



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY COMMUNITY AND FAMILY SUPPORT CENTER
4700 KING STREET
ALEXANDRIA VA 22302-4418

29 Sep 03

S: Implementation NLT 31 Dec 03

S: Fee Review Reports 1 Feb 04

CFSC-CYS

MEMORANDUM FOR DIRECTOR, INSTALLATION MANAGEMENT AGENCY

SUBJECT: School Year (SY) 2003-2004 Army Child and Youth Services (CYS) Fee Policies and Guidance

1. References.

a. Memorandum, CFSC-CYS, 22 Jul 03, subject: Child and Youth Services (CYS) Productivity, Cost Management and Accountability (PCMA) Tools.

b. Memorandum, CFSC-CYS, 20 Nov 02, subject: Calendar Year (CY) 2003 Army CYS Fee Policies and Guidance.

2. The purpose of this memorandum is to outline School Year (SY) fee policies and guidance for Army Child and Youth Services to include Child Development Centers (CDC), School-Age (SA) Programs, Family Child Care (FCC), Middle School/Teen Programs (MS/T) and Team Sports. The CY03 Army fee policy and Department of Defense (DoD) fee ranges remain in effect for SY03-04 fees except for changes and/or adjustments in paragraph 3 below.

a. This is a transition year to move from a Calendar Year (CY) to a School Year (SY) fee cycle. School Year 03-04 fees will be implemented in first quarter FY04 (Oct-Dec 03) by those installations that implemented the CY03 fees in Jan 03.

b. Installations that implemented the CY03 fees after Jan 03, e.g., Feb or Mar 03, will not change/increase CDC or SA fees until Aug/Sep 04 in accordance with the DoD SY04-05 fee policy and fee ranges scheduled to be released second quarter FY04.

3. The following changes and/or adjustments are made to CY03 fee policy/guidance and will be implemented in SY03-04:

a. Total family income (TFI) for SY03-04 fee calculation will be based on the:

(1) Latest Leave and Earning Statement (LES) pay and allowances (except BAH) plus the 2003 BAH Chart II for current patrons or 2004 BAH Chart II for patrons registering after 31 Dec 03 or;

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(2) Latest LES pay and allowances plus the local BAH when the actual location rate is lower than the BAH Chart II rate.

b. The SY03-04 CYS registration fee is \$18.00 per child/youth or maximum registration fee of \$40.00 per family. New registration fees effective as of the date new fees are implemented.

c. The Category 1 fee for CDC patrons remains at \$42 per week (\$95 semi-monthly, \$190 monthly) for both standard and high cost area rates.

d. The SY03-04 Army-wide fee for CDC hourly care is \$3.00 per hour and an optional \$3.50 per hour for high cost areas. The hourly fee for Category 1 patrons is \$2.25.

e. The Category 1 for SA patrons is the minimum weekly fee in each program operating service hour range for Category 1, e.g., when the total week service hours is 20, the patron weekly fee will be \$9.00.

f. The SY03-04 Army-wide hourly fee for School Age (SA) occasional users is \$2.00 (standard) and an optional \$2.25 for high cost areas. The SA hourly rate for Category 1 patrons is \$1.50.

g. Summer camp fees do not include two weeks leave. Summer camp patrons may purchase summer camp weeks using one half of the semi-monthly SA fee rate rounded to the nearest dollar.

h. The SY03-04 Team Sports fee ranges are as follows:

(1) Category A, \$25 - \$55.

(2) Category B, \$35 - \$75.

(3) Category C, \$55 - \$85.

(4) Category D, locally determined, but must be higher than fees in Category A - C sports.

i. The revenue share formula used in CYS contracts for instructional programs should generally be a minimum of 30% to CYS and 70% to contract instructor. However, there may be instances where a higher percentage to the instructor is warranted as an incentive to recruit or retain skilled professionals for a hard to fill

specialty instructional area. Installations may choose to use a Child and Youth Program Associate -Instructor (CYPA 5) to staff instructional programs. When using a CYPA 5, installations must use the position guide at www.cpol.army.mil, (tools, then fasclass). The goal is for the overall CYS instructional program to be operated as a business generating revenue, but not necessarily each individual class.

j. The Privacy Act Statement authority on DD Form 2652, Application for Department of Defense (DoD) Child Care Fees covers the social security number of the children/youth enrolled in CYS.

4. The Army CYS fee policy is based on Department of Defense policy and must be implemented consistently within and across Installation Management Agency (IMA) Regions. This ensures consistency and predictability of CYS fee structure and procedures for Army patrons as they move from installation to installation and Region to Region. The DoD fee ranges apply to families who attend regularly scheduled CDC and SA programs. All CDC and SA fee charts and worksheets are available on the CYS webpage as part of the CY03 fee memorandum.

5. The Department of Defense tasks the Military Services to conduct an annual fee review. The electronic installation and Region Roll-Up Fee Review Report tools will be sent to the Region NLT 14 Nov 03. Request each Region submit to CFSC NLT 15 Jan 04 the SY03-04 Region Fee Review Roll-Up reports for:

- a. Child Development Centers
- b. School-Age Services
- c. Family Child Care Subsidy
- d. Team Sports

6. The CFSC point of contact for this action is Shirley A. Young, DSN 761-5389, commercial (703) 681-5389 or e-mail, shirley.young@cfsc.army.mil.



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