



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD



Connecticut Administered State-Funded Program General Policy B-01

Fee Schedule

- X OEC Early Start CT Programs
 - X OEC Smart Start CT Programs
-

POLICY

This general policy applies to Early Start Connecticut* (ESCT) Contractors, Subcontractors and Programs, and Smart Start grantees.

Revised and effective on **July 1, 2025**, see the Fee Schedule below. The Fee Schedule is used to calculate required contributions of families with children enrolled in ESCT and Smart Start programs, as applicable. The Fee Schedule is based on the State Median Income (SMI) which is published annually in the [Federal Register](#) by the U.S. government.

- All families that enroll in ESCT programs on or after July 1, 2025, shall pay fees based on the new Fee Schedule.
- Families enrolled prior to July 1, 2025 will begin paying the new fees at the time of their next income redetermination, at the latest.

Only if families are provided with 30 calendar days' prior notice, ESCT and Smart Start programs are permitted to charge families based on the new Fee Schedule.

ESCT and Smart Start programs shall refer to General Policy B-02 for definitions and detailed information on the use of the Fee Schedule.

*This policy **excludes** ESCT State Head Start families. While a fee will be calculated, these families will not be charged or collected.

INSTRUCTIONS

1. Refer to General Policy B-02 for instructions on how to determine family size and gross annual family income.
2. Below on the Fee Schedule chart, look under the heading "FAMILY SIZE" to choose the column (from those running across the top of the chart) that corresponds to the size of your family.



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3. Once you have identified your family size, follow that column down until you come to the figure that indicates your gross family annual income.
4. Move from that space directly over to the section of the chart labelled "WEEKLY FAMILY FEE". Note that the funding and space types are indicated at the top of each column (for example, infant/toddler full-time, etc.). Choose the appropriate funding and space type. Where that column intersects with row you followed over, you will find the percentage of your family annual income that will make up your weekly family fee.
5. Multiply this percentage by your gross annual family income. This figure represents the annual family fee.
6. To calculate the weekly family fee, divide the annual family fee by 52 and round up to the nearest whole dollar.

Example:

- Family enrolling in an ESCT Full-Time Preschool space
- Family Size: 6
- Gross Annual Family Income: \$120,000
- % SMI = 61% - 64%
- % of Annual Income to Determine Family Fee = 8%
- $\$120,000 \times .08 = \$9,600$ Annual Family Fee
- $\$9,600 / 52 \text{ weeks} = \$184.62/\text{week}$
- Round up to nearest whole dollar
- Weekly Family Fee = \$185

[illegible]

In the unlikely event that any provision of this General Policy is found to be inconsistent with any contract or grant provision, the contract or grant shall govern.

For further information concerning this GENERAL POLICY please contact your OEC Program Manager or visit <https://www.ctoec.org/contact-us/>