



Child and Youth Programs
Naval Base Ventura County
Navy Region Southwest

October 30, 2023

From: Naval Base Ventura County, Child and Youth Program

To: Child and Youth Program Parents

Subj: Child and Youth Program (CYP) School Year (SY) 2023-2024 Parent Fees

Encl: (1) Parent Fee Policy Frequently Asked Questions (FAQ)

(2) Notification for Civilian Sponsors Utilizing DoD Subsidized Child Development Programs

1. Annual fee schedules for Child Development Centers (CDC), School Age Care (SAC) Programs, 24/7 Centers, and Family Child Care Homes (FCC) are established by the Department of Defense (DoD) and implementation is required by Commander, Navy Installations Command (CNIC). The SY 2023-2024 parent fees listed below will be effective at our installation beginning 1 January 2024.

- To provide greater equity and meet the intent of Executive Order 14095, “Increasing Access to High-Quality Care and Supporting Caregivers,” signed April 18, 2023, the SY 2023-2024 fee policy adjusts the percentage of annual TFI paid for child care fees to reduce the burden on lower income families.
- The fee policy reduces the number of fee categories from 14 to 11 and increases the highest total family income category to \$160,001 and above.

Investment in military child care results in the high-quality child care programs where we nurture the growth and development of children toward lifelong success while supporting the workforce with accessible child care options. Child care is essential and while an adjustment in fees is required, on average, DoD fees, even for the highest income category, are still lower than fees for community center-based care throughout the U.S. Furthermore, DoD parent fees are established on a sliding scale which is based on a family’s total household income making it more affordable than typical community center-based models where fees are typically based on the age of the child. In that configuration, childcare for infants and toddlers is significantly more expensive than for older children - and is more expensive overall. The Navy continues its commitment to affordable childcare programs.

2. In order to update your child(ren)’s registration, validate eligibility and to have fees assessed appropriately, parents with children enrolled in CDC, FCC, 24/7 Centers, and/or SAC must provide the following documents no later than 15 November 2023:

- a) Updated and signed CYP Registration Form for each enrolled child(ren)
- b) 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)
- c) Signed *Application for Child Development Program Fees—DD Form 2652* and *Parent Fee Agreement*
- d) Annual Registration Forms as required (e.g., Health Information Form, MFLC Form, USDA, etc.)

Note: DoD requires all families, regardless of income category, to provide income documentation. Families are not permitted to automatically elect to enroll in the highest fee category. Failure to provide the required documentation could result in a denial of child care services.

3. The payment due dates are listed below for the different care options. Payments for care are due prior to services being rendered. Parents enrolled in CDC, 24/7 Center, or SAC programs must use auto-debit, [CYP Online Services](#), or make payments in person with a credit card. Parents whose children are participating in the FCC program should contact their FCC Providers for more information on payment options.

Type of Care	Payments Due
CDC Full-Time	Each military payday (1 st and 15 th)
FCC Full-Time	As outlined in the Provider Contract
Part-Day Enrichment Programs	Each military payday
SAC Before/Afterschool	Each military payday
SAC Summer Camp	Weekly
SAC Daily Care	Daily (On or before the day of service)
All Hourly Care	Daily (On or before the day of service)

4. Eleven income categories are used to determine a family’s CYP fee. The following chart shows SY 23-24 total family income (TFI) categories:

TFI FEE CATEGORIES	
TFI Category	TFI
I	\$1 – \$45,000
II	\$45,001 – \$55,000
III	\$55,001 – \$65,000
IV	\$65,001 – \$77,500
V	\$77,501 – \$90,000
VI	\$90,001 – \$102,500
VII	\$102,501 – \$115,000
VIII	\$115,001 – \$130,000
IX	\$130,001 – \$145,000
X	\$145,001 – \$160,000
XI	\$160,001+
DoD Contractors and Specified Space Available Patrons (CONSA)	Regardless of TFI

5. All DoD contractors and specified space available patrons will pay the unsubsidized (CONSA) child care fee; however, TFI documentation is still required. Specified space available patrons include military retirees, deactivated reserve personnel, and other federal employees in all categories. All other Space Available patrons will be charged according to TFI.

6. The SY 23-24 parent fees for full time care are as follows:

CDC Program Fees SY 2023 – 2024 (High Cost Rates)				
CDC FULL-TIME*				
Category	Weekly Rate		Military Payday Rate	
	1 st Child	2 nd Child	1 st Child	2 nd Child
I	\$56.00	\$45.00	\$121.00	\$97.00
II	\$63.00	\$50.00	\$137.00	\$110.00
III	\$77.00	\$62.00	\$167.00	\$134.00
IV	\$91.00	\$73.00	\$197.00	\$158.00
V	\$108.00	\$86.00	\$234.00	\$187.00
VI	\$126.00	\$101.00	\$273.00	\$218.00
VII	\$143.00	\$114.00	\$310.00	\$248.00
VIII	\$161.00	\$129.00	\$349.00	\$279.00
IX	\$182.00	\$146.00	\$394.00	\$315.00
X	\$203.00	\$162.00	\$440.00	\$352.00
XI	\$224.00	\$179.00	\$485.00	\$388.00
CONSA	\$340.00	N/A	\$737.00	N/A

*Same for Summer Camp Rates

7. Parents currently enrolled in Family Child Care (FCC) for full day will pay the full-time fees shown in the chart above. For families utilizing Family Child Care for part-time care (e.g., before or after-school) for a school-age child, SAC parent fees indicated in the below SAC parent fee chart will be used. FCC spaces used by contractor employees and specified space available patrons are determined by a private pay agreement between the FCC provider and the parent.

8. Annualized SAC school year parent fees are a single set of standardized rates that parents pay throughout the year which reflect all full-time holiday/school break camps (except summer camp), teacher in-service days and school closures. Families whose children are enrolled full-time in the Before School only, Afterschool only or Before & Afterschool 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. These fees are applicable when schools are operating on a typical school year schedule. The SY 23-24 Parent Fees for SAC programs are shown in the following charts:

SAC Program Fees SY 2023 - 2024 (High-Cost Rates)

Category	Before Care Only				After Care Only				Before & After Care			
	Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate	
	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child
I	\$13	\$10	\$29	\$23	\$25	\$20	\$53	\$42	\$38	\$30	\$82	\$65
II	\$15	\$12	\$33	\$26	\$28	\$22	\$60	\$48	\$52	\$34	\$93	\$74
III	\$18	\$14	\$40	\$32	\$34	\$27	\$73	\$58	\$53	\$41	\$113	\$90
IV	\$22	\$18	\$47	\$38	\$40	\$32	\$87	\$70	\$62	\$50	\$134	\$108
V	\$26	\$21	\$56	\$45	\$48	\$38	\$103	\$82	\$74	\$59	\$159	\$127
VI	\$30	\$24	\$66	\$53	\$55	\$44	\$120	\$96	\$85	\$68	\$186	\$149
VII	\$34	\$27	\$74	\$59	\$63	\$50	\$136	\$109	\$97	\$77	\$210	\$168
VIII	\$39	\$31	\$84	\$67	\$71	\$57	\$153	\$122	\$110	\$88	\$237	\$189
IX	\$44	\$35	\$95	\$76	\$80	\$64	\$174	\$139	\$124	\$99	\$269	\$215
X	\$49	\$39	\$106	\$85	\$89	\$71	\$194	\$155	\$138	\$110	\$300	\$240
XI	\$54	\$43	\$116	\$93	\$99	\$79	\$214	\$171	\$153	\$122	\$330	\$264
CONSA	\$82	N/A	\$177	N/A	\$150	N/A	\$324	N/A	\$232	N/A	\$501	N/A

SAC Kinder Program Fees SY 2023 - 2024 (High-Cost Rates)

Category	Before Care Only				After Care Only				Before & After Care			
	Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate	
	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child
I	\$28	\$22	\$61	\$49	\$39	\$31	\$85	\$68.	\$49	\$39	\$107	\$86
II	\$32	\$26	\$68	\$54	\$44	\$35	\$96	\$77	\$55	\$44	\$120	\$96
III	\$39	\$31	\$83	\$66	\$54	\$43	\$117	\$94	\$68	\$54	\$147	\$118
IV	\$46	\$37	\$99	\$79	\$64	\$51	\$138	\$110	\$80	\$64	\$174	\$139
V	\$54	\$43	\$117	\$94	\$76	\$61	\$164	\$131	\$95	\$76	\$206	\$165
VI	\$63	\$50	\$137	\$110	\$88	\$70	\$191	\$153	\$111	\$89	\$240	\$192
VII	\$72	\$58	\$155	\$124	\$100	\$80	\$217	\$174	\$126	\$101	\$273	\$218
VIII	\$81	\$65	\$174	\$139	\$113	\$90	\$244	\$195	\$142	\$114	\$307	\$246
IX	\$91	\$73	\$197	\$158	\$127	\$102	\$276	\$221	\$160	\$128	\$347	\$278
X	\$102	\$82	\$220	\$176	\$142	\$114	\$308	\$246	\$179	\$143	\$387	\$310
XI	\$112	\$90	\$243	\$194	\$157	\$126	\$340	\$272	\$197	\$158	\$427	\$342
CONSA	\$170	N/A	\$368	N/A	\$238	N/A	\$516	N/A	\$299	N/A	\$648	N/A

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

10. 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.

11. 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.

12. 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.

13. 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.
- 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 notice 2 weeks (10 business days) before withdrawal. 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 who volunteer in facility-based CYPs or as Ombudsmen earn discounts through the CYP Rewards program. For parents who volunteer as a

Youth Sports Coach, this discount may be a no-cost registration for their child(ren) in a Youth Sports league season.

- 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. Installation to submit to Region for final approval.
- 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.

14. Parent fee discounts may also be available to families participating in FCC; applicable discounts are noted in the Parent-Provider Contract. Discounts for hourly care and part-day enrichment programs are not available.

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

16. 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.

17. Youth recreation program and activities 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.

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

19. 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.

20. 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.

21. 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 1st 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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 Sandra Walzgarcia at sandra.j.walzgarcia.naf@us.navy.mil