DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-MWD-C

SEP 2 0 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Child and Youth Services (CYS) Fee Policies and Guidance

1. Reference memorandum, U.S. Army Community and Family Support Center, CFSC-CY, 31 AUG 2006, subject: School Year (SY) 2006-2007 Army Child and Youth Services (CYS) Fee Policies and Guidance. This document, with its enclosures, is located at https://cys.us.army.mil/.

2. The purpose of the enclosed IMA-EURO CYS Fee Changes and/or Adjustments is to delineate rates and procedures that are to be standardized for IMA-EURO CYS programs throughout SY06-07. These changes and/or adjustments are **in addition to** those standardized SY06-07 requirements noted in the memorandum referenced in paragraph 1.

3. Garrison commanders will further develop and establish local command policy which identifies FCC optional direct and indirect subsidies and determines offerings and fees for individual sports. Implementation of the SY06-07 CYS fees must occur with the assessment of the November 06 fees.

4. With this year's directives, IMA-EURO is increasing child care fees; however, hourly rates for CDS and SAS will remain unchanged. Cost of Living Allowance/Post Allowance will continue to be excluded from the Total Family Income (TFI) calculations. Foreign governmental financial support for children (e.g., Kindergeld) will also be excluded.

5. IMA-EURO will initiate a European-wide CYS SY06-07 fee marketing campaign immediately. This campaign will give patrons the required 30 days notice of the 1 November 2006 fee increases.

6. The IMA-EURO points of contact are:

DSN 379-6154, commercial 06202-80-6154.

RUSSELL B. HALL
Director

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Installation Management Agency-Europe SY 2006-2007
Changes and/or Adjustments to Department of the Army
U.S. Army Community and Family Support Center School Year (SY) 2006-2007
Army Child and Youth Services (CYS) Fee Policies and Guidance

1. **Effective 1 November 2006:**

A. "High Cost Area:" The Europe Region's fees are based on the Department of the Army high cost area formulas. Total Family Income (TFI) for SY 06-07 fee calculation will be based on the latest Leave and Earning Statement (LES) **plus** the 2006 BAH Chart II for current patrons or the 2007 BAH Chart II for patrons registering after 31 Dec 06. **NOTE:** The BAH Chart II substitutes for the BAH as listed on the LES. Living Quarters Allowance (LQA) will be calculated as part of TFI for civilian patrons. The following allowances will be **excluded** from TFI calculation:

- Combat zone pay, hostile fire/imminent danger pay,
- Variable housing allowance (VHA), overseas housing allowance (OHA),
- Family separation pay, alimony, child support,
- Cost of Living Allowance (COLA) or Post Allowance (PA)
- Foreign government financial support for children, e.g., Kindergeld

B. Total Family Income: Commanders will report patrons suspected of intentionally under-reporting TFI to the supporting Criminal Investigation Division (CID) for the possible initiation of a criminal case for the offenses of Larceny and False Official Statement.

C. Fee Charts: This enclosure includes a standardized IMA-EURO fee chart for CDS to include Kindergarten and Sure-Start, and a standardized fee chart for SAS, Summer Camp, and Team Sports. Children that attend EDIS or part-day Host-Nation programs will be charged full day rates.

D. Semi-Monthly Payments: Patrons must pay fees in advance. Billing cycles will be 1-15 and 16-30/31st of month. The semi-monthly payment option is provided as a convenience to parents to coincide with pay dates, not as an equal distribution of service dates each month.

E. Pro-rated Payments for New or Terminating Patrons: For those garrisons who must pro-rate payments manually, use the following method: Count the number of days the program is in session that month. Divide the monthly fee by the number of days and the result is the daily rate. Multiply the daily rate times the number of days the patron will be using the program. Result is amount due for that month.

F. Hourly Care:

(1). The SY 06-07 Army-wide fee for Child Development Center hourly care/occasional users is $4.00. The hourly fee for Category 1 patrons is $2.50.

(2). The SY 06-07 Army-wide fee for School Age Program hourly care/occasional users is $3.00. The hourly rate for Category 1 patrons is $2.00.

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G. "Open Recreation:" School-Age hourly program patrons will receive 5 free "open recreation" hours per month during weekday duty hours as part of the annual CYS registration fee.

H. E-4 and below Free Care: Garrison Commanders have the option to offer up to 10 free hours of care per month for E-4's and below.

I. Summer Camp: Fees have been calculated on a weekly basis and can not be pro-rated.

J. Team Sports Activity Fees: The fees for team sports are as follows:

(1) Category A (soccer, flag football, cheerleading): $36/season per child/youth;

(2) Category B (baseball, softball, basketball, field hockey): $46/season per child/youth;

(3) Category C (lacrosse, roller hockey, tackle football): $84/season per child/youth,

(4) Category D programs: locally determined. Fees must be higher than fees in Category A-C sports.

K. Team Sport's Sign-Up Fees: Patrons who sign up for team sports within the announced sign-up period will pay the fees posted above. Those patrons signing up after that time period ends will be assessed a $5 late fee. Patrons who provide documentation showing that they PCS'd into community after announced sign-up dates are not subject to the late fee.

L. Individual Sports' Activity Fees: Fees for individual sport programs will be locally determined but must be based on a break even analysis. These programs are typically 4 to 8 weeks in duration with a consistent roster of participants and include practice times, games, matches or meets. Children must be registered in CYS.

M. Discounts: Multiple child reductions (MCR) of 10% will be given patron families with multiple children in the following programs:

(1) Regular full day and part day. (After the first child pays the full cost of care the MCR will be applied to the least expensive type of care for each additional child in the same family.)

(2) Team Sports. (Discount will be applied broadly within a sport (for example, one child may play basketball, while another is a basketball cheerleader).

(3) FCC when home is subsidized for fee equity. [MCR discount for Family Child Care (FCC) should be indicated on the FCC Subsidy Report as Optional Direct Subsidy.]

N. FCC Subsidy Policy: Garrison CYS programs are required to fund FCC Required Direct Subsidies and IMA-EURO standardized Optional Direct subsidies through NAF payments. Subsidies should be reported on the FCC Subsidy Report using the following rates:

(1) FCC professionals caring for infants participating in the Infant Food Program will receive a $75 reimbursement monthly;

(2) Providers who through professional development achieve the Child Development Associate (CDA) or National Association of Family Child Care Accreditation (NAFCC) will receive a one-time subsidy award of $750.00;

(3) FCC providers will receive an ongoing subsidy of $50 per month for achieving and maintaining accreditation granted by the National Association of Family Child Care (NAFCC) or CDA **or** $75 per month for having both as long as the home is operational and the provider maintains NAFCC accreditation/certification standards;

(4) Providers who attain MHA Star Provider status *and* who serve as FCC Training Assistants or mentors to FCC applicants or newly certified Providers will receive $75.00 per month through subsidy funds as long as the home is operational and the provider is completing the mentoring/training assignments determined by the FCC Director.

2. Installation fee schedules will not be adjusted or changed more than once each School Year with the exception of the following circumstances:

A. Documented financial hardship
B. Permanent Change of Station (PCS) move
C. Change in patron status
D. Patron care/supervision option changes from part-day to full-day.

Last Item before Charts

CHILD DEVELOPMENT SERVICES (CDS) FEE CHART SY06-07

First Child	Monthly Fee	First Child	Monthly Fee
1. Full-Day Rate		**5. Before- & after-Sure Start rate**	
CAT I ($0-28000)	$196	CAT I ($0-28000)	134
CAT II ($28001-34000)	$270	CAT II ($28001-34000)	194
CAT III ($34001-44000)	$334	CAT III ($34001-44000)	224
CAT IV ($44001-55000)	$412	CAT IV ($44001-55000)	268
CAT V ($55001-70000)	$496	CAT V ($55001-70000)	308
CAT VI ($70001 +)	$568	CAT VI ($70001 +)	362
2. 5-Day Preschool Rate		**6. Before- & after-Kindergarten rate**	
CAT I ($0-28000)	$86	CAT I ($0-28000)	120
CAT II ($28001-34000)	$120	CAT II ($28001-34000)	176
CAT III ($34001-44000)	$148	CAT III ($34001-44000)	202
CAT IV ($44001-55000)	$182	CAT IV ($44001-55000)	242
CAT V ($55001-70000)	$218	CAT V ($55001-70000)	278
CAT VI ($70001 +)	$250	CAT VI ($70001 +)	326
3. 3-Day Preschool Rate		**7. Before-only rate**	
CAT I ($0-28000)	$54	CAT I ($0-28000)	$46
CAT II ($28001-34000)	$74	CAT II ($28001-34000)	$66
CAT III ($34001-44000)	$92	CAT III ($34001-44000)	$76
CAT IV ($44001-55000)	$114	CAT IV ($44001-55000)	$92
CAT V ($55001-70000)	$136	CAT V ($55001-70000)	$106
CAT VI ($70001 +)	$156	CAT VI ($70001 +)	$128
4. 2-Day Preschool Rate		**8. After-only rate**	
CAT I ($0-28000)	$34	CAT I ($0-28000)	$88
CAT II ($28001-34000)	$48	CAT II ($28001-34000)	$128
CAT III ($34001-44000)	$60	CAT III ($34001-44000)	$148
CAT IV ($44001-55000)	$74	CAT IV ($44001-55000)	$176
CAT V ($55001-70000)	$88	CAT V ($55001-70000)	$202
CAT VI ($70001 +)	$100	CAT VI ($70001 +)	$234

HOURLY RATE: $4.00 CAT I Hourly rate: $2.50 (Multiple child discounts and income categories do not apply.)

The following notes apply to CDS and SAS:

SIBLING DISCOUNT: A 10% sibling discount is offered in all CYS programs except for instructional classes and family child care homes not subsidized for fee equity. Discount must be applied to the least expensive type of care. To figure 10% discount, mul

Late fees: Family fee of $1.00 per minute/$15.00 maximum. If family has children at different sites, late fee is assessed per child/per site.

*Patrons who do not disclose financial information will be charged the highest rate (Category VI).

*Monthly amounts must be even dollar amounts for CYMS software packet.

*Before-only, After-only, and Before- & after rates apply during SY only.

SCHOOL-AGE SERVICES (SAS) & SPORTS FEE CHART SY06-07

First Child	Monthly Fee
1. Before-school-only rate	
CAT I ($0-28000)	$46
CAT II ($28001-34000)	$66
CAT III ($34001-44000)	$76
CAT IV ($44001-55000)	$92
CAT V ($55001-70000)	$106
CAT VI ($70001 +)	$128
2. After-school-only rate	
CAT I ($0-28000)	$88
CAT II ($28001-34000)	$128
CAT III ($34001-44000)	$148
CAT IV ($44001-55000)	$176
CAT V ($55001-70000)	$202
CAT VI ($70001 +)	$234
3. Before- & after-school rate	
CAT I ($0-28000)	$120
CAT II ($28001-34000)	$176
CAT III ($34001-44000)	$202
CAT IV ($44001-55000)	$242
CAT V ($55001-70000)	$278
CAT VI ($70001 +)	$326
4. SAS summer camp rate	**Weekly Fee**
CAT I ($ 0-28000)	$36
CAT II ($ 28001-34000)	$58
CAT III ($ 34001-44000)	$70
CAT IV ($ 44001-55000)	$86
CAT V ($ 55001-70000)	$90
CAT VI ($ 70001 +)	$104
5. Team Sports	**Season Fee**
Category A	$36
Category B	$46
Category C	$84
Category D - locally determined	

HOURLY RATE: $3.00 CAT I Hourly rate: $2.00 (Multiple child discounts and income categories do not apply.)