

Child Action, Inc.
Client Services

Parent Fee Information Sheet

Date: _____

Dear Parent:

You are required to pay a portion of your child care costs, which is referred to as the parent fee. Parent fee amounts are established by the State of California and determined by the family's gross monthly income, the family size, and whether the child is enrolled for full time (6 hours or more per day) or part time (less than 6 hours per day) care as defined by the California Department of Education.

- Parent fees are billed according to the child who uses the most hours on any enrolled day, regardless of how many children in the family are on Child Action, Inc.'s program. Please refer to your most recent Notice of Action for your current daily parent fee amount and the effective date of that fee.
- Parent fees are billed and collected in advance of service. Bills are mailed monthly during the week of the 15th for the following month's services. Each bill will state the daily fee and the number of days for which you are being billed.
- Parent fees are billed based on an estimate of the number of days of care to be used in the upcoming month. If you have a variable schedule, parent fees are billed based on the maximum number of days the child can be in care during the upcoming month. If Child Action, Inc. pays for fewer or more days of care than you have been billed, a future bill will show a credit amount or additional charge for those days.
- The entire balance stated on the bill is due on the 1st of the month and is considered delinquent if not received in full by our Fiscal office by the 7th of the month. A termination notice will be issued for all delinquent fees. For your convenience, a copy of the parent fee policies and rules are on the back of every parent fee bill.
- If you receive a delinquent parent fee notice, you may request a reasonable Delinquent Fee Repayment Plan prior to your termination effective date to allow you to avoid termination from the program. Please note, however, that to remain on the program you must pay your current fees when due and comply with the provisions of your repayment plan (which means that you must never be late with either your current parent fee or the payment on your repayment plan).

In this example the parent owed \$100 by January 1st but was unable to pay and requested a Repayment Plan of \$20 per month to pay the January bill. The following shows the payments that the parent would have to make to avoid termination from the program.

	January	February	March	April	May	June
Current bill due by 1 st	\$100	\$100	\$100	\$75 <small>(schedule changed)</small>	\$75	\$0 <small>(no fee)</small>
Repayment Plan		\$20	\$20	\$20	\$20	\$20
Payment due by 1 st		\$120	\$120	\$95	\$95	\$20

If you have any questions regarding your parent fee bill, contact the Parent Fee Accounting Specialist assigned to your office:

- 9800 Old Winery Place—Long Xiong at (916) 369-3235
- 1174 National Drive—Mike Murdock at (916) 369-4472

Questions regarding your income calculation and days of enrollment should be directed to your case manager.