Family Enrollment Provider Cost Verification Form 2015-01

Child Care Providers are required to ensure that the USDA Subsidy Administration Program has the correct attendance and child care cost for each child enrolled in and receiving Child Care Subsidy Benefits from the USDA.

Listed below are a few of the actions that require the completion of the Family Enrollment Provider Cost Verification Form 2015-01.

1) New Family enrollment in a Child Care Subsidy Program administered by the USDA Subsidy Administration Section
2) Child's rate and/or attendance changes for any reason, to include but is not limited to your Center's annual rate change, the Child changes classroom, the Child ages up, the Family now qualifies for a discount
3) Child's attendance changes for any reason, to include but is not limited to the Child was enrolled as Part Time and is now attending Full Time, Child is now attending a Before and After School Program, Child is out for summer break, Child was attending as Full Time and is now going Part Time, the number of days that a Child attends per week changes, etc.
4) Family adds a child/children to your Program
5) There is now an additional rate and/or attendance for a child. For example, a child is enrolled and receiving benefits as Before & After School, however the child will now be attending when school is not in session thereby adding a Drop-In Daily Rate
6) Family is Reactivating their child care with your program.

Please note that the actions listed above are primary actions that occur most often; however any change to a child's rate and/or attendance for any reason will require the completion of the form.
Completion of the Family Enrollment Provider Cost Verification Form

- Complete the top section, Provider Information. The Vendor # is your center’s Tax Identification Number as listed on the Member/Employee/Family Invoices that you receive from the USDA. For new Providers, they will list the Tax Identification Number as issued by the Internal Revenue Service (IRS).
- Complete the Family Action Section which will inform the Family’s Agency Representative of the type of action to be processed.

![Image of Provider Cost Verification Form]

- Complete the Member/Employee/Child Information by providing the Member/Employee Name, Child’s Name the Child’s Date of Birth, the original enrollment date for the Child and the effective date that the action will take place. In the example above, the rate will be changing for Cindy Smith on 01 May 2017.

![Image of Member/Employee/Child Information Form]
Completion of the Family Enrollment Provider Cost Verification Form - continued

- Complete the Child Care Cost Section. Ensure that all information is listed regarding discounts, number of days and hours per week and cost.
  - In the example above, the Family receives a $10.00 Federal Employee Discount. Original Cost was $375.00 and with the discount is now $365.00.
  - Child attends 9 hours per day, 5 days per week for a total of 45 hours per week.

![Child Care Cost Verification Form](image)

- Complete Fees that are currently or will be charged. Please note that there are restrictions regarding some fees, please defer to the Payment Policy Handbook for details. Please note that Registration Fees can only be paid once a year, therefore additional invoices submitted to the USDA will not be authorized for payment.

![Applicable Fees](image)
Completion of the Family Enrollment Provider Cost Verification Form - continued

- The representative of the Child Care Program will print their name, include their phone number, sign and date the form for submission to the USDA.

  ✔ Please note that one form is required for each child and action.

![Form Image]

The USDA Child Care Administration Program looks forward to continuing our administration of the Child Care Subsidy Programs for the GSA, U.S. Coast Guard, U.S. Customs and Border Protection (CBP), and the U.S. National Park Service. Please note that all other payment policies remain unchanged.

If you have any questions about the program, please do not hesitate to contact our office to speak to one of our staff members. The USDA looks forward to meeting your Child Care Subsidy Program needs.

Thank you,

The USDA Child Care Administration Team