



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228**

August 2, 2021

Dear Parents:

I am writing to notify you that on 2 September 2021, the Army will implement the School Year (SY) 2021-2022 Army Child and Youth Fee Policy as required by the SY 2021-2022 Department of Defense (DoD) Child Development Program Fee Policy. The DoD Fee Policy, issued each year, prescribes uniform fee regulations for military child developments programs based on Total Family Income (TFI). The key points included in the SY 2021-2022 Child and Youth Fee Policy are:

The SY 2021-2022 Fee Policy represents year one of the Office of Secretary of Defense (OSD) five year model to gradually increase the number of income categories and fees.

The SY 2021-2022 Fee Policy increases the number of fee categories from nine to 13 TFI categories. Category TFI ranges occur in \$10,000 increments starting at \$30,000.

The Services, directed by OSD, are to implement the minimum compensation rate (hourly pay rate) for all direct care staff in child development programs and youth programs. OSD made changes to the fee policy to generate income to help pay for these increases for child development program staff and to facilitate staff recruitment and retention.

The hourly care rate has changed from \$5 to \$7.

A daily fee of \$50 is charged for occasional users attending School Age Care (SAC) more than four hours per day. A daily fee of \$30 is charged for occasional users attending SAC four or less hours per day. An occasional user daily fee of \$30 applies to occasional users needing supervised programming before 1300 on school out days.

Parents are required to provide a 30 day termination/disenrollment notice to withdraw from full day or before/after school care program. Patrons who fail to provide a 30 day termination/disenrollment notice will be charged the applicable fees.

Parent fees total family income (TFI) have not changed since SY 2018-2019.

Please contact Parent Central Services at DSN 757-2255, 757-2050 and 757-2254, if you have any questions or to address any issues or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth C. Graves", is located below the "Sincerely," text.

Seth C. Graves
Colonel, U.S. Army
Commanding

School Year 21-22

Fee Implementation Requirements for the Operation of Army Child and Youth Services Programs

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Part 1

Army Child and Youth Services Fee Implementation Guidance - Background:

1. The Military Child Care Act of 1989, codified in Section 568 of the National Defense Authorization Act for 1996, requires the Department of Defense (DoD) to establish DoD-wide Child Care Fees based on Total Family Income (TFI). The Congressional intent is for Families to pay a share of their child care expenses.
2. DoDI 6060.02, *Child Development Programs (CDP)*, requires DoD to annually review and adjust the Total Family Income Range and parent fees for each TFI Category. Standard DoD fee ranges/fees are established for each TFI Category.
3. All fees will be implemented in accordance with the approved annual Execute Order (EXORD). **The SY 21-22 Fee Policy changes are highlighted in yellow and the Operational Guidance is identified by the bold print contained in this document.**
4. By law, military child care fees are based on TFI, not military rank or civilian grade. The Military Services subsidize fees on a sliding scale for every Family regardless of rank/grade. Regardless of their TFI Category, patrons must provide income documentation.
5. The Army Child and Youth Fee Implementation Guidance addresses Child and Youth Services (CYS) Child Development Centers (CDCs), School Age Care (SAC), Part Day Programs, Hourly Child Care, Family Child Care (FCC), Outreach Services (OS) Programs, Youth Programs (YP), SKIES *Unlimited* Instructional Programs, Youth Sports & Fitness (YS&F), and Army Community Based Child Care Programs.
6. Based on DoD's SY 2020-2021 review of child care fees, fee subsidies for all DoD contractors and specified space available patrons are not authorized. The term "specified space available patron" Includes patrons employed by federal agencies other than DoD, retirees, and other non-eligible users. All DoD contractors, and/or specified space available patrons pay the unsubsidized fee listed under TFI Category DoD Contractors and Specified Space Available. The term "specified space available patron does not include active duty military service members with non-working spouses, DoD civilian employees paid from APF and NAF with non- working spouses, or **Gold Star Spouses**.
7. Installation Management Command (IMCOM) is the executing element and will issue annual operational fee guidance under the oversight of the Army Materiel Command (AMC). **Fee Policy documents are located on SharePoint:**
8. **Annual Fee Report due to IMCOM CYS 5 November 2021**

Part 2

Army Child and Youth Services Fee Implementation Guidance for General Business Practices for Installation-operated Child and Youth Programs.

1. The Army Child & Youth Fee Implementation Guidance ensures that:
 - a. Child & youth fees are executed in a consistent manner Army-wide.
 - b. Families pay a share of the cost of child & youth programs.
 - c. Installations meet the *CYS Availability, Affordability, Accountability and Quality* standards and metrics.
 - d. Child and youth **management and clerical** staff receive training to ensure the ability to appropriately respond to parents' questions about fees.
 - e. Program eligibility is contingent on the sponsor status. Sponsor status dictates what a patron is eligible for. **In a dual military Family, the senior military member will be the sponsor. For a Family with a Reserve/National Guard member, they must be on an active duty set of orders to be considered the sponsor. If the Reserve/Guard member is not on an active duty set of orders, the sponsor status is identified by determining how the Family supports the mission.**

(1) Installation priorities are outlined in EXORD 231-20 Notification of Revised Department of Defense Priorities, 14 July 2020.

(2) The National Defense Authorization Act (NDAA) of 2000, Title 10 U.S.C, section 1799, states that children and youth under the age of 19 who are not dependents of members of the Armed Forces or of employees of DoD, and not otherwise eligible for participation (i.e. dependents of employees of other federal entities, etc.) may participate in child and youth services if participation promotes attainment of the following objectives:

- (a) Supports the integration of children and youth of military Families into the civilian community,
- (b) Makes more efficient use of DoD facilities and resources, or
- (c) Establishes or supports a partnership or consortium arrangement with schools and other youth services organizations serving children of members of the Armed Forces.

(3) Approval to accept ineligible users must be granted in writing by Commander, AMC, or designee.

(4) AMC, or designee, will provide operational guidance on the ETP request requirements. **Exception to Policy Template located at the link below:**

https://army.deps.mil/army/cmds/imcom_G9/G9/CYS/CYS_FM_Resource_Library/Forms/AllItems.aspx

2. Payment Requirements:

a. Regularly scheduled Full Day, Part Day/Part Time and Before/After School Care fees must be paid within established semi-monthly payment periods and are due by the 5th business day of the payment cycle.

b. Vacation camp fees must be paid weekly by the Monday prior to the start of the week of vacation camp. **Patrons who have not paid by the Monday prior will lose their space for the summer camp week and must reapply via militaryChildCare.com and risk losing the week of camp.**

c. SKIES *Unlimited* instructional classes, youth sports, and camp fees must be paid in full prior to attendance.

d. Hourly Care must be paid in full on the day service is provided. AMC, or designee, may implement a 2 hour no-show fee for Hourly Care.

e. Families will not be charged for validated Army mission-related extended hours care.

f. Initial Fee Payment Requirements:

(1) Initial fee payment for Full Day, Part Day/Part Time Programs and Before/After School Programs must be made at the time a child is accepted/enrolled for the child care space offered by the CYS Parent Central Services Office in order to reserve the offered space.

(2) Fees must be paid in advance of the child's start date and will be based on 10 percent of the monthly payment that is credited to the first month's payment.

(3) The initial fee payment is only refundable for Families who withdraw prior to the start date due to deployment, PCS, TDY or a family emergency.

3. Late Payment Fee Requirements:

a. For services billed twice a month (1st and 15th), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle.

b. For any regularly scheduled activities billed on a monthly basis, a one-time late payment fee of \$20.00 per child will be assessed on the 6th business day after the 1st of the month billing.

c. Families will receive a late payment notice outlining the procedures for payment and possible termination if fees are not paid.

d. SKIES*Unlimited* instructional classes, youth sports, and weekly summer camp program fees must be paid in full prior to attendance and are not subject to late payment fees.

4. Late Pickup Fees:

a. CDC and SAC programs are authorized to charge a late pickup fee of \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. After 15 minutes, the charge is \$5.00 per child/per site for the next 45 minutes. CYS emergency procedures will be followed when the child(ren) is (are) left at the program one hour after closing the program.

b. Late pickup fees are not charged for approved mission-related circumstances or when specific arrangements to extend childcare are made prior to pick up.

5. Miscellaneous Fees:

a. Parents may be charged fees to cover the cost of occasional program enhancing special events. Events may include optional trips to amusement parks, water parks, carnivals, concerts, and other activities determined to be outside the program-operating budget. **This is applicable to all programs.**

b. Parents are not charged fees for lost key fobs or ID cards, routine field trips, food, supplies, and materials/activities related to daily program participation.

c. Only the fees stated in this implementation guidance are authorized.

6. Suspension/Denial/Termination of Services:

a. At the end of every payment cycle, outstanding balances must be reviewed using the CYMS Global Trial Balance, Activity Trial Balance, Pass Trial Balance, and Household Balance Aging Reports.

b. Late payments for full- or part-time care will result in a notice of suspension of

services when fees are not paid in full by the 2nd billing date of the month. Services will be suspended on the last day of the month until the fees are paid in full or a hardship waiver/payment plan is approved by the Garrison Commander. Services may be terminated when fees are not paid in full or a financial hardship waiver is not approved.

- c. All other program fees must be paid in advance of participation.

7. Multiple Child Reductions (MCR):

- a. A 15 percent MCR is applied when more than one child is enrolled in regularly scheduled child care programs (CDC, FCC, SAC, and YP before school/camp or youth sports). MCRs for child care and youth sports are calculated separately and may not be combined.

- b. MCRs are not applied to contractors and specified space available patrons, Hourly Care Services, SKIES *Unlimited* fees, or School Age Care occasional user fees.

8. Mission-Related Extended Hours for active duty Soldiers (AR 608-10, 5-11.f.4):

- a. Families are not charged for approved mission-related extended hours care.

- b. Active duty service members must provide written validation confirming the need for mission-related extended hours care.

9. Refunds:

- a. Refunds are not authorized for:

- (1) Child absences two weeks or less.

- (2) CYS Services short term program closures due to inclement weather (3 days or less), staff training (no more than 2 days per year provided patrons are provided with advanced notification and alternate options for child care when needed), or special installation circumstances as determined by the Garrison Commander.

- (3) Withdrawal from a SKIES *Unlimited* Instructional class.

- (4) Unused leave/vacation.

- (5) Enrichment program on school out days.

- b. Refunds are authorized for:

- (1) Program closures for repair or renovation when an alternate care setting is

not provided.

- (2) Unexpected prolonged child absences over 2 weeks, with Garrison Commander approval, due to Family emergency or extended illnesses.
- (3) Other extenuating circumstances (Garrison Commander's decision).
- (4) Withdrawal from a Youth Sport (occurring before mid-season of the sport).

NOTE: Garrison Commanders may refund or credit fees on a case-by-case basis for individual Families with special circumstances when the child will not be in the program for a period of time and the fee has already been paid or when a program is closed for special circumstances. The refund must not have a significant financial impact on the program. Families provided with a 45-day supplanting notice that have paid beyond their departure date, will receive a full refund for any time not used. This includes time not used when the Family leaves prior to their 45-day supplanting notification time frame.

10. Leave/Vacation Fee Options (in CDC Full-day Programs only).

c. During the enrollment/re-registration process, Families must select either a two (2) or four (4) week leave/vacation fee option for each child.

d. Vacation must be taken in a minimum increment of five consecutive work days.

11. Fee adjustments for a Family's financial hardship waiver may be approved when a Family can demonstrate a severe hardship resulting from, but not limited to: sudden and unexpected illness or accident of the spouse or the same-sex domestic partner of an eligible DoD civilian employee; loss of the spouse's or eligible DoD civilian's same-sex domestic partner's employment or wages; property damage not covered by insurance; or extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the patron. The waiver request must be supported by an Army Community Services recommendation or Civilian equivalent recommendation documentation.

e. The Garrison Commander **or designee (no lower than DFMWR)** may temporarily adjust fees for individual Families based on financial hardship or other special circumstances on a case-by-case basis. Approved fees must be within the fee Categories established by DoD. Financial hardship waivers must be validated at least every 6 months **and tracked in CYMS. Follow CYMS guidance for setting up installment billing to pay a financial hardship with the applicable pay code.**

f. Fee adjustments for financial hardships do not apply to DoD contractors, specified space available patrons, Hourly Care, Youth Sports, or SKIES *Unlimited* Instructional Classes.

g. Families whose child care fees are 25 percent or more of their TFI must be informed they are eligible to request a financial hardship waiver.

h. The number of patrons receiving fee adjustments for financial hardship waivers must be reported on the Army Annual Fee Report.

12. Fee reductions may be approved for operational hardships for CYS Services staff when staffing shortages severely impact the program's ability to operate at full capacity because of documented staffing shortages resulting from recruitment and retention issues.

i. Operational hardships may be requested by installations that can document significant staff shortages resulting from recruitment and retention issues. Garrison Commanders must submit requests for approval of an operational hardship through AMC, or designee, (NLT) 1 October 2021 for FY 22. Operational hardships must be requested and approved annually.

j. The request must be routed thorough the appropriate IMCOM directorate, which will review and validate the business case and justification provided, provide written endorsement, and forward the request to IMCOM G9 CYS Chief for approval. The request must include a business case citing, at a minimum, personnel recruitment and retention issues, turnover statistics, number of unfilled staff vacancies, unfilled child space vacancies and program adjustments, and other factors such as staff mission fatigue, facility openings, and competition with local labor pools.

k. Fee reductions for operational hardship will not exceed 20 percent. The operational hardship reduction is calculated after the MCR and/or deployment support services reductions are applied.

l. Staff receiving the operational hardship reductions are eligible to receive the 15 percent MCR when more than one child is enrolled in regularly scheduled child care.

m. Only one operational hardship reduction will be applied per child when more than one Family member is employed in CYS Services.

n. Operational hardships will be reported to DCS, G-9 on the Annual Fee Review Report listing the reason, the amount of the fee reduction provided, and the type and number of staff receiving the reduction.

13. Parent Participation Fee Reduction:

o. A ten percent reduction on one month's fee for one child may be awarded for each ten hours of parent participation. Reductions are limited to 10 percent per child

per month.

p. Parent participation points may only be used for regularly scheduled programs (e.g., full-day care, part-time care, part-day toddler/preschool, before/after school age care, school break camps and MST Before care and MST camps). Parent participation points will not be used to reduce hourly care fees.

q. Parent participation must be tracked in CYMS.

14. Withdrawal discount: **Parents are required to provide a 30 day termination/disenrollment notice to withdraw from full day or before/after school care program. Patrons who fail to provide a 30 day termination/disenrollment notice will be charged the applicable fees. Patrons who provide more than a 30 day termination/disenrollment notice are eligible to receive a withdrawal discount of ten percent.** The one time reduction may be applied to the final **(last full billing cycle)** payment for full day and before/after school care program. This reduction is not applied to Families transitioning to other on post CYS Services programs (e.g. transitioning from CDC to SAC, etc.), Families being supplanted, and DoD contractors and specified space available patrons.

15. Notification to DoD civilian employees of potential tax liability related to on post child care subsidy:

a. The Internal Revenue Service (IRS Code Section 61) considers the fee assistance the Army provides for child care as cash income in addition to normal earnings.

b. There is no differentiation between DoD civilian employees and Military service members in regard to the fee schedule or quality of child care services provided, but there is a distinction in the treatment of this subsidy under the tax code

c. Each year DoD determines the value of the child care subsidy. A Third Party administrator performs this equation on behalf of DoD. Guidance is provided by DoD prior to the tax year (see Attachment 4 of Annex A). **Notification for Civilian Sponsors utilizing Department of Defense Subsidized Child Development Programs must be provided to patrons annually.**

16. Army fees are used at Joint Base locations where the Army is the supporting Service.

17. Deployment Support Services

a. Deployment Support Services are only authorized for eligible Army Families.

b. A Memorandum of Agreement (MOA) must be established with other Military Service Installations to ensure that Deployment Support Services are available to eligible Army Families assigned to that Installation. The MOA may outline eligibility, reimbursement of costs, funding, etc.

c. Other Services located on Army Installations are NOT authorized to receive the Army Deployment Support Services unless an MOA is established.

18. DoD Contractors and Specified Space Available Patrons:

a. Fee assistance is eliminated for DoD contractors and specified space available patrons whose children receive care in military Child Development Centers, Family Child Care, School Age Care, and Youth programs.

b. Specified space available patrons include, but are not limited to, patrons employed by other federal agencies other than DoD, retirees, and other non-eligible users. The term "specified space available patron" does not include active duty military service members with non-working spouses, DoD civilian employees paid from APF and NAF with non-working spouses, or Gold Star Spouses.

c. DoD Contractors and specified space available patrons are not eligible to receive fee reductions (e.g., MCR, Family financial hardship waivers, etc.).

19. Training: Child and youth **management and administrative** staff must receive training on the fee implementation guidance to ensure they have the ability to respond to parent questions about the fees.

20. Transportation between Public Schools and CYS facilities:

a. Installations may negotiate with the local school system to provide transportation to/from CYS facilities. When the local school system determines transportation cannot be provided, the installation may provide transportation from CYS facilities to the local school system and back. AMC, or designee, will provide operational guidance for implementing the transportation services.

b. Child care fees may not be used to cover the cost of transporting children between public schools and CYS facilities.

c. Parents who elect to use these optional transportation services may be charged a miscellaneous transportation fee to cover the costs associated with the transportation services.

d. The use of government-owned buses for transporting school children between local school systems and CYS facilities is permitted. Miscellaneous transportation fees may be charged to parents if government-owned buses are used, in order to pay for other transportation-related costs (e.g. gas, contracted bus driver support, etc.). Reimbursement of appropriated funds for the use of government-owned buses should be determined by the installation, on a case-by-case basis, in accordance with AR 215- 1, Appendix D, Table D-1, para. 7 and AR 58-1, Chapter 7.

21. Standing Operating Procedures (SOP) must be established for:

r. Non-payment of child care fees, collection of delinquent fees, and denial of services. **Social Security numbers are no longer collected. Garrisons work with their local Financial Management Office in instances of non-payments.**

s. Non-mission related late pick-ups.

t. Patron refund procedures.

u. Parent participation program.

v. Community based program referrals and waiting list management.

w. Financial hardship waiver request and approval.

x. FCC parent fee assistance and FCC provider support procedures for validating and approving FCC provider requests for payment.

y. Denial/termination of services.

z. Verification for spouses seeking employment or enrolled in school.

Part 3

Army Child and Youth Services Fee Implementation Guidance for Total Family Income (TFI)

1. The Secretary of Defense prescribes policy that requires the Military Services to establish child care fees based on TFI for children regularly attending Military Child Development Programs.
2. Parent fees are determined during the CYS Services enrollment process for regularly scheduled CDC, FCC, SAC or YPs before school or camp programs and during annual registration/re-registration thereafter. Note: Garrisons must upload new fee information into the Army Child and Youth Management System (CYMS) before the new Army Child and Youth Fee guidance is implemented. Since fees are updated in CYMS during the beginning of the new fee year, parent fees are re-verified during the re-registration process for Families. **TFI is not applicable to Sports, SKIES, or hourly care programs.**
3. Each family, regardless of income Category, must provide income documentation. Families are not permitted to automatically elect to enroll in the highest fee Category. Failure to provide the required information will delay the processing and approval of child care services as well as could result in denial of child care. OSD requires a summary of TFI information be reported on the Annual Fee Review Report.
4. CYS Services Parent Central Services staff:
 - a. Reviews TFI documentation to determine the Family's TFI Fee Category.
 - (1) Families, regardless of their Total Family Income Category, must provide income documentation. Failure to provide the required information will delay the processing and approval of child care services and could result in denial of child care services.
 - (2) Fees for Families utilizing Family Care Plans or other temporary guardianships are calculated based on sponsor's TFI.
 - b. Calculates the TFI.
 - c. Identifies TFI Fee Category.
 - d. Informs Family of their program fees.
 - e. Inputs Family income data into the CYMS.

f. Maintains a copy of TFI documentation at Parent Central Services through the end of the applicable annual registration period.

4. Total Family Income:

a. TFI includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, basic allowance for housing Reserve Component/Transit (BAH RC/T) and subsistence allowances and in-kind quarters and subsistence received by a Military Service member, civilian employee, a spouse, or, in the case of an eligible DoD civilian employee, the same-sex domestic partner, and anything else of value, even if not taxable, that was received for providing services. For households in which unmarried couples or pairs are living as a family, the income for both adults is used to determine TFI, as well as any other adult contributing to the welfare of the child. TFI is verified using the most recent W-2 or current Leave and Earning Statement (LES) of the Military Service member, or DoD civilian employee and, if applicable, their spouse and/or all adults who financially contribute to the welfare of the child.

b. TFI calculations must include quarter's subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind.

(1) For dual military living in government quarters, include Basic Allowance for Housing with Dependents Rate (BAH RC/T) of the senior member only; for DoD civilian OCONUS, include either the housing allowance or the value of the in-kind housing provided.

(2) Rather than use the Basic Allowance for Housing (BAH) listed on the Leave and Earning Statement (LES), installations must use the Non-Locality Basic Allowance for Housing with Dependents Rate (BAH RC/T) for all members, regardless of whether they live in government housing or off the installation.

(3) The local BAH rate is used in locations where military members receive less than the BAH RC/T allowance. The local BAH rate is located at:
<http://www.defensetravel.dod.mil/site/bah.cfm>.

c. Family Subsistence Supplemental Allowance (FSSA) is not included in the TFI calculation. Families receiving the FSSA will be reported as financial hardship waiver cases on the DoD Fee Review Report.

d. TFI calculation should not include alimony, and child support received by the custodial parent, SSI received on behalf of the dependent child, reimbursement for educational expenses or health and wellness benefits, Cost of Living Allowance

(COLA) received in high cost areas, temporary duty allowances, or re-enlistment bonuses. Refer to DoD Form 2652 (DD Form 2652, Oct 2020) Application for Department of Defense Fees or electronic equivalent.

e. Record TFI on DD Form 2652, Application for DoD Child Care Fees or electronic equivalent.

f. Refer to Annex E – Total Family Income Tip Sheet.

5. The TFI Documentation for Fee purposes will be based on current:

a. Military sponsor's current LES.

b. Civilian sponsor's current LES.

c. Spouse's/partner's and/or all adults who financially contribute to the welfare of the child, LES, W-2 forms, and/or other **current** income documentation.

d. Schedule C (IRS return) from previous year to demonstrate wages from self-employment.

e. Letter from employer if spouse has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours in order to calculate an annual pay estimate. Pay stub must be submitted following the first month of employment.

6. Non-Locality Basic Allowance for Housing:

a. TFI includes the Non-Locality Basic Allowance for Housing with Dependents Rate (BAH RC/T) for all military members regardless of whether they live in government housing or off the installation.

b. The BAH RC/T chart is located at <http://www.defensetravel.dod.mil/site/bah.cfm>. Open the website. On right side of the screen under "Quick Links and Resources" click on "Non-Locality Rates." To location the BAH RC/T chart, find the appropriate calendar year.

c. **Since the BAH RC/T chart is based on the calendar year, programs will use the current year BAH RC/T chart for those enrolling on or after January 1 of the calendar year. More information can be obtained on BAH at: <http://www.defensetravel.dod.mil/perdiem/>.**

7. Fees for Legally Separated Families are contingent on a legal separation document, a signed separation agreement, or a notarized statement explaining that the parents are

separated and unable to reconcile their marital relationship, civil union, or domestic partnership. Military must have the Battalion Commander co-sign the document.

8. Fees for geographically separated patrons will include both incomes and any other adult contributing to the welfare of the child, unless the Commander approves a financial hardship request. Failure to provide can result in loss of child care.

9. Fees for Blended Married Families will be based on the TFI of the household.

10. Maintenance and Security of Documents:

a. Parent Central Services will retain current financial pay information and previous years' documentation. Parent Central Services must destroy previous years' financial documentation following completion of the annual fee audit.

b. There is no longer a requirement to collect Social Security numbers for the purpose of calculating Total Family Income.

c. LES or similar paperwork must remain in the Parent Central Services Offices and will not be forwarded or visible on Profile Print to the CYS Services programs, i.e., CDC, SAC, YP, etc.

d. Access to Family financial files in CYMS will be limited to "need to know personnel," (i.e., Outreach Services Director, Parent Central Services Registration staff). All "need to know" personnel must be advised of the Privacy Act requirements as well as their responsibilities for ensuring the security of all financial and personnel information.

e. LES documentation will not be transmitted to a gaining Installation during the CYMS Global Data Transfer.

11. TFI Category is adjusted when:

a. The unemployed spouse/domestic partner finds paid employment.

b. There is a documented reduction in TFI (e.g. change from full time to part time, furlough, loss of or new employment of unemployed spouse, etc.).

c. A financial hardship waiver is granted to change the TFI Category.

d. A TFI calculation error places Families in a higher TFI Category. Retroactive credit (from the date of the error) will be applied to the Family household. When TFI calculation errors result in underpayment, Families are notified that fees will be adjusted to the correct rate. AMC, or designee, will provide implementation guidance. **Patron will be**

notified their TFI was incorrectly calculated and provided an explanation regarding the miscalculation error. PCS will then adjust the fees in CYMS accordingly.

12. Parent Fees are adjusted when:

a. The Family moves to a new TFI Category (e.g. during re-registration or when an unemployed spouse/domestic partner looking for work finds employment).

b. Children transition among programs with different fees, (e.g., full-day care to Kindergarten, full-day to part-day, after school to summer camp, child development center to family child care, etc.). NOTE: Parent fees are not recalculated; CYMS will adjust the fees once the child is enrolled into the applicable program.

c. Army fee implementation guidance directs a fee change.

d. A financial hardship waiver is approved. The adjustment is set up in Installment billing with the financial hardship pay code.

13. Annual Fee Audit: Request the supporting internal review office conduct an annual audit to ensure Families are placed in the correct TFI Category. Completion of the annual fee audit must be verified during the Army Higher Headquarters Inspection (AHHI).

Part 4

Army Child and Youth Services Child Development Centers (CDC) Fee Guidance

1. Annual Army Fee Guidance applies to the following regularly scheduled programs in CDCs and Child Development Homes:

- a. Full-day child care (6-12 hours per day)
- b. Part-time child care (less than six hours per day)
- c. Enrichment/Part-day preschool/toddler child care operates:

- (1) Three hours/five days per week (15 hours per week)

- (2) Three and a half hours/four days per week (only for Installations operating on a four-day work week).

- (3) Three hours/three days per week (nine hours per week)

- (4) Three hours/two days per week (six hours per week)

Note: Enrichment/Part Day Care meets the needs of parents working outside the home who require child care services on a seasonal or regularly scheduled part day basis for fewer than 6 hours per day, usually fewer than 4 days per week. Enrichment Programs are designed for recreational, educational, or social programming for eligible children. Patrons using enrichment programs must be eligible for services but do not need to be employed. **School out days are factored into fees. Refunding or prorating fees is not authorized.**

- d. Part-day pre-K *Strong Beginnings* operates:

- (1) Three hours/five days per week (15 hours per week)

- (2) Three and a half hours/four days per week (only for Installations operating on a four-day work week).

- (3) Strong Beginnings summer program (3 hour programs) will follow part-day pre-school fees.

- (4) Children attending a school system's preschool wrap-around care will follow the Kindergarten fees.

- e. Installations are not authorized to operate "non-standard" child and youth

programs.

2. Kindergarten before and after fees are based on the number of child care hours required to supplement the kindergarten school schedule.

a. Children enrolled in Full Day kindergarten program will be charged the SAC before and after school fees.

b. Children enrolled in a morning or afternoon kindergarten program will be charged the Part Time Kindergarten Fees.

c. Kindergarten children advance to the School-Age Care program at the beginning of the next new school year. Kindergarten summer camp serves children who have completed Kindergarten and follows the SAC camp weekly fees.

3. Hourly care is **\$7.00** per hour, per child. Hourly care may be reserved/charged in 30-minute or one-hour increments. **A 2 hour no-show fee for Hourly Care may be assessed for patrons who fail to show or cancel their reservation at least 24 hours in advance of the reservation. Hourly care may not exceed 14 hours per week for facility based programs.**

Part 5

Army Child and Youth Services School Age Care (SAC) Fee Guidance

1. SAC Fees:

a. Parent fees for regularly scheduled Before School, After School, and Before & After School Programs and full-day care when virtual learning include care at no additional cost for regularly scheduled children during the following out of school time periods:

(1) Full-days on School Out Days.

(2) Spring/Fall/Winter school breaks, teacher in-service.

(3) School cancellations due to snow days/inclement weather.

(4) Other school delays/early dismissals.

(5) Partial vacation weeks between full summer camp weeks and the beginning or end of school ("gap days") are treated as school out days and are included in the before and after school fees.

b. Children enrolled in 5th grade pay the SAC fees regardless of the school configuration or location of program.

c. Kindergarten and SAC Children attending full-day Kindergarten/SAC programming to meet virtual learning requirements will pay the full-day, part-day or an occasional user fee established for the time in care due to the school schedule.

Vacation option is not applicable to SAC children regardless of school sessions.

2. Kindergarten before and after fees are based on the number of child care hours required to supplement the kindergarten school schedule.

a. Children enrolled in a full-day kindergarten program will be charged the SAC before and after school fees.

b. Children enrolled in a morning or afternoon kindergarten program will be charged the part-time Kindergarten fees.

3. Summer camp rates apply to children who have completed kindergarten through 5th grade.

4. Occasional users (those not regularly enrolled in Before, After, or Before/After care)

/hourly care for school age children:

- a. Four free hours per month, per child, of open recreation/hourly care are authorized for occasional users in one hour increments, **if the Installation can support.**
 - b. Four free open recreation hours are included in the fees established for before, after, and before and after school programs for regularly scheduled users.
 - c. Open recreation hours may not be accumulated from month to month or used in lieu of parent fees for children enrolled in regularly scheduled before and after school or summer camp programs.
 - d. An hourly care fee of **\$7.00** per hour is charged for occasional users attending SAC five or fewer hours per week. Hourly care may be reserved/charged in 30-minute or one-hour increments and may not exceed five hours in any week. **A 2 hour no-show fee for Hourly Care may be assessed for patrons who fail to show or cancel their reservation at least 24 hours in advance of the reservation.**
 - e. A daily fee of **\$50.00** is charged for occasional users attending SAC more than four hours per day. A daily fee of **\$30.00** is charged for occasional users attending SAC four or fewer hours per day.
 - f. Parents may be charged fees to cover the cost of occasional program enhancing special events. Events may include optional trips to amusement parks, water parks, carnivals, concerts, and other activities determined to be outside the program-operating budget.
 - g. Occasional users must pay weekly camp fees for all seasonal school break camp weeks.
 - h. Occasional users may be charged separate fees for field trips, special activities and extended hours that would ordinarily be included in the regularly scheduled monthly/semi-monthly fees. Occasional users are charged for seasonal and summer camp programs.
 - i. The MCR does not apply to occasional users.
5. SAC summer/seasonal camps take place during school breaks of one week or more.
- a. Camp fees are charged weekly. Payment is due Monday prior to the beginning of camp week. **Patrons who have not paid by the Monday prior will lose their space for the summer camp week and must reapply via MilitaryChildCare.com and risk losing the week of camp.**

- b. Occasional users will pay camp fees for all seasonal school break camp weeks. Regular scheduled users who have paid the monthly SAC fee for before, after, or before and after school do not pay additional fees for these school break periods.
- c. **Occasional users needing care three (3) or more days in a week will be assessed camp fees.**
- d. Fees for before or after camp are not authorized. Camp fees include full-day hours of operation.
- e. SAC camp fees must be reduced by 20 percent when meals/snacks are not provided during the full-day summer/seasonal camps.
- f. **Fees for children enrolled in Summer School fees may be prorated based on the number hours children attend.** Days will not be prorated for federal holidays (e.g., July 4th, etc.).

6. Fifth graders advancing to the sixth grade advance to the MST program at the beginning of the next school year regardless of the school configuration.

Part 6

Army Child and Youth Services Youth Programs (YP) Fee Guidance

1. Programs and services are offered at no cost to eligible middle school youth in grades 6-8 and teens in grades 9-12, with the exception of weekday supervision before 1300 hours, virtual learning school time, occasional special events, and occasional optional field trips.

a. Children in 5th grade are not eligible for enrollment in Youth Program regardless of school configuration or program location.

b. Youth in 6th grade and above are not charged a fee for after school programs operating 1300-1800 hours, regardless of the program location.

2. Before School Supervision Fees: Fees for accountable youth supervision programs follow the SAC before school fees.

a. Regularly Scheduled Before School Fees include extended supervision hours until 1300 on school out days, Spring/Fall/Winter break, snow days, school delays and early dismissals at no additional cost to Families.

b. Occasional user hourly fees **\$7.00** apply to youth needing five or fewer hours/week of accountable supervision before 1300 hours. Youth hourly fees may not exceed five hours per week. Hours may be reserved/charged in 30 minute increments or one hour increments.

c. Occasional user daily fees **\$30.00** applies to occasional users needing supervised programming before 1300 on school out days.

3. School out days (1300-1800 hours): Supervised programming is offered at no cost for youth registered with CYS Services.

4. Open Recreation: Fees are not charged for participation in youth open recreation after 1300 hours.

5. Youth Program Camps/Programs/Activities:

a. Youth in grades 6 through 12 are eligible to participate in youth camps. They will not be charged for camp program fees after 1300 hours.

b. Payment of the weekly before camp supervision fee is required when youth camps operate before 1300. Payment is due Monday prior to the beginning of camp week.

- c. Youth camps operating after 1300 hours are offered at no cost for enrolled youth.
 - d. Occasional users may attend routine youth camp outings on a space available basis, and may be charged fees to cover expenses.
 - e. Youth camp fees must be reduced by 20 percent when meals/snacks are not provided during before camp summer programs.
6. Miscellaneous Fees: Parents may be charged fees to cover the cost of occasional program enhancing special events. Events may include optional trips to amusement parks, water parks, carnivals, concerts, dances, lock-ins and other activities determined to be outside the program-operating budget.

Part 7

Army Child & Youth Services Sports and Fitness Program Fee Guidance

1. Youth Sports and Fitness Fees are charged for:

a. Developmental Sports – Introduction/orientation for baseline youth sports (soccer, basketball, and baseball) for children age three to four years not offered as part of Start Smart. Developmental Sports fees are charged for developmental youth sports for children age three to four years.

b. Children participating in Category A-B team sports regardless of the child's age.

c. Category A Sports – soccer, baseball, softball, flag football, cheerleading, basketball, volleyball, track and field, dodge ball, wrestling, kickball, capture the flag, double-dutch, team handball, inline skating, power lifting, table tennis, racquetball, badminton, cycling.

d. Category B Sports – hockey, lacrosse, field hockey, water polo, tennis, boxing, gymnastics, football, skiing, snowboarding, bowling, archery, specialized team, and individual sports programs.

(1) Fees will be based on a cost analysis for operating the sport.

(2) AMC, or designee, will provide additional guidance regarding how to calculate the fees for these sports activities and sports not identified to ensure a cost analysis is developed for determining the sports fee.

2. Standard and high cost fees are charged for youth sports programs unless the city/county where the installation is location offers a similar program during the same sport season at a lower fee than the Army. In this case, the installation may choose to charge the same amount as the county or city but may not charge less. Fees for youth sports not listed must be authorized by AMC, or designee, on a case-by-case basis.

3. Staff-operated youth fitness and nutrition activities are offered at no cost as part of child development baseline programming unless conducted as a *SKIES Unlimited* class.

4. Youth Sports and Fitness Fees:

a. Are not subject to TFI Category.

b. Are not charged for Youth Sports and Fitness outreach programs provided to enhance other CYS Services programs including:

(1) Youth Sports, Fitness and Health programs/classes/events.

(2) *Start Smart* provided in child development programs.

c. Locally determined fees are authorized to reimburse NAF expenses incurred for Youth Sports and Fitness Clinics, Parent & Child *Start Smart* Kits/Classes and sports camps must be paid in full before the start of the program.

5. Multiple Child Reductions (MCR): MCR is applied when more than one child is enrolled in any youth sport during the same sport season.

a. The full fee is paid for the most expensive sport when children are enrolled concurrently. All other children receive the MCR.

b. The full fee is paid for the first child enrolled when children are not enrolled concurrently due to the varying registration periods. All other children receive the MCR.

c. MCRs do not apply to SKIESUnlimited instructional sports classes.

6. Youth sports coach fee reductions apply only to the coach's own children during the same season they volunteer to coach:

a. Volunteer head coaches may enroll all of their children at no cost in any Category A or B sport.

b. Assistant volunteer coaches may enroll one child at no cost in any Category A or B sport. Subsequent children receive a 15 percent reduction in any Category A or B sport.

7. League fees are the responsibility of the installation and will not be assessed to parents.

Part 8

Army Child and Youth Services *SKIESUnlimited* Instructional Program Fee Guidance

1. *SKIESUnlimited* Instructional Program Fees are determined by the Installation:

a. Costs incurred by CYS to operate the class include contract instructors, expendable supplies and supplemental NAF staff such as lifeguards, facility costs, etc.

b. Generate overall “enterprise” revenue for CYS.

c. Provide no cost or reduced fee instructional classes to support CYS programming in:

(1) Child Development Centers.

(2) School-Age Care Programs.

(3) Sports and Fitness Programs.

(4) Youth Programs.

(5) Special Events.

d. Must be paid in full in advance of services.

2. Introductory demonstration classes are offered at low or no cost to enhance other CYS Programs and to encourage follow up enrollment in fee-based *SKIESUnlimited* Instructional Classes.

3. Contracts are established between CYS and the *SKIESUnlimited* instructor for each *SKIESUnlimited* instructional class. Instructor contracts generally reflect the following metrics:

a. 65 percent – 70 percent: instructors/class materials cost.

b. 30 percent – 35 percent: revenue returned to CYS.

4. A higher percentage may be awarded to instructors for “hard to fill” specialty areas or as an incentive to retain strong instructors if overall “enterprise” *SKIESUnlimited* Net Income before Depreciation (NIBD) goal is maintained.

5. *SKIESUnlimited* instructional classes must be paid in full prior to attendance.

6. Multiple Child Reduction (MCR): The CYS Services MCR is not authorized for SKIES *Unlimited* classes.

Part 9

Army Child and Youth Services Family Child Care (FCC) Parent Fee Assistance and FCC Provider Support Incentives

1. Overview:

a. Army FCC will be subsidized at levels defined by this fee guidance. FCC subsidies and Parent Fee Assistance are executed Army-wide at the enterprise level. Based on the availability of funds, AMC, or designee will determine the FCC direct subsidies offered. Centrally funded subsidies include parent fee reductions and provider incentives and are provided in two Categories: indirect and direct.

b. Parent fee reductions provide Families an “affordability incentive” to enroll children in regularly scheduled child care in FCC Homes.

c. Centrally funded indirect and direct support incentives for Army FCC providers provide stable monthly support incentives for FCC providers. Financial incentives encourage providers to enhance their care giving skills through professional development, provide needed specialty or after hours care, increase child spaces, and continue with the Army FCC Program as their career path. FCC providers are permitted to negotiate the fees charged for Families in Categories 7-13, but may not charge more than 15 percent below installation parent fees, except for Contractors and Specified Space Available patrons who must pay fees indicated on Annex A. No additional subsidies are authorized to be paid to FCC providers without prior approval from IMCOM G9.

2. Business Policies:

a. FCC providers are required to participate in the FCC Fee Assistance and Support Incentive Program.

b. Families using FCC must enroll their children at Parent Central Services.

c. FCC providers may not receive subsidies for their own children.

d. Family leave/vacation: FCC parent fees are annualized to include a two week leave/vacation during which time the parent pays no fee to hold the space. Providers may only receive fee assistance during the 2 week vacation period when children are not in care.

3. Parent Fee:

a. Parent fees are established 15 percent below installation fees and based on the availability of funds, except for Contractors and Specified Space Available patrons who must pay fees indicated on Annex A.

b. Multiple Child Reduction (MCR): A 15 percent MCR is applied when more than one child is enrolled in regularly scheduled child care programs (CDC, FCC, SAC, and YP before school/camp or youth sports). MCRs for child care and Youth Sports and Fitness are calculated separately and may not be combined. The provider will receive the subsidy reimbursement for each MCR applied. The MCR is applied towards the facility based programs first.

(1) Multiple Child Reduction (MCR): A 15 percent standard Army-wide MCR applies when multiple children in the same Family enroll in regularly scheduled child care programs offered/sponsored by CYS Services.

(2) MCRs are not applied to DoD contractors and specified space available patrons, Hourly Care Services, SKIES *Unlimited* fees or School Age Care occasional user fees. Parents pay the full fee for care.

c. Hourly Care: The FCC hourly care rate is established at a lower rate to encourage parents to utilize the FCC program.

(1) Parents utilizing FCC programs for hourly care services during the hours of 0600-2400 will pay the provider \$4.00 per child, per hour. Army will subsidize the provider an additional \$6.00 per child/per hour.

(2) Parents using FCC hourly care services between the hours of 2400-0600 (including Mission Related hourly care), will pay the provider \$5.00 per hour/per child. Army will subsidize the provider an additional \$10.00 per child/per hour when care is provided from 2400-0600 for mission related care.

(3) Incentives for Hourly Care Homes are authorized to meet the installation hourly care demand. The hourly care subsidy would be based on the number of child care hours provided. Subsidy amounts will be determined based on the availability of funds.

(4) FCC Hourly Care Spaces in a regularly scheduled home may be authorized to meet the Installation hourly care demand. The hourly care subsidy would be based on the number of child care hours provided. Subsidy amounts will be determined based on the availability of funds.

d. Late Pick-Up: Providers are authorized to charge a Late Pick up fee of \$1.00 per minute up to 15 minutes per Family/per site, regardless of the number of children in care in the FCC home. After 15 minutes, the charge is \$5.00 per child/per site for the next 45 minutes. CYS emergency procedures are followed when child(ren) is/(are) left at the program one hour after closing. Late pick-up fees are not charged for verified mission-related circumstances or when prior agreements are made to extend child care prior to pick-up or in other extenuating circumstances.

e. Supplemental Fees for CYS Special Events/Activities: Parents may be charged additional “one-time event” fees to cover costs of special field trips, day outings, etc. FCC Providers will keep parents informed of these additional activities/costs.

f. Back-Up Child Care: FCC providers will place children with an authorized FCC back-up care provider or in a CDC/SAC program at no cost to the Family.

(1) The FCC provider and the backup care provider will negotiate the backup care rates between themselves.

(2) When back-up care is not available in FCC and care must be provided at the Child Development Center (CDC), a reduced rate for hourly care, \$3.00 per hour/child will be charged and reimbursed only if conducting FCC business. AMC, or designee, will develop implementation guidelines to support this subsidy.

(3) When back up care is required for personal reasons the provider will pay \$3.00 per hour/child to the CDC but will not receive the subsidy reimbursement.

(4) Substitute Child Care – when a substitute provider offers back up care in the providers home, so the provider can meet regulatory requirements to maintain certification, the substitute provider will receive a subsidy for the time care is provided. AMC, or designee, will determine a standardized payment amount per hour/day.

(5) When a Substitute provider is providing back up care in the providers home for personal reasons, the provider will negotiate payment with the substitute provider.

g. Parent Participation Program Fee Reduction: Parents utilizing FCC full day (includes before and after programs) and part time programs may qualify for Parent Participation Program fee reductions by participating in authorized volunteer activities in accordance with Parent Participation Program operating guidelines.

h. Financial Hardships/Extenuating Circumstances: Families utilizing FCC may request a temporary fee reduction for financial hardship or extenuating circumstance to be approved by the Garrison Commander. The provider will receive the fee difference through the FCC subsidy program.

4. Mission-Related Extended Hours Fee Assistance for Active Duty Service Members:

a. Mission-Related Extended Hours Duty Child Care is provided at no cost to Families for short term child care (generally up to 3 hours/day) beyond regularly scheduled hours of care (based on the Sponsor’s typical duty day/care requirement). A written validation statement is required from the Service member’s unit/sponsor’s supervisor to qualify and must be provided to CYS Service management for approval. (See additional information below).

b. Mission-Related Extended Long Term Duty 24/7 Child Care Fee Assistance: Provided at no cost to Families for care that often requires overnight care. Individual Families are authorized up to 30 calendar days per child for Extended Duty 24/7 Child Care per year. (See additional information below).

5. FCC Provider Direct and Indirect Support Incentives:

a. Indirect Support Incentives are determined by AMC, or designee, based on available funding. AMC, or designee, will provide the subsidy management guidance for:

(1) Child Development Associate (CDA) credential.

(2) National Accreditation.

(3) Army Risk Management Program: Provisionally and fully certified on post FCC providers in good standing are authorized coverage in the Army Risk Management Program.

(4) CYS Lending Library.

(5) Army Required Professional Development: FCC providers are authorized required professional development during the duty day.

(6) Child Care will be provided at no cost to FCC providers for their own children under the age of 12 during required professional development and when completing annual background check requirements with the security office.

(7) Back-Up Child Care for a Primary FCC provider using a Provider personal day.

b. Mandatory Direct Support Incentives are determined by AMC, or designee, based on available funding. AMC, or designee, will provide the subsidy management guidance for:

(1) Family Fee Assistance Supplement: Reimburses FCC providers the difference of the assigned parent TFI fee and to the Installation Category 6 Fee. DoD contractors and specified space available patrons are not approved to receive fee assistance and fee discounts. Families in TFI Category DoD contractors or specified space available patrons will pay the full fee for care listed on the Army Fee Charts.

(2) FCC Provider Personal Days: Allows primary FCC providers time off (1 full day per quarter) for personal purposes without a loss of income.

(3) Professional Development Incentives are determined by AMC, or designee, based on available funding. AMC, or designee, will provide the subsidy

management guidance for:

(a) Initial Achievement of National CDA Credential or Early Childhood/Education related degree: A one-time award, not to exceed \$300.00, for FCC providers who earn the CDA Credential or Early Childhood/Education-related degree.

(b) Sustainment of the national CDA Credential: An ongoing monthly award not to exceed \$50.00 per month, for sustaining the standards of the CDA Credential, as validated by a current CDA Credential.

(c) Initial Achievement of NAFCC Home Accreditation: A one-time award, not to exceed \$300.00, for FCC providers who achieve NAFCC Accreditation.

(d) Sustainment of NAFCC Home Accreditation: An ongoing award not to exceed \$50.00 per month, for sustaining the standards of NAFCC Accreditation as validated by a current NAFCC Accreditation Certificate.

(e) FCC Star Provider Status: An ongoing award, not to exceed \$125.00 per month for FCC providers who achieve a CDA Credential or Child Development/Education- related Associate of Arts (AA) Degree or higher and NAFCC Home Accreditation. This incentive replaces, and cannot be received in conjunction with, the CDA Credential or NAFCC Home Accreditation incentives.

(f) Conditions for FCC Provider Sustainment Professional Development Support Incentives: Monthly awards for ongoing sustainment cease if FCC providers' CDA and/or NAFCC Home Accreditation Status lapses or if program quality is found to be lacking during regular Home Visits.

(4) Provider Subsidies for Parent Fees:

(a) Parent Fees will be subsidized to the Installation Category 6 fee.

(b) FCC Providers supporting Families of deployed Soldiers will be subsidized to the income Category level of those Families.

(5) "School Out" Days:

(a) On official "school out days" FCC providers receive \$35 per day/per child for the extra hours of care for those enrolled in either the Before School only or the After School only programs.

(b) On official "school out days" FCC providers receive \$15 per child for the extra hours of care for those children enrolled in the Before & After School Program.

(6) Extended Absence and Early Withdrawal: Reimburses FCC providers for up to two weeks of lost income due to child absence of more than two weeks due to Family emergency, child illness, or Family's early withdrawal from the FCC Home with less than a two-week notice. Provider must agree to accept Parent Central Services referrals for respite childcare, back-up care, and hourly childcare during the Family's unused hours.

(7) Longevity Incentive: Rewards providers who are active for more than 12 months and who have at least two children in care, who are unrelated to the FCC provider, for nine of the 12 months. The amount of the incentive is based on the availability of funds but should not be less than \$125.00/year but will not exceed \$250.00/year. (AMC, or designee, will determine the amount of the subsidy to ensure standardization).

(8) Mission-Related Extended Hourly Care: Child Care is provided at no cost to Families for short-term child care (generally up to 3 hours/day) beyond regularly scheduled hours of care (based on the Sponsor's typical duty day/care requirement). A written validation statement is required from the Service member's unit/sponsor's supervisor to qualify and must be provide to CYS Service management (e.g. FCC Director) for approval. The provider will receive \$10.00 per hour for the childcare provided.

(9) Mission-Related Long Term Extended Duty Child Care: (Single/Dual Military Families) Family will pay their monthly rate to the FCC Provider. To help cover the additional incurred expenses, the provider will be subsidized \$50 per day not to exceed 30 days per child. Only 30 calendar days are authorized per year. When additional days are required by a Family due to special circumstances, an exception to policy may be submitted to Commander, AMC, or designee, for approval. AMC, or designee will establish standardized guidelines for Mission Related Long Term Extended Duty Child Care.

6. FCC Provider Support Incentives for Additional Services:

a. Nutritious Meals for Enrolled Children in the Continental United States (CONUS):

(1) Meals are partially reimbursed by the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) when both the FCC provider and the FCC child(ren) are enrolled.

(2) Participating CONUS FCC providers receive a partial reimbursement by the USDA CACFP for qualifying meals served to enrolled children. Providers' own children may or may not be permitted, per USDA regulatory requirements.

b. Nutritious Meals for Enrolled Children OCONUS: Meals are partially reimbursed by OCONUS Self-Sufficiency Exemption funding for qualifying meals/infant formula. Participating OCONUS FCC providers receive partial

reimbursement from the Army for qualifying meals served to enrolled children (not including the FCC provider's own children). Reimbursement rates are comparable to CONUS locations USDA CACFP rates. Reimbursement follows current USDA CACFP rate for Tier 1 Families in the contiguous states.

c. Special Needs Care Support Incentive: Determined by AMC, or designee, based on available funding. Applies to FCC providers who agree to care for a child with special needs when an individualized child assessment process determines the child requires substantially more individualized care and support than is offered in a typical FCC childcare setting. The amount of the Special Needs Care Support Incentive payment is based on the severity of the special need and/or when childcare spaces must be reduced to meet the needs of the child with special needs while in care. This subsidy amount paid to the provider will be determined by AMC, or designee. The subsidy may not exceed \$600.00 per child per month and will be determined on a case- by-case basis and approved by Commander, AMC, or designee. Consideration is given to the complexity of services and/or severity of the condition required for the health, safety and well-being of the special needs child, and the recommendation of the multi- disciplinary Inclusion Action Team, other enrolled children in the FCC Home, and funding support received from other sources.

d. FCC Provider Mentor Incentive: Applies to fully certified FCC providers who have CDA certification and/or NAFCC accreditation, serve as an approved mentor to other FCC providers, and host CDC staff observations and VIP visits in their homes.

(1) Installations with 31 or more active providers may have two mentors. FCC providers assigned as mentors by the FCC Director are authorized to receive a financial incentive of \$15.00 per hour and can mentor up to 30 hours per quarter per local SOP.

(2) Installations with 11-30 active providers (caring for children) may have one mentor. FCC providers assigned as mentors by the FCC Director are authorized to receive a financial incentive of \$15.00 per hour and can mentor up to 30 hours per quarter per local SOP.

(3) Installations with 10 or fewer FCC homes, and have a provider that meets the criteria to serve as a mentor, may request approval from Commander, AMC, or designee, to allow this individual to serve as a mentor. The mentor will receive a financial incentive of \$15.00 per hour. AMC, or designee, will provide criteria and number of hours of service for the mentors at these installation locations.

e. Infant/Toddler Home Incentive is determined by AMC, or designee, based on available funding: FCC providers who provide care only for infants and toddlers, ages 4 weeks through 3 years, may receive a subsidy not to exceed \$400.00 per month. The group size, including the provider's own children under 8 years, will count in this ratio. At least one child must be mobile for safety and emergency evacuation purposes.

f. Relocation Bonus: Up to a \$1,000 relocation bonus will be provided to FCC Providers who successfully relocation their homes to a gaining installation and provide care for children. AMC, or designee, will determine requirements and the amount for this subsidy incentive.

g. Recruitment Bonus: Up to a \$1,000 recruitment bonus will be provided to FCC providers who successfully open their homes and provide care for children. AMC, or designee will determine requirements and the amount for this subsidy incentive.

7. Parent Fee Refunds:

a. FCC providers must refund/adjust parent fees when:

(1) A CYS Services alternative care setting is not provided when a FCC home is closed due to a provider's personal circumstances.

(2) Children have a documented absence of more than two weeks due to unexpected/prolonged Family emergency or child illness.

(3) Child has an early withdrawal from FCC home due to documented extenuating and/or emergency Family circumstances.

b. FCC providers must notify CYS Services Parent Central Services in advance of Family fee adjustments/refunds.

c. Parent Fee Refunds are NOT authorized for:

(1) The first two weeks of any child absence.

(2) FCC home closures due to inclement weather or special Installation circumstances determined by Garrison Commander.

(3) Unused Family leave/vacation plan.

8. Standing Operating Procedures (SOP) for fees will be established by Garrisons for:

a. Procedures and documentation required for mission-related fee assistance to include extended hours fee reductions.

b. Responsibilities of mentors, if applicable.

c. Procedures for back-up care and back-up FCC providers.

d. Additional requirements established by AMC or designee.

Part 10

Army Child and Youth Services Community Based Programs (Army Fee Assistance)

1. Army Fee Assistance pays the difference in the installation child care fee and the civilian child care fee up to the established civilian child care provider rate cap. Parents are responsible to pay the installation child care fee and any civilian child care provider fees exceeding the established civilian child care provider rate caps. The third party administer shall implement new SY21-22 fees NLT 90 days from issuance of the fee policy. Fees for children already enrolled in the Fee Assistance program shall be updated to the new parent rates during annual recertification or when a change is made to the application that results in recalculation.

2. Installations that cannot accommodate an Army Family within **45 days** of the date care is needed must provide the Family with a Statement of Non-Availability (SNA) and refer the Family to the fee assistance third party administrator for an enhanced child care referral and to determine eligibility for Army Fee Assistance.

SNA are not required for the following:

a. **Army Family resides outside the installation Catchment area (currently defined as 15 miles/20 minutes)**

b. **Joint base installations where Army is not the primary Service**

c. **Army Recruiters**

d. **School age children**

e. **Army Active duty combat-related wounded warriors and combat-related surviving spouses.**

f. **Army Families supplanted from child care on the installation can provide a copy of the supplanting notice in lieu of a SNA. Supplanting notices in lieu of SNA are only authorized for 60 days from the date the supplanting notice is signed.**

3. **Parent fees and fee assistance is calculated using the applicable SY 21-22 CDC Monthly Fee charts (2 week vacation option) and SY 21-22 SAC Monthly Fee Charts (2 week vacation option) for Low Cost Areas, Standard Cost Areas or High Cost Areas.**

4. **Parents pay high cost fees for providers near installations defined as high cost installations in EXORD 216-21. Parents pay standard cost fees in all other areas.**

5. Post-secondary educational programs accepted to meet the school requirement for AFA participation are: Any educational program conducted by an adult educational entity to include colleges and universities, career/technical schools, vocational/trade schools, formal apprenticeship programs, or pursuit of a General Education Development (GED). Graduate/undergraduate credits or clock hours shall be used to determine eligibility.

6. A working spouse is defined as a spouse who is hired for a wage, salary, fee, or payment to perform work for an employer; or a spouse is self-employed as a freelancer (independent contractor) or owner of a business. Self-employment is defined as being directly engaged in an income producing trade or business started and carried on in good faith for the purpose of making a living and presented to the general public as being engaged in selling goods and/or services regularly with repetition and continuity of operation as one's occupation. This can be as an independent contractor or business owner. Self-employed individuals must comply with State and Federal labor and tax laws.

- **Spouses who work for a company as an independent contractor must provide an IRS form 1099-NEC - "Non-employee compensation", a 1099-K – "Card Payment and Third Party Network Transactions" or 1099-MISC – "Miscellaneous income" from the previous year by 28 February. If the spouse has no employment history as an independent contractor and no 1099 is available the sponsor shall submit a self-certification statement with the estimated number of hours worked on a weekly basis and estimated annual income. Estimated annual income must be supported by one-month worth of payments received from the company.**

- **Spouse who own their own business must provide a copy of the 1040 schedule C – "Profit or Loss from Business" to report income from a business operated or a profession practiced as a sole proprietor. Line 31 (Net profit) of the schedule C shall be used for TFI calculation purposes. If negative zero shall be used.**

Depending on the business structure, different tax forms may be accepted to verify income earned.

7. To determine if self-employment is an allowable activity for the purpose of fee assistance, eligibility of one of the following methods shall be used:

- **Divide the weekly self-employment income by the minimum wage of the state the business/activity is operated in. If the result does not equal or exceed the required number of hours to justify full-time or part-time employment for the purpose of determining fee assistance eligibility the activity/business may not be accepted as employment.**

- **Divide the gross self-employment income by the number of hours the spouse reports working. If the result is less than the minimum wage in the state the business/activity is operated in the activity/business may not be accepted as employment.**

8. Spouses may use the 90 days Looking-for-Work form to allow sufficient time in increase earnings to an acceptable level.

STANDARD COST FEE STRUCTURE - SCHOOL YEAR 2021-2022

**SY 21-22 CHILD DEVELOPMENT CENTERS (CDC) MONTHLY FEE CHART
(2 Week Vacation Option) (May 2021)**

Total Family Income Categories		Full Day	Part Time*	Part Day Toddler/Part Day Pre-School "Enrichment"***		
				5 Day 3 Hr	3 Day 3 Hr	2 Day 3 Hr
CAT 1	\$1 - \$30,000	\$252	\$176	\$113	\$68	\$45
CAT 2	\$30,001 - \$40,000	\$291	\$204	\$131	\$79	\$52
CAT 3	\$40,001 - \$50,000	\$356	\$249	\$160	\$96	\$64
CAT 4	\$50,001 - \$60,000	\$435	\$304	\$195	\$117	\$78
CAT 5	\$60,001 - \$70,000	\$517	\$362	\$233	\$140	\$93
CAT 6	\$70,001 - \$80,000	\$547	\$383	\$247	\$148	\$99
CAT 7	\$80,001 - \$90,000	\$604	\$423	\$272	\$163	\$109
CAT 8	\$90,001 - \$100,000	\$617	\$432	\$278	\$167	\$111
CAT 9	\$100,001 - \$110,000	\$634	\$444	\$285	\$171	\$114
CAT 10	\$110,001 - \$120,000	\$647	\$453	\$292	\$175	\$117
CAT 11	\$120,001 - \$130,000	\$678	\$474	\$305	\$183	\$122
CAT 12	\$130,001 - \$140,000	\$704	\$493	\$317	\$190	\$127
CAT 13	\$140,001+	\$726	\$508	\$327	\$196	\$131
DoD Contractors and Specified Space Available	Not Applicable	\$943	\$660	\$424	\$254	\$170

STANDARD HOURLY RATE: \$7.00

Multiple Child Reductions and Total Family Income Categories do not apply to Hourly Care.

ADDITIONAL INFORMATION

FINANCIAL DISCLOSURE: All patrons must disclose their total Family Income. Failure to disclose the Total Family Income could result in the denial of care.

MULTIPLE CHILD REDUCTION (MCR): 15% MCR is offered to the 2nd and subsequent children in regularly scheduled programs. Full fee is charged for the child in the most expensive care option, e.g., Full Day CDC care vs. SAC. 15% MCR is offered to 2nd and subsequent children in Youth Sports programs occurring during the same season. DoD Contractors and Specified Space Available Patrons are not eligible for the MCR.

LATE PICK-UP FEES: Family fee of \$1.00 per minute for first 15 minutes then \$7.00 for next 45 mins. per child/site. If Family has children at different sites, late pick-up fees are assessed per site. Fee is payable before the child is readmitted to care.

LATE PAYMENT FEES: Payment for regularly scheduled Full Day, Part Day/Part Time and Before/After School Care is due by the 5th business day of the payment cycle. For services billed twice a month (1st and 15th), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle. For any regularly scheduled activities billed on a monthly basis, a one-time late payment fee of \$20.00 per child will be assessed on the 6th business day after the 1st of the month billing.

***PART TIME CARE:** Applies to specialized Part Time programs; includes Part Time Kindergarten care (for children attending a part day [AM or PM] Kindergarten program).

****PART DAY ENRICHMENT:** Also applies to Installations that operate on a 4 day a week schedule (e.g. 4 Day 3.5 Hrs.)

STANDARD COST FEE STRUCTURE - SCHOOL YEAR 2021-2022

SY 21-22 CHILD DEVELOPMENT CENTERS (CDC) Monthly FEE CHART (4 Week Vacation Option) (May 2021)

Total Family Income Categories		Full Day	Part Time*	Part Day Toddler/Part Day Pre-School "Enrichment"***		
				5 Day 3 Hr	3 Day 3 Hr	2 Day 3 Hr
CAT 1	\$1 - \$30,000	\$263	\$184	\$118	\$71	\$47
CAT 2	\$30,001 - \$40,000	\$304	\$213	\$137	\$82	\$55
CAT 3	\$40,001 - \$50,000	\$372	\$260	\$167	\$100	\$67
CAT 4	\$50,001 - \$60,000	\$453	\$317	\$204	\$122	\$82
CAT 5	\$60,001 - \$70,000	\$540	\$378	\$243	\$146	\$97
CAT 6	\$70,001 - \$80,000	\$571	\$400	\$257	\$154	\$103
CAT 7	\$80,001 - \$90,000	\$630	\$441	\$283	\$170	\$113
CAT 8	\$90,001 - \$100,000	\$644	\$451	\$290	\$174	\$116
CAT 9	\$100,001 - \$110,000	\$662	\$463	\$298	\$179	\$119
CAT 10	\$110,001 - \$120,000	\$676	\$473	\$304	\$182	\$122
CAT 11	\$120,001 - \$130,000	\$707	\$495	\$318	\$191	\$127
CAT 12	\$130,001 - \$140,000	\$735	\$514	\$330	\$198	\$132
CAT 13	\$140,001+	\$757	\$530	\$340	\$204	\$136
DoD Contractors and Specified Space Available	Not Applicable	\$984	\$689	\$443	\$266	\$177

STANDARD HOURLY RATE: \$7.00

Multiple Child Reductions and Total Family Income Categories do not apply to Hourly Care.

ADDITIONAL INFORMATION

FINANCIAL DISCLOSURE: All patrons must disclose their total Family Income. Failure to disclose the Total Family Income could result in the denial of care.

MULTIPLE CHILD REDUCTION (MCR): 15% MCR is offered to the 2nd and subsequent children in regularly scheduled programs. Full fee is charged for the child in the most expensive care option, e.g., Full Day CDC care vs. SAC. 15% MCR is offered to 2nd and subsequent children in Youth Sports programs occurring during the same season. DoD Contractors and Specified Space Available Patrons are not eligible for the MCR.

LATE PICK-UP FEES: Family fee of \$1.00 per minute for first 15 minutes, then \$7.00 for next 45 mins. per child/site. If Family has children at different sites, late pick-up fees are assessed per site. Fee is payable before the child is readmitted to care.

LATE PAYMENT FEES: Payment for regularly scheduled Full Day, Part Day/Part Time and Before/After School Care is due by the 5th business day of the payment cycle. For services billed twice a month (1st and 15th), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle. For any regularly scheduled activities billed on a monthly basis, a one-time late payment fee of \$20.00 per child will be assessed on the 6th business day after the 1st of the month billing.

***PART TIME CARE:** Applies to specialized Part Time programs; includes Part Time Kindergarten care (for children attending a part day [AM or PM] Kindergarten program).

****PART DAY ENRICHMENT:** Also applies to Installations that operate on a 4 day a week schedule (e.g. 4 Day 3.5 Hrs.)

STANDARD COST FEE STRUCTURE - SCHOOL YEAR 2021-2022

SY 21-22 SCHOOL-AGE CARE (SAC) and KINDERGARTEN (K)

Middle School/Teen (MS/T)

MONTHLY FEE CHART (May 2021)

Total Family Income Categories		Before & After	Before Only	After Only	Part Time* <small>(i.e. Kindergarten)</small>	SAC/K Camp <small>(Weekly)</small>	MS/T Before Camp <small>(Wkly)</small>
CAT 1	\$1 - \$30,000	\$139	\$57	\$82	\$176	\$58	\$29
CAT 2	\$30,001 - \$40,000	\$160	\$65	\$95	\$204	\$67	\$34
CAT 3	\$40,001 - \$50,000	\$196	\$80	\$116	\$249	\$82	\$41
CAT 4	\$50,001 - \$60,000	\$239	\$98	\$141	\$304	\$100	\$50
CAT 5	\$60,001 - \$70,000	\$284	\$116	\$168	\$362	\$119	\$60
CAT 6	\$70,001 - \$80,000	\$301	\$123	\$178	\$383	\$126	\$63
CAT 7	\$80,001 - \$90,000	\$332	\$136	\$196	\$423	\$139	\$70
CAT 8	\$90,001 - \$100,000	\$339	\$139	\$200	\$432	\$142	\$71
CAT 9	\$100,001 - \$110,000	\$349	\$143	\$206	\$444	\$146	\$73
CAT 10	\$110,001 - \$120,000	\$356	\$146	\$210	\$453	\$149	\$75
CAT 11	\$120,001 - \$130,000	\$373	\$153	\$220	\$474	\$156	\$78
CAT 12	\$130,001 - \$140,000	\$387	\$158	\$229	\$493	\$162	\$81
CAT 13	\$140,001+	\$399	\$163	\$236	\$508	\$167	\$84
DoD Contractors and Specified Space Available	Not Applicable	\$518	\$212	\$306	\$660	\$217	\$109

OCCASIONAL USER RATES: Hourly Rate: \$7.00, limited to 5 hrs./week.

DAILY RATES: Up to 4 hrs./day: \$30.00; More than 4 hrs./day: \$50.00

MIDDLE SCHOOL/TEEN OCCASIONAL USER DAILY RATE: \$30.00; Hourly Rate: \$7.00, limited to 5 hrs./week.

Multiple Child Reductions and Total Income Family Categories do not apply to Occasional User Hourly or Daily Rates.

YOUTH SPORTS (YS) SEASON FEE CHART

Additional Information

Category	Sports	Season Fee	FINANCIAL DISCLOSURE: All patrons must disclose their total Family Income. Failure to disclose the Total Family Income could result in the denial of care MULTIPLE CHILD REDUCTION (MCR): 15% MCR is offered to the 2nd and subsequent children in regularly scheduled programs. Full fee is charged for the child in the most expensive care option, e.g., Full Day CDC care vs. SAC. 15% MCR is offered to 2nd and subsequent children in Youth Sports programs occurring during the same season. DoD Contractors Specified Space Available Patrons are not eligible for the MCR. LATE PICK-UP FEES: Family fee of \$1.00 per minute for first 15 minutes, then \$7.00 for next 45 mins. per child/site. If Family has children at different sites, late pick-up fees are assessed per site. Fee is payable before the child is readmitted to care. LATE PAYMENT FEES: Payment for regularly scheduled Full Day, Part Day/Part Time and Before/After School Care is due by the 5th business day of the payment cycle. For services billed twice a month (1st and 15th), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle. For any regularly scheduled activities billed on a monthly basis, a one-time late payment fee of \$20.00 per child will be assessed on the 6th business day after the 1st of the month billing. MIDDLE SCHOOL/TEEN (MS/T): Before School Supervision Monthly Fee = SAC "Before" Rate. *PART TIME CARE: Applies to specialized Part Time programs; includes Part Time Kindergarten care (for children attending a part day [AM or PM] Kindergarten program). *****Full Time Care - Will follow the CDC Full time rates
Developmental Sports	Developmental Sport Activities Ages 3 - 4	\$25	
Category A	Soccer, Baseball, Softball, Flag Football, Cheerleading, Basketball, Volleyball, Track & Field, Dodge Ball, Wrestling, Kickball, Capture the Flag, Double Dutch, Team Handball, Inline Skating, Power Lifting, Table Tennis, Racquetball Badminton, Cycling.	\$45-\$65	
Category B	Bowling, Archery, Football Hockey, Lacrosse, field Hockey, Water Polo, Tennis, Boxing, Gymnastics, Skiing, Snow Boarding, Specialized Team and Individual Sports Programs.	\$65+	
* Category B Fees are locally determined but must be equal to or greater than amount shown. FOR SPORTS NOT LISTED: Contact ICOM Sports POC for appropriate Category.			

TOTAL FAMILY INCOME TIP SHEET

TYPES OF PAY	YES	NO	ADDITIONAL INFORMATION
<i>Use Pretax Figures for Calculating TFI</i>			
Wages and Salary	X		Includes geographically separated parents/custodians
Active Duty Save Pay	X		
Adoption Reimbursement		X	
Alimony		X	
Assignment Incentive Pay	X		
Basic Allowance for Subsistence (BAS)	X		
Child Support		X	
Civilian Housing Allowance (LQA)	X		
Civilian Maintenance Allowance Subsistence		X	
Clothing Allowance		X	
Combat Pay		X	
Command Responsibility	X		
Cost of Living Allowance in High Cost Areas		X	
Dislocation		X	
Educational Allowances (e.g. GI Bill)		X	
Employer Reimbursed Mileage		X	
Family Separation		X	
Foreign Language Proficiency	X		
Hardship Duty		X	
Hazardous Duty		X	
Health and Wellness Reimbursements		X	
Hostile Fire		X	
Housing Allowance Based on BAH RC/T	X		If dual military, then base on rate for senior member
Imminent Danger		X	
Jump Pay	X		
Locality Pay	X		
Long Term Disability	X		
Medical Personnel	X		
Move In Housing Allowances		X	
Other Pension	X		
Overtime Pay		X	
Premium Pay	X		Only if reflected on LES (i.e. night differential, etc)
Post Allowance		X	
Reenlistment Bonus		X	
Retirement	X		
Special Duty Pay (Flight, Active Duty Demo, Sea, Submarine, Nuclear, Diving)	X		
Social Security (include SSI-Supplemental Security Income, SSDI-Social Security Disability Income) Paid on Behalf of the Child		X	
Social Security (include SSI-Supplemental Security Income, SSDI-Social Security Disability Income) Paid on Behalf of the Adult	X		
Surviving Child Benefits		X	
Surviving Spouse Benefits	X		
Temporary Duty Allowances		X	
Tips	X		
Unemployment Compensation		X	
VA Payments to Surviving Spouse	X		
Voluntary Salary Deferrals	X		
Wounded Warrior Pay (any type)		X	

TOTAL FAMILY INCOME TIP SHEET

FREQUENTLY ASKED QUESTIONS	YES	NO	ADDITIONAL INFORMATION
Is self employed income included in TFI?	X		Use IRS 1040 Schedule C. If not available use estimate of annual income.
Is TFI recalculated when a single sponsor marries or enters into a legal partnership?		X	TFI may not be recalculated until next registration year.
Is TFI recalculated when a sponsor or other adult in home is promoted or obtains a higher paying position?		X	TFI may not be recalculated until next registration year.
Is TFI recalculated when access to child care was obtained while an adult member was unemployed, but the member gains employment?	X		Because initial enrollment was contingent upon gaining employment.
Is TFI recalculated when an adult member is no longer in school full time, but gains employment?	X		Because initial enrollment was contingent upon student status which changed to full time employment.
Is TFI recalculated when an existing customer enrolls a new child in the program?		X	
Is TFI recalculated when another adult moves into the home?		X	TFI may not be recalculated until the next registration year. Note: Adult refers only to sponsor, spouse, parent of the child domestic partner. Other adults such as grandparents are not included, unless they contribute to welfare of child.
What is the definition of a contractor?			Check with Installation Contracting office to verify contractor status.
When a surviving spouse remarries is TFI recalculated?		X	TFI may not be recalculated until the next Registration year at which time the fees may be adjusted. Note 1: When surviving spouse remarries annuity income will cease or transfer to the child. Note 2: A child's annuity is not included in the TFI. Note 3: A reduction in TFI due to loss of annuity can be addressed out of cycle with a fee reduction hardship waiver.
When civilians live on base is the BAH RC/T chart used?	X		To calculate use the military to civilian grade equivalency chart.
When the child doesn't live with sponsor because of divorce whose income is included?			Eligibility and enrollment for child care is based on the sponsor's need for child care to accomplish the DoD mission. As such, TFI is based on the sponsor's income.
Do siblings at different installations get the multichild discount?		X	
Can child support payments be deducted from TFI?		X	
Can fees be adjusted after losing employment or for other hardships?	X		Approval for a Financial Hardship Waiver is required by the Installation Commander.
Can fees be adjusted for divorce or separation?	X		Approval for a Financial Hardship Waiver is required by the Installation Commander. Note: Fees for legally separated Families are contingent on a legal separation document or notarized statement stating the sponsor is legally separated. Notarized statements to document legal separations must be co-signed by the battalion level commander. DoD Civilian patrons must provide a legal separation document. All other fee determinations related to Family structure/situations will be resolve locally.
If an individual departs the program and returns during the same school year is TFI recalculated?		X	TFI is valid until next reregistration year.
How is full time employment and school defined?			Full time employment is defined by the installation; a full time student is defined based on the school's definition of full time. For FCC subsidy purposes full time employment is defined as 30 hours per week.