**ENROLLMENT FEE MODULE PROCESS**

Registration fees are not to exceed $125.00 per instance. If the actual fee amount is less, the lesser amount is paid.

Parents are limited to 2 registration fees per child in a rolling 12-month period, regardless of the amount paid or the number of child care providers a child has been enrolled at.

The new module will automatically keep tract of the number of fees approved.

**THERE ARE NO EXCEPTIONS TO THIS LIMIT POLICY.**

**NO HARDSHIPS.**  When the funds are loaded, they count regardless of whether the parent uses them or not.

Providers Must have a registration fee entered in the system before any fee can be paid.

**What to do when the parent calls to request an enrollment/registration fee paid**

* Go to the case in CSAW
* Click on ‘**Add Registration Fee Payment**” link
* Select the **Child** ( make sure you click on the correct provider if the child has more than one authorization). If you receive a **Red Error Banner,** **see next page**
* Click on “**Add”.** The system will automatically use the lower of the provider fee amount and $125.00. The approved amount will populate in the Registration Fee Payment list section overnight.

**Note-** **The only time you would need to enter in an “OTHER AMOUNT” is when the parent is being charged less than the provider’s regular fee amount. For example, provider’s reported fee amount is $150 but the parent receives an employee discount and is only charged $75.00. The worker would click on the “OTHER AMOUNT” and enter in $75.00.**

**What to do if the provider has no fee listed in**

**the system**

If the provider has not reported any fees, the worker will received a **RED ERROR BANNER MESSAGE** when selecting the child on the “add registration Fee” tab. This will prevent any request from being entered for the case.

The worker must tell the parent that we can not approve the Fee request at this time since the provider has not reported their Fees to our agency. Inform the parent that we will be contacting the Daycare Provider to request that the provider enter in their Fees in the Provider Portal or send their Fees in writing to the agency. Once their Fees have been submitted, then we will process the request. This can take 48 hours or longer.

Please send an email to your Child Care Coordinator with the following information:

* **Case number:**
* **Childs Name:**
* **Provider Name:**
* **Provider  Number:**
* **Location Number :**
* **Enrollment fee amount:**

Child Care Coordinator will reach out to the daycare provider to inform them a Fee request was made but we were unable to confirm since no Fees have been reported by the provider. The provider needs to enter in their Fees in the Provider Portal or send them in writing to the coordinator before we are able to process any Fee payment for the case.

Once the Coordinator can confirm that Fees have been reported, they will enter and confirm the Fee request. If after 10 business days the provider still has not reported/submitted any fees, then the coordinator will reach out to the parent to let them know that no fee could be paid.

CSAW will allow any worker to enter the provider enrollment fee, however since providers are required to submit them in writing to the agency, we are requesting that only the Child Care Coordinators enter them into CSAW.

If you do receive a Written Enrollment Fee Price Sheet from the parent or daycare provider, please forward to your Child Care Coordinator to enter.