fees FAQ
June 10, 2025

Presentation		
Question	Answer	Additional Resources
Will the PowerPoint and recording be shared after the presentation?	Yes, both will be posted on our website for easy access.	Early Start CT - Connecticut Office of Early Childhood
Contract Questions		
How will I receive my contract?	Contracts will be emailed directly to the Contract Signer	
Will we get confirmation that our pre-contract process is complete?	No. Programs who have not returned pre-contract documents were sent an email reminder on June 11, 2025.	
Family Fees		
Will there be a new fee schedule for Early Start CT?	Yes, we will be publishing a new Fee Schedule (GP B-01) on 7/1/25.	The current fee schedule can be found here: https://www.ctoec.org/forms-documents/fee-schedule.pdf
If a family is not working, how do you determine their family fee?	If a family has no income, then the family fee would be \$0.	
What documentation is required if a family has no (zero) income?	As part of their written fee policy, programs may determine the acceptable form of documentation for families claiming to have zero income. This may be a self-attestation or notarized form.	
When the Early Start CT fee schedule is published, will we have to re-determine currently enrolled families?	Providers have a choice when a new fee schedule is published by OEC. Providers may redetermine all families and provide	

	<p>them with 30 days' notice of their new fee or redetermine all families at their next annual redetermination due date.</p>	
<p>Do programs have to wait 30 days for a family's revised fee to go into effect?</p>	<p>No, if the family fee is lower than what the family is currently paying it can be implemented sooner.</p> <p>If there is an increase to the family fee, then the 30 days notice is required to allow families to prepare for the increase to go into effect.</p>	
<p>What do we use to determine a family's income?</p>	<p>A current tax return or month's worth of pay stubs is the preferred documentation to determine income.</p> <p>Please refer to the General Policy for other acceptable documentation.</p>	<p>https://www.ctoec.org/forms-documents/fee-guidance.pdf</p>
<p>If a family requests a redetermination due to change in circumstance, what documentation is required?</p>	<p>The documentation depends on the change the family is reporting.</p> <p>If the family is reporting a change in family size, then they should update their legally documentable form.</p> <p>If the change is in income, the family should provide updated pay stubs or acceptable documentation stating the change in the family's income.</p>	
<p>How do I calculate the family monthly fee?</p>	<p>Please refer to the PowerPoint slides (15- 17)</p>	<p>https://www.ctoec.org/forms-documents/early-start-ct-</p>

	from the webinar on how to calculate family fees.	family-fees-the-sliding-fee-scale.pdf
How should programs address families that have not paid their tuition?	<p>While programs should follow their fee policies shared with families, every effort should be made to support families including reassessing fees, adjusting tuition payments (add an extra \$5, etc.) and/ or implementing their hardship policy.</p> <p>Documentation on all changes should be kept in the child's file.</p>	
What types of documentation could be used for family fee calculations?	<p>Programs can decide the type of documentation used to document family fees calculations. Some programs choose to develop a standardized form that is then used with all state-funded families. The OEC is working to develop a workbook to share with providers.</p>	
Is a one-time bonus counted in the family's income?	<p>Yes, because it is considered earned income and subject to taxes.</p> <p>However, if the bonus is received only on-time, the bonus amount should not be annualized.</p>	
Are we allowed to collect fees for State Head Start?	No, fees cannot be collected for State Head Start.	
Are children in foster care charged a fee?	No, children under the custody of DCF are considered a family one	

What documentation is required?	<p>and would have an income of zero. Foster families should apply to Care4Kids for the child in their custody.</p> <p>Programs should have a copy of the DCF agreement in the child's file as documentation.</p>	
Can programs implement a hardship policy for family fees?	<p>Yes, programs are required to have a hardship policy.</p> <p>This policy must be shared with families and include information on how the family requests a hardship, including documentation required, approval process (board, director, etc.) and timeframe. If a hardship is approved, documentation must be kept on file.</p>	
Shared Space		
Can children from different families occupy a shared space?	<p>Yes, the space can be shared by two children from different families.</p> <p>The fees are calculated based on the percentage of full-time hours the child attends. Please see slide 18 in the PowerPoint for additional information on calculating the shared space fee.</p>	
How will children sharing a full-time slot be counted in ECE reporter?	<p>The OEC is currently updating ECE Reporter which will include a check box to indicate children sharing a space.</p> <p>Additional communications on these</p>	

	changes will be sent to all Early Start CT and Smart Start providers in the coming weeks.	
Care 4 Kids		
If a family has an active Care4Kids Certificate, what income should be used to calculate their Early Start CT family fee?	<p>Programs are required to calculate per-child fee for all Early Start CT families. If the family has an active Care 4 Kids certificate, the family may provide the program with the same income information provided to Care 4 Kids or most recent tax return.</p> <p>If a family has an active Care4Kids Certificate, the family fee will be listed on the back page. If the family does not have an active Care 4 Kids Certificate, then the program should charge the family fee according to the Early Start CT fee schedule.</p> <p>Please refer to the PowerPoint slides (15- 17) from the webinar on how to calculate family fees.</p>	
If the Care 4 Kids certificate says zero for a family fee, can a program charge the family the difference?	No, the amount listed as the family fee on the active Care 4 Kids certificate is the amount charged to the family.	
Other Program Fees		
Can a program charge late pick-up fees?	Yes, the program would follow their policy on the rate/amount charged to the family for late pick up. The late pick-up fees collected	

	must be used to pay staff (through your regular payroll practices) that stayed with the child after hours.	
Can a program charge a late payment fee?	No, programs are not allowed to charge families enrolled in state-funded spaces late payment fees.	
If a child goes on vacation, should they be withdrawn from the program?	No, programs should follow their own policies outlined in their handbook. Some programs may choose to charge fees and others may provide a vacation waiver for that week's tuition.	
Is there a form to calculate family fees?	The OEC team is currently developing a family fee calculation form that will be shared with all providers.	
If a parent has an insufficient fund can programs charge them the overdraft fee?	No, families in a state funded space cannot be charged an overdraft fee.	
Other		
Will there be paperwork specific to Early Start CT that needs to be completed by families?	No, programs will continue to use their current enrollment paperwork, but should update family handbooks, etc. to reflect Early Start CT (and remove references to School Readiness and Child Day Care).	
Can programs use a transition plan with children new to care and modify the child's hours temporarily?	Yes, programs may temporarily adjust a child's hours when they are transitioning into the program.	

Are space type reimbursements increasing?	There are no changes to space reimbursement rates for FY 26.	
How will I know who the Program Manager is that is assigned to my program?	Communications will be coming out in the coming weeks on Program Manager and Education Service Assistant contact information.	
How do I find out more information about Early Start CT?	Please visit our website for helpful information.	Early Start CT - Connecticut Office of Early Childhood