



## Provider Cost Verification Form Introduction & Instruction (Air Force, Marine Corps, NGA)

The Provider Cost Verification Form collects all required information about the child care rates your family will be charged by the child care provider. This includes discounts, effective dates, rate changes, rate frequency, and the schedule of care. This form will be used to process your fee assistance application and ensure that no overpayments occur.

You will be required to submit this form with your family application after it has been confirmed that your child care provider is eligible to participate in the fee assistance programs. To review the provider eligibility requirements, visit <https://www.childcareaware.org/fee-assistancerespite/feeassistancerespiteproviders/feeassistance/>. You may also call and speak with a specialist at 1-800-424-2246. Please see the guidelines below for completing the form.

### Instructions:

1. You should **VERIFY** that the provider is eligible to participate in the fee assistance programs before completing the form.
2. Your Child Care Provider should **COMPLETE** the form.
  - a. Rates listed on the form should be the rates before and after discounts are applied. For example, a rate that is \$300 per week rate with a 10% sibling discount should be listed on the form as \$270 per week.
  - b. All rate changes should be included on the form, including new rates for classroom changes and age changes.
  - c. If your provider does not know the exact date of a rate change, please have them provide their best estimate as to when the rate change will occur. If it is an estimate, they should indicate that on the form. Annual facility rate increases cannot be processed unless it is provided in this form or on the provider's rate sheet prior to the family's approval.
  - d. Registration Fee\*: At this time Registration fees are not covered under the Navy, Air Force, Marine Corps, or NGA child care fee assistance programs.
3. The form needs to be **SIGNED** by both the provider and the guardian.
4. The form is then **SUBMITTED** by the family with the family application.
5. The information provided on this form should be consistent with the information in the child care provider's application.
6. Fee assistance is determined by calculating the difference between your child care facility's monthly fee and the DoD parent fee for similar child care services at the closest military installation. If your facility charges weekly, CCAoA will convert your weekly fee into a monthly fee by multiplying it by 4.33. (This calculation takes into account all months within the year whether they have 4 or 5 weeks.) Please note that the rate conversion (if required) will be performed by CCAoA at the time a fee assistance approval is granted and does not need to be calculated beforehand. The Sponsor is responsible for the DoD-established parent fee based on the family's locality and Total Family Income category, and any amount over the identified community provider cap for the family's locality and type of care.
7. Once completed by your provider, please submit the Provider Cost Verification form to [msp@usa.childcareaware.org](mailto:msp@usa.childcareaware.org) and include your Family ID #. Please note, you must have an application on file with CCAoA in order to submit this document.

*\*Disclaimer: The registration fee is currently not covered under the Navy, Air Force, Marine Corps, or NGA child care fee assistance programs. Please note that failure to correctly report accurate tuition information may result in removal from the fee assistance program, and if necessary, Child Care Aware® of America may notify the branch of service or agency regarding any falsifications. In the event of any overpayment, Child Care Aware® of America will request that all monies be paid back in a timely manner. Completing this form does not certify that the provider will qualify for the fee assistance.*



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Provider and Family Information

Child Care Facility Name: \_\_\_\_\_ Provider ID#: \_\_\_\_\_

Child Care Director/Point of Contact: \_\_\_\_\_

Provider Address (where care is provided): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Provider Phone Number: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Family ID#: \_\_\_\_\_

Rate Information

Table with 5 columns: Child's Name, Days of Care, Hours of Care, Rate Before / Rate After Discounts, Effective Date. Includes rows for 'to' and '/' symbols.

State Subsidy Received? (If so, please include voucher): \_\_\_\_\_ Rate Frequency (circle one): Weekly/Monthly/Annually

Start of Care Date: \_\_\_\_\_ Annual Registration Fee: N/A One Time Registration Fee: N/A

Discounts (Describe discount given): \_\_\_\_\_

Rate Changes within the Next 12 Months

Table with 5 columns: Child's Name, Days of Care, Hours of Care, Rate Before / New Rate After Discounts, Effective Date of Rate Change. Includes rows for 'to' and '/' symbols.

Discounts (Describe discounts given): \_\_\_\_\_

I certify that all above information is correct and that I am authorized to release this rate information. I understand that I must report any and all discounts, as well as any changes to a child's schedule of care prior to the change being made...

Child Care Director

Director's Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date