

## **Chapter 8**

### **Collecting Parents' Share of Cost (SOC) and Subsidies**

#### **Why Parents' SOC is Assessed**

The federal government, state government, and TWC along with the CVWDB believe that it is important for parents to participate in paying the cost of their child care. In this way, parents can begin preparing to assume full cost of their child care as part of acquiring self-sufficiency.

#### **Who Pays Parents' SOC**

Federal law and state regulations say that many parents must pay part of the cost of their child care, even when they are getting help from CVWDB. Child Care Services (CCS) figures parents' SOC according to the family's gross monthly income. CCS tells the Provider on Agreement (POA) which parents have to pay SOC and how much it will be.

#### **Collecting Parents' SOC**

It is the sole responsibility of the provider to collect assessed parents' SOC. The POA keeps the SOC they collect, and the amount of the assessed parents' SOC is deducted from the CCS reimbursement to the POA.

The POA may collect parent's SOC:

- Once a week
- Once a month
- On a schedule that meets the parent's needs, as long as collection is documented and the SOC is collected before child care services are provided

The provider will make no additional charges to CCS referred parents for any difference between the POA's published rate and the CCS maximum reimbursement rate. This does not include charges to parents for picking children up late or for supplies, registration fees, insurance or special activities not included in the published rate that the parents elect to pay for on their own.

#### **Parents must pay their parents' SOC and subsidies even when:**

- Children are scheduled to attend but do not attend
- The parent takes vacation days

## **Reduction of Parents' SOC**

Parents' SOC may be lowered temporarily when parents have unusual circumstances. Only CCS can lower parents' SOC. The POA may **not** lower SOC but they can recommend that a parent ask for a SOC reduction from CCS.

CCS/CSS notifies the POA when parents' SOC has been reduced and issues a Form 2450.

## **When Parents do not pay their SOC**

CCS monitors the collection of parents' SOC by the POA. The POA should notify CCS about problems with payment of parents' SOC within 3 working days after the date it was due. After the Provider calls CCS to notify them of non-payment of the parents' SOC, the CCS/CSS will send a letter immediately reminding the parents of their responsibility to pay it. Based upon the response, if any, from the parent, CCS/CSS may assist the POA with collection of SOC, may reduce SOC, or may terminate child care services. CCS will not be responsible to pay the child care provider for any parent SOC that is delinquent.

## **RULES THAT APPLY**

The following rules apply to information in Chapter 8:

§809.19—Assessing the Parents' Share of Cost

§809.92—Provider Responsibilities and Reporting Requirements

## **Remember**

### **Collect Parents' SOC as required:**

- Parents' SOC is collected before child care services are provided
- The amount collected from each parent must be written down
- Providers must give parents receipts for the SOC they pay
- Parent receipts must include:
  - Full name of parent
  - Full name of child
  - The time covered by the receipt
  - The amount of money collected
  - The date the money was collected
- The POA must file and keep copies of receipts
- The POA should notify CCS **within three days** if parents do not pay their SOC on time