



**Fleet & Family Readiness**  
**750 Pacific Highway**  
**San Diego, CA 92132-0058**

30 October 2023

From: Regional Child and Youth Programs, Navy Region Southwest

Subj: CHILD AND YOUTH PROGRAM (CYP) FEE PAYMENT POLICY

Ref: (a) OPNAVINST 1700.9E, Child and Youth Program (CYP)  
(b) FY24 Fee Policy (30 OCT 23)

Encl: (1) Navy CYP Auto-Debit Authorization Form, CNICCYP 1700/49  
(Rev. 10.18)  
(2) Hardship Waiver Request (Payment Plan/Reduction in Fees)  
(Rev. 09.19)  
(3) Fee Payment Waiver Request (Opt-Out of Auto-Debit)  
(Rev. 1.18)  
(4) Immunization Waiver, CNICCYP 1700/46B (09.19)

1. In accordance with reference (a) and (b), the Navy Region Southwest Child and Youth Program (CYP) has established a new fee payment policy. The following procedures are effective 01 January 2024 for Navy Child Development Centers (CDC), School Age Care (SAC) Programs and Family Child Care (FCC).

2. All parents regardless of their income category must submit October 2023 Leave and Earning Statement (LES) and/or paycheck stubs for all adults, **married or not**, sharing expenses toward the benefit of the child(ren). Programs may request verification of separate households. Families will no longer be permitted to automatically elect to enroll in the highest fee category. Failure to provide the required documentation may result in denial of child care services.

3. Parents working 30 hours or more in a week or working more than 100 hours per month is considered Full Time. Parents working less than 30 hours a week or less than 100 hours in a month are considered part-time. This also applies to self-employed parents who must provide income tax forms from previous year, if unable to provide monthly statements, and be able to validate hours work.

4. For non-working spouses, verification of full-time enrollment and payment in full in a higher education program for a degree is required from the school's registrar's office and must be resubmitted with each new semester/quarter (9 credit hours or 12 credit hours for higher degrees). Families who are identified for supplanting are issued a 45-day notice of supplanting. This notice will inform the family of their last date of care. Programs will assist supplanted families, upon request, with placing a new request for care for the program with a request for care dated backdated to their original enrollment date. This request must be made within 30 days of their final date of enrollment in the program.

There are many unique family situations that unfortunately cannot all be addressed or captured in this policy. It is the intent of Navy CYP to determine family TFI as accurately as possible. Programs seeking additional support should contact the Regional CYP Manager for additional guidance.

5. A Non-Refundable Deposit of \$50 dollars per child (not exceed \$100 per family) to hold a full-time CDC or SAC (during the school year) space will be required within 48 hours of accepting the care offered for all new enrollments. The deposit will be credited to the child's first billing. However, if the family then declines the space or fails to start at the designated time, the deposit will be forfeited.

6. Payments are due each Military Pay Day (MPD) 1st and 15<sup>th</sup> of the month. Please see Parent fee letter for the different programs such as School Age Camps for payment due dates. **Payments for care are due prior to services being rendered, this includes hourly care.** Parents enrolled in Navy CDC, 24/7 Center, or SAC programs (where available) must use auto-debit utilizing a credit card, debit card, Pre-Paid Debit card, unless there is a waiver in place then payments can be made utilizing CYP Online Services (<https://myffr.navyaims.com/swcym.html>) or made in person with a debit card, credit card, or Pre-paid debit card. **CYP does NOT accept cash or checks.** Parents whose children are participating in the FCC program (where available) should contact their FCC Providers for more information on payment options.

**7. All DoD contractors and specified space available patrons will be charged the unsubsidized Contractor/Space Available (CONSA) Category rate, regardless of TFI.** TFI documentation is still required for these enrollments. These patrons include military retirees and other federal employees in all categories as indicated on the MCC Family Types and Priorities. The only Space A families not affected by this change will be Active Duty and Civilian workers with a non-working spouse and surviving spouse combat related non-working. Their fees are based on TFI.

8. Parents currently enrolled in Family Child Care (FCC) (where available) full-time will pay the fees shown in the chart in the Parent fee letter. Navy CYP is authorized to apply a 20 percent multi-child discount on fees from those charged in CDCs. FCC will pay full-time fees based on the CDC full time care chart. FCC spaces used by contractor employees and specified space available patrons **Will Not** be subsidized. Fees for unsubsidized (CONSA) spaces are determined by private pay agreement between the FCC provider and the parent.

**9. Non-Specified Space A includes the following patrons. Fees for non-specified Space Available families are based on TFI.**

- a. Active duty military/active duty Coast Guard service members with non-working spouses
- b. DoD/Coast Guard civilian employees paid from APF and NAF with part-time working spouses, spouses seeking employment, nonworking spouses, or student spouses
- c. Gold Star Spouses or Surviving Spouses who do not qualify for another Priority type
- d. Guard/Reserve members on active duty or inactive duty training status with non-working spouses

10. Annualized Navy SAC (where available) school year parent fees are a single set of standardized rates that parents pay throughout the year which reflect all full-time holidays/school break camps(except summer camp), early release days, teacher in-service days and school closures. Families whose children are enrolled full-time in the Before only, After only or Before & After school program will not be charged extra fees for out-of-school days or full day seasonal camps operating during the school year. Families who choose not to attend the school year seasonal camps will be required to take their authorized vacation discounts or be charged the normal military payday rate (MPR). These fees are applicable when schools are operating on a typical school year schedule.

11. **School Year Daily Rate and Seasonal Camps:** (where available): Parents who are not enrolled in a School Age Care program option (Before, After, Before/After care) using SAC **only** for school closures during the school year will be charged the hourly rate of \$8, NTE 10 hours per week. Families who require care during a school year seasonal camp and not enrolled in a SAC school year component, will be charged the SAC full time weekly rate according to TFI.

12. **Hourly Care:** For CDCs, 24/7 Centers, or SAC programs (where available) **hourly care fee is \$8** for any portion of an hour, per child, regardless of TFI or reason for care. This also includes Part-Day Enrichment Program (where available). No Income documentation is needed for hourly care. Hourly care and SAC daily care fees may be pre-paid on CYP Online Services or in person at program site with a debit card, pre-paid debit card, or credit card. Please note that hourly care fees with CDC and SAC for the reserved time **must be paid prior to services being rendered**. Any time beyond your reserved time will be charged accordingly and is required **to be paid prior to pick up**. All families utilizing hourly care must sign an updated Hourly Parent Fee Agreement. Hourly care addresses temporary childcare needs; hourly care utilization limits are applied to maximize access for families. **CDC programs Do Not exceed 25 hours per week and SAC before and after school do not exceed 10 hours per week, this includes camp weeks**. FCC Providers may choose to offer hourly care, they set their own hourly rates. FCC Providers and parents arrange hourly care fees through a private pay agreement.

13. **Give Parents a Break (GPAB):** GPAB may be offered during normal CYP business hours to families who are identified by the command as experiencing exceptional stress/duress. These families may be eligible for up to 16 hours per month of no-cost childcare to support mission readiness and family wellness. Contact your local Family Readiness Program representative or Chaplain's office to discuss a possible referral.

14. **Part-Time Program:** (where available) rates are established when facility-based CYP's have space available (and no current or anticipated waitlist) in existing classrooms. The rates are set when part-time programs are established (according to the days and hours of care offered). Part-time care is intended to support working parents/guardians who need regularly scheduled part-time care. Enrollment is based on waitlist priority requirements. Parent fees are established based on the family's TFI. All discounts that apply for full-time care families also apply to part-time enrollees.

15. The following discounts are available for use by families enrolled in Navy facility-based CYPs:

- a) **Vacation Discount:** : Each family using CDCs, 24/7 Centers, or SAC programs are authorized to take two weeks (10 business days) of vacation from the program per fiscal year. A 30-day notice is required prior to taking the vacation. The vacation time must be taken in increments of 5 business days and may be taken together or apart (i.e., 10 days in

a row or 5 days now and 5 days later) and can begin on any day of the week. Vacation discounts are not applicable during summer camp or for enrichment programs. Please note that FCC providers may offer vacation discounts but are **NOT** required to offer this benefit. Please speak with your FCC Provider for details.

b) **Summer Camp Discount:** Parents utilizing Summer Camp for a full 10 weeks will receive a 50-percent discount on the last week's program fees. Cancellation of any Summer Camp week will result in the loss of the applied discount.

c) **30-Day Withdrawal Notice Discount:** All parents must provide a written notice 2 weeks (10 business days) before withdrawal from any program (includes weekly camps). If parents provide written notice 30 calendar days before withdrawal, they receive a 10 percent discount off their last payment.

d) **Family Engagement Program Discount:** Families participating in Family Engagement (where available) can earn CYP Rewards for volunteering in both hourly and flat-rate opportunities; FCC families can earn CYP Rewards only for participating in flat-rate activities (such as attendance at Parent Involvement Board (PIB) meetings).

e) **Combat-Related-Wounded Warrior Discount:** Combat-Related Wounded Warrior discount is only available when a sponsor is designated as a "Combat-Related Wounded Warrior" on Active Orders" and is receiving medical treatment. The sponsor must have eligibility verified through the CNIC Wounded Warrior Program POC or a Service equivalent. Families who qualify for the Wounded Warrior discount must provide a letter-confirming enrollment in the Wounded Warrior Program (or Service equivalent) in addition to a supporting letter from the sponsor's physician detailing the dates that the sponsor is receiving medical treatment and the injury is combat-related, and a copy of current orders.

f) **Ombudsman Discount:** While performing official duties, ombudsmen will be provided hourly care free of charge whenever possible and where available (i.e., during normal CYP operating hours, whenever a CDH/FCC provider offers hourly care). The Ombudsman must provide a copy of his/her appointment letter signed by the Commanding Officer and the dates official duties were performed to be kept in the child's administration file and with the Providers subsidy paperwork.

g) **CYP Employee Discount:** Families employed with Navy Child and Youth Programs receive a 50 percent discount based on TFI for the first child and 20 percent discount for any additional child(ren) thereafter enrolled full time in a CDC and SAC program

16. Parent fee discounts may also be available to families participating in Family Child Care (FCC) (where available) applicable discounts are noted in the Parent-Provider Contract. Discounts for hourly care and part-day enrichment programs are not available.

17. Parents registering for Navy Youth Sports and Fitness league-based programs (where available) are required to pay the \$60 fee each sport and sport season on CYP Online website or program site with a debit card or credit card prior of start of the season.

18. Parents registering for Navy Start Smart (where available) are required to pay the \$25 fee for the next Start Smart session on CYP Online website or program site with a debit card or credit card prior of start of the program.

19. Youth recreation programs and activities (where available) are offered at a reasonable cost or free when possible. Parents will be notified in writing when fees will be assessed to offset the cost of field trips, special events, etc.

20. Fees for instructional community classes such as ballet or karate (where available) may not exceed the cost of instruction per youth.

21. Parents on TAD/TDY will need to submit a copy of current orders to reserve a space for their child at a CDC/SAC program. Parents will need to contact the program's Director/Manager 30 days prior to returning to the program.

22. Parents who are requesting immunization waiver due to a religious exception will be required to pay fees should exclusion be required due to an outbreak. This does not apply to families who are on a medical waiver due to a bona fide medical condition. Programs shall utilize the updated Immunization Waiver for all currently and new enrolled families requesting a religious exception. The updated waiver notifies families of this requirement.

23. Transitional Kindergarten (TK) will be placed in a CDC program and be charged the full time rate, unless there is a separate space located inside a SAC facility (where available) and then will be charged the SAC rate. TK children will not be eligible to be placed in a SAC program until the age of 5 and enrolled in kindergarten or 1<sup>st</sup> grade. Youth transitioning or enrolling from a CDC program to a SAC program will not start sooner than 1 week prior of start of school. **Please Note: Proof of grade verification is required.** TK is not considered kindergarten.

24. TFI is verified, and fees are assessed annually, unless otherwise directed by Command Navy Installation Command (CNIC). Parents are required to complete all required forms and sign a new parent fee agreement. Parents will receive at least 30 calendar day written notice prior to any adjustment in fees with new DoD fees.

25. Children may be in care in a CYP facility or program for a maximum of 12 hours (even if the program is open for more than 12 hours a day). **Please note fees are based on a 10 hour a day, not a 12 hour a day.** You will be assessed a late fee if your child exceeds 12 hours in any one stay; exceptions to this rule may be made in rare circumstances, such as in an emergency or due to a mission requirement with a letter from the command. Please note that children enrolled in a 24/7 Center may be in care for up to 72 consecutive hours to meet the specific care needs of shift workers and watch standers on duty.

26. If parent/guardian are unable to pay childcare fees in full and would like to request a temporary reduction in current fees or temporary payment plan due to a hardship (e.g., illness or loss of employment), the parent/guardian will be required to complete and submit a hardship waiver for approval. Hardship waiver requests must be endorsed by the sponsor's Command, Fleet and Family Support Center Personal Financial Manager and Installation N9 or Designee before being forwarded to the Regional CYP Manager for final determination/approval. If the request for a payment plan or reduction in fees is approved by the Regional CYP Manager, a

plan will be established to assist you for a temporary period of time. Approved reduction in fees must be within fee categories and cannot be set below Category 1 of the fee range. Once approved it will take effect next billing cycle.

27. Late Payment Policy- Payment is required in advance of childcare services, and due dates are aligned with military pay dates (MPD), the 1st and 15th of each month. Exception to these dates are made to the Youth Day Camp Programs that occurs during the summer, winter, spring, and fall for patrons utilizing the hourly care program. Payment is due no later than on Mondays (first day of camp) in the morning at drop off for patrons utilizing the Youth Day Camp Program. Payment not received by the due date is considered late and care will be denied until fees are brought current, and the following will apply:

a) The day payments are due, CYP will notify you that your full payment is due and that care will be denied until fees are brought current.

b) If payment is not received by the day after payment was due, you will be notified in writing and verbally that fees are past due and care will continue to be denied.

c) If payment is not received by the third business day after the payment was due, childcare services of your family maybe terminated and the space can be given to the next family on the waitlist.

28. All Navy CYP Fees are valid for one (1) year or until the next fiscal year's fees are released by CNIC unless CNIC (N9) issues a policy that supersedes the fee structure.

29. Professional In-Service Training Closures: CYP will be closed half day on 24 May 2024 and 11 October 2024 for professional in-service training. Like school systems, this training day is intended to enhance the quality of care for children in our program by providing staff with dedicated time to meet mandatory training requirements. This time will support efforts in addressing staff retention and morale, further enhancing services to our children and families. Please take advantage of this advance notice to plan accordingly to arrange alternative care for your child(ren) during scheduled in-service training closures. Parent fees will be pro-rated within the billing cycle of this scheduled professional in-service training.

**Please Note: All facilities are closed on all Federal Holidays and those deemed a Federal Holiday by the President of the United States. Military Pay Date Rates will not be adjusted for any Federal Holiday closures as this has already been calculated into the fees. In-Service Training half day closures 24 May 2024 and 11 October 2024.**

If you have any questions, please contact: Dr. Janet Hooten at [janet.m.hooten.naf@us.navy.mil](mailto:janet.m.hooten.naf@us.navy.mil)

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