

### 3 APPROVAL NOTICE MENU

Approval Notices are notifications to the local purchasing agency that a caregiver is eligible to receive state and federal subsidy funds for child care services. The Approval Notice contains information that the local purchasing agency must know before paying the provider.

**Select Option 3 from the Main Menu and press <ENTER>. The Facility and Provider Processing Menu screen will appear (Figure 3 - 2).**

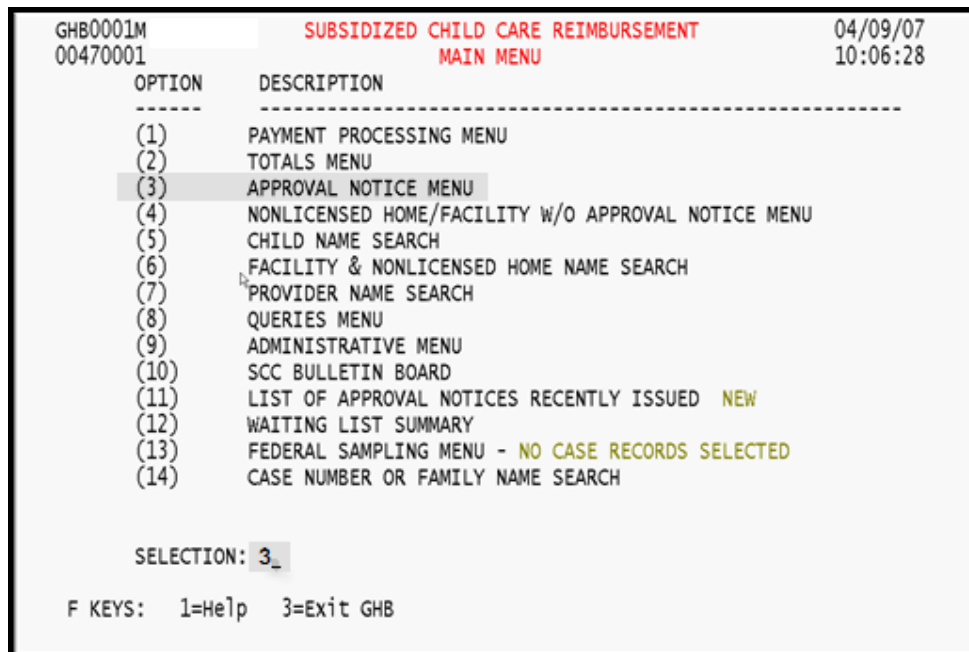


Figure 3 - 1: Option 3 - Approval Notice Menu

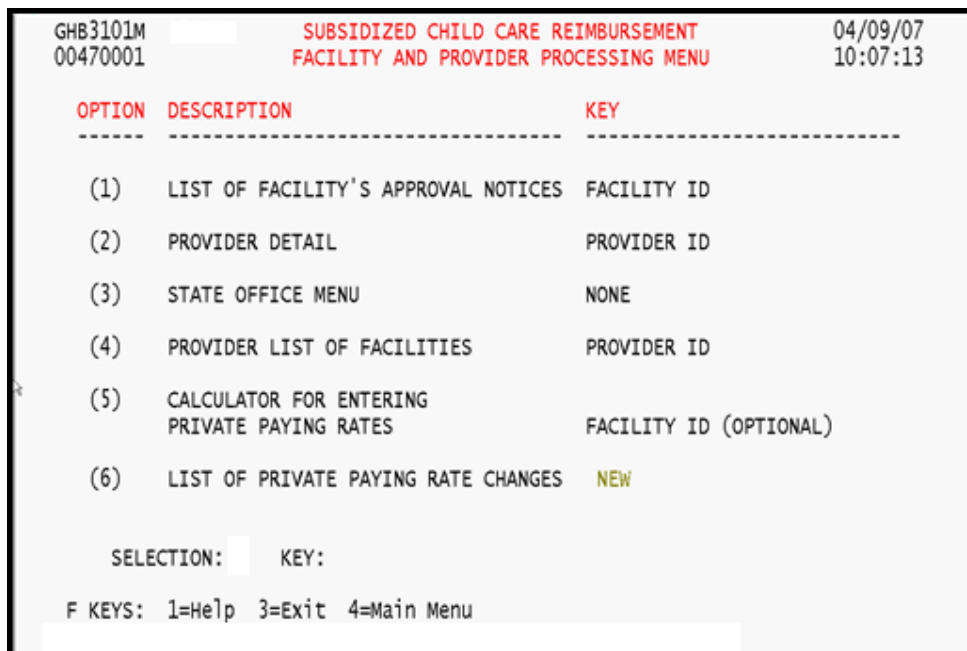


Figure 3 - 2: Facility and Provider Processing Menu screen

### 3.1 List of Facility's Approval Notices

Under this option you can view a list of Approval Notices for a keyed facility. The list includes the name of the facility; whether the notice is **A** (active), **N** (not active) or **T** (terminated); the form effective date; the processed date and the rate effective date. The list also displays the Facility ID, the license number and a termination date if applicable. From the list you can select an Approval Notice to view. The most current notice appears at the top of the list.

#### Accessing a facility's Approval Notice

1. Type "1" in the **SELECTION** field and the Facility ID in the **KEY** field (Figure 3.1 - 1).
2. Press **<ENTER>** and the list for the keyed facility will appear (Figure 3.1 - 2).

```

GHB3101M          SUBSIDIZED CHILD CARE REIMBURSEMENT      03/30/07
99901037          FACILITY AND PROVIDER PROCESSING MENU    13:50:47

  OPTION  DESCRIPTION                                     KEY
  -----  -----
(1)  LIST OF FACILITY'S APPROVAL NOTICES  FACILITY ID
(2)  PROVIDER DETAIL                       PROVIDER ID
(3)  STATE OFFICE MENU                     NONE
(4)  PROVIDER LIST OF FACILITIES          PROVIDER ID
(5)  CALCULATOR FOR ENTERING
     PRIVATE PAYING RATES                   FACILITY ID (OPTIONAL)
(6)  LIST OF PRIVATE PAYING RATE CHANGES  NEW

SELECTION: 1  KEY: J9270389 _
F KEYS: 1=Help 3=Exit 4=Main Menu
    
```

Figure 3.1 - 1: Select Option 1, List of Approval Notices

```

GHB3301M          SUBSIDIZED CHILD CARE REIMBURSEMENT      03/30/07
99901037          LIST OF FACILITY'S APPROVAL NOTICES    13:50:55
FACILITY ID J9270389  LICENSE NUMBER 92001651  TERMINATION DATE

  SEL  FACILITY NAME  FORM  PROCESSED  RATE
  EFF DATE  DATE  EFFECTIVE
  ABC LAND, INC II  A  2005-11-01  2005-12-01  2005-11-01
  ABC LAND, INC II  N  2003-11-01  2003-10-10  2003-11-01
  ABC LAND, INC II  N  2003-10-08  2003-10-10  2003-10-08
  ABC LAND INC II   N  2003-04-01  2003-05-08  2003-04-01
  ABC LAND INC II   N  2003-03-27  2003-05-08  2003-03-27
  ABC LAND INC II   N  2003-03-27  2003-04-17  2003-03-27

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down *NOTE: change (see Help)
GHB048- END OF LIST - F7 to go up the list or F3 to exit.
    
```

Figure 3.1 - 2: Generated list of Approval Notices

3. Type "S" beside a notice to view it (Figure 3.1 – 3).

```

GHB3301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          03/30/07
99901037          LIST OF FACILITY'S APPROVAL NOTICES          13:50:55
FACILITY ID 19270389  LICENSE NUMBER 92001651  TERMINATION DATE
                                FORM      PROCESSED      RATE
SEL      FACILITY NAME          EFF DATE  DATE  EFFECTIVE
s ABC LAND, INC II             A 2005-11-01 2005-12-01 2005-11-01
  ABC LAND, INC II             N 2003-11-01 2003-10-10 2003-11-01
  ABC LAND, INC II             N 2003-10-08 2003-10-10 2003-10-08
  ABC LAND INC II              N 2003-04-01 2003-05-08 2003-04-01
  ABC LAND INC II              N 2003-03-27 2003-05-08 2003-03-27
  ABC LAND INC II              N 2003-03-27 2003-04-17 2003-03-27

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down *NOTE: change (see Help)
GHB048- END OF LIST - F7 to go up the list or F3 to exit.
    
```

Figure 3.1 - 3: Select Approval Notice from generated list

4. Press <ENTER> and the Facility Demographic Data screen will appear (Figure 3.1 – 4).

```

GHB4301M          SUBSIDIZED CHILD CARE REIMBURSEMENT          03/30/07
99901037 99900110          APPROVAL NOTICE          13:50:59
DATE PROCESSED 2005-12-01 FACILITY DEMOGRAPHIC DATA TERM DATE
FACILITY ID 19270389  CURRENT FORM      EFFECTIVE DATE 2005-11-01
FACILITY NAME ABC LAND, INC II
MAILING ADDRESS 55 LILES DEAN RD
                                WENDELL NC 27591 -
LOCATION 55 LILES DEAN RD          CITY WENDELL
FACILITY LICENSE 92001651          COUNTY 92 REGION J
FACILITY LEVEL 1 FACILITY TYPE 1
OPERATION CHILD CARE CENTER
CAPACITY 1ST 060 2ND 000 3RD 000  AGE FROM 03 THRU 12
DIRECTOR NAME LORRAINE DIXON
TELEPHONE ( 919 ) 365 - 0810

PROVIDER ID 921904 MORE PROVIDERS N UPDATE PROVIDER N
NAME ABC LANC INC
ADDRESS 55 LILES DEAN RD
                                WENDELL NC 27591
CONTRACTING AGENCIES 051
LOCATION CHANGE N OWNERSHIP CHANGE N          CURRENT FACILITY ID
MERGED FACILITY N          PREVIOUS FACILITY ID
F KEYS:1=Help 3=Exit 4=Main Menu 5=Notation 6=Merg 8=Down 9=Reveiw
GHB626- Update mode. You may update the facility information. ENTER.
    
```

Figure 3.1 - 4: Approval Notice - Facility Demographic Data

- Press <F8> to view the Facility Maximum Payment Rates screen (Figure 3.1 – 5). Rates are shown by shift, for up to three shifts.

```

GHB4201M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/03/07
99901037  99901037          APPROVAL NOTICE                  13:33:21
          FACILITY MAXIMUM PAYMENT RATES          TERM DATE
FACILITY ID      19270389  CURRENT FORM          EFFECTIVE DATE 2005-11-01
FACILITY NAME    ABC LAND, INC II
RATE EFF DATE 2005-11-01  SERV MONTH NOVEMBER  2005 DATE PROCESSED 2007-04-03
STARS 5  STAR EFF DATE 2003-10-08

SHIFT 1
RATE GROUP      RATE RATE 100 PERCENT          NO WEEKEND RATES  N
DESCRIPTION     GROUP USED MONTHLY  DAILY  MONTHLY  DAILY  MONTHLY  DAILY
3 YRS           R 13 MR  636.00  29.35  477.00  22.00  318.00  14.65
4 YRS           R 14 MR  636.00  29.35  477.00  22.00  318.00  14.65
5 YRS           R 15 MR  636.00  29.35  477.00  22.00  318.00  14.65
SCHOOL AGE     R 03 MR  640.00  29.55  480.00  22.15  320.00  14.75
BEFORE AND/OR AFTER R 06 MR  480.00  22.15  _____  _____  _____
Type in the shift number to view rates for that shift.
REGISTRATION FEES: INITIAL 25.00 ANNUAL 25.00 SHIFTS: 1 2
F KEYS: 1=Help 2=Market Rates 3=Exit 4=Main Menu 7=Up 8=Down 9=Review
GHB697- Demographic form was not updated. Displayed as inquiry only.
    
```

Figure 3.1 - 5: Approval Notice - Facility Maximum Payment Rates

- If a facility has more than one shift, key the appropriate shift number in the **SHIFT** field. Figure 3.1 - 5 shows a second shift, therefore key in "2" (Figure 3.1 – 6).

```

GHB4201M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/03/07
99901037  99901037          APPROVAL NOTICE                  13:33:21
          FACILITY MAXIMUM PAYMENT RATES          TERM DATE
FACILITY ID      19270389  CURRENT FORM          EFFECTIVE DATE 2005-11-01
FACILITY NAME    ABC LAND, INC II
RATE EFF DATE 2005-11-01  SERV MONTH NOVEMBER  2005 DATE PROCESSED 2007-04-03
STARS 5  STAR EFF DATE 2003-10-08

SHIFT 2
RATE GROUP      RATE RATE 100 PERCENT          NO WEEKEND RATES  N
DESCRIPTION     GROUP USED MONTHLY  DAILY  MONTHLY  DAILY  MONTHLY  DAILY
3 YRS           R 13 MR  636.00  29.35  477.00  22.00  318.00  14.65
4 YRS           R 14 MR  636.00  29.35  477.00  22.00  318.00  14.65
5 YRS           R 15 MR  636.00  29.35  477.00  22.00  318.00  14.65
SCHOOL AGE     R 03 MR  640.00  29.55  480.00  22.15  320.00  14.75
BEFORE AND/OR AFTER R 06 MR  480.00  22.15  _____  _____  _____
REGISTRATION FEES: INITIAL 25.00 ANNUAL 25.00 SHIFTS: 1 2
F KEYS: 1=Help 2=Market Rates 3=Exit 4=Main Menu 7=Up 8=Down 9=Review
GHB697- Demographic form was not updated. Displayed as inquiry only.
    
```

Figure 3.1 - 6: Approval Notice - Facility Maximum Payment Rates, key "2" to see second shift rates

7. Press <ENTER> to view the rates for the keyed shift (Figure 3.1 – 7).

GHB4201M	SUBSIDIZED CHILD CARE REIMBURSEMENT		04/03/07	
99901037	99901037	APPROVAL NOTICE		13:34:12
FACILITY ID		19270389	CURRENT FORM	TERM DATE
FACILITY NAME		ABC LAND, INC II		EFFECTIVE DATE 2005-11-01
RATE EFF DATE		2005-11-01	SERV MONTH NOVEMBER	2005 DATE PROCESSED 2007-04-03
STARS 5		STAR EFF DATE 2003-10-08		
SHIFT 2	NO WEEKEND RATES		N	
RATE GROUP	RATE	RATE 100 PERCENT	UP TO 75 PCT.	UP TO 50 PCT.
DESCRIPTION	GROUP USED	MONTHLY DAILY	MONTHLY DAILY	MONTHLY DAILY
3 YRS	T 13 MR	636.00 29.35	477.00 22.00	318.00 14.65
4 YRS	T 14 MR	636.00 29.35	477.00 22.00	318.00 14.65
5 YRS	T 15 MR	636.00 29.35	477.00 22.00	318.00 14.65
SCHOOL AGE	T 03 MR	640.00 29.55	480.00 22.15	320.00 14.75
"T" denotes the Rate Group is a second shift rate group.				
REGISTRATION FEES: INITIAL _____ ANNUAL _____ SHIFTS: 1 2				
F KEYS: 1=Help 2=Market Rates 3=Exit 4=Main Menu 7=Up 8=Down 9=Review GHB625- Inquiry only. You cannot update the facility information.				

Figure 3.1 - 7: Approval Notice - Facility Maximum Payment Rates, second shift rates

8. Once rates for each applicable shift have been displayed, press <F8> again to view the Facility Messages screen (Figure 3.1 – 8).

GHB4401M	SUBSIDIZED CHILD CARE REIMBURSEMENT		04/03/07	
99901037	99901037	APPROVAL NOTICE		13:34:17
FACILITY ID		19270389	CURRENT FORM	TERM DATE
FACILITY NAME		ABC LAND, INC II		EFFECTIVE DATE 2005-11-01
				PROCESSED DATE 2007-04-03
201 PAYMENT IS THE PRIVATE PAY RATE OR THE MARKET RATE WHICHEVER IS LOWER. 300 THE RATES ON THIS APPROVAL NOTICE ARE THE MARKET RATES.				
TRANSPORTATION FIELD REMOVED				
SHIFTS: 1 2				
F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 9=Review GHB697- Demographic form was not updated. Displayed as inquiry only.				

Figure 3.1 - 8: Approval Notice - Facility Messages

### 3.2 Provider Detail

This option allows you to view a provider's name, address and phone number.

#### Accessing a provider's information

1. Type "2" in the **SELECTION** field and the Provider ID in the **KEY** field (Figure 3.2 - 1).

```

GHB3101M          SUBSIDIZED CHILD CARE REIMBURSEMENT          04/03/07
99901037          FACILITY AND PROVIDER PROCESSING MENU          14:31:30

OPTION  DESCRIPTION                                     KEY
-----  -
(1)    LIST OF FACILITY'S APPROVAL NOTICES             FACILITY ID
(2)    PROVIDER DETAIL                                 PROVIDER ID
(3)    STATE OFFICE MENU                               NONE
(4)    PROVIDER LIST OF FACILITIES                     PROVIDER ID
(5)    CALCULATOR FOR ENTERING PRIVATE PAYING RATES   FACILITY ID (OPTIONAL)
(6)    LIST OF PRIVATE PAYING RATE CHANGES           NEW

SELECTION: 2  KEY: 921967

F KEYS: 1=Help 3=Exit 4=Main Menu
    
```

Figure 3.2 - 1: Select Option 2, Provider Detail

2. Press **<ENTER>** and the Provider Detail screen will appear (Figure 3.2 - 2).

```

GHB3001M          SUBSIDIZED CHILD CARE REIMBURSEMENT          03/30/07
99901037          PROVIDER DETAIL                               13:51:14
                  PROVIDER ID: 921967
                  DATE PROCESSED: 2004-05-17

PROVIDER NAME: KIMBERLY SHAW
ADDRESS: 1216 CROSSLINK ROAD
CITY: RALEIGH          ST: NC ZIP: 27610 -
                      PHONE: ( ) -

PROVIDER NAME:
ADDRESS:
CITY:                  ST: ZIP: -
                      PHONE: ( ) -

PROVIDER NAME:
ADDRESS:
CITY:                  ST: ZIP: -
                      PHONE: ( ) -

PROVIDER NAME:
ADDRESS:
CITY:                  ST: ZIP: -
                      PHONE: ( ) -

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB266- Enter provider data.
    
```

Figure 3.2 - 2: Provider Detail



### 3.3 State Office Menu

This option is not available to county staff. Any attempt to access this function will generate the message shown below in Figure 3.3 – 1.

```
GHB3101M          SUBSIDIZED CHILD CARE REIMBURSEMENT      04/09/07
00470001          FACILITY AND PROVIDER PROCESSING MENU    10:07:13

  OPTION  DESCRIPTION                                     KEY
-----
  (1)    LIST OF FACILITY'S APPROVAL NOTICES  FACILITY ID
  (2)    PROVIDER DETAIL                          PROVIDER ID
  (3)    STATE OFFICE MENU                        NONE
  (4)    PROVIDER LIST OF FACILITIES             PROVIDER ID
  (5)    CALCULATOR FOR ENTERING
         PRIVATE PAYING RATES                     FACILITY ID (OPTIONAL)
  (6)    LIST OF PRIVATE PAYING RATE CHANGES  NEW

SELECTION: 3  KEY:

F KEYS: 1=Help 3=Exit 4=Main Menu
GHB952 - You do not have access to the State Office Menu.
```

Figure 3.3 - 1: State Office menu - access not allowed

### 3.4 Provider List of Facilities

This option allows you to view a list of facilities associated with the keyed provider.

#### Accessing a provider's list of facilities

1. Type "4" in the **SELECTION** field and the Provider ID in the **KEY** field (Figure 3.4 - 1).

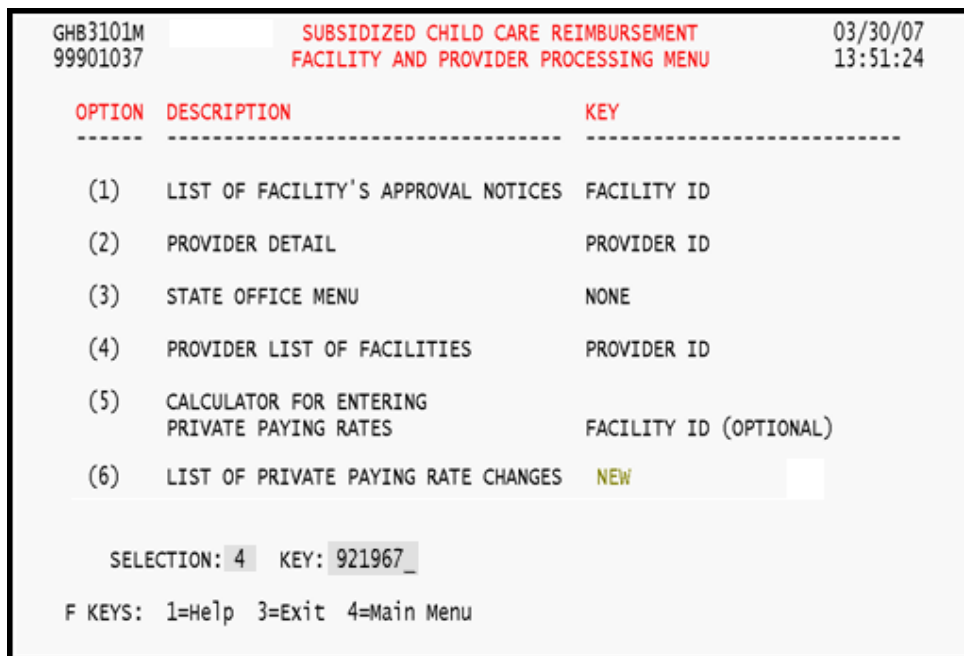


Figure 3.4 - 1: Select Option 4, Provider List of Facilities

2. Press <ENTER> and a list of facilities will appear (Figure 3.4 - 2).

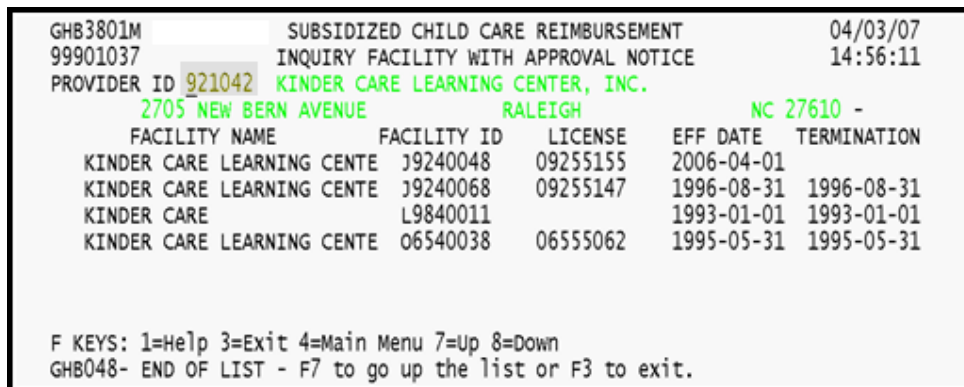


Figure 3.4 - 2: List of facilities for keyed provider



### 3.5 Calculator for Entering Private Pay Rates

The Private Pay Rate calculator is used by counties of origin to enter or update their private pay rates. Contracting counties can only use the calculator to generate and print, but not save, private pay rates.

#### 3.5.1 Calculator for entering private pay rates – county of origin, entering rates

1. Type "5" in the **SELECTION** field and key in the Facility ID in the **KEY** field (Figure 3.5.1 - 1).

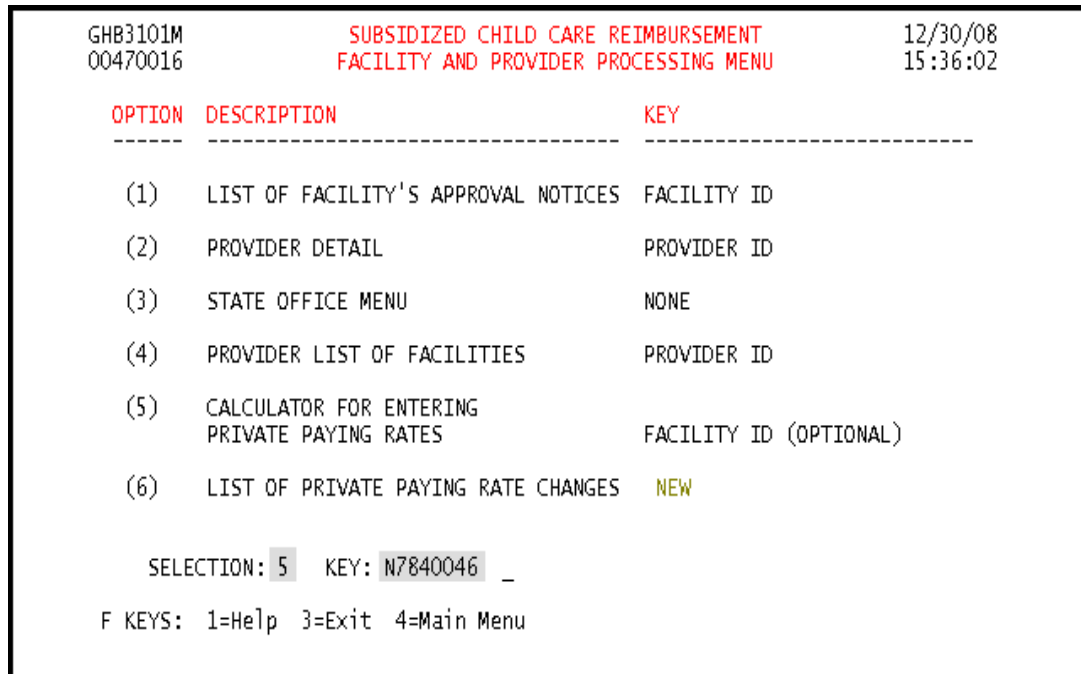


Figure 3.5.1 - 1: Select Option 5, Calculator for Entering Private Paying Rates - county of origin, entering rates

2. Press **<ENTER>** and the warning screen for contracting counties will appear (Figure 3.5.1 - 2).

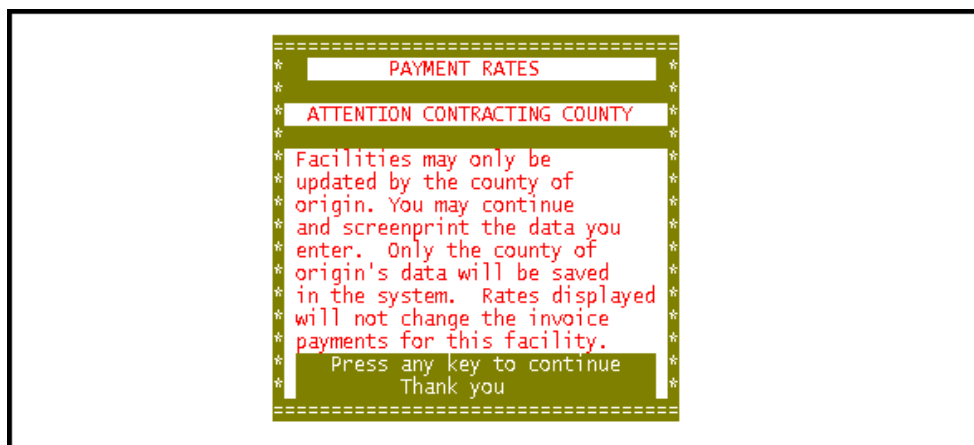


Figure 3.5.1 - 2: Warning message for contracting counties

3. Press any key to reach the Payment Rates screen (Figure 3.5.1 – 3).

GHB2902M		SUBSIDIZED CHILD CARE REIMBURSEMENT			12/30/08	
07870016		PAYMENT RATES			15:57:22	
FACILITY ID N7840046		CHILDHOOD DEVELOPMENT CENTER				
COUNTY 78		CENTER RATED LICENSE/STAR 3				
SHIFT 1		WEEKLY	EARLY	CALCULATED AMOUNTS		
	PRIV. PAY	PRIV. PAY	DSCNT	MTHLY	MARKET	ACTUAL
UNDER 1 YEAR/INFANT			0.00	0	585	0
1 YEAR OLDS			0.00	0	585	0
2 YEAR OLDS			0.00	0	554	0
3 YEAR OLDS			0.00	0	530	0
4 YEAR OLDS			0.00	0	530	0
PRESCH 5 YEAR OLDS			0.00	0	530	0
FT SCHOOL AGE			0.00	0	446	0
B&A SCHOOL			0.00	0	335	0
BEFORE SCHOOL ONLY			0.00	0	335	0
AFTER SCHOOL ONLY			0.00	0	335	0
TRANSP. (3 & UP)					38	0
TRANSP. (UNDER 3)					42	0
INITIAL REG FEE					25	0
ANNUAL FEE					25	0

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB649- Facility max rates displayed. You may input Private Paying Rates.

**If a facility has more than one shift the screen for the first shift, listed on the approval notice, will appear. To enter a different shift's rates enter the shift number in the shift field highlighted above.**

Figure 3.5.1 - 3: Private Payment Rates screen - entering rates

4. Key in the weekly and, if applicable, early pay rates (Figure 3.5.1 – 4).

GHB2902M		SUBSIDIZED CHILD CARE REIMBURSEMENT			12/30/08	
07870016		PAYMENT RATES			15:57:22	
FACILITY ID N7840046		CHILDHOOD DEVELOPMENT CENTER				
COUNTY 78		CENTER RATED LICENSE/STAR 3				
SHIFT 1		WEEKLY	EARLY	CALCULATED AMOUNTS		
	PRIV. PAY	PRIV. PAY	DSCNT	MTHLY	MARKET	ACTUAL
UNDER 1 YEAR/INFANT	130.00		0.00	0	585	0
1 YEAR OLDS	125.00		0.00	0	585	0
2 YEAR OLDS	120.00		0.00	0	554	0
3 YEAR OLDS	120.00		0.00	0	530	0
4 YEAR OLDS	120.00		0.00	0	530	0
PRESCH 5 YEAR OLDS	120.00		0.00	0	530	0
FT SCHOOL AGE	100.00					0
B&A SCHOOL	85.00					0
BEFORE SCHOOL ONLY	45.00					0
AFTER SCHOOL ONLY	40.00					0
TRANSP. (3 & UP)						0
TRANSP. (UNDER 3)						0
INITIAL REG FEE	25.00					0
ANNUAL FEE	25.00					0

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB649- Facility max rates displayed. You may input Private Paying Rates.

**Note that transportation rates are not entered. There are no transportation rates on this facility's approval notice. SCCRS will not allow a user to enter private paying rates for rates that do not appear on the facility's approval notice.**

Figure 3.5.1 - 4: Private Payment Rates entered

5. Press <ENTER> to update the rates (Figure 3.5.1 – 5).

GHB2902M		SUBSIDIZED CHILD CARE REIMBURSEMENT		12/30/08		
07870016		PAYMENT RATES		16:58:27		
FACILITY ID N7840046		CHILDHOOD DEVELOPMENT CENTER				
COUNTY 78		CENTER RATED LICENSE/STAR 3				
SHIFT 1				CALCULATED AMOUNTS		
	WEEKLY	EARLY		MTHLY	MARKET	ACTUAL
	PRIV.PAY	PRIV.PAY	DSCNT			
UNDER 1 YEAR/INFANT	130.00		0.00	563	585	563
1 YEAR OLDS	125.00		0.00	542	585	542
2 YEAR OLDS	120.00		0.00	520	554	520
3 YEAR OLDS	120.00		0.00	520	530	520
4 YEAR OLDS	120.00		0.00	520	530	520
PRESCH 5 YEAR OLDS	120.00		0.00	520	530	520
FT SCHOOL AGE	100.00		0.00	433	446	433
B&A SCHOOL	85.00		0.00	368	335	335
BEFORE SCHOOL ONLY	45.00		0.00	195	335	195
AFTER SCHOOL ONLY	40.00		0.00	173	335	173
TRANSP. (3 & UP)			0.00	0	38	0
TRANSP. (UNDER 3)			0.00	0	42	0
INITIAL REG FEE	25.00				25	25
ANNUAL FEE	25.00				25	25

SCCRS compares the calculated monthly Private Paying rates to the Market rates and determines, for each rate group, which rate is the lower of the two. The lower rate becomes the actual rate.

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB794- Rates accepted, press F3 to cancel or F8 to continue update.

Figure 3.5.1 - 5: Entered Private Payment Rates accepted, continue update

6. Press <F8> to continue and update the applicable dates (Figure 3.5.1 – 6).

GHB2903M		SUBSIDIZED CHILD CARE REIMBURSEMENT		12/30/08		
07870016		PAYMENT RATES		17:10:35		
FACILITY ID N7840046		CHILDHOOD DEVELOPMENT CENTER				
COUNTY 78		CENTER RATED LICENSE/STAR 3				
SHIFT 1						
	100%	75%	50%			
UNDER 1 YEAR/INFANT	563	422	282			
1 YEAR OLDS	542	407	271			
2 YEAR OLDS	520	390	260			
3 YEAR OLDS	520	390	260			
4 YEAR OLDS	520	390	260			
PRESCH 5 YEAR OLDS	520	390	260			
FT SCHOOL AGE	433	325	217			
B&A SCHOOL	335				Rates received by	
BEFORE SCHOOL ONLY	195				the agency: _____	
AFTER SCHOOL ONLY	173				Decreases in rates	
TRANSP. (3 & UP)	0				effective: _____	
TRANSP. (UNDER 3)	0				Increases in rates	
INITIAL REG FEE	25				effective: _____	
ANNUAL FEE	25				Increase in Star Rates	
					effective: _____	

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up  
 GHB803- Please update date information, then press Enter.

Figure 3.5.1 - 6: Update dates

7. Update dates and press <F10> to confirm the update (Figure 3.5.1 – 7).

GHB2903M	SUBSIDIZED CHILD CARE REIMBURSEMENT			12/30/08
07870016	PAYMENT RATES			17:16:20
FACILITY ID	N7840046	CHILDHOOD DEVELOPMENT CENTER		
COUNTY	78	CENTER	RATED LICENSE/STAR	3
SHIFT	1	100%	75%	50%
UNDER 1 YEAR/INFANT	563	422	282	
1 YEAR OLDS	542	407	271	
2 YEAR OLDS	520	390	260	
3 YEAR OLDS	520	390	260	
4 YEAR OLDS	520	390	260	
PRESCH 5 YEAR OLDS	520	390	260	
FT SCHOOL AGE	433	325	217	
B&A SCHOOL	335			
BEFORE SCHOOL ONLY	195			
AFTER SCHOOL ONLY	173			
TRANSP. (3 & UP)	0			
TRANSP. (UNDER 3)	0			
INITIAL REG FEE	25			
ANNUAL FEE	25			

Rates received by the agency: 2008-12-23  
 Decreases in rates effective: \_\_\_\_\_  
 Increases in rates effective: 2009-01-01  
 Increase in Star Rates effective: \_\_\_\_\_

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up  
 GHB180- Press F10 to confirm update or addition, F3 to cancel.

Figure 3.5.1 - 7: Dates updated, press F10 to confirm

8. The message "GHB815- Successful update private paying rates. Enter next Facility ID" will appear (Figure 3.5.1 – 8).

GHB2902M	SUBSIDIZED CHILD CARE REIMBURSEMENT			12/30/08
07870016	PAYMENT RATES			17:24:57
FACILITY ID	N7840046	CHILDHOOD DEVELOPMENT CENTER		
COUNTY	78	CENTER	RATED LICENSE/STAR	3
SHIFT	1	WEEKLY	EARLY	CALCULATED AMOUNTS
		PRIV. PAY	PRIV. PAY	DSCNT MTHLY MARKET ACTUAL
UNDER 1 YEAR/INFANT	130.00			0.00 563 585 563
1 YEAR OLDS	125.00			0.00 542 585 542
2 YEAR OLDS	120.00			0.00 520 554 520
3 YEAR OLDS	120.00			0.00 520 530 520
4 YEAR OLDS	120.00			0.00 520 530 520
PRESCH 5 YEAR OLDS	120.00			0.00 520 530 520
FT SCHOOL AGE	100.00			0.00 433 446 433
B&A SCHOOL	85.00			0.00 368 335 335
BEFORE SCHOOL ONLY	45.00			0.00 195 335 195
AFTER SCHOOL ONLY	40.00			0.00 173 335 173
TRANSP. (3 & UP)				0.00 0 38 0
TRANSP. (UNDER 3)				0.00 0 42 0
INITIAL REG FEE	25.00			
ANNUAL FEE	25.00			

NOTE: If you have rates to enter for additional shifts, for the same facility, enter the next shift number in the SHIFT field, otherwise key in the next Facility ID.

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB815- Successful update private paying rates. Enter next facility id.

Figure 3.5.1 - 8: Successful update, enter next shift number or next Facility ID

### 3.5.2 Calculator for entering private pay rate – county of origin, updating rates

1. Type "5" in the **SELECTION** field and the Facility ID in the **KEY** field (Figure 3.5.2 - 1).

GHB3101M 99901037	SUBSIDIZED CHILD CARE REIMBURSEMENT FACILITY AND PROVIDER PROCESSING MENU	12/30/08 10:13:39
<b>OPTION</b>	<b>DESCRIPTION</b>	<b>KEY</b>
(1)	LIST OF FACILITY'S APPROVAL NOTICES	FACILITY ID
(2)	PROVIDER DETAIL	PROVIDER ID
(3)	STATE OFFICE MENU	NONE
(4)	PROVIDER LIST OF FACILITIES	PROVIDER ID
(5)	CALCULATOR FOR ENTERING PRIVATE PAYING RATES	FACILITY ID (OPTIONAL)
(6)	LIST OF PRIVATE PAYING RATE CHANGES	
SELECTION: 5 KEY: H0470033 _		
F KEYS: 1=Help 3=Exit 4=Main Menu		

Figure 3.5.2 - 1: Select Option 5, Calculator for Entering Private Paying Rates - county of origin, updating rates

2. Press <ENTER> and the warning screen for contracting counties will appear (Figure 3.5.2 - 2).

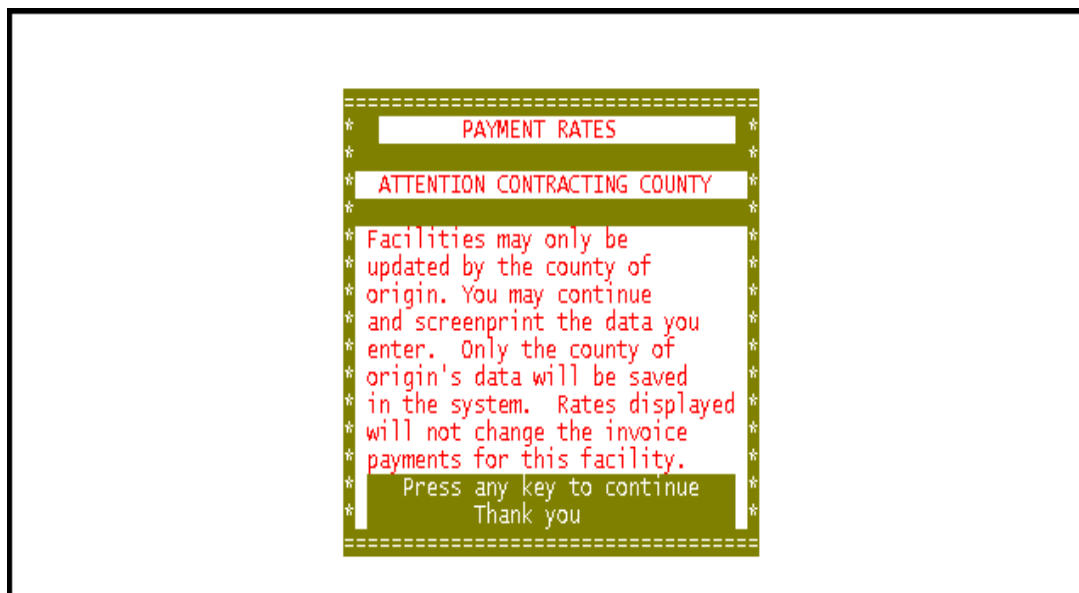


Figure 3.5.2 - 2: Warning Message for contracting counties

3. Press any key to reach the Payment Rates screen (Figure 3.5.2 – 3).

GHB2902M		SUBSIDIZED CHILD CARE REIMBURSEMENT			12/30/08	
00470015		PAYMENT RATES			10:33:27	
FACILITY ID		H0470033	RENEE PEGUESE DAY CARE HOME			
COUNTY		4	HOME	RATED LICENSE/STAR	5	
SHIFT		1				
	WEEKLY	EARLY	CALCULATED AMOUNTS			
	PRIV. PAY	PRIV. PAY	DSCNT	MTHLY	MARKET	ACTUAL
UNDER 1 YEAR/INFANT	142.00		0.00	615	462	462
1 YEAR OLDS	135.00		0.00	585	439	439
2 YEAR OLDS	135.00		0.00	585	427	427
3 YEAR OLDS	130.00		0.00	563	397	397
4 YEAR OLDS	130.00		0.00	563	397	397
PRESCH 5 YEAR OLDS	130.00		0.00	563	397	397
FT SCHOOL AGE	127.00		0.00	550	393	393
B&A SCHOOL	127.00		0.00	550	295	295
BEFORE SCHOOL ONLY	95.00		0.00	412	295	295
AFTER SCHOOL ONLY	95.00		0.00	412	295	295
TRANSP. (3 & UP)			0.00	0	38	0
TRANSP. (UNDER 3)			0.00	0	42	0
INITIAL REG FEE					0	0
ANNUAL FEE					0	0

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB727- Update mode. You may update the weekly private paying rates. ENTER.

**If a facility has more than one shift the screen for the first shift, listed on the approval notice, will appear. To enter a different shift's rates enter the shift number in the SHIFT field highlighted above.**

Figure 3.5.2 - 3: Private Payment Rates screen - updating rates

4. Key in any rate updates (Figure 3.5.2 – 4).

GHB2902M		SUBSIDIZED CHILD CARE REIMBURSEMENT			12/30/08	
00470015		PAYMENT RATES			11:35:49	
FACILITY ID		H0470033	RENEE PEGUESE DAY CARE HOME			
COUNTY		4	HOME	RATED LICENSE/STAR	5	
SHIFT		1				
	WEEKLY	EARLY	CALCULATED AMOUNTS			
	PRIV. PAY	PRIV. PAY	DSCNT	MTHLY	MARKET	ACTUAL
UNDER 1 YEAR/INFANT	150.00		0.00	615	462	462
1 YEAR OLDS	135.00		0.00	585	439	439
2 YEAR OLDS	135.00		0.00	585	427	427
3 YEAR OLDS	130.00		0.00	563	397	397
4 YEAR OLDS	130.00		0.00	563	397	397
PRESCH 5 YEAR OLDS	130.00		0.00	563	397	397
FT SCHOOL AGE	140.00		0.00	550	393	393
B&A SCHOOL	140.00		0.00	550	295	295
BEFORE SCHOOL ONLY	100.00		0.00	412	295	295
AFTER SCHOOL ONLY	100.00		0.00	412	295	295
TRANSP. (3 & UP)			0.00	0	38	0
TRANSP. (UNDER 3)			0.00	0	42	0
INITIAL REG FEE					0	0
ANNUAL FEE					0	0

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB727- Update mode. You may update the weekly private paying rates. ENTER.

**Weekly pay rates for highlighted fields updated.**

Figure 3.5.2 - 4: Private Pay Rates updated



5. Press <ENTER> to update the rates (Figure 3.5.2 – 5).

		WEEKLY			CALCULATED AMOUNTS		
		PRIV. PAY	EARLY PRIV. PAY	DSCNT	MTHLY	MARKET	ACTUAL
UNDER 1 YEAR/INFANT	150.00			0.00	650	462	462
1 YEAR OLDS	135.00			0.00	585	439	439
2 YEAR OLDS	135.00			0.00	585	427	427
3 YEAR OLDS	130.00			0.00	563	397	397
4 YEAR OLDS	130.00			0.00	563	397	397
PRESCH 5 YEAR OLDS	130.00			0.00	563	397	397
FT SCHOOL AGE	140.00			0.00	607	393	393
B&A SCHOOL	140.00			0.00	607	295	295
BEFORE SCHOOL ONLY	100.00			0.00	433	295	295
AFTER SCHOOL ONLY	100.00			0.00	433	295	295
TRANSP. (3 & UP)				0.00	0	38	0
TRANSP. (UNDER 3)				0.00	0	42	0
INITIAL REG FEE						0	0
ANNUAL FEE						0	0

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB794- Rates accepted, press F3 to cancel or F8 to continue update.

Figure 3.5.2 - 5: Updated Private Pay Rates accepted, continue update

6. Press <F8> to continue and update the applicable dates (Figure 3.5.2 – 6).

		100%	75%	50%
UNDER 1 YEAR/INFANT	462	347	231	
1 YEAR OLDS	439	329	220	
2 YEAR OLDS	427	320	214	
3 YEAR OLDS	397	298	199	
4 YEAR OLDS	397	298	199	
PRESCH 5 YEAR OLDS	397	298	199	
FT SCHOOL AGE	393	295	197	
B&A SCHOOL	295			
BEFORE SCHOOL ONLY	295			
AFTER SCHOOL ONLY	295			
TRANSP. (3 & UP)	0			
TRANSP. (UNDER 3)	0			
INITIAL REG FEE	0			
ANNUAL FEE	0			

Rates received by the agency: 2008-06-23  
 Decreases in rates effective: \_\_\_\_\_  
 Increases in rates effective: 2008-06-23  
 Increase in Star Rates effective: \_\_\_\_\_

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up  
 GHB803- Please update date information, then press Enter.

Figure 3.5.2 - 6: Update dates

7. Update dates and press <F10> to confirm the update (Figure 3.5.2 – 7).

GHB2903M		SUBSIDIZED CHILD CARE REIMBURSEMENT		12/30/08
00470016		PAYMENT RATES		15:05:50
FACILITY ID	H0470033	RENEE PEGUESE DAY CARE HOME		
COUNTY	4 HOME	RATED LICENSE/STAR 5		
SHIFT	1	100%	75%	50%
UNDER 1 YEAR/INFANT	462	347	231	
1 YEAR OLDS	439	329	220	
2 YEAR OLDS	427	320	214	
3 YEAR OLDS	397	298	199	
4 YEAR OLDS	397	298	199	
PRESCH 5 YEAR OLDS	397	298	199	
FT SCHOOL AGE	393	295	197	
B&A SCHOOL	295			
BEFORE SCHOOL ONLY	295			
AFTER SCHOOL ONLY	295			
TRANSP. (3 & UP)	0			
TRANSP. (UNDER 3)	0			
INITIAL REG FEE	0			
ANNUAL FEE	0			

Rates received by the agency: 2008-12-23  
 Decreases in rates effective: \_\_\_\_\_  
 Increases in rates effective: 2009-01-01  
 Increase in Star Rates effective: \_\_\_\_\_

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up  
 GHB180- Press F10 to confirm update or addition, F3 to cancel.

Figure 3.5.2 - 7: Dates updated, press <F10> to confirm

8. The message “GHB815- Successful update private paying rates. Enter next Facility ID” will appear. Note that if you have additional shifts to update enter the next shift number (Figure 3.5.2 – 8).

GHB2902M		SUBSIDIZED CHILD CARE REIMBURSEMENT		12/30/08
07870016		PAYMENT RATES		17:24:57
FACILITY ID	N7840046	CHILDHOOD DEVELOPMENT CENTER		
COUNTY	78 CENTER	RATED LICENSE/STAR 3		
SHIFT	1	WEEKLY	EARLY	CALCULATED AMOUNTS
		PRIV. PAY	PRIV. PAY	DSCNT MTHLY MARKET ACTUAL
UNDER 1 YEAR/INFANT	130.00	0.00	563	585 563
1 YEAR OLDS	125.00	0.00	542	585 542
2 YEAR OLDS	120.00	0.00	520	554 520
3 YEAR OLDS	120.00	0.00	520	530 520
4 YEAR OLDS	120.00	0.00	520	530 520
PRESCH 5 YEAR OLDS	120.00	0.00	520	530 520
FT SCHOOL AGE	100.00	0.00	433	446 433
B&A SCHOOL	85.00	0.00	368	335 335
BEFORE SCHOOL ONLY	45.00	0.00	195	335 195
AFTER SCHOOL ONLY	40.00	0.00	173	335 173
TRANSP. (3 & UP)		0.00	0	38 0
TRANSP. (UNDER 3)		0.00	0	42 0
INITIAL REG FEE	25.00			25 25
ANNUAL FEE	25.00			25 25

NOTE: If you have rates to enter for additional shifts, for the same facility, enter the next shift number in the SHIFT field, otherwise key in the next Facility ID.

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB815- Successful update private paying rates. Enter next facility id.

Figure 3.5.1 - 8: Successful update, enter next shift number or next Facility ID

### 3.5.3 Calculator for entering private pay rates – contracting county

1. Type "5" in the **SELECTION** field and the Facility ID in the **KEY** field (Figure 3.5.3 - 1).

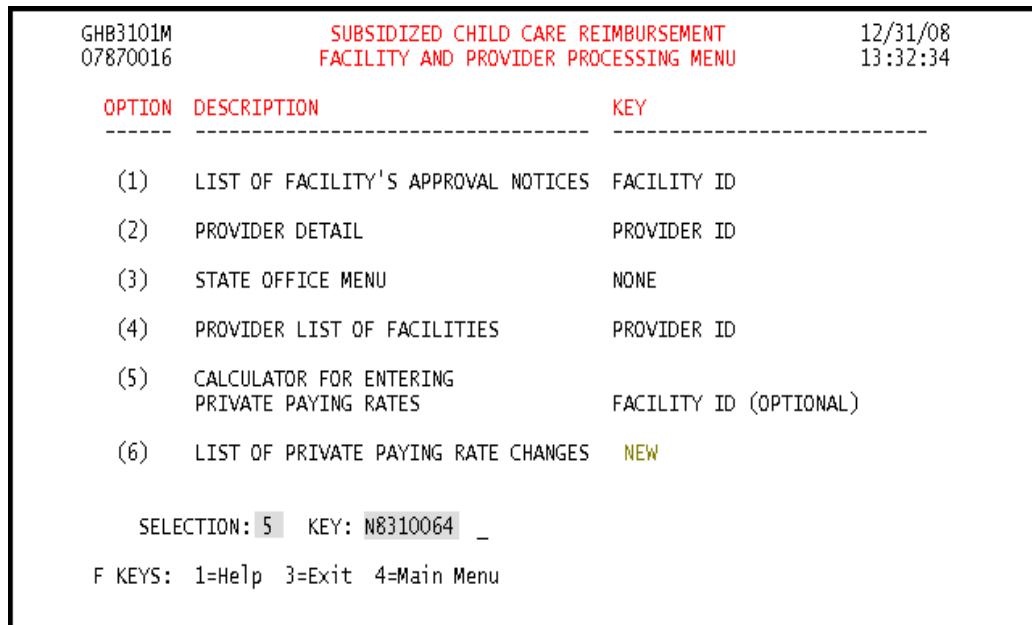


Figure 3.5.3 - 1: Select Option 5, Calculator for Entering Private Paying Rates - contracting county

2. Press **<ENTER>** and the warning screen for contracting counties will appear (Figure 3.5.3 - 2).



Figure 3.5.3 - 2: Warning message for contracting counties

3. Press any key to reach the Payment Rates screen (Figure 3.5.3 – 3).

GHB2902M		SUBSIDIZED CHILD CARE REIMBURSEMENT			12/31/08	
07870016		PAYMENT RATES			13:39:49	
FACILITY ID	N8310064	CUDDLY CARE FAMILY CHILDCARE HOME				
COUNTY	83 HOME	RATED LICENSE/STAR 4				
SHIFT	1	WEEKLY	EARLY	CALCULATED AMOUNTS		
	PRIV. PAY	PRIV. PAY	DSCNT	MTHLY	MARKET	ACTUAL
UNDER 1 YEAR/INFANT	100.00		0.00	433	433	433
1 YEAR OLDS	98.00		0.00	425	426	425
2 YEAR OLDS	94.00		0.00	407	408	407
3 YEAR OLDS	88.00		0.00	381	382	381
4 YEAR OLDS	88.00		0.00	381	382	381
PRESCH 5 YEAR OLDS	88.00		0.00	381	382	381
FT SCHOOL AGE	88.00		0.00	381	383	381
B&A SCHOOL	66.00		0.00	286	287	286
BEFORE SCHOOL ONLY	66.00		0.00	286	287	286
AFTER SCHOOL ONLY	66.00		0.00	286	287	286
TRANSP. (3 & UP)			0.00	0	38	0
TRANSP. (UNDER 3)			0.00	0	42	0
INITIAL REG FEE					0	0
ANNUAL FEE					0	0

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB973 - Calculator mode, Rates calculated, No updates, F8 to continue.

Figure 3.5.3 - 3: Private Payment Rates screen - contracting county

4. Key in the weekly and, if applicable, early pay rates for calculation (Figure 3.5.3 – 4).

GHB2902M		SUBSIDIZED CHILD CARE REIMBURSEMENT			12/31/08	
07870016		PAYMENT RATES			13:39:49	
FACILITY ID	N8310064	CUDDLY CARE FAMILY CHILDCARE HOME				
COUNTY	83 HOME	RATED LICENSE/STAR 4				
SHIFT	1	WEEKLY	EARLY	CALCULATED AMOUNTS		
	PRIV. PAY	PRIV. PAY	DSCNT	MTHLY	MARKET	ACTUAL
UNDER 1 YEAR/INFANT	125.00		0.00	433	433	433
1 YEAR OLDS	100.00		0.00	425	426	425
2 YEAR OLDS	100.00		0.00	407	408	407
3 YEAR OLDS	90.00		0.00	381	382	381
4 YEAR OLDS	90.00		0.00	381	382	381
PRESCH 5 YEAR OLDS	88.00		0.00	381	382	381
FT SCHOOL AGE	88.00		0.00	381	383	381
B&A SCHOOL	75.00		0.00	286	287	286
BEFORE SCHOOL ONLY	75.00		0.00	286	287	286
AFTER SCHOOL ONLY	50.00		0.00	286	287	286
TRANSP. (3 & UP)			0.00	0	38	0
TRANSP. (UNDER 3)			0.00	0	42	0
INITIAL REG FEE					0	0
ANNUAL FEE					0	0

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB973 - Calculator mode, Rates calculated, No updates, F8 to continue.

Figure 3.5.3 - 4: Private Pay Rates keyed, contracting county

5. Press **<ENTER>** to view calculated rates (Figure 3.5.3 – 5). These rates are inquiry only and will not be saved.

GHB2902M		SUBSIDIZED CHILD CARE REIMBURSEMENT			12/31/08	
07870016		PAYMENT RATES			13:53:45	
FACILITY ID	N8310064	CUDDLY CARE FAMILY CHILDCARE HOME				
COUNTY	83	HOME		RATED LICENSE/STAR	4	
SHIFT	1	WEEKLY	EARLY	CALCULATED AMOUNTS		
	PRIV. PAY	PRIV. PAY	DSCNT	MTHLY	MARKET	ACTUAL
UNDER 1 YEAR/INFANT	125.00		0.00	542	433	433
1 YEAR OLDS	100.00		0.00	433	426	426
2 YEAR OLDS	100.00		0.00	433	408	408
3 YEAR OLDS	90.00		0.00	390	382	382
4 YEAR OLDS	90.00		0.00	390	382	382
PRESCH 5 YEAR OLDS	88.00		0.00	381	382	381
FT SCHOOL AGE	88.00		0.00	381	383	381
B&A SCHOOL	75.00		0.00	325	287	287
BEFORE SCHOOL ONLY	75.00		0.00	325	287	287
AFTER SCHOOL ONLY	50.00		0.00	217	287	217
TRANSP. (3 & UP)			0.00	0	38	0
TRANSP. (UNDER 3)			0.00	0	42	0
INITIAL REG FEE					0	0
ANNUAL FEE					0	0

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Review 8=Down  
 GHB973 - Calculator mode, Rates calculated, No updates, F8 to continue.

Figure 3.5.3 - 5: Calculated Private Pay Rates, not updated - contracting county

### 3.6 List of Private Paying Rate Changes

This option shows a list of facilities that have had a change in their private paying rates. This list only displays facilities within the purchaser's county or the counties with which they are contracting. Note that this is a view-only option. You will not be able to change information that appears on the screens. If you have a question concerning a facility's private paying rates, contact the Data Management Unit of the Division of Child Development.

#### Viewing a facility's private pay rate changes

1. Type "6" in the **SELECTION** (Figure 3.6 - 1).
2. Press **<ENTER>** and the List of Private Pay Rates Recently Issued screen will appear (Figure 3.6 - 2).

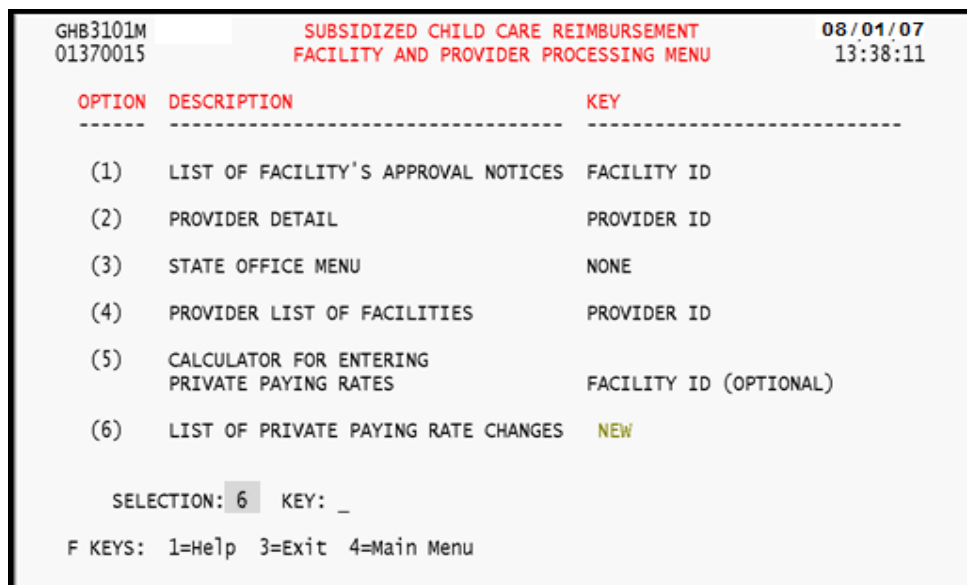


Figure 3.6 - 1: Select Option 6, List of Private Paying Rate Changes

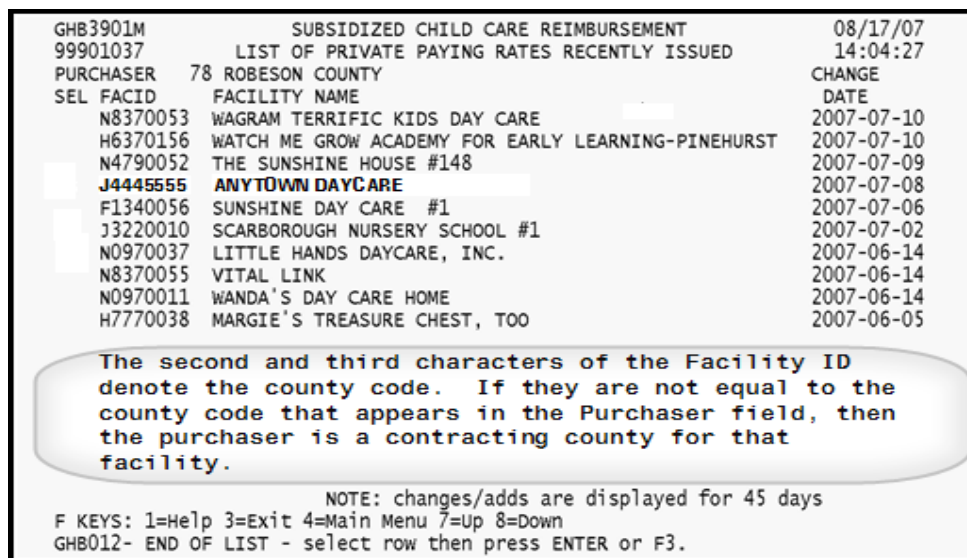


Figure 3.6 - 2: List of Private Paying Rate Changes Recently Issued



- Tab down and type "S" beside the facility whose private pay rates you want to view (Figure 3.6 – 3).

SEL FACID	FACILITY NAME	CHANGE DATE
N8370053	WAGRAM TERRIFIC KIDS DAY CARE	2007-07-10
H6370156	WATCH ME GROW ACADEMY FOR EARLY LEARNING-PINEHURST	2007-07-10
N4790052	THE SUNSHINE HOUSE #148	2007-07-09
<b>S J4445555</b>	<b>ANYTOWN DAYCARE</b>	2007-07-08
F1340056	SUNSHINE DAY CARE #1	2007-07-06
- J3220010	SCARBOROUGH NURSERY SCHOOL #1	2007-07-02
N0970037	LITTLE HANDS DAYCARE, INC.	2007-06-14
N8370055	VITAL LINK	2007-06-14
N0970011	WANDA'S DAY CARE HOME	2007-06-14
H7770038	MARGIE'S TREASURE CHEST, TOO	2007-06-05

NOTE: changes/adds are displayed for 45 days  
 F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down  
 GHB012- END OF LIST - select row then press ENTER or F3.

Figure 3.6 - 3: Select a facility to view its changed private pay rates

- Press <ENTER> and the private payment rates for that facility will appear (Figure 3-6 – 4).

FACILITY ID	COUNTY	WEEKLY PRIV. PAY	EARLY PRIV. PAY	DSCNT	CALCULATED AMOUNTS		
					MTHLY	MARKET	ACTUAL
J4445555	92	160.00		0.00	693	847	693
ANYTOWN DAYCARE	CENTER	150.00		0.00	650	847	650
		145.00		0.00	628	737	628
		130.00		0.00	563	640	563
		130.00		0.00	563	640	563
		130.00		0.00	563	640	563
		145.00		0.00	628	639	628
		75.00		0.00	325	479	325
		50.00		0.00	217	479	217
		70.00		0.00	303	479	303
				0.00	0	38	0
				0.00	0	42	0
		55.00				25	25
		55.00				25	25

Charges for Late Payments cannot be considered when determining subsidy payment  
 F KEYS: 1=Help 3=Exit 4=Main Menu 8=Down  
 GHB625- Inquiry only. You cannot update the facility information.

Figure 3.6 - 4: Private pay rates, first page, inquiry only

5. Press <F8> to scroll forward and view the effective date for those rates.

GHB2903M		SUBSIDIZED CHILD CARE REIMBURSEMENT		08/17/07	
99901037		PAYMENT RATES		14:04:38	
FACILITY ID	J4445555	ANYTOWN DAYCARE			
COUNTY	92	CENTER	RATED LICENSE/STAR 4		
			100%	75%	50%
UNDER 1 YEAR/INFANT	693	520	347		
1 YEAR OLDS	650	488	325		
2 YEAR OLDS	628	471	314		
3 YEAR OLDS	563	422	282		
4 YEAR OLDS	563	422	282		
PRESCH 5 YEAR OLDS	563	422	282		
FT SCHOOL AGE	628	471	314		
B&A SCHOOL	325				
BEFORE SCHOOL ONLY	217				
AFTER SCHOOL ONLY	303				
TRANSP. (3 & UP)	0				
TRANSP. (UNDER 3)	0				
INITIAL REG FEE	25				
ANNUAL FEE	25				

Rates received by the agency:	2007-04-30
Decreases in rates effective:	
Increases in rates effective:	2007-06-01
Increase in Star Rates effective:	

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up  
 GHB625- Inquiry only. You cannot update the facility information.

Figure 3.6 - 5: Private pay rates, rates effective date, second page