



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 Fees Tip Sheet

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 Tuition Payments	Late tuition payment fees are allowable so long as the fee is reasonable and is used in a way that does not overburden families.
Reasonable Transportation	Transportation fees are allowed but must be requested by the parent or guardian, and cost must apply to all enrolled children (CCAP and non-CCAP).
After Hours/ Late Pick-Up	Fees charged for a child picked up after a provider's published business hours are allowable. Furthermore, if there is a program-wide policy for CCAP and non-CCAP eligible children stating children cannot be in your care for longer than a certain amount of hours, a late pick-up fee is allowable for excess time.
Additional Care Beyond Authorized Hours	For families who request care for additional hours past their DHS-authorized CCAP hours, providers may charge a fee in accordance with their private pay policy. 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. Note, however, that full time authorized hours include 30 or more hours. Providers may not charge additional fees for providing care in excess of 30 hours, with the exception of the after-hours/late pick up fees noted above.
Bounced Check & Credit Card Transactions	For families who pay their CCAP family share via check or credit card, it is allowable to charge a transaction fee or bounced check fee through a financial institution.
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.