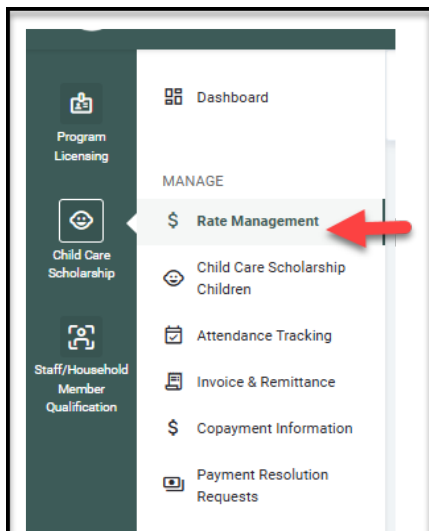




Provider Rates & Registration Fees

HOW TO REPORT PROVIDER RATES

1. To access your provider rates you must navigate to the Child Care Scholarship side of the Provider Portal located on the far left of the home screen.
2. Navigate to the Rate Management button under the “manage” section.



3. The Rate Management page holds the following information:
 - **My Provider Rates** includes your Current Rates, Past Rates, and Future Rates.
 - **State Provider Rates** includes your Current Rates, Past Rates, and Future Rates.



4. To update your Provider Rates, select the Update Provider Rates button in the top right of the screen.

5. A pop-up window will appear with instructions. Read them carefully. If your half-time or full-time rates differ from the state rates, select the appropriate option to enter your rates.

6. Select the half-time, full-time boxes or both to enter rates for each age category.



Please select the option(s) that apply to your facility:

☒ I have different half-time rates than state rates

☐ I have different full-time rates than state rates

Infant/Toddler (Age 0 up to 3)

*Half-time Monthly Rate	*Full-time Monthly Rate
\$638.00	\$1,276.00

Preschool Age (Age 3 up to 6)

*Half-time Monthly Rate	*Full-time Monthly Rate
\$605.00	\$1,210.00

7. Select Save to keep the entered rates. The rates will be effective the first of the following month. Or select Cancel to leave the section. Rates will not be saved.

HOW TO REPORT REGISTRATION FEES

1. To access your provider rates, you must navigate to the Child Care Scholarship side of the Provider Portal located on the far left of the home screen.
2. Navigate to the Rate Management button under the “manage” section.

Program Licensing

Child Care Scholarship

Staff/Household Member Qualification

Dashboard

MANAGE

\$ Rate Management

Child Care Scholarship Children

Attendance Tracking

Invoice & Remittance

Copayment Information

Payment Resolution Requests



3. To update your Registration Rates, select the View/Update Registration Fee button in the top right corner of the Rate Management page.

Rate Management

Facility Type
Child Care Center

View/Update Registration Fee Update Provider Rates

4. A pop-up window will appear showing your facility's registration fee. Select Edit to enter or change your registration fee.

View/Update Registration Fee

Asterisk (*) indicates required field

Please click on Edit button to update Registration Fee

*Registration Fee

\$100.00 Edit

Cancel

5. Enter a dollar amount into the registration fee field.

View/Update Registration Fee

Asterisk (*) indicates required field

Please click on Edit button to update Registration Fee

*Registration Fee

100

Cancel Save

6. Select Save to keep the entered rates. The rates will be effective the first of the following month. Or select Cancel to leave the section. Rates will not be saved.

Cancel Save