



OEC

Connecticut Office of Early Childhood

**Eligibility and Determination of
Family Fees
for OEC funded programs**

Goal of this session:

- Assist programs in the determination of
 - Family eligibility/income verification
 - Family fee
 - Hardship
- Provide program examples

Eligibility Requirements Child Day Care Contractors

- Child Eligibility (Section 4)
 - Birth certificate
- Family Eligibility (Section 5)
 - Gross Family Income less than 75% SMI
 - Income determination at least annually
 - When a family's gross income reaches or exceeds 75% SMI, the family's children remain eligible as long as family pays the applicable fee (Section 5c.)

Eligibility Requirements School Readiness

- At least 60% of enrolled children must be at or below 75% SMI

Eligibility Requirements Smart Start

- Dependent on how the local education agency applied for Smart Start funding. Must meet the criteria set in the approved grant application.

Calculation of Gross Family Income

- The gross earnings from salaries, wages and tips for
 - the parent(s) and the parent's spouse (CDC)
 - all family members (SR)
- including commissions, overtime and bonuses not otherwise excluded

Documentation of Family Income

- Primary source of information to verify income
 - Copy of IRS tax return (best source)
 - Pay stubs
- Third party source
 - Only if primary source is absent or questioned
 - Disinterested source

- Presentations by OEC funded programs
 - Community based program example
 - Public School program example

Assessing Family Fee

- Define 'assess or charge' a fee: the fee the family is assessed based on gross family income.
- Document the assessed fee
 - In child's file
 - In ECIS
- Sliding fee scale

Document the fee collected

- Define the fee collected: the amount of the assessed fee that is actually collected from the family
 - Document full amount charged/assessed =
 - Fee collected + fee waived/subsidized
 - For families participating in Care 4 Kids the weekly fee shall be the family fee determined by C4K for the enrollee(s)

Other income sources

- Other income is included as determined by funding source
 - CDC: see contract
 - School Readiness: see GP
 - C4K: considered in application process

Confidentiality

- Family information must be kept confidential
 - Locked
 - Limit access to only those who must utilize the info
 - Do not share via paper or email
 - Send all docs with identifying info via secure method

Protection of personal information

- Funded programs “have a duty to and shall protect from a Personal Information Breach any and all Personal Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards”
- <http://www.ct.gov/best/cwp/view.asp?a+3978&q=462024>

Examples of Identifying Information

- Identifying information: the name, number or other information used alone or with other info to identify a person
- for example:
 - Name, Date of birth
 - Mother's maiden name
 - SASID, Social Security number, employee/employer/tax payer ID
 - Health insurance number

Hardship policy

- Establish a policy and procedure(s) for addressing
 - Fee waiver
 - Failure to pay
 - Temporary reduction of assessed fee
 - timeline
 - Appeal of a fee determination

Charges for Other Costs of Operation

- The OEC is aware that some programs charge fees for other types of expenses
- We are considering policy changes for fees that have a direct cost of operation in the program
- This guidance will be issued in forthcoming General Policy B-02

Thank you for your participation!

Please contact your Program Manager if
you have any questions!

