

August 27, 2009

Dear Parents,

Thank you for choosing Marine Corps Base Hawaii's (MCBH) Children, Youth and Teen Programs (CYTP) to assist you in balancing the competing demands of family life and accomplishment of mission. CYTP provides a range of services to support you and the needs of your children, and we have implemented a new enrollment process to verify all household information, income to ensure that we are in compliance with requirements from Headquarters Marine Corps (HQMC) and Department of Defense (DoD).

The Commanding Officer, within a range established by the Department of Defense (DoD), determines the fees for Child Development Centers and the School Age Care (SAC) Programs. Fees are based on total family income. The School Age Care fees were adjusted to include the hours of care, and 20% was deducted from full day care rate to reflect that the SAC program does not serve any lunches.

The new annual CYTP membership fee is \$15.00 for each child (ren) and teen (s) utilizing CYT Programs. This fee is due once a year. Fee verification and all pertinent financial documentation is due on 01 Oct 09 for families that have enrolled in any of the CYT Programs prior to 01 July 09. Families enrolled after 01 July will not need to re-submit fee verifications. Payments are due on the first and the fifteenth of each month.

New registration packets and fee re-verifications will be distributed beginning 01 Sept 09 to CYTP patrons. Families will have until 30 Sept 09 to complete and return all required documents and fee verifications to CYTP. If families fail to return completed documents by 30 Sept 09, patrons will be placed and charged the highest category beginning 01 Oct 09 until completed documents have been returned to CYTP. If patrons fail to return completed documents by 31 Oct 09, child care services will be denied and may be terminated.

The following information regarding total family income is provided for your review.

1. The application for Department of Defense Child Care Fees (DD form 2652) will be used to verify Total Family Income (TFI) as defined in DODIs 6060.2 and 6060.3. When calculating TFI, military income includes all pay and allowances listed on a member's Leave and Earning Statement (LES), except for Basic Allowance for Housing (BAH). TFI will also include the Basic Allowance for Housing Type II married with Dependents Rate (BAH-II) chart for all members, regardless of whether they live in government housing. For single military members, the BAH-II Married with Dependents Rate will be used in calculating TFI. For all dual military members, regardless of where they reside, the BAH-II Married with Dependents Rate of the senior member only, will be used to determine TFI.
2. TFI will be verified at the time of the annual registration and/or membership using the Service Member/Civilian and spouse's most recent pay stub or LES(s) except that BAH-II will be used in lieu of full BAH. Families who decline to provide proof of income will be charged the highest Category fee. Fees should not be adjusted

more than once annually; however, fees for individual families may be adjusted on a case-by-case basis if there is a documented hardship or unless there is a change of employment status. Patrons are required to notify their program of any change in employment status, (i.e., change in position or district, increase or decrease in hours worked).

3. Installation SAC fees are based on the number of program hours. SAC rates include all am and pm snacks. SAC fees must be reduced by 20% when meals (lunch) and snacks are not provided during full-day summer programs.

a. SAC patrons who are not affiliated with Marine Corps Base Hawaii will pay non DoD fees.

b. SAC patrons, who only require care on a non-school day will pay \$24.00 for that day.

4. Per MARADMIN 256/04, as a result of various inquiries regarding the inclusion of combat pay into the calculation for TFI, the following clarification is provided; family separation allowance, hardship duty pay, imminent danger pay, which are temporary and, in part, reimburse families for the additional expenses incurred while spouse is deployed should not be included in the calculation for the upcoming School Year 2009-2010.

5. In cases of divorced or legally separated parents, the parent with primary physical custody (51% or more) of the child/children is authorized to be the sponsor for childcare. A copy of the divorce decree or legal separation is required, plus a letter from his/her Command. If the sponsor is single, only his/her LES must be provided, along with a letter from his/her Command, copy of court document and/or a copy of Dependency Application to verify single sponsorship.

Income information is confidential. Copies of DD form 2652 (used to determine total family income) are kept in a locked file, and shredded at the end of each new year.

Children, Youth and Teen Programs define family as two people living at the same address who both contribute to the welfare and well being of the child.

A copy of the fee schedule is available at your center/site. Please keep the fee schedule for your files.

Thank you for allowing us to provide quality services for you and your family.

JANET M. HOOTEN  
Administrator  
Children, Youth and Teen Programs