



# West Virginia Department of Health and Human Resources

## Instructions for Collecting Child Care Daily Fees

### I. COLLECTING DAILY FEES

---

Most parents must pay a daily fee for child care directly to you, the child care provider. Providers must collect these fees from parents to receive the full payment for care indicated on the child care certificate. Parent fees are deducted from monthly checks, so if you do not collect the fee, it will be less income for you, the provider. You must agree to charge the daily fee and must give parents a receipt showing how much they paid. A billing and receipt form (ECE-DC-10 F) is available to do formal bills and receipts. Please request a supply of these forms from your R&R worker if you wish to use them.

You and the parent shall decide how often you will be paid - daily, weekly or monthly. You can only charge for days a child is actually in your care. Fees should be collected at least monthly. Fees may be collected up to 30 days in advance. However, if fees are collected in advance, the provider must credit to the following month or reimburse to the parent, the fee for any days paid, but not used. Parents are charged a per child fee for each child up to a maximum of 3 children. Fees are charged for each child based on the number of days that each child was in care, but parents shall not be billed for more than 3 children. The three youngest children in the family should be the children selected for billing.

If you have any child at least 4 hours that day, you are to charge the entire fee for that day. However, if you keep a child less than four hours daily, those days are considered part days and you cannot charge the full amount. For those days, please see page 2 of this instruction sheet. Page 2 contains charts to convert full days to part days. For days of less than 2 hours, you will charge only 1/3rd of the number of days. For days that fall between 2 and 3 hours 59 minutes, you will charge only 2/3rds of the number of days.

Please look at the charts on page 2 to help you understand the following example.

<b>Example:</b> You have a child:	Look at the charts on page 2
(a) 5 days from 1 minute up to 1 hour 59 minutes	◆ 5 days of care at less than 2 hours = 1 2/3
(b) 7 days from 2- 3 hours 59 minutes	◆ 7 days of care from 2-3 hours 59 min. = 4 2/3
(c) 8 days of at least 4 hours.	◆ 8 full days = 8
	◆ Add 1 2/3 + 4 2/3 + 8 = 13 4/3 = 14 1/3 days
	◆ Drop the 1/3rd and you will charge the parent for 14 days.

## II. PART DAY CHART (Two to three hours 59 minutes)

---

If you cared for a child more than 2 hours but less than 4 hours, you will be paid 2/3rds of the number of days. Look at the number of days that you cared for a child between 2 & 4 hours, then look to the right to see the number of days for which you will be paid.

Number of Days	Conversion	Number of Days	Conversion	Number of Days	Conversion	Number of Days	Conversion
1	2/3	9	6	17	11 1/3	25	16 2/3
2	1	10	6 2/3	18	12	26	17 1/3
3	2	11	7 1/3	19	12 2/3	27	18
4	2 2/3	12	8	20	13 1/3	28	18 2/3
5	3 1/3	13	8 2/3	21	14	29	19 1/3
6	4	14	9 1/3	22	14 2/3	30	20
7	4 2/3	15	10	23	15 1/3	31	20 2/3
8	5 1/3	16	10 2/3	24	16		

## III. PART DAY CHART (Less than two hours)

---

If you cared for a child less than 2 hours, you will be paid for 1/3rd of the number of days. Look at the number of days that you cared for a child less than 2 hours, then look to the right to see the number of days for which you will be paid.

Number of Days	Conversion	Number of Days	Conversion	Number of Days	Conversion	Number of Days	Conversion
1	1/3	9	3	17	5 2/3	25	8 1/3
2	2/3	10	3 1/3	18	6	26	8 2/3
3	1	11	3 2/3	19	6 1/3	27	9
4	1 1/3	12	4	20	6 2/3	28	9 1/3
5	1 2/3	13	4 1/3	21	7	29	9 2/3
6	2	14	4 2/3	22	7 1/3	30	10
7	2 1/3	15	5	23	7 2/3	31	10 1/3
8	2 2/3	16	5 1/3	24	8		

## IV. MORE EXAMPLES AND HELPFUL HINTS

---

The following hints and examples may help you to determine the number of days to charge for a child.

1. How to Add 1/3rd and 2/3rds Days

$$1/3 + 1/3 = 2/3$$

$$1/3 + 2/3 = 1$$

$$2/3 + 2/3 = 1 1/3$$

2. What to Do If You End Up with 1/3rd or 2/3rds of a Day.

Once you add the number converted part days together, you may come up with a total such as 5 1/3 days, or 6 2/3 days.

a. If the total is 5 1/3 days, drop the 1/3 day and bill for 5 days.

b. If the total is 6 2/3 days, round up to the next higher number and charge the parent for 7 days.



3. If you keep a child 22 days at 2-4 hours per day, charge the parent for 15 days. Since this falls into the monthly category, you will be paid for 20 days. However, only bill the parent for 15 days.
4. This is a per child fee. Children from the same family shall each be charged the same daily fee amount (e.g. \$1.25). However, the bill for each child may be different, since each child may be there a different number of days. Remember, do not charge for more than 3 children from the same family.
  - a. Example 1:
    - ◆ You have a child 13 days for 2-4 hours =  $8 \frac{2}{3}$  full days.
    - ◆ You also have that same child 7 days less than 2 hours daily =  $2 \frac{1}{3}$  full days.
    - ◆ Add  $8 \frac{2}{3} + 2 \frac{1}{3} = 11$  days.
    - ◆ You would bill that parent for 11 days, not the 20 total days.
  - b. Example 2:
    - ◆ You have 4 children in one family.
    - ◆ Charge for the 3 youngest children based on the number of days each was in care.
    - ◆ If the fee is \$1 per child, and the two year old was there 20 days, her bill is \$20.
    - ◆ If the next youngest child is there 15 days, her bill is \$15.
    - ◆ The third youngest child is there 6 days, so his bill is \$6.
    - ◆ The fourth child is free, so the total cost to the family is \$41.

#### V. COLLECTING OVERDUE DAILY FEES

---

If a parent does not pay the required daily fee, you must notify the R&R worker in writing no sooner than 5 days after the agreed upon due date but no later than 30 days after that date. The worker will then send 13-day closure notices to the parent and to you, the provider. If the parent fails to pay the fee within that time frame, they are not eligible for child care again until the fee is paid. If you fail to notify the R&R worker within 30 days, the R&R worker will not send closure notices to the parent. The parent can then transfer their children to another provider, and you would have to take legal action to collect the overdue fee. A form letter is available for you to use in sending notices called a "Provider Notice to Agency." Please request a supply of these letters from your R&R agency.

Once the R&R worker sends a closure letter, the parent must pay the daily fee to you or be closed. If the parent pays the fee, you again need to notify the child care worker in writing so the worker does not close the case.

Please remember, do not bill any parent for daily fees unless you receive a child care certificate or provider notification letter which indicates the amount of the fee and the day to start charging the fee.

