



Rhode Island Department of Human Services
Office of Child Care – Child Care Assistance Program (CCAP)
 25 Howard Avenue, Louis Pasteur Building #57, 1st Floor, Cranston, Rhode Island 02920

CCAP Allowable Fees

Allowable Fees	
CCAP Family Share	This is the amount a family is expected to contribute in co-payments to the cost of child care services and is assigned by DHS. This amount is found on the family’s Notice of Approval, the provider’s Enrollment Notice, and in the Provider Portal. This amount stays the same for family’s certification period unless the family reports a change to DHS and is eligible for a lesser amount.
Late Copays	Late copayment fees are allowable provided the fee is reasonable, is applied in a way that does not overburden families, and is clearly stated in the parent-provider agreement.
Reasonable Transportation	Transportation fees are allowed if transportation is requested by the parent or guardian, cost applies to all enrolled children (CCAP and non-CCAP), and cost is clearly stated in the parent-provider agreement.
After Hours/ Late Pick-Up	Fees charged for a child picked up after a provider’s published business hours (e.g., program closes at 6:00 PM and a parent doesn’t arrive until 6:30 PM) are allowable provided this policy is clearly stated in the parent-provider agreement. Furthermore, if there is a program-wide policy for all families stating children cannot be in care for more than fifty (50) hours a week, a late pick-up fee is allowable for time in excess of 50 hours provided the fee is clearly stated in the parent-provider agreement.
Additional Care Beyond Authorized Hours	For families who request care for additional hours past their DHS-authorized CCAP hours, providers may charge a fee for care provided in excess of authorized hours. For example, if a child is authorized for half time (10-19 hours per week), but the parent requests full time care, the provider can charge for care provided beyond 19 hours. This fee should be clearly outlined in the parent-provider agreement.
Bounced Check & Credit Card Transactions	For families who pay their CCAP family share via check or credit card, programs can charge a transaction fee or bounced check fee through a financial institution provided this information is clearly stated in the parent-provider agreement.
Food	Families who have voluntarily opted into participating in a food program, whether through the Child and Adult Care Food Program (CACFP) or otherwise, may be charged for this service provided the parent opts in and the policy/fees are clearly stated in the parent-provider agreement.
Prohibited Fees	
Waitlist	Providers may not charge the following to CCAP-eligible families: fee to register or enroll, annual fees, or a fee to join the waitlist, even if these policies are in place for all enrolled children.
Registration/ Enrollment	
Annual Fee	
Field Trip	If a program offers fee-based special programming such as field trips or activities where CCAP families are asked to pay a fee for their child to participate and they are not able to pay the fee, best practice is to waive the fee for this family. If that is not possible, and the child is excluded from the activity, the program is still required to provide age-appropriate care for the child during the activity. Recurring enrichment fees are also prohibited.
Activities (e.g., Enrichment)	
Withdrawal from Care	Should a CCAP-eligible family withdraw from care with or without notice, the program cannot charge the family a withdrawal fee even if the policy is in place for all enrolled children.