

As a provider you can utilize this tool to ensure you are knowledgeable of the process for calculating the monthly child care costs for part-time children. The total amount found in Step 3 is the amount the parent is responsible for paying.

Month _____ Child's Name _____

Step 1: Provider's Monthly Charge for Part-Time Care

\$	X	=\$
<hr/> Provider's Hourly Rate (Ex: To calculate your hourly rate, take your daily rate and divide it by 8; CCAP considers 8 hours/units to be a regular business day)	<hr/> Service Hours/Units for the Month (CCAP's customary part-time authorization calculation is 87 service hours/units per month (4.333 x 20 hrs. = 86.666; rounded to 87 units))	<hr/> Provider's Monthly Charge (Ex: Provider Hourly Rate multiplied by Service Hours/Units for the Month = Provider's Monthly Charge)
<p>Note: If a weekly rate is charged for a part-time child, complete the following steps to calculate hourly rate:</p> Weekly Rate _____ ÷ by child's weekly attending hrs. _____ = _____ Provider Hourly Rate		

Step 2: CCAP's Monthly Payment for Part-Time Care

\$	X	=\$
<hr/> CCAP's Hourly Payment Rate (State's hourly payment covered for this child. If there's a co-pay, it's already included in CCAP's Hourly Payment Rate. Ex: \$ 2.68 an hour/unit)	<hr/> Service Hours/Units for the Month (CCAP's customary part-time authorization calculation is 87 service hours/units per month (4.333 x 20 hrs. = 86.666; rounded to 87 units))	<hr/> CCAP's Monthly Payment (Ex: CCAP's Hourly Payment Rate multiplied by Service Hours/Units for the Month = CCAP's Monthly Payment)

Step 3: Parent's Payment Responsibility to Provider

\$	-\$	=\$
<hr/> Total from Step 1 (Total amount the provider charges hourly)	<hr/> Total from Step 2 (The total amount CCAP will pay per hour/unit for this child)	<hr/> Parent's Payment to Provider (Ex: Total from Step 1 minus total from Step 2 = Parent's Responsibility to Provider)

***Exemption:** CCAP automatically calculates additional hours during school holidays when the child is attending a full day (Ex: Spring Break or Easter Break; Thanksgiving; Christmas and New Year’s).

***If a school-aged child attends full-time during the summer, a CCAP 10 Change Report Form must be submitted prior to allow full-time authorizations during this time.**

*** Part-time care is paid in 6 minute increments. Each full 6 minute increments equals .10 units (one-tenth of an hour). For every 6 minutes a part-time child is in care, the provider is paid .10 of the hourly rate. The chart below provides a breakdown of how part-time care is paid.**

<i>Increments</i>	<i>Units Paid and Deducted for Authorizations</i>
0-5 minutes	Zero
6-11 minutes	.10 units
12-17 minutes	.20 units
18-23 minutes	.30 units
24-29 minutes	.40 units
30-35 minutes	.50 units
36-41 minutes	.60 units
42-47 minutes	.70 units
48-53 minutes	.80 units
54-59 minutes	.90 units
60-65 minutes	1 unit/hour

***Absences will not be covered by CCAP for children attending part-time.**