



CHILDCARE AND PARENT SERVICES (CAPS) Georgia's Subsidy Program

CAPS Policy – Family Fees	No.: CAPS/00-9	Effective Date: 10/01/2016
		Revised: 02/01/2019
		Revision Effective: 02/01/2019

LEGAL AUTHORITY: Federal Register: 45 Code of Federal Regulation (CFR) 98 and 99

Cross Reference/See Also: CAPS Application Process Policy (CAPS/00-4), CAPS Family Unit Policy (CAPS/00-5), CAPS Eligibility Requirements Policy (CAPS/00-6), CAPS Annual Redetermination Policy (CAPS/00-14)

Note: Definitions of words or phrases in bold are located in [Definitions and Acronyms](#). Only the first occurrence of the defined words or phrases are bolded.

9 FAMILY FEES

9.1 Purpose

Families who are **eligible** for child care services may be required to pay a portion of the cost of child care through **family assessed fees**. The purpose of this policy is to provide guidelines for determining who must pay a family fee, how fees are assessed, and the special circumstances that may affect family fees.

9.2 Scope

This policy applies to all employees of the **Department of Early Care and Learning (DECAL)**, all parties responsible for the administration of the **Childcare and Parent Services (CAPS)** program, **parents**, and child care **providers** who receive subsidies administered by DECAL on behalf of parents.

9.3 Family Fee Overview

- 9.3.1 The CAPS program assesses family fees to allow families to share in the cost of their child care expenses. Family fees are based on a percentage of a family's annual gross applicable income. The assessed fee is a family fee for all children in care, not a fee for each child. It is paid by the parent directly to the child care provider.
- 9.3.2 Family fees are calculated at the time of initial eligibility, at redetermination, and when a change is reported to family size, income, or number of children in care. The fee may be reduced but will not increase during the 12-month eligibility period. Therefore, the parent is encouraged to report changes in the family's income and number of people residing in the family unit. The fee can increase, however, at redetermination, depending on family size and income.
- 9.3.3 Effective July 30, 2018, a 15% discount to the family fee is applied to scholarships for child care at Quality Rated child care providers.

9.4 When Family Fees Are Assessed

- 9.4.1 Family fees are assessed for CAPS services:
 - At initial **application**
 - At redetermination
 - When there is a change in the family size, the family's income, or the number of children in care
- 9.4.2 Eligibility system functionality automatically assesses the family fee (refer to the Family Fee Assessment Chart – [Appendix D](#)).

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9.4.3 If there are multiple children with child care scholarships in the family unit, the family fee will be evenly distributed among the scholarships.

9.5 When Family Fees Are Not Assessed

9.5.1 Family fees are not assessed for child care services when one of the following applies:

- Children who are in Georgia’s Division of Family and Children Services (DFCS) custody
- A parent who is 17 years of age or younger
- The family’s gross applicable income is at or below 10% of the poverty guidelines, as prescribed in [Appendix D](#).

9.6 Policy Related to CAPS Assessed Family Fees

CAPS staff must explain the following to the parent:

- 9.6.1 CAPS will pay the lesser amount between the CAPS maximum reimbursement rate, based on the child’s age, scholarship type, and the location where care is provided, and the provider’s published rate. CAPS will deduct the assessed family fee from the total weekly amount to be reimbursed.
- 9.6.2 The parent is responsible for paying the family fee to the child care provider as long as any child is receiving care through CAPS subsidies.
- 9.6.3 If the family fee exceeds the allowable state reimbursement rate for all children in care, CAPS staff will deny the application because the family’s responsibility exceeds the allowable benefit.

POLICY REVISION HISTORY

Date	Description of Change
07/02/2018	Revised policy to note that if there are multiple children with child care scholarships, the family fee will be evenly distributed among the scholarships and added a 15% discount to the family fee for scholarships at Quality Rated child care providers effective July 30, 2018.
10/01/2018	Clarified language regarding when family fees are assessed and recalculated. Added that families with income below 10% of the poverty guidelines are not assessed a family fee. Removed TANF applicants and recipients from the list of those who are not assessed a family fee.
02/01/2019	Revised section 9.6.3 to reference to the allowable state reimbursement rate instead of the cost of care.