Information on Sliding Fee Scales and Scholarships
To be Submitted by the Provider to the Local Purchasing Agency

If you offer a sliding (graduated) fee scale or scholarship, you must file certain information with the local purchasing agency. You may complete this form or submit your own written policies as long as the information indicated below is included in them. It is very important to record all the rates that are charged or can be charged at your facility.

Information about the sliding fees and scholarships that you offer must be available to all families. Each family who receives a sliding fee or scholarship must complete your application for this assistance. A sample of your application form must be submitted to the local purchasing agency along with this form or a copy of your own written policies.

Sliding Fee Scale

A sliding fee scale is a graduated fee schedule that applies to all families who participate in your child care program. It is based on family income (gross or net) and can include family size and/or the number of children in care. The fee is determined by where the family falls on the income scale.

1. What are the fees you charge for each age group at each income level? (Use the back if more space is needed.) Include all rates that you charge.

2. Do you consider the size of the family? _____

3. Do you consider the number of children in care? _____

Scholarship Program

A scholarship is an award given to a limited number of families who meet the criteria for the scholarship. The family may be required to pay a portion of the fee.

1. What are the specific requirements that a family has to meet in order to receive a scholarship?

2. What is the amount of the scholarship?

3. What time period does the scholarship cover?

Name of Facility:_____

Name of Contact Person:_____

Date:_____