



Quick Guide to Request Registration Fee

PURPOSE: How to request provider registration fee (PRF) reimbursement.

Coalition pays 2 PRF's in 5 years for continuous eligibility (Start Date 7/1/2019)

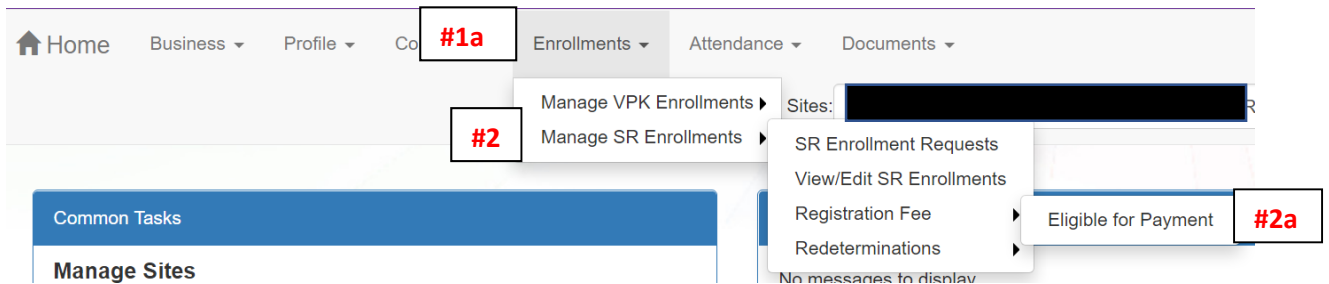
- * If child has a lapse of 12 months eligibility the 5 years starts over
- * PRF will only be paid 1 time per program year

Exceptions to the 2 in 5-year limit – Only 1 exception per child

- * Provider closes or has contract terminated (1-time exception)
- * Family Hardship (1-time exception)

1. Illness of the child or parent requiring the family to relocate.
2. Loss of a parent resulting in family relocation.
3. Loss of employment resulting in family relocation.
4. Eviction requiring the family to relocate.
5. Natural or man-made disaster.
6. Child expulsion in accordance with the provider's policies.

- 1) From your provider dashboard
 - a. Click on **Enrollments Tab**
- 2) Click the carrot **Manage SR Enrollments**
 - a. Click on **Registration Fee > Eligible for Payment**



- 3) Click on the **box** next to the child that you are requesting the registration fee

Registration Fee Payments

Program Year: 2020 - 2021 Payment Period: February 2021

The children below are eligible for registration fee payments based on the following criteria:

- The Provider has an online SR-20 contract/amendment with a registration fee greater than \$0.00 for the current program year.
- The child is in the SR Program.
- The child has not had more than two registration fee payments in the last 5 years (or three with a hardship).
- The provider may only receive one registration fee payment per eligible child per program year.

Show 10 entries. Clear All Filters Search:

Child ID	Child Name	Child Date of Birth	Household ID	Parent Name	Assessed Fee
<input type="checkbox"/> 4017790	[Redacted]	7/24/2017	1301966	[Redacted]	\$50.00
<input type="checkbox"/> 3089134	[Redacted]	2/17/2016	1004169	[Redacted]	\$50.00

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Registration Fee FAQ

What is a registration Fee?

Registration Fee – A nonrefundable fee for an initial or annual application of a child / family to cover administration cost of registering a child.

Annual Fee – A fee that is charged annually to cover materials, field trips and any other costs.

How much will I get reimbursed for the registration fee request?

The reimbursement for the registration fee is based upon the providers published private registration rate published on the provider profile Fees & Discounts tab under the Application/Registration Fee line. The registration fee is paid one time per eligible child per program year (July 1 – June 30).

Application/Registration * ⚠	\$ 50	Annual	Per Child
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- 1) **Amount** – provider will be paid up to \$75.00 or the amount the amount indicated on the Application/Registration Fee line, whichever is less.
- 2) **Frequency**
 - a. Annual – 1 time a year
 - b. One Time – Per initial enrollment of child
 - c. As Needed – when requested by the provider in lieu of charging the family
- 3) **Per Child / Per Family**
 - a. Child – Each eligible child will be reimbursed the amount indicated above (See #1)
 - i. Example 1 – Provider Registration Fee = \$95.00 Coalition reimburse \$75.00
 - ii. Example 2 – Provider Registration Fee = \$50.00 Coalition reimburse \$50.00
 - b. Family - Each eligible child per family will be reimbursed the amount indicated above (See #1). If there is multi children in the family the registration fee will be divided between each child up to \$75.00
 - i. Example 1 – Family of 1 Provider Registration Fee = \$150.00 Coalition will reimburse \$75.00 per child
 - ii. Example 2 – Family of 2 Provider Registration Fee = \$150.00 Coalition will reimburse \$75.00 per child
 - iii. Example 3 – Family of 4 Provider Registration Fee = \$150.00 Coalition will reimburse \$37.50 per child



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When do I need to request registration fee?

First Time Enrollment – for a child who enrolls in your site for the first time you will need to accept the enrollment and then request the registration fee reimbursement. The coalition will pay the registration fee with the first month of attendance.

Currently Enrolled – for a child that is currently enrolled (If your profile indicates that you collect an annual registration fee) you will submit the request for the registration fee reimbursement when a child has an annual redetermination, and you accept the redetermined enrollment. The coalition will pay the registration fee with the first month of attendance.

What if a child is attending multiple providers?

- 1) The coalition will pay the provider who the child is attending the majority of the time.
 - a. Example – School age child is attending Site A – Before & After Care, Site B – Vacation, Holidays & Summer, coalition will pay Site A the registration fee.
- 2) If the child is attending multiple providers concurrently then the coalition will pay the provider who the child has been enrolled the longest.
 - a. Example – Child has been attending Site A for 2 years then starts attending Site B for only Before & Aftercare, Coalition will pay Site A.

Can the coalition take back the registration fee from me?

The coalition shall recoup the registration fee in cases where a provider **expels** a child within three (3) months of enrollment.

Can I collect the registration fee from the parent and credit them once the coalition has reimbursed us?

Yes, but you should be able to show where you have credited or refunded the registration fee back to the parent.