



NAVY CHILD AND YOUTH PROGRAMS (CYP)

Fiscal Year (FY) 2016

Parent Fee Policy

CYP PARENT FEE OPERATING STANDARDS: A series of CYP Parent Fee Operating Standards have been developed to prescribe policies and operating procedures for calculating, collecting and documenting parent fees. The guidance found in the CYP Operating Standards is official Navy policy and must be followed by all CYP Professionals responsible for or assisting with the parent fee process. CYP Directors and Training Specialists are responsible for ensuring that all Operations Clerks and individuals assigned to the parent fees process are trained on the Parent Fee Operating Standard for their program. Operating Standards have been developed for each of the Navy CYP components and can be found at the Navy CYP E-Library:

- Child Development Center (CDC) Parent Fee Operating Standards - <https://elibrary.cninc-n9portal.net/document-library/?documentlibraryaction=view&id=728>
- Youth Program (YP) Parent Fee Operating Standards - <https://www.cninc-n9portal.com/elibrary/index.cfm/document-library/?documentlibraryaction=view&id=730>
- Child Development Home (CDH) Parent Fee and Subsidy Operating Standards - <https://elibrary.cninc-n9portal.net/document-library/?documentlibraryaction=view&id=764>
- 24/7 Center Parent Fee Operating Standards - <https://www.cninc-n9portal.com/elibrary/index.cfm/document-library/?documentlibraryaction=view&id=731>

TOTAL FAMILY INCOME (TFI) FEE CATEGORIES: TFI Fee Categories have been updated for FY16 and are detailed in Exhibit 1. Category IXA will continue to be used for Contractor Employees in Category IX with TFI over \$130,869. See the Parent Fee Operating Standards for more information on processing fees for contractors in Category IXA.

Exhibit 1: TFI FEE CATEGORIES	
Category	TFI
I	\$0 - \$30,771
II	\$30,772 - \$37,362
III	\$37,363 - \$48,352
IV	\$48,353 - \$60,439
V	\$60,440 - \$76,924
VI	\$76,925 - \$88,960
VII	\$88,961 - \$104,658
VIII	\$104,659 - \$130,868
IX	\$130,869 +
IXA Contractor Employees	\$130,869 +



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HIGH COST FEE AREAS: The high-cost fee option is authorized to be used in areas where it is necessary to pay higher wages to compete with local labor or at those installations where wages are affected by non-foreign area cost of living allowances (COLA), post differential, or locality pay. CNIC (N9) has authorized the following installations to use high cost fees: 1) NNMC Bethesda, 2) JB Pearl Harbor/Hickam, and 3) PMRF Barking Sands. Exhibits 3, 7 and 9 below provide authorized high cost fees by TFI Category.

CDC FULL-TIME PARENT FEE RATES: CNIC (N9) has established set fees for all CDC, 24/7 Centers and contract operations. All installations shall use the Military Payday Parent Fee Rates per income category shown in Exhibits 2 or 3. Fees for FY16 shall be implemented on 15 November 2015 and are valid for one year.

Exhibit 2: CDC FULL-TIME PARENT FEE RATES (BASIC)				
Category	Weekly Rate		Military Payday Rate	
	1st Child	2nd Child	1st Child	2nd Child
I	\$58.00	\$46.00	\$126.00	\$101.00
II	\$73.00	\$58.00	\$158.00	\$126.00
III	\$89.00	\$71.00	\$193.00	\$154.00
IV	\$104.00	\$83.00	\$225.00	\$180.00
V	\$120.00	\$96.00	\$260.00	\$208.00
VI	\$131.00	\$105.00	\$284.00	\$227.00
VII	\$135.00	\$108.00	\$293.00	\$234.00
VIII	\$140.00	\$112.00	\$303.00	\$242.00
IX	\$145.00	\$116.00	\$314.00	\$251.00
IXA	\$206.00	N/A	\$446.00	N/A

Exhibit 3: CDC FULL-TIME PARENT FEE RATES (HIGH-COST)				
Category	Weekly Rate		Military Payday Rate	
	1st Child	2nd Child	1st Child	2nd Child
I	\$66.00	\$53.00	\$143.00	\$114.00
II	\$82.00	\$66.00	\$178.00	\$142.00
III	\$99.00	\$79.00	\$215.00	\$172.00
IV	\$114.00	\$91.00	\$247.00	\$198.00
V	\$131.00	\$105.00	\$284.00	\$227.00
VI	\$141.00	\$113.00	\$306.00	\$245.00
VII	\$146.00	\$117.00	\$316.00	\$253.00
VIII	\$149.00	\$119.00	\$323.00	\$258.00
IX	\$153.00	\$122.00	\$332.00	\$266.00
IXA	\$206.00	N/A	\$446.00	N/A



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CDC PART-TIME PARENT FEE RATES: Fees for Part-Time programs vary based on the type of program offered. Part-time programs for working parents are based on the TFI fee rates. These programs should use the SAC Parent Fee charts below, which are derived from the CDC full-time parent fee rates. Part-Day Enrichment programs should use the hourly care rate of \$4.00 to calculate the weekly fee. See the CDC Parent Fee Operating Standards for more information on part-time programs.

CDH FULL-TIME PARENT FEE RATES: Parents using CDH full-time will pay the fees shown in Exhibit 4, which as in past years includes a 20% discount from fees set for parents using center-based care. A high-cost option is not available. If part-time care for school-age care is provided (i.e., before or after school) in a subsidized CDH, fees shall reflect a 20% discount from SAC parent fees shown in Exhibit 6. **Contractor employees in Category 9 using CDH are not authorized to receive a subsidy.** If programs do not provide a subsidy, the establishment of fees is between the CDH provider and the parent. Navy-wide subsidy caps have been established for FY16 (Exhibit 5). CDH fees are typically charged on a weekly basis. FY16 CDH Parent Fees shall be implemented on 15 November 2015.

Exhibit 4: SUBSIDIZED CDH FULL-TIME PARENT FEE RATES (BASIC)		
Category	Weekly Rate	
	1 st Child	2 nd Child
I	\$46.00	\$37.00
II	\$58.00	\$46.00
III	\$71.00	\$57.00
IV	\$83.00	\$66.00
V	\$96.00	\$77.00
VI	\$105.00	\$84.00
VII	\$108.00	\$86.00
VIII	\$112.00	\$90.00
IX	\$116.00	\$93.00
IXA Contractor Employees	N/A	N/A

CDH SUBSIDY RATES: In order to support mission requirements, CNIC (N9) has established a standard set of core and need-based subsidies for all Navy CDH Providers. A detailed description of requirements and additional information on CDH Subsidies can be found in the CDH Parent Fee and Subsidy Operating Standards. Core Subsidies have been established for Basic Cost and High Cost areas. Installations located in the following areas are authorized to use the high cost subsidies: California, Maryland, New York, Hawaii, Washington and Washington DC. An additional subsidy has been established for CDH Providers who have achieved and maintain NAFCC Accreditation. CDH Providers shall receive the applicable core subsidy shown in Exhibit 5.



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Exhibit 5: CORE SUBSIDIES (Weekly Rates)				
	Basic Cost		High Cost	
	Core	NAFCC	Core	NAFCC
4 Weeks – 23 Months	\$180	\$200	\$220	\$240
24 Months – 5 Years	\$150	\$170	\$175	\$195
SAC: Before School	\$30	\$50	\$40	\$60
SAC: After School	\$70	\$90	\$80	\$100
SAC: Before/After	\$100	\$120	\$120	\$140
SAC: Weekly Camps	\$125	\$145	\$146	\$166

SAC PARENT FEE RATES: CNIC (N9) has established set fees for all SAC, 24/7 Centers and contract operations. All installations shall use the fees per income category shown in Exhibits 6 or 7. SAC fees shall be implemented on 15 November 2015 and are valid for one year. The Military Payday Rate (MPR) Fees shall be used for all Before/After School and Kindergarten, and Weekly Rate Fees used for Camp programs.



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Exhibit 6: SAC PARENT FEE RATES (BASIC)

SAC Program Hours of Service/Parent Fees

Cat	0 – 7				8-12				13-17				18-22			
	Wkly		MPR		Wkly		MPR		Wkly		MPR		Wkly		MPR	
	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd
I	\$6	\$5	\$13	\$10	\$12	\$10	\$25	\$20	\$17	\$14	\$38	\$30	\$23	\$18	\$50	\$40
II	\$7	\$6	\$16	\$13	\$15	\$12	\$32	\$26	\$22	\$18	\$47	\$38	\$29	\$23	\$63	\$50
III	\$9	\$7	\$19	\$15	\$18	\$14	\$39	\$31	\$27	\$22	\$58	\$46	\$36	\$29	\$77	\$62
IV	\$10	\$8	\$23	\$18	\$21	\$17	\$45	\$36	\$31	\$25	\$68	\$54	\$42	\$34	\$90	\$72
V	\$12	\$10	\$26	\$21	\$24	\$19	\$52	\$42	\$36	\$29	\$78	\$62	\$48	\$38	\$104	\$83
VI	\$13	\$10	\$28	\$22	\$26	\$21	\$57	\$46	\$39	\$31	\$85	\$68	\$52	\$42	\$114	\$91
VII	\$14	\$11	\$29	\$23	\$27	\$22	\$59	\$47	\$41	\$33	\$88	\$70	\$54	\$43	\$117	\$94
VIII	\$14	\$11	\$30	\$24	\$28	\$22	\$61	\$49	\$42	\$34	\$91	\$73	\$56	\$45	\$121	\$97
IX	\$15	\$12	\$31	\$25	\$29	\$23	\$63	\$50	\$44	\$35	\$94	\$75	\$58	\$46	\$126	\$101
IXA	\$21	N/A	\$45	N/A	\$41	N/A	\$89	N/A	\$62	N/A	\$134	N/A	\$82	N/A	\$179	N/A

Exhibit 6 (Continued): SAC PARENT FEE RATES (BASIC)

SAC Program Hours of Service/Parent Fees

Cat	23-27				28-32				33-37				38-42			
	Wkly		MPR		Wkly		MPR		Wkly		MPR		Wkly		MPR	
	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd
I	\$29	\$23	\$63	\$50	\$35	\$28	\$75	\$60	\$41	\$33	\$88	\$70	\$46	\$37	\$101	\$81
II	\$37	\$30	\$79	\$63	\$44	\$35	\$95	\$76	\$51	\$41	\$111	\$89	\$58	\$46	\$127	\$102
III	\$45	\$36	\$96	\$77	\$53	\$42	\$116	\$93	\$62	\$50	\$135	\$108	\$71	\$57	\$154	\$123
IV	\$52	\$42	\$113	\$90	\$62	\$50	\$135	\$108	\$73	\$58	\$158	\$126	\$83	\$66	\$180	\$144
V	\$60	\$48	\$130	\$104	\$72	\$58	\$156	\$125	\$84	\$67	\$182	\$146	\$96	\$77	\$208	\$166
VI	\$66	\$53	\$142	\$114	\$79	\$63	\$170	\$136	\$92	\$74	\$199	\$159	\$105	\$84	\$227	\$182
VII	\$68	\$54	\$146	\$117	\$81	\$65	\$176	\$141	\$95	\$76	\$205	\$164	\$108	\$86	\$234	\$187
VIII	\$70	\$56	\$152	\$122	\$84	\$67	\$182	\$146	\$98	\$78	\$212	\$170	\$112	\$90	\$243	\$194
IX	\$73	\$58	\$157	\$126	\$87	\$70	\$189	\$151	\$102	\$82	\$220	\$176	\$116	\$93	\$251	\$201
IXA	\$103	N/A	\$223	N/A	\$124	N/A	\$268	N/A	\$144	N/A	\$312	N/A	\$165	N/A	\$357	N/A



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Exhibit 6 Continued: SAC PARENT FEE RATES (BASIC)								
SAC Program Hours of Service/Parent Fees								
Category	43-49				50+			
	Wkly		MPR		Wkly		MPR	
	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd
I	\$52	\$42	\$113	\$90	\$58	\$46	\$126	\$101
II	\$66	\$53	\$142	\$114	\$73	\$58	\$158	\$126
III	\$80	\$64	\$174	\$139	\$89	\$71	\$193	\$154
IV	\$94	\$75	\$203	\$162	\$104	\$83	\$225	\$180
V	\$108	\$86	\$234	\$187	\$120	\$96	\$260	\$208
VI	\$118	\$94	\$255	\$204	\$131	\$105	\$284	\$227
VII	\$122	\$98	\$263	\$210	\$135	\$108	\$293	\$234
VIII	\$126	\$101	\$273	\$218	\$140	\$112	\$303	\$242
IX	\$131	\$105	\$283	\$226	\$145	\$116	\$314	\$251
IXA	\$185	N/A	\$402	N/A	\$206	N/A	\$446	N/A

Exhibit 7: SAC PARENT FEE RATES (HIGH COST AREAS)																
SAC Program Hours of Service/Parent Fees																
Cat	0 – 7				8-12				13-17				18-22			
	Wkly		MPR		Wkly		MPR		Wkly		MPR		Wkly		MPR	
	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd
I	\$7	\$6	\$14	\$11	\$13	\$10	\$29	\$23	\$20	\$16	\$43	\$34	\$26	\$21	\$57	\$46
II	\$8	\$6	\$18	\$14	\$16	\$13	\$36	\$29	\$25	\$20	\$53	\$42	\$33	\$26	\$71	\$57
III	\$10	\$8	\$21	\$17	\$20	\$16	\$43	\$34	\$30	\$24	\$64	\$51	\$40	\$32	\$86	\$69
IV	\$11	\$9	\$25	\$20	\$23	\$18	\$49	\$39	\$34	\$27	\$74	\$59	\$46	\$37	\$99	\$79
V	\$13	\$10	\$28	\$22	\$26	\$21	\$57	\$46	\$39	\$31	\$85	\$68	\$52	\$42	\$114	\$91
VI	\$14	\$11	\$31	\$25	\$28	\$22	\$61	\$49	\$42	\$34	\$92	\$74	\$56	\$45	\$122	\$98
VII	\$15	\$12	\$32	\$26	\$29	\$23	\$63	\$50	\$44	\$35	\$95	\$76	\$58	\$46	\$127	\$102
VIII	\$15	\$12	\$32	\$26	\$30	\$24	\$65	\$52	\$45	\$36	\$97	\$78	\$60	\$48	\$129	\$103
IX	\$15	\$12	\$33	\$26	\$31	\$25	\$66	\$53	\$46	\$37	\$99	\$79	\$61	\$49	\$133	\$106
IXA	\$21	N/A	\$45	N/A	\$41	N/A	\$89	N/A	\$62	N/A	\$134	N/A	\$82	N/A	\$179	N/A



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Exhibit 7 (Continued): SAC PARENT FEE RATES (HIGH COST AREAS)																
SAC Program Hours of Service/Parent Fees																
Cat	23-27				28-32				33-37				38-42			
	Wkly		MPR		Wkly		MPR		Wkly		MPR		Wkly		MPR	
	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd
I	\$33	\$26	\$72	\$58	\$40	\$32	\$86	\$69	\$46	\$37	\$100	\$80	\$53	\$42	\$114	\$91
II	\$41	\$33	\$89	\$71	\$49	\$39	\$107	\$86	\$57	\$46	\$124	\$99	\$66	\$53	\$142	\$114
III	\$50	\$40	\$107	\$86	\$59	\$47	\$129	\$103	\$69	\$55	\$150	\$120	\$79	\$63	\$172	\$138
IV	\$57	\$46	\$124	\$99	\$68	\$54	\$148	\$118	\$80	\$64	\$173	\$138	\$91	\$73	\$198	\$158
V	\$66	\$53	\$142	\$114	\$79	\$63	\$170	\$136	\$92	\$74	\$199	\$159	\$105	\$84	\$227	\$182
VI	\$71	\$57	\$153	\$122	\$85	\$68	\$183	\$146	\$99	\$79	\$214	\$171	\$113	\$90	\$244	\$195
VII	\$73	\$58	\$158	\$126	\$88	\$70	\$190	\$152	\$102	\$82	\$221	\$177	\$117	\$94	\$253	\$202
VIII	\$75	\$60	\$161	\$129	\$89	\$71	\$194	\$155	\$104	\$83	\$226	\$181	\$119	\$95	\$258	\$206
IX	\$77	\$62	\$166	\$133	\$92	\$74	\$199	\$159	\$107	\$86	\$232	\$186	\$122	\$98	\$265	\$212
IXA	\$103	N/A	\$223	N/A	\$124	N/A	\$268	N/A	\$144	N/A	\$312	N/A	\$165	N/A	\$357	N/A

Exhibit 7 Continued: SAC PARENT FEE RATES (HIGH COST AREAS)								
SAC Program Hours of Service/Parent Fees								
Category	43-49				50+			
	Wkly		MPR		Wkly		MPR	
	1 st	2 nd	1 st	2 nd	1 st	2 nd	1 st	2 nd
I	\$59	\$47	\$129	\$103	\$66	\$53	\$143	\$114
II	\$74	\$59	\$160	\$128	\$82	\$66	\$178	\$142
III	\$89	\$71	\$193	\$154	\$99	\$79	\$215	\$172
IV	\$103	\$82	\$222	\$178	\$114	\$91	\$247	\$198
V	\$118	\$94	\$255	\$204	\$131	\$105	\$284	\$227
VI	\$127	\$102	\$275	\$220	\$141	\$113	\$306	\$245
VII	\$131	\$105	\$285	\$228	\$146	\$117	\$316	\$253
VIII	\$134	\$107	\$291	\$233	\$149	\$119	\$323	\$258
IX	\$138	\$110	\$298	\$238	\$153	\$122	\$332	\$266
IXA	\$185	N/A	\$402	N/A	\$206	N/A	\$446	N/A



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SCHOOL YEAR DAILY RATE: Parents using SAC for teacher in-service days or school closures during the school year are authorized to use the school year daily rate shown in Exhibit 8 or 9.

Exhibit 8: SCHOOL-YEAR DAILY RATE PARENT FEES (BASIC)						
SAC Program Hours of Service/Parent Fees						
Category	Less than 5		5 – 10		More than 10	
	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child
I	\$6.00	\$5.00	\$12.00	\$10.00	\$17.00	\$14.00
II	\$7.00	\$6.00	\$15.00	\$12.00	\$22.00	\$18.00
III	\$9.00	\$7.00	\$18.00	\$14.00	\$27.00	\$22.00
IV	\$10.00	\$8.00	\$21.00	\$17.00	\$31.00	\$25.00
V	\$12.00	\$10.00	\$24.00	\$19.00	\$36.00	\$29.00
VI	\$13.00	\$10.00	\$26.00	\$21.00	\$39.00	\$31.00
VII	\$14.00	\$11.00	\$27.00	\$22.00	\$41.00	\$33.00
VIII	\$14.00	\$11.00	\$28.00	\$22.00	\$42.00	\$34.00
IX	\$15.00	\$12.00	\$29.00	\$23.00	\$44.00	\$35.00
IXA	\$21.00	N/A	\$41.00	N/A	\$62.00	N/A

Exhibit 9: SCHOOL-YEAR DAILY RATE PARENT FEES (HIGH COST AREAS)						
SAC Program Hours of Service/Parent Fees						
Category	Less than 5		5 – 10		More than 10	
	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child
I	\$7.00	\$6.00	\$13.00	\$10.00	\$20.00	\$16.00
II	\$8.00	\$6.00	\$16.00	\$13.00	\$25.00	\$20.00
III	\$10.00	\$8.00	\$20.00	\$16.00	\$30.00	\$24.00
IV	\$11.00	\$9.00	\$23.00	\$18.00	\$34.00	\$27.00
V	\$13.00	\$10.00	\$26.00	\$21.00	\$39.00	\$31.00
VI	\$14.00	\$11.00	\$28.00	\$22.00	\$42.00	\$34.00
VII	\$15.00	\$12.00	\$29.00	\$23.00	\$44.00	\$35.00
VIII	\$15.00	\$12.00	\$30.00	\$24.00	\$45.00	\$36.00
IX	\$15.00	\$12.00	\$31.00	\$25.00	\$46.00	\$37.00
IXA	\$21.00	N/A	\$41.00	N/A	\$62.00	N/A



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YOUTH RECREATION FEES: Youth recreation program and activities are required to be offered free or at a reasonable cost. The Youth Program Parent Fee Operating Standards gives guidance and description of "free or at a reasonable cost" in relation to each Youth Program business line. Annual membership and registration fees are not authorized.

YOUTH SPORTS FEES: All parents enrolling in an on-base Youth Sports program or a space in a contracted organization will pay \$50 per child. This will include enrollment in a sports season, a T-shirt and an end of season award. At this time, there is not a standard fee for sports offered in a camps or clinic format. Note: Start Smart programs shall be offered free of charge to parents.

HOURLY RATE: All programs are required to offer an hourly care program. The hourly rate remains unchanged for FY16. All patrons shall be charged \$4.00 per child per hour, or any portion thereof, regardless of TFI Category for hourly care.

REQUIRED PARENT FEE DISCOUNTS: The discounts listed below are required to be offered to parents and tracked through CYMS. Programs shall use the amounts listed in the FY16 Discount Fee Tables found on the CYP E-Library - <https://www.cnic-n9portal.com/elibrary/index.cfm/document-library/?documentlibraryaction=view&id=707> when applying the discounts to household accounts. Additional information and requirements are listed in the Parent Fee Operating Standards.

- Vacation Week Discount
- Last Week of Summer Camp Discount
- 30-Day Notice Withdrawal Discount
- Wounded Warrior Discount
- Ombudsman Discount
- Hardship Discount
- Respite Care Discount
- Family Engagement Discount

PARENT FEE COMMUNICATION: A number of documents have been developed to assist programs with communicating fee policy information to parents. All documents related to the CYP Parent Fee process are available on the CYP E-Library.

- All CYP installations shall release a single CYP Parent Fee Letter annually that includes fees for CDC, SAC and Subsidized CDH programs for children ages birth to 12. CNIC (N926) has developed a **CYP Parent Fee Letter Template** to assist installations. The sample letter has been developed in Word so that installations can tailor the information to reflect the fees at their location. Installation CYP Directors can access the template on the CYP E-Library - <https://www.cnic-n9portal.com/elibrary/index.cfm/document-library/?documentlibraryaction=view&id=704>.
- **Fee Policy Frequently Asked Questions and Answers** shall be disseminated to all parents as part of the Installation Parent Fee Letter. The document can be found at



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<https://www.cnic-n9portal.com/elibrary/index.cfm/document-library/?documentlibraryaction=view&id=708>.

- **Notification for Civilian Sponsors Utilizing Department of Defense Subsidized Child Development Programs During Tax Year 2015** must be provided to all civilian using Navy programs. Defense civilian employee sponsors with children enrolled in DoD subsidized child care programs are subject to the requirements of Internal Revenue Code (IRC), Title 26, United States Code, section 61 and title 26, Code of Federal Regulations, section 1.61-1. The IRC requires that child care subsidies generally be treated as cash income in addition to normal earnings. Each civilian sponsor must register with the Third Party Administrator (TPA) contracted by DoD to administer the Defense civilian child care subsidy program. Active duty service members are not impacted as they receive an exclusion from taxes for benefits under dependent care assistance programs in the Military Family Tax Relief Act. Find notification at <https://www.cnic-n9portal.com/elibrary/index.cfm/document-library/?documentlibraryaction=view&id=709>.