



**YMCA CHILDCARE RESOURCE SERVICE**  
**Important Notice for Families and Providers**

This notice is to inform you of upcoming changes to the YMCA Childcare Resource Service program beginning **January 2015**. Please review these changes, and contact your Case Manager or Payment Technician as soon as possible if you have any questions.

**New Attendance Sheet**

State law has eliminated the requirement for daily signatures on Attendance Sheets. While daily signatures will no longer be required, the new Attendance Sheet will continue to require EXACT daily in and out times, a perjury statement signed by both the parent and provider, and reason for absence if applicable.

**Provider Invoicing**

Beginning with the new Attendance Sheet in January 2015, **each provider will need to invoice YMCA CRS for child care, by noting on the Attendance Sheet the amount they are charging for the child care services provided for that child and month.** The amount shall be the same charged to non-subsidy families. See sample Attendance Sheet below:

|                                |   |               |  |    |  |
|--------------------------------|---|---------------|--|----|--|
| ALTERNATIVE PAYMENT DEPARTMENT |   |               |  | 70 |  |
| Provider Name:                 | «ReportProviderName» («ChildCare.ProviderID») | Month/Year:   | «ChildCare.AttendanceMonth»/«ChildCare.AttendanceYear» |    |  |
| Child Name:                    | SUZIE SMITH                                   | Child DOB:    | «ChildCare.DOB», «Age»                                 |    |  |
| Parent Name:                   | «ChildCare.ParentName» («ChildCare.ParentID») | Case Manager: | «SpecialistName»                                       |    |  |

| JULY 2014 |                 |                  |                 |                  |         | SUZIE SMITH |                 |                  |                 |                  |         |
|-----------|-----------------|------------------|-----------------|------------------|---------|-------------|-----------------|------------------|-----------------|------------------|---------|
| Date/day  | Time In (AM/PM) | Time Out (AM/PM) | Time In (AM/PM) | Time Out (AM/PM) | Comment | Date/day    | Time In (AM/PM) | Time Out (AM/PM) | Time In (AM/PM) | Time Out (AM/PM) | Comment |
| Jul 1     | M               |                  |                 |                  |         | Jul 16      | TU              |                  |                 |                  |         |
| Jul 2     | TU              |                  |                 |                  |         | Jul 17      | W               |                  |                 |                  |         |
| Jul 3     | W               |                  |                 |                  |         | Jul 18      | TH              |                  |                 |                  |         |
| Jul 4     | TH              |                  |                 |                  |         | Jul 19      | F               |                  |                 |                  |         |
| Jul 5     | F               |                  |                 |                  |         | Jul 20      | SA              |                  |                 |                  |         |
| Jul 6     | SA              |                  |                 |                  |         | Jul 21      | SU              |                  |                 |                  |         |
| Jul 7     | SU              |                  |                 |                  |         | Jul 22      | M               |                  |                 |                  |         |
| Jul 8     | M               |                  |                 |                  |         | Jul 23      | TU              |                  |                 |                  |         |
| Jul 9     | TU              |                  |                 |                  |         | Jul 24      | W               |                  |                 |                  |         |
| Jul 10    | W               |                  |                 |                  |         | Jul 25      | TH              |                  |                 |                  |         |
| Jul 11    | TH              |                  |                 |                  |         | Jul 26      | F               |                  |                 |                  |         |
| Jul 12    | F               |                  |                 |                  |         | Jul 27      | SA              |                  |                 |                  |         |
| Jul 13    | SA              |                  |                 |                  |         | Jul 28      | SU              |                  |                 |                  |         |
| Jul 14    | SU              |                  |                 |                  |         | Jul 29      | M               |                  |                 |                  |         |
| Jul 15    | M               |                  |                 |                  |         | Jul 30      | TU              |                  |                 |                  |         |
|           |                 |                  |                 |                  |         | Jul 31      | W               |                  |                 |                  |         |

Daily signatures are no longer required.

Record ACTUAL arrival and departure times DAILY.

Center shaded columns are still for any time that the children are taken in and out of child care twice (for example care before and/or after school).

Use the Comment column to indicate reason for absence, OR last day of care, if applicable.

| FAMILY FEE CERTIFICATION & RECEIPT/ATTENDANCE CERTIFICATION   |  |  |
|---|--|--|
| Effective: JUNE 2014  | Monthly: \$150.00  | ATTENTION: Enter amount of family fees paid for the current month only. \$ _____ |
| PROVIDER BILLING/INVOICING  |  |  |
| Any billed or invoiced amount must be the same amount provider charges to any private pay/non-subsidy families using the provider's child care services. Total amount billed by provider for this period (do not deduct family fees):   |  | \$ _____   |
| <b>Parent Self-Certification</b>  | <b>Provider Self-Certification</b>   |  |
| I declare under penalty of perjury that the information herein is true and correct and that I am not receiving any other child care subsidy. I understand these child care hours are to be used only during pre-approved activities that entitle me to receive subsidized child care services. I understand any Family Fees that I am required to pay, as stated above, have been paid in full. | I declare under penalty of perjury that the information herein is true and correct and this child care was provided for the sole purpose for which this child was certified. I am not receiving child care payment for the child care services provided from any other source. I understand family fees may not be waived under any circumstances. I understand that I may be required to repay any overpayment. |  |
| Parent/Guardian Signature   | Date:  | Provider Signature   |
|   |  | Date:  |

Note this important new requirement to write your customary requested payment amount for the month.

| PROVIDER BILLING/INVOICING  |          |
|---|----------|
| Any billed or invoiced amount must be the same amount provider charges to any private pay/non-subsidy families using the provider's child care services. Total amount billed by provider for this period (do not deduct family fees): | \$ _____ |

**New Regional Market Rate Ceilings (RMRC)**

The California State Legislature has approved an update to the Regional Market Rate Ceilings (RMRC). While most of the ceiling categories will increase, there are a few categories that will remain the same. The new RMRC will take effect January 1, 2015 and reflects the maximum reimbursement amounts YMCA CRS is allowed to pay child care providers for the child care they provide. YMCA CRS will begin using the updated RMRC for child care provided in January 2015.

## Family Fees

The California State Legislature has changed the family fee structure from a daily fee to a **flat monthly fee**. By February 1, 2015 all families will be assessed a flat monthly fee based on the child in the family with the highest number of certified child care hours. The monthly family fees are assessed in advance and cannot be adjusted retroactively after care has occurred. Fees will be assigned as follows:

- Certified care that is an average of **130 or more** hours per month will be assessed a **FULL TIME** monthly fee.
- Certified care that is an average of **less than 130** hours per month will be assessed a **PART TIME** monthly fee.

This chart indicates the conversions from Daily to Monthly fees:

| If current DAILY fee is: |                     | New MONTHLY fee Feb 1 <sup>st</sup> will be: |                       |
|--------------------------|---------------------|--|-----------------------|
| Part Time Daily Fee      | Full Time Daily Fee | Part Time Monthly Fee                        | Full Time Monthly Fee |
| \$ 1.00                  | \$ 2.00             | \$ 21.00                                     | \$ 42.00              |
| \$ 1.25                  | \$ 2.50             | \$ 27.00                                     | \$ 53.00              |
| \$ 1.50                  | \$ 3.00             | \$ 32.00                                     | \$ 63.00              |
| \$ 1.75                  | \$ 3.50             | \$ 37.00                                     | \$ 74.00              |
| \$ 2.00                  | \$ 4.00             | \$ 42.00                                     | \$ 84.00              |
| \$ 2.25                  | \$ 4.50             | \$ 48.00                                     | \$ 95.00              |
| \$ 2.65                  | \$ 5.30             | \$ 56.00                                     | \$ 111.00             |
| \$ 3.05                  | \$ 6.10             | \$ 64.00                                     | \$ 128.00             |
| \$ 3.45                  | \$ 6.90             | \$ 73.00                                     | \$ 145.00             |
| \$ 3.85                  | \$ 7.70             | \$ 81.00                                     | \$ 162.00             |
| \$ 4.25                  | \$ 8.50             | \$ 90.00                                     | \$ 179.00             |
| \$ 4.65                  | \$ 9.30             | \$ 98.00                                     | \$ 195.00             |
| \$ 5.05                  | \$ 10.10            | \$ 106.00                                    | \$ 212.00             |
| \$ 5.45                  | \$ 10.90            | \$ 115.00                                    | \$ 229.00             |
| \$ 5.85                  | \$ 11.70            | \$ 123.00                                    | \$ 246.00             |
| \$ 6.25                  | \$ 12.50            | \$ 132.00                                    | \$ 263.00             |
| \$ 6.65                  | \$ 13.30            | \$ 140.00                                    | \$ 279.00             |
| \$ 7.05                  | \$ 14.10            | \$ 148.00                                    | \$ 296.00             |
| \$ 7.45                  | \$ 14.90            | \$ 157.00                                    | \$ 313.00             |
| \$ 7.60                  | \$ 15.20            | \$ 160.00                                    | \$ 319.00             |
| \$ 7.75                  | \$ 15.50            | \$ 163.00                                    | \$ 326.00             |
| \$ 7.90                  | \$ 15.80            | \$ 166.00                                    | \$ 332.00             |
| \$ 8.05                  | \$ 16.10            | \$ 169.00                                    | \$ 338.00             |
| \$ 8.23                  | \$ 16.45            | \$ 173.00                                    | \$ 345.00             |
| \$ 8.43                  | \$ 16.85            | \$ 177.00                                    | \$ 354.00             |
| \$ 8.63                  | \$ 17.25            | \$ 181.00                                    | \$ 362.00             |
| \$ 8.88                  | \$ 17.75            | \$ 187.00                                    | \$ 373.00             |

## Certificate for Child Care Services (For Alternative Payment ONLY)

The YMCA CRS certificate will be updated with minor changes. New certificates will begin being issued January 2015 whenever there is a change in parent's service. Each family authorized for child care receives a certificate reflecting:

- The authorized days and hours of child care
- The maximum reimbursement Regional Market Rate amount for which the parent is eligible
- Any applicable monthly family fees